

# New School Year Survival Guide

As the summer progresses, it is time to prepare for the new school year. Before you know it, you and your students will be back here on campus in September. In order to make your experience smooth and pleasurable, we have put together this information sheet for you. Please let us know if you have any questions.

- Opening day is Sunday, September 8, 2019. New and international families may arrive at 11:00 AM. Returning families will be checked in beginning at 1:00 PM.
- Check in will be in Thalheimer Hall. Please be sure to make this your first stop on campus so that we can confirm paperwork, you can conduct business with the health office and we can get student ID badges started.

## WHO TO CONTACT:

Instead of filling out a lot of paperwork, below is a checklist of who to contact for what situation. We encourage you to keep it handy throughout the year.

**Athletics: Anthony Beer** – [abeer@maplebrookschoool.org](mailto:abeer@maplebrookschoool.org) or ext. 232

This includes if your student would like to sign up for equestrian, skiing or information on intramural activities such as biking, hiking, yoga, etc.

**Weekend and Extracurricular Activities: Jenna Mazzuchelli** – [jmazzuchelli@maplebrookschoool.org](mailto:jmazzuchelli@maplebrookschoool.org) or ext. 254

This is for both on and off campus weekend activities, birthdays, instrument lessons, voice lessons, driving, etc.

**Dormitory Needs: Bill Hale** – [bhale@maplebrookschoool.org](mailto:bhale@maplebrookschoool.org) or ext. 252

Any questions about routines, independent living/executive functioning in the dormitories, staff questions, cell phone/electronics policies, unstructured time, etc.

**Academics: Dominick Ferrusi** – [dferrusi@maplebrookschoool.org](mailto:dferrusi@maplebrookschoool.org) or ext. 250

Assistance with IEPs, questions about curriculum, technology and faculty questions, student scheduling, testing, report cards/progress reports, graduation requirements, and supplemental services.

**Travel: Michelle Bonavenia** - [mbonavenia@maplebrookschoool.org](mailto:mbonavenia@maplebrookschoool.org) or ext. 227

Communicating travel plans for vacation periods. (Please refer to the school calendar or see handbook for more information), transcripts and communication with the Head of School.

**Student Accounting/Billing: Ken Hale** – [khale@maplebrookschoool.org](mailto:khale@maplebrookschoool.org) or ext. 221

This is for questions about the student drawing account or any questions about billing.

## **FAQ:**

### **What is the drawing account for?**

Incidentals such as purchases from the school bookstore, sports gear, travel expenses, doctors' bills, allowances and medication will be charged to this account.

### **What about spending money?**

Students do receive a cash allowance on a regular basis. The allowances are tied in to the RISE Program and students are encouraged to spend within their allowance. We ask that if family members would like to provide cash gifts, they are sent directly to the Business Office for the student account rather than to the student.

### **Where can I find the school calendar?**

The school calendar can be found on the website: [www.maplebrookschool.org](http://www.maplebrookschool.org).

### **When can I come visit my student or when can they come home?**

Because of the nature of a boarding school and the importance of building socialization skills, we encourage families to limit their visiting time or extra trips home to twice a semester. Exceptions would be day students and 5-day boarders. There are a wide variety of activities on the weekends and important classes Saturday mornings that contribute to a student's credits toward graduation.

### **How do I communicate with my student?**

There are designed phone nights where students can use their cell phones to contact parents. Students do not keep their cell phones on them at all times unless they have earned that privilege through the RISE Program. Students have daily access to e-mail.

### **What is the role of the mentor?**

The student's mentor is their "go to" person here at the school. The purpose of the mentor/student relationship is to engage in reflection on the student's progress, assist with any problems and help set goals to boost self-esteem. The mentor role is not to be a replacement for a parent (i.e. taking shopping, buying gifts, etc.). It is a professional one-on-one relationship to assist the student with accepting their learning challenges and navigating everyday life at school. Mentoring appointments are set once a week and mentors communicate with parents once every 2 weeks. (see RISE book)

### **What is the AOD phone for?**

The Administrator on Duty telephone is for emergencies only. An emergency constitutes something critical such as a student missed a flight, a death in the family, etc. You can contact the dormitory where your student lives to leave a message or send an e-mail.