

# FAMILY HANDBOOK



2018 - 2019



# THE BEMENT SCHOOL

*Fly on your own wings*

August 2018

Welcome to the 2018-2019 school year at Bement!

Please accept this *Family Handbook* as just one of the many ways we hope to welcome you, either as a new member of our community, or as you move from one grade to the next.

As you prepare to join us, I ask that you read through this book, which contains answers to many of the small and large questions that arise during a typical school year. Please take time to do this, even if you are already familiar with our traditions, as we do make revisions regularly. If your question is not answered here, please ask.

On behalf of all of us at The Bement School, I look forward to welcoming you to another wonderful year in Deerfield.

Sincerely,



Christopher H. Wilson P'26 P'28  
*Head of School*



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## **THE BEMENT SCHOOL MISSION**

The Bement School provides an education based on time-honored school traditions and values for children in kindergarten through ninth grade, day and boarding. From the classrooms to the dorms, we live and learn as a family while encouraging responsibility for our own work and actions. Bement actively seeks an academically diverse, international, and multicultural student body. Students and adults at Bement work together to create a climate of acceptance, kindness, and challenge, which nurtures each child intellectually, creatively, physically, and emotionally.

## **THE BEMENT SCHOOL DIVERSITY MISSION**

Guided by The Bement School mission, the school is committed to creating a diverse coeducational community of students, faculty, staff, administrators, and trustees representing a breadth of race, ethnicity, age, gender identity, sexual orientation, family structure, socioeconomic status, and religious affiliation. The school seeks to provide an inclusive environment in which to foster mutual respect and understanding within our school and the world around us.

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*The Bement School admits students of any race, color, sexual orientation, ancestry, religious affiliation, national and ethnic origin to all rights, privileges, programs, and activities made available to accepted students. The school does not discriminate in the administration of any institutional programs.*

# Table of Contents

What is Expected ..... 5

## ***Policies***

School Policy ..... 6

Anti-Bullying Policy ..... 7

Anti-Hazing Policy ..... 15

Technology Use Policy ..... 17

## ***All-School Information***

Academic Calendar, Reports,  
and Testing ..... 20

Additional Testing ..... 20

After-School Care ..... 20

Arrival and Departure ..... 20

Attendance ..... 22

Bement Day ..... 23

Bicycles, In-line Skates, Scooters,  
and Skateboards ..... 23

Camps/Vacation Activities ..... 23

Cell Phones, Cameras,  
Electronic Devices ..... 23

Classroom/Faculty Assignments ... 24

Communications ..... 24

Dining Hall and Meals ..... 25

Dress Code ..... 26

Drones and Other Remote-Controlled  
Devices ..... 28

Extra-Curricular Activities ..... 28

Family Vacation ..... 28

Field Trips ..... 29

Grandparents/Grandfriends Day ... 29

## ***Health Services***

Allergies ..... 29

Automatic External Defibrillator . 29

Concussion Plan ..... 30

Counseling ..... 31

Epinephrine Auto-Injectors  
(EpiPens) ..... 31

Head Lice Checks ..... 31

Health Insurance ..... 32

Medical and Nursing Care ..... 32

Medical Leave ..... 33

Medications ..... 33

Off Sports Requests ..... 34

Required Health Forms ..... 34

Return to School After Illness. ... 35

Library ..... 36

Lost and Found ..... 36

Mini-Term ..... 36

Parties ..... 37

Personal Property ..... 37

Pets on Campus ..... 37

Re-Enrollment ..... 37

Respect for Property ..... 38

School Safety Plan ..... 38

School Store ..... 38

Smoke-Free Campus ..... 39

Telephone Calls ..... 39

Transportation ..... 39

Tuition and Account Obligations ... 39

Visitors ..... 40

Weather-Related Cancellations/  
Delays ..... 40

## ***Lower School***

Academic Support ..... 40

Class Arrangement ..... 41

Fine Arts.....41  
 Homework.....41  
 Language Instruction.....42  
 Money.....42  
 Packed Lunches.....42  
 Parent Conferences.....42  
 Participation in Upper School Sports..43  
 Physical Education.....43  
 Progress Reports.....43  
 Recess.....43  
 Snacks.....44  
 Toys.....44

**Upper School**

Academic Support.....44  
 Advisor System.....45  
 Athletics.....45  
 Bement Reads.....46  
 Community Service.....46  
 Dances.....46  
 Diploma Requirements.....46  
 Electives.....46  
 Examinations.....47  
 Grading and Progress Reports.....47  
 Homework.....48  
 Honor Roll.....48  
 Merit List.....48  
 Parent Conferences.....48  
 Physical Contact.....49  
 School Supplies.....49  
 Textbooks.....49  
 Ushers.....49  
 Boarding Program.....49

**Directions to Bement.....54**  
**Phone Numbers and**  
**Email Addresses.....55**  
**2018-2019 Calendar.....56**

## **WHAT IS EXPECTED OF BEMENT STUDENTS**

Living within a positive community atmosphere is an important goal at Bement. Please read these simple rules and think about them. Following them will help preserve our caring community. We are a family-oriented school, and we need everyone's help to support this tradition.

- 1.** Be kind and treat others as you would like them to treat you. How you act toward others greatly affects their behavior toward you.
- 2.** Respect all Bement property. Everyone shares and benefits from its use.
- 3.** Be prompt with all responsibilities. If you procrastinate, you usually feel worse instead of better.
- 4.** Be forgiving. Holding a grudge or seeking to get back at someone is neither necessary nor beneficial.
- 5.** If you have a problem, ask for help. The head of school, your dorm parents, your teachers, your advisor, or another community member will be glad to assist you.
- 6.** Take care with your personal grooming. The way you present yourself shows the rest of the world how you feel about yourself.

## BEMENT SCHOOL POLICY

School policy, as outlined in this *Family Handbook*, applies whenever and wherever students come under the school's jurisdiction. This shall be from the time they leave their parents' direct supervision to journey to the school or to participate in school activities until they have returned to direct parental supervision.

Boarding students given permission by their parents to spend time at the home of a day student during the school year are still deemed to be under the school's jurisdiction and must comply with school policy. Similarly, day students who during the school year are in the company of boarding students, shall consider themselves governed by this policy, whether at the school or off campus.

Students who, by their conduct while beyond the direct supervision of the school, threaten the welfare of the school community or bring its name into disrepute as the result of a violation of school policy may be subject to disciplinary action by the school.

The following conduct on the part of Bement students shall not be permitted and shall be grounds for possible disciplinary action including dismissal from the school:

- lying or cheating, including plagiarism;
- stealing or the knowing possession of stolen property;
- bullying or having a harmful or negative impact on other members of the school community (see Anti-Bullying Policy, p. 7);
- using vulgar or inappropriate language, gestures, physicality, or behavior;
- possessing, using, or promoting the use of alcohol, tobacco, drugs, or their paraphernalia;
- inappropriate use of technology (see Technology Use Policy, p. 17);
- possessing or using fireworks, explosive or highly flammable substances, firearms, knives, or any other dangerous weapon;
- intentional destruction of school property;
- having intimate sexual contact with another member of the school community;
- being in the dormitory room of a person of another gender without specific permission from a faculty member; and other conduct deemed unacceptable by the school administration.



# **ANTI-BULLYING POLICY**

## ***Anti-Bullying Policy for The Bement School***

### ***I. Introduction***

At The Bement School, we expect that all members of our school community will treat each other with courtesy and respect. To provide and maintain a learning environment that is free of bullying and any other verbal or physical misconduct that disrupts the learning environment or makes it unsafe is our policy.

The Bement School Bullying Prevention and Intervention Plan, set forth below, conforms to Massachusetts law and amendments thereto against bullying and is an integral part of our efforts to promote learning and to prevent behavior that can impede the learning process. Our plan articulates Bement's comprehensive approach to addressing bullying, cyber-bullying, and retaliation.

This plan is consistent with broader protections at Bement against discrimination, harassment, bullying, and retaliation that make up the daily interactions among students, faculty, and staff and which appear in this Family Handbook and our Employee Handbook and Personnel Policies.

This plan must be well understood by all members of the Bement community. The head of school is responsible for the implementation and administration of the plan. Questions and concerns related to this plan may be referred to the head of the upper school, to the head of the lower school, to the dean of students, or to the director of residential life.

This plan applies to students and members of school staff including but not limited to, educators, administrators, school nurses, dining hall workers, custodians, bus drivers, athletic coaches, advisors to an extracurricular activity, paraprofessionals, and volunteers.

### ***II. Policy Against Bullying, Cyber-Bullying, and Retaliation***

The school will not tolerate any form of bullying or cyber-bullying, nor will we tolerate retaliation against any person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying.

Bullying, cyber-bullying, and retaliation are prohibited on school grounds and at school-sponsored events, activities, functions, and programs. Bullying, cyber-bullying, and retaliation are also prohibited on school buses, vans and on other vehicles owned, leased, or used by the school, and through the use of technology or an electronic device owned, leased, or used by the school.

In addition, bullying, and cyber-bullying are prohibited at a location that is not school-related or through the use of technology or an electronic device that is not owned, leased, or used by the school, if the bullying creates a hostile environment at school for a targeted individual; infringes on the rights of a targeted individual at school; or materially and substantially disrupts the educational process or the orderly operation of the school.

Retaliation against a person who reports bullying, provides information during an investigation of bullying, witnesses, or has reliable information about bullying is prohibited.

False accusations of bullying or retaliation shall be subject to disciplinary action.

### ***III. Definitions***

***“Aggressor”*** is a student or any school personnel who engages in bullying, cyber-bullying, or retaliation.

***“Bullying”*** is the repeated use by one or more students or one or more school personnel of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a targeted individual that, (i) causes physical or emotional harm to the victim or damage to the victim’s property; (ii) places the victim in reasonable fear of harm to him or herself or of damage to his or her property; (iii) creates a hostile environment at school for the victim; (iv) infringes on the rights of the victim at school; or (v) materially and substantially disrupts the education process, orderly operation of a school, or the working environment at school.

***“Cyber-bullying”*** is bullying through the use of technology or any electronic communication, which shall include, but not be limited to, any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, internet communications, instant messages, or facsimile communications. Cyber-bullying shall also include (i) the creation of a web page or blog in which the creator assumes the identity of another person or (ii) the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying. Cyber-bullying shall also include the distribution by electronic means of a communication to more than one

person or posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

**“Hostile Environment”** is a situation in which bullying causes the school environment to be permeated with intimidation, ridicule, or insult that is sufficiently severe or pervasive to alter the conditions of the targeted individual’s education or working environment.

