

# CARLBROOK SCHOOL

*Parent Handbook 2008*

2ND EDITION



## FOREWORD

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Dear parent:

Inside this handbook you will find general information about Carlbrook that we hope will prove helpful. Please understand that this handbook highlights policies, practices and procedures for parental education purposes only, and that this handbook is not to be construed as a legal document or contract. In addition, it should be understood that this handbook cannot anticipate every situation or answer every question that may arise during your student's enrollment at Carlbrook, and that circumstances will obviously require that policies, practices and procedures described in the handbook change from time to time. Consequently, the Board of Regents reserves the right to amend, supplement or rescind any provisions of this handbook as is deemed appropriate. Please keep this handbook readily available. We will, of course, also be available to you at any time for assistance, guidance and support.

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## SECTION 1 OVERVIEW

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### 1.1 School Philosophy

Founded on a belief in the innate potential of all students, Carlbrook School demands personal and academic excellence. The following beliefs are inherent in the Carlbrook philosophy and serve to guide and direct the student experience.

1. Honor is the foundation of self-perception, and allows one to establish emotional and interpersonal harmony.
2. Successful students must assume responsibility for their thoughts, actions, relationships and work.
3. Independent thought is vital to evaluate and navigate life's challenges.
4. Those who cannot help others cannot help themselves. Empathy, compassion and selflessness are best developed through service to others.
5. A sound mind is the result of sound reasoning. Successful students must learn to effectively acknowledge, address and express their true feelings.
6. Interdependence is the essence of independence. Truly independent people know when to depend on others.
7. Substantive relationships and good rapport between faculty and students provides inspiration, motivation and the willingness to change.
8. Recreation reinvigorates the soul, renews enthusiasm and creates opportunity for friendship and learning.
9. A safe and nurturing environment that respects the dignity of each individual promotes student learning, achievement and growth.
10. Family participation and support greatly enhances the student experience.

## 1.2 Honor Code

The concept of Honor defines a Carlbrook education. The School defines Honor as follows:

*Honor is the reconciliation of one's conduct with his or her conscience.*

If conscience can be seen as the repository of the core values (e.g. integrity, courage, compassion, persistence, etc.) that guide our lives and help us define ourselves, then Honor represents the reconciliation of our conduct with those values. Honor is the logically necessary precursor to positive perception of oneself; it is the foundation upon which we assemble character and construct our lives. Without Honor, we cannot fully realize, appreciate, nor meaningfully share either the blessings that have been bestowed upon us or the gifts that have been entrusted to us, for Honor is the virtue that pays tribute to all other virtues.

Honor can thus be seen as a single, overarching concept that incorporates all of the values fundamental to the Carlbrook experience. As such, the Honor ideal acts as the foundation and guiding principle for the Carlbrook program, and impacts every aspect of life at the School.

The daily demonstration of Honor is achieved by adherence to the School's Core Principles and Standards of Behavior. Because of the potentially damaging impact of such actions on the community at large, dishonorable behavior will not be tolerated.

## 1.3 Core Principles

The Carlbrook Honor Code is a manifestation of the following universal values, known as the Core Principles, from which the school's personal development curriculum is comprised. As a requirement for graduation from Carlbrook School, all students are expected to explore and master these concepts during their residency. Critical thinking, decisional analysis, and honest self-examination are essential to this process.

- Integrity
- Honesty
- Friendship
- Compassion
- Courage
- Vivacity
- Understanding
- Perseverance
- Respect
- Honor

## 1.4 2008-2009 Academic Calendar

### TERM 1 - 2008

Jan 1	New Years Day
Jan 2	First Academic Term Begins
Jan 26	SAT
Jan 28–Feb 1	Midterm Exams
Mar 1	SAT
Mar 3–Mar 7	Final Exams
Mar 7	First Academic Term Concludes
Mar 10-14	Alternative Curriculum Week

### TERM 2 - 2008

Mar 17	Second Academic Term Begins
Mar 19–22	Parent Conference and Visits
Mar 23	Easter
Apr 12	ACT
Apr 14-18	Midterm Exams
Apr 16	Student Government Elections
Apr 20	Passover
May 19–22	Final Exams
May 23	Second Academic Term Concludes
May 26-30	Alternative Curriculum Week
May 31	Commencement

### TERM 3 - 2008

Jun 2	Third Academic Term Begins
Jun 7	SAT
Jun 14	ACT
Jun 18–21	Parent Conference and Visits
Jun 26-27	Transition Conference
Jun 30 – Jul 3	Midterm Exams
Jul 4	Independence Day
Jul 22	Student Government Elections
Jul 28 – Aug 1	Final Exams
Aug 1	Third Academic Term Concludes
Aug 4-8	Alternative Curriculum Week
Aug 9	Commencement

### TERM 4 - 2008

Aug 11	Fourth Academic Term Begins
Sep 1	Labor Day
Sep 5-9	Midterm Exams
Sep 17-20	Parent Conference
Sep 23	Registration Opens for December Commencement & November Transition Conference
Sep 30	Rosh Hashanah
Oct 4	SAT
Oct 6-9	Final Exams

Oct 9	Yom Kippur
Oct 10	Fourth Academic Term Concludes
Oct 13-15	Alternative Curriculum Week
Oct 24	Registration Deadline for November Transition Conference
Oct 28	Registration Opens for December Parent Conference

**TERM 5 - 2008**

Oct 16	Fifth Academic Term Begins
Oct 18	PSAT
Nov 1	SAT
Nov 12	Student Government Elections
Nov 14	Registration opens for December Commencement
Nov 17-21	Midterm Exams
Nov 20-21	Transition Conference
Nov 26	Registration Deadline for December Parent Conference
Nov 27-28	Thanksgiving Holiday (no classes)
Dec 6	SAT
Dec 13	ACT
Dec 9-12	Final Exams
Dec 12	Fifth Academic Term Concludes
Dec 16	Commencement
Dec 17-20	Parent Conference
Dec 22	Hanukkah
Dec 25	Christmas Day

**TERM 1 - 2009**

Jan 1	New Years Day
Jan 5	First Academic Term Begins
Jan 13	Registration Opens for March Parent Conference
Jan 19	Martin Luther King, Jr. Day
Jan 24	SAT
Feb 2-5	Midterm Exams
Feb 5	Founders Day
Feb 13	Registration Deadline for March Parent Conference
Mar 4-7	Parent Conference
Mar 10-13	Final Exams
Mar 11	Registration Opens for May Commencement
Mar 13	First Academic Term Concludes
Mar 14	SAT
Mar 16-20	Alternative Curriculum Week

**TERM 2 - 2009**

Mar 23	Second Academic Term Begins
Mar 24	Registration Opens for May Commencement
Apr 9-16	Passover
Apr 12	Easter

Apr 16-17	Transition Conference
Apr 21	Registration Opens for June Parent Conference
Apr 24-28	Midterm Exams
Apr 29	Student Government Elections
May 1	Registration Deadline for May Commencement
May 2	SAT
May 18-22	Final Exams
May 22	Second Academic Term Concludes
May 25	Memorial Day
May 25-29	Alternative Curriculum Week
May 29	Registration Deadline for June Parent Conference
May 30	Commencement

**TERM 3 - 2009**

Jun 1	Third Academic Term Begins
Jun 2	Registration Opens for August Commencement
Jun 6	SAT
Jun 11-12	Transition Conference
Jun 13	ACT
Jun 17-20	Parent Conference
Jun 29-Jul 3	Midterm Exams
Jul 1	Student Government Elections
Jul 4	Independence Day
Jul 7	September Parent Conference Registration Opens
Jul 10	Registration Deadline for August Commencement
Jul 27-31	Final Exams
Jul 31	Third Academic Term Concludes
Aug 3-7	Alternative Curriculum Week
Aug 8	Commencement

**TERM 4 \* - 2009**

Aug 10	Fourth Academic Term Begins
Aug 14	Registration Deadline for September Parent Conference
Sep 2-5	Parent Conference
Sep 7	Labor Day
Sep 8-11	Midterm Exams
Sep 12	ACT
Sep 19	Rosh Hashanah
Sep 28	Yom Kippur
Oct 5-9	Final Exams
Oct 6	Registration Opens for December Parent Conference
Oct 9	Fourth Academic Term Concludes
Oct 12	Registration Opens for December Commencement
Oct 12-16	Alternative Curriculum Week
Oct 14	PSAT
Oct 24	ACT

**TERM 5 \* - 2009**

Oct 19	Fifth Academic Term Begins
Oct 29-30	Transition Conference
Nov 9-13	Midterm Exams
Nov 11	Student Government Elections
Nov 20	Registration Deadline for December Parent Conference & December Commencement
Nov 26-27	Thanksgiving Holiday (no classes)
Dec 9-12	Parent Conference
Dec 12	Hanukkah
Dec 12	ACT
Dec 14-18	Final Exams
Dec 18	Fifth Academic Term Concludes
Dec 19	Commencement
Dec 25	Christmas Day

**TERM 1 - 2010**

Jan 1	New Years Day
Jan 4	First Academic Term Begins

\* The Fall 2009 SAT dates (Terms 4 and 5) were not published at the time this handbook was updated.

## **SECTION 2 STANDARDS OF BEHAVIOR**

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Standards of Behavior are guidelines for living together; they are a means of ensuring that the Carlbrook community is safe, nurturing, and respectful of the needs of all students, faculty, and guests. As such, strict adherence to the Standards is required of all students. Violations of Carlbrook Standards will be forwarded to the Dean of Advising (see Section 8.1).

### **2.1 General**

- Students will respect the property of the School and other people.
- Students will refrain from lying, cheating, and stealing. They will be honest and forthright in both their actions and expressions.
- Students will consistently afford courtesy and respect to all other students and faculty members, and will follow direction from faculty in a respectful and cooperative manner.
- Students will actively participate in their own personal growth (academic, physical and emotional), and will help others do the same.
- Students will respect and honor the confidentiality of other students, families and faculty.
- Students will not discuss workshop experiences or workshop tools with other students who have not been through the workshop.
- Students will refrain from intimidating or threatening behavior. They will resolve emotions and problems without violence or the threat of violence.
- Students will refrain from the possession or use of tobacco, alcohol, illicit drugs or substances, contraband, weapons, or pornography.
- Students will refrain from sexual or intimate activities with others.

### **2.2 Etiquette**

- Students will recognize when a lady or a gentleman is present.
- Students will treat others with respect and dignity.
- Students will be respectful of all school property.
- Students will appropriately accept feedback regarding disrespectful behavior from other students and staff.

### **2.3 Treatment of Self and Respect for Others**

- Students should be respectful of themselves and others.
- Students will ask the owner's permission before using or borrowing anything that belongs to another person (students are not allowed to share or borrow personal clothing).
- Students will respect and honor the School's system of bans by refraining from communication of any kind (including verbal and nonverbal communication) with students on which such restrictions have been placed.
- Students will abide by the School's guidelines regarding confidential information involving other students, families and faculty.

## **2.4 School Property**

- Students will respect school property demonstrated by caring and maintaining the common living areas and items as though they were their own.
- Students are responsible for maintaining clean and organized living spaces.
- Students will refrain from adjusting thermostats and/ or lighting unless permission is granted by staff.

## **2.5 Group Sessions**

- All students are expected to actively participate in and benefit from group sessions.
- Students will honor and respect the intent and objective of group sessions.
- Students should make group requests regularly demonstrating an interest in the lives and work of their fellow students as well as a means of taking responsibility for the community as a whole.
- Violent or threatening comments or behavior during group sessions will not be tolerated.
- Students will remain involved in group sessions and avoid distracting behavior such as eating, drinking, knuckle cracking, etc.
- Student communication should be supportive, positive and reflect constructive criticism. Caustic, sarcastic, insulting, demeaning, threatening, abusive comments or behavior are not acceptable methods of expression.
- Information from group sessions regarding other students is confidential and should not be communicated to or discussed with anyone outside the group (i.e. what is said in group stays in group). Exceptions to this are mandated reporting as required by law, and/or potentially dangerous threats or harm to self and others.
- Students are permitted to share any group experience and/ or information about themselves after group sessions with faculty, other students and family members.
- Advisors may share what occurred in group with their colleagues, as well as with parents, as deemed necessary and appropriate.

## **2.6 Academics**

- Students will give their best efforts to all coursework by being attentive, respectful and involved in all classes (i.e. will be punctual and prepared, sit with upright posture, participate in class discussions, refrain from resting heads on desks or engaging in disruptive behavior, etc.)
- Students will do their own work (unless permission for collaboration is specifically given by the teacher).
- Cheating and/or plagiarism will not be tolerated.

## **2.7 Library**

- Students will respect the Library's function as a place of study and learning.
- All library materials are to be treated with care – no marking, removing or folding of pages.
- Students will return all library materials to the cart outside the librarian's office.
- Books and periodicals may not be removed from the library without staff permission. Approved items must be checked out and recorded.
- Library supplies are not to be removed.
- Photocopiers are to be used solely for academic purposes and students must have permission to use them.
- Students will take all of their possessions with them when exiting the Library.
- Students are prohibited from using a loud voice in the Library.

## **2.8 Study Hall**

- Students will come to Study Hall prepared. In other words students must have required textbooks, school supplies, and other materials ready to complete work.
- Students are to be properly attired in regular school attire (see section 2.15a and 2:15b for more information).
- Students are to work exclusively on academic material in Study Hall; this does not include therapeutic assignments or decorations for workshop returns.
- Students may not leave without permission from the Study Hall monitor.
- Students should always request permission to use restrooms, no more than one person in restrooms at a time.
- Students will be attentive and respectful at all times, and will not engage in disruptive behavior; e.g. loud talking, laughing, etc.
- Students will refrain from resting heads on desks and placing feet on furniture.
- Sitting on the floor is not allowed.
- No conversations, including group learning/ tutoring; students must raise their hands and use library voices to ask questions.
- Students will pick up newspapers, magazines, books, and papers and/ or borrowed material from staff or peers at the beginning of the period and return them to their proper place at the end of the period.
- Students will push all chairs up to tables and straighten computer tables at the end of period.

## **2.9 Music and Media**

- Movies and music that are not compatible with the general standards of the School (i.e. those that are excessively discordant due to content that is overtly sexual, violent, drug-oriented, anarchist, depressive, etc.) are considered unacceptable forms of entertainment.
- The School will provide all media (including movies, music, and reference and utility media), and only such media provided by the School may be possessed or used on school property.

- Among the student body only the Multimedia Committee may assist with the selection, handling and maintenance of media.
- Media equipment (stereos, CD/DVD players, TVs, etc.) is to be operated only under the supervision of faculty members.
- Due to the unpredictability of content played, radio is an unacceptable form of media.
- While on off-campus trips, students (including Multimedia Committee members) are not allowed to handle media equipment (ipods, volume, etc.), unless staff requests assistance.
- All music that is to be played for a Last Light must be approved by the student's Advisor prior to asking permission from the Floor Coordinator.

## **2.10 Food and Dining**

- Students will meet in the Dining Hall 15 minutes prior to dinner for general announcements and will sit with their team until dinner meeting concludes.
- No talking during dinner meeting.
- Running or walking fast to the food line is not permitted.
- Students will use the IN door to enter the food line area and will only use the OUT door to exit the food line area.
- All four chair legs should be kept on the floor with no leaning back.
- Only eight chairs are allowed at each table with the exception of formal group activities.
- With the exception of drinks, which are allowed on the dining hall porch, no food or drink may be taken out of the dining hall.
- When returning dishes to dishwashing area, dishes will be scraped of excess food and stacked neatly.
- Personal items are not allowed to be left outside the Dining Hall and must be kept in the Cloak Room in an orderly fashion.

### **2.10a Use of private dining room**

- The use of the private dining hall is not available to students during lunch period. This period is reserved for luncheons and meetings provided for faculty members.
- Students may not use the room for birthday parties or other celebrations.
- Students must ask a faculty member for permission to use the room. Once approved, the faculty member must contact the Chef to reserve the room.
- Students may use the room for committee meetings only if it is not being used by a faculty member.
- A staff member must be present during the reserved time.
- Students are responsible for leaving the room clean. The room will be checked prior to and after each use by the staff member supervising the meeting.
- Furniture may not be rearranged or removed from the room.
- Coasters must be used with all beverages.
- No paper, posters, banners or the like may be hung or taped to the walls or furniture.
- Abuse, rough handling of or inappropriate use of the room will not be tolerated.

### **2.11 Chores and Work**

- All students will participate in daily dormitory cleaning and weekend deep cleaning.
- Student helpers will assist in meal preparation/setup before and after all meals.
- Students involved with meal setup and service will follow the posted Food Service Rules (e.g. washing hands, wearing gloves and hairnet, using serving utensils properly, etc.).
- Students will maintain a safe working environment and exercise caution while working.
- Students will clean up after themselves when using general areas of the School.
- Students will return all items (such as tools, equipment, etc.) used in classes, chores, activities, etc. to where they came from.

### **2.12 Dorms**

- Students will maintain physical and emotional safety at all times in the dorms.
- Students will respect dorm time and lights out.
- Lights out will be as follows:
  - 10:30 pm Sunday through Friday
  - 10:45 pm Saturdays
- Wake up is as follows:
  - 6:30 am weekdays
  - 8:45 am Saturdays
  - 9:35 am Sundays
- All food and drinks are to remain in the Dining Hall or other designated areas (the only exception to this is the Prefect Dorm).
- Students may only be in the dorm during specified times.
- Members of the other gender are not allowed in the dorms at any time.
- Only approved pictures can be posted on the bulletin boards, and must fit within the boundaries of the board.
- Students will not borrow clothes.
- Students need to have shoulders to knees covered when crossing the hall to the bathrooms.
- After Last Light only Prefects are allowed to visit other dorms until 10:40 pm.

### **2.13 Lost and Found**

- Any misplaced clothing or items found on campus will be placed in the lost and found bins in the dorms for an allotted amount of time.
- Prefects are responsible for getting labeled clothing and items back to owners and following up with assigning an appropriate consequence.
- During deep cleans all unlabeled and unclaimed clothing/ items should be sorted through. If items are still unclaimed they will be placed in a laundry bag and marked for Goodwill.

## 2.14 Hygiene and Grooming

- Students will be aware of and responsible for maintaining healthy personal hygiene and grooming.
- Male students will be clean-shaven.
- Students will brush teeth at least once a day.
- Hands are to be washed before each meal.
- Students are to shower every day.
- Linens, sheets and towels will be washed weekly.
- Clothing will be washed weekly and changed when appropriate.
- Dorms and bathrooms are to be cleaned daily.
- Hair is to be shampooed and cut regularly. All students will maintain their natural hair color.

*Males:* Hair length will be no longer than above the back collar, and above the eyebrows and above the ears. Hair should be no shorter than ½ inch in length. Sideburn length will be no longer than mid-ear. Hair should be styled as to not hide the eyes.

*Females:* Hair will be styled so that no areas are cut closer than 1 inch. Hair should be styled as to not hide the eyes.

## 2.15 Clothing Standards (see Section 5.2 for Clothing Lists)

- All shirts or blouses are to be tucked into pants, slacks or shorts during class time and during group sessions Monday through Friday (females see note regarding French-cut style shirts).
- Beginning Monday and ending after Friday group sessions denim pants, shorts, skirts, shirts or flip-flops are not permitted.
- T-shirts, shorts, sweats, denim, sleeveless shirts, or athletic-type shoes are permitted *only* during PE classes, Crews or other outdoor activities.
- All pants, slacks and shorts will have a tailored fit and professional hem.
- Students may not wear tight, revealing, low-slung, baggy-fitting or oversized clothing.
- All clothing will be free from rips, photos/graphics, music references and slogans that condone or support anything outside the Standards and Honor Code of Carlbrook School (e.g. drug references, concert t-shirts, etc.).
- Clothing must be worn in a conservative and appropriate manner.
- Students are allowed to wear an inexpensive watch. Females may wear one pair of simple, post-style earrings or nickel-sized hoops. No expensive jewelry or watches.
- Baseball caps or sun-visors are not permitted.
- Shoes are to be worn at all times, unless prevented by appropriate athletic activity or in a building where slippers are appropriate.

### 2.15a Males

#### Specific clothing standards for male students

- Pants and shorts may not be worn below or hanging off the hips.
- Shorts may be no longer than 2 inches below the knee.
- Tight ribbed tank tops are not acceptable.

**Appropriate clothing for male students beginning Monday and ending after Friday group sessions**

SHIRTS:

- Oxford collared button-down long sleeve or short sleeve shirt must be worn with a tie (long sleeve shirts may be rolled-up during hot weather).
- Students may remove ties and wear polo-type shirts on school evenings.

PANTS:

- Students must wear tailored dress slacks or khakis/chinos.
- During summer months dress shorts may be worn after school in the evenings.

ACCESSORIES:

- Dress socks (not athletic/white socks) must be worn with dress shoes.
- A belt must be worn with slacks or pants.
- Sweaters or sweater vests are optional.
- Sport coats or blazers are encouraged during cold months.
- During summer months dress sandals may be worn after school in the evenings.

**Appropriate clothing for male students on weekends (Friday after group sessions, Saturday & Sunday)**

SHIRTS:

- Students may wear a casual collared shirt or t-shirt.

PANTS:

- Students may wear jeans, khaki-style or athletic shorts.

SHOES:

- Athletic-style shoes or flip-flops are permitted.

