



BERKSHIRE SCHOOL  
STUDENT/PARENT HANDBOOK  
2019-2020

## IMPORTANT TELEPHONE NUMBERS

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Diversity:	Dean of Diversity and Inclusion, Akilah Edgerton	413-229-1243
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Form IV:	Mike McCabe	413-229-1246
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Crispin-Gordon-Rose:	Pat Bush	413-229-1255
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Eipper:	Dan Cooper	413-229-1189
Godman:	Caddie Jackson	413-229-1112
MacMillan:	Mary Alindato	413-229-1117
Spurr:	Britt Plante	413-229-1245
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### Advisor:

Name: \_\_\_\_\_  
Phone: \_\_\_\_\_

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*Berkshire School Student/Parent Handbook is published and distributed to members of the Berkshire School community for the purpose of providing information on aspects of student and campus life so that students may gain as much as possible from their experience at the School. This Handbook is for informational purposes only. It is not intended to create, nor does it create, a contract or part of a contract in any way, including but not limited to, between Berkshire School and any parent, guardian or student affiliated with or attending Berkshire School. Berkshire School reserves the right, in its sole discretion, to add, revise and/or delete policies and appendices contained herein before, during and after the school year.*

## **STATEMENT OF MISSION**

Rooted in an inspiring natural setting, Berkshire School instills the highest standards of character and citizenship and a commitment to academic, artistic, and athletic excellence. Our community fosters diversity, a dedication to environmental stewardship, and an enduring love for learning.

## **CORE VALUES**

Berkshire School was founded in 1907 beneath the “dome” of Mt. Everett by Seaver Burton Buck, a Harvard graduate who had taught at Hackley School. During the thirty-five years that Mr. Buck was headmaster, Berkshire evolved into a substantial and vibrant institution. Today, Berkshire School is committed to creating and supporting a just, nurturing community based on the following core values:

**Curiosity:** To question, to explore, to discover, to learn about oneself and others, and to embrace new experiences, not just for school but for life.

**Integrity:** To be honest and accountable to oneself and to others, to trust and be trusted, to be disciplined and responsible, in all academic pursuits and in all relationships.

**Respect:** To respect oneself and others, one’s place and surroundings, to consider intent and impact, and to act in ways that show consideration and understanding.

**Inclusion:** To understand and learn from differences, to welcome the open exchange of ideas, and to create safe and affirming communities that value every person.

**Perseverance:** To be steadfast and persistent in the face of challenge or obstacle, to rise above mistakes and failures, and to see things through to completion.

**Resilience:** To set a new direction in response to changing circumstances, to manage and adapt to adversity, and to bounce back and regain one’s footing with confidence and purpose.

These core values include every aspect of life at Berkshire, e.g., our admissions process, our standards of academic integrity in our classrooms, social climate of our dormitories, sportsmanship in athletic programs, leadership and community service opportunities, and our standards of discipline.

Berkshire School offers academic programs designed to challenge and motivate a diverse population of students to engage in creative, critical and reflective thinking and questioning. Our faculty and staff value hard work and authenticity in experience, perspective and opinion. We are committed to engaging students from a variety of academic backgrounds in a rigorous college preparatory curriculum.

## **TO THOSE ENTERING BERKSHIRE**

Welcome to Berkshire. It is likely that you will encounter much that seems strange or different at first. Certainly, you will find your first few days confusing. Don’t worry about it. All members of the community will do their best to help you feel at home, and soon you will find yourself part of Berkshire School. Our student leaders are available from the outset to answer questions, explain our customs, and help you feel at home. As a new student, you will participate in orientation activities with some of the student leaders that will help you understand more about the School.

New students are assigned an advisor at the start of the school year. While this person will help you get settled, you will have the opportunity to switch advisors after the first month of school. However, many assigned advisors work with students for all four years. It is very important that you have connections with adults on campus. Therefore, the School works very hard to help you find the adult with whom you can build a trusting relationship. Early in the year we will help students understand that there are some obvious limits on the confidentiality of your relationship with your advisor.

Your advisor will be closely involved with all phases of your career at Berkshire. Go out of your way to get to know your faculty advisor well; you will find him or her ready to help whenever you need assistance or guidance. You can always reach out to the Student Life Office if you need assistance in changing advisors. In addition, Form Deans are designated to each class. Form Deans work closely with advisors to oversee your academic progress, and they will try to get to know you well. During the opening days of school, your Form Dean will be able to answer questions about many aspects of the School.

At Berkshire, we believe that the purpose of a secondary education is not merely to prepare students for college, but also to prepare them to flourish as caring, productive members of society. Here under our beautiful Mountain, we aim to be a cohesive community, and,

as with any community, there must be rules to ensure safety, respect, and fairness for all. These regulations are carefully spelled out within these pages. At first, they may seem overwhelming in number and detail, but overall you will find that most of them are dictated by common sense. If you use consideration and common sense, you will have no difficulty with the rules. If there are rules or procedures that you do not understand, feel free to speak with Peter Quilty, Dean of Students.

## **STUDENT GOVERNMENT**

Much of the government of the School is directed by the students themselves, not only by the Prefects, All-School Presidents, and sixth-form class, but also by the Student Government. It is a major aim of the School to develop in every student a sense of responsibility to and for the community. It should be one of your priorities to be a cooperative and constructive citizen in your new environment.

The central agency of self-government at Berkshire is the Student Government, led by the All-School Presidents and Prefects, a group of Sixth Formers who have demonstrated special qualities of leadership and high character. The All-School Presidents work closely with the Form representatives, and the Prefects assist in the supervision of the dormitories and accept a large share of the responsibility for the day-to-day conduct of the School's affairs.

Student Government positions are typically elected in the spring for the following school year. The members of each class elect the class officers. Prefects are elected in May before their sixth-form year by the faculty. The Head of School selects the Head Prefect(s).

Leadership, of course, carries responsibilities, and students who are on Probation will not be eligible for election. Student Leaders who are placed on Probation or Warning for a Major School Rule during their term of office will forfeit their positions of leadership. Students whose Probation period has ended will again be eligible to stand for election. The Head of School will decide questions about eligibility.

All Forms are given valuable experience in self-government through participation in Student Government. As students progress through the School, they are awarded a greater share of the privileges and responsibilities of democratic living. Thus, through a predictable and gradual process, students develop a sense of personal and group responsibility that is recognized in the sixth-form year by a substantial measure of self-government.

### **Prefects, 2019-2020**

<i>Allen: Michael Lewishall</i>	<i>Brooklyn, NY</i>
<i>Allen: Jack Whitney</i>	<i>Fairfield, CT</i>
<i>Buck: Zakiy Manigo</i>	<i>Hillside, NJ</i>
<i>Buck: Hudson Tuckerman</i>	<i>Bozeman, MT</i>
<i>CGR: Catherine Appleyard</i>	<i>Rye, NY</i>
<i>CGR: Lucy Krumsick</i>	<i>Wichita, KS</i>
<i>CGR: Michelle Wang</i>	<i>Shanghai, China</i>
<i>de Windt: Emmanuel Roldan (Head Prefect)</i>	<i>Paterson, NJ</i>
<i>de Windt: James Welch</i>	<i>Las Vegas, NV</i>
<i>Eipper: Briggs Gammill</i>	<i>New Canaan, CT</i>
<i>Eipper: Logan Greene</i>	<i>Flower Mound, TX</i>
<i>Godman: Kate Aiello</i>	<i>Manhasset, NY</i>
<i>Godman: Ashanti Bruce</i>	<i>Brooklyn, NY</i>
<i>Godman: Giang Le (Head Prefect)</i>	<i>Hanoi, Vietnam</i>
<i>MacMillan: Claire Borchers</i>	<i>Atherton, CA</i>
<i>MacMillan: Mia Lake</i>	<i>Miami, FL</i>
<i>MacMillan: Peggy Stansbery</i>	<i>Tuxedo Park, NY</i>
<i>Spurr: Oumou Doumbia</i>	<i>Bronx, NY</i>
<i>Spurr: Eliza Keller</i>	<i>Riverside, CT</i>
<i>Stanley: Logan Renneker</i>	<i>Brambleton, VA</i>
<i>Stanley: William Warlick</i>	<i>Charlotte, NC</i>
<i>Day Student: Madi Gomez</i>	<i>Lakeville, CT</i>
<i>Day Student: Emma Wynne</i>	<i>Salisbury, CT</i>

## Student Government, 2019-2020

<i>All-School Presidents:</i>	<i>Gigi Brown</i>	<i>Chevy Chase, MD</i>
	<i>Nate McShane</i>	<i>Hillsdale, NJ</i>
<i>Sixth-Form Presidents:</i>	<i>Dan Rayhill</i>	<i>New Hartford, NY</i>
	<i>Aimi Sekiguchi</i>	<i>Ashiya, Japan</i>

Elections to determine the Third-Form, Fourth-Form and Fifth-Form Representatives for 2019-2020 will be held in September.

## HONOR CODE

The Honor Code is the basis of student life and government at Berkshire. It places in the hands of each student the responsibility for honorable conduct as a way of life. It is founded on the basic principles that a student's word is his or her bond, that a student respects the integrity of personal property, that a student models academic honesty, and that a student's conduct is based on courtesy and concern for others. A student who comes to Berkshire must be willing to accept this responsibility.

### PREAMBLE

The cornerstone values of Berkshire School are honesty and integrity. The Honor Code codifies and symbolizes our collective commitment to these values. We believe that it is every community member's personal responsibility to uphold them by adhering to the spirit and the letter of Berkshire School's Honor Code.

### CONSTITUTION

#### Article 1: Violations

- Academic Violations: plagiarism, cheating, lying with respect to academic matters
- Social Violations: theft, vandalism, lying with respect to non-academic matters
- Violations associated with an Honor or Discipline Committee proceeding: it is a violation of the Honor Code to lie, mislead, or evade questions during an appearance before the Honor or Discipline Committee.

#### Article 2: Process

Any student who has violated the Honor Code may be required to appear before the Honor Committee or the Discipline Committee. In general, Academic Violations of the Honor Code are heard by the Honor Committee while Social Violations are heard by the Discipline Committee (whose composition and procedures are detailed under Disciplinary Response).

The Honor Committee is a standing committee of student leaders, faculty members and a non-voting Chair. When the Honor Committee convenes to hear a case, it consists of three student members, three faculty members, and the Chair. The student appearing before an Honor Committee has the right to be supported in that appearance by his or her Advisor, Form Dean, and a student leader. The Honor Committee hears the case, which includes a period of questioning from the Committee, and makes a recommendation to the Head of School.

#### Article 3: Consequences

The Honor Committee generally recommends the following consequences to the Head of School but may offer others if circumstances warrant:

- Warning with Respect to all Future Violations of the Honor Code
- Warning + Suspension
- Dismissal

Upon receiving the recommendation from the Honor Committee, the Head of School will impose a sanction on the student, taking both the recommendation of the Committee plus any other pertinent information or circumstances into account.

#### Article 4: The Honor Pledge

The phrase "I pledge my honor" is short for "I pledge my honor that I have neither given nor received aid on this paper" and should be written on work handed in for credit and followed by a signature. On work submitted electronically, it should be typed out and followed by the student's name. Requiring and writing the Honor Pledge provides a constant reminder to all members of the community that honor and integrity inform our daily lives at Berkshire. On exams and large papers, the phrase should be written out in full.

#### Article 5: Promotion and Perpetuation

The PREAMBLE and the CONSTITUTION should be explained to all students at the beginning of every academic year. In addition, the Honor Committee especially, but all members of the community may take whatever measures deemed necessary to promote and perpetuate Berkshire School's Honor Code.

### PLAGIARISM AND CHEATING

Plagiarism includes, but is not limited to, presenting as one's own work an idea or product taken from another source, or using another person's ideas, concepts or language without proper documentation. To avoid plagiarism, students must cite everything that is not the direct result of their own thinking. Paraphrases (the translation of facts and ideas into your own words) must also be cited. Single words

or phrases that are particularly appropriate or illuminating, the organization of ideas and the ordering of examples given in a source must all be documented.

The School defines cheating as availing oneself of the means to cheat and facilitating the capacity of another to cheat. Cheating includes, but is not limited to:

1. Taking notes or unauthorized aids (including wireless communication devices) into a test, examination, or quiz.
2. Copying from, or being influenced by, another's work while doing homework or during an assessment of any type.
3. Use of help on homework, tests, or written work which is beyond the limits specified by the classroom teacher.
4. Giving unauthorized aid to another student, allowing another student to copy work, or allowing another student to present "borrowed" work as original. In cases where one student aids another in this fashion, both are subject to disciplinary action. Please remember that it is the responsibility of each member of this learning community to maintain and model the highest standards of personal and academic honor, honesty and integrity. Those with questions about academic honesty/integrity should consult with their teachers, Advisor, Form Dean, and/or the Dean of Academics.

## **LYING WITH RESPECT TO ACADEMIC MATTERS**

Students must be entirely forthright in their discussions about academic matters. Any lying with respect to academic matters may subject them to disciplinary action. Examples of lying with respect to academic matters include, but are not limited to, the following: lying about the completion of academic work, lying to avoid satisfying an academic obligation, and lying about the electronic submission of assignments.

In addition to a possible appearance before the Honor Committee, students determined to have lied, plagiarized, or cheated will generally be awarded no credit for the work in question.

# **ACADEMIC PROGRAM**

## **ACADEMIC GUIDANCE**

Teachers, Advisors, Form Deans, and the Dean of Academics oversee students' academic progress at Berkshire. The Advisor and Form Dean serve as the primary link between family and School. Parents receive communication from the appropriate Form Dean at the beginning of the year outlining guidance and counseling procedures. Parents may always contact the Dean of Academics, appropriate Form Dean, or Advisor for additional information.

Teachers have regularly scheduled office hours and are willing to make other arrangements upon request. Additionally, through prior enrollment in the Kenefick Center for Learning (KCL), parents may arrange for their child to receive tutoring for an hourly fee.

## **CREDIT REQUIREMENTS**

In order to graduate, students must earn 18 credits and fulfill the School's distribution requirements. Students earn one credit upon successful completion of a full-year course and half a credit for successful completion of a half-year/semester course.

### **Distribution Requirements:**

- English:* all students take English every year while enrolled  
*Mathematics:* three years, including Algebra I, Geometry, and Algebra II  
*Language:* three years of the same language through level III  
*Science:* two years of core laboratory science (Biology, Chemistry, Physics, Environmental Science)  
*History:* two years, including Modern World History and US History (plus World History for Form III)  
*Fine Art:* one credit (all Third Formers take a full year of art)

Credit earned at other secondary schools can be applied toward a student's graduation requirements if the courses taken elsewhere are equivalent to those taught at Berkshire. Some elective courses may be credit-bearing but do not count toward fulfillment of distribution requirements. Questions concerning credit should be directed to the Dean of Academics.

In keeping with our School motto, *Pro vita non pro schola discimus* ("Learning—not just for school, but for life"), Berkshire School expects its graduates to achieve a level of social and behavioral maturity in addition to acceptable academic performance. Students who are unable or unwilling to follow the institution's behavioral expectations will not be awarded a Berkshire diploma.