**“Retaliation”** is any form of intimidation, reprisal, or harassment directed against a targeted individual who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying or cooperates in an investigation in any way.

**“Target”** is a student or any school personnel against whom bullying, cyber-bullying, or retaliation has been perpetrated, a “victim”.

### *Legal Definitions and School Policy*

Stricter standards of behavior may apply under Bement’s policies to prevent verbal or physical misconduct before a student or school personnel have been subject to bullying as defined under the law. For example, although the law defines bullying as “repeated use” of certain expressions, acts, and/or gestures, the school reserves the right to apply disciplinary measures and other corrective action in the case of a single expression, act, or gesture, if the school determines that it is of sufficient severity to warrant disciplinary measures or other remedial action or that the repetition of that expression, act, or gesture might reasonably result in bullying as defined under the law.

Bement recognizes that certain students may be more vulnerable to becoming a target of bullying or harassment based on actual or perceived differentiating characteristics, including race, color, religion, ancestry, national origin, sex, socioeconomic status, homelessness, academic status, gender identity or expression, physical appearance, pregnant or parenting status, sexual orientation, mental, physical, developmental or sensory disability or by association with a person who has or is perceived to have one or more of these characteristics. Vulnerable students shall be supported by teaching on anti-bullying, respect for diversity, and providing regular check-ins with these students on their experience while at Bement.

#### ***IV. Prevention of Bullying and Cyber-Bullying***

From the earliest grades at Bement, students learn that as members of our community, they have the right to be treated with courtesy and respect and owe courtesy and respect to all others in the school community. Our curriculum and workplace practices emphasize respect for differences, and teachers are clear in their expectations for student behavior. When necessary, parents are notified and asked to reinforce standards for behavior within our school community.

From the first day of employment, school personnel are to understand that, as members of our community, they have the right to be treated with courtesy and respect and owe courtesy and respect to all others in the school community.

Families and school personnel receive the Handbook and are asked to read and review it each summer. This Handbook includes explicit policies around harassment, anti-hazing, and acceptable use of technology at Bement.

Morning meetings are utilized to make sure that students are well informed about what is expected of them and to reinforce positive conduct. Age appropriate discussions addressing prevention, reporting, and identifying bullying, cyber-bullying, and retaliation will be the subject of morning meetings early in each school year. These subjects shall be raised at morning meeting or on other occasions throughout the year as the need arises.

Upper school health classes and advisory meetings focus on peer relationships and empower students to take action if they feel targeted or if they witness other students engaging in bullying or other unacceptable behavior. Upper school health classes shall have one session specifically

devoted to addressing prevention, reporting, and identifying bullying, cyber-bullying, and retaliation. These subjects shall be raised on other occasions throughout the year as the need arises.

School personnel shall be trained in the prevention, reporting, and identifying of bullying, cyber-bullying, and retaliation.

#### ***V. Bullying and Cyber-Bullying Prevention Plan***

Any Bement employee shall immediately report any instance of bullying or retaliation the employee has witnessed or become aware of to the head of school, upper school head, lower school head, dean of students, or the director of residential life.

Any student, parent, guardian or other interested person may report any bullying or suspected bullying to the head of school, upper school head, lower school head, dean of students, or the director of residential life as soon as reasonably possible. The administrator who takes the report will complete the Bullying Incident Report Form.

If an instance of bullying is reported to an employee other than the head of school, upper school head, lower school head, dean of students, or to the director of residential life, the employee shall immediately inform the head of school.

Reports may be made anonymously, however, no disciplinary action shall be taken against a student solely on the basis of an anonymous report. The school urges students and their parents not to make reports anonymously. Although there are circumstances in which an anonymous report can be better than none at all, determination of the facts of what occurred is far more difficult if complaints are made anonymously. Students and parents are encouraged to bear in mind that the school takes its policy against retaliation very seriously. Also, while the school cannot promise strict confidentiality because information must be shared to conduct an effective investigation, the school releases information concerning complaints of bullying, cyber-bullying, or retaliation only on a legitimate need-to-know basis.

### *Investigation*

When a complaint of bullying, cyber-bullying, or retaliation is brought to the attention of the head, upper school head, lower school head, dean of students, or to the director of residential life, an investigation will be initiated within 24 to 48 hours of receipt if at all possible. An assessment will be made as to whether any initial steps need to be taken to protect the well-being of the student and to prevent disruption of their learning environment while the investigation is being conducted. As appropriate, strategies such as increased supervision may be implemented to prevent further bullying, cyber-bullying, or retaliation during an investigation.

The head of school, upper school head, lower school head, dean of students, or director of residential life should keep accurate documentation of all complaints received, including:

- A. The name of the complainant
- B. The status of the complainant (i.e. student, school personnel, third party)
- C. The name of the alleged bully
- D. The date the complaint was received
- E. How the complaint was received (i.e., written, verbally)
- F. The nature of the complaint (i.e. facts of the complaint)
- G. The names of the witnesses who will be interviewed

The head of school, upper school head, lower school head, dean of students, or director of residential life should ask appropriate questions of the complainant to gather all facts and to determine the level of support or protection needed by the targeted individual:

- A. Who, what, when, where, how?
- B. Is there any physical evidence (documents, texts, voicemail)?
- C. What will restore the complainant's sense of safety?
- D. Does the complainant need protection? If so, what form should the protection take?
- E. What professional services are appropriate to recommend or require?
- F. Is notification to local law enforcement required?

Bement will notify the parents of any student who is an alleged target of bullying, cyber-bullying, or retaliation and the parents of any student who may have been accused of engaging in such behavior promptly after a complaint has been made. All witnesses and the alleged bully should be reminded that retaliation is also a violation of school policy.

The alleged bully will be fairly warned that the misconduct will, if appropriate, be reported to local law enforcement or other appropriate governmental agencies.

### *Resolution, Notification, and Follow-Up*

Following interviews and any other investigation undertaken, as the school deems appropriate, the head of school, upper school head, lower school head, dean of students, or the director of residential life will determine whether and to what extent the allegation of bullying, cyber-bullying, or retaliation has been substantiated. If it is determined that the policy set forth in this plan has been violated, the head of school, upper school head, lower school head, dean of students, or the director of residential life will determine what disciplinary action and/or other remedial action is appropriate and how it will be implemented. Bement will also determine what steps are necessary to make the targeted individual feel safe and protected in the school environment.

Depending on the circumstances of the case, if bullying has occurred, the head of school or head's designee may discipline the offending party by ordering:

- A. counseling;
- B. a schedule or class change;
- C. a stay away order;
- D. an educational component;
- E. a verbal warning;
- F. a written warning;
- G. suspension;
- H. expulsion, or;
- I. any other remedy deemed appropriate by the head of school or their designee.

Any discipline should be viewed in light of balancing accountability with the need to teach appropriate behavior.

If the incident involves students from more than one school, the school first informed of the bullying or retaliation shall, consistent with state and federal law, promptly notify the appropriate administrator of the other school or schools.

The goal of an investigation and any disciplinary or other remedial process that is imposed following that investigation is to correct the situation to the extent it is reasonably possible, to take such steps as can be taken to prevent a repetition of the incident, and to prevent the targets and others who participated in the investigation from being subject to retaliation.

In appropriate circumstances, such as when a crime may have been committed or when a child may have been subject to abuse or neglect of the type that is reportable under Section 51A of the Massachusetts laws, law enforcement or another appropriate government agency may be notified.

Upon completion of the investigation, the head of school, upper school head, lower school head, dean of students, or the director of residential life who conducted the investigation will meet individually with the target(s) of the alleged incident and the student(s) and their parents or school personnel against whom the complaint was made to report the results of the investigation and, where disciplinary or other corrective action is determined to be appropriate, to inform the parties of the steps that will be taken to correct the situation. The amount of information provided in these meetings may be limited by confidentiality laws protecting student or employee records.

Follow-up contacts will be made with any student found to have been targeted in violation of this policy and their parent(s) or guardian(s) to inquire whether further incidents have occurred or any further need for protected measures.

### *Bullying Prevention Plan – Educational and Professional Development Components*

1. This bullying prevention plan shall be developed and updated biennially. There shall be notice of the plan updates to each family of a student attending the school and a public comment period.
2. Parents and guardians shall be informed about the bullying prevention curriculum of the school, specifically:
  - a. how parents and guardians can reinforce the curriculum at home and support the school and school plan;
  - b. dynamics of bullying; and,
  - c. online safety and cyber-bullying.
3. The school shall provide to students and parents or guardians, in age-appropriate terms and in the languages which are most prevalent among the students, parents, or guardians, annual written notice of the student related sections of the plan.
4. The school shall provide annual written notice of the plan to all staff.
5. All staff shall be trained and provision for faculty and staff duties shall be included in the school employee handbook.
6. The plan shall be posted on the website for each school.

The head of school or their designee shall be responsible for the implementation and oversight of the plan.



## ***VI. Conclusion***

This plan is intended (1) to prevent bullying, cyber-bullying, and retaliation among individuals in our school community, (2) to encourage students and their parents and employees to have confidence in the school's procedures and to come forward promptly whenever a student or employee is subject to conduct that is prohibited by this or any other school policy; and (3) to implement appropriate discipline and other corrective measures when they are warranted.

## **ANTI-HAZING POLICY**

### ***Massachusetts Anti-Hazing Law***

The State of Massachusetts has a very strong anti-hazing statute under Mass General Laws Ch. 269, §§ 17-19 which defines "hazing" and outlines specific obligations for schools and individuals to follow in compliance with the regulations.

### ***Anti-Hazing Policy***

The Bement School recognizes the need to prevent the occurrence of any form of "hazing" within the Bement community. Each student group, team, or organization must understand the serious nature of hazing and agree to comply with state laws that prohibit hazing on our school's campus.

This law defines hazing as "any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation."

It is against the policies of The Bement School and unlawful in Massachusetts to engage in any actions that constitute hazing as defined herein.

## ***Discipline***

Any member or group within the Bement community found to be in violation of the anti-hazing policy shall be subject to discipline up to and including suspension from school activities, dismissal from school, or termination

of employment. Students, faculty, parent volunteers, and any person participating in organized activities as part of The Bement School programs and curriculum must comply with this policy.