**2.15b Females**

**Specific clothing standards for female students**

- Shirts, tops, blouses or sweaters may not show the mid-section or belly when elbows are raised to shoulder level
- Shirts, tops, blouses or sweaters may not have a low scoop, be tight-fitting (i.e. material is pulled tightly across the bust or fits snugly beneath the bust-line) or show midsection when elbows are raised to shoulder level.
- Tops made of T-shirt material are not to be worn in the classroom or on weekday evenings.
- Pants may not be hip huggers, flared or bell bottom style.
- Pants may not be worn tight – if a panty line is visible it is not appropriate.
- Shorts may not be shorter than mid-thigh (midpoint between top of inseam and knee).
- Bras and camisoles may not be visible beneath a shirt, blouse, top or sweater.
- Cleavage may not be exposed.
- No spaghetti strap or halter-tops, bra enhancers (push-ups, miracle-bras, demis, excessive padding, etc.), or thong style underwear.
- No flip-flops on school days or weekday evenings.

**Appropriate clothing for female students beginning Monday and ending after Friday group sessions**

TOPS:

- Students must wear an Oxford collared shirt or a tailored blouse with long, quarter or cap sleeves.
- All blouses/shirts or sleeveless tops must be tucked in, the *only* exception is if the top is French-cut (blouse with pin tucks on the front and back).

PANTS:

- Pants must be slacks, chinos or capris.

SKIRTS:

- Long skirts may not have slits higher than 2 inches above the knee.
- Short skirts must be knee-length and may not have slits higher than 2 inches above the knee.
- Skirts may not be lacey.
- All skirts must be worn with a slip unless they are a thick fabric such as wool, corduroy or twill.

DRESSES:

- Long dresses (long sleeve, short sleeve or sleeveless) may not have slits higher than 2 inches above the knee.
- Short dresses must be knee-length and may not have slits higher than 2 inches above the knee.
- Dresses may not be lacey.

ACCESSORIES:

- Shoes must be 2 inches or less in height (no thong or flip flop style).
- If pants have a belt loop, a belt must be worn.

**Appropriate clothing for female students on weekends (Friday after group sessions, Saturday & Sunday)**

TOPS:

- Students may wear casual collared shirts, t-shirts, sleeveless tops or tank tops.

PANTS/ SKIRTS:

- Students may wear jeans, shorts, capris, chinos, overalls, skirts or dresses.

SHOES:

- Students may wear athletic-style shoes, sandals or boots.

**2.16 Dry Cleaning**

- Dry cleaning is available weekly. Pick up service is every Tuesday morning. Delivery service is the following Tuesday morning.
- All dry cleaning must be placed in a dry cleaning bag provided by the service company. A dry cleaning slip must accompany each bag with the student's name and a list of items submitted. Items not bagged or labeled properly will not be picked up for service.
- The following may be sent to the dry cleaners:  
Ties

Suit jackets/ blazers  
Dress pants  
Dresses  
Skirts  
Sweaters  
Blouses (labeled dry clean only)

- The following may not be sent to the dry cleaners:  
Chinos/ khakis/ cords  
Collared button-down shirts  
Jeans  
Shorts  
Washable Blouses/ Tops/ Sweaters/ Dresses  
Polo Shirts  
Casual Jackets  
Coats  
T-Shirts/ Sweatshirts/ Sweatpants  
Shawls  
Underwear (including bras and slips)  
Socks/ Tights/ Pantyhose  
Robes/ Bedroom slippers/ Shoes  
Handkerchiefs  
Belts/ Gloves/ Hats/ Scarves  
Towels/ Wash Cloths/ Rugs  
Comforters/ Bed Linens/ Pillows  
Stuffed Animals  
Sleeping Bags  
Wall Hangings

- Alterations are *only* available for commencement attire.

## **2.17 Activities and Athletics**

- Students will exercise good sportsmanship, courtesy and caution while participating in all activities and athletics.
- Proper athletic attire will be worn for all sporting events and/ or activities.
- Students will respect and care for school grounds, athletic equipment and facilities (i.e. leave in better condition than found).
- All athletic equipment must be returned to its proper place after use.
- Referees will have final say on all plays on the field/ court. If the referee is challenged the staff overseeing the athletic event will make the final call.
- Profanity (or “trash talking”) will not be tolerated during any event. Students will be given a warning and further warnings may result in being ejected from the game.

### **2.17a Pond**

- Students will exercise caution and safety when around the pond area.
- Swimming or diving in the pond is not permitted.

- Students will refrain from throwing rocks or other debris into the pond, and will take special care of the pond environment.
- Students will not walk on the pond when it is frozen.

#### **2.17b Fishing**

- Students will not fish without staff permission.
- Personal fishing equipment will be cared for and respected by others.
- Only hooks and lures without barbs are allowed.
- Any fish that are caught will be immediately returned to pond.

#### **2.17c Swimming Off Campus**

- All off-campus Standards of Behavior are applicable.
- Swimming and other water activities will be done with a partner at all times.
- All students will have been instructed in water safety techniques before engaging in swimming or water activities.
- Students will act in a respectful and safe manner towards others in and around the swimming areas (e.g. no dunking, pushing, etc.).

#### **2.17d Hiking**

- Students will hike only with staff permission, coordination and participation; no unsupervised hiking trips are allowed.
- All hikes must be attended by at least one staff and two students, with one of these students being in Upper School.
- A written list of all hiking participants must be given to the Floor Coordinator prior to departure.
- Students may not hike from November 1 to February 1 due to deer hunting season in Virginia.
- The hiking group will take extra clothing, water, and a first aid kit.

#### **2.17e Walking/ Jogging**

- At all times students must check in with the Floor Coordinator before and after the walk or jog.
- Students must check in with the Floor Coordinator at least every hour.
- Students must dress appropriately.
- Students may walk and jog around the campus during daylight hours only. After dark, staff permission must be given to walk or jog the circuit.
- Boys and girls may not take walks or jogs together on Carlbrook Road.
- Only post-Animus students may walk or jog on Carlbrook Road. There must be a minimum of three same-gender students during the walk or jog, at least one must be in Upper School.
- Students may not take walks with staff unless accompanied by another student or staff member.
- Students will stay away from construction sites, and will not enter such sites or speak with the construction personnel without staff permission.

#### **2.17f Snow Activities**

- No snowball fights or other snow-related activities are allowed on the academic side of the pond during school days.

- Any snowball fight during free time must remain constrained (e.g. no throwing of snowballs at a person's head, etc.), with all parties agreeing to take part.
- Students must dress appropriately for snow related activities.
- No sledding or sliding is allowed without staff permission.

### **2.17g Weight Room**

- Students are required to have staff permission to use the weight room.
- Boys and girls will not exercise at the same time without staff supervision.
- Students must always workout with a partner, and have a spotter nearby.
- Students are responsible for learning to use the machines and weights properly, and should always use proper exercise form and technique.
- All students will have been instructed in weightlifting safety techniques before engaging in workout activities.
- Attempts at one-rep maximums are prohibited.
- Equipment is to be treated properly and shared.
- Dropping or slamming of weights is not allowed.
- Weights and benches must stay in the weight room at all times.
- Students must wear proper attire (including shoes) when working out.
- Students must wear a shirt at all times when working out - no exceptions.
- No drinks or food are permitted in the weight room.
- Running or horseplay is not allowed.
- The weight room must be left clean after each workout.
- No loitering in or around weight room.

### **2.18 Off-Campus Activities**

- All Carlbrook Standards of Behavior apply during off-campus activities (including clothing, movie and music standards).
- All students on field trips will stay with the Carlbrook group unless the supervising faculty specifies otherwise.

### **2.19 Communication**

- Students are encouraged to write to their parents frequently.
- Students will be allowed to call their parents at predetermined times with faculty supervision and support.
- Communication (written or oral) with persons other than immediate family is prohibited, unless explicit permission is given by the student's Advisor.

### **2.20 Medical**

- All students taking regularly scheduled prescription medication must report to the medical office at the predetermined time to take such medication.
- Students arriving late for medical distributions may receive a crew.
- All required medications must be taken in full at the appropriate time. No skipping, saving, or sharing of medication is allowed.
- When receiving medication, students will follow directions and be cooperative with the dispensing faculty.

- Students are not allowed to bring back any over-the-counter medications or personal medical products (including acne cream) from visits.
- Students are not allowed to keep any medication on their person or in their dorms. The only exception to this is an Albuterol inhaler for the treatment of asthma.
- Students are not allowed to keep any personal hygiene products not supplied by Carlbrook on their person or in the dorms. The only exception to this is acne cream if this has been specifically approved by the student's Advisor and the medical department.
- Sharing of personal medical products (Albuterol inhalers, acne creams, etc.) is strictly forbidden.
- Sick or injured students should report such ailments to a faculty member immediately.
- Ill students should avoid physical contact with others.
- Students will act in a courteous and respectful manner on medical visits, and will follow the directions of Carlbrook transportation personnel.
- All Carlbrook Standards of Behavior apply during medical visits.

## **2.21 Student Visit Standards**

### **2.21a Standards for all On Campus Visits**

- Students are required to adhere to all Carlbrook Standards of Behavior during visits (including clothing, movie and music standards).
- Students may not be exposed to any of the elements that influenced his/her enrollment to Carlbrook School (clothing, music, jewelry, make-up, smoking, etc.).
- Students may not have contact with old friends from home at any point during the visit (no phone calls, letters from old girlfriends/ boyfriends, pictures, etc.).
- Students may not call/contact any current or former Carlbrook students during the visit.
- Parents have the right to end the visit at any point if they feel their student is being disrespectful or dishonest.
- Students must be with a family member at all times except for short breaks.
- Students must stay on campus (see first and second on-campus visit standards for specifics).
- No clothing, food or gifts (personal hygiene products, music/ movies, etc.) may be given to students during the visit. Clothing requests must be discussed with the student's Advisor, and if approved should be mailed directly to the School. Items given to students during the visit will be sent home.
- The use of personal electronic devices is prohibited during visits ("personal electronic devices" from here on refers to mobile phones, all forms of music players, handheld and stationary gaming systems and any new technology not mentioned that involves music, movies, games, photos etc.).
- Students must have an adult family member present when listening to music or watching a movie.
- Students may not accept or use money, credit cards, checks, etc.

### **2.21b Standards for First On Campus Visit**

- Students must adhere to all on campus visit standards.

- Students must remain on the Carlbrook campus for the entire visit – no exceptions.
- Students are required to continue developing skills of communication during the visit.

**2.21c Standards for Second On Campus Visit (may include off-campus time)**

- Students must adhere to all on campus visit standards.
- Students must remain on the Carlbrook campus for the entire visit unless they have earned off campus time. Advisors will notify parents prior to the visit if time has been earned.
- At any time during the visit, students may contact the School for support while off campus. Students must call the main number and leave a message with his/ her number on the emergency line Ext. 8300. Alternatively, students may ask for Advisor contact numbers before leaving the campus for a visit.
- Students must have a clothing check immediately upon returning to the campus.
- Students (and family members) agree to work whole-heartedly towards achieving their visit goals.

**2.21d Standards for all Off Campus & Regional Visits**

- Students are required to adhere to all Carlbrook Standards of Behavior during off campus and regional visits (this includes clothing and music standards).
- Students may only take those items that will fit in a single large duffel bag issued by Carlbrook School. Students may not take backpacks or laptops on off campus, regional, home or college visits.
- No clothing, food or gifts (personal hygiene products, music/ movies, etc.) may be given to students during the visit. Clothing requests must be discussed with the student's Advisor, and if approved should be mailed directly to the School. Items given to students during the visit will be sent home.
- Shopping on visits is discouraged. Should a student need clothing and it is difficult to determine the correct size, then Advisors may give permission for the student and parent(s) to have one hour to shop. The student/ parent may not bring the clothing to the campus. Clothing must be mailed to the student. Clothing not approved will be sent home.
- Students will spend the entire visit supervised by parents with limited alone time.
- Students should not be exposed to any of the elements that influenced his or her enrollment to Carlbrook (clothing, music, jewelry, make-up, smoking, etc.).
- Students will not spend more than one hour a day in isolated activity (e.g. television, computer, etc.).
- Internet access during visits is prohibited.
- The use of personal electronic devices is prohibited during visits (see section 2.21a).
- Students must have an adult family member present when listening to music or watching a movie.
- Students may not stop by their home at any point during the visit.

- Students may not operate an automobile during the visit. Permission to drive golf carts, jet skis, etc. will be granted on a case by case basis at the discretion of the Advisor.
- Students may not contact old friends unless the student has earned this privilege and has permission from their Advisor.
- Students may not call/contact/visit any current or former Carlbrook students during the visit.
- Students may contact extended family via phone during the visit if this has been approved by the student's Advisor.
- Students may not accept or use money, credit cards, checks, etc.
- Parents must leave contact phone numbers where they can be reached during the visit.
- Students may contact the School for support at any time. The student may call the main number (434) 476-2406 and leave his or her contact number on the emergency line at extension 8300.
- Parents have the right to end the visit at any point if they believe their student is being disrespectful or dishonest.
- Students are required to have a clothing check immediately upon returning to the Carlbrook campus and may be asked to write a detailed Honor List.

#### **2.21e Standards for all Home Visits**

- Students will dress in weekday evening attire while traveling to and from the Carlbrook campus.
- During the visit, the Carlbrook weekend dress code is in effect.
- Students may only take those items that will fit in a single large duffel bag issued by Carlbrook School.
- Students may not take backpacks or laptops on home visits.
- Students may not take toiletries or personal hygiene products on home visits; all toiletries should be supplied by parents for the duration of the visit.
- *First visit only:* Students will go through their room or personal space with their parent(s) before they go to bed the first night. They must discard items that represent their old lifestyle. They must choose one item that is the most difficult to discard and send it directly to the School (labeled with their name and their Advisor's name) to the attention of *Sandi Hughes* in the Advising Department.
- Students may not drive on the first home visit. Students may drive on the final visit if they are accompanied by a parent and were given approval by their Advisor.
- Unsupervised internet access is not permitted.
- Students may not spend more than two hours a day in isolated activity (e.g. listening to music, watching TV, etc.).
- Students may not call/contact/visit any current or former Carlbrook students during the visit.
- Students may not bring back food, personal hygiene products, medications, music/ movies, computer software, etc. Any items brought back will be sent home.
- Standards for music, movies and television are in effect during visits.
- The use of personal electronic devices is prohibited during visits (see section 2.21a).

- Students must have an adult family member present when listening to music or watching a movie.
- Students may contact extended family via phone or email during the visit if approved by the student's Advisor and parents.
- With their Advisor's permission, students may meet with friends (at their home only) under the supervision of their parents if they have shared correspondence with the friends prior to the visit.
- Unsupervised meetings with friends are not permitted.
- Students will conduct themselves in a manner that is representative of their *Truth* at all times.
- Students will seek win-win solutions to any conflict they encounter.
- Students may contact the School for support at any time. The student may call the main number (434) 476-2406 and leave their contact number on the emergency line at extension 8300. Alternatively, students may ask for Advisor contact numbers before leaving the campus for a visit.
- Students are required to have a clothing check immediately upon returning to the Carlbrook campus and may be asked to write a detailed Honor List.

**2.21f Standards for all College Visits**

- Students are required to adhere to all Carlbrook Standards of Behavior during college visits (this also applies to clothing and music standards).
- Students must adhere to *all* home visit standards while on college visits.
- The primary focus of this visit is for the student to tour colleges to which they are planning to apply or have already been accepted.
- Students may not spend the night in a college dormitory.
- Students must be supervised by a parent at all times.

## SECTION 3 ACADEMICS

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### 3.1 General Information

Carlbrook is committed to ensuring that each student receives the assistance, guidance and support that he or she needs to maximize his or her academic potential. The primary goal of the Academic Program is to prepare students for the challenges of college, graduate school and early adulthood through the provision of essential skill sets, which include the ability to think critically, communicate logically and persuasively, and appreciate intellectual achievement.

The academic year at Carlbrook is composed of five 9-week terms, with each 9-week course being the functional equivalent of one-quarter of a regular academic year, i.e. 45 hours of instruction. Each course carries credit towards graduation requirements. Those students who are in need of additional credits due to academic deficiencies prior to enrollment at Carlbrook can take additional coursework (e.g. 7 classes per academic term). This allows students with remedial needs to make up for past shortcomings, while students without such needs are afforded the opportunity to take advanced placement courses or college-level work.

Parents will be notified of student academic progress through Advisor updates and final grade reports sent by the academic faculty. Students are expected to adhere to specific academic Standards of Behavior at all times (see Section 2.6).

### 3.2 Grades

Course grades and cumulative GPA are based on the following:

<u>Grade Value Scale:</u>	<u>Grade:</u>	<u>GPA Scale:</u>
100-93	A	4.00
92-90	A-	3.70
89-87	B+	3.30
86-83	B	3.00
82-80	B-	2.70
79-77	C+	2.30
76-73	C	2.00
72-70	C-	1.70
69-67	D+	1.30
66-63	D	1.00
62-60	D-	0.70
59 and below	F	0.00

P = Pass (grade value of 70 or greater); no effect on GPA

NP = No Pass (grade value of 69 or less); no effect on GPA

IP = In Progress

R= Repeat

The GPA reported for transfer students will reflect all secondary academic courses. All grades and grade point averages (including grades for AP or dual-enrollment courses and cumulative

GPA) are unweighted.

Due to its small class sizes, selective admissions, and rigorous curriculum, the School believes that class rank would be statistically invalid and an improper indication of college performance. Consequently, Carlbrook School does not rank its students.

### **3.3 Academic Honors**

Academic honors are defined as follows:

*Honor Roll:* Students with an overall GPA of 3.50-3.74 in the previous academic term and no deficiencies in the current term.

*Dean's List:* Students with an overall GPA of 3.75 or greater in the previous academic term and no deficiencies in the current term.

Students on the Honor Roll are excused from supervised evening study halls and are free to study in the Commons building, while those on the Dean's List are excused from supervised evening study halls and those on Tuesday and Thursday afternoons.

### **3.4 Academic Tier**

Students with academic deficiencies (typically defined as less than a 2.0 GPA or a grade of "D" or "F" in one or more current classes) can be placed on an academic tier at the discretion of the student's Advisor or the Dean of Academics. Students on an academic tier are not eligible to participate in certain on-campus activities (e.g. movie night) and are expected to spend this additional time studying until the deficiencies identified are corrected.

### **3.5 Transcripts**

Standardization of transcripts is a complex and lengthy process. A considerable amount of time is required for the Registrar to receive all applicable materials, determine the transferability of credits earned prior to matriculation at Carlbrook, and convert these credits into a format compatible with that used by Carlbrook and the Virginia Department of Education. As a result, the academic faculty may not be able to answer specific questions regarding transcripts or a student's ability to attain a high school diploma at the time of graduation from Carlbrook until the student has been in attendance for several months.

Upon reviewing the standardized transcript, if it becomes apparent that a student's graduation from high school will be delayed due to a lack of credits, the parents will be notified by the Dean of Academics and options will be discussed.

### **3.6 Graduation Requirements**

Carlbrook certificates of completion and high school academic diplomas are separate entities. Whether a student is able to satisfy the requirements for a high school diploma while at Carlbrook greatly depends on the student's age and academic deficiencies upon matriculation. Though a large percentage of Carlbrook students will be awarded both a certificate of completion and high school diploma upon graduation, other students will need to return to a public or private high school to complete the academic requirements.

Completion of the requirements for a high school diploma is not required for graduation from Carlbrook.

### **3.6a Requirements for Carlbrook Certificate of Completion**

Requirements for graduation from Carlbrook School are:

- Satisfactory completion of the Carlbrook program (see Section 4.8)
- Participation in all five student workshops (see Section 4.7)
- Good standing with Carlbrook School

### **3.6b Requirements for High School Diploma**

In accordance with Virginia Department of Education guidelines, the academic requirement for the high school diploma is 22 credits, including the following at minimum:

- **4 credits in English** (including coursework in grammar, composition and literature).
- **3 credits in Mathematics** (must be college-preparatory and sequential). Courses that fulfill this requirement include Algebra I, Geometry, Algebra II, Pre-Calculus and/or Calculus.
- **3 credits in Laboratory Science** (must include selections from at least two different science disciplines). Courses that fulfill this requirement include Earth Science, Biology, Chemistry or Physics.
- **3 credits in History and Social Science** (must include at a minimum 1 credit from each of the following disciplines: World History, U.S. History and U.S. Government/Economics).
- **2 credits in a Foreign Language** (may be fulfilled by completing 2 years of one language or 1 year each of two languages).
- **2 credits in Health and Physical Education**
- **1 credit in Fine or Practical Arts**
- **4 credits in college-preparatory electives\*\***

\*\* Note: Electives not determined to be college-preparatory in nature may be included in GPA but are not counted towards the graduation requirements.