## **GRADING SYSTEM**

Berkshire uses a grading system of A through F, with the following values assigned for computation of the grade-point average (GPA):

<b>A+</b> = 4.3 (97-100)	<b>B+</b> = 3.3 (87-89)	<b>C+</b> = 2.3 (77-79)	<b>D+</b> = 1.3 (67-69)	<b>F</b> = 0.0 (0-59)
<b>A</b> = 4.0 (93-96)	<b>B</b> = 3.0 (83-86)	<b>C</b> = 2.0 (73-76)	<b>D</b> = 1.0 (63-66)	
<b>A-</b> = 3.7 (90-92)	<b>B-</b> = 2.7 (80-82)	<b>C-</b> = 1.7 (70-72)	<b>D-</b> = 0.7 (60-62)	

Students also earn effort marks (*Excellent*, *Satisfactory*, and *Unsatisfactory*) in all courses according to their adherence to the basic expectations for Berkshire students.



## **Basic Expectations:**

All Berkshire students are expected to approach their studies with the seriousness that they deserve. Such an approach not only impacts his or her own success, but also the success of all other students. Below are the “basic expectations” that all students must meet in order to earn at least *Satisfactory* effort marks. Failure to adhere to these expectations will result in *Unsatisfactory* marks. Students that hope to receive *Excellent* effort marks must not only meet these expectations but surpass them in ways that are indicated by their teachers.

- Abide by the Honor Code at all times
- Attend class
- Arrive to class on time, in dress code, and with appropriate materials
- Complete homework and assessments on time
- Participate productively and respectfully during class
- Work up to demonstrated potential

## **GRADING POLICY**

Each academic department, in consultation with the Dean of Academics, determines the relative weights of class discussion, homework, quizzes, tests, papers, and other work. The classroom teacher will announce the weight of each component of the grade at the beginning of the semester. To pass a yearlong course, the average of the first and second semesters must be a passing grade. Additionally, Sixth Formers must pass all course work undertaken in the second semester in order to graduate.

## **GRADE REPORTS**

The academic year consists of two semesters with two quarters in each. Grades are available to parents online via the Parent Portal at the end of each quarter; progress reports are available at each midpoint. Comments from teachers and advisor letters are written at the close of each semester. For students struggling in a given subject, teachers also write comments at the midpoint and end of each quarter. Parents may stay informed of their child’s progress through the Advisor and appropriate Form Dean.

## **ACADEMIC RECOGNITION**

Exceptional scholastic achievement is recognized through the Honor Roll. Students who have a grade-point average (GPA) of 3.3 or higher, no grades below C+, and no incompletes or *Unsatisfactory* effort marks are placed on the Honor Roll. Students who have a GPA of 3.7 or higher, no grades below B, and no incompletes or *Unsatisfactory* effort marks are placed on the High Honor Roll. Exceptional diligence is recognized through the Academic Performance List. Students who earn three or more *Excellent* effort marks, with no incompletes or *Unsatisfactory* effort marks, and pass all their courses earn a place on the Academic Performance List.

## **ACADEMIC STANDING**

At the close of each quarter, the entire faculty reviews the academic and social progress of all students who have had academic or disciplinary difficulties and recommends appropriate supports and action. A student is placed on Academic Warning if he/she has failed one course, *or* has a grade point average below 2.0, *or* has two *Unsatisfactory* effort marks. A student is placed on Academic Probation if he/she has been on Academic Warning for two consecutive quarters, *or* has failed two courses, *or* has a grade point average below 1.7, *or* has three *Unsatisfactory* effort marks. Any student on Academic Probation that falls below the threshold for Academic Warning during the probationary period (two quarters) will be subject to dismissal. Any student who fails two or more courses for the year will also be subject to dismissal.

## **TESTS**

Teachers announce tests and other major assessments at least one week in advance. Students who have more than two tests scheduled for the same day may arrange in advance to have one test rescheduled.

## **KENEFICK CENTER FOR LEARNING (KCL)**

In addition to office hours provided by teachers outside of the classroom, some students may need further tutoring which they can receive through KCL. In conjunction with classroom teachers, tutors work with students on organization, scheduling, note-taking, as well as on specific subject matter. Teachers, tutors and advisors communicate frequently to ensure that everyone is on the same page regarding a student’s progress. Students work with tutors during their free periods of the academic day and, on some occasions, at night during study hall. Those with questions should contact the Director of KCL, appropriate Form Dean, or Dean of Academics.

## **COURSE SELECTION**

Academic offerings are listed in the *Curriculum Guide* on Berkshire School’s website. Questions about particular courses should be addressed to the Dean of Academics or appropriate Form Dean. Courses of study for the following year are formed through consultation among students, Advisors, Form Deans, and Department Chairs in the spring of each year. For new students, Form Deans and Department Chairs propose a program that suits each individual’s academic background and interests, and this is sent to parents for their review. Placement in an advanced course(s) is determined by the appropriate Department Chair in consultation with department faculty. Advanced Placement courses require the successful completion of all course prerequisites and departmental approval. Students who take an AP course must take the AP exam for that course. The fee for the 2019 AP exam was \$94 per subject exam.

## **CHANGING COURSES**

Students may request course changes during the first two weeks of each semester. In order to make changes in an approved schedule, students must initiate with their Form Dean a formal course-change request. If at any point it becomes apparent that a student's placement within a given discipline is inappropriate, the School reserves the right to make appropriate changes to the student's schedule. If a student drops a course after the first quarter, the drop will be reflected on the transcript.

## **AUDITING COURSES**

Students wishing to audit a course (attend it without receiving credit) must obtain written permission from the Dean of Academics.

## **INDEPENDENT STUDY PROJECTS**

Students who have demonstrated the ability to work at an advanced level with minimal supervision may arrange to pursue an independent study project. Students wishing to exercise this option must obtain a faculty sponsor and submit an independent study proposal for approval. Contact the Independent Study Coordinator for more information.

## **MAJOR SCHOOL RULES**

In coming to Berkshire, you have entered a diverse community made up of people from all over the world and from all racial, ethnic and spiritual backgrounds. For such a community to work, each of its members must share a commitment to the School's core values. This expectation includes every aspect of life at Berkshire: our admissions process, standards of academic integrity in our classrooms, social climate of our dormitories, sportsmanship in athletic programs, leadership and community service opportunities, and our standards of discipline. More specifically, at Berkshire we believe the following:

- We must treat others with dignity, sensitivity and acceptance
- The respect of property, whether the School's or an individual's, is vital to the well-being of the School
- Good citizenship in the community entails a respect for the rules
- Each member of the community has the opportunity to serve others
- Without personal integrity, our community cannot function

## **GENERAL**

Students shall always act honestly and with consideration for others. Conduct that violates the law or reflects badly upon the School, whether committed in School or elsewhere and whether committed while School is in session or not, may be cause for discipline, including dismissal.

A student's standing at Berkshire is determined on the basis of scholarship, effort and conduct. Failure to maintain a good standing in any one of these areas may result in dismissal and/or the denial of a diploma. Certain rules, which the School considers particularly important for the well-being of the individual and the community, are grouped together as the Major School Rules. Violation of any of them may be considered as grounds for dismissal.

It shall be a condition of a student's enrollment and continued attendance at Berkshire School that a parent or guardian, and the student upon reaching the age of majority, shall agree in writing that the student shall abide by the Major School Rules and such other disciplinary rules as appear in the *Student/Parent Handbook*. The student will be required to sign an addendum to the enrollment agreement which provides permission for the School to release information and records to the student's parent(s).

Both parents and students should understand that while students are away on weekends, their conduct and welfare is the primary responsibility of their hosts, not of the School; however, students who take weekends to nearby homes must not be in violation of Berkshire rules if they return to the School or to the Sheffield area during the weekend. In addition, students who take weekends to homes in the immediate Sheffield area must not be in violation of Berkshire rules when leaving the homes of their hosts.

When students leave Berkshire to participate in off-campus programs, whether it be short trips, or semester or yearlong programs, they do so with the School's recommendation and thus serve as representatives of Berkshire. These students are expected to act in a manner consistent with the guiding principles and expectations of the Berkshire community. If a student does not act accordingly, the School will respond appropriately to the situation.

The School reserves the right to search student rooms and vehicles for evidence of violation of Major School Rules.

Sixth Formers who violate Major School Rules after spring recess, in all likelihood, will not be permitted to participate in the commencement ceremony.

## **ALCOHOL AND DRUGS**

No student may use, possess, or attempt to purchase any dangerous or illegal drugs, hallucinogens, drug paraphernalia or alcohol at School. Vaporizers, including all vape devices and e-cigarette systems, constitute drug paraphernalia. Students in possession of an e-cigarette or vaporizer should expect to be drug tested by the School.

Boarding students, and day students in the company of boarding students, may not violate any aspect of the Alcohol/Drug Rule in the general neighborhood of School, including Sheffield and nearby towns. In addition, day students' use of alcohol and drugs (including

hallucinogens) is subject to the general prohibition against violation of the law and conduct reflecting badly upon the School while away from Berkshire. The School may initiate random drug and alcohol testing in situations where a student's behavior indicates the likelihood that the student may be using drugs or alcohol. A positive test for alcohol or drugs will be evidence of a violation of the rule. The School does not distinguish between on-campus and off-campus use.

- Arrival at School with evidence of use of such drugs or alcohol is a violation of this rule, whether by boarding students following a day permission, weekend, or vacation, or by day students at any time.
- Use of alcohol on day permissions, even in the company of parents, is a violation of this rule.
- All students aware that the Alcohol/Drug Rule is being broken in their presence and who do not make an immediate attempt to leave the vicinity are in violation of it. Questions as to whether a student was so aware will be resolved by a committee composed of the Head of School, Dean of Students, and the student's Form Dean and Advisor.
- Students are not permitted to drink nonalcoholic beer at School.

## **MOTOR VEHICLES**

Students may ride in or drive motor vehicles only when operated by, or under the direction of, a person approved by their parent or guardian on the Travel Waiver, which must be on file in the Student Life Office. This rule applies to all travel to and from destinations on weekends and day permissions, and arrival from and departure for vacations. Boarding students are forbidden to have automobiles or other motor vehicles on campus or within 30 miles of School and are not allowed to arrange car service or taxis for local day permissions.

Day students who have a legitimate driver's license may drive to School and may drive other day students (in accordance with Massachusetts state law age limits) providing that written permission from both the driver's and the rider's parents is received by the Student Life Office. Other unlicensed day students are not permitted to ride in a motor vehicle to and from School or to and from School functions held either at Berkshire or some other school unless accompanied by a parent, a faculty member, or an adult approved by name. Day students are never to give boarding students rides.

Boarding students on weekends may not drive cars to Sheffield, other nearby towns, or the general neighborhood of the School at any time during the weekend or at the conclusion of the weekend.

Any exceptions to the Motor Vehicles Rule must be approved by the Dean of Students well in advance of the requested date. Some exceptions to the rule will require written permission from the parents of the student and the parents of the driver, and proof of the driver's liability coverage. Driving permissions can never be accepted over the telephone.

## **PERMISSIONS**

Students are not allowed to leave School property after 7:30 p.m. without permission and are not allowed outside the School buildings after lights out until after 6:00 a.m. the next morning. Students found out of their dorms at unacceptable times will be considered in violation of the Permissions Rule. Day students who are on campus on school nights after 7:45 p.m. must follow the evening study hall expectations for their form. All day students, with the exception of third-form students assigned to evening structured study hall, may be in the library at night without a pass. Day students must be off campus by the check-in time for their Form on Saturday nights. Boarding students may not go out of Sheffield without permission. Filling out a weekend permission form with the intent to deceive or going to an unapproved destination is a violation of the Permissions Rule. (See Sign-Out Procedures for more information.)

## **VISITATIONS**

Students are not permitted to have individuals of the opposite sex in dorm hallways, student rooms or behind any closed door, except as specified by the Fourth, Fifth and Sixth-Form Visitation Privileges. Of course, parents are permitted in dormitory rooms at any time, and other close relatives may visit dormitory rooms with prior permission from a dorm parent. Students may secure special permission to visit faculty in any dormitory for extra help and dormitory functions. Intimate sexual contact during visitation periods or at any other time or place on campus is unacceptable at Berkshire and is a violation of the Visitations Rule.

## **FIRE HAZARDS**

Creating a fire hazard is a violation of a Major School Rule. Examples of such actions are irresponsible or unauthorized use of fire extinguishers, matches, lighters, candles, cooking appliances, incense, or other combustibles in or around a School building, use or possession of fireworks, and tampering with alarms or fire equipment. Using a common room microwave and consequently causing something to burn will be considered a violation of the Fire Hazards Rule. Phoning in a false alarm will also be a violation of this rule. Smoking anything within, or adjacent to, any of the School buildings is a violation of the Fire Hazards Rule. (Refer to the section on Tobacco and Nicotine Products for additional information.)

## **FIREARMS**

This rule prohibits the possession or use of firearms including, but not limited to, BB guns, pellet guns of any kind, or paint guns.

## **KEYS**

Students found using or in possession of School keys that were not legally issued to them, as well as students found in unauthorized

areas of the School, are in violation of this rule.

## **RECKLESS ENDANGERMENT**

Students may not engage in reckless acts that expose others or themselves to an obvious risk of serious injury. For instance, going out on the roofs of the School buildings is a violation of this rule.

## **THEFT**

The theft of property or identity (fraud) is prohibited.

## **GAMBLING**

Gambling is prohibited.

## **GENERAL CONDUCT**

Any and all conduct off campus that is inconsistent with the expectations set out in both the Honor Code and the *Student/Parent Handbook* that brings the name of Berkshire School into disrepute is considered a violation of a Major School Rule. Students are expected to meet their daily commitments at the School and are also expected to uphold the standards of the community. Any behavior unbecoming of a Berkshire student, especially disrespectful behavior, is considered a violation of this rule. Students who repeatedly reach Disciplinary Warning or whose general conduct is deemed unsatisfactory will not be allowed to remain at Berkshire.

## **COMPUTER USE**

Students who do not comply with the School's Acceptable Use Policy as defined in this handbook are in violation of a Major School Rule. Please reference *Appendix A: Policies Governing the Use of Technology for Berkshire School Students*, also available on the website.

## **HARASSMENT**

All members of the community have the basic right not to be harassed. Harassment entails behavior that is inappropriate and that should not take place through ignorance or thoughtlessness. The School recognizes and respects individual differences in background with regard to culture, race, ethnic origin, religion, gender and sexual orientation. Inappropriate behavior in any form (verbal, physical, written, drawn, etc.) that demeans or offends others is unacceptable. It includes unwelcome physical advances, unwarranted verbal remarks, derogatory statements or discriminatory comments, and can occur between two individuals or groups of individuals. Technology and/or electronic devices may not be used to harass others. Violations of this rule will most likely result in dismissal for a first offense.