## ***Reporting an Incident***

It is the responsibility of any member of the Bement community who is subjected to hazing or who witnesses a case of unlawful hazing to report any such incident directly to a faculty advisor, supervisor, or, if that is not appropriate, to the business manager, or head of school so that the school may investigate and deal promptly with the complaint. An investigation of all complaints will be undertaken immediately and, if warranted, appropriate corrective action will be taken against the perpetrator(s), ranging from counseling to academic suspension/dismissal, or termination of employment. All information will be handled with the highest degree of confidentiality possible under the circumstances and with due regard for the

rights and wishes of all parties. Under the anti-hazing statute, a person who is required to but fails to report hazing activities is subject to a fine of not more than \$1,000.

## **TECHNOLOGY USE POLICY**

The Bement School believes that technology, used thoughtfully and judiciously, can be an important tool to strengthen communication, enable collaboration, inspire creative expression, and increase instructional options. The responsible use of technology enhances Bement’s long-standing commitment to raising well-rounded students who have meaningful relationships with each other and with the adults who teach them.

### ***Internet Use Policy***

The Bement School believes that the internet is a valuable educational tool and currently provides limited internet access to students. The Bement School is also aware that some material on the internet is unsuitable for students in grades K through 9. The Bement School includes internet safety in its technology curriculum and will act reasonably and responsibly in protecting students from accessing inappropriate materials.

The school will not condone the use of the internet in violation of any of the policies listed below or for any other illegal purpose(s). Even with human and technological safeguards in place, a possibility exists that students could be exposed to objectionable materials. Bement will work with students to help them make wise online decisions, yet students ultimately must take responsibility for their choices.

Anyone who violates this policy, visits an inappropriate web page, accesses the school’s wireless network in violation of stated policies and procedures, or otherwise uses technology in a way not in keeping with the norms of this community will be subject to regular school disciplinary procedures in addition to suspension or loss of internet privileges.

### ***G Suite for Education and B-mail***

Bement will assign a B-mail address to every student upon matriculation, however, only students in grade 4 and above can access the B-mail system, and specific limitations apply to each grade’s engagement with B-mail.

Kindergarten through grade 3 students, although assigned a B-mail address, do not have access to the mail application.

Students in grades 4–6 can send mail to and receive mail only from teachers.

Students in grade 7 and 8 can send and receive mail within the bement.org domain. Students cannot send mail or receive mail from outside Bement’s domain. Therefore, students cannot use their B-mail for setting up accounts that need to be verified via email or receive notices via email.

Students in grade 9 will have unrestricted, open email, as they would were they in grade 9 at a secondary school.

As well as training students on how to use these tools, teachers also emphasize with growing intensity for each grade how to operate safely in the cyber-world as students move through the grade levels.

### ***Classroom and Library Computers***

- Internet access is available for academic purposes only during school hours and is only available in specific locations at specific times. Personal devices that connect to the internet via “hotspots” are forbidden at all times on campus.
- While at school, students may use personal digital devices for academic purposes only, with permission from a faculty member.
- Bement prohibits the use of the internet for illegal, obscene, or commercial purposes.
- Users may not harass others by sending messages with annoying, obscene, libelous, or threatening content or images. We encourage parents to be attentive to these issues at home and to recognize that inappropriate home usage may cause repercussions at school. Bement reserves the right to discipline students for violations of our norms of behavior and expectations for student comportment for violations that occur off campus or after school hours.
- In the event that a student accidentally gains access to an inappropriate web page or receives an inappropriate email message, that student must (a) exit the site and then, (b) immediately notify an adult. An inappropriate web page includes, but is not necessarily limited to, any page containing images or descriptions of sexual acts, graphic violence, threats of violence, nudity, bullying, illegal use of drugs or other substances, or profanity.
- Faculty will respond only to students who contact them through G Suite For Education or B-mail, the @bement.org address.

### ***Dormitory Computers (applies to boarding students and their guests)***

- The rules for the academic and library computers also apply to the dormitory with the following exceptions:
  - Email to family members is given equal priority with academic uses.
  - Legal, non-academic uses that do not fall under the definition of inappropriate (as previously outlined) are permitted when others do not wish to use the computer for academic purposes or family email.

- Boarders who accidentally visit an inappropriate website should notify their dorm parent immediately.
- Boarders who intentionally visit an inappropriate website will be subject to regular dorm disciplinary procedures in addition to suspension or loss of dorm computer privileges.
- The dormitory internet rules apply to students' activity on all personal devices as well as on those owned by the school.
- Students are responsible for any charges incurred as a result of their internet use.

### ***Social Media***

The school recognizes that many students use social networks. Please adhere to sites' user policies regarding your child's age and eligibility. For many sites, the minimum age is 13. Bement strongly encourages parents and students to consider the risks and inherent challenges of social media use for children. The Bement School recognizes the significant research that has been published that indicates negative psychological outcomes for young people who use social media regularly. Therefore, the school actively seeks to cultivate a community free of the influences of social media.

Perhaps more important, Bement hopes that students will use their childhood and adolescent years to gain confidence in creating and maintaining friendships in real, rather than virtual, settings.

Students and faculty will not interact on any personal social media account.

Bement encourages friendly communication with parents and asks parents to email faculty members through their Bement accounts, rather than use social media when exploring school-related concerns or questions with the faculty.

## ALL-SCHOOL INFORMATION

### *Academic Calendar, Reports, and Testing*

The school year is divided into three terms: fall (September–November), winter (December–March), and spring (March–June). Within the winter term, a three-week mini-term takes place in December. Progress reports are posted routinely in the lower school (see pg. 43) and the upper school (see pg. 46). Students in grades 7, 8, and 9 also take the Secondary School Admissions Test (SSAT) in October. The SSAT tests are optional for grade 6.

### *Additional Testing*

To know as much as possible about how best to serve a student, a classroom teacher, division head, or the learning specialist may recommend additional testing for that student. Because of the importance of these requests, Bement requires that action be taken to initiate testing within 60 days of the request. When testing is completed, a student team meeting will be convened, and test results will be shared with relevant teachers. Bement reserves the right to withhold enrollment if the recommended testing is not undertaken and results are not shared with the school.

### *After-School Care*

Optional after-school care is available from 3:30 p.m. to 5:30 p.m., Monday through Friday. Supervised activities include organized play, outdoor free play, indoor study hall, and proctored library time. Families will be billed for this service on a monthly basis. The after-school program is the only way day students may stay on campus after hours. Day students may not go to the dorms without express permission from their parents and the director of residential life.

### *Arrival and Departure*

- Buildings are unsupervised and therefore locked until 8:00 a.m., when students are welcomed in.
- Students needing an earlier arrival may join the boarders' breakfast at 7:45 a.m. for a modest fee. These arrangements should be made with the business office.

- Check-out procedure:

To make sure that all students are properly supervised and safe, students should be picked up at their division's dismissal time unless parents have made arrangements for after-school coverage.

- When leaving campus, students in both divisions must check out with faculty who have attendance clipboards while assigned to pick-up duty.
- Parents must alert the lower or upper school head when alternate transportation is in place for their child.
- Students who are not picked up fifteen minutes after dismissal will be sent to after-school care and accounts will be billed for this service.

- Drop off and Pick up:

Parents are required to drop off and pick up children in front of Bement House on Old Main Street. No drop off or pick up may occur in the parking lot adjacent to routes 5&10, nor should families pull into the parking lot adjacent to Bement House. To provide a safe, smooth procedure for pick up and drop off times, the Deerfield Police Department and we ask that the following be strictly followed:

- All traffic must approach the Bement campus from the south, crossing over to Old Main Street from Routes 5 & 10 on Memorial Street or from the south entrance to Old Main Street. No cars should approach Bement from the north and drop children off on the west side of the street or make a U-turn in front of the school.
- Cars must enter a line of traffic leading up to the campus and pull up in front of Bement House to discharge or pick up their passenger(s). No students should be dropped off or picked up before the vehicle reaches Bement House.
- Cars should proceed through the drop-off lane and exit out at the north end of Bement House. Do not pull around the vehicle in front of you once your students are dropped off or picked up. Wait to exit in sequence so traffic flows smoothly. Do not make U-turns; proceed north.
- Drivers are not permitted to exit their vehicles when dropping off or picking up in the designated drop-off/pick-up area.
- If you arrive early to pick-up, please remember to turn off your car engine and avoid idling in front of the school. Massachusetts legislation requires drivers to turn off vehicle engines if parked for more than five minutes in a school zone.
- Cars may not double park or cut in line approaching the school. If there is no space at the end of the line of traffic waiting to drop-off, please proceed around the block and try again.

- Students must not enter or exit a car on the street side of the car.
  - Lower school students will be lined up and loaded into cars as they pull up.
  - Upper school students should not enter cars until the cars are in the designated area in front of Bement House.
  - Parents choosing to walk their student(s) to or from campus must park along the street north of the Bement campus. Parking on the street is limited and care should be used when parking to observe all posted signs and no parking areas. Also, please take care not to park so close to other cars that you block them from exiting.
  - Please do not turn into the school parking lot or block the driveways of Bement's neighbors.
  - Please do not make U-turns on the street after dropping off or picking up your student(s).
- If someone other than a known family member is picking up a student, please contact the school.
- Boarders should not be given rides to the dorms by day families.

## ***Attendance***

Attendance will be taken daily at 8:10 a.m. Students who are late to school will be marked tardy.

- Should your child be absent or tardy, please call or email Toni Costa.
- Parents of students who are dismissed early should call, email, or send a note from home excusing their child.
- Students who are dismissed early must be checked out to a parent or an authorized adult by their teacher or Toni Costa.
- Absences, tardy days, and early dismissals will be recorded on students' reports each term and will be recorded cumulatively throughout the year.

Martin Luther King Day, Memorial Day, baccalaureate, and commencement are required school days at which attendance is taken. Religious holidays are considered excused absences.

Please be aware that extended or frequent absences will jeopardize your child's growth and could affect decisions about promotion to the next grade and/or graduation. In addition, many secondary schools ask for a student's attendance record.

Additionally, punctuality is important. Everyone's time is valuable, and each of us appreciates the courtesy of promptness.



## ***Bement Day***

Parents are invited to come to school for this day, usually held the Friday preceding the long weekend in October. Alumni are often welcomed back to Bement for events that evening and the following day.

## ***Bicycles, In-line Skates, Scooters, and Skateboards***

Bicycles, in-line skates, scooters, and skateboards may not be used during school hours by any students.