## **3.7 Course Descriptions: English**

### **English 9**

This required course is designed to develop students reading and writing skills through the systematic study of grammar and composition, both in their own writings and those of others. To increase understanding of the basics of English composition (including plot, character, theme, etc.), students are introduced to a wide range of literary genres, and are asked to analyze and differentiate between concepts, facts and opinion in a variety of contexts. Writing assignments and projects focus on all forms of composition - expository, descriptive, creative, analytical and persuasive. *Prerequisite: None.*

### **English 10**

In this course students are exposed to the rich literary heritage of European and non-western cultures, including novels, plays, and poetry. Writing assignments reflect a stronger emphasis on critical thinking and expression of ideas, as well as more sophisticated thematic analysis and interpretive techniques. Authors may include: Dante, Cervantes, Goethe, Shakespeare, Euripides, Chaucer, Dickens, Ibsen, Joyce, Milton, Orwell, Bronte, Wells, Austen and Dostoevsky. *Prerequisite: English 9 or equivalent.*

### **English 11**

The focus of this third-level course is the examination of America's values, conflicts and cultural heritage through the study and appreciation of American literature. Students are expected to engage in analytical and interpretative thought and are given several writing assignments throughout the term to assist in the continued development of composition skills. Authors may include: Hawthorne, Melville, Thoreau, Kesey, Sinclair, Crane, Fitzgerald, Emerson, Hughes, Twain, Hemmingway, Salinger, Faulkner, Steinbeck, James and Eliot. *Prerequisite: English 10 or equivalent.*

### **English 12**

Intended to act as a capstone of the English curriculum, this final required course will focus on advanced techniques of composition, with the intention of assisting students in expressing themselves and their ideas clearly and effectively. Students will be expected to demonstrate a thorough understanding of style, rhetoric, syntax and structure, and should be proficient in more advanced sentence and paragraph constructions. Techniques of argument and persuasion will be emphasized, as will research techniques and MLA drafting standards. *Prerequisite: English 11 or equivalent.*

### **Advanced Composition**

This course is designed to prepare students for college writing. Students will improve their skills by focusing on fluency, organization, the use of supporting details, and research techniques. Prewriting strategies, drafting, revising, and editing will also be discussed. During the first term, students will develop the skills necessary to write effective personal and informative essays, while the second term will be dedicated to learning the art of argumentative writing with an emphasis on critical reasoning. Students will also review components of English grammar and become adept at employing the MLA citation format. *Prerequisite: English 10 or equivalent.*

**\*Note regarding Literature courses:** Courses offered vary by term. Previous offerings have included African American Literature, Spanish Literature, French Literature, Indian Literature, Japanese Literature, Roman Literature, Greek Tragedies, Media Awareness, Concept of Madness in Literature, Censorship in Literature, Mythology and Folklore, Survey of Poetry, Literature of Genocide, and Performance Literature. Some literature courses can, with prior approval, be used to fulfill specific components of the high school English requirement.

## **3.8 Fine Arts**

### **Two-Dimensional Art I**

This course will introduce students to basic studio drawing techniques, and will explore the process of artistic interpretation and personal expression through art. Students will be exposed to a wide variety of drawing tools including pencils, charcoal, oil and chalk pastels, pen and

ink, and mixed media. Subject matter will include portraits, still life, landscape and abstraction. *Prerequisite: None.*

### **Two-Dimensional Art II**

This course will introduce students to basic studio painting techniques, with continued emphasis on the principles of art and design. Students will be exposed to the various materials available to the artist including the canvas, water-based paints and oils, and methods of application with different brushes and tools. A primary focus is the creative integration of concept, preparation, composition and color. *Prerequisite: Two-Dimensional Art I.*

### **Two-Dimensional Art III**

This course continues explorations in drawing, painting, and printmaking with increased emphasis on content and craftsmanship. Students have increased autonomy in choice of subject matter and medium with a primary focus on developing the ability to work with the elements of light, shading, and space, as well as an understanding of the problems inherent in translating what one sees in three dimensions to what one creates on the two dimensional surface. *Prerequisite: Two-Dimensional Art II.*

### **Ceramics**

This course will introduce students to the fundamental concepts and aesthetics of ceramics, and will explore the process of artistic interpretation and personal expression through art. Students will be exposed to the various tools and materials available, and will learn basic techniques in pinching, coiling, slab-building, sculpting, wheel throwing, and a variety of low-fire glazing techniques. An emphasis will be placed on the relationships between volume, texture, and three-dimensional forms in space. *Prerequisite: None.*

### **Dance**

This course is an introduction to beginning movement, using classical ballet as a foundation. Students will explore jazz, lyrical and character movement, and will be introduced to theatrical components and preparation. Students will begin with specific movement and effort-based goals and vocabulary, and eventually progress to performance-based development. *Prerequisite: None.*

### **Drama**

This course is designed to teach basic acting skills and techniques, and provide acting experience to students at a wide range of skill levels. Through a variety of acting exercises in characterization, improvisation, movement, pantomime, reading and voice production, students will learn about the numerous means of dramatic communication. The course will also introduce students to the arts of lighting, scene design, costuming, and technical production. A final project, comprised of drafting and performing a dramatic monologue or scene, is required of all students. *Prerequisite: None.*

### **Film Analysis and Appreciation**

This course is designed to educate students on film history and the filmmaking process while introducing them to this medium as not only an art form but also as a source of social influence. Students will examine the artistic qualities of a selected group of films including dialog choice, movement, camera angle, and the various aspects of filmmaking as well as their impact on the viewer. *Prerequisite: None.*

### **Instrumental Music**

This course focuses on the learning and performing of various jazz styles in a small group setting, while giving contextual history of the composers, their lives, their influences, and the impacts they had in the world of music. Concepts learned include but are not limited to “swing” rhythms, jazz theory (chord progressions and their notations), syncopation, and improvisation. *Prerequisite: Prior ability to play musical instrument and basic music reading skills.*

### **AP Art History**

Through an interdisciplinary approach, students will explore art from pre-history through the Renaissance to modern times, drawing from both Western and non-Western cultures. Emphasis will be placed on the development of visual assessment skills and critical analysis. This curriculum is based on the national standard established by The College Board, and is designed to prepare students for the Advanced Placement exam in Art History. *Prerequisite: None. Requires approval from the Dean of Academics.*

*\*Note regarding Fine Arts courses:* Courses offered vary by term.

## **3.9 History & Social Science**

### **World History**

The development of Western civilization from the ancient world through the Middle Ages to early modern times. Through the study of the cultural, political, social, and intellectual heritage of Western societies, students will be familiarized with the most important facts, trends, concepts, and interpretations of Western history as well as the rise and development of the ideas and attitudes which uniquely shaped the character of the West. Particular emphasis will be placed on impact of feudalism, the growth of monarchical power, the Renaissance and Reformation, the age of Enlightenment, the age of revolution, and the world wars of the 20<sup>th</sup> century. *Prerequisite: None.*

### **United States History**

This course is a required survey of the history of the United States of America. The first term of the course will trace American history from the arrival of European settlers on the continent to the U.S. Civil War, while the second term of the course will focus on history of the United States from the Reconstruction era to modern times. Major themes of this course include the following: the development of the United States from a rural agrarian nation to an urban, industrialized country; the contributions of diverse peoples and cultures to the American experience; and the understanding and analysis of the shared American values of democracy, civil liberties, and freedom of expression. *Prerequisite: None.*

### **United States Government**

This course serves as an introduction to both the institutions (Congress, the Presidency, and the Judiciary) and the processes (elections, media, public opinion, etc.) of American government. Particular attention will be given to the origins of democratic thought, the development and evolution of the Bill of Rights, the struggle for civil rights and equality under the law, the influence of political parties and interest groups, and the expansion of the modern presidency. Outside readings will include the texts of several landmark court cases, and students are encouraged to pay close attention to current political events. *Prerequisite: U.S. History.*

*\*Note regarding all History and Social Science courses:* Courses offered vary by term. Previous offerings have included African History, British History, Classical Studies, Cultures and Traditions of India, History Behind the Scenes, Gender Studies, Geography, International Studies, Middle East Studies, Modern European History, Native American History, Nixon & Watergate, Sociology, Survey of Humanities, and Vietnam/Cold War. Some courses can, with prior approval, be used to fulfill specific components of the high school History/Social Science requirement.

### **3.10 Mathematics**

#### **Algebra I**

This course is designed to provide a comprehensive introduction to the mathematical field of algebra, and provide students with the skills necessary for further study in mathematics or science. Students will learn how to solve for unknown values and variables, how to manipulate expressions and equations, solve and graph linear equations and inequalities, polynomial operations, factoring and exponents. Students will also be exposed to second-degree equations, their graphs, and the quadratic formula. Probability and statistics are introduced, and students receive basic instruction in the use of graphing calculators. *Prerequisite: Pre-Algebra.*

#### **Geometry**

This course will introduce topics from geometry, trigonometry, probability and statistics. Students will be exposed to Euclidean Geometry (including polygons, quadrilaterals, circles, right triangles, and special right triangles) and trigonometry (including sine, cosine, tangent, use of calculator and table for calculations, and applications of the three basic trig functions). Probability and Statistics topics include combinations, permutations, mean, median, mode, range and midrange. Students will also learn how to program graphing calculators, in preparation for Algebra II. After completing this course students will be prepared for the Geometry questions on the SAT. *Prerequisite: Algebra I.*

#### **Algebra II**

This course extends the skills learned in Algebra 1 and Geometry, extending the use of linear equations, inequalities, and functions to include linear systems with two variables and introduces systems with three variables. The course also expands the content of quadratic equations and functions to include quadratic inequalities and systems, as well as the complex number system. Additional topics to be covered include logarithmic and exponential functions, the binomial theorem, probability and statistics, and an introduction to trigonometric functions. Students will use graphing calculators to enhance learning. *Prerequisites: Algebra I and Geometry.*

#### **Pre-Calculus**

This is a preparatory course for Calculus for those wishing to develop higher-level skills in mathematics. Topics that will be covered include trigonometric functions, polynomial functions, functions and their graphs, vectors, complex numbers, polar coordinates, infinite series, and conic sections. Some specific sub-topics to be covered include transformations of functions, inverse functions, exponential and logarithmic functions, trigonometric identities, and solving trigonometric equations. Students will use graphing calculators along with algebraic manipulations. *Prerequisite: Algebra II.*

## **Calculus**

This course is a study of the introductory concepts of single variable calculus and is primarily designed for students wishing to pursue college study in engineering, economics, life science, mathematics, and physical science. Following a brief review of algebra and trigonometry, students are introduced to the limit concept, the derivative, and a study of techniques of differentiation. The properties of the exponential and logarithmic functions as well as the application of the derivative to these functions are then studied, followed by an examination of vectors, parametric equations, and applications of the derivative. Finally, integration is introduced and is related to the existence of antiderivatives by the Fundamental Theorem of Calculus. Course requires extensive use of graphing calculators. *Prerequisite: Pre-Calculus.*

## **AP Calculus**

Curriculum is based on the national standard established by The College Board, and is designed to prepare students for the Advanced Placement exam in Calculus. *Prerequisite: Pre-Calculus. Requires approval from the Dean of Academics.*

*\* Note regarding Mathematic courses:* Courses offered vary by term. Previous offerings have included Foundations of Logic, Graph Theory, and Number Theory.

## **3.11 Natural & Physical Sciences**

### **Earth Science**

The purpose of this course is to introduce students to the general principles, concepts and terminology of ecology, geology and meteorology. Topics will include geologic evolution, the earth's internal structure and magnetic field, rocks and minerals, sedimentary processes, geological phenomena such as earthquakes and volcanoes, atmospheric structure, weather and climate, and the physical, chemical and biological aspects of the world's oceans. Students will also be exposed to the concept of life and energy from the individual organism to the whole biosphere, plant photosynthesis, the impact of extinction on ecosystems, and the effects of the human population on earth resources (e.g. global warming, ozone destruction, pollution, deforestation and energy choices). *Prerequisite: None.*

### **Biology**

This course introduces students to the basic principles of biology and the study of living organisms. Through lectures and laboratory work, students are given an understanding of cell structure and function, ecological principles, and the morphology, physiology and taxonomy of plants and animals. We explore the molecular interactions that make life possible, the flow of energy through living things, the unity and diversity of life on Earth, basic genetic principles, and the processes of evolution that inform all modern biological thought. *Prerequisite: None.*

### **Chemistry**

This course is an introduction to the fundamental principles of chemistry and their application to the substances that we use in our daily lives and that affect us and our environment. Topics such as atomic structure, chemical bonding and reactions, the nature of solids, liquids and gases, chemical equilibrium, thermodynamics, oxidation and reduction, acids and bases, electrochemistry and aspects of nuclear chemistry will be discussed. The laboratory will introduce students to basic experimental methods and techniques. *Prerequisite: Algebra I.*

## **AP Chemistry**

Curriculum is based on the national standard established by The College Board, and is designed to prepare students for the Advanced Placement exam in Chemistry. *Prerequisite: Chemistry or equivalent. Requires approval from the Dean of Academics.*

## **Physics**

This course is a non-calculus based introduction to classical physics, with relevant applications to the life sciences. Topics will include Newtonian mechanics, conservation laws, harmonic motion, wave behavior, optics, light and sound phenomena, electricity, magnetism, Einstein's relativity theories, and an introduction to atomic and nuclear physics. *Prerequisite: Algebra I. Recommended: Algebra II and Geometry.*

## **AP Physics**

This is a rigorous calculus-based course that will extend and deepen those concepts developed in the first year physics class. Curriculum is based on the national standard established by The College Board, and is designed to prepare students for the Advanced Placement exam in Physics. *Prerequisite: Physics and Pre-Calculus; Calculus may be taken concurrently. Requires approval from the Dean of Academics.*

*\*Note regarding Natural & Physical Science courses:* Courses offered vary by term. Previous offerings have included Anatomy and Physiology, Astronomy, The Atmosphere, Environmental Ethics and Policy, Human Ecology, Pathogenic Microbiology, Sociobiology, and Zoology. Some courses can, with prior approval, be used to fulfill specific components of the high school Science requirement.

## **3.12 Philosophy & Religious Studies**

### **Religious Studies**

This course provides an introduction to five of the world's religious traditions: Hinduism, Buddhism, Judaism, Christianity and Islam. Students will receive a detailed overview of each of these religions and their historical origins and contexts, and will be asked to compare and contrast them in order to find common themes and shared values. Writings of twentieth century adherents of each tradition will also be introduced. In addition to providing an introduction to the challenges of religious diversity today, the course will investigate some of the critical problems of interpretation in the academic study of religion. *Prerequisite: None.*

### **Survey of Philosophy**

This course is a general introduction to philosophy and philosophical reasoning. A topic-oriented approach will be used, as students survey a variety of philosophical issues, such as what we really know and how we know it, the nature of mind and its relationship to matter, the nature of religion, the foundations of morality and justice, personal identity, and free will. The disciplines of ethics, epistemology, and metaphysics will also be introduced. The course will use both historical and contemporary writings, which may include Plato, Descartes, Aquinas, Hume, Kierkegaard, Locke, Mill, Kant, Nietzsche and Rawls. *Prerequisite: None.*

*\* Note regarding Philosophy courses:* Courses offered vary by term. Previous offerings have included Medieval Philosophy, 18<sup>th</sup> Century Philosophy, 19<sup>th</sup> Century Philosophy, 20<sup>th</sup> Century Philosophy, Ethics and Faith, and Philosophy and Writing. Instructors may require an initial

survey course as a prerequisite, or limit enrollment to students without previous exposure if there is substantial overlap in the material presented.

### **3.13 World Languages**

#### **Spanish I**

This first course is designed to introduce the basic elements of the Spanish language. Oral and written skills are developed through the study of Spanish vocabulary, grammar, and idioms. Pronunciation, comprehension, and writing are emphasized. The goal of the course is to enable students to speak and write simple Spanish in a range of everyday situations, and prepare students for more advanced study of the Spanish language. The course also introduces students to a cultural context for the language, with focus on the Hispanic presence in Central America, South America and Europe. *Prerequisite: None.*

#### **Spanish II**

This is the second course for students of Spanish. The purpose of this course is to help students continue developing proficiency in the four language skills (listening, speaking, reading and writing) essential to effective communicative language learning. By the end of this course, students are expected to understand basic conversations, speak in Spanish on a variety of everyday topics, describe and express ideas in writing with coherence, engage in selected reading of Spanish texts, and demonstrate knowledge of the Hispanic world and sensitivity to its culture. *Prerequisite: Spanish I or equivalent.*

#### **Spanish III**

This is the third course for students of Spanish. The aim of this class is to develop and consolidate student knowledge and use of the Spanish language within an appropriate cultural context. Students will continue to develop communication skills and cultural concepts as they relate to the Spanish language and culture. By the end of this course, students are expected to possess the ability to understand spoken Spanish (aural comprehension), the ability to give and defend a short presentation in Spanish (oral expression), and the ability to understand average Spanish texts (reading comprehension). *Prerequisite: Spanish II or equivalent.*

#### **Spanish IV-V**

This is the fourth course for students of Spanish. Based on a multimedia and communicative approach, students continue development of oral and written skills with systematic acquisition of vocabulary and selective grammar review, with the objective of fluency. As in previous courses, discussion, readings and writing will focus on the cultures of Spanish-speaking countries. *Prerequisite: Spanish III or equivalent.*

#### **AP Spanish**

Curriculum is based on the national standard established by The College Board, and is designed to prepare students for the Advanced Placement exam in Spanish. *Prerequisite: Spanish IV-V or equivalent. Requires approval from the Dean of Academics.*

#### **French I**

This first course is designed to introduce the basic elements of the French language. Oral and written skills are developed through the study of French vocabulary, grammar, and idioms. Pronunciation, comprehension, and writing are emphasized. The goal of the course is to enable students to speak and write simple French in a range of everyday situations, and prepare

students for more advanced study of the French language. The course also introduces students to a cultural context for the language, with a primary focus on France and its colonies. *Prerequisite: None.*

### **French II**

This is the second course for students of French. This course will help students continue to develop proficiency in the four language skills (listening, speaking, reading and writing) essential to effective communicative language learning. By the end of this course, students are expected to understand basic conversations, speak in French on a variety of everyday topics, express ideas in writing with coherence, engage in selected reading of French texts with understanding, and demonstrate knowledge of French history and sensitivity to its culture. *Prerequisite: French I or equivalent.*

### **French III**

This is the third course for students of French. The aim of this class is to develop and consolidate student knowledge and use of the French language within an appropriate cultural context. Students will continue to develop communication skills and cultural concepts as they relate to the French language and culture. By the end of this course, students are expected to possess the ability to understand spoken French, the ability to give and defend a short presentation in French, and the ability to understand average French texts. *Prerequisite: French II or equivalent.*

### **AP French**

Curriculum is based on the national standard established by The College Board, and is designed to prepare students for the Advanced Placement exam in French. *Prerequisite: French III or equivalent. Requires approval from the Dean of Academics.*

### **Latin I**

Intended as an introduction to the basic features of the Latin language, this course will introduce students to Latin grammar, syntax and vocabulary. Particular focus will be given to the relationship between Latin and the etymology of the English language through the study of ancient linguistic roots, with the main objective being to increase students' knowledge of the origins of language and enhance students' understanding of multiple and varied forms of communication. *Prerequisite: None.*

### **Latin II**

This is the second course for students of Latin. Students will continue to enhance their knowledge and understanding of Latin grammar, syntax and vocabulary through a variety of reading, writing, and oral exercises. By the end of this course, students are expected to engage in selected reading of Latin texts with understanding, and demonstrate knowledge of Roman history and sensitivity to its culture. *Prerequisite: Latin I or equivalent.*

### **Latin III**

This is the third course for students of Latin. Through composition, students are expected to master more complex grammatical concepts. Particular emphasis is on reading classical Latin texts, with students engaging in selected readings from Caesar, Cicero, Ovid, Virgil and other writers. *Prerequisite: Latin II or equivalent.*

## **AP Latin**

Curriculum is based on the national standard established by The College Board, and is designed to prepare students for the Advanced Placement exam in Latin Literature: Ovid and Catullus. *Prerequisite: Latin III or equivalent. Requires approval from the Dean of Academics.*

### **3.14 Non-Departmental Courses**

#### **Fitness Training/Nutrition**

This course is designed to build strength, stamina, flexibility and endurance through individual and group activities such as cross-country running, aerobics, weight training, calisthenics, soccer, touch football, basketball, softball and volleyball. Cooperation, sportsmanship and teamwork are emphasized. Students will also receive information regarding the role of nutrition in promoting, maintaining and improving health.

#### **SAT/ACT Preparation**

This course provides intensive SAT/ACT preparation incorporating materials (including texts, workbooks, sample tests and CD-ROMs) from Kaplan Test Prep, the College Board and Princeton Review. Focus will be on general SAT/ACT content review, standardized testing strategies and remedying specific math or verbal deficiencies as determined by our analysis of an initial diagnostic SAT/ACT exam given to all students at the beginning of the process. Students will also take several full-length SAT practice exams under test conditions so as to be able to track their progress and identify continued strengths and weaknesses. *Prerequisite: high school junior; must be eligible to take the SAT/ACT on next testing cycle.*

### **3.15 College Planning**

For college counseling purposes, parents are encouraged to employ the services of their educational consultant. Such consultants are extremely knowledgeable about the variety of colleges and programs available to students, and can provide a level of assistance in the selection and admissions process that cannot be duplicated. Many of them have visited and toured hundreds of schools, and have gained invaluable insight as to which colleges are most appropriate for any given student.

Please be assured that while the use of an educational consultant is recommended, it is certainly not required, and the School will make every attempt to provide college counseling and planning assistance for those students whose parents choose not to utilize consulting services. In other words, for those students whose parents choose not to work with an educational consultant, the School will offer college counseling and guidance as needed; for those students working with consultants, the School will assist in such efforts.