## **HAZING AND BULLYING**

Berkshire School adheres to the Massachusetts General Laws, Chapter 269 and Chapter 92 of the Acts of 2010, that regard hazing and bullying as crimes, which makes it unacceptable at Berkshire. Please reference *Appendix B: Berkshire School Hazing Statute Acknowledgement Sheet* and *Appendix C: Berkshire School Bullying Prevention and Intervention Plan*, also available on the School's website.

## **TOBACCO AND NICOTINE PRODUCTS**

For reasons of student health and in compliance with state regulations, students are prohibited from using or possessing tobacco products and other nicotine delivery products on campus or in the local towns, regardless of age. In response to a first offense: the student will be required to meet with the Dean of Students, call his/her parents, and meet with the school physician. The student will be placed on Disciplinary Restriction for two weeks and the dorm room may be searched. A letter will be sent home to document the incident and response. In response to a second offense: the student will be required to meet again with the Dean of Students and school physician, and the student will be required to meet with the school counselor to discuss the need for ongoing treatment. The student will be placed on Disciplinary Warning for two weeks, the dorm room will be searched, and a letter will be sent home outlining a school suspension in the case of a third offense. Subsequent occurrences may lead to a longer or permanent separation from the School. Smoking anything within, or adjacent to, any of the School buildings will be referred to the Dean of Students as a violation of the Major School Rule with regard to creating a fire hazard.

## **VAPORIZERS AND ELECTRONIC CIGARETTES**

Items identified as vaporizers and electronic cigarettes are not permitted. Such devices are used to consume nicotine and can be used as drug paraphernalia. A student in possession of an electronic cigarette or vaporizer should expect to be drug tested. A positive test for drugs is a violation of the Major School Rule. A negative test is a violation of the Tobacco/Nicotine Rule.

## **DISCIPLINARY RESPONSE**

When a student violates a Major School Rule, the case is referred to the Dean of Students, who will either refer the case to the Discipline Committee or set a penalty in accordance with guidelines established by the Discipline Committee. The Discipline Committee is composed of three students and three faculty with a nonvoting faculty chair. Students who appear before the Discipline Committee will have an opportunity to make a statement regarding the circumstances of the infraction. The student's Advisor and Form Dean will also be invited to the meeting to speak in support of the student, but no other representatives may participate in the Disciplinary process.

The Discipline Committee may recommend Warning periods, Probation periods, suspensions, or combinations of these; dismissal; or

other responses its members deem appropriate.

A student may, in some cases, be placed on Warning in regard to the rule that was violated for a period of time recommended by the Discipline Committee. Warning indicates that a student will likely be dismissed if he or she violates that rule again during the period of Warning.

A student who violates more than one Major School Rule or whose conduct warrants such a response may also be placed on Probation by recommendation of the Discipline Committee or by the Dean of Students with the approval of the Head of School. Probation indicates that a student will likely be dismissed for violating any Major School Rule during the period of Probation. Reaching Disciplinary Warning once, although a violation of a Major School Rule, will not normally lead to the dismissal of a student on Probation.

Of course, the Discipline Committee may recommend the dismissal of a student for a first violation of a Major School Rule if it feels the circumstances warrant such action. Students found selling drugs or alcohol or procuring drugs or alcohol for other students will be dismissed for a first offense. Students found using or possessing illegal drugs or prescription drugs required to be kept in Student Health Service may be dismissed for a first offense.

Whenever students are placed on Probation, their parents are required to come to School to discuss their child's overall record.

In rare cases, the Head of School and the Dean of Students reserve the right to dismiss a student or withhold a diploma for grave failure to maintain good standing in scholarship, effort, or conduct, without resorting to the foregoing disciplinary procedures.

## **DISCIPLINARY DISCLOSURE ON COLLEGE APPLICATIONS**

Upon direct request from the colleges for information pertaining to a student's discipline record, the *student* must honestly and fully disclose if he or she has been subject to a disciplinary response including, but not limited to, probation, suspension, dismissal or withdrawal from Berkshire School. Upon direct request from the colleges for information pertaining to a student's discipline record, *college counselors* will honestly and fully disclose if a student has been subject to a disciplinary response including, but not limited to, probation, suspension, dismissal or withdrawal from Berkshire School. The student should work closely with the college counselor to ensure that both are responding in a consistent and thoughtful manner.

If a student's disciplinary status changes after the filing of college applications, the student has the opportunity and obligation to inform all schools to which an application has previously been submitted or the school at which the student has submitted an enrollment deposit. The student should notify the college or colleges within two weeks from the date of the change in status. Two weeks after the change in status, the Director of College Counseling will notify the colleges in writing that the student's status has changed and the reason for the change. The college admission officer will be directed to the student and the family for further information.

This policy is in compliance with the National Association for College Admission Counseling's Statement of Principles of Good Practice.

## **ACCEPTABLE USE OF THE BERKSHIRE COMPUTER NETWORK**

It is the general policy of Berkshire School that computers and network services are to be used in a responsible, ethical, and legal manner in accordance with the mission of the School. Users of the Berkshire network must acknowledge their understanding of the general policy and guidelines as a condition of using the network. All users are responsible for adhering to these Berkshire policies and procedures for network use. All parents and students must agree to the Acceptable Use Policy (AUP) before gaining access to the Berkshire School Network. The AUP is available with online registration forms during the summer and additional copies are available at registration. Please reference *Appendix A: Policies Governing the Use of Technology for Berkshire School Students* in this Handbook (also available on the School's website).

Use of the network is a privilege, not a right. Failure to act in accordance with the Acceptable Use Policy may result in a loss of network access, disciplinary action, or criminal penalties under applicable state and federal law. Information on observed or reported violations will be turned over to the Dean of Students for disposition.

Acceptable use of the network includes activities that support learning, teaching and communication. Students and faculty are encouraged to explore and develop new ways of using technology to support Berkshire teaching and learning objectives.

Berkshire School makes no express or implied warranty for the Internet access it provides or the resources available through the use of our network. We cannot completely eliminate access to information that is offensive or illegal and residing on networks outside of the Berkshire School campus. Berkshire cannot guarantee the availability of access to the Internet and will not be responsible for any information that may be lost, damaged, or unavailable due to technical and/or other difficulties.

## **CONDUCT SYSTEM**

Berkshire's conduct system is not designed to penalize students for every minor infraction of the School's regulations. We are concerned, however, about students who over the course of the term cannot meet their classes and other important obligations and therefore accumulate an inordinate number of conduct points.

Conduct points are cumulative for each quarter. A description of each student's points is available to all advisors.

All conduct reports are issued by the Student Life Office. A notice indicating the offense will be emailed to the student's Berkshire School email account. Students have 48 hours to address the points with the faculty member who assigned them if they feel they are not accurate. Excuses for conduct reports will not be accepted beyond 48 hours of being issued. Students can print the email, have the faculty member sign it, and hand it in to the Student Life Office.

Most conduct points are handed in on the day of the offense, but dormitory faculty may hand in points for dormitory offenses on a weekly basis. Students who miss class for illness must report to the Student Health Service before the class meets. Students taking medications may not miss classes or meetings to pick up their prescriptions.

It is the responsibility of each student to meet required appointments. Alarm clock problems will never be accepted as an excuse for missing class or any other obligation. (We recommend that students have an alarm clock with a battery backup so that power surges or outages do not cause alarms to fail.)

**Please note the following standardized penalties:**

5 point offenses: absence from class (extreme lateness of 10 minutes or more is also considered an absence), School Meetings, athletics, study hall or tutoring, leaving dormitory after 10:00 p.m. room check, visitations violation

4 point offenses: room stay violations

3 point offenses: improper dress, late weekend forms, community meal cuts, leaving room after lights-out, doctor appointment cuts

2 point offenses: brunch cuts, dorm infraction

1 point offense: lateness (extreme lateness carries larger penalties, see above)

Continued violation or abuse of a School rule or regulation may result in a more serious penalty than the one normally applied.

Conduct records are maintained quarterly and will close on the last day of each quarter. The following disciplinary actions will be taken in response to the accumulation of conduct points.

**DISCIPLINARY RESTRICTION**

Students who have accumulated a total of 18 points, or two absences, during a quarter will be placed on Disciplinary Restriction. Students will generally serve one week of Restriction sanctions, but additional weeks and other sanctions as determined by the Dean of Students will apply for a continued accumulation of conduct points and/or class absences.

A student placed on Disciplinary Restriction:

- Is restricted from leaving campus during the day or for a weekend during the period of their restriction.
- Must check-in on Saturday nights at 8 p.m. and remain in the dorm room until the next morning; no visitors. (A day student must leave campus by 8 p.m. and check out with the Duty Administrator upon departure.)

**DISCIPLINARY WARNING**

Students who have accumulated 25 points, or three absences during a quarter, will be placed on Disciplinary Warning, and their cases will be referred to the Dean of Students for violation of a Major School Rule. Students on Warning for the first time normally receive one week of Warning sanctions, but additional weeks and other sanctions as determined by the Dean of Students will apply for a continued accumulation of conduct points and/or class absences. Students who reach Disciplinary Warning for consecutive conduct periods may be suspended from School.

A student placed on Disciplinary Warning:

- Is restricted from leaving campus during the day or for a weekend while on Warning.
- Must check-in on school nights by 7:45 p.m. The student is not allowed to sign out of evening study hall unless they have a pass to work with a teacher — the student is expected to remain in the student's dorm room from 7:45 p.m. until the next morning or remain in supervised study hall; no visitation privileges or guests. A day student on Warning is required to leave campus by 7:45 p.m. on school nights.
- Must check-in on Saturday nights at 8 p.m. and remain in the dorm room until the next morning; no visitation privileges or guests. (A day student must leave campus by 8 p.m. and check out with the Duty Administrator upon departure.)

In addition to any disciplinary action, the Dean of Students will automatically review the record of each student on Disciplinary Warning at the end of the quarter, or earlier if the situation warrants, and will refer the matter to the Discipline Committee for further action if necessary. Students placed on Warning more than once will receive stiffer penalties, and faculty will review their records at the end of each conduct term.

Students on Disciplinary Restriction or Warning will be allowed to leave campus only for a school-required activity or a meal with the student's parents (without other students). This permission will be granted by the Dean of Students or the Duty Administrator and will not interfere with evening restrictions.

Students who have received any discipline that involves a weekend restriction will not be allowed to leave campus. Students are encouraged to recognize that there are consequences for their actions, and that they must think ahead about whether or not there is an important weekend engagement coming up. Discipline will generally not be changed for the convenience of students or their families.

## **CUTTING CLASS AND SCHOOL MEETING**

In addition to the responses outlined above, the School takes very seriously a student's obligation to attend classes and school meetings. Failure to attend either of these appointments will result in the following responses:

- First cut
  - 5 points
  - Notification sent to Form Dean and Advisor
- Second cut
  - 5 points
  - Notification sent to Form Dean and Advisor; Advisor contacts parents
  - One week of Disciplinary Restriction Sanctions
  - One Saturday night detention
- Third cut
  - 5 points
  - Notification sent to Form Dean and Advisor
  - One week of Disciplinary Warning Sanctions
  - Letter to parents
- Fourth cut
  - 5 points
  - Two weeks of Disciplinary Warning Sanctions
  - One-day stayover at beginning of vacation
  - Student must meet with the Dean of Students, Form Dean and Advisor to establish an attendance contract. Violating the contract will in all likelihood result in a suspension from School.

## **STAYOVER**

Students who accumulate four or more class cuts during a conduct term may be required to stay at School at the beginning of vacation (winter recess, spring recess, and end of the school year) to perform service to the School. Students are responsible for arranging their own transportation from campus following a stayover.

## **ALCOHOL AND DRUG TESTING**

If a student is confronted with concerns of being under the influence of drugs or alcohol and there is reasonable suspicion of use based upon the student's behavior or the circumstances, the School may test the student for alcohol and other drugs with an immediate urine or breathalyzer test at Student Health Service or the Student Life Office. A student who is present in a room/group where illegal substances are present, or where there is a concern of use by someone in the room, or where it has been established that another student in the room/group has violated the Alcohol/Drug Rule, may also be tested.

The test will be administered by the nurse on duty, Dean of Students, or Duty Administrator. When a student admits to use prior to the test, a drug and alcohol test may be administered to help determine appropriate health treatment and gain an understanding of usage by the student. Berkshire School does not differentiate between substance use off campus and on campus. Students refusing to take a test will be considered in violation of the Alcohol/Drug Rule. Results of the test will be shared with parents.

A student who is found in violation of the Alcohol/Drug Rule, and who is allowed to return to School, may be subject to random drug or alcohol testing for the remainder of their career. In these situations, the Dean of Students will initiate the time and date of the test. Drug and alcohol testing will be administered through Student Health Service under the supervision of the school nurse. A positive test will be considered a violation of a Major School Rule, and the student will be dismissed from School for a second drug/alcohol violation. Parents are responsible for testing costs.

## **FIRST RESPONSE**

Berkshire's first priority is the safety and well-being of its students. To encourage students to seek medical help for their peers, students are assured that seeking medical help in an emergency will initiate medical rather than a disciplinary intervention. Consequently, students may voluntarily use Student Health Service in any medical crisis, including the consumption of drugs and alcohol, to ensure appropriate medical help.

This process must begin with a phone call to Student Health Service from the student or from a student assisting. Alternatively, a student may contact a staff or faculty member for assistance in contacting the Student Health Service. Faculty are required to report infractions of Drug and Alcohol policies and, therefore, cannot declare First Response for a student.

A student confronted about alcohol or substance use cannot claim that he or she had intended to go to Student Health Service or was in route there. However, once the phone call establishes the intent, the student will not sit before the Discipline Committee, be suspended, or placed on probation. Final determination as to whether a specific case has met the criteria for First Response will rest with the School.

If First Response is enacted for a student, the student will go home for a short leave to spend time with family/guardians. The student's parents/guardian will be asked to come to School for a conference with the Head of School and other appropriate faculty to discuss measures that will be taken to support the student. Students will then be required to have an independent assessment within two weeks

of returning to School. The results of the assessment will be shared with the School's Director of Counseling. Students must follow recommendations established for them, or they will most likely have to withdraw from School.

In the event that a student uses First Response procedures a second time or has already been involved in the disciplinary process because of alcohol or substance use, their behavior would indicate a need for more resources and support than Berkshire is able to provide, and the student will be allowed to withdraw from School.

## **BOUNDS, DAY PERMISSIONS AND OVERNIGHT PROCEDURES**

Bounds, day permissions and overnight sign-outs are based on the principle of the Honor Code that "a student's word is his or her bond." Discussing your plans with the Student Life Office or having your parents call in does not relieve you of the responsibility of signing out properly. It is assumed that when students take an overnight or a day trip, they are going to the place that was approved by their parents and the School. They may not take an overnight or day trip to any other place without parental and School permission. All permissions to be away from the School for medical appointments must be first cleared through the Student Health Service. Such appointments should be limited to the middle of the week, not on Saturday mornings when classes are in session since the School does not sanction the combining of medical and social permissions. All sign-out and sign-in procedures are handled by the Student Life Office.