Boarding students and day students who live within walking distance of Bement may ride their bikes to and from school with parental permission, but their bikes must remain in the bike rack throughout the school day.

In compliance with Massachusetts law, Bement requires that all bikers and skaters wear a properly fastened helmet, and other protective gear is encouraged. For everyone's safety, bicycles and other wheeled transportation are to be walked or carried while on campus.

Hoverboards and other battery-powered transportation devices are not allowed on campus.

## ***Camps/Vacation Activities***

Activities are often developed for day and/or boarding students over Thanksgiving and March breaks. Their themes and prices will be announced in advances to relevant audiences.

Each summer Bement offers many activities for a wide range of students in our school and in the broader community. Families interested in registering should check the website ([bement.org](http://bement.org)) for each year's offerings, or contact the director of summer programs at [summer@bement.org](mailto:summer@bement.org).

## ***Cell Phones, Cameras, Electronic Devices***

Students are prohibited from using cell phones, cameras, and electronic devices during school hours, unless use is assigned for academic purposes.

Students are discouraged from bringing cell phones to school, but if they must, the phones must remain turned off and in backpacks throughout the day. Parents should contact the school with messages for their child if necessary. The school will not be responsible for lost or stolen electronic equipment. Misuse of cell phones during the day may result in confiscation and disciplinary action.

Other electronic devices should also remain in backpacks but may be used for academic purposes with a teacher's permission.

To model courteous and friendly behavior, adults should refrain from cell phone use in public spaces while on campus. For safety's sake, we also ask parents not to use cell phones while in the pick-up and drop-off lane.

## ***Classroom/Faculty Assignments***

At the conclusion of each academic year, the faculty of each division engages in a thoughtful process to place students with teachers and in classroom configurations that will provide an optimal setting. Special requests will only be considered in the case of students with documented learning needs and those discussions should be conducted only with the division head.

## ***Communications***

Bement's phone lines are open from 8:00 a.m. to 4:30 p.m. Before and after school hours, callers can access the directory to leave a voicemail for faculty or staff.

Messages can be forwarded to voicemail for all faculty and staff, and every attempt will be made to return calls in a timely manner. Parents can expect a return call or message within 24 business hours.

To maintain focus and attention, classroom phones will rarely be answered during the school day. If a true emergency exists, let the receptionist know.

In addition, all faculty and staff can be reached via email. Faculty and staff email addresses may be found on the Bement website in the faculty/staff directory.

Courtesy and respect are cornerstones of the Bement community. We ask everyone to be mindful of this in any communication. Please schedule appointments to discuss significant concerns in person.

The school uses an automated notification system to alert parents to weather cancellations and to other emergencies. Delays/cancellations are also posted to the school website, [bement.org](http://bement.org), and announced on local television and radio stations, (see Weather Related Cancellations/Delays, pg. 40).

A weekly newsletter, the *Look Ahead*, is emailed to your preferred address and stand-alone emails from administrators or teachers will be sent from time to time.

School news will be posted on our website, and in an attempt to conserve resources, most school communications will happen through email and the parent portal of our website. Updates to email and contact information may be made in the parent portal, under Profile.

There are many times on campus when students may be photographed. These photos may be used in Bement's magazine, website, advertising, press releases, or other school publications. If you wish your child not to be photographed, please contact the communications office (x116). There may be instances where the school is not able to eliminate use of a video when an individual student is within a group performance or event, whether in the background or foreground, such as a play performance, athletic game, graduation celebration, etc.

Be advised that your child's name or image may still appear in print, radio, television, social media, or web coverage, as we are not always able to control external media sources.

## ***Dining Hall and Meals***

Courtesy and proper table manners are expected during all meals.

- Each student is assigned to a dining room table with students from mixed grades, and dining room seating changes periodically.
- Students are expected to attend all meals on time.
- Lower school students should line up quietly in the hallway until they are told to enter the dining rooms by a teacher.
- Upper school students should enter the dining hall quietly and stand at their assigned table.
- Students must sit at their assigned table unless it is closed. They must then ask other table heads if they may join their table.
- All students are asked to remain silent and stand at their places until an expression of thanks has been said.
- All students should wait to begin the meal until they are advised to do so by the head of the table.
- A student must ask the head of the table for permission to leave the table or to speak to a student at another table.
- Only two students should be allowed to leave the table at any given moment.
- Napkins are placed in laps and are not removed until dessert is cleared.
- No elbows should rest on the table.
- All four chair legs remain on the floor.
- There should be no running in the dining room.
- Serving dishes should be on the serving trolley when the table head is not serving. Serving dishes should not be passed around the table.

- No additional helpings should be requested by individuals until all at the table have finished the first offering.
- The clearing routine should be done on the trolley, not the table.
- Teachers should dismiss their tables when all tables and floors are cleared and cleaned. Each teacher should then proceed to recess or other necessary location.

Out of respect to community members with life-threatening allergies, nuts are not served at Bement. Our allergy list will be updated each year, and the school will communicate foods of concern to faculty and staff members. If your child has or develops food allergies, please inform the Health Office.

Both lower and upper school students may consider a variety of lunch offerings and should choose a lunch representing at least three food groups. Faculty table heads will check to see that each student does this and eats food selected. Special diets must be approved by the school medical staff in consultation with the family doctor.

## ***Dress Code***

All students are expected to be neat, clean, and presentable, and clothing should not be distracting. Students should come to school dressed appropriately for the weather and for a range of activities in the course of each day. During school functions or special occasions, students should dress in a manner consistent with the seriousness/formality of the setting. Students found to be in violation of the dress code will be asked to remain out of class until the situation is corrected. With that in mind, the following guidelines compose Bement's dress code:

- Monday Dress is a special tradition at Bement, when the entire community dresses uniformly.
- On Mondays, students, faculty, and staff will wear:
  - Navy blazer with Bement patch. Grades K–5 may wear a navy Bement v-neck sweater.
  - Khaki pants, skirt, or skort. Khaki shorts during fall and spring terms. Grades K–5 may wear pants, skirts, skorts, or shorts.
  - White dress shirt with tie, white collared blouse, white polo shirt, or white turtleneck.
  - Grades K–2 may wear polo shirts with ties.
  - Dress shoes or dress sandals; no high heels or flip-flops. Grades K–5 may wear sneakers.

- Formal Monday Dress is required on designated occasions such as formal assemblies, Memorial Day, baccalaureate, and commencement. For Formal Monday Dress all students must wear:
  - Navy blazer with Bement patch.
  - Khaki pants, skirt, skort, or Bermuda-length shorts.
  - White dress shirt with tie or white collared blouse. Grades K–2 may wear polo shirts with ties.
  - Dress shoes or dress sandals; no high heels, flip-flops, or sneakers.

Note: Bement patches can be purchased in the Bement business office and at the school store or embroidered on blazers purchased through Land's End.

- Tuesdays through Fridays, students, faculty, and staff will wear regular school dress which meets the following guidelines:
  - Tops must have collars or turtlenecks.
  - Skirts, dresses, and shorts must be no shorter than 6" from the top of the knee.
  - Weather permitting, sandals and approved shorts may be worn by students during the fall and spring terms.
  - Students must have adequate outdoor clothing in order to play outside at recess periods.
  - Lower school students must have sneakers every day for PE and recess.

The following are not acceptable school dress:

- Clothing made of blue denim or distressed denim of any color
- Tie-dyed pants, oversized pants, cargo pants or shorts, camouflage, ripped, torn, or frayed clothing.
- Tank or strapless tops, tee-shirts (long and short sleeved), clothing with cut-out sections, and halter tops.
- \* Athletic clothing, including hooded and traditional sweatshirts.
- Yoga pants, leggings as pants, workout pants, and/or spandex pants may ONLY be worn under dresses, skirts, and shorts. If worn as pants, they are not considered acceptable school dress.
- High heels prohibit a range of possible activities and thus are not appropriate school footwear.
- Hair that is colored, dyed, or sprayed in an unnatural hair color.

**Dress Down Days**, where regular school dress is not required, may be declared occasionally throughout the year. On some occasions, dress down days may serve as fundraisers for local causes. Even on dress down days, skirts, dresses, and shorts still need to be the appropriate length, and tank tops, strapless tops, and clothing with offensive or inappropriate images or writing are still not allowed. Dress down days are announced in advance. Sweatpants, pajamas, yoga pants, or other sleepwear are not acceptable dress for dress down days.

**Baccalaureate and Commencement Dress for Ninth Grade Students** does not require Formal Monday Dress. However students are expected to dress appropriately for the seriousness and formality of these occasions, following the guidelines below for each event. Students are welcome to wear traditional formal attire of their native country.

At baccalaureate, ninth grade students typically wear summer clothes appropriate to a formal ceremony conducted in a church, typically either a summer dress or coat, dress shirt and tie, and dress pants. Shoes should enable a safe and comfortable walk down an aisle.

At commencement, ninth grade students will wear either white clothing that reflects age-appropriate celebration of this day or coat, dress shirt and tie, and dress pants. We hope that the ceremony will be held outdoors, so dress and shoe styles should keep this in mind.

## ***Drones and Other Remote Controlled Devices***

Drones and other remote controlled devices may not be used on campus without permission. The user of any such device must also follow all current FAA regulations and policies.

## ***Extra-Curricular Activities***

The Pioneer Valley is rich in opportunities for young people. The Bement program, however, is strenuous and full, and we encourage families to be mindful of the fatigue created for an over-programmed student. In keeping with our mission, students are expected to prioritize participation in our on-campus athletic programs.

## ***Family Vacation***

Bement has a generous vacation schedule. Please respect this schedule and plan family trips during these times. If school days must be missed, please notify a school administrator in advance. Students are expected to make up missed work.

## ***Field Trips***

Educational field trips are an important part of the experiential, hands-on curriculum at Bement. Students at each grade level travel off campus during the course of the school year to enrich classroom instruction with visits to local landmarks, museums, and other resources. Details about upcoming field trips will be published in the weekly Look Ahead and communicated directly to parents by classroom teachers and advisors. Field trips represent one more place in which we can be proud of our students, and we appreciate attention paid to respectful behavior while off campus. Unless permission is specifically granted, devices such as phones, tablets, and computers are not permitted on field trips or at any Bement activities off campus, including sports games.

## ***Grandparents and Grandfriends Day***

On the Friday before Memorial Day, we welcome grandparents and “grandfriends” to campus to spend a half-day at school with their Bement student(s).