Examples of such support include the following:

- Individual tutoring by academic faculty in SAT-related subjects (particularly mathematics, vocabulary and grammar) on an as-needed basis.
- Assistance in the drafting, revision and proofing of essays.
- Faculty recommendations for all students who request them.
- Academic Advising in regards to current transcript status, application deficiencies and competitive stature.
- Special group sessions focusing on the frustration, stress and anxiety commonly attendant to the college application process.

### **3.16 College Tours**

We encourage parents to consider utilizing the regional visit to take your student on college tours of your choosing throughout Virginia or North Carolina. We are aware that several of the colleges in our geographical area are unrealistic and/or inappropriate choices for many of our students. However, we believe that college tours give students an opportunity to gain a better understanding of the admissions process and to allow them to make comparisons between a variety of local colleges and universities. In other words, we feel that the primary purpose of these tours should be to inform and inspire, not to influence the students' college decision process or to shape unrealistic expectations as to college admissions. It is our hope that they will provide the students with both a realistic view of the challenges that lie ahead as well as the motivation and confidence to continue pursuing their collegiate goals in the face of such challenges.

In order to visit schools outside of the above geographical area during a regional visit, special arrangements must be made in advance with the Dean of Advising and the student's Advisor. Out-of-area college tours and those at institutions near the student's home town are discouraged until the student goes home on a scheduled visit, so as not to disrupt ongoing academic and advising work (see Section 6.4 for additional information).

### **3.17 SAT Preparation**

Carlbrook School has an intensive SAT preparation program for all juniors and seniors who will be graduating from Carlbrook in the current academic year. There are no additional costs for this program, and all materials will be supplied by the School. The SAT preparation program incorporates materials (including texts, workbooks, sample tests and CD-ROMs) from Kaplan Test Prep, the College Board and Princeton Review, and focuses on general SAT content review, standardized testing strategies and (in many cases) remedying specific math or verbal deficiencies as determined by our analysis of an initial diagnostic SAT exam given to all students at the beginning of the process. Students will also be taking several full-length SAT practice exams under test conditions so as to be able to track their progress and identify continued strengths and weaknesses.

Please note that while we will strongly encourage all eligible students to take part in the SAT preparation program, such participation by the students is optional, not mandatory. Students will take the SAT at regional testing centers under the supervision of Carlbrook faculty. Parents are responsible for all entrance examination reporting fees required by colleges to which their student applies (see Section 8.6e for additional information).

### **3.18 College Applications**

All students will work individually with Carlbrook faculty with the goal of determining which colleges are realistic choices in terms of gaining admission and which schools best match each student's talents, interests, attributes, and abilities. Furthermore, recognizing the importance of college decisions, the School has compiled a College Selection Guide that will be completed by all applicable students and analyzed by Carlbrook faculty in order to offer more effective college counseling. Please be advised that the purpose of such Advising is simply to assist students and parents in determining for themselves what schools would be most appropriate

to apply to; it is *not* intended to supplant the opinions, judgments or decisions of parents and/or consultants when applicable.

The Carlbrook library contains over 25 different books and guides on colleges, admissions statistics and application assistance. While parents are free to collect and send application materials to students as desired, the School will also obtain applications from particular institutions per request. Parents are responsible for all application fees required by colleges to which their student applies (see Section 8.6e for additional information).

### **3.19 Academic Questions/Concerns**

Your initial contact for all academic questions or concerns should be your student's Advisor. The Advisor will either address the issue personally, or will refer the parent to the most appropriate faculty member.

If you feel that your student's Advisor is not answering your academic questions to your satisfaction, you should then contact Dr. Glenn Bender (*Dean of Academics*). All questions concerning college preparation and applications should be forwarded directly to your student's designated College Counselor. All questions concerning secondary school preparation should be forwarded directly to Kat Puryear (Secondary School Counselor).

## SECTION 4 ADVISING DEPARTMENT

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### 4.1 Advisors

The student body is divided into teams of 14 - 20 students, each under the direction of two Advisors. Every student is assigned an Advisor upon matriculation. The Advisor is the liaison between the family and all the departments of the School, and is the faculty member with whom parents will have the greatest amount of contact. Serving as a mentor and advocate, the Advisor works closely with the Dean of Advising, Dean of Students and Headmaster to ensure that the student makes the most of their time at Carlbrook. The Advisor also communicates with parents regularly through scheduled phone calls and written correspondence, giving them updates about their student and answering any questions that arise.

### 4.2 Changes in Student's Advisor

Students will often work with more than one Advisor while at Carlbrook, based on their needs as perceived by the Board of Regents. These Advisor changes should be viewed as a positive for the student, as they give them the opportunity to interact closely with different mentors, each with their own unique background and talents. When these changes occur, the faculty involved work closely with each other, the student, and the parents to ensure a smooth transition.

### 4.3 Advisor Communication with Parents

#### 4.3a Parent Update Phone Calls

- Scheduled phone calls from Advisors to parents start the first week after matriculation. Parents will be contacted by their student's Advisor so that an appointment time can be established.
- Update appointments must be scheduled during business hours, while students are in class. Advisors are unable to accommodate evening and weekend appointments, as this would interfere with the time each has available to spend with students.
- During the student's first month at Carlbrook: Parents will receive update calls from their student's Advisor once a week.
- Starting in the student's second month at Carlbrook: Parents will receive update calls from their student's Advisor once every two weeks.
- There is only one update call per period (unless parents are separated). If both parents live together, please try to schedule the phone call appointment for a time when both parents are present. If parents are separated, each parent will receive an update call from their student's Advisor every two weeks.
- Update appointments are 20 minutes in length, and will cover the following:
  - General update of how student is doing
  - Recent significant events
  - Issues student is currently working on
  - Brief academic review
  - Upcoming events or visits
  - Parental questions/concerns

- If parents miss a scheduled call, it is their responsibility to contact their student's Advisor to reschedule the update.
- Phone calls with the Dean of Advising, Dean of Students or Headmaster are not scheduled on a regular basis. Phone consultation with these individuals is reserved for occasions when parents have questions which cannot be adequately addressed by the Advisor, or when the faculty have specific issues of concern regarding a student.

#### **4.3b Non-Scheduled Phone Calls**

- For non-urgent questions or concerns between scheduled phone calls, parents should send an email to their student's Advisor (see Sections 4.3c and 4.9).
- For urgent questions and concerns between scheduled updates, call the main Carlbrook number and ask for the student's Advisor directly. If they are not available at that time please leave a message and you will be contacted as soon as possible.
- For emergencies during business hours: Call the main Carlbrook number and ask to speak with the Floor Coordinator.
- For emergencies after business hours: Call the Carlbrook emergency mailbox. This mailbox is checked every two hours (24hrs/day). Leave a message and you will be contacted as soon as possible.

#### **4.3c Email**

Email is the preferred method of parent-Advisor communication between scheduled phone calls. Correspondence via email allows the Advisor to respond at their convenience, and therefore it does not interfere with the time available for student-Advisor interaction. It also affords the Advisor time to consult with his or her colleagues regarding specific questions if necessary.

### **4.4 Group Sessions**

Essential to the Advising curricula is the concept of communication, both between students and Advisors and the students themselves. It is the belief of the faculty at Carlbrook that with appropriate, effective adult guidance, adolescents ultimately wish to help one another and that communication with peers can be of tremendous value in the quest for personal growth and development. To this end, group sessions are designed to provide peer and faculty support, facilitate student problem solving, assist in the management of relationships, and encourage a healthy expression of emotion. In order to create the safety necessary to meet these objectives, students are expected to adhere to specific Standards of Behavior during these sessions (see Section 2.5).

All students are expected to actively participate in group sessions, which are three times a week (Monday, Wednesday and Friday afternoons) and approximately two hours in length. Each group consists of approximately 15 students and is facilitated by two Advisors.

### **4.5 Individual Advising**

Much of the individual Advising at Carlbrook occurs in an informal setting, with Advisors interacting with students throughout the day. Periods when students may need additional

support are anticipated (e.g. after group sessions, phone calls, visits, etc.). Each student has a weekly scheduled appointment with their Advisor, with additional formal appointments set based on the needs of the individual student. All faculty members are happy to meet both formally and informally with students as often as necessary.

#### **4.6 Life Story**

A life story is an unbiased and unedited account of one's life, with an emphasis on significant events and the feelings associated with these events. By recounting these experiences with both faculty and peers, students are able to gain insight into the thoughts and feelings surrounding these events and the decisions they have subsequently made based on these. By listening to the life story of peers, students not only lay the foundation for a strong friendship, but also develop an understanding about how different experiences can result in similar internal beliefs, and thus similar behaviors. The goal is to help the students recognize and understand their self-defeating thoughts and maladaptive patterns of behavior.

Students are required to tell their story at least twice a week while in the Lower School phase of the program (see Section 4.8). Parents are asked to make time available on their first visit to hear their student's life story, and are encouraged to reciprocate.

#### **4.7 Workshops**

Group workshops, comprised of students progressing along a similar temporal framework, represent an important component of the personal development curriculum. These multiple-day thematic conferences are based on the Core Principles (see Section 1.3), and address concerns of particular importance to adolescents, offering students the opportunity to carefully examine key aspects of relationships and personal commitment. Each of the five workshops is associated with a particular phase of the program (see Section 4.8), and each represents a logical extension of prior accomplishments.

The names of the student workshops are as follows:

- Integritas (Integrity & Honesty)
- Amicitia (Friendship & Compassion)
- Animus (Vivacity & Courage)
- Teneo (Perseverance & Understanding)
- Veneratio (Honor & Respect)

#### **4.8 Program Phases**

The Advising component at Carlbrook is currently divided into 3 distinct but integrated phases, each managed in collaboration with the Dean of Advising and the Dean of Students. Through individual Advising, group sessions, workshops, and peer interaction, each phase provides a coherent, substantive experience that focuses on the achievement of specific academic and personal goals, with specific content designed to address developmental tasks associated with mid-to-late adolescence.

Progress from one phase to the next reflects individual achievement rather than time enrolled; thus, each student's accomplishments will determine his or her standing in the School and the rate at which he or she moves forward.

**4.8a Lower School**

- **Length: 6-8 months**
- **Components:**
  - Orientation
  - Academic assessment and reparation
  - Committee participation
  - Group session participation
  - Integritas workshop
  - Amicitia workshop
  - On-campus family visit (1)
  - Off-campus family visit (1-2)

**4.8b Upper School**

- **Length: 6-8 months**
- **Components:**
  - Preparation for continuing education (college or secondary school)
  - Committee position/chair
  - Community Service
  - Campus Leadership
  - Animus workshop
  - Teneo workshop
  - Regional visit (1-2)
  - Home visit (1-2)

**4.8c Leadership**

- **Length: 4 months**
- **Components:**
  - Preparation for Transition
  - Veneratio
  - Home Visit
  - Final decisions on next Academic Placement

**4.9 Advising Questions/Concerns**

Your initial contact for all Advising questions or concerns should be your student's Advisor. The Advisor will either address the issue personally, or will refer the parent to the most appropriate faculty member. Emails will usually receive a response by the next business day.

If you feel that your student's Advisor is not answering your Advising questions to your satisfaction, you should then contact Dr. Gillan Smith (*Dean of Advising*).

Depending on the circumstance, parents may be referred directly to Andy Coe (*Dean of Students*), Tim Brace (*Headmaster*) or Grant Price (*Executive Director*) for initial consultation.

## SECTION 5 STUDENT LIFE

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### 5.1 Student Daily Schedule

	Monday - Wednesday - Friday		Tuesday - Thursday
6:30	Wake-up	6:30	Wake-up
6:40 - 7:15	Dorm/ Mod Cleaning	6:40 - 7:15	Dorm/ Mod Cleaning
7:00 - 7:45	Medication Distribution	7:00 - 7:45	Medication Distribution
7:20 - 8:00	Breakfast	7:00 - 8:00	Breakfast
8:00 - 8:50	1 <sup>st</sup> Period	8:00 - 8:50	1 <sup>st</sup> Period
8:55 - 9:45	2 <sup>nd</sup> Period	8:55 - 9:45	2 <sup>nd</sup> Period
9:50 - 10:40	3 <sup>rd</sup> Period	9:50 - 10:40	3 <sup>rd</sup> Period
10:45 - 11:35	4 <sup>th</sup> Period	10:45 - 11:35	4 <sup>th</sup> Period
11:40 - 12:30	5 <sup>th</sup> Period/Lunch	11:40 - 12:30	5 <sup>th</sup> Period/Lunch
12:00 - 1:00	Medication Distribution	12:00 - 1:00	Medication Distribution
12:35 - 1:25	6 <sup>th</sup> Period/Lunch	12:35 - 1:25	6 <sup>th</sup> Period/Lunch
1:30 - 2:20	7 <sup>th</sup> Period	1:30 - 2:20	7 <sup>th</sup> Period
2:25 - 3:15	8 <sup>th</sup> Period	2:25 - 3:15	8 <sup>th</sup> Period
3:30 - 5:30	Group Sessions	3:30 - 4:30	Mandatory Study Hall
5:30 - 6:00	Dorm Time	4:30 - 5:00	Team Meetings
5:30 - 6:00	Medication Distribution	5:00 - 5:45	Student Store Open (Tuesdays)
6:15	Dinner Meeting	5:00 - 6:00	Dorm Time
6:30 - 7:15	Dinner	5:30 - 6:00	Medication Distribution
7:15 - 8:15	Mandatory Appt. Time/ Crews (Mon. & Wed.)	6:15	Dinner Meeting
7:15 - 8:15	Free Time (Friday)	6:30 - 7:15	Dinner
8:15 - 9:00	Study Hall (Mon. & Wed.)	7:15 - 8:15	Mandatory Appt. Time/ Crews
8:15 - 9:00	Mandatory Appt. Time or Activity (Friday)	8:15 - 9:00	Medication Distribution
8:15 - 9:00	Medication Distribution	8:15 - 9:00	Study Hall
9:15 - 9:30	Last Light	9:15 - 9:30	Last Light
9:30 -10:15	Dorm Time	9:30 -10:15	Dorm Time
10:15	Quiet Time	10:15	Quiet Time
10:30	Silent Time/ All Lights Out	10:30	Silent Time/ All Lights Out

	Saturday		Sunday
9:00	Wake-up	9:45	Wake-up
9:00 - 9:45	Medication Distribution	9:45 - 10:00	Medication Distribution
9:15 - 10:00	Breakfast	10:30	Brunch Meeting
10:15	Deep Clean Meeting	10:45 - 11:30	Brunch
10:30 -12:30	Campus & Dorm Deep Clean	12:00 - 2:00	Mandatory Study Hall
12:45	Lunch	2:00	Snack
1:00 - 2:00	Free Time	2:00 - 4:30	Free Time
2:30 - 3:30	Block 1	4:30	Meeting
3:30 - 4:30	Block 2	4:45 - 6:00	Dorm Time
5:00 - 6:00	Dorm Time	6:15	Dinner Meeting
6:15	Dinner Meeting	6:30 - 7:15	Dinner
6:30 - 7:15	Dinner	7:00 - 7:45	Medication Distribution
7:00 - 7:30	Student Store Open	7:15 - 8:15	Mandatory Appt. Time/ Crews
7:00 - 7:45	Medication Distribution	8:15 - 9:00	Appointment Time
7:30 - 9:15	Movie	9:15 - 9:30	Last Light
9:15 - 9:30	Last Light	9:30 -10:15	Dorm Time
9:30 - 10:15	Dorm Time	10:15	Quiet Time
10:15	Quiet Time	10:30	Silent Time/ All Lights Out
10:30	Silent Time/ All Lights Out		

## 5.2 Clothing List

In keeping with the philosophy and principles of Carlbrook School, it is important that students identify themselves through their personal growth, academic performance and individual accomplishments. The standards of dress are designed to reflect the rigorous environment of a college preparatory school and the focused goals of a healthy lifestyle and a sense of order (see Section 2.15 for Clothing Standards). Carlbrook students are required to maintain a clean cut and well-groomed appearance. Writing which is derogatory, drug-related or music-related is not allowed on clothing.

Please limit the clothing items to those listed on the following pages. The quantities provided are the maximum amount allowed and are not intended to imply that each student must have the amount listed. When the need arises for additional clothing, the student will notify a faculty member, and a written request will be sent to parents. Parents should respond only to written requests (authorized by a faculty member) for additional clothing. Please note that all clothing in excess of what is listed will be sent home. Parents are responsible for all shipping charges, and items that did not receive prior approval will be sent home at the parents' expense (see Section 5.7 and 8.6).

Please note that dry cleaning services are limited and most clothing should be machine washable (see Section 2.16 for Dry Cleaning).

### 5.2a Male Clothing

- 12 pair underwear
- 12 pair cotton athletic socks
- 10 pair dress socks
- 10 white short-sleeve undershirts
- 2 long-sleeve cotton work shirt
- 5 short-sleeve knit shirts (e.g. Polo)
- 8 long-sleeve Oxford button down dress shirts (any color)
- 3 cotton or wool blend sweaters
- 2 cotton sweatshirts
- 2 long-sleeve cotton turtleneck (optional)
- 8 cotton T-shirts (T-shirts may not condone use of drugs, drinking or sexual activity)
- 3 pair jeans (good condition - no tears, holes, faded/bleached, tight or oversized/baggy style)
- 7 pair washable dress slacks/ chinos (no cargo or patch pockets)
- 3 pair sweatpants
- 6 pair athletic shorts (may not be more than 2 inches below knee)
- 5 pair chino shorts (no patch or cargo pockets)
- 2 wool or wool blend sport coats
- 4 belts
- 10 dress ties
- 4 pair dress and casual leather shoes
- 1 pair hiking boots (optional)
- 1 pair tennis shoes
- 1 pair shower sandals or flip flops
- 1 pair leather dress sandals - not flip flops (can be Birkenstock style)
- 1 bathrobe
- 4 pair pajamas
- 1 light cotton jacket
- 1 heavy jacket (no leather)
- 1 rain jacket
- 1 pair gloves
- 1 knit hat
- 1 boxer-style swimsuit

### 5.2b Female Clothing

- 12 pair underwear (no thongs, no lace)
- 12 pair cotton athletic socks
- 7 undershirts/tank tops (straps must be wider than 1 inch)
- 6 pair dress socks (optional to wear with dress boots or shoes)
- 6 neutral colored bras (not with lace, no bra enhancers - i.e. no miracle, push-ups, demis, extra padding, etc.)
- 2 exercise/jogging bras
- 2 pair neutral colored pantyhose (optional)
- 2 pair tights (optional)
- 1 long-sleeve cotton work shirt

- 7 dress tops/ Oxford button-down shirts/ or collared blouses (collar not required, may not be t-shirt material, no polo shirts). Dress tops may be any sleeve length, any color or may be French cut (pin tucks on front/back of shirt)
- 1 long-sleeve cotton or silk turtleneck (optional)
- 8 cotton T-shirts (solid colors)
- 3 pair jeans (good condition – no tears, holes, faded/bleached, tight or oversized baggy style, no extreme low rise style)
- 3 silk, cotton or wool blend sweater or sweater set
- 3 pair sweatpants
- 1 cotton sweatshirt
- 4 belts
- 10 pair washable dress chinos or wool blend slacks or long or short skirts (see note below regarding length) dress pants may not have patch-style pockets
- 6 pair shorts or overalls (shorts may not be shorter than mid-thigh – i.e. midpoint between top of inseam and top of knee)
- 6 pair athletic shorts
- 4 pair dress shoes (not thong/flip flop style, may not exceed 2 inches in height)
- 1 pair hiking boots
- 1 pair tennis shoes
- 1 pair shower sandals or flip-flops
- 1 bathrobe
- 4 pair pajamas
- 1 heavy jacket (no leather or fur)
- 1 rain jacket
- 1 pair gloves
- 1 knit hat
- 1 one-piece swimsuit

### 5.3 Personal Items

#### 5.3a Personal Items Supplied by Carlbrook

- (2) Laundry bags (1 for dirty, 1 for clean) and dry cleaning bag
- Pillow
- Personal hygiene supplies (deodorant, soap, soap holder, etc.)
- Hair care products (shampoo, conditioner, comb, etc.)
- Toothbrushes and toothpaste
- Disposable razors and shaving cream
- Feminine hygiene products
- Lotions and lip balm
- Nail care supplies (emery board, nail clippers, etc.)
- School supplies (notebooks, pencils/pens, textbooks, etc.)
- Books and magazines
- Student journal
- Calculator
- Computer software and supplies
- Art supplies
- Appropriate sporting equipment

### 5.3b Required Personal Items Not Supplied by Carlbrook

Each student must have the following upon arrival:

- 3 bath towels
- 3 washcloths
- 2 sets twin fitted / flat sheets
- 2 pillowcases
- 1 blanket
- 1 twin or double-sized comforter
- 1 twin mattress cover
- Battery operated alarm clock (no clock radios)
- Inexpensive watch
- Backpack or book bag (for classes)
- Hairbrush

### 5.3c Optional Personal Items

Optional items students may bring:

- Inexpensive electric razor
- Battery operated reading lamps (Upper School privilege)
- Hair dryer
- Curling Iron (automatic shut-off only)
- Tweezers, nail clippers
- Barrettes/ scrunches for hair (girls)
- Gold or silver stud earrings or hoop earrings (earrings may be worn by girls only - hoop earrings may not be larger than the size of a nickel; no pendant earrings or precious stones) - jewelry other than earrings are a privilege of Upper School
- Non-electrical musical instruments (no drums)
- Inexpensive camera and film (digital camera is Upper School privilege)
- Small family photos (family *only* - no childhood photos of student, these may be requested by staff at a later date)
- Stuffed animals
- Fishing equipment
- Baseball mitt

### 5.4 Prohibited Items

The following items are not allowed on the Carlbrook campus:

- Electric plug-in reading lamps (fire hazard)
- Cash/ credit cards/ checks
- Make-up (including foundation, powders, blush, eye liner, mascara, lipstick/lip gloss)
- Nail polish and nail polish remover
- Cologne/ perfume
- Sharp objects (e.g. scissors, knives, nail files, letter openers, dart boards)
- Personal mirrors
- Jewelry - including expensive watches, rings, necklaces, wrist/ankle bracelets, navel rings, nose rings or other piercings, earrings (excepting studs or small hoops as noted in Optional Items)

- Purses, handbags, or wallets
- Headbands, bandanas
- CD/ DVD players, ipods, MP3 players, Nintendo, Gameboy, Playstation, Xbox, Wii, DS or other handheld or stationary electronic gaming system devices
- Compact discs, cassette tapes, records
- Video tapes, DVDs, CD-Roms, floppy discs, memory sticks, computer software or computer games
- Student Technology not distributed by Carlbrook School, including personal handheld computers, personal laptop computers
- Tape recorders, stereos, clock radios, TVs, mobile phones, pagers, or other electronic devices/gadgets
- Magazines and newspapers – student will have access to these through the campus library, which maintains several subscriptions
- Diaries and journals (will be furnished for each student by Carlbrook)
- Posters, banners, framed pictures (excepting small family photos)
- Tobacco products and paraphernalia, including matches/lighters
- Personal over-the-counter medications or hygiene products (excepting topical acne products in the form of creams, lotions, gels or ointments)
- Vitamins and nutritional/herbal supplements
- Board games or playing cards (must have prior approval), students will have access to the campus game library
- Art supplies (will be furnished by Carlbrook)
- Plants and Pets
- Bicycles, skateboards, roller skates/rollerblades, ski equipment, or weight training/ weight equipment (excepting workout gloves)
- Sporting equipment (excepting optional baseball mitt; other items must have prior approval). Student will have access to equipment supplied by Carlbrook.
- Food/snacks
- Any clothing made of suede, leather or fur

## **5.5 Student Technology Policy**

The purpose of the policy is to ensure that student technology is used for approved school purposes only and to minimize the time it takes to verify that student technology is in compliance with school policy.