### **BOUNDS**

The non-wooded areas of campus mark the daytime bounds of the School. Nighttime bounds are defined by those areas of campus with lantern lighting. In the evenings, students are expected to remain in those areas where academic and social activities are scheduled. The football field may be used during evening free time for recreational activities. Students who sign out to the Mountain must follow the procedures listed under Local Day Permissions. The Mountain, which includes all wooded areas around campus, is closed at 7:00 p.m. or dark, whichever comes first. The Mountain is also closed during hunting season and may be closed if safety or weather conditions warrant it. The ropes course is out of bounds for all students unless a faculty member accompanies them. All fire escapes, rooftops, and boiler rooms are considered out of bounds. Violation of bounds is considered to be a permissions violation and will result in disciplinary actions being taken.

### **LOCAL DAY PERMISSIONS**

Local Day Permissions are granted by the Duty Administrator or Dean of Students for travel near the School. Students wishing to visit locations farther than ten miles from Berkshire should consult the Dean of Students regarding permissions and invitations required. For all day permissions, students must sign out when they leave and sign back in when they return to campus using the online application. Students who ride the school van to town or hike on the Mountain do not need formal permission from a parent or faculty member; however, they are required to comply with the sign-out and sign-in procedures listed above. Students are not allowed to walk to the center of Sheffield or arrange car service or taxis for local travel. All weekday local permissions end at 7:30 p.m.

Saturday permissions start after a student's last commitment (class or athletic) and end at 10:30 p.m. No students may be excused from class to get an early start. Sunday permissions run from 8:00 a.m. to 7:30 p.m. Students leaving early Sunday morning are advised to have their permission approved on Saturday as the Duty Administrator may not be available until later in the morning. Students may not sign out for dinner on nights when Community Dinners are served.

### **SIGN-OUT PROCEDURES FOR OVERNIGHTS AND SPECIAL REQUESTS**

Students must always complete and submit permission forms when leaving campus overnight. With certain exceptions explained below, students are allowed to leave Berkshire on Saturday as long as they do not miss any classes or athletic contests.

- Saturday overnights start after a student's last commitment (class or athletic) on Saturday and end at 7:30 p.m. Sunday. No students may be excused from class for an early departure.
- Students placed on Disciplinary Restriction and Warning lose weekend privileges.
- Saturday overnights may not be taken on closed weekends or during other events specified by the Student Life Office.
- A number of weekends during the year are closed. During 2019-2020, closed weekends fall on the following dates: September 7, September 14, October 19, December 14, February 1, May 16 (Sixth Form), and commencement weekend, May 23 (Underformers).
- The online overnight form, for Saturday night only, must be submitted to the Student Life Office by 8:00 a.m. on Thursday. The online form is available first thing Monday morning through 8:00 a.m. on Thursday. Special Request Forms are due in the Student Life Office three days before departure. For vacations, travel forms are due earlier. Students should check their email and listen to meeting announcements for deadlines.
- A three-point penalty will be assigned to students handing in late forms.
- When students go to their homes, the School expects that a parent or an adult approved by a parent will be present. Additionally, students may not sign out to a hotel or any other location unless their parent, the parent of another student, or an adult approved by their parent is present for the entire weekend.
- Students must also have an invitation from their host for the weekend whenever they leave School to visit any place other than their



own homes. Invitations should be emailed to [lmiller@berkshireschool.org](mailto:lmiller@berkshireschool.org) in the Student Life Office. All invitations are due in the Student Life Office by 8:00 a.m. on the Thursday before departure.

- When attending a concert or other function before going to their home or to the home of their host family, students must be picked up from School by their own parent or their host parent.
- Students returning from their weekend overnight must sign in at the dorm no later than 7:30 p.m. Failure to sign in by 7:30 p.m. will result in a 3-point penalty.
- If you are detained in returning from your weekend for any reason, please call the Duty Administrator (413-429-6132) before 7:30 p.m.

## **COLLEGE DAYS**

Students are allowed to miss up to four class days during their Berkshire career for the purpose of visiting colleges. College visit forms are available in the Student Life Office and must be signed by a College Counselor, then signed by the Advisor and teachers of the classes missed. Forms should then be returned to the Student Life Office for final approval **three days** before departure.

Students are encouraged to use School vacations for college visits in order to allow them to use their College Days for visits in late April after college acceptances have been received. Students who find it unavoidable to take an extra College Day will receive class cuts at the discretion of the Director of College Counseling and the Dean of Students.

Sixth Formers should understand that College Days are to be used only for the purpose of meaningful college visits and should not be viewed as “free days” they are entitled to take for any purpose. In most cases, the College Office will not approve visits from Friday through Sunday.

# **DAILY LIFE AND COMMUNITY STANDARDS**

## **POLICIES AND PROCEDURES FOR INTERPERSONAL STUDENT RELATIONSHIPS**

Every student in the Berkshire community has a right to be treated with civility and respect. Our curriculum emphasizes respect for differences, and teachers are clear in their expectations for student behavior. In addition, the Head of School, Dean of Students and other school administrators use school meetings and similar community gatherings to make sure students are well informed about what is expected of them and to reinforce positive conduct.

Students should give careful consideration to how they communicate with others. Students are responsible for their words, actions, appearance and use of technology, and none of which should have a negative impact on others. The School actively educates students about healthy and appropriate relationships to ensure a positive school culture based on personal responsibility and development of the School's core values.

## **SEXUAL INTIMACY, DISPLAYS OF AFFECTION, AND CONSENT**

Berkshire School is concerned about the physical and emotional health and development of its students. The School recognizes that sexual intimacy is a very private matter, yet it also feels the decision to be sexually intimate requires a high level of mental, physical and emotional maturity for which most teenagers are not well prepared. Therefore, Berkshire School considers intimate sexual contact between students on campus unacceptable and reserves the right for disciplinary action, up to and including dismissal. Abstaining from sexual intimacy while at School is essential for our community to function in a manner that supports our core values and allows us to grant students the level of independence they desire in their day-to-day life on campus. In addition, public displays of affection that are overly physical or explicit are not appropriate in the environment of the School. Students must conduct themselves in a manner in which others are not offended.

If students are found to be involved in sexually intimate activity, or in a situation that suggests they have been intimate, the School will respond with support for the student's health and may include notification to the parents/guardians. The School will respond with disciplinary action when sexually intimate activity is accompanied by other school rule violations.

The School has legal obligations which must be clear to all students and parents. Massachusetts State Law stipulates that any person who engages in sexual intercourse or unnatural sexual intercourse with a person less than 16 years of age is subject to prosecution under state law. Often referred to as Statutory Rape, sexual activity with a person under 16 can never be considered consensual—that is, it is always considered rape. In certain situations, Berkshire School is required by law to report inappropriate sexual activity to the Massachusetts Department of Children and Families. The School will consider a disciplinary response for students under the age of 16 who engage in sexual intercourse and for students age 16 or over who engage in sexual intercourse with a student under the age of 16.

The state of Massachusetts also prohibits students from engaging in nonconsensual sexual activity, and therefore the School considers it a major disciplinary violation which will most likely result in dismissal. Consent is clear, voluntary, and an unambiguous agreement to participate in a particular sexual activity. Consent must be voluntarily given and is not valid:

- By law in Massachusetts if under the age of 16.
- By law in Massachusetts, there can be no consent to touching the buttocks, breasts, or genitals of a person under the age of 14.
- If obtained by physical force, coercion, or threat.

- When a person is asleep or incapacitated.
- When an intellectual or other disability prevents a person from having the capacity to give consent.

Consent is ongoing and may be withdrawn at any time. Consenting on one occasion is not transferable to other occasions and consenting to one behavior does not obligate a person to any other behavior.

### **Procedures for Addressing Harassment, Hazing, Bullying, Sexual Assault, and Sexual Harassment**

Individuals might unintentionally act in a manner that others experience as harassing or humiliating. Attempts to justify such behavior as a “prank” or “joke” do not change its harassing nature if the object of the joke is not a willing participant. Whenever possible, explaining the unwelcome and inappropriate nature of the behavior to the offender should precede more formal actions. Harassment is not to be confused with honest constructive dialog or expression of difference of opinion, that is valued by the School.

The School does not tolerate physical or verbal behavior that constitutes harassment, hazing, bullying, sexual assault and sexual harassment and is committed to addressing reported behavior by any member of the community that occurs:

- Anywhere on school grounds and at school-sponsored events, activities, functions, and programs.
- On school buses and other vehicles owned, leased, or used by the School, and through use of technology or an electronic device owned, leased, or used by the School.
- At a location, activity, function, or program 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 student; infringes on the rights of a targeted student at School; or materially and substantially disrupts the educational process or the orderly operation of the School.

Individuals who believe they have been a victim of, or are aware of, harassment, hazing, bullying, sexual assault, or sexual harassment should report the alleged incident to a Berkshire School administrator or faculty member. In all situations the School will intervene immediately to investigate the situation and respond in a timely and direct manner to address the behavior. When a complaint is brought to the attention of the Head of School or Dean of Students, an assessment is made as to whether any initial steps need to be taken to protect the well-being of students and to prevent disruption of their learning environment while the investigation is being conducted.

In all cases, a prompt, thorough and fair investigation of the circumstances will be undertaken. An impartial investigation of the complaint is conducted by the Head of School or by someone designated by the Head of School. That investigation may include (but will not necessarily be limited to) interviews with the person who made the complaint, with the student who was the target of the alleged behavior, with the person or persons against whom the complaint was made, and with any students, faculty, staff or other persons who witnessed or who may otherwise have relevant information about the alleged incident.

Depending on the circumstances, the Head of School or designee conducting the investigation also may choose to consult with other teachers and/or the School Counselor when conducting the investigation. The utmost discretion will be used consistent with the requirements of the law in the conduct of the investigation. 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 and to take such steps as can be taken to prevent there being a repetition of the incident and to prevent the student or students targeted and others who participated in the investigation from being subject to retaliation. If an investigation indicates that an inappropriate or unlawful act has, in fact, occurred, immediate and appropriate disciplinary action will be taken, up to and including dismissal. In addition, the Head of School will determine whether to notify the local law enforcement agency of the reported incident.

In all situations, the amount of information shared by the School may be limited by confidentiality laws protecting records, privacy considerations, and other concerns regarding the investigatory process.

Note: All Berkshire students receive yearly education regarding harassment, hazing, bullying, sexual assault, and sexual harassment. They also receive information on reporting and the School’s First Response program. For more information regarding the School’s policies in this area, students are encouraged to meet with an administrator of their choice. The School’s *Bullying Prevention and Intervention Plan* is posted on the website and in Appendix C of this document. The plan includes additional information about investigation procedures and legal definitions.

### **DRESS CODE AND APPEARANCE**

Berkshire students are expected to dress appropriately and be well groomed for every occasion while on campus or while representing the School elsewhere. Accordingly, they are expected to understand and abide by not only the letter, but also the spirit of the dress code, and to exercise good taste and judgment. Any questions about what is appropriate should be referred to the Dean of Students.

Individual appearance is seldom a purely personal matter. Respect for the sensitivities of others and a sense of appropriate dress for a variety of school activities are important considerations underlying our dress code. Clothing, hairstyles, jewelry, body decorations and other matters of appearance that are excessive or extreme, and therefore distracting, are not permitted. Bare feet, beach or bath sandals, flip-flops, slippers (or slipper-like shoes) and athletic shoes are not acceptable during the academic day.

Provocative or revealing attire is inappropriate at all times and is not permitted. Examples of clothes that are too revealing for the classroom and dining hall include anything strapless or with a halter or spaghetti straps. Tops that expose cleavage or the midriff and clothes that are excessively tight fall into this category.

Students will be told to change when they are wearing articles of clothing or a style of dress that fits the letter but not the spirit of the dress code. Students asked by a faculty or staff member to change should do so immediately. Students are responsible for any commitments missed while changing, including being marked late to or absent from class.

The dress code is in effect from 8:15 a.m. to the end of the class day except Wednesday. On Wednesday, dress code is in effect through community lunch. Students are expected to be in proper dress code during their lunch and free periods throughout campus until the end of the academic day. The following standards apply while the dress code is in effect:

#### **Classroom Dress:**

- Required during the entire class day (including lunch) in all academic buildings and Benson Commons/Rovensky Student Center
- Button-down collared shirts; blouses. No t-shirts, no flannels, no turtlenecks. Shirts must be tucked in when wearing pants.
- A required second layer can include the following: blazer, cardigan, scarf, sportscoat, sweater, or tie. No fleece, no vests, no sweatshirts, no athletic jackets or pullovers.
- Tailored pants, khakis, skirts, and kilts. No jeans. A belt is required when wearing pants with belt loops. Both skirts and kilts must be no shorter than fingertip length.
- Dresses, with appropriate length (fingertip length) and suitable cut, shall be considered one "layer" and must be accompanied by a second layer.
- No leggings unless they are under a dress or skirt. No denim.
- All clothing must be free of tears and patches.
- Dress shoes, boat shoes, dress sandals, solid color lace-up shoes, loafers, boots. No athletic shoes.

#### **Formal Dress:**

- Required at select Community Dinners, Prize Night, Commencement, other formal presentations and events as determined by the School
- Collared shirts with blazers and ties; blouses; dress shirts
- Dress pants, khakis, skirts, and dresses

#### **Bear Wear:**

- Worn at times determined by the School
- Collared shirts and blouses
- Tailored pants, khakis, Bermuda shorts, skirts, dresses
- Dress shoes, boat shoes, dress sandals, solid color lace up shoes, loafers, boots. No athletic shoes.

#### **General Expectations:**

- Shoes must be worn in all academic buildings and Benson Commons/Rovensky Student Center
- No sweatshirts during the academic day
- No headwear in any academic buildings or Benson Commons/Rovensky Student Center, except when required by religious custom
- Hair must be well-groomed, and students must be clean-shaven.
- Undergarments may not be visible at any time.
- Winter boots may be worn only during the winter term.
- Informal dress may be worn after the class day. All clothing must be neat and in good taste.

## **MEALS**

Because the dining hall is a very public place where families, students, faculty, staff and guests gather every day, we expect everyone to conduct themselves in an appropriate manner considering the environment and the large number of people gathered. Students should be ambassadors of gracious living and must therefore clean up after themselves and deposit trash in the proper receptacles. Most meals in Benson Commons are served buffet style, and students are free to sit where they wish. Once a week during the fall and spring the community gathers in Benson Commons for a shared meal; seating at community meals is assigned. All students are required to attend specified meals such as the holiday dinner.

**Breakfast** is served Monday through Saturday from 7:00 to 8:05 a.m. Continental breakfast is served from 8:05 to 8:45 a.m. On Sunday, continental breakfast is served from 8:00 to 9:00 a.m., and brunch is served from 10:30 a.m. to 12:30 p.m. (Students are required to sign-in at brunch.)

**Lunch** is served Monday through Saturday from 11:15 a.m. to 1:15 p.m. (Advisee lunch begins at 11:45 a.m. on Wednesdays.)