## **HEALTH SERVICES**

### ***Allergies***

Bement is a nut-aware campus. No products containing any form of nut should be brought to school or to school activities. Please notify the Bement Health Office of any allergies if you did not do so on your required health forms.

### ***Automatic External Defibrillator (AED)***

Bement’s AEDs are housed in alarmed, wall-mounted cabinets inside the main entrance to the Kittredge Building, on the first floor of Jackson House, in the shed portion of the garage at the Mary Hawks House, and in the classroom at Pine Hill. Signs on the outside of the buildings indicate that an AED is located inside the door to the building.

Faculty and staff receive CPR/AED training provided by Life Support Systems. In addition to this training, Life Support Systems also provides semi-annual service inspections and on-site emergency service calls to maintain the AEDs in a ready state.

## ***Concussion Plan***

When a student sustains a concussion, that student may need some help. The student should speak with the dean of students or lower school head and the nurse daily to assess whether symptoms of concussion are affecting academic work and to strategize how to proceed. A concussed student may require accommodation in completing academic assignments.

As time progresses, the school nurse, a school administrator, and the student's primary care provider will help the student determine what accommodations are appropriate on a course-by-course basis and when those accommodations are no longer necessary.

Please keep the following in mind:

- Common post-concussion symptoms include headache, dizziness, difficulty concentrating, tiredness, and disturbances of sleep and mood.
- When recovering from a concussion, cognitive effort, such as that required for reading, studying, writing, and engaging in class participation may aggravate symptoms and prolong concussion recovery.
- In general, students can not engage in significant cognitive effort if they have more than a minimal level of post-concussion symptoms. Any activity that significantly worsens symptoms should be stopped.
  - If doing homework causes increased symptoms, students should stop that effort until their symptoms improve.
  - If participating in class causes increased symptoms, students should excuse themselves from class and report to a school administrator or the school nurse.
  - If attending class causes symptoms, day students may need to go home. Boarders will rest at the Health Office or the Deerfield Academy Health Center.
- Our goal is to provide appropriate academic accommodations that facilitate an optimal recovery yet permit students to participate as fully as their symptoms allow.
- Students should not be expected to engage in graded academic exercises until they are able to prepare for and participate in such exercises without post-concussion symptoms.
- The symptoms of most concussions sustained by students resolve over the course of a few days to a week.
- Students must have a return-to-sports form signed by a physician and complete the 5-step return-to-play-protocol without return of symptoms before they may return to sports or PE at school.



The school administration and the school nurse will administer the rate at which students resume full academic engagement. Please contact the Health Office (x102) if you have any questions.

## ***Counseling***

When counseling is deemed necessary for boarding students, a consultation will be arranged with the school counselor. Boarding parents will be billed for ongoing counseling services provided through the school. In certain cases, day students may be referred to the school counselor for evaluation and referral, but generally will not provide ongoing therapy to day students. The school counselor also works with the faculty and groups of students over the course of the year.

## ***Epinephrine Auto-Injectors (EpiPens)***

Students with severe allergies will have epinephrine available to them when they are at school. Students will bring their own EpiPen to school with documentation from their primary care provider. In addition, the school will stock EpiPens in the dining hall and with the school nurse. Parents are asked to notify the school nurse if there are any changes in their child's EpiPen dosage or needs.

Faculty and staff will be notified of any students with life-threatening allergies to foods or stinging insects by the school nurse based on information provided by parents on their child's health form.

Faculty and staff will be trained and certified in EpiPen administration yearly by the school nurse. This certification covers faculty and staff to administer an EpiPen to an allergic student who has been exposed to their allergen and is showing signs of anaphylaxis. Faculty and staff may administer the student's own EpiPen or the school's stock EpiPen, whichever is closer to the student at the time of the reaction.

Lower school students' EpiPens are stored in the lower school head's office and in the dining hall. Students with bee or wasp allergies will have a second set of EpiPens that stays with the PE teachers.

Upper school students' EpiPens are stored in the executive assistant's desk, and students with food allergies have a second EpiPen in the dining hall. Students with bee or wasp allergies have a second set that stays with their coach for sports.

## ***Head Lice Checks***

Head lice are a common occurrence among school-aged children. We take a proactive approach at Bement by screening students at the start of the school year and after each major school vacation by a professional nitpicker.

If a student is found to have an active case of head lice, the student will need to be treated at home and rechecked by the school nurse before returning to the classroom. Students are re-screened approximately two weeks later to confirm that the initial case has been resolved and there are no new cases.

Given the proactive nature of our screening process, the risk of lice being spread at Bement is low. Classroom notifications are not done with typical head lice cases. The customary notification for the presence of head lice is to be done on an individual/case by case basis to the parent/guardian of an affected student. In rare cases, it may be appropriate in the professional opinion of the school nurse and in consultation with the division head to consider a general parent/guardian notification for a high number of identified cases of head lice. Such notification will be made with as much attention to the privacy of the infected student(s) as possible.

## ***Health Insurance***

The Bement School requires that every student be covered by a comprehensive health insurance plan. Health insurance policies issued in another country or from a company outside the United States will not be accepted. Please check your insurance plan to determine what will be covered for your child while he/she is at school. The following plan is available through Clifford Allen Associates, our insurance provider.

### *Primary Plan*

Provides benefits for those who do not have any insurance or whose coverage is not accepted outside your geographical area. This plan will cover students anywhere in the world for the 10-month academic year. This plan was designed especially for Bement and meets the mandated requirements of Massachusetts law.

**Any student who does not have coverage with a U.S.-based insurance company must enroll in the primary plan.**

## ***Medical and Nursing Care***

A part-time nurse provides daily health services to day and boarding students at Bement. When the school nurse is not on campus, the nurses at the Deerfield Academy Health Center may be consulted for health issues. Parents will be notified if a student becomes ill or injured at school. Because the majority of students at Bement are day students, most will see their own healthcare provider for routine health issues.

- Boarding students may receive outpatient medical care at the Deerfield Academy Health Center from either the physician or nurse practitioner on staff.

- In-patient care is available to boarders who require evening or weekend care. Student insurance may be charged for in-patient care, lab tests, medications, radiology, and other services provided by the Health Center or outside providers. Student accounts will be charged for services not covered by insurance.
- Emergency care will be provided at any appropriate local center, if necessary. Students will be transported by ambulance as needed.
- All families should notify the Health Office when a diagnosis occurs, particularly of contagious illnesses such as influenza, chicken pox, strep, or similar ailments. Please also refer to Return to School After Illness on pg. 35.

## ***Medical Leave***

Medical leaves might include those for severe or prolonged illnesses, significant injuries, especially those requiring major surgery, or psychological problems, including depression or eating disorders. A medical leave can be voluntary or required and will be granted or requested at the discretion of the school administration.

The degree of impact of a medical leave on a student's academic status will vary with the amount of class time missed, the timing in the academic calendar, and the point in the student's Bement career.

## ***Medications***

At school, the school nurse gives medications to students after review of the health form and contact with parents when appropriate.

When the school nurse is not on campus, the nurses at Deerfield Academy Health Center or the child's parents will be contacted for medication issues before medication is given to students. Dorm parents will consult the nurses at Deerfield Academy Health Center before administering medication to boarders.

- No students, day or boarding, may have medications (including cough drops), vitamins, or supplements in their possession without the express permission of the school nurse.
- All medications, including EpiPens and inhalers, must be brought to the school nurse who will ensure they are available to the student as needed.
- Prescription medication must be in its original container from the pharmacy with the prescription label clearly visible.
- A medication order from the prescribing clinician must be on file in the student's chart.

- All medications must be labeled in English.
- Day families are required to notify the school nurse when medications are prescribed or dosages are changed on medications given at home.

### ***Off-Sports Requests***

Upper school students and parents will direct requests for permission to be off-sports due to any medical reason to the Health Office. Please notify the school nurse if your child has sustained an injury that warrants not participating in practice or in a game.

- The nurse may ask for a doctor's note if deemed necessary.
- Students must see the nurse before 10:00 a.m. to give coaches enough time to plan if an off-sports request is verified. Phone calls home a.m. will be for emergency purposes only.
- All students will go to practice.
  - If a student is experiencing mild symptoms (headache, upset stomach, a cold) the student will go to practice and watch with their team.
  - If the student does not feel well enough to do this, Bement will ask the parent to pick up the student due to illness.
- If students request a non-medical off-sports, they must speak with the athletic director and coach, and either may grant an off-sports excuse.
- If a student is given off-sports the day before a game, the coach will have discretion over whether or not that student plays the game.
- All students diagnosed with a concussion by their doctor will not participate in any sports, recess, or physical activity until cleared by a doctor's order. All schoolwork will be assigned per doctor's orders; please forward these orders to the Health Office.
- Once the Health Office learns of a concussion, the Concussion Plan (see pg 30) will be sent home explaining the process moving forward.

### ***Required Health Forms***

Each year, families must provide updated health information regarding their children's health status in case a student should require the services of the school nurse or the Health Center.

These forms are emailed in the spring and are available in the parent portal on the school's website and provide vital information from parents and from the student's healthcare provider about chronic illnesses, past surgeries, immunization status, current medications as well as allergies to food, medications or stinging insects. Whether your child is a day student or a boarder, new or returning, certain health forms are required each year.

- **Students may not begin the school year without current, completed health forms on file. Late fees will be charged for incomplete health forms.**
- The Commonwealth of Massachusetts requires that all new students (grades K through 9) and all returning fourth and seventh graders have a physical exam within twelve months of the start of school. The Bement School requires an annual well-child visit with the student's healthcare provider for all students.

### ***Return to School After Illness***

If a day student is absent, a parent or guardian should call Bement to inform the school of the nature of the student's absence. Students who become ill or injured during the school day will be assessed as to whether they are able to complete the day. Parents will be contacted in the event their child needs to be dismissed early due to illness or injury.

Please note the following guidelines regarding illness and returning to school:

- For vomiting and diarrhea – students need to be 24 hours past their last episode of vomiting or diarrhea and able to tolerate a reasonable diet. Students who vomit or have multiple episodes of diarrhea at school will be sent home.
- For fevers – students need to be fever-free (99.9°F or less) for 24 hours without the assistance of acetaminophen or ibuprofen. Students with a temp of 100°F or higher at school will be sent home.
- For strep throat, bronchitis, pneumonia, or ear infections requiring antibiotics – students need to be on antibiotics for at least 24 hours and be fever-free. Students who will need a dose of antibiotic during school hours must bring the original labeled bottle from the pharmacy to the school nurse.
- For any illness your children may be having – please consider their overall energy level and ability to participate in classes and the busy Bement schedule.