Approved uses for student technology fall into two categories: academic and program related. Examples of academic uses of student technology are: homework assignments, school related research on Encarta, and SAT preparation. Examples of approved program related uses of student technology are: writing letters to approved recipients, preparing proposals or presentations for student committees and writing personal journals.

### **5.5a Student Technology Definition**

For the purposes of this policy, student technology is defined as any device, software, hardware or peripheral used to record, manipulate, transfer, receive, store or display data in either a digital or analogue format. Examples of student technology are computers, handheld PDAs, calculators, printers, digital cameras, 3.5" floppy disks, compact disks, memory keys, compact flash cards, memory

sticks, some digital watches with functionality beyond time display, game software and devices, external floppy drives, mice, monitors, digital and analogue voice recorders, and CAT 5 (network/internet) cables. In addition, power supply devices such as laptop power adapters are considered student technology. This is not intended to be a comprehensive list and as such, other devices will fall under the definition of student technology.

#### **5.5b Policy**

- The use of CD players, ipods, MP3s, mobile phones, handheld and stationary gaming systems (DS, Wii, Playstation, Xbox, etc.) is prohibited both on campus and during visits.
- With the exception of digital cameras and other approved video equipment, only the School can issue student technology. Student technology cannot be sent from home or purchased during off-campus visits.
- Only Upper School students with Advisor approval may use digital cameras and other approved video equipment. Only those approved students may store digital images/video on their laptops (or any other device).
- Student technology may not be altered in any way – software can neither be added nor removed, hardware may not be disassembled/modified or defaced in any way (no stickers, pictures or labels of any kind are allowed).
- Music may not be stored or played on student technology.
- Games may not be installed/played on any student technology.
- All files must be stored under the “My Documents” folder and its subdirectories.
- Student technology may not be taken off campus (with the exception of digital cameras).
- Student technology and digital files may not be shared and may only be used during approved times (i.e. laptops cannot be used after lights out, etc.).
- Internet access will be constantly supervised by a staff member. Students will refrain from accessing or using the internet without staff supervision.
- Duplicating or copying programs owned by the School is not allowed.
- Abuse, destruction, or loss of any student technology must be reported immediately.
- Students will not use student technology for any negative purpose that could have a deleterious effect on the school community.
- Members of the Student Technology Committee (STC) are required to perform period checks of student technology. Accordingly, compliance with any technology related request is required.
- Student conduct may necessitate the modification or rewriting of policies concerning the use of student technology.
- Only the Dean of Administration may grant exceptions to the above rules.

#### **5.5c Laptop Computers**

Student use of computers is critical but carefully controlled. Carlbrook requires that students demonstrate a commitment to the program before unsupervised access to computers is permitted. Personal laptop computers will not be distributed to new students until they have completed their first workshop (see Section 4.7), and will have all communications capability removed prior to distribution. Operating

systems, features and applications are pre-configured, and they are not to be altered in any way. New students will have access to the computer lab upon matriculation for completion of academic assignments under faculty supervision.

Please note that while every student will receive a laptop computer, use of this equipment on the Carlbrook campus is a privilege and will be treated as such. If a student does not adhere to the Carlbrook Student Technology Policies (see Section 5.5b), this equipment will be sent to the parents and use of computers on the Carlbrook campus will be restricted. If a student breaks his or her laptop, Carlbrook will make an attempt to have it repaired; ultimately, however, this is the responsibility of the parent.

#### **5.5d Enforcement**

Failure to comply with the procedures detailed in this policy will result in disciplinary action ranging from, but not limited to, suspensions and permanent revocation of some or all student technology privileges. Questions regarding the Student Technology Policy should be referred to the Dean of Administration.

### **5.6 Letters**

The individuals with whom students are allowed to correspond depends on the phase of the program they are currently in (see Section 4.8):

- Lower School - Written communication will be limited to immediate family only. Communication with siblings requires parental permission. In cases in which the parents are separated and one parent has sole custody, students must have permission from the custodial parent to communicate with the other parent. Birthdays are an exception; on birthdays students will be allowed to receive letters from extended family members.
- Upper School - Students can submit a proposal to expand written communication to include extended family and selected friends (with parent approval and permission only).

Students may also receive written correspondence via email and fax from immediate family members. All incoming and outgoing mail is screened in order to verify that the student is not communicating with individuals with whom they do not have permission, and to ensure that incoming mail does not contain inappropriate or prohibited items (see Section 5.4). Letters, emails, and faxes are distributed to student's mailboxes at the Advisor's earliest convenience.

All written correspondence should be sent to:

**Mail: Carlbrook School  
Attn: Student's Name  
P.O Box 755  
Halifax, VA 24558**

Letters sent to this address should contain correspondence and/or pictures of family members ONLY. Please do not include money, gifts or medications.

- Email:** Send email to **(Advisor's name)@carlbrook.org**. Please put student's name in the email title or subject.
- Fax:** Send fax to **(703) 832-7089**. Please put student's name on cover sheet.

## 5.7 Packages

Parents should consult with their student's Advisor prior to sending material that may be unacceptable. All incoming packages are screened prior to distribution to ensure that they do not contain inappropriate or prohibited items (see Section 5.4). Parents are responsible for all shipping charges, and any items deemed unacceptable by the Advisor will be sent home. Students will be given package notification slips in their mailboxes when a package is ready for pick up from the mailroom.

All packages should be sent to:

**Carlbrook School**  
**Attn: Student's Name**  
**3046 Carlbrook Road**  
**South Boston, VA 24592**

Please do not send prescription or non-prescription medications to this address (see Section 7.3).

If it is determined that a package must be sent home parents will be notified by the shipping and receiving department. Parents may either choose to have packages delivered COD or with their personal UPS or FedEx account. A free personal account may be created with either carrier via online (*www.ups.com, www.fedex.com*). Parents will be asked to provide their account information to the shipping and receiving department prior to sending packages home.

## 5.8 Gifts to Students

Due to limited personal storage space and the inability to secure valuable items, parents are requested to keep the number and value of gifts reasonable. This includes clothing (see Section 5.2), in addition to birthday gifts, Christmas, etc. Parents should consult with their student's Advisor prior to sending gifts in order to determine whether they are inappropriate or excessive. Parents are responsible for all shipping charges, and any items deemed inappropriate or excessive by the Advisor will be sent home (see Section 5.4 for a list of prohibited items).

The following is a list of suggested gifts:

- Handmade items such as picture frames, artwork, etc
- Pictures of family
- Photo albums
- Clothes (such as comfortable pajamas, slippers, robe, etc.)
- Stuffed animals
- Workout gloves
- Inexpensive pre-approved sporting equipment (e.g. fishing rod)

## 5.9 Student Birthdays

Each student will receive a homemade cake prepared by the kitchen staff on his or her birthday. The student may receive gifts from family members (refer to 5.8 regarding gift suggestions). Please do not send your student special food or party supplies. Birthday phone calls will be scheduled in advance and will be five minutes in length.

## 5.10 Student Phone Calls

Scheduled phone calls from students to parents start the second week after matriculation. Parents will be contacted so that an appointment time can be established which is convenient for both parties. At present all phone calls are scheduled Monday - Thursday evenings.

If both parents live together, please try to schedule the student phone call appointment for a time when both parents will be present, as there is only one student phone call per period. If parents are separated, both custodial parents will receive one student phone call per period. Students are not allowed to call siblings directly (must be present with parents at the time of the phone call). All phone calls will be proctored by Carlbrook faculty, and students will receive support after the call if needed.

Students and families are responsible for being on time for scheduled phone calls. If a student or parent is late for his/her scheduled phone call, that time will be deducted from the call. If parents know ahead of time that they will not be able to make the phone appointment, it is their responsibility to contact the Phone Call Monitor 24 hours in advance at ext. 8242 to reschedule. Similarly, if a parent misses their phone appointment, it is their responsibility to contact the Phone Call Monitor. Please note that we will not call cell phones unless a specific request is made in advance by the parent.

Any requests for a phone call to be moved temporarily to a different day or time will need to go through the Phone Call Monitor. Requests for changes will be made according to availability on the Monday - Thursday call schedule. If a student is on a weekly phone call schedule and misses a phone appointment due to a workshop, the phone appointment will not be rescheduled and calls will resume the next week. If a student has phone appointments every other week and misses a phone appointment due to a workshop, phone calls will be rescheduled during the Monday - Thursday evening schedule.

The length and frequency of student phone calls depends on the phase of the program the student is currently in (see Section 4.8):

- Lower School (prior to Amicitia workshop): Students have a 20-minute parent phone call every other week.
- Lower School (after Amicitia workshop): Students who have been writing letters to parents consistently on a weekly basis may submit a proposal to increase the frequency of parent phone calls to 20 minutes every week.
- Upper School: Students may submit a proposal to increase the frequency of parent phone calls to 20 minutes every week.

## 5.11 Student Proposals

Students are allowed to submit written proposals for additional privileges. Proposals affecting the entire school (e.g. new sporting equipment, additional student activities, etc.) may be written jointly by several students, and usually require discussion with the relevant student committee and/or the Student Government prior to submission (see Section 5.12). Proposals will be reviewed by the student's Advisor and the Dean of Students, and in certain instances by the Dean of Advising, and/or other members of the Board of Regents. Students will be informed of any decisions made in a timely fashion.

## 5.12 Student Committees

The primary objective of all committees is to give back to the School and improve school culture through their specific aptitude. Committees can and are encouraged to work in cooperation and conjunction with each other. Committees should plan events that include as wide a range of students as possible and should refrain from planning events for select groups of students. All committee events must be deemed to be beneficial to student culture by the Student Government and/or the Student Life Coordinator.

**Activities Committee:** The Activities Committee is responsible for planning, organizing, and implementing student activities for all break weeks, holidays, religious observances, and other special occasions. *Prerequisite: Integritas Workshop.*

**Alumni Support Committee:** The Alumni Support Committee assists Carlbrook graduates by increasing alumni awareness, fostering communication between alumni and current students, and hosting alumni during campus visits. *Prerequisite: Amicitia Workshop.*

**Athletic Committee:** The Athletic Committee was created to encourage students to participate in sports at the School. This committee is responsible for organizing athletic tournaments, intramural and weekend sports, care of athletic facilities/equipment, and submitting proposals for new athletic equipment. *Prerequisite: Integritas Workshop.*

**Commencement Committee:** The Commencement Committee is responsible for assisting with the preparation, setup and coordination of commencements. *Prerequisite: Integritas Workshop.*

**Disciplinary Committee:** The Disciplinary Committee was created to assist students with getting back into Standards of Behavior by working on a crew. This committee is responsible for the scheduling and coordination of all crews, as well as holding students in Standard. *Prerequisite: Animus Workshop.*

**Environmental Service Committee:** The Environmental Service Committee is responsible for helping students develop a greater awareness for the environment while advocating environmentally friendly practices on campus. The committee developed and maintains a recycling program. *Prerequisite: Amicitia Workshop.*

**Friends Committee:** The Friends Committee is responsible for helping to integrate new students into the Carlbrook community by planning and initiating special activities, structured interaction, promotion of maintenance of a positive peer culture, and assisting with the set up of workshops *Prerequisite: Animus and Invitation by committee.*

**Historian Committee:** The Historian Committee is responsible for creating a scrapbook for each peer group to document the history of the School as well as maintaining the monthly calendar for student birthdays and activities. *Prerequisite: Integritas Workshop.*

**Last Light Clean-up Committee:** The Last Light Clean-up Committee is responsible for the overall cleanliness of the campus throughout the day, but more importantly during the evenings. Members on the committee work together to delegate cleaning tasks. *Prerequisite: Amicitia Workshop.*

**Library Committee:** The Library Committee assist with upholding library policies and standards, increasing awareness of library services and availability, assist in campus research related to collection development, maintaining and enhancing book collections and monitoring the library during study halls. Students must maintain status on the A-B Honor Roll and display excellent time management skills. *Prerequisite: Integritas Workshop.*

**Multimedia Committee:** The Multimedia Committee is responsible for producing all visit slide shows, commencement slideshows and the documenting of daily student life as well as maintaining any video and photographic archives. In addition the committee is responsible for selecting/ showing Saturday evening movies. Members have privileges to handle stereos, TVs, music components, selecting music and handling all music/ visual elements of workshop returns. *Prerequisite: Committee members are chosen by the staff overseeing the committee.*

**Photojournalism Club:** The Photojournalism Club is responsible for taking photographs of all student life events on campus. Their mission is to interpret events through their photos. Students regularly meet with the PARENTconnect website editor to receive assignments. *Prerequisite: Upper School*

**Student Store Committee:** The Student Store committee is responsible for obtaining and distributing academic supplies, hygiene products and snacks to the student body. *Prerequisite: Amicitia Workshop.*

**Student Technology Committee:** The Student Technology Committee is responsible for the development and maintenance of student computing infrastructure (e.g. printers, student lab workstations and peripherals). In addition, the committee is responsible for assisting students with any technology related issues. *Prerequisite: Animus Workshop.*

**Tutor's Guild:** The Tutor's Guild is a student member group that provides tutoring services and support to fellow students in various academic subjects offered throughout the term. Members must display excellent time management, problem

solving and communication skills while maintaining a minimum of a 3.0 GPA. Membership is re-evaluated prior to the start of each term. *Prerequisite: Integritas Workshop.*

### **5.13 Student Government**

Comprised of six students (three who are elected by the entire school and three who are appointed by the elected officers), the Student Government is concerned with all aspects of life at Carlbrook. Under the direction of the Dean of Students, the Student Government oversees all student committees, makes decisions regarding budgetary discretion and the endorsement of proposals, and works with Team Representatives to function as a link between the students and the Board of Regents. Current positions include: President, Vice President, Secretary/Treasurer, Secretary of Student Services (one male student and one female student) and Historian.

Members of the Student Government are expected to be leaders by example in the Carlbrook community, promoting the Core Principles and upholding the Standards of Behavior. Students must obtain approval from their Advisor to participate. In general, Upper School students in good standing and without academic deficiencies are eligible to hold office.

### **5.14 Honor Council**

#### **5.14a Mission**

The Honor Council is charged with preserving and promoting honor in the Carlbrook community. The members of the Council are expected to educate by example, to hear and to assess allegations of transgressions of the standards of conduct that give substance to the Honor Code. They will recommend appropriate actions to restore integrity to the individuals called before the Honor Council, and to maintain safety in the school.

#### **5.14b Constitution**

The Honor Council will consist of the Dean of Students, members of the Carlbrook Executive Team, the Student Body President, and students appointed by the Board of Regents. Members of the Honor Council enjoy no special privileges for rendering this vital service to the community. Holding an elected position with the Student Government does not automatically confer an appointment to the Honor Council.

#### **5.14c Referral Procedure**

When an infraction is alleged or acknowledged by a member of the community, a member of the Advising or Academic Faculty will submit an Honor Council referral, reporting all available information about the alleged infraction, to the Dean of Students. Members of the Executive Team will review the Referral. Upon their recommendation a notification will be conveyed to each of the individuals who are or may be party to the allegation, and to their respective Advisors. This letter will serve notice of the time and place of the Honor Council hearing.

**5.14d Hearing Participants**

The Honor Council hearing participants shall be: the Dean of Students, who will serve as Chair of the hearing; and three or four eligible students selected by the Carlbrook Executive Team. The Dean of Advising will attend all hearings involving transgressions of Carlbrook Standards, and the Dean of Academics will attend all hearings involving cheating or plagiarism. Any member of the Board of Regents may participate in any hearing. A student called to appear before the Honor Council may choose an Upper School student as moral support, and the student's Advisor is welcome to participate.

**5.14e Hearing Procedure**

The Council members will develop a full understanding of the situation by asking questions and seeking clarification of representations. Upon completion of the questioning of all those called to appear, the Honor Council will review its findings and recommendations, formally submitting them to the Chair of Honor Council. Within an appropriate interval the Dean of Students shall convey to the student's Advisor a formal recommendation statement; the Advisor will then convey these to the student and ensure that the recommendations are fully and promptly implemented.

**5.14f Honor Council Meetings**

The entire Honor Council may meet to discuss matters related to the Honor Code, the Standards of Conduct, or other matters at the initiation of the Dean of Students.

**5.15 Community Service**

Community service activities provide students with the opportunity to gain an appreciation for what they have, and to share their talent, enthusiasm and effort with others. Carlbrook regularly supports several local agencies including work with the DOVES, Boston Commons Nursing Home, Feed the Community, Habitat for Humanity, and the American Red Cross. As these community service projects take place off-campus, students will typically not be eligible for participation until they have been in residence at Carlbrook for several months (see Section 5.16). Students who lose the privilege of participating in off-campus activities due to violations of Standards will not be able to participate in community service projects until this privilege is reinstated.

**5.16 Off-Campus Activities**

Student participation in off-campus activities, including community service projects and alternative curriculum week activities (e.g. high/low ropes course, movies, sporting events) is a privilege, and therefore may be revoked for behavioral or academic deficiencies. Minimum requirements for participation in off-campus activities are:

- 2 months of residence at Carlbrook
- Approval of Advisor
- Good standing with School (not in violation of Standards)

Participation in some activities may require that a student be in Upper School in addition to the above requirements. All Carlbrook Standards of Behavior apply during off-campus activities (see Section 2.18).

### **5.17 Student Life Questions/Concerns**

Your initial contact for all questions or concerns related to student life should be your student's Advisor. The Advisor will either address the issue personally, or will refer the parent to the most appropriate faculty member. Emails will usually receive a response by the next business day.

If you feel that your student's Advisor is not answering your Advising questions to your satisfaction, you should then contact Dr. Gillan Smith (*Dean of Advising*) or Andy Coe (*Dean of Students*).

## SECTION 6 VISITS

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### 6.1 Parent Conferences

The involvement of parents, siblings, and influential family members are essential to the personal growth and development of a Carlbrook student. To this end the School schedules four parent conferences each year. Each conference is made up of the following:

1. Experiential educational descriptions of the Carlbrook philosophy
2. Opportunity to meet with Advisors, academic faculty and the Board of Regents
3. Networking opportunities and relationship building with other student's parents and family members
4. Multi-family sessions with your student's Advisor
5. Quality and goal-oriented visit time with your student

Each parent conference, family session, and visit builds on the previous experience allowing parents to assist in the progress and development plan of each student as they progress through the School. Topics covered include effective communication skills, parenting styles, process orientation vs. outcome orientation, reflective listening, goal setting, and the importance of agreements and standards. The opportunity is also provided for parent participation in an abbreviated version of the Student Workshops.