**Dinner** is served from 5:30 to 7:00 p.m. during the fall and spring seasons, and from 5:00 to 7:00 p.m. during the winter season. On nights with special meals, dinner times may vary.

## COMMUNITY DINNER

Community dinners are once a week during the fall and spring seasons. Attendance is required for all boarding students. Day students who are on campus during community dinners are required to attend. Students are required to sit at the tables to which they have been assigned. Students who do not sit at their assigned tables will receive dinner cuts. Also, if a table is not set, the students assigned to that table are required to find a free seat at another table. In other words, students whose tables are “closed” are not excused from dinner.

We hope that eating in the dining hall will be pleasant for everyone and have designed procedures to minimize traffic and confusion. More important, however, we anticipate that everyone will follow, at both sit-down and cafeteria meals, the commonly established principles of decorum that make dining a civilized affair.

## SCHOOL MEETINGS

School Meetings are held Monday and Thursday mornings. As programs for School Meetings are normally of a serious nature, students are expected to enter Allen Theater quietly and take their assigned seats. Students should not stand in the aisles or in the front and rear of the auditorium before School Meetings begin. When the speaker for the day takes his or her place on the stage, students should stop talking immediately. At the conclusion of School Meetings, students should exit in a quiet, orderly fashion after allowing the Sixth Form and faculty to leave first. Students not in their assigned seats will be reported as an absence.

## STUDENT ACTIVITIES AND ORGANIZATIONS

The Student Life Office works with the Student Activities Coordinator and Student Activities Leaders to plan and coordinate events throughout the year. Students from all Forms are encouraged to become part of the Student Activities Committee.

Students have the opportunity to participate in many extracurricular clubs and activities at School. While the list of activities changes periodically according to the interests of the student body, the activities and clubs listed below have been part of the program for a number of years:

Activities Committee, Chess Club, Chorus, Community Service Groups, Diversity Club, The Dome (the School’s literary magazine), Entrepreneurs Club, Fly Fishing Club, Green & Gray (newspaper), Green Key (tour guides), Investment Club, Kids4Kids (tutoring & mentoring), Maple Syrup Corporation, Model UN, Philanthropy Club, Student Government, The Trail (yearbook), WBSL (the School’s FM radio station), and the 1907 Society.

Students who have special interests that fall beyond the scope of any of the activities above are invited to start their own organizations with the School’s permission and guidance of a faculty member.

## DAY STUDENTS

- **Illness or Lateness:** Parents are asked to report by phone to the Student Health Service (413-229-1275) before 8:00 a.m. each day if their child is not attending classes due to illness or a medical appointment. When your child cannot get to School for other reasons or may be coming in late, please call the Student Life Office (413-229-1219).
- **Cars on Campus:** Day students are required to register their vehicle with the Student Life Office and will receive a Parking Permit that must be displayed in the car at all times while on campus. Day student cars are to be parked in the lot adjacent to the Soffer Athletic Center. Day students should use the access road that passes in front of the Stewart Athletic Center to and from the parking lot. Cars should not travel along the main driveway and are not to be operated between the first and last school appointments of the day, except with special permission from the Dean of Students.
- **Inclement Weather and Overnight Stays on Campus:** Day students are to make every reasonable effort to attend classes. As Berkshire holds classes regardless of weather, parents and day student drivers are to use their discretion and not take any unnecessary risks due to inclement weather. Also, if weather is a concern during the day, parents are to determine when and if their child should go home. Day students who leave early must sign out at the Student Life Office. Permission to remain on campus overnight because of inclement weather may be granted. In all such cases, day students must obtain the permission of the Dean of Students. Day students are invited to stay on campus on Saturday night on most open weekends. All requests to stay and permission from parents must be received in the Student Life Office by Thursday at 8 a.m. Students must provide the name of the student with whom they will stay, as well as the dorm and room number. There will be a fee charged for overnight stays on nights that are not open Saturdays or weather-related.
- **Convocation Attendance:** Day students are required to attend all evening convocations (such as guest speakers), held several times during the year, as part of their total school experience. Exceptions or conflicts must be cleared by the Dean of Students.
- **Locker Assignments and Showers:** Locker assignments will be issued at registration. Day student lockers are located in Rovensky Student Center. Showers are available in the athletic centers.
- **Evening Study Hall on Campus:** Day students who are on campus on school nights after 7:45 p.m. must follow the evening study hall expectations for their form. All day students, with the exception of third-form students assigned to evening structured study hall, may be in the library at night without a pass. Students should contact their Form Dean with any questions.

## **STUDENT LEADERSHIP**

There are many opportunities for students to develop leadership skills. Student government, student clubs and activities, dorm monitors, and community service projects are just a few of the ways students from all Forms can assume leadership positions. Sixth Formers are responsible for the overall health and well-being of the community. Because we ask so much of our Sixth Form, the focus of our Wellness and Growth program for the Fifth Form focuses on leadership skills. We work closely with the Fifth Form to help them develop a definition of leadership, identify their leadership strengths, and form an action plan for their sixth-form year. As a result, they accept the responsibility for managing many projects both on and off campus. The leadership and facilitation skills that our Sixth Formers develop ensure that everyone involved in these projects learns from the experience and meets with some degree of community and individual success.

### **Student Government**

The Student Government is a group of students who represent the ideas and opinions of the student body and act as liaisons between students and the faculty. The group is led by the All-School Presidents, one female and one male Sixth Former selected by popular vote of the school community, which occurs in the spring preceding the students' sixth-form year.

### **Green Key Leaders**

Green Key leaders work closely with the Admission Office. This is one of the highest-ranking student leadership positions at Berkshire. The largest responsibility of a Green Key Leader is to help coordinate the daily tour schedule. Green Key Leaders perform a variety of duties for the Admission Office, including helping around the office, attending off-campus admission events, and giving tours to Placement Directors from other schools as well as candidates for faculty/staff positions. Applicants must be current members of Green Key.

### **1907 Society Student Leaders**

The 1907 Society is an enthusiastic group of students that organize fundraising activities such as phonathons to ask alumni for their financial support of the mission of Berkshire School, as well as to thank alumni who have given in the past. The student leaders work closely with the Advancement and Communication/Marketing Offices. In addition, the society leaders participate in alumni events and act as the student liaisons between the Advancement Office and the student body.

### **Benson Commons Proctors**

Students work closely with the Student Life Office, student government, student activities and Berkshire's Custodial Supervisor to ensure all events and daily activities held in Benson Commons and the Student Center are organized and supported by students, faculty, and families of Berkshire School. Some responsibilities include: serving as Head Waiters for Community Dinner, being responsible for student-led initiatives focused on the improvement and maintenance of the facility and to act as the main student liaisons between the School and the Post Office, Bookstore, Shawn's Place, and Dining Services.

### **Green and Gray Leaders**

Green and Gray leaders organize and run school-wide competitions between the Green and Gray teams during the school year. Green vs. Gray, which began in 1907, was created with the purpose of creating a fun and spirited Berkshire community. All students and faculty/staff are selected for one of the two teams when they arrive on campus, and they remain on that team for their Berkshire career. The student leaders are responsible for organizing some of the School's traditional events and for creating new and exciting competitions which take place throughout the school year. Student leaders should be spirited, organized, work well in groups, and be committed to creating a positive school culture.

### **Philanthropy Leaders**

The Philanthropy Club looks for ways individuals and alumni can give back to society and to actively effect positive change in the Berkshire School community, as well as locally, nationally, and globally. The student leaders of the Philanthropy Club work closely with the faculty advisor to lead philanthropic initiatives.

### **Student Activities Leaders**

Student Activities Leaders work closely with the Student Activities Coordinator on a weekly basis. At the end of the current school year and at the start of the following year they organize the activities calendar and help schedule events. They are actively involved in running weekly meetings where weekend activities are planned and delegating responsibilities to dorm representatives and activity coordinators. Attending and being a presence at weekend activities and other weekly events is expected. Student leaders should plan on spending most weekends on campus. In addition, leaders are expected to solicit feedback from students about activities and to communicate with all other student leaders through active participation in Student Government meetings.

### **Dorm and Day Prefects**

Prefects are selected by a committee of faculty in the spring preceding the students' sixth-form year. The Head of School selects a male and female prefect to serve as Head Prefects. The responsibilities of a Prefect are many. Most of the "duties" performed by a Prefect are of the "behind the scenes" type: talking to students in the dorm on an informal basis, filling the role of friend/mentor, and gently guiding students in the right direction or in making the right decision. Day Prefects focus on the experience of day students on campus. Some of the duties include:

- Assisting with the day to day operations of the dorm or day student experience, such as supervising study hall and lights out, assisting with dorm/day student meetings, organizing schedules, and assisting with move-in days.

- Being a consistent, positive, and visible presence in the dormitory or student center, including most weekends, and available to both faculty and students.
- Working to develop a keen understanding of the climate of the dorm or day students and any underlying issues.
- Displaying an ability and willingness to connect with all types and ages of students and taking the initiative to check in with all residents of the dorm or day student group.

### **Writing Center Leaders**

The Writing Center is a student-led resource that assists Berkshire peers on any type of writing assignment, at any stage of the process. Writing Center leaders help with the recruitment and training of tutors; plan and execute campus events and contests; and oversee the Writing Center one night per week.

### **International Student Leaders**

International student leaders assist in orientation of new students, support all international students during the year and work closely with the Director of International Student Program.

## **COMMUNITY SERVICE**

All students are encouraged to perform community service. Students may also participate in community service as an afternoon activity (not offered every season) or create their own service on campus. Students may perform community service on campus in such places as the Admission Office, Student Life Office, Advancement Office, library, or with other large offices on campus. Students may also create their own service on campus, coordinating the tasks with an adult on campus (for instance, working around dormitories or working in a science lab). Note that each office may have its own unique requirements, so be sure to discuss those requirements thoroughly before committing your time. We also encourage students to perform service off campus (for instance, work in a soup kitchen, Habitat for Humanity, etc.).

## **CELL PHONES AND COMMUNICATIONS**

In order to communicate on campus, students must have a cell phone with voicemail set-up and active. Berkshire will permit the limited use of cell phones and wireless communication devices (WCDs). At Berkshire we value face-to-face communication, therefore, it is not appropriate to text or to talk on the phone in public spaces. This includes the walkways and outdoor areas of the north campus. All devices are prohibited while in attendance in class, school meetings, dining hall, or study hall. While it is appropriate to check the time, a calendar, or the school schedule, students should not be using their phone when there is an opportunity for a face-to-face interaction on campus. This includes recognizing a person in passing on the campus.

Berkshire takes very seriously the misuse of cell phones and WCDs in all academic and school function environments. All faculty reserve the right to confiscate cell phones in the case of misuse. Confiscated cell phones and WCDs will generally be held for 24 hours for a first offense. A second offense will result in the device being held for a longer period of time and additional disciplinary responses may be administered by the Dean of Students.

Students are responsible for keeping up with communications sent to them. **All students are expected to check their Berkshire e-mail account, their personal cell phone/voice mail and their post office box daily.**

## **FUNDRAISING**

Student governments, clubs, teams and organizations that wish to raise money for charitable causes, to help finance their activities, or for any other purpose must consult with the Dean of Students for approval of their methods and products. The Dean will not approve fundraising projects whose primary goal is to provide resources to feed the members of organizations. In other words, buy your own pizza and raise money for something worthwhile. Anything made for sale must be approved by the Dean of Students.

## **SUSTAINABILITY**

Berkshire School uses a conceptual model to present sustainability as the pursuit toward three interrelated objectives: 1) environmental integrity, 2) economic justice, and 3) social equity. A detailed description of all sustainability policies and guidelines can be found on the sustainability link of the School's website.

All members of the Berkshire School community are encouraged to:

- recycle paper/cardboard, beverage containers, electronics, batteries, coat hangers, clothing, and universal wastes such as batteries and printer cartridges; reduce waste by eating everything taken in the dining hall; and reuse whenever possible.
- conserve energy by turning off lights and electronics when not in use; use CFL bulbs; keep windows closed; set thermostats to 68°F in the winter and 76°F in the summer; and take shorter showers.
- consider the environmental impact of items purchased, i.e. buy Energy Star rated electronics, paper with high recycled content, and no bottled water.

## **STUDENTS 18 AND OLDER**

Students who reach the age of 18 before graduation will be required to sign an addendum to the (re)enrollment agreement that their parents or legal guardians signed. This will provide the School permission to discuss and release information and records to the student's

parent(s) and legal guardians about any issues relating to the student's enrollment at the School. The addendum will cover all (re)enrollment agreements signed by the parent(s) or legal guardians during the student's enrollment in Berkshire School. Parent(s) and legal guardians will continue to be responsible under the terms of the (re)enrollment agreement.

## **DORMITORY GUIDELINES**

### **GENERAL GUIDELINES AND DISCIPLINE IN THE DORMITORY**

House Heads and dormitory faculty are charged with maintaining a safe, healthy and orderly environment in the dormitories. While each dormitory may develop its own distinct culture, the expectations regarding student conduct in the dormitories are the same among all houses on campus. These expectations will be enforced consistently through the application of the conduct system. Dormitory residents are expected to respect each other's property, privacy and quality of living. Residents are responsible for the cleanliness of their own rooms as well as common areas inside and outside their dormitory. The volume of music and computer games should be low enough so that it is inaudible outside of the room; it is recommended that students bring headsets if they want to listen to music so as not to disturb roommates who may be studying. **Furniture longer than 60 inches, computer monitors larger than 24 inches, video projectors, LCD/Plasma monitors or any other type of video projecting device are not allowed in dorm rooms.** Large televisions are installed in common rooms for students' viewing; however, televisions may not be used during the academic day, study hall, or after lights-out.

### **QUIET AND STUDY HOURS**

Quiet hours are in effect in the dorms from 7:45 p.m. until the end of classes the next day. Noise should not be audible outside students' rooms. Study Hall is held from 8:00 p.m. to 10:00 p.m. Sunday through Friday nights. All students must check in for study hall at 7:45 p.m. and be accounted for by the dorm parent on duty at 10:00 p.m. All students must be in their rooms during Study Hall (restricted study) unless they have a pass to sign out to the library, academic buildings, radio station or to a faculty-supervised academic activity or they have sign-out privileges established for their Form. Students who do not follow the appropriate sign-out protocol or who alter passes written by teachers will be found in violation of the Major School Rule regarding permissions. Students may not visit other rooms during evening study periods or after lights-out unless they receive permission from a faculty member. Students may visit faculty apartments in their own dorm after 10:00 p.m. if a specific invitation has been extended.

Form Deans reserve the right to place any student who is experiencing academic difficulties on restricted study. Fifth and Sixth Formers, except those identified by the Form Deans, are allowed to sign out of the dorm to designated areas during evening study hall. Students who are restricted for class absences or for reaching Disciplinary Restriction will most likely lose study hall privileges for the period of the restriction. Students who reach Disciplinary Warning will lose the study hall privilege for the remainder of the quarter.