## ***Library***

The goal of the Clagett McLennan Library program is to nurture each student's curiosity and growth and to foster a lifelong love of learning while empowering the 21st century learner. The library curriculum integrates with the classroom curricula in teaching information literacy while preserving a traditional appreciation for literature.

One of the best ways to accomplish these goals is to get books into the hands of readers. The loan period is three weeks and one renewal period. Kindergarten and first grade students are encouraged to choose one to two books each week and return them the following week. In an effort to teach responsible borrowing behavior, students who have difficulty managing their books or returning them on time may be limited to fewer checkouts.

- The library catalog, Destiny Quest, may be accessed online and each student has a personal username and password.
- Bement's library collection is curated for a K through 9 audience, and students have the support of their teachers and the librarian to make appropriate selections. We also encourage parents to monitor the materials their child has checked out to ensure suitability.
- Overdue notices are distributed periodically as a reminder for students to return their books. Families are responsible for any library materials that are damaged or lost. Books not returned by the last day of school will be billed to student accounts. Replacement cost will be determined by the publisher's suggested retail price.

Bement's goal is to develop responsible, independent library users through students' regular borrowing, enjoyment, and returning of books.

## ***Lost and Found***

Any found items are displayed outside the dance studio in the Polk Building. Unclaimed items are donated to charity at the end of each term.

## ***Mini-Term***

Mini-term is a long-standing, much-anticipated yearly tradition at Bement and a point of pride for our school. Between Thanksgiving and the winter holiday, the entire school to participate in an interdisciplinary study of the same theme. The daily schedule is often reinvented to make room for speakers, performances, workshops, films, and field trips that bring the topic to life. Students enjoy many hands-on activities and are able to choose innovative projects and electives not available at other times of the year. Upper and lower school students share group work, thus strengthening the bond between them and fostering deeper learning for students of all ages Mini-term

culminates in a final showcase of projects that demonstrate new knowledge acquired from the studies. Often the topic is transformative for the school, reshaping practices and broadening awareness for the remainder of the school year and beyond.

## ***Parties***

We happily celebrate birthdays together over the course of the school year and encourage students to be inclusive and thoughtful when inviting classmates to a party. However, it is recognized that not all parties can be large affairs. Any party invitations distributed at school must include all students in a classroom or grade. If parties cannot include all members of a classroom or grade, invitations should be distributed privately off campus, and students should use discretion and kindness when discussing such events on campus.

## ***Personal Property***

The Bement School is not responsible for loss or damage to the personal property of students. Parents should make sure that students' possessions are marked with their names and that expensive items such as cameras, computers, electronics, and musical instruments are covered by their homeowner's insurance.

## ***Pets on Campus***

Pets are not allowed on campus, with the exception of service animals.

**In the interest of safety, general campus hygiene, and allergies, families, faculty, and staff may not bring animals on the main campus during school hours, which includes drop-off and pick-up, or to athletic contests.** Approval is needed from the school to bring animals for academic purposes.

## ***Re-Enrollment***

Returning students' families will receive re-enrollment agreements in February. Families must re-enroll with Smart Tuition for the upcoming school year and make their first payment (reservation fee). Families must either mail the signed enrollment agreement to the business office, or scan the signed agreement and send both sides of the agreement to the business office via email. Both steps must be completed by the stated deadline to reserve the place for the coming year.

While the re-enrollment process is usually automatic, occasionally the school does not feel ready to offer re-enrollment to a student in February and will withhold the contract until the student is performing appropriately or until parental financial obligations have been met (see Tuition Obligations, pg 39). If a re-enrollment agreement is to be withheld, parents will be notified.

To plan for incoming students, once a boarding student has enrolled at Bement, that student will remain in boarding status for the duration of the student's time at Bement.

## ***Respect for Property***

"Property" means all the things in and around the school. Some of it, such as books or clothing, belongs to other students or teachers. For one reason or another, it may be more convenient to borrow another person's book, pencil, clothing, or bicycle instead of using one's own belongings. This is not acceptable. Items are easily lost or broken when they are traded back and forth. Remember, you must pay for the loss or damage of a borrowed item. Use your own equipment and clothing, and if you need something, speak to an adult about it.

Other property, such as buildings, desks, vans, buses, and trucks, belongs to the school. It has been bought by the school because it is needed for the students' education. If any of this property is damaged or broken, it has to be repaired or replaced. If a student damages something, the student and the student's parents may have to pay for it.

Students should do their best to:

- Clearly mark articles of clothing and other personal possessions brought to the school with the owner's name. Iron on name tapes should be sewn in place. Other items should be labeled with indelible ink. Lost, unclaimed, or unmarked articles are given to charities at the end of each term (see Lost and Found, pg. 36).
- Put things back where they belong. Most items that are reported lost or stolen have been left in the wrong place.
- Return to an adult any lost items that you find.

## ***School Safety Plan***

Fire and shelter-in-place drills are an important part of school procedures and will take place periodically throughout the year. Specific instructions for the use of stairways and exits, as well as general instructions, are issued to all students during the first school and dormitory meetings. These are reviewed and practiced throughout the year.

## ***School Store***

School-related merchandise is available online and in our pop-up store.



## ***Smoke-Free Campus***

Smoking and vaping are not permitted at any time on all Bement property. Use of tobacco products of any type by students will be grounds for disciplinary action, up to and expulsion from school.

## ***Telephone Calls***

With faculty or staff permission, students may use school telephones for calls. Please see Cell Phones, Cameras, and Electronic Devices, pg. 23.

## ***Transportation***

School vehicles are an extension of our campus and students are expected to behave as such.

Students riding in school vehicles must remain seated with a seat belt fastened at all times.

Students should behave properly and never distract the driver in any way. Those who misbehave or are disrespectful to a driver may be denied transportation privileges.

Technology may only be used with permission of a driver or chaperone. This includes using a mobile device during our morning and evening fixed-route transportation. Out of respect for the multi-age nature of van and bus ridership, drivers will refrain from playing commercial radio stations.

## ***Tuition and Account Obligations***

The Bement School requires that all tuition, fees, and incidental expenses be paid promptly according to the conditions agreed to in the enrollment agreement. The school reserves the right to apply payment made to the account against outstanding charges in any order the business office sees fit.

- All families are required to enroll in Smart Tuition.
- The Bement School requires that all families maintain their accounts in good standing with regular payments or face suspension or dismissal of their student(s) for non-payment.
- All student accounts must be current for a student to enroll in September, and all accounts must remain current throughout the school year with payments made by the payment due date.
- Student accounts that are not current as of December 31 of each school year may be placed on hold and not be issued re-enrollment materials until the account is brought up to date.

Under terms of the enrollment agreement, payment of financial obligations is contractually required even if a student is suspended or withdrawn from school.

### ***Visitors***

In accordance with our School Safety Plan, all visitors on campus during school hours must check-in with the business office in Barton House or with the executive assistant in the Kittredge Building to receive visitor badges.

### ***Weather-Related Cancellations/Delays***

On occasions when severe winter conditions exist, school may be canceled or delayed. The school uses an automated notification service that will call or text each family. This alert will also be posted to the Bement website, bement.org, and will be broadcast by local television and radio stations.

Given the size of our enrollment area, parents are asked to use their own discretion when roads in their area are hazardous and school is not closed.

As a matter of routine, these days are not made up.

## **LOWER SCHOOL**

### ***Kindergarten through Grade Five***

The following information relates to students in grades K–2, based in the Keith Schoolhouse, and grades 3–5, based in the Drake Building.

### ***Academic Support***

In the lower school, students live and learn in a supportive, nurturing environment in and out of the classroom. Small homeroom classes with a lead classroom teacher instructing all core subjects means that students benefit from individual and small-group instruction on a daily basis. The classroom teacher and the lower school head are the leaders of the team of teachers who work with each student; the other members of the team include teachers of fine arts, library/computer, physical education, and world language. Together, this team of teachers collaborates to support each student, communicate with families, and provide resources, remediation, and extension for students. When needed, Bement's learning specialist may consult with a student or family to provide additional support, including observation, tutoring, or outside testing. If support outside of Bement is needed to best support a student, the lower school head and learning specialist work closely with families to connect with providers and help coordinate services. Families are a crucial part of each

student's learning team and are encouraged to contact the classroom teacher or lower school head any time they have questions or concerns.

### ***Class Arrangement***

Lower school students in grades K–4 meet with their own classroom teachers for their academic work in self-contained classes. They meet with other instructors for art, music, drama, world language, library, and physical education.

Fifth grade students have a homeroom teacher, and meet with both fifth grade teachers every day. Working within an interdisciplinary curriculum, one fifth grade teacher instructs each group in language arts and social studies, while the other works with each group in math and science. The two teachers coordinate closely to ensure strong cross-disciplinary approaches to the curriculum and shared projects and expectations. As with other lower school students, fifth graders meet with other instructors for art, music, drama, world language, library, and physical education.

### ***Fine Arts***

On a rotating basis, all lower school students receive daily instruction in art, music, or drama from the fine arts department faculty. In music, third graders receive instruction on the recorder and on vocal music. Fourth and fifth graders receive instruction in band instruments in addition to art, vocal music, and drama. Participation at the third, fourth, and fifth grade level is required, and students need to obtain their own instruments and instruction books. Musical instruments can be rented with the band director's help.

### ***Homework***

All lower school students participate in KBAR (Kick Back And Read), which encourages reading for pleasure. Parents are asked to supervise required nightly reading (reading aloud in the lower grades).

**Kindergartners** do not have homework on a regular basis, but occasionally may have a simple assignment as a follow-up to a classroom lesson or project. **First and second graders** usually have four nights of homework for about 20 minutes each night, including KBAR.

In **third grade**, four nights of homework is typical. These assignments should take about 20-30 minutes and are in addition to nightly KBAR of 20 minutes.

**Fourth and fifth grade** students may have up to an hour of homework four nights per week. This includes 20 minutes of nightly KBAR. Occasionally fourth and fifth graders have weekend assignments.

Homework is not assigned in the lower school over holiday vacations with the possible exception of spring break. During this vacation, teachers may assign a book to be read in preparation for spring term. Math review practice is always encouraged.

### ***Language Instruction***

All lower school students (K–4) are introduced to two languages, French and Spanish. Students in fifth grade study Latin.