The importance of full attendance and involvement in the parent program cannot be overstated, as Carlbrook philosophy values the education of the entire student. This includes the academic, emotional, physical and spiritual aspects of each student as well as the reparation of past family relations and the building of interdependent relations with the family.

Information, visit guidelines and registration forms for each conference will be mailed well in advance so you are able to plan accordingly.

### 6.2 Parent Visits

All parent visits take place during scheduled parent conferences. Please review the Student Standards of Behavior applicable to all visits prior to visits (see Section 2.21).

Carlbrook does not allow pets on the campus or facilities. Please keep pets at home. Should you need to board an animal during the visit, you may contact the Halifax County Veterinary Center at 430 South Main St., Halifax (434) 476-2166.

#### 6.2a First Visit (On-Campus Visit)

- First visit will be on-campus.
- Students may not go into town (must remain on-campus under parent supervision).
- Students may not spend the night off-campus.
- Students may not leave to go home.
- Siblings may not take part during this visit, but may have the option of joining the next visit if appropriate.

- Schedule:
 

First and Second Day:	Parents participate in conference
Third and Fourth Day:	On-campus student visits

**6.2b Second Visit (Local Visit)**

- Students and parents may not travel beyond a one-hour radius of the Carlbrook campus. Acceptable visit locations include: South Boston, Halifax, Danville, Clarksville, Roxboro, and Lynchburg or any points between these locations *only*.
- Students may not go home.
- Students may be able to spend one overnight with their parents in Halifax, South Boston or Danville, subject to Advisor approval.
- Siblings may receive an invitation to join the visit.
- Schedule:
 

First and Second Day:	Parents participate in conference
Third and Fourth Day:	Local student visits

**6.2c Third Visit (Regional Visit)**

- Students and parents may not travel beyond a 150-mile radius of the Carlbrook campus. Acceptable visit locations include: Winston-Salem, Raleigh-Durham, Chapel Hill, Greensboro, Roanoke, Richmond, Williamsburg, and Charlottesville or any points between these locations.
- Students may not go home.
- Siblings may receive an invitation to join the visit.
- Schedule:
 

First Day:	Parents participate in conference
Second to Fourth Day:	Regional student visits

**Consideration for separated or divorced parents:** The following applies *only to Regional Visits* (it does not apply to on-campus or local visits). Students that have separated or divorced parents have the option to take an additional day during regional visits with each parent. Please be aware that dividing the regional visit will offer less individual time for each parent to spend with his or her student.

- All parents are required to attend the entire first day of the conference and the multi-family sessions on the morning of the second day. Instead of ending on the fourth day, separated or divorced family regional visits will end on the fifth day.
- It is the parents' responsibility to decide how they would like to divide the allotted time (between the afternoon of the second day and the afternoon of the fifth day) with their student.
- Students are required to be back on campus before or promptly by 3:00 pm on the afternoon of the fifth day. Please be mindful of the return time as students are required to attend group sessions at 3:00 pm following their visits.
- Students will be responsible for making up class work and assignments missed.

## 6.3 Home Visits

### 6.3a Overview

When students have earned the privilege to go home for a visit it is because they have worked hard and have shown that they are ready for the next step. With the assistance of their Advisors, students prepare for the visit by paying particular attention to their personal goals, expectations, and working through how to handle stressful or uncomfortable scenarios that may occur during a home visit. The priority of each home visit, as with any visit, is to spend time together as a family.

Assuming a student is in good standing with the School, each student has the opportunity to have at least one home visit. Some peer groups may potentially have an additional visit based on their date of enrollment and projected graduation date. Home visits take place during Academic break weeks only. Home visits and parent conferences do not usually occur at the same time. Once their student begins going on home visits parents no longer attend parent conferences (see Section 2.21e for Standards of Behavior applicable to home visits).

### 6.3b Earning a Home Visit

It is important to highlight that student home visits are earned privileges for each student, they are not based solely on the amount of time a student has been enrolled at Carlbrook. These visits are always contingent upon a student's current standing and progress within the School. In other words, if a student's behavior or actions prior to a visit (even as a student is preparing to leave for the visit) are unacceptable or are not in agreement with the Standard of Behaviors of the School, a visit may be modified, postponed or canceled. These decisions are solely at the discretion of the Advisors and Board Members, and are made based on what we feel is in the best interest of each student.

### 6.3c Sharing Visits

With the assistance of the Advisor and input from parents, students that have separated or divorced parents must determine which home the visit will take place. Additional considerations would include if and how the student will share and divide the visit between the parents. Concerns regarding the details and arrangements for such visits should be shared with your student's Advisor.

### 6.3d Holiday Visits

Students may not travel home for holidays. The only exception to this is if a student is eligible for a home visit during the month of December, at which time they may have the opportunity to spend the Christmas holiday at home.

**6.3e Length of Home Visits**

The allotted time for each visit is as follows:

<u>Type of Home Visit</u>	<u>Length</u>
First Home Visit	5 days + 4 nights
Final Home Visit	6 days + 5 nights

Please note that if a student has three home visits during their residence at Carlbrook, only the final visit is 6 days + 5 nights in length. The additional time allocated for the final home visit is meant to facilitate student transition and post-Carlbrook planning.

Students whose families live on the Pacific Time Zone may receive an additional day in order to accommodate for the additional travel time. Whether the extra day is at the beginning or the end of the scheduled visit time will be at the discretion of the Dean of Advising and will be determined by reviewing the global schedule for a particular home visit. Specifics as to when your student is eligible for a home visit will be discussed with you during your routine calls with your student’s Advisor.

**6.3f Travel Arrangements**

With the exception of a shuttle service to and from the Raleigh/ Durham Airport (RDU), travel arrangements are the responsibility of the student’s parents. All flights to and from home must utilize the Raleigh/Durham Airport (RDU). There is a charge of \$95.00 each way for transportation services to and from the airport. Flights must depart and arrive at specific times:

- All student flights must be scheduled to *depart* from the Raleigh/Durham Airport (RDU) between 6:00am and 10:00am on the day of departure.
- All student flights must be scheduled to *arrive* back at the Raleigh/Durham Airport (RDU) between 1:00pm and 5:00pm on the day of return.

Please provide your student’s Advisor all travel plans, flight schedules and airline information as early as possible so we may arrange shuttle transportation.

**6.4 College Visits**

Parents are encouraged to utilize the regional visit to take your student on additional college tours throughout Virginia or North Carolina. In order to visit schools outside of the above geographical area during a regional visit, special arrangements must be made in advance with the student’s Advisor, College Counselor and the Dean of Advising. Out of area college tours and those at institutions near the student’s hometown are discouraged until the student goes home on a scheduled visit.

When circumstances warrant, students may go on a college visit with parents during a time separate from a scheduled regional or home visit with approval from the Dean of Advising. The primary purpose of these dedicated college visits is for the student to tour colleges to which they have already been accepted but have not yet decided to attend. Given the potential disruption to ongoing advising and academic work, we strongly discourage requests for

students to leave the Carlbrook campus to visit colleges which they have not yet been accepted at or which they have already decided to attend.  
See Section 2.21f for all applicable Standards of Behavior for College Visits.

## **6.5 Visit Questions/Concerns**

Your initial contact for all questions or concerns related to visits should be your student's Advisor. The Advisor will either address the issue personally, or will refer the parent to the most appropriate faculty member. Emails will usually receive a response by the next business day.

If after contacting your student's Advisor you feel you need additional assistance, you should then contact Dr. Gillan Smith (*Dean of Advising*) or Andy Coe (*Dean of Students*).

## SECTION 7 MEDICAL POLICIES

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### 7.1 Immunizations

#### 7.1a Immunization Requirements

To be compliant with the School's medical policies, incoming students **MUST** meet the following requirements unless a religious or medical exemption is documented. The purpose of these requirements is to prevent outbreaks of vaccine-preventable communicable diseases among the student body.

**POLIO (OPV, IPV)**

Minimum of 3 doses in any combination.

**DIPHTHERIA, TETANUS, PERTUSSIS (DTP, DtaP, DT or Td)**

Minimum of 3 doses with at least 1 dose after 4<sup>th</sup> birthday. Tetanus booster recommended, but not required, every 10 yrs.

**MEASLES, MUMPS, RUBELLA (MMR)**

Minimum of 2 doses with 2<sup>nd</sup> dose after 4<sup>th</sup> birthday.

**TUBERCULOSIS (TB/PPD)**

Each Student must undergo TB skin testing using the **Mantoux method** (5 tuberculin units of purified protein derivative (PPD) injected intradermally) prior to matriculation. Students with a history of **BCG (Bacille Calmette-Guerin) vaccination** are **not** exempt from the TB requirement since there is no data to indicate that these individuals experience an excessively severe reaction to PPD testing, and because anyone with a history of BCG or a positive PPD test result is considered infected with TB and is treated accordingly.

Students with a history of a **positive (+) PPD test** must document a chest x-ray report, a history of preventative therapy for TB infection according to published CDC guidelines and a current status report (less than 3 months) from the treating physician.

**MENINGOCOCCAL MENINGITIS VACCINE (MC4V) -**

Meningococcal disease is a bacterial infection commonly referred to as meningitis. Bacterial meningitis is a rare but potentially fatal illness. The meningococcal meningitis vaccine (MC4V) protects against four types of the bacteria (A,C, Y and W-135) that cause meningitis. While the disease is highly contagious vaccination against meningococcal disease will reduce the risk of contracting the disease.

#### 7.1b Proof of Immunization

Any immunization record that contains the exact date of administration of each of the required doses of vaccine will be accepted as documentary proof of immunization. If the student is a resident of Virginia, a Certificate of Immunization (Part 3 of Form MCH-213C or MCH-213D) signed by a physician is required. Copies of these records must be submitted to Carlbrook School at time of admission, and will be kept as part of the student's medical record.

### **7.1c Religious or Medical Exemptions**

If the student has not received the required immunizations because of a religious objection, the parent must submit to Carlbrook School at the time of student admission a notarized Certificate of Religious Exemption (Form CRE-1). These forms can be obtained from the Office of Admissions. If the student has not received the required immunizations due to a preexisting medical condition, the parent must submit to Carlbrook School at the time of student admission a written certification from a licensed physician (any state) that the required immunization may be detrimental to the student's health.

## **7.2 Medical appointments**

### **7.2a Minimum residence requirement**

Medical visits are limited to urgent care only (i.e. acute illness, injury) during a student's first two months (60 days) at Carlbrook. Students will not be scheduled for routine medical and dental care (including physicals, dental cleanings, orthodontics, and eye exams) during this time. Therefore, it is important that your student have an adequate supply (i.e. 90 days) of all medications taken prior to matriculation, as they will not be able to obtain refills from local physicians during this time period (see Section 7.3).

### **7.2b Appointment requests**

Non-urgent appointment requests may be initiated through your student's Advisor or by contacting the medical department at [medical@carlbrook.org](mailto:medical@carlbrook.org). Medical and dental appointments will be made by the medical department at the parents request or when the need arises (i.e. illness, injury). Medical appointments usually take several hours with transportation, which if frequent can result in a significant amount of missed class time. For this reason we ask that parents do not request elective treatments (e.g. new braces on teeth) that will require regular frequent follow-up visits.

### **7.2c Scheduled appointments**

Non-urgent, routine appointments are scheduled on an as-needed basis. This includes Pediatrics, Internal Medicine (including medical subspecialties), Gynecology, Dermatology, Dentistry, Orthodontics and Optometry. Due to the limited number of local medical professionals, it may take 30-60 days to get a student seen after the appointment has been requested. Some medical subspecialties, including Psychiatry, Dermatology, Dentistry and Orthodontics may require a longer waiting period depending on availability. There is a transportation charge associated with these appointments (see Section 7.2f).

### **7.2d Unscheduled appointments**

Unscheduled appointments are defined as those that take place at times other than that set aside for routine appointments. This includes urgent care visits for illness or injury outside of business hours (M-F 9am-4pm). A parental request that a particular medical visit take place within a short period of time (i.e. within 1-3 weeks) may result in an unscheduled appointment being made for the student. Due to the increased staffing requirements associated with these medical visits, unscheduled appointments will incur an additional transportation charge (see

Section 7.2f). Please note that Carlbrook may utilize a licensed medical transport company for unscheduled and urgent care medical visits, and parents will be billed directly for their services.

#### **7.2e Psychiatry appointments**

A licensed and board certified psychiatrist is utilized on campus for psychiatric services. The relationship between the independent psychiatrist and Carlbrook was developed in order to ensure that our students who are in need of medication management and/or psychiatric consultation are able to receive the best care possible. Students are seen on the Carlbrook campus, which minimizes the impact on the student culture and overall academic community. Unlike other medical appointments, there is no minimum residence requirement before a student can be seen.

Given the complexity of modern psychopharmacology, it is strongly recommended that all students who are taking medication at the time of matriculation be seen by the psychiatrist for at least an initial consultation. Appointment requests should be made by contacting the medical department at [medical@carlbrook.org](mailto:medical@carlbrook.org). All psychiatric consultations will be discussed with the Assistant Health Care Director, and parents will be notified of any treatment recommendations. No recommendations will be implemented without parent approval. Psychiatric appointment requests should be directed to Teresa Canada, Assistant Health Care Director, [teresacanada@carlbrook.org](mailto:teresacanada@carlbrook.org).

#### **7.2f Transportation charges**

- Scheduled appointments: There is a \$95.00 transportation fee per occurrence for all scheduled medical appointments and urgent care visits within business hours.
- Unscheduled appointments: There is a \$190.00 transportation fee per occurrence for all unscheduled appointments and urgent care visits outside of business hours (M-F 9am-4pm). This transportation fee will not apply if a licensed medical transport company is utilized; instead, parents will be billed directly by the company for their services.
- Long-distance appointments: Medical appointments beyond a 45-mile radius (e.g. Lynchburg, VA or Raleigh-Durham, NC) will incur an additional charge depending on the location and staffing requirement.
- Psychiatry: In order to reimburse the psychiatrist for the considerable amount of time spent in transit to and from our campus and in consultation with our faculty regarding the students seen, as well as cover the additional nursing costs associated with these visits, there is a \$65.00 charge per occurrence for all scheduled psychiatric appointments.

#### **7.2g Local Physicians & Dentists**

Carlbrook does not make recommendations regarding specific physicians. We currently utilize the following physicians for routine medical and dental care, due to their proximity to the Carlbrook campus. These physicians see adolescent patients regularly and are willing to bill numerous insurance carriers.

Pediatrics / Family Practice

Romulo Ancheta, M.D.  
Urgent Care of South Boston  
1129 Main St.  
South Boston, VA 24592  
(434) 572-8272

Lisa Ferrari, M.D. (Pediatrician)  
Durham Pediatrics  
2609 N. Duke St. Suite 1000  
Durham, NC 27704  
(919) 220-4000

F. Barnes Mitchell, M.D.  
Halifax Clinic, Inc.  
235 North Main St.  
Halifax, VA 24558  
(434) 476-7455

Internal Medicine

Babita Patel, M.D.  
2232 Wilborn Ave.  
South Boston, VA 24592  
(434) 572-8196

Broderick King, M.D.  
Fuller-Roberts Clinic, Inc.  
2212 Wilborn Ave.  
South Boston, VA 24592  
(434) 572-8921

Physical Therapy/ Orthopedics

DOAR (Physical Therapy)  
2140 Franklin Trpk.  
Danville, VA 24540  
(434) 432-1680

Danville Orthopedic Clinic, Inc.  
125 Executive Dr., Suite A  
Danville, VA 24541  
(434) 793-4711

Paul Sparks, M.D. (Orthopedist)  
422 Hamilton Blvd.  
South Boston, VA 24592  
(434) 572-4074

Medical Subspecialties

Deanna Adkins, M.D. (Pediatric Endocrinologist)  
3713 Benson Dr., Suite 202  
Raleigh, NC 27609  
(919) 232-5319

Michael Canavan, M.D. (Podiatrist)  
780 Piney Forest Rd., Suite B  
Danville, VA 24540  
(434) 799-9430

Juan Cuebas, M.D. (Neurologist)  
Halifax Neurology Clinic  
2206 Wilborn Ave.  
South Boston, VA 24592  
(434) 575-6387

Danville ENT Associates Inc.  
159 Executive Dr., Suite C  
Danville, VA 24541  
(434) 792-0830

Octavio DeMarchena, M.D. (Neurologist)  
Neurology Associates of Lynchburg  
1933 Thomson Dr.  
Lynchburg, VA 24501  
(434) 947-3928

Joseph Ferguson, M.D. (Urologist)  
2045 Hamilton Blvd.  
South Boston, VA 24592  
(434) 572-6565

Alan Fuller, M.D. (General Surgery)  
2212 Wilborn Ave.  
South Boston, VA 24592  
(434) 572-8291

Halifax Health Department  
1030 Cowford Rd.  
Halifax, VA 24558  
(434) 476-4863

David Lambert D.D.S. (Oral Surgeon)  
Triangle Oral & Maxillofacial  
5015 Southpark Dr. #120  
Durham, NC  
(919) 806-2898

Jonathan Lenzen, M.D. (Pulmonologist)  
Pulmonary Associates of Southside Virginia  
2210 Wilborn Ave.  
South Boston, VA 24592  
(434) 575-5864

Charles H. Parker, Jr., M.D. (Gastroenterologist)  
Halifax Gastroenterology  
435 Main St.  
South Boston VA 24592  
(434) 572-1171

Bakul Patel, M.D. (Gastroenterologist)  
2232 Wilborn Ave.  
South Boston, VA 24592  
(434) 572-8196

James H. Priest, D.D.S. (Maxiofacial Oral Surgeon)  
420 Hamilton Blvd.  
South Boston VA 24592  
(434) 572-8975

Triangle Dermatology Assoc. (Dermatology)  
823 Broad St.  
Durham NC  
(919) 286-7903  
(336) 598-5700 Roxboro, NC

Duc Trieu, M.D. (Obstetrician/ Gynecologist)  
Pam Reynolds, N.P.  
Fuller Roberts Clinic, Inc.  
2212 Wilborn Ave.  
South Boston, VA 24592  
(434) 572-8921

Urgent Care & Pharmacy

Halifax Regional Hospital  
2204 Wilborn Ave.  
South Boston, VA 24592  
(434) 517-3100 (General)  
(434) 517-3123 (Emergency Department)

Halifax Pharmacy  
4121 Halifax Rd.  
South Boston, VA 24592  
(434) 575-0511

### Psychiatry

Floyd C. Wiseman, M.D.  
Carlbrook School  
3046 Carlbrook Rd.  
South Boston, VA 24592  
(434) 476-2406  
(Contact Teresa Canada, Asst. Health Care Director for all psychiatric appointments, x 8417)

### General Dentistry

Malcolm Mallory, D.D.S. (Cosmetic Dentistry)  
568 West Main St.  
Danville, VA  
(434) 799-0120

Robert Plapp, D.D.S.  
3121 Bill Tuck Highway  
South Boston VA 24592  
(434) 575-1505

Skip Silvers, D.D.S  
140 Piney Forest Rd.  
Danville, VA 24540  
434-793-4116

### Orthodontics

Walter Shepherd, D.D.S.  
809 Piney Forest Rd.  
Danville, VA 24540  
(434) 792-0141

Edward Snyder, D.D.S  
789 Piney Forest Rd., #4  
Danville, VA 24540  
(434) 792-8900

### Optometry

Nancy Clark, O.D.  
123 Deer Run Rd.  
South Boston, VA 24592  
(434) 793-6912

Michael Haskett, O.D.  
2047 Hamilton Blvd.  
South Boston, VA 24592  
(434) 572-9733

## **7.2h Hospitalizations and Surgical Procedures**

Should a student require a surgical procedure or hospitalization for any reason, the parents have the right to request that their student see a physician of their choosing. There are several world-class medical centers within 2 hours of the Carlbrook campus, including Duke University Medical Center and UNC Chapel Hill. Please note that additional transportation and staffing charges will apply, depending on location (see Section 7.2f)

When circumstances warrant, parents are allowed to accompany their student in order to provide necessary support during the hospitalization or surgical procedure and the recovery period. This would typically apply to hospitalizations for more serious illnesses and injuries (e.g. anticipated inpatient treatment longer than 1-2 days or requiring transfer to a referral center such as Duke) as well as emergency surgery (e.g. appendectomy). However, it is ultimately the parent's decision whether they feel they need to be with their student, and if the parent wishes to be present the Carlbrook faculty will work with them to help facilitate this.

Parents are discouraged from using the hospitalization or surgery as an opportunity to have an additional visit with their student, and it is expected that the student will return to campus as soon as they are medically ready to do so. Students should not be taken home if they have not yet earned this privilege, and all Carlbrook Standards of Behavior apply during the period that the student is off campus.

Minor surgical and dental procedures (e.g. elective dermatologic surgery, removal of wisdom teeth, etc) should be delayed until the student's home visit or after graduation if this is deemed medically safe, so as not to disrupt ongoing Advising and academic work.

## **7.3 Prescription medication policies**

### **7.3a General policies**

- Medication must be prescribed by a medical professional licensed to practice in the United States. All prescription medications must be kept in their original containers, and the label must include the following:

Student's name  
Name of medication  
Dosage and frequency of administration  
Quantity of medication prescribed  
Licensed prescriber's name  
Date prescription was filled  
Pharmacy contact information

- Any medication in non-original containers or in containers with inadequate or illegible labeling is not acceptable and will not be administered. It is the

parent's responsibility to ensure that all medications prescribed prior to enrollment at Carlbrook School are labeled appropriately.