### **LIGHTS-OUT**

Lights-out for Third, Fourth and Fifth Formers is 11:00 p.m. Sixth Formers have unlimited lights, but may lose the privilege if they do not act appropriately and respectfully after 11:00 p.m. Sixth Formers who host underformers in their room after 11:00 p.m. will lose the privilege. Third and Fourth Formers may request late lights for studying purposes two nights a week, but they must be in bed by 11:30 p.m. unless they have special permission from the dorm faculty on duty. Fifth Formers can request late lights at any time, but they must be studying in their rooms after 10:00 p.m. unless they have received specific permission from the faculty member on duty. Late lights are not allowed on Sunday nights. The penalty for being out of a room after lights-out is 3 points for a first violation. Stricter penalties will be given to repeat offenders.

Saturday night check-in is at 11:00 p.m. for all Third, Fourth and Fifth Formers and 11:30 p.m. for Sixth Formers. All students are expected to be in their own room by 12:30 a.m. For check-in on Saturday nights, students must report to the apartment of the faculty member on duty and sign-in personally. Students may not sign-in in groups but rather must see the faculty member individually.

### **DIRECTIONS FOR CARE OF ROOMS**

Students are responsible for the condition of their room. Rooms should be kept generally clean for reasons of fire insurance and health standards. Dormitory faculty and Prefects will inspect rooms during the week to ensure that standards are being met.

- Students should make their beds, keep floors clean, and empty wastebaskets daily. Those who struggle to maintain a clean room and effective study space will be assigned an earlier dorm check-in time after dinner in which to clean their room.
- School furniture may not be moved from room to room or from corridor to corridor and should not be modified in any way. Some rooms have furniture which allows the bed to be bunked or lofted. Students using this feature are encouraged to purchase a side rail for safety reasons.
- Students are expected to use painters tape or *Command Hooks* to hang items on their walls. Tacks, nails, regular tape, glue etc. may not be used on the walls.
- Good taste should be used in decorating dorm rooms. For instance, Berkshire does not permit advertisements for tobacco, drugs or alcohol, or any items displaying nudity to be used as decorations.
- Perishable food must be stored in sealed plastic containers.
- No pets are allowed.

At the end of the year, students should leave their rooms in the same condition as when they arrived. Students are assessed the cost of any required cleanup or trash removal.

## **FIRE AND SAFETY REGULATIONS**

In the interest of safety and in order to comply with the Fire Marshal's regulations and safety codes, students must strictly adhere to the following:

1. Nothing may hang from or near the ceiling light fixtures or across the ceiling itself. Only one wall may be covered by a wall hanging, which must be fire-resistant and must be free and clear of any electrical outlet or fixture.
2. Rooms may not be subdivided by furniture, sheets, blankets, or hangings so as to prevent clear access or view to and from the door. Beds may not be placed in the middle of the room—they must be arranged with one long side against a wall. Bed legs must be on the floor. Beds may not be suspended on bricks or cement blocks. Bureaus must have their backs against a wall, and desks are to have one side against the wall. Waterbeds are not permitted.
3. Cloth coverings may not be used on any tables, chairs, or pieces of furniture.
4. Halls must be kept clear at all times. Bicycles should not be stored in dormitory rooms.
5. Students may have additional furniture in their rooms, unless it prevents an easy exit from the room.
6. The School provides approved fire-retardant mattresses. Anyone wishing to provide his or her own mattress must submit proof to the Student Life Office that it meets Massachusetts standards.
7. Each student may have one desk lamp and one other lamp, which is not to exceed 100 watts. No light may be attached to a wall near a blanket. Due to state fire regulations, halogen lamps are not permitted.
8. The use of electrical appliances such as toasters, popcorn machines, grilles, hot plates, hot pots, percolators, refrigerators, heating coils, space heaters, televisions, and heat lamps is prohibited. Such items found in student rooms will be confiscated until June and work crew will be assigned. Students found using heat-producing appliances will be considered to be in violation of the Fire Hazards Rule.
9. Extension cords must be UL approved. They must not be laid under rugs or walking areas. Splicing of cords is not allowed. Only insulated staples are to be used to attach cords to moldings. The use of each duplex outlet is limited to three appliances unless a junction box with a circuit breaker is used.
10. No lighting fixtures or electrical appliances may be wired into the closets of dormitory rooms.
11. Tampering with lighting fixtures, outlets, switches, and panels is forbidden.
12. Open flames of any kind are prohibited.
13. Students may not tamper with fire hoses and extinguishers.
14. Fire doors should be kept closed at all times.

## **ROOM DAMAGES**

The facilities staff inspects all rooms a few times each year. Any damages over and above normal wear and tear will be charged equally to room occupants. Furniture, furnishings and closet doors may not be removed from rooms assigned, or there will be charges for their restoration. Room doors should be kept free of stickers and markings.

Students should lock doors when they leave and keep doors unlocked when they are in their rooms. No student may be in another's room unless a resident of the room in question is present. The School is not responsible for loss of personal property for any reason.

## **ROOM CHANGES**

Room assignments are made at the beginning of the school year. Learning to live with others is a central part of attending boarding school. Consequently, students will be permitted to change rooms only under the most unusual circumstances. Living together can produce occasional issues and conflicts between roommates. We do not discuss room changes until a series of meetings have taken place focused on helping students resolve residential issues. Students are encouraged to seek assistance as soon as they experience difficulties with their roommate. Requests to change rooms will not be entertained until Thanksgiving vacation and only by submitting a request to the Dean of Students, who is in charge of student rooming.

## **STORAGE**

Summer storage of personal items is handled by **Dorm Room Movers**, a private company. Information on how items can be stored during the summer will be available in the spring. The School will discard any articles left in students' rooms in June.

## **VISITING HOURS**

Dormitory **common rooms** are open for visitors of the opposite sex during the following times:

- Weekdays: 5:30 p.m. to 7:30 p.m.
- Saturdays: 5:00 p.m. to 10:30 p.m.
- Sundays: 1:00 p.m. to 7:30 p.m.



## **FOURTH, FIFTH AND SIXTH-FORM VISITATIONS**

Fourth, fifth and sixth-form visitation privileges will begin in the fall after the Head of School has spoken to the School and outlined the School's expectations with regard to student conduct. House Heads will also go over the procedures listed below to eliminate confusion about the details of signing in. Students must sign a contract stating that they understand the School's expectations regarding this privilege before visitation privileges may be used.

Fourth, Fifth and Sixth Formers may visit each other's rooms from 7:00 p.m. to 7:45 p.m. Sunday, Monday, Tuesday, Thursday, and Friday and 7:30 p.m. to 10:30 p.m. on Saturdays. The faculty member on duty or another faculty member covering must be present in the dorm if visiting is to take place. Hosts and their guests must sign in, in person, with the faculty member on duty in the dorm being visited and must sign out with that faculty member when departing. Guests may sign in only to the room of their host. Doors must be open.

The visitation privilege is extended only to Berkshire's Fourth, Fifth and Sixth Formers. Alumni and students not enrolled at the School are not permitted in the dormitories without the permission of the Dean of Students or Duty Administrator.

Any of the following will be considered a violation of the sign-in procedures with regard to the visitation privilege.

1. Allowing someone without proper permission—a Third Former, for example—to be in a room during visitation periods.
2. Visiting a room other than your host's room.
3. A closed door while visiting.
4. Failure to sign in or sign out properly with the faculty member on duty. Failure to comply with the sign-in provisions of the visitation privilege will be considered a violation of sign-in procedure and will result in 5 points and loss of the privilege for two weeks for the first offense. Visiting at a time when visitation is not allowed or violation of the sign-in procedures for a second time are both violations of the Major School Rule regarding Visitations.

## **FIRE SAFETY**

Tampering with fire extinguishers, hoses, smoke alarms and fuse boxes can endanger lives and is a violation of a Major School Rule. Possession of fireworks constitutes a similar hazard. Smoking in the dormitories is a violation of a Major School Rule. In addition, due to a severe risk of fire, no halogen lamps of any kind are permitted. Students may not have appliances that draw more than 300 watts in their rooms without approval of the House Head. Any appliance with a heating element must be stored in the common room and with the approval of the House Head. Fans may be used during heat waves with the approval of the House Head. No window fans are permitted at any time.

## **FIRE DRILLS AND EMERGENCIES**

Detailed instructions regarding procedures to follow in case of fire are presented in dorm meetings at the beginning of the year, but students should remember the following: if at any time students suspect a fire, they should report it to the nearest faculty or staff member immediately. If students are certain a fire exists, they should first break the glass on the nearest firebox. When fire alarms sound, students must leave the building immediately and report to their assigned check-in areas to wait for instructions.

Students should not attempt to put out any substantial fire unless instructed to do so by a faculty or staff member. If students are in their rooms when fire alarms sound, they should:

- Awaken roommates
- Turn on lights so faculty can make quick room checks
- Close all windows and open shades/curtains
- Dress as warmly as necessary
- Check door handles, but do not open the doors if handles are hot (instead go to windows and wait for assistance); close but do not lock doors when leaving
- Alert neighbors
- Leave buildings by assigned escape routes and proceed to check-in points
- Remain quiet and wait for instructions after leaving the building

## **ATHLETICS AND AFTERNOON PROGRAMMING**

### **ATHLETIC REQUIREMENTS**

ALL NEW STUDENTS must participate in a sport or activity other than managing a team in the fall season. Third, fourth, and fifth-form students (grades 9, 10, and 11) must participate in at least two team programs per year and a third season of an individual pursuit, but may participate in three team programs if they wish. Sixth-form students (grades 12 and PG) must participate in at least one team program per year and a team program or individual pursuit in the other two seasons.

### **CLUB SPORT REQUIREMENTS**

Any request to participate in a club program, event or showcase that will result in missing an academic class, athletic commitment or any Berkshire School event, must be submitted in writing to the Director of Athletics two weeks prior to the beginning of each athletic season.

Requests will be reviewed by the Director of Athletics, Dean of Students and Dean of Academics and will be decided upon before tryouts have been completed for said season.

## **INDEPENDENT ATHLETIC PROJECTS**

Independent Athletic Projects are available to Sixth Formers who have already met their athletic requirement and wish to pursue a passion that is not already offered within our current program. Project proposals are to be filled out and signed by a faculty advisor two weeks prior to the start of each athletic season. Proposals will be reviewed by the Director of Athletics.

## **THEATER PRODUCTION**

Participation in our theater production is limited to two seasons per year.

## **PROCEDURES FOR CHANGING SPORTS AND ACTIVITIES**

During the first two weeks of each season, students are free to change from one sport or activity to another. In order to change activities, students need the approval of the Athletic Office. When the grace period for changing activities has expired, students wishing to change activities must have permission from the head coach of the activity they want to leave, as well as permission from the head coach of the activity they want to join. After securing these permissions, students need to go to the Athletic Office and follow the procedures for switching. The Athletic Department may set maximum and minimum limits to the number of students participating in a particular activity.

## **GEIER LIBRARY**

Geier Library is a warm, welcoming place for students, faculty and the entire Berkshire community – a space for academic studies, relaxation and leisure reading. Small groups are welcome to use the library; individuals may find a quiet spot for study. Teachers often schedule meetings with students or colleagues.

## **RESOURCES**

Our library houses an up-to-date collection of print and electronic reference books. These, combined with exceptional online resources, magazines, journals and DVDs, provide the Berkshire community with the necessary resources for classwork or recreational interests. If you don't find what you need, student and faculty/staff requests for additional information or new acquisitions are always welcome.

The Geier Library staff are available to help you with any questions you may have about our resources. In addition to helping you find the information you need for your projects or research papers, we are happy to help you find independent reading books.

## **OTHER LIBRARY SERVICES**

- We have a number of Mac computers located in the library.
- Library skills are emphasized throughout our curriculum, so our library staff may be found in the library or classrooms working with students to develop the skills needed for academic research.
- Our library webpage has links to all of our print and digital resources, which can be accessed on or off campus.
- A photocopier and networked printer are available for student and faculty/staff use.
- You will find a workstation near the copier with office supplies to help you keep your assignments organized.
- We also have several pairs of noise-cancelling headphones and a graphing calculator for in-library use.

## **GUIDELINES AND HOURS**

The rules of the library are few – make use of all resources appropriately and respect the needs of others. Students may have drinks (no soda) in covered containers and light snacks; no greasy, messy or strong-smelling food is permitted.

The library staff are available to help students at the following times\*:

Monday – Friday	7:45am-4:30pm, 7:00pm-10:00pm
Saturday	7:45am-12:00pm
Sunday	1:00pm-5:00pm, 7:00pm-10:00pm

\*Hours will be increased the week before and during exam periods. There will be reduced hours during holiday, vacation and special days, like Mountain Day. These changes will be posted on the library webpage.

## **BORROWING MATERIALS**

All print resources may be borrowed from the library. Four weeks is the normal check-out period, but renewals are available. You do not need to bring the book to the library to renew; simply stop by the front desk or send us an email with your information. DVDs have a shorter loan period and reserve material doesn't circulate except under certain situations. We may request that material be returned if another student or faculty member requests the item(s) after the initial four-week period. We do not charge fines for overdue materials, but will request that lost or damaged items be replaced.

## **RESERVE MATERIALS**

Often books or reference material is needed by an entire class for a project. When this happens, we will hold material at the front desk on "Reserve". These materials may only be used in the library for the duration of the project to ensure everyone has access to the

information needed. Occasionally, with the approval of the faculty member, material may be borrowed overnight starting a half hour prior to closing. These items must be returned to the library before the start of school the following day.

### **Contact Information**

Library Director: Peter Giordano

Phone: 413-229-1284 or 413-229-1286

E-mail: [library@berkshireschool.org](mailto:library@berkshireschool.org)

## **SPIRITUAL LIFE**

Berkshire School takes advantage of its nondenominational status to encourage students to develop spiritual awareness through a variety of activities. Whether through social service within the local community, academic courses in religion, participation in the voluntary campus religious services, or appreciation of the unique natural surroundings of the School, students will find ample opportunities for spiritual exploration. Students can sign up for transportation to local church services in the Student Life Office.

## **STUDENT SUPPORT SERVICES**

### **ADVISORS**

While students are encouraged to look to all faculty members as potential mentors, a key person in each student's support network is the advisor. Acting in turn as advocate, surrogate parent and friend, advisors are charged with developing a supportive relationship with each advisee and maintaining frequent, informal and formal contact with parents. Advisors are the first points of contact for parents with any concerns about their child.

### **MENTAL HEALTH COUNSELING**

The School employs two masters-level licensed social workers for counseling. The counselors are available to meet with students and to consult with the school community regarding mental health issues. The counselors are also available on an on-call basis to provide crisis management when needed. The Wellness and Counseling Office may also be staffed by graduate-level counseling intern students supervised by the director.