### ***Money***

Lower school students should not have money at school. They may not bring fundraising materials which require the solicitation of money to school, except with special permission from the lower school head. For Bement fundraisers (such as the school store or read-a-thons), money should go directly to the lower school head's office and should not be kept in cubbies or desks.

### ***Packed Lunches***

Students going on field trips are sometimes asked to bring a packed lunch. When packing a lunch, please remember these points:

- Bement is a nut-aware campus. This is true on field trips, as well. Please do not pack any nuts, nut products, or nut ingredients in field trip lunches.
- Please do not send soda, energy drinks, or any caffeinated beverages.
- Please do not pack anything in glass jars or bottles.
- Please do not pack candy.

Following these simple guidelines will make field trips easier for everyone.

### ***Parent Conferences***

Individual conferences are scheduled in the fall and spring and as needed during the year.

Parents should leave a message or send an email to their child's teacher if they have a question or concern. The lower school head is also available to meet with parents at any time after the classroom teacher has been contacted. Parents are encouraged to use email for the most perfunctory exchange of information.

Meetings should be scheduled to address any issues of substance.

## ***Participation in Upper School Sports***

Fifth grade students may choose to participate in designated upper school athletics in the fall and spring terms in addition to their daily lower school PE class. The teams or activities open to fifth grade students will be announced in a letter from the athletic director at the start of each term.

For the most part, the fifth grade students will participate only in practices and will rarely compete in games. While participation in most upper school sports in the winter term is not possible, lower schoolers who already have significant ski racing experience may compete on the upper school ski team.

## ***Physical Education***

All lower school students exercise daily under the guidance of the lower school physical education (PE) teachers. The lower school physical education program introduces students to a wide variety of games and activities while teaching foundational athletic skills. Lower school physical education includes a spring swimming program based on the American Red Cross Swimming and Basic Survival courses. This program takes place for four weeks (two days per week) during the spring term at Deerfield Academy and is taught by instructors from the Greenfield YMCA.

## ***Progress Reports***

Reports will be posted electronically each trimester. On the reports, students receive marks on a checklist indicating their academic progress, social/emotional development, and contributions to school life, as well as narrative comments describing the student's progress in more detail. Comments from all teachers, including the homeroom teacher as well as fine arts, PE, library, computer, and world language teachers, appear on progress reports. Families will be able to access reports within the parent portal on the Bement website.

In the fall and spring trimesters, a scheduled half-hour parent-teacher conference will occur.

## ***Recess***

Lower school students have teacher-supervised recess several times each day. During the busy and scheduled day, recess is a relaxed time when students may experience the freedom to enjoy unstructured play, be creative, get exercise, and have fun. Free play is essential to optimal child development as it affects the cognitive, physical, social, and emotional well-being of children. Teachers encourage students to socialize, communicate, negotiate, and problem-solve with their classmates and friends during

recess. When social issues cannot be resolved in a healthy way by students, teachers are always available as resources to mediate any concerns.

## ***Snacks***

Bement provides two daily snacks for each lower school student. Students are expected to eat the snacks provided and may not bring food to school for snack. The two exceptions to this are birthday snacks, which are welcomed and must be nut-free, and medically necessitated snacks with a written physician's note and approval by the school nurse. Students who bring birthday snacks from home should share this plan with the homeroom teacher and make an effort to attend to the dietary restrictions of classmates so everyone can be included in the treat.

## ***Toys***

The school provides a variety of playground structures, sports equipment, and wide, open spaces. These choices provide students with many options and opportunities at recess time. For this reason, students should not bring any toys or other items for recess unless they have express permission from their teacher and/or the lower school head.

# **UPPER SCHOOL**

## ***Grades Six through Nine***

The following information relates to students in grades 6–9, based in the Kittredge Building.

## ***Academic Support***

Support comes in many forms at Bement: one-on-one help from teachers at study hall and in class, advisor check-ins, team meetings, and homework progress monitoring. Occasionally students require tutorial support or an individualized course. When this is mutually agreed upon, parents should expect additional fees billed by the business office for these changes to the curriculum or to a student's schedule. This is organized and supervised by the learning specialist.

## ***Advisor System***

Each student in the upper school is assigned an advisor whose chief responsibility is to oversee the academic and behavioral welfare of each advisee. The advisor is the first point of contact when a parent has specific concerns regarding a son or daughter's progress at school. The advisor and advisor groups try to foster the emotional and social well-being of their grade and the students' involvement in service to Bement and the community at large. Parents should trust this thoughtful process and refrain from making advisory placement requests.

## ***Athletics***

Bement's setting is ideal for outdoor sports and activities. Playing fields are located on campus and at the north end of campus. We are also fortunate to use facilities at Deerfield Academy which include squash courts, a hockey rink, basketball courts, tennis courts, a pool, and a track. The alpine ski team trains at Berkshire East, about 30 minutes from campus. The golf team utilizes a local golf club.

A choice of athletic activities is offered each term. All competitive teams have an interscholastic schedule which is posted to the athletic calendar on our website. Some sports offerings, especially non-competitive choices, will vary from year to year, depending on interest.

Fall sports may include cross-country, field hockey, soccer, and recreational tennis.

The winter selections are usually basketball, downhill ski racing, dance, squash, and swimming. All upper school students also participate in Ski Fridays, when they have the choice to ski or snowboard at Berkshire East or to cross-country ski in the area (or hike, if snowfall is insufficient).

In the spring, Bement often offers lacrosse, ultimate, competitive tennis, track, and golf.

The school provides team uniforms for contests, and they should be promptly returned at the end of each season. Students will be charged for uniforms not returned. Students are expected to provide their own practice gear and clothing.

Students are required to participate in athletics all three terms, with at least one team sport chosen each year. Because Bement athletics are an integral part of our curriculum, they should take priority over outside activities.

This includes all team contests after regular school hours and on Saturdays. Requests to pursue alternatives to Bement's athletic offerings must be approved by the athletic director.

Please refer to the Health Services section beginning on page 29 for Bement's concussion plan and off-sports policy.

## ***Bement Reads***

On Thursday mornings throughout the school year, all Bement upper school students in grades 6, 7, 8 and teachers participate in Bement Reads. During this half hour block, we read silently as a community. Students are encouraged to bring reading material for leisure reading. In addition, students participate in the reading buddies program with students from the lower school.

## ***Community Service***

Students in the upper school often participate in on- or off-campus community service opportunities, such as visits to nursing homes, food drives, campus clean-ups, and partnership with the United Way.

## ***Dances***

One social dance is held each term. Students in grades 7–9 are allowed to attend these dances and may bring a guest to the fall and winter dances. All guests must be sponsored by a Bement student, be in grades 7–9, be registered on the sign-up list, and be approved by the upper school head prior to the dance.

The cotillion, an annual year-end, semi-formal event, is held before commencement. Following dinner, the dance is held at Bement. Due to space limitations, guests are not brought to this dance.

## ***Diploma Requirements***

Members of the ninth grade must complete a full year and pass all their assigned courses to receive a diploma signed by the head of school.

In addition, all tuition and fee obligations must be met for ninth grade students to receive their diploma.

## ***Electives***

On selected Friday afternoons in the fall and spring, Bement students in grades 6, 7, and 8 participate in electives. These non-graded courses allow students to learn a new skill or to explore a topic or activity with small groups of peers who share their interest. Electives are taught by Bement employees and comprise a wide range of offerings that have included cycling, crafts, chess, martial arts, step dance, photography, stop-motion animation, jazz band, and many others.



## ***Examinations***

Culminating assessments including projects and presentations that ask students to synthesize material learned are typically given at the end of each term.

## ***Grading and Progress Reports***

During each term, progress reports, which include grades, effort marks, and brief comments, will be posted and made available to families on the parent portal of the website. These status updates are not official grades and do not appear on transcripts. They are not part of the student's permanent record and are simply a tool for teachers to communicate with parents and students during the term.

At the end of each term, students receive comprehensive comments as well as grades for achievement and effort. Students also receive effort marks with written comments for sports. Boarders receive comments from their dorm parents as well.

Students' achievement grades are a measure of academic performance in class. They range from a top "A" to a bottom passing grade of "D" and a failing grade "F." These are complemented with a "+" or "-" sign to give a thirteen-level system from "A+" down to "D-" for a pass and "F" for a failure.

In the event that a student fails a core academic class (mathematics, English, history, or science) for the year, that student's re-enrollment at Bement may be in jeopardy. The head of school, or his designee, may, at his or her discretion, offer the opportunity to make up the course during the summer term either at Bement or in an alternative program, at the family's expense. Such an accommodation will be considered on a case-by-case basis.

## **Expectations for Effort**

**Exceeds Expectations.** You exceed expectations in preparedness, attitude, and personal growth.

**Meets Expectations.** You meet expectations in preparedness, attitude and personal growth.

**Usually Meets Expectations.** You usually meet expectations in preparedness, attitude, and personal growth.

**Sometimes Meets Expectations.** You sometimes meet expectations in preparedness, attitude, and personal growth.

**Does Not Meet Expectations.** You rarely meet expectations in preparedness, attitude and personal growth.

A **prepared student** is punctual and prepared both physically and mentally to focus on the day's material and best interests of the class.

A positive **attitude** is exemplified by full attention to the instruction and conversation. This student is exemplary for attentiveness, full and appropriate participation, curiosity and initiative, and concern for the well-being of the class and classmates.

**Personal growth** is measured over time. Personal growth will emerge when a student practices, improves skills, applies new information and techniques, uses appropriate terminology, and looks forward to new projects in anticipation of the possibility for improvement.

Families will be able to access reports within the parent portal on the Bement website.

## ***Homework***

Students are expected to record homework lessons in their assignment notebooks at the end of each class. Each assignment will usually require twenty to forty minutes of time. Written assignments are to be completed on punched, lined, theme paper; typed; or otherwise neatly prepared.

Students who neglect homework assignments may be placed on a homework contract that monitors their daily ability to complete assignments successfully. Missed assignments will negatively impact a student's grade.

If a student is absent, assignments should be acquired through email with teachers, accessed online when available, or picked up after 3:30 p.m. in the Kittredge Building.

## ***Honor Roll***

The honor roll recognizes outstanding academic achievement based solely on term end grades in all academic courses. To earn this award, a student must have achieved all grades in the "A" range. There are three honor rolls, one for each term.

## ***Merit List***

This category rewards those exhibiting commendable effort. This honor is based solely on term-end effort reports. To earn this award, a student must have all effort marks at the "Meets" or "Exceeds Expectations" level in all school activities. There are three merit lists, one for each term.

## ***Parent Conferences***

Individual conference times are scheduled for parents in fall and spring. Any academic concern can be addressed at other times by contacting the individual classroom teacher or the student's advisor. The dean of students may also be consulted about

social or behavioral problems. Members of the faculty and administration may contact families from time to time to discuss concerns between official conference times as well.

### ***Physical Contact***

When upper school students establish romantic relationships, they will limit their physical contact to hand holding during appropriate times.

### ***School Supplies***

Prior to the new school year, all upper school parents will receive a list of general school supplies needed.

### ***Textbooks***

All new textbooks or trade books are distributed in individual classes. Students will be billed for their books at the beginning of the school year, with a small additional billing mid-year if necessary. The availability of used texts varies from year to year.

### ***Ushers***

Eighth grade day students who have attended Bement since kindergarten and boarding students who have been enrolled for the longest period and who are returning for ninth grade are eligible for the honor of class usher. These students help to lead the community at the end of year baccalaureate and commencement ceremonies.

## **BOARDING PROGRAM**

The boarding program is integral to The Bement School. Boarding students come from all over the country and the world and offer a global perspective into the context of our local resources and traditions. Our dorms and our boarding program are intentionally designed to foster a sense of home and family for our boarding students. A separate handbook communicating policies and procedures specific to our boarding program is sent to boarding families each summer and is available for boarding and day families on the parent portal of our website. Questions regarding the boarding program at Bement should be directed to the director of residential life.

The Bement School encourages interaction between our day students and boarding students outside of the regular school day. The opportunity to visit the home of a day

student, to accompany the family of a day student on an outing or to attend birthday parties and other celebrations of day students adds much to the boarding experience. Such invitations should be communicated by the parent of the day student to the director of residential life, who will then speak to the boarding student and determine if the timing works for the boarding schedule. Plans for boarders are often made well in advance of the weekend. Invitations that are made directly to the boarding student need to be approved by the director of residential life and dorm parent. Overnight invitations are also encouraged especially for long weekends in October and February. Any overnight invitations require all adults in the home to complete a CORI form and also need the approval of the parent of the boarding student.

Given that dorm parents are responsible for upwards of ten boarding students, it may be difficult for a dorm parent or the director of residential life to provide transportation to and from homes, outings, parties or other events. Any transportation assistance from the day families is greatly appreciated. When dropping a boarding student at a dorm, adults should make face-to-face contact with the dorm parent on duty. If late or early to drop a student, please contact the dorm parent on duty to check about timing.

Boarding students are able to invite day students to the dorms and on dorm outings just as any day student would be able to invite another student to their home. This

also includes invitations for sleepovers in the dorms. Such invitations should be initiated by the boarding student after discussing it with the dorm parent and/or director of residential life. Any day student visiting the dorms or accompanying boarding students on an outing abides by the same expectations and rules as the boarding students as communicated and enforced by the on-duty dorm parent and/or appropriate representative. Please refer to the family handbook for boarding families.

Given that the dorms are home for all of our boarding students and that dorm parents are responsible for their care, the Bement School cannot accommodate requests for day students to spend overnights in the dorms unless a boarding student has initiated the invitation. Exceptions to this policy will be made only for extremely urgent circumstances. Day students who are staying for an evening event at school (ie. sports, concert, etc.) should plan to stay for after school care until that event begins unless they are invited to the dorms by a boarding student. Day students are not allowed to accompany boarding students to the dorms or to be in the dorms after school unless they have permission from their parent and a dorm parent or director of residential life. At times, a parent of a day student may request that their child eats dinner with the boarding community, which is scheduled from 5:30-6:15 p.m. in the dining hall and/or attends border study hall, which is scheduled from 6:15-7:45 p.m. in the library. While we are able to accommodate such requests most evenings if done so on an irregular basis, such requests on a daily, weekly or more regular basis will require an additional fee.

Our dorms are an extension of the Bement campus and our dorm parents are members of our faculty and staff. As such, appropriate consideration and respect is expected to support a caring, responsible environment for our boarding students.







## **THE BEMENT SCHOOL**

P.O. Box 8, 94 Old Main Street, Deerfield, MA 01342

### ***From Springfield, Hartford, Connecticut and points south:***

Exit 24 off I-91 north. Turn right at the end of the exit ramp. Drive north for approximately five miles and turn left at the "Historic Deerfield" sign onto Old Main Street. Bement is .6 of a mile on the right side of Old Main Street.

### ***From Vermont, New Hampshire and points north:***

Exit 25 off I-91 South. Turn left at the end of the ramp and left again onto Routes 5 and 10. Go north approximately four miles and turn left at the "Historic Deerfield" sign onto Old Main Street. Bement is .6 of a mile on the right side of the street.

### ***From Boston and eastern Massachusetts:***

Mass Pike (I-90) west to Exit 4 and onto I-91 North. Then follow directions from Springfield.

## **OR**

Route 2 west to the traffic light intersection marked "Turners Falls and Gill" (3.2 miles after the French King Bridge). Turn left at this light, cross bridge into the town of Turners Falls and continue 3.9 miles. Turn left at the Route 5 & 10 sign marked Deerfield and Northampton. Drive 1.2 miles, turn right onto Old Main Street at "Historic Deerfield" sign. The Bement School is .3 of a mile on the left side of the street.

### ***For GPS purposes:***

Use 94 Old Main Street, Deerfield, for Bement's address.

Use 144 Old Main Street, Deerfield, for the north end dormitories. Use 55 Old Ferry Road, Deerfield, for Pine Hill at Bement.

Use 3 Old Ferry Road, Deerfield for Mary Hawks House.

***A map of the Bement campus is available at [bement.org](http://bement.org).***



## School Phone Numbers

<b>Main Number</b> .....	<b>413-774-7061</b>
Admission Office.....	413-774-4209
Alumni and Development Office.....	413-774-3021
Kitchen .....	413-774-3619
Upper School/ Kittredge Building ... ..	413-773-5967

## Fax Numbers

Business Office . .....	413-774-7863
Development Office . . . . .	413-774-4256
Kittredge Building ... ..	413-774-3524

## Dormitory Phones

Blydenburgh House: .....	413-774-4529
Jackson House 1 .....	413-773-3315
Jackson House 2 .....	413-773-3166
Jiayi House .....	413-773-3411
Haas House. . . . .	413-210-8279
Stebbins House .....	413-223-5144
Red Saltbox House .....	413-223-5195

## Emails

For admission inquiries  
[admit@bement.org](mailto:admit@bement.org)

Please be sure your contact information is up-to-date in your profile within the parent portal of the Bement website at [bement.org](http://bement.org).

Bement's email protocol is:

**first initial last name@bement.org**

i.e., if you wanted to contact Grace Bement, her address would be [gbement@bement.org](mailto:gbement@bement.org)

A full list of faculty and staff is available at our website.



# The Bement School 2018-2019 Calendar

## September 2018

- |             |  |
|-------------|--|
| 4 Tuesday   | Boarder Arrival* and Registration 1-4 p.m.   |
| 5 Wednesday | Boarder Orientation<br>New Upper School Student<br>Orientation 9:30 a.m.-2:30 p.m.<br>New Upper School Parent Meeting 9:30-10:30 a.m.<br>Blazer Exchange 12-3 p.m.<br>Lower School Orientation<br>and Open House 12:30-2:30 p.m. |
| 6 Thursday  | Classes begin  |
| 7 Friday    | All-School Picnic 4:30-6:30 p.m.   |
| 30 Sunday   | New Parent Dinner 6 p.m.   |

## October 2018

- |             |  |
|-------------|--|
| 5 Friday    | Bement Day<br>Parent Conferences (boarding students) 1-2:30 p.m. |
| 8 Monday    | No classes - Boarders return 4-6 p.m.                            |
| 9 Tuesday   | Classes resume   |
| 11 Thursday | Parent Conferences (grades 6 and 7) 5-8 p.m.                     |
| 13 Saturday | SSAT Test  |
| 15 Monday   | School Pictures  |
| 18 Thursday | Parent Conferences (grades 8 and 9) 5-8 p.m.                     |
| 20 Saturday | Field Hockey Jamboree  |

## November 2018

- |            |   |
|------------|---|
| 16 Friday  | Thanksgiving Vacation (begins after end of school day)<br>Boarder Travel Day* |
| 26 Monday  | No classes; Faculty Professional Development Day<br>Boarders return* 4-6 p.m. |
| 27 Tuesday | Classes resume  |

## December 2018

- |              |  |
|--------------|--|
| 14 Friday    | Holiday Tea                                      |
| 18 Tuesday   | Winter Vacation (begins after end of school day) |
| 19 Wednesday | Boarder Travel Day*                              |

**January 2019**

2 Wednesday No classes - Boarders return\* 4-6 p.m.  
3 Thursday Classes resume  
31 Thursday Long Weekend (begins after end of school day)

**February 2019**

1 Friday No classes; Faculty Professional Development Day  
4 Monday No classes - Boarders return 4-6 p.m.  
5 Tuesday Classes resume

**March 2019**

8 Friday Spring Vacation (begins after end of school day)  
9 Saturday Boarder Travel Day\*  
24 Sunday Boarders return\* 4-6 p.m.  
25 Monday Classes resume

**April 2019**

15 Monday No classes; Faculty Professional Development Day  
25 Thursday Parent Conferences (grades 6 and 7) 5-8 p.m.

**May 2019**

2 Thursday Parent Conferences (grades 8 and 9) 5-8 p.m.  
10 Friday Spring Fling  
24 Friday Grandparents and Grand Friends Day 12 p.m.  
dismissal  
27 Monday Memorial Day (Attendance required) 12:30 p.m.  
dismissal (Schedule subject to Town of  
Deerfield)

**June 2019**

5 Wednesday Final day of classes  
6 Thursday Baccalaureate (Attendance required) 4 p.m.  
Farewell Evening 6 p.m.  
7 Friday Final day of school  
Commencement (Attendance required) 10:30 a.m.  
Boarder Travel Day\*  
30 Sunday Last Day of Annual Fund  
\*See Travel and Transportation Schedule for Boarders

## The Bement School

P.O. Box 8, 94 Old Main Street  
Deerfield, Massachusetts 01342

telephone: 413-774-7061

fax: 413-774-7863

***bement.org | admit@bement.org***