- **For new students:** Please ensure that your student has a 90-day supply of medication upon arrival at the Carlbrook campus. Medications should be sent to the address indicated in Section 7.3e. Please do not send medications or prescriptions to the main school address or directly to your student under any circumstances. Acceptable alternatives to mailing the medication include:
  - Providing the medical staff with a prescription which can be filled at Halifax Pharmacy
  - Transferring a current prescription to Halifax Pharmacy, or requesting that your student's physician call in a prescription to Halifax Pharmacy (see Section 7.3e).

### 7.3b Filling and refilling prescriptions

All regularly scheduled prescription medications must be filled locally at Halifax Pharmacy. This includes new medications as well as refills of medications prescribed prior to matriculation at Carlbrook. Prescriptions may not be filled by parents (e.g. by mail order) and sent to the School, regardless of whether this is a requirement of the family's health insurance. The only exception to this policy is the initial 90-day supply of medication that is currently being taken that should accompany a student when he/she arrives at Carlbrook.

We understand that the inability to use a mail order pharmacy may increase the cost of some medications substantially. We feel, however, that this additional cost is justified to help ensure the safety of administration. All regularly scheduled prescription medications are prepackaged as daily unit doses by the pharmacists at Halifax Pharmacy, which helps to reduce potential error. Furthermore, this system provides an accurate accounting of the number of pills remaining, which substantially reduces the risk that a student will run out of a necessary medication due to failure to obtain a timely refill.

For medications prescribed prior to matriculation at Carlbrook, parents should send an original prescription to the medical department (copies are not acceptable), or transfer the prescription to Halifax Pharmacy (see Section 7.3e). Due to time constraints and the lack of prepackaging we cannot honor requests to use other local pharmacies.

### 7.3c Restricted medications

Opiates and other medications that have been classified by the Controlled Substances Act as Schedule II drugs are not allowed at Carlbrook School except when prescribed by a local physician for the treatment of acute pain (i.e. pain associated with an injury or dental/surgical procedure only). Any prescription for sedatives (e.g. *Valium*, *Ativan*, *Klonopin*, *Xanax*) must be accompanied by a letter from the student's physician stating reason for use and anticipated length of treatment. Medications used in the treatment of Attention-Deficit Disorder, including *Ritalin*, *Concerta*, *Adderall*, *Dexedrine*, *Provigil*, and *Cyclert*, are allowed if prescribed by a licensed physician.

### **7.3d Medication Administration**

All medications will be kept in a locked cabinet and dispensed by Carlbrook faculty at designated times, under the supervision of the Health Care Director. Students will not be allowed to self-administer medications while enrolled at Carlbrook School. The only exception to this policy will be the use of Albuterol (*Proventil, Ventolin*) for the treatment of asthma. Carlbrook School will allow students with a history of asthma to carry and self-administer Albuterol via a metered dose inhaler if it is properly labeled. Parents who do not wish their student to carry and self-administer a prescribed Albuterol inhaler for the treatment of asthma must notify Carlbrook of this request in writing.

### **7.3e Addresses and contact information**

Please send ALL medications, prescriptions and pre-approved medical products to the following address:

**Carlbrook School**  
**Attn: Medical Department**  
**P.O. Box 755**  
**Halifax, VA 24558**

Prescriptions can be transferred or called in to:

**Halifax Pharmacy**  
**Phone: (434) 575-0511**  
**Fax: (434) 575-1369**

## **7.4 Non-prescription Medication Policies**

### **7.4a Distribution of over-the-counter medications**

Students may be given the following non-prescription (over-the-counter) medications or equivalent by Carlbrook faculty for symptomatic relief of minor illnesses/injuries:

- Acetaminophen (e.g. Tylenol)
- Ibuprofen (e.g. Advil, Motrin)
- Pseudoephedrine (e.g. Sudafed)
- Diphenhydramine (e.g. Benadryl)
- Pepto-Bismol or antacids (e.g. Maalox, Tums)
- Cough medicine (e.g. Robitussin)
- Cold medication consisting of combination of above
- Sore throat lozenges
- Calamine or hydrocortisone anti-itch lotion
- Antibacterial ointment (e.g. Neosporin)

The administration of these medications will be at the discretion of the faculty of Carlbrook School, in accordance with the drug manufacturer's recommendations. Students are not allowed to take any over-the-counter medications sent from home, unless accompanied by a prescription. Students will not be allowed keep or self-administer any over-the-counter medications while enrolled at Carlbrook School.

If you would not like your student to receive any of the medications listed in section 7.4a, or know of an allergy or medical reason why any of these medications should not be given, please specify which medication(s) are not to be administered in the Consent to Dispense Non-Prescription Medications section of the Medical History and Consent Form, or contact the school nurse at [medical@carlbrook.org](mailto:medical@carlbrook.org).

#### **7.4b Vitamins, minerals and dietary supplements**

Students are not allowed to take any vitamin, mineral or dietary supplements while enrolled at Carlbrook, unless prescribed by a physician to treat a specific deficiency or medical condition (in which case written documentation from the physician must be provided and kept on file in the medical office). Please note that weightlifting and performance supplements (such as protein powders, amino acids, creatine, etc.), herbal supplements and alternative medications are not allowed on the Carlbrook campus under any circumstances.

#### **7.4c Personal medical products**

Students are not allowed to keep any personal hygiene products that are not supplied by Carlbrook on their person or in the dorms. The only exception to this is an over-the-counter topical acne product if it has been specifically approved by the student's Advisor and the medical department. Only topical acne products in the form of creams, lotions, gels or ointments are considered acceptable, and they must be sent directly to the medical department by parents after approval from the student's Advisor has been obtained. Personal medical products sent to the School without prior approval will be not be distributed to the student.

Hygiene products that are in liquid form (e.g. hydrogen peroxide, facial cleansers and astringents, etc) are not allowed in the student dorms under any circumstances, and parents are strongly discouraged from sending these products to Carlbrook. If a liquid product is medically necessary, it will be kept locked in the medical cabinet and the student must come to the medical office during scheduled medication administration times to use it.

Students may not bring any personal medical product (including over-the-counter medications, acne products, other hygiene products, etc) back from a visit under any circumstances (see Section 2.20). Any such products discovered in the student's personal belongings during check-in will be sent home. Please note that sharing of any medical product is a violation of Medical Standards and that use of such products is considered a privilege and will be taken away if abused.

### **7.5 Influenza Vaccinations**

The influenza vaccine is updated yearly to reflect the most common and/or pathogenic strains of the influenza virus. The Centers for Disease Control (CDC) encourages individuals living in dormitories to receive either the inactivated (killed) intramuscular vaccine or the attenuated (live) intranasal vaccine in order to prevent outbreaks. To this end, at the parent's request, the medical office will arrange for the vaccine to be administered on the Carlbrook campus (if applicable) or send the student to a local physician to receive the vaccine in early November of each year. If possible both the intranasal and intramuscular types will be offered. The cost will

be billed separately to parents of students receiving the vaccination. Please note that influenza vaccination is optional and not required for attendance at Carlbrook School.

The following individuals should not receive the inactivated (killed) intramuscular vaccine:

- People who are allergic to eggs or egg products
- People who have had a serious allergic reaction to a previous dose of influenza vaccine
- People with a history of Guillain-Barre syndrome

The following individuals should not receive the attenuated (live) intranasal vaccine:

- People who are allergic to eggs or egg products
- People who have had a serious allergic reaction to a previous dose of influenza vaccine
- People with a history of Guillain-Barre syndrome
- People with asthma, reactive airways disease or other chronic disorders of the pulmonary or cardiovascular systems
- People who have a problem with their immune system or are taking medications to suppress their immune system
- People with a history of diabetes, kidney disease, blood disorders or other chronic medical conditions
- People chronically receiving aspirin or other salicylates

For more information please refer to the CDC website at [www.cdc.gov/nip](http://www.cdc.gov/nip).

Per Carlbrook policy, parental permission to administer the influenza vaccine is required for all students, regardless of whether they are 18 yrs of age or older. A consent form will be sent to parents prior to the annual scheduled administration time. If this consent form is not returned, the vaccine will not be administered to your student. Verbal consent and consent via email is not acceptable.

For Student Standards of Behavior regarding medication and medical visits see Section 2.20.

## 7.6 Medical Questions/Concerns

Please send all medical questions, concerns, and appointment requests via email to [medical@carlbrook.org](mailto:medical@carlbrook.org) or to the Health Care Director Susan Woody, [susanwoody@carlbrook.org](mailto:susanwoody@carlbrook.org). All psychiatric appointment requests should be directed to Teresa Canada, Assistant Health Care Director, [teresacanada@carlbrook.org](mailto:teresacanada@carlbrook.org).

Correspondence by email allows us to forward your question to the most appropriate faculty member (e.g. medical office assistant, Health Care Director), and affords this faculty member time to consult with his or her colleagues or appropriate medical personnel if necessary. Emails will usually receive a response by the next business day.

Depending on the circumstance, parents may be referred directly to the treating physician for consultation.

## SECTION 8 MISCELLANEOUS

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### 8.1 Violations of Carlbrook Standards

Students will be held accountable to Carlbrook Standards (see Section 2). Violation of any Standard will be reported to the student's Advisor and the Dean of Advising, and depending on the severity of the infraction may result in any of the consequences listed below. Students are expected to be accepting of consequences that result from a failure to adhere to Standards. These will be processed with each student to assure they are making the connection between their behavior and the consequence.

#### 8.1a Loss of Privileges

The student may lose previously earned privileges (e.g. participation in off-campus activities, staying up late on Saturday nights, writing friends at home, etc.) for a variable amount of time until trust has been reestablished.

#### 8.1b Crews

The student may be assigned to a variable number of extra work crews (e.g. cleaning up after meals, taking out the trash, cleaning the Commons Building, raking leaves, etc.).

#### 8.1c Bans

The student may be asked not to communicate verbally or non-verbally with specific students (e.g. the student is on bans with these individuals). Unlike the loss of privileges and extra crews, the purpose of bans is NOT to punish the student. Rather, bans are used to encourage the student to spend time with individuals who are more likely to challenge self-defeating thoughts and actions and reinforce positive behaviors. In addition to violations of Carlbrook Standards, bans are also used in certain circumstances when the Advisors feel that a student is spending excessive time with peers who reinforce their negative thinking, or excessive time with students of the opposite sex.

#### 8.1d Action Plan

An Action Plan is utilized when it is determined that a student would benefit from a specific work project. The work projects are intended to provide students with a sense of accomplishment and pride as well as give them an opportunity to give back to the campus community. Action plans usually include the use of bans, as well as the loss of a significant amount of privileges earned up to that point. Students on action plans continue to attend group sessions while maintaining regular communication with parents through letters and phone calls.

#### 8.1e Suspension

Suspension is used for more severe, frequent, or multiple violations of Carlbrook Standards. The student on suspension spends considerable time examining important issues in their life through writing assignments and individual Advising sessions, with the goal of helping them to gain insight into why specific behaviors occur. Suspension usually includes the use of bans, as well as the loss of a

significant amount of privileges earned up to that point. It may also entail missing classes for a short period of time; however, students are expected to keep up with their studies through tutoring and homework assignments. Students on suspension still attend group sessions and maintain regular communication with parents through letters and phone calls.

### **8.1f Re-audit of Wilderness Experience**

Severe infractions of Carlbrook Standards, particularly those that endanger the safety of the student or the School, will not be tolerated. The following behaviors will result in either a required re-audit of a wilderness experience or expulsion:

- Injury to self or threat of injury to self
- Injury to others or threat of injury to other
- Leaving the Carlbrook campus without permission
- Refusal to participate in the Carlbrook program
- Refusal to adhere to Carlbrook Standards
- Refusal of consequences for violations of Carlbrook Standards

Once the decision for wilderness re-audit has been made by the Board of Regents, students **MUST** be transported to a suitable facility by a licensed adolescent escort service or picked up by the parents immediately. The Dean of Advising will contact the student's educational consultant, and they will work together to help parents locate a suitable wilderness program for the student. Parents are responsible for all Carlbrook tuition during the time which the student is re-auditing a wilderness program. If the Board of Regents decides that Carlbrook is not the appropriate place for the student, parents will be notified immediately, and we will assist the educational consultant in finding another program which better suits the student's needs.

### **8.1g Expulsion**

See Section 8.1f for a description of the types of behaviors that warrant expulsion. Once the decision for expulsion has been made by the Board of Regents, students **MUST** be transported off the Carlbrook campus by a licensed adolescent escort service or picked up by the parents immediately. The Dean of Advising will contact the student's educational consultant, and they will work together to help parents locate an alternative program, based on the student's needs. There is no refund of the deposit or fees in the event that a student is expelled. All personal items and equipment purchased with the Technology Fee (i.e. notebook computer, graphic calculator) will be forwarded to the parents.

## **8.2 Drug Testing**

The Board of Regents feels that the continued provision of a drug-free environment at Carlbrook is critical to preserving the integrity of the student culture. To this end the Board may decide at any time to run a random drug screen on students who have recently returned from a regional or home visit. We ask parents to understand the importance of participating in the routine maintenance of the culture so that all students, irrespective of whether or not they have a history of substance abuse, can continue to enjoy a safe environment. Parents will *not* be notified prior to any testing, and consent to administer the test will *not* be requested.

Students will be told why the drug screen is being obtained, and the reasons will be discussed in detail.

All random drug screening will utilize hair testing and will be administered by our Health Care Director and the staff in the medical office. A very small sample of hair is removed from the back of the head near the nape of the neck, and the sample is then coded to ensure anonymity and sent to a lab for analysis. Our diligence suggests hair testing is more accurate and considerably less intrusive than other methods. It takes approximately 2-4 weeks for any trace elements of an illicit substance to appear in the human hair follicle, and the testing we employ screens a 90-day history. Results are available in 2 weeks and any positive result may be verified by repeat testing to ensure validity. There is no charge to the parents for this testing.

### **8.3 Parent-Parent Communication**

Parents are encouraged to seek support and guidance from other parents while their student is enrolled at Carlbrook, either from direct communication or through parent support groups. Please note, however, that student and parent information is held in strict confidence by the Carlbrook faculty, and we will not give out the names or contact information of other parents without written permission to do so. Parents will have the opportunity to meet other parents at the Parent Conferences (see Section 6.1), and contact information can be exchanged at this time if both parties agree.

### **8.4 Gifts to Carlbrook School**

Parents and/or relatives of current students may donate books, DVD's, CD-ROM's or other multimedia for the School Library. Carlbrook School will accept other gifts from current students or parents or relatives of current students only with prior approval from Tim Brace (*Headmaster*).

Faculty members of Carlbrook School may only accept "handmade" gifts from current students (i.e. gifts such as cards that were made by students in art/craft workshops on the Carlbrook campus). Faculty members cannot accept gifts from parents or relatives of current students.

Carlbrook School does accept gifts and/or donations from alumni and parents or relatives of alumni. Gifts to Carlbrook School are not tax-deductible. For further information please contact Jonathan Gurney (*Dean of Alumni*).

### **8.5 Tax and Insurance Information**

Carlbrook School will make no representation regarding the tax implications of a student's enrollment, including tuition, fees, or additional expenses. Parents are advised to consult with their tax professional regarding tax implications.

Carlbrook School tuition and expenses will not be broken down into components for purposes of billing.

Carlbrook School will make no representation regarding health insurance payments, and will not participate in any claims for said payments. Carlbrook students are not eligible for special education payments.

## **8.6 Expenses Not Included in Tuition**

### **8.6a Clothing and Personal Items**

Parents are responsible for supplying all student clothing (see Section 5.2), including the required graduation attire (see Section 9), and all required and optional personal items not specifically stated as supplied by Carlbrook School (see Section 5.3).

### **8.6b Shipping of Clothing or Personal Items**

Parents are responsible for all charges associated with shipping clothing or personal items home. Packages will be sent either COD or via the parent's personal UPS or FedEx account (see Section 5.7 for information on packages). Parents will receive an email detailing the approximate date of arrival. This will include:

- All unacceptable or excessive clothing or personal items that arrive with the student upon matriculation.
- All clothing and personal items sent to a student during their residence at Carlbrook which are deemed unacceptable by their Advisor (see Section 5.4).
- All clothing and personal items which need to be sent home once the student is no longer in residence on the Carlbrook campus.

### **8.6c Medical Expenses**

Parents are responsible for all student medical expenses, including office visits, hospitalizations, medical testing and procedures, medical deductibles and co-payments, medications, influenza vaccines, and psychiatric fees (see Section 7.2).

### **8.6d Transportation Services**

All scheduled medical appointments, college entrance examinations, and home visits requiring flights from Raleigh-Durham International Airport will be charged \$95.00 per occurrence for transportation services. Unscheduled medical appointments, urgent care visits outside of business hours, and medical appointments beyond a 45-mile radius will incur an additional charge (see Section 7.2f). If a licensed medical transport company is utilized for an unscheduled medical visit, parents are responsible for the cost associated with this service.

### **8.6e College Applications and Dual-Enrollment Courses**

Parents are responsible for all college application fees, including SAT/ACT registration fees, entrance examination reporting fees required by colleges to which their student applies, and for all fees associated with dual-enrollment college courses. A college application deposit of \$1000 is required in advance to cover SAT and ACT examination fees, SAT and ACT score reports and college application fees. Parents will receive an itemized statement listing all applicable fees. If the full amount has not been used then a refund for the remaining balance will be returned. Should the fees be in excess of the deposit then the fees will be reflected in the statement and due upon receipt.

**8.6f Escort Services**

Parents are responsible for all charges incurred for secure transportation (e.g. licensed adolescent escort service) to and from a wilderness facility or alternate program, in the event that a student's violation of Carlbrook Standards mandates a re-audit of the wilderness experience or expulsion (see Section 8.1f-g).

**8.6g Parent Conferences and Visits**

Parents are responsible for all travel, lodging expenses and registration fees associated with parent conferences and visits.

**8.6h Student Commencement Fee**

Parents are responsible for the student commencement fee. This fee covers, but is not limited to, the diploma and/or certificate of commencement, diploma cover, ties, pins, honor cords, tailoring services, and one 5x7 group photo of the graduating class (see Section 9).

**8.7 Grievances**

Parents have a standing invitation to contact any member of the Board of Regents at any time if they feel that their concerns are not being adequately addressed. We recommend the initial contact be with the following:

**Academics:** Glenn Bender (*Dean of Academics*)

**Admissions:** Kelly Dunbar (*Dean of Admissions*)

**Alumni Relations:** Jonathan Gurney (*Dean of Alumni*)

**College and Secondary Schools:** Justin Merritt (*Dean of Faculty*)

**Communication:** Grant Price (*Executive Director*)

**Advising:** Gillan Smith (*Dean of Advising*)

**Finance and Billing:** John Henson (*Dean of Administration*)

**Medical:** Susan Woody (*Health Care Director*)

**Student Life:** Andy Coe (*Dean of Students*) or Tim Brace (*Headmaster*)

## SECTION 9 COMMENCEMENT AND MEDICAL FOLLOW-UP

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### 9.1 Commencement

Approximately 3 months prior to Commencement parents will be mailed a passcode to register online through PARENTconnect. Fees are accepted through PayPal.

#### 9.1a Certificate of Commencement and High School Diploma

All commencing students will receive a Certificate of Commencement for successfully completing their work at Carlbrook. Students earning a high school diploma from Carlbrook will receive both a certificate and a high school diploma. Diplomas are mailed separately once all grades and credits have been determined.

#### 9.2b Student Commencement Fee

Parents are responsible for the student commencement fee. This fee covers, but is not limited to, the diploma and/or certificate of commencement, diploma cover, ties, pins, honor cords, tailoring services, one 5x7 group photo of the graduating class and the cost of dinner for the student on the evening prior to graduation (see Section 8.6 for Expenses not Included in Tuition).

#### 9.1c Guest Limit

Due to limited seating a total of up to six guests per graduate may attend the commencement exercises and family dinner. Only family members may attend. Please contact Tim Brace (*Headmaster*) regarding limitations and concerns pertaining to the guest limit.

#### 9.1d Commencement Announcements

A formal invitation for the Commencement exercises will be mailed to all parents approximately a month prior to the ceremony. Personalized announcements are available for purchase. Information on ordering will be included in the commencement packet.

#### 9.1e Photographer

A professional photographer will be at the commencement exercises. Prior to the ceremony a group photo of the graduating students will be taken. Each student will receive one 5x7 photo of the graduating class. This photo will be mailed to the address the student provides. The cost of this photo is covered in the commencement fee. Individual portraits of students will be taken and are available through the photographer. The commencement exercise will not be professionally filmed.

#### 9.1f Student Belongings & Packing

All belongings must be packed by the day prior to Commencement; packing materials (boxes, tape, labels) will be available to students at their request. Student's belongings must either be picked up the day before Commencement or parents may choose to have packages/boxes mailed home. Requests must be made either when the student is preparing each box prior to Commencement or on the day of pick-up. All packages/boxes will be mailed via COD or with a parent's personal UPS or FedEx account.

If packages have not been mailed prior to Commencement, parents must either assist students with taking all packages to the local post office or notify the shipping/receiving department of their desire to ship them home. Packages to be mailed COD or with a personal UPS/ FedEx account by the shipping/receiving department will be sent home the week following Commencement. If shipping via COD, parents will be notified via mail or phone with an approximate delivery date and if possible the approximate cost.

## **9.2 Commencement Rings**

The commencement ring is designed to be a tangible symbol of the growth of each student during their time at Carlbrook, and of the significant work undertaken by them in furtherance of this purpose; as such, it serves as a permanent reminder of their experiences over the past 15-18 months. Because of the importance the School places on the commencement ring and what it represents, all graduating students will receive a ring as a gift from the School as a means of celebrating their accomplishments.

All rings are a standard 10K white gold and include a school crest, graduation year, and individual class. Each ring will receive personal engraving. Rings come with warranty, care, replacement and contact information.

Please note that the School will place the ring orders for each graduating student to ensure they will be ready prior to Commencement. All rings will be mailed directly to the School for safekeeping and given to each student at a designated time.

## **9.3 Commencement Attire**

In setting the tone for the Commencement exercises, students will be required to wear clothing that reflects the tradition at Carlbrook.

A tailor will visit the campus approximately three months prior to Commencement to measure each student. Measurements are included in the commencement packet. Tailoring services are inclusive in the Student Commencement Fee. We kindly request that the student shop for all of their attire while on a home visit to make certain the clothing fits properly. Generally this would fall on the last home visit prior to Commencement. If this is not possible then the internet and catalogues are alternative options. We ask that parents notify their student's Advisor and the Commencement Coordinator if ordering is the *only* option.

### **9.3a Attire for Male Students**

All male students are required to wear the *same* dark midnight navy two-button blazer from Land's End (the required item number will be provided in the commencement packet). Other blazers will not be accepted as a substitute. A custom school tie will be given to each male student to match the below required clothing items:

- Midnight navy two-button blazer from Land's End
- White cotton oxford button-down shirt

- White cotton twill chino-style pants (*Spring and Fall Commencements only*)
- Khaki cotton twill pants from Land's End (*Winter Commencement only*)
- Pants may not have large patch pockets or zippers on pant legs
- Dark socks and shoes with a matching dark colored belt are required

Specific item numbers and ordering information from Land's End will be sent to parents in the commencement packet.

### **9.3b Attire for Female Students**

Please make certain that your daughter will have the appropriate undergarments and shoes in addition to having a dress that falls within the perimeters below. All dresses will be approved prior to tailoring. If the dress fails to meet the below standards the student may be asked to find a more appropriate dress.

- White *floor* length dress
- Slits may not rise above the knee
- No ultra shiny satin, lace, excessive beading, or tulle material
- Dresses may not be spaghetti strap or strapless – straps must be at least a ½ inch thick (to have straps made by the tailor student must provide matching material)
- Cleavage may not show
- Dresses may not be tight-fitting or show undergarments
- Dresses may not be halter top style or off the shoulder
- The opening of the backside of the dress may not be lower than the bust line
- Pantyhose and/or slip will be necessary if the dress is light or undergarments are visible
- White shawl is optional
- Simple jewelry (silver, gold or a pearl necklace, earrings, bracelet, etc.) are optional
- White open, closed-toe sandals or low heels are acceptable (height may not exceed 2 inches)
- Make-up is permissible, however it must be modest and light in coverage

Makeup may only be brought to the student by the parents the day before Commencement.

### **9.3c Attire for Family Members and Guests**

Generally, the attire for both the dinner reception and ceremony exercises are the same. This guideline is provided to be used as such and should not be viewed as required by the School. Historically, for both events men have worn a suit or a coat and tie with slacks. Women have varied in attire from sundresses to pant suits.

## **9.4 Medical Follow-up After Commencement**

Many of our graduating students have seen Dr. Floyd Wiseman (psychiatry) while at Carlbrook for medication management, and for these students we feel it is important that parents arrange for psychiatric follow-up after commencement. In order to ensure that the student does not run out of medication, it is important that this follow-up is in place prior to

commencement, and we strongly recommend that the student's initial appointment be within 30 days of leaving Carlbrook. Identifying a psychiatrist and arranging follow-up is ultimately the responsibility of the parent; please note that since Dr. Wiseman is not familiar with psychiatrists outside of our geographic area, he is not able to make referrals. Information regarding specific psychiatrists in your area (including training, certification, disciplinary action, etc) can usually be obtained free of charge from your state medical board.

In order to facilitate the timely transfer of medical records, we ask that you do the following approximately 2 months prior to your student's graduation:

- Identify a psychiatrist in the area your student will be residing after graduation, and set an appointment for within 30 days of graduation. For students requiring medication management it is recommended that the accepting psychiatrist be certified by the American Board of Psychiatry and Neurology. A good place to start is the website for your state medical board, which can be found at [www.fsmb.org/members.htm](http://www.fsmb.org/members.htm)
- Obtain a Medical Release Form from the new physician. Please note that due to the new HIPAA regulations concerning medical privacy, most physicians will not release medical records without this.
- Fax the signed release form requesting your student's records to Dr. Wiseman c/o Carlbrook School (fax 703-832-7089). Make sure this form contains the name and address of the physician to whom you would like the records sent.
- If your student is over 18 yrs of age and needs to sign the Medical Release Form personally, please send the form to your student's Advisor. The medical department will then forward the signed form to Dr. Wiseman's office.

All student medication will be packed and given directly to parents the night before the Commencement exercises. We will request that Dr. Wiseman provide 3 months of refills for non-controlled prescription medication on your student's last visit; to have these refills transferred to your local pharmacy, you or your pharmacist may contact Halifax Pharmacy (ph. 434-575-0511), where your student's prescriptions have been processed and packaged. For controlled medications (e.g. stimulants for ADHD), we will request that Dr. Wiseman provide enough for at least 30 days after commencement, in order to allow the student time to establish a relationship with a new psychiatrist.

## SECTION 10 ALUMNI AND TRANSITION SERVICES

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The Alumni and Transition Services (ATS) Department serves to facilitate a smooth transition for students and their families in the post-Carlbrook adjustment period (approximately one year after graduation) and to provide support to all members of the Carlbrook Alumni community with information or general assistance in perpetuity upon completion of the transition period.

### 10.1 Transition Services

Specifically designated faculty work with Carlbrook alumni, parents, professionals and institutions to strengthen each graduate's ability to meet challenges posed by negotiating transitional adjustments, family dynamics, powerful peer influences, and life choices during the first year post-graduation from Carlbrook.

Clearly, transition to any new environment is difficult under the best of circumstances. National statistics indicate that one third of all incoming college freshman drop out by the end of their sophomore year. Our students are at increased risk based on any number of variables in their history prior to enrolling at Carlbrook. Careful management during the transition period is vital to achieving student success. In particular, how parents handle this time is a key determinant in their student's continued healthy adjustment.

Research and experience strongly suggest thoughtful planning and parental instruction the year immediately following residential care of any kind is pivotal in the delivery of long-term success.

Transition Counselors are paired with students and their parents after the completion of their Animus workshop. The Transition Services department collaborates with the Advising and College Counseling departments as they begin to help students and parents develop appropriate transition plans to identify and assemble quality support systems, help facilitate follow-up Advising, establish basic performance expectations, and set up behavioral agreements between parents and students. The goal is to provide support in order to preserve gains experienced at Carlbrook as well as position students for continued growth and success.

Transition Services encompasses four primary functions – preparation, education, support and intervention – and continues for a period of 12 months following graduation. Highlights include the following:

#### 10.1a Preparation

With the objective of encouraging our alumni to utilize what they have learned at Carlbrook to make appropriate and responsible choices, Transition Counselors work with students and their parents in the months preceding graduation to help develop a detailed individual family plan that outlines each student's academic, social and emotional goals, with substantial focus on the delineation of expected behavior and the consequences associated with deviation from such agreements. By allowing for the creation of appropriate boundaries and structure within the family unit, the family plan helps create an environment that supports and reinforces the positive behavioral changes that our students have experienced

during their enrollment. Recognizing the challenges that many parents face in the implementation and maintenance of such plans, Transition Counselors will then provide ongoing support to parents in upholding this framework.

### **10.1b Education**

So as to ensure that all alumni possess the requisite knowledge and skills to succeed at the next level, the School sponsors a series of student and family conferences for each graduating class. These include the following:

- **Transition Conference**

The Transition Conference focuses on assisting families in the development of individual transition plans and the facilitation of continued honest and effective student/parent communication. This conference introduces various family support mechanisms and involves family educational sessions, group exercises, and panel discussions. Approximately a month prior to commencement, this final parent conference offers commencing students and parents an opportunity to further focus on transition and post-graduate planning. Since the two-day conference is considered a working weekend for students and their parents, *only* parents and stepparents are asked to attend. Dates, location, registration and fee information is mailed to parents from the Dean of Alumni prior to the event.

#### **Transition Conference Schedule**

**Day 1:** Students join parents in conference (full day)

Students are transported back to campus and parents have dinner on their own

**Day 2:** Students join parents in conference (full day)

Student and parents eat dinner together and then the students are transported back to the campus

- **Student Orientation Conference** (1 day - students only)

The Student Orientation Conference is held approximately 4-6 weeks prior to commencement in the local area, addresses various practical transition-related issues and provides information and strategies for post-Carlbrook success.

### **10.1c Support**

With the goal of assisting our alumni in successfully navigating the inevitable challenges they will face during the critical early months, Transition Counselors will provide consistent guidance and support to both students and parents throughout the transition period. An essential component of providing such support is regular contact between all affected parties; accordingly, for the first four months following commencement, Transition Counselors will initiate bi-weekly phone contact with students, bi-weekly phone contact with parents and monthly conference calls with the student's local therapist, with more frequent contact when necessary. Such pre-scheduled calls are then tapered with the understanding that students and parents may continue

to contact their Transition Counselor via phone or email when needing support or guidance. Support services also include parent coaching and regular monitoring of individual transition plans, drug testing, and academic performance.

#### **10.1d On-Site Visits and Support**

Transition Services faculty members provide on-site services and support as needed. The department also makes an effort to visit students in their academic or home locale when possible over the course of the transition year.

#### **10.1e Expanded Availability**

We offer the following extension of our available services (alumni students and their parents enrolled in one year of Transition Services support only) in addition to regular access to their Transition Counselor Monday through Friday where we are essentially available as needed, 12 hours/day, seven days a week. (Note: The Alumni and Transition Department is NOT equipped to provide advising during emergency situations. An emergency is any circumstance that poses a genuine risk to, or that has already disturbed, the safety and well-being of our program participants).

### **10.2 Alumni Services and Support** (following 1 year transition period after commencement)

Students participating in the transition program and ever after are welcome to return to campus for scheduled visits and in fact are encouraged to do so. Our alumni define what it means to be a Carlbrook family and the importance of their continued success cannot be overstated. All members of the Carlbrook Alumni community (students and parents) are free to utilize the Department of Alumni for information or assistance in perpetuity upon completion of the transition program.

Some features of this program include:

- Counsel and additional support for all Carlbrook alumni students and families provided following one year of participation in Transition Program
- Facilitated communication between alumni students and on-campus faculty and students
- Regional Support for Alumni students and parents (support groups, events, regional networks)
- Ongoing survey and tracking of alumni progress
- Assistance with transcript requests
- Help with obtaining academic letters of recommendation
- Consultation with Alumni Services for assistance with continued care and post-Carlbrook planning
- Participation on Alumni panels at Conferences and Seminars
- E-mail updates and Alumni Newsletters to keep graduates apprised of current events on campus and alumni happenings

We are currently in the process of implementing regional alumni networks for both parents and students. Through the implementation of these regional networks, we will be better able to assist alumni families in supporting and networking with one another.

### **10.3 Alumni and Transition Questions/Concerns**

For further information please contact Jonathan Gurney (*Dean of Alumni*).

## SECTION 11 CONTACT INFORMATION

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### 11.1 Addresses

#### 11.1a Letters:

All written correspondence with students should be mailed to:

**Carlbrook School  
Attn: Student's Name  
P.O Box 755  
Halifax, VA 24558**

Written correspondence with students may also be emailed to [letters@carlbrook.org](mailto:letters@carlbrook.org). Please see Section 5.6 for more information.

#### 11.1b Packages

All packages should be mailed to:

**Carlbrook School  
Attn: Student's Name  
3046 Carlbrook Road  
South Boston, VA 24592**

Please see Sections 5.6 and 5.7 for more information.

#### 11.1c Medications

All prescriptions and medications should be mailed to:

**Carlbrook School  
Attn: Medical Department  
P.O. Box 755  
Halifax, VA 24558**

All medical questions, concerns, and appointment requests should be sent via email to [medical@carlbrook.org](mailto:medical@carlbrook.org). Please see Sections 7.2 through 7.4 for more information.

### 11.2 Phone Numbers

**Main Number: (434) 476-2406**

**Emergency Mailbox: (434) 476-2406 Extension 8300**

- For emergencies during business hours (Monday-Friday 9-5 EST): Call the Carlbrook main number and ask to speak with the Floor Coordinator.
- For emergencies after business hours: Call the Carlbrook emergency mailbox. This mailbox is checked every 2 hours (24hrs/day). Leave a message and you will be contacted as soon as possible.

## SECTION 12 VISITING CARLBROOK SCHOOL

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### 12.1 Directions to Carlbrook

#### **RALEIGH-DURHAM INTERNATIONAL AIRPORT, NC**

(2 HOURS TO CARLBROOK SCHOOL)

From the airport, take I-40 West to the Hillsborough exit 161, Truck Route 86 North. Drive 3 miles and turn left onto Route 86 North and follow signs to Yanceyville/ Danville. Drive 29 miles, turn right onto US 29 North Danville Expressway. Pass the first South Boston 58 East/ US 360 exit. Drive 2 more miles and take the State 360 Danville/ Halifax exit (do not continue on 29 North to Lynchburg). At the stop sign turn left onto East State 360. Drive 19 miles and turn right onto VA 663/ Carlbrook Rd. Drive 2 miles. At the stop sign turn right and proceed to the circular drive.

#### **GREENSBORO (PIEDMONT TRIAD INTL.) AIRPORT, NC**

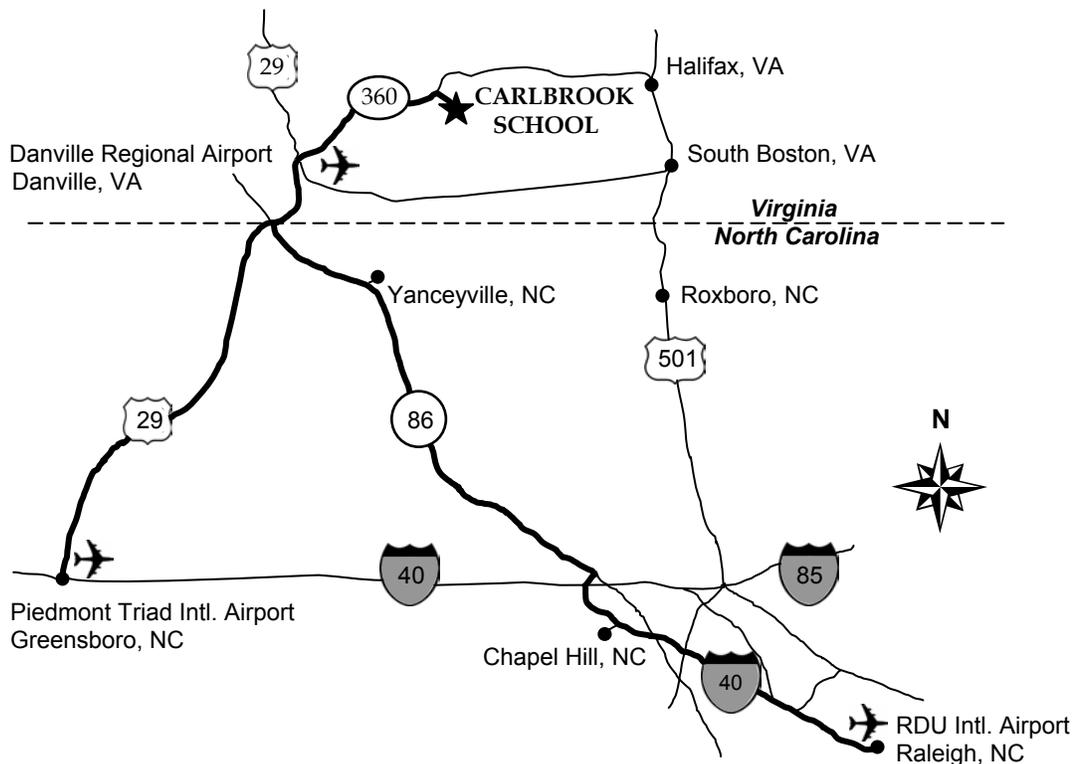
(2 HOURS TO CARLBROOK SCHOOL)

From the airport, turn right onto Marriott Drive. Turn left onto S. Triad Blvd. Turn right on Airport Pky. and drive 7 miles. Take W. Wendover Ave toward Wendover Ave. East. Turn right to take US 29 North towards Reidsville. Drive 33 miles. Merge onto US 29 North Danville Expressway toward Lynchburg and South Boston. Then merge onto South Boston Rd/ US 58 East (toward South Boston/ US 360 East). Turn left on Kentuck Road. Drive 13 miles. Turn right onto Old Richmond Rd./ State 360. Turn right onto VA 663/ Carlbrook Rd. Drive 2 miles. At the stop sign turn right and proceed to the circular drive.

#### **DANVILLE REGIONAL AIRPORT, VA**

(45 MINUTES TO CARLBROOK SCHOOL)

From Airport Road, turn right onto US 58 East/ South Boston Road. Turn left onto Kentuck Road and drive 13 miles. Turn right onto Old Richmond Road/ VA 360. Turn right onto VA 663/ Carlbrook Road. Drive 2 miles. At the stop sign turn right and proceed to the circular drive.



## 12.2 Hotels

### **South Boston, VA**

Berry Hill Inn  
3105 River Rd  
South Boston, VA 24592  
(434) 517-7000

Holiday Inn Express  
1074 Bill Tuck Hwy (Hwy 58E)  
South Boston, VA 24592  
(434) 575-4000

### **Raleigh, NC**

Courtyard by Marriott  
2001 Hospitality Ct  
Morrisville, NC 27560  
(919) 467-9444

Hampton Inn  
1010 Airport Blvd  
Morrisville, NC 27560  
(919) 462-1620

### **Danville, VA**

Courtyard by Marriott  
2136 Riverside Dr  
Danville, VA 24540  
(434) 791-2661

Hampton Inn  
2130 Riverside Dr  
Danville, VA 24540  
(434) 793-1111

## 12.3 Restaurants in South Boston & Halifax

Applebee's  
3607 Old Halifax Rd., South Boston  
(434) 572-8356

Bistro 1888  
221 N. Main St., South Boston  
(434) 572-1888

Four Oaks Restaurant  
1633 Seymour Dr., South Boston  
(434) 572-2066

Taste of Asia (Thai & Sushi Bar)  
2217 Wilborn Ave., South Boston  
(434) 572-3993

Italian Delight Sandwiches & Subs  
3130 Halifax Rd., South Boston  
(434) 575-3018

Mi Carreta Mexican Restaurant  
3332 Halifax Rd., South Boston  
(434) 572-3776

Molasses Grill  
63 South Main St., Halifax  
(434) 476-6265

O'Sole Mio Italian Pizzeria  
Riverdale Plaza, South Boston  
(434) 575-1270

Panda Inn  
3459 Old Halifax Rd, South Boston  
(434) 517-0800

Yamato Japanese Restaurant  
4118 Halifax Rd., South Boston  
(434) 575-8088/ 8808

## 12.4 Directions to Regional Airports from Carlbrook School

### **RALEIGH-DURHAM INTERNATIONAL AIRPORT, NC**

From the campus turn left onto Carlbrook Road. Drive 2 miles then turn left onto State 360 West. Drive 19 miles. Turn right onto US 29 towards Greensboro. Turn left onto US 29 South Danville Expressway. Drive 5 miles to Route 86 South (Yanceyville/ Chapel Hill exit). At the stop sign turn left onto Route 86 South towards Yanceyville/ Hillsborough. Turn right onto I-40/ Truck Route 86 South. Follow the 1-40/I-85 exit sign. After the bridge turn left onto the I-40 East/1-85 ramp. From I-40 East take exit 163 towards Raleigh (do not drive towards Durham). Take exit 284B/ Airport Blvd East. Turn right at the traffic light and follow signs to RDU Airport.

### **GREENSBORO (PIEDMONT TRIAD INTL.) AIRPORT, NC**

From the campus turn left onto Carlbrook Road. Drive 2 miles then turn left onto State 360 West. Drive 19 miles. Turn right onto US 29 towards Greensboro. Turn left onto US 29 South Danville Expressway. Drive 28 miles. Take US 220 North/ Wendover exit. Then take Benjamin Park North exit. Continue straight to Joseph M Bryan Boulevard, then turn left onto ramp. Veer off to the left onto South Triad Boulevard. Follow signs to the Greensboro Airport.

### **DANVILLE REGIONAL AIRPORT, VA**

From the campus turn left onto Carlbrook Road. Drive 2 miles then turn left onto State 360 West. Turn left onto Kentuck Road and drive 13 miles. Turn right onto US 58 West/ South Boston Road. Turn left onto Airport Road.