The counselors, and any professional employed within the Berkshire School Wellness and Counseling Office, are bound by the rules of confidentiality set out by National Association of Social Workers Code of Ethics. Information regarding attendance or content of counseling meetings is not shared with parents or school personnel without the student's permission or unless communication parameters have been agreed upon with the student before counseling begins. *"The general expectation that social workers will keep information confidential does not apply when disclosure is necessary to prevent serious, foreseeable, and imminent harm to a client or other identifiable person. In all instances, social workers should disclose the least amount of confidential information necessary to achieve the desired purpose."* (NASW Code of Ethics, 2008) The counselors always prefer and encourage students to inform parents when they are seeing a counselor, and communication from parents who have questions or concerns regarding their children is welcomed. Please contact the Director of Counseling for more details pertaining to the laws and limits of confidentiality.

Additionally, Berkshire School retains a consulting psychiatrist who is available to meet with students. The Wellness and Counseling Office will inform parents of recommendation for assessment by the psychiatrist and seek permission prior to any appointment. The doctor will bill parents directly per appointment. In the case where a student is over the age of 18, by law the student will be required to give consent for the doctor to share details of any appointments with parents.

The Berkshire School Wellness and Counseling Office offers brief therapeutic support and crisis intervention for students experiencing concerns in any area of their life at school or home. Families seeking ongoing weekly counseling appointments for their student will be supported in obtaining these referrals. Such meetings with outside professionals require parental permission and are available at an hourly rate for which they bill parents directly.

The Wellness and Counseling Office directs the Wellness and Growth Curriculum, which is aimed at educating students, faculty and staff on wellness issues and basic "life skills" that promote good physical and mental health. Events are coordinated throughout the school year covering topics such as eating disorders, stress, drug and alcohol abuse, bullying, and healthy relationships.

### **DRUG AND ALCOHOL INTERVENTION**

Berkshire's approach to drug and alcohol abuse is two-pronged. On one hand, the School's disciplinary system is based on the premise that students are accountable for their behavior. Thus, students found violating the Major School Rule concerning drugs and alcohol will sit before the Discipline Committee. However, Berkshire recognizes that drug and alcohol abuse is a serious health hazard. Students in trouble with substance abuse often will not seek counseling for fear that they will be punished rather than helped. Consequently, the School has instituted a non-disciplinary procedure through which students can get help for themselves or encourage their peers to do so. Any student who is concerned about himself or herself, or who is concerned about another student, is encouraged to contact, confidentially, any trusted adult, such as a classroom teacher, advisor, school counselor, Form Dean, or the Head of School. The student will be made aware of the options available if further action is desired or available.

## SMOKING INFORMATION AND CESSATION PROGRAM

The School's commitment to healthful living has fostered a smoking information and cessation program. Since the health risks for tobacco are well established, Berkshire does not allow possession or use of tobacco products, including nicotine replacement products, by its students, regardless of age; this policy is consistent with Massachusetts state law. Nicotine containing substitutes for smoking cessation must be picked up daily at Student Health Service.

## STUDENT HEALTH SERVICE (SHS)

Prior to enrollment at Berkshire, all students are required to complete numerous medical forms and provide vital health information. The collection of all medical information is to be completed via Magnus Health, the secure electronic medical record system that SHS uses to collect and store student medical information. All medical information must be submitted directly to Magnus Health, not to SHS. Parents can login to Magnus Health via the Parent Portal where they can access all health forms and update information whenever necessary.

### STAFFING

A team consisting of six registered nurses and four pediatricians staff the Student Health Service. Student Health Service is centrally located in the lower level of de Windt Dormitory. Two athletic trainers staff the Athletic Health Care Facility, located in the Stewart Athletic Center.

### HEALTH SERVICE HOURS

Student Health Service is open for walk-ins Monday through Saturday from 7:15 through 8:00 a.m. From 8:00 a.m. until the end of the class day, students should feel free to visit during lunch or free periods. Students are discouraged from leaving class to go to the Health Service. Those who do so must have passes signed by teachers. Students may make appointments at the Health Service by contacting one of the staff members either by phone at 413-229-1275 or in person.

<b>Daytime Hours:</b>	<b>Monday, Tuesday, Thursday, Friday:</b>	7:15 a.m.-4:00 p.m.
	<b>Wednesday, Saturday:</b>	7:15 a.m.-1:00 p.m.
	<b>Sunday:</b>	11:15 a.m.-12:30 p.m.
<b>Evening Hours:</b>	<b>Monday-Sunday:</b>	6:30 p.m.-8:00 p.m.

Between 7:45 p.m. and 10:30 p.m., students must first contact the dorm parent on duty before going to Health Services. Between 10:30 p.m. and 6:00 a.m., students must be escorted by a Prefect (or a Sixth Former designated by the Prefect), and the dorm parent on duty in their dormitory must be notified. The Prefect or student assisting will first call Student Health Service. To get in touch with the nurse on call, phone 413-229-1275, or extension 1275 from all campus phones, 24 hours a day.

### ATHLETIC HEALTH CARE FACILITY HOURS

<b>Monday, Tuesday, Thursday, Friday:</b>	9:00 a.m. until the end of practices
<b>Wednesday (game days):</b>	9:00 a.m. until approximately 30 minutes prior to game time
<b>Saturday (game days):</b>	11:30 a.m. until approximately 30 minutes prior to game time

### MISSING CLASSES

At the discretion of the nurse on duty, students may be excused from classes, athletics and other school appointments. Excuses will not be granted to students who have missed a class because they have overslept. If students have a class commitment at the time they leave the Health Service, they must go directly to the class in question. The nurse on duty will issue them a pass. Athletic excuses are issued by the nurse on duty and by the athletic trainer on duty. Students are required to follow instructions given by nurses, trainers and doctors. (For information about day student absences due to illness or inclement weather, refer to the section on Day Students.)

### MEDICATION

Berkshire School's medication policy has been developed to ensure the health and safety of all students. Please read and review the following policy with your child before the start of school.

The Commonwealth of Massachusetts requires that we have a written order signed by a licensed medical practitioner for each prescription medication. Please have the prescribing practitioner complete the **Medication Form** for each prescription. Once completed (and before school starts), the form(s) must be uploaded into Magnus. If the prescription changes or a new medication is started during the school year, an updated Medication Form is needed within three days.

Students who take psychotropic and/or controlled medication must take each dose in person at Student Health Service, where these medications must be stored. These medications are not allowed in the dorms. Students who take psychotropic medications or controlled substances are not permitted to have these medications in their possession at any time, which means that they may not deliver them to School. There are exceptions to the possession rule for travel on and off campus, but only with permission from Health Service. There may be other medications not listed here that also need to be taken at SHS. All prescription medications need to be checked in with Health Service. Failure to follow the protocol associated with the distribution of medication will result in strong disciplinary action.

It is the responsibility of the family to ensure that their child maintains an adequate supply of prescription refills. According to Massachusetts law, we are not permitted to store more than a 30-day supply of any medication at School. It is for this reason that we ask parents to call our office monthly to check on their child's medication supply and compliance. We ask parents to also keep medication at home for weekends and vacations. If alternate arrangements need to be made, parents are asked to contact our office at least one week before the beginning of the vacation. Medications will be destroyed if not picked up at the close of school or at any time the medication is discontinued or the student leaves School.

We require that all psychotropic prescriptions be filled through Salisbury Pharmacy unless there are extenuating circumstances. There will be a nominal fee for delivery and adherence packaging from the pharmacy. Students who take psychotropic medication or medications regulated by the federal government as controlled substances must comply with the following protocol: the prescribing practitioner must send the medication prescription electronically or by hard copy directly to Salisbury Pharmacy (not Berkshire School) no earlier than August 15 (pharmacy information is available on the Parent Portal). Examples of psychotropic and controlled medications include, but are not limited to, medications for ADD/ADHD, depression, and pain relief.

It is the expectation that all students on psychotropic medication who are "stable" will be seen in person by their prescribing physician quarterly. Students who are new to medication or are having any associated concerns should be monitored by their physician in person more frequently. Please review, or have the provider review, the instructions and possible side effects of all prescribed medication, including the self-administration of inhalers and emergency medication, if applicable, with the student before arriving at School.

## **ROOM STAY**

If a student is too ill to walk to Student Health Service, a faculty member must phone the office to notify the nurse on duty. Students who are too ill to attend class may be required to stay at Student Health Service. Students who are excused and put on room stay by the nurse must remain in their rooms except to go to the bathroom. No visitors are allowed for students on room stay. Room stay extends from the time it is issued until 7:00 a.m. the next day. Room stay is not cancelled if a school holiday is announced.

## **MEDICAL COSTS**

Berkshire's Health Service fee pays for routine visits to Student Health Service, Wellness and Counseling Office, and the Athletic Health Care Facility. It also pays for some over-the-counter medications dispensed on campus, laboratory work performed at Health Service, and STD/GYN visits to MACONY Pediatrics in nearby Great Barrington. Physical exams for school, college, camp, work or summer programs are *not* done at Student Health Service. Please contact the Berkshire School Business Office if you have any questions regarding this fee.

All students must show proof of medical insurance coverage, and policies must be billable within the United States. For your convenience, Berkshire School provides information to all domestic students with the opportunity to purchase a 24/7 sickness and accident insurance plan from the ISM Insurance group. International students are sent information from the company ISM. International students are encouraged to purchase the ISM international insurance and only in rare situations should the families use the "credit card" method. If a credit card is used, we will need a signed document from the family stating the credit card number can be used for medical situations. Please contact the Business Office for questions related to student health insurance coverage.

American families living abroad are advised to make certain that family policies cover students while they are at Berkshire. Families of students are responsible for the cost of visits and transportation to off-campus medical specialists and facilities, as well as obtaining pre-authorization/referrals for all appointments.

## **CONFIDENTIAL HEALTH CARE SERVICES**

Generally under Massachusetts law, minors are allowed to receive certain health care services without the consent of their parent or legal guardian. These services may include: contraception/birth control methods; pregnancy testing; prenatal and obstetrical care; evaluation and treatment for sexually transmitted diseases; and evaluation and treatment for alcohol and/or other drug addiction problems. Berkshire School respects the privacy of its students and makes every effort to help students maintain confidentiality when they obtain medical services. In the event that a student requests assistance in seeking treatment for such a medical problem from Berkshire School, we will encourage that student to establish an open and honest dialogue with their parent or legal guardian. Further, transportation for such services may be billed to the family.

## **APPOINTMENTS WITH DOCTORS**

A school physician is on campus most Monday and Thursday mornings (9am-12pm) to see students as needed for acute illnesses or injuries.

All off-campus medical appointments—whether with doctors, dentists, orthodontists or at the hospital—must be scheduled through the Health Service. Arrangements can be made with Health Service staff members by phone or in person. Transportation to and from such appointments must also be arranged through the Health Service and will be billed to the family. **Students are required to check in at the Health Service when they return from off-campus medical appointments with paperwork from the appointment.** Students returning to School after injury, illness or doctor's appointments must bring letters from doctors stating the diagnosis, results of laboratory or X-ray studies, treatment, restricted activities and date of the next appointment.

## **MEDICAL LEAVE OF ABSENCE**

There may be times within the School year when a student's health must take precedence over school responsibilities. When a physical or emotional illness begins to either render a student incapable of meeting commitments or impacts directly and detrimentally on others within the community, the School must intervene and place the student on medical leave of absence in order to ensure that the student receives specialized help. Many times a medical leave is misunderstood and perceived as a punishment, when in actuality it is a caring response and an attempt to help a student get well. Illnesses which may warrant a medical leave can include severe depression, attempted or threatened suicide, other types of self-injurious behaviors<sup>1</sup>, alcohol or drug addiction, eating disorders, emergency medical surgery, other serious illness, or any situation requiring extended medical care or more acute care than is available in our health center. In all cases, whenever possible, the School works to formulate a plan of intervention, evaluation and treatment. The School does not discriminate against students with a disability. The School will make reasonable accommodations for persons with medical and mental health conditions in compliance with federal and state nondiscrimination requirements.

All medical leaves of a physical nature are handled by the Director of Student Health Service. All medical leaves of a psychological nature are handled by the Director of Counseling. In both situations, the leave is established in consultation with members of the Leave of Absence Team, which can include the Head of School, Associate Head of School and/or Assistant Head of School. Medical leave is typically granted for up to two weeks, but because every student's situation is different, the length of leave will be determined individually. Leaves beyond two weeks impact a student's ability to complete course work and the School's ability to support them. Extended leaves may result in withdrawal from School. A student who requires a second medical leave will in all likelihood be required to withdraw from School. Before leaving campus, the student must be assessed by the Director of Student Health Service or the Director of Counseling, depending on the type of leave. Failure to meet with the appropriate personnel before leaving may result in the student's required withdrawal.

Once a student is placed on medical leave (physical or psychological), the family will receive an individualized letter outlining the School's expectations and requirements during the leave. While each student's needs are different, the School generally will expect ongoing treatment by a medical professional, regular communication with the family and full compliance with the expectations documented in the Medical Leave letter.

A student's return to campus from a medical leave is determined by the Head of School, in consultation with the Leave Team and the appropriate health director. A return to School is not guaranteed. Whether the student returns and under what circumstances will be based on the student's ability to function academically and safely at the School. The decision will be influenced by the family's compliance with the requirements of the leave, safety considerations, the student's clinical needs, the impact on the well-being of the community and the School's ability to provide appropriate care.

For the School to consider a return from a medical leave, all information, as outlined in the medical leave letter, must be forwarded to the School by the deadlines in the letter and the School must determine the ability to provide appropriate treatment, supervision, and support for the student to return and participate fully in school. Failure on the part of the family or the student to comply with the conditions and requirements of return will most likely result in the student's withdrawal from School.

If the Head of School determines a student's physical or emotional state is such that the student may pose a danger to him/herself or others or to make the student's continued participation in school life inappropriate, the student may be required to withdraw for health reasons.

<sup>1</sup> Self-Injurious Behavior: Students who engage in any kind of physically or emotionally self-destructive behavior, including suicidal gestures or attempts, or other self-harming behaviors, need in-depth psychological or psychiatric treatment. Students under these circumstances may need to be separated from the Berkshire School community in order to receive adequate treatment, and in some cases the separation will be permanent. Self-destructive behavior is defined as including, but is not limited to, suicide attempts, direct written or oral threats, self-inflicted physical harm (e.g., intentional cuts, ingestion of toxic substances, burns, etc.).

## **MEDICAL LEAVE POLICY AND ACADEMIC CREDIT**

During the absence, students and families must make arrangements for the completion of required course work with the Dean of Academics and Form Dean. In those rare cases when a student is granted a leave longer than two weeks and thus will miss major assessments, families will need to identify a responsible third party to administer tests and exams. Students may be eligible for academic credit and Berkshire grades when they have completed all the required assignments in each class. When a student requires a leave that exceeds two weeks, the Head of School, Dean of Academics, Form Dean, and Director of Counseling will convene to determine whether it is appropriate for the student to remain enrolled in the School. At that point, the student and family will share in discussions about educational options as the student moves forward.

## GENERAL INFORMATION

### BOOKSTORE, STUDENT BANK, LOST AND FOUND

The Bookstore and Student Bank are located in the lower level of Rovensky Student Center. The Bookstore is also the on-campus location for "lost and found." Hours are:

**Monday, Tuesday, Thursday and Friday:** 9:30 a.m. to 2:30 p.m.

**Wednesday:** 9:30 a.m. to 12:30 p.m.

**Saturday:** 10:30 a.m. to 12:30 p.m.

Students wishing to make withdrawals in excess of \$100 must give the bank a three-day notice. Students with cash in excess of \$10 are urged to deposit such funds in their accounts for safekeeping.

### LAUNDRY AND DRY CLEANING SERVICE

Laundry and dry cleaning service is available through E&R Laundry ([www.eandrcleaners.com](http://www.eandrcleaners.com)). Laundry pickup is located in the lower level of Rovensky Student Center, and delivery times are posted in the dormitories. Coin-operated washers and dryers for student use are available in the basements of Godman and MacMillan.

### POST OFFICE

The Post Office is located in the lower level of Rovensky Student Center. Hours are:

**Monday-Friday:** 8:00 a.m. to 4:00 p.m.

**Saturday:** 8:00 a.m. to 12:00 p.m.

All students are assigned lockable mailboxes at the beginning of the year. Students must check their mailboxes daily. Students may post outgoing mail including packages at the Post Office. Letters mailed by 11:30 a.m. will go out the same day.

**Sending/Receiving Packages:** Package arrival notifications are sent to recipients via text and/or email. The School reserves the right to inspect any and all packages and/or have them opened by the addressee in front of a staff or faculty member. The following cost-effective methods of shipping are available: USPS mail, UPS shipping, and UPS Third Party Billing. In order for students to use UPS Third Party Billing, parents must have an established account with UPS, so that their child can use the account number. Berkshire School's Post Office can process packages and bill the account directly with UPS. This method simplifies students shipping and eliminates their having to withdraw funds from their student expense account, especially at the end of the school year. Packages may be sent by UPS during regular hours. Federal Express also picks up and delivers to the Post Office Monday through Friday, but there is no Saturday delivery.

**Money orders and stamps** may be purchased for cash only. Students sending letters outside the United States should consult a member of the Post Office staff about postage.

**Faxes** may be sent and received. The cost for sending a fax is \$1.00 per page in the United States and \$3.00 for the first page, \$2.00 for every page thereafter for international faxes.

### SHAWN'S PLACE

Shawn's Place, the student snack bar, is located in the lower level of the Rovensky Student Center. Hours are:

**Monday-Friday:** 8:30 a.m. to 7:00 p.m.

**Saturday:** 8:30 a.m. to 10:30 p.m.

**Sunday:** 1:00 p.m. to 3:00 p.m.

As its name suggests, the Rob West Senior Lounge is open only to sixth-form students. The televisions located in the Student Center may be tuned to news only, and televisions in dormitory common rooms are not to be in operation during the academic day.

### EMERGENCY SCHOOL CLOSURE

It is possible for certain events beyond the reasonable control of the School to occur during the academic year that, in the judgment of the School and/or government authorities, render the School unsafe or unsuitable for its students, staff and/or faculty and require closure of the School and its boarding facilities for some period of time. Such events include, but are not limited to, acts of God, fire, acts of terrorism, threats of violence, and the outbreak of a health epidemic or other contagious disease at, or in the vicinity of, the School. In any such event, the School will, as promptly as possible after the decision has been made to close the School, use reasonable efforts to notify parents of such closure using the contact information on record with the School through the online Parent Portal. It is the parent's responsibility to keep the contact information up-to-date and to make necessary arrangements to pick up their child at the earliest possible time. If the School is unable to contact the parents regarding the closure or the parents fail to pick up their child after notification of such closure, the School will make alternate arrangements for such student's care at the parent's sole expense. In any case of a school closure, the School will notify the parents of the re-opening of the School and of any adjustments or modifications to the School calendar that may be made as a result of such closure. No refunds of amounts paid or credits for amounts due hereunder will be given as a result of or in connection with any such closure.

# BERKSHIRE HYMN

(words by Horace Irving Johnson, Class of 1913)

All hail to Berkshire  
Set among the hills  
Bright and good and fair, thy  
Spirit in us thrills;  
In later lessons  
And in larger strife,  
May thy fair standards  
Be ours through life.

Backward we're turning  
As the end draws near  
To the years of gladness  
And the friendships dear;  
To work and play, to  
Conflicts lost and won,  
With fond regret for  
School days now done.

Glory to Berkshire,  
Let her praises ring,  
Far across the world her  
Students tribute bring;  
Still true to Berkshire,  
Parted though we be,  
We fight life's battles  
With strength from thee.

## SCHOOL CALENDAR 2019-2020

(Religious holidays noted if they occur while school is in session.)

\* Vacations begin after students have met all their obligations or at times noted; vacations end at times noted.

### AUGUST

**29 Thursday** Prefects & New International Students arrive: Dorms open at 1:00 pm; Registration 2:00-3:30pm  
**30 Friday** New International Student/Parent Orientation  
**31 Saturday** New Students arrive: Dorms open at 9:00 am; Registration 9:00am-12:00pm  
**31-9/2 Sat-Mon** New Student Orientation

### SEPTEMBER

**2 Monday** Returning Students arrive: Dorms open at 9:00 am; Registration 9:00am-12:00pm  
**3 Tuesday** First Semester begins  
**7-8 Sat-Sun** Closed Weekend: students remain on campus  
**13-14 Fri-Sat** Third-Form Leadership Retreat  
**14 Saturday** ACT Testing  
**14-15 Sat-Sun** Closed Weekend: students remain on campus  
**19 Thursday** All-School Read Presentation  
**23 Monday** No Classes  
**29 Sunday** Rosh Hashanah begins at sundown

### OCTOBER

**5 Saturday** SAT Testing  
**8 Tuesday** Yom Kippur begins at sundown  
**10-12 Thurs eve-Sat** Fall Parents' Weekend  
**11 Friday** Fall Concert, 8:00 pm  
**12 Saturday** Fall Weekend begins (students leave **AFTER** their last commitment)\*  
**15 Tuesday** Fall Weekend ends by 8:00 pm\*  
**16 Wednesday** PSAT Testing; Diagnostic ACT Testing  
**19 Saturday** First Quarter ends  
**19-20 Sat-Sun** Closed Weekend: students remain on campus  
**21 Monday** Second Quarter begins  
**26 Saturday** ACT Testing  
**31-11/2 Thurs-Sat** Fall Play Performances, 7:30 pm

### NOVEMBER

**2 Saturday** SAT Testing  
**8 Friday** Fall Dance Concert, 7:30 pm  
**9 Saturday** Fall Athletic Season ends  
**23 Saturday** Thanksgiving Recess begins at 11:30 am (**AFTER** classes)\*

### DECEMBER

**2 Monday** Thanksgiving Recess ends by 8:00 pm\*  
**7 Saturday** SAT Testing  
**8 Sunday** Berkshire Improv Performance, 6:30 pm  
**13 Friday** Second Quarter ends; Winter Concert, 7:30 pm  
**14 Saturday** Reading Day; ACT Testing  
**14-15 Sat-Sun** Closed Weekend: students remain on campus  
**15-19 Sat-Thurs** First Semester Assessment Period  
**19 Thursday** Winter Recess begins at 11:30 am (**AFTER** last commitment)\*



## JANUARY

5 Sunday Winter Recess ends by 8:00 pm\*  
6 Monday Second Semester begins

## FEBRUARY

1-2 Sat-Sun Closed Weekend: students remain on campus  
5 Wednesday Jazz Café, 9:00 pm  
5-6 Wed-Thurs College Program: Form V and Parents  
6 Thursday Winter Weekend begins at 11:30 am (**AFTER** classes)\*  
10 Monday Winter Weekend ends by 8:00 pm\*  
20-22 Thurs-Sat Winter Musical Performances, 7:30 pm  
21-22 Fri-Sat Winter Parents' Weekend  
28 Friday Winter Dance Concert, 7:30 pm  
29 Saturday Third Quarter ends; Winter Athletic Season ends

## MARCH

1-7 Sun-Sat "Pro Vita" Winter Session  
7 Saturday Spring Recess begins at 11:30 am (**AFTER** classes)\*  
25 Wednesday Spring Recess ends by 8:00 pm\*  
26 Thursday Fourth Quarter begins  
31 Tuesday "A Day at Berkshire" (revisit day for newly accepted families)

## APRIL

3, 7 Fri, Tues "A Day at Berkshire" (revisit days for newly accepted families)  
4 Saturday ACT Testing; Diagnostic SAT Testing  
8 Wednesday Passover begins at sundown  
10 Friday Vocal Cabaret, 7:30 pm  
12 Sunday Easter  
16 Thursday AP Art Exhibit Reception, 7:00 pm  
20 Monday No Classes  
24 Friday Spring Concert, 7:30 pm  
24-25 Fri-Sat Spring Grandparents' Weekend  
26 Sunday Prom  
30 Thursday Sabin Entrepreneurial Prize Presentations, 6:30 pm

## MAY

1 Friday Capriccio: Classical Music Recital, 7:30 pm  
2 Saturday SAT Testing  
4-15 Mon-Fri AP Examinations  
8-9 Fri-Sat Spring Play Performances, 7:30 pm  
12 Tuesday Spring Dance Showcase, 7:00 pm & 8:30 pm  
15 Friday ARISE: Advanced Research and Independent Study Exhibition, 7:00 pm  
16 Saturday Admission Open House: Spring Peek  
16-17 Sat-Sun Closed Weekend (VI Form): students remain on campus  
17-20 Sun-Wed Sixth-Form Assessment Period  
19 Tuesday Berkshire Improv Performance, 8:30 pm  
21 Thursday Fourth Quarter ends; Sixth Form & Parent Dinner, 5:30 pm and Prize Night Ceremony, 7:30 pm  
22 Friday Commencement, 11:00 am; Graduates depart by 3pm  
23 Saturday Reading Day; Spring Athletic Season ends  
23-24 Sat-Sun Closed Weekend (III-V Forms): students remain on campus  
24-28 Sun-Thurs Underform Assessment Period: students may depart after their last exam

# TRANSPORTATION AND TRAVEL ARRANGEMENTS 2019-2020

## TRANSPORTATION

Chartered buses to and from Bradley International Airport, Framingham, MA (Logan Express Bus Terminal) and New York are available at vacation times.

Students in need of ground transportation to or from airports or bus stations should make arrangements through the Student Life Office. Local taxi companies provide service for a fee. Local taxi companies accept cash, personal checks, or credit cards; students are not permitted to charge taxi fares to the School. **Students may not call taxis or car services for local transportation.**

If a student misses a connection or has a change of plans, transportation must be cancelled through the Student Life Office during regular school business hours to avoid the charge for any ground transportation that has been ordered. After school hours, parents are asked to report changes in plans to the Duty Administrator at 413-429-6132.

The School provides weekly van service to nearby Great Barrington.

## TRAVEL ARRANGEMENTS

### Bus Travel

Berkshire School arranges charter bus transportation with faculty/staff chaperones for school vacations. Fares are charged to the student's account.

### Buses or vans run to and from:

- Bradley International Airport (Hartford, CT), baggage claim area downstairs, Terminal A
- New York City (Pennsylvania Station), West 34<sup>th</sup> Street at the corner of 8<sup>th</sup> Avenue by the Hotel New Yorker
- Framingham, MA (Logan Express Bus Station)
- JFK Airport (*for Thanksgiving, Winter and Spring Recesses only*), baggage claim area, Terminal 1

### Departure date and time for all buses/vans leaving campus:

November 23, Saturday	11:30 am
December 19, Thursday	11:30 am
February 6, Thursday	11:30 am
March 7, Saturday	11:30 am
May 28, Thursday	Students must notify the Student Life Office if they need transportation assistance to Bradley International Airport, Framingham, MA (Logan Express Bus Station) or JFK International Airport

*For 11:30 a.m. departures from School, do not make plane reservations before 2:30 p.m. at Bradley International Airport **or** before 6:00 p.m. at New York and Boston Airports.*

Return date and time for all buses/vans	New York City	Logan Express	JFK Airport	Bradley Airport
October 15, Tuesday	1:30 pm	5:30 pm		6:30 pm
December 2, Monday	1:30 pm	5:30 pm	5:00 pm	6:30 pm
January 5, Sunday	1:30 pm	5:30 pm	5:00 pm	6:30 pm
February 10, Monday	1:30 pm	5:30 pm		6:30 pm
March 25, Wednesday	1:30 pm	5:30 pm	5:00 pm	6:30 pm

*For 5:00 p.m. pick-ups at JFK International Airport, plan to have flight land no later than 2:30 p.m. For 6:30 p.m. pick-ups at Bradley International Airport, plan to have flight land no later than 5:00 p.m.*

We recommend that parents and students use Bradley International Airport (BDL) in Hartford, CT. It is located approximately one hour from campus and allows for much faster and easier travel for your child. Landing at JFK or other New York City (NYC) airports may be a less expensive air fare, but the cost of reaching campus from there can offset your perceived savings. It can also add an additional three to four hours of travel to the trip. If you do use NYC airports, you may want to look into using the shuttle to Grand Central Station to ride the Metro North train line to the Wassauc station.

### Transportation Resources

For transportation needs at times other than vacations, the following livery service contacts are provided for your convenience in arranging travel needs:

Abbotts Limousine Service	Lee, MA	413-243-1645	www.abbottslimo.com
Berkshire Driving Services	Great Barrington, MA	413-362-5587	danieg26@gmail.com
Lakeville Livery	Salisbury, CT	860-435-8000	
Michael's Limousine Service	Agawam, MA	413-583-6392	www.michaels-limo.com
Taxico	Great Barrington, MA	413-528-0911	

*The transportation companies listed above are provided for general informational purposes only. Use of any of these companies is at your own risk. Berkshire School does not arrange private transportation.*

# **POLICIES GOVERNING THE USE OF TECHNOLOGY FOR BERKSHIRE SCHOOL STUDENTS**

## **OVERVIEW**

Access to information technologies is integral to the educational mission and purpose of Berkshire School. We utilize technology in nearly every facet of instruction, activity, service, research, and operation. This policy provides expectations for the use of technology as it affects our community.

Due to the evolutionary nature of technology, it is imperative for community members to realize that our policies regarding the use of technology in our community will also be evolutionary. We ask all community members to employ their best judgment when it comes to the use of Berkshire School technology and keep in mind that our policies related to technology are not meant to supersede our other school policies, but rather to compliment them.

Although Berkshire School provides certain technologies, we recognize that members of our community also have their own technology devices that they bring to our campus and school events. Our policies address the appropriate use of both technologies provided by Berkshire School and personally owned technological devices. Please read the policies below before using our network and computers, because by using our technology you agree to be bound by the terms, conditions and regulations below.

## **INTRODUCTION**

### **Supervision and Personal Responsibility**

This Policy applies only to Berkshire School students. Faculty, Staff, and Guests are governed by separate Policies.

Parents must read and review this document with their child[ren] and accept the terms, conditions, and regulations presented herein before their child[ren] can utilize any Berkshire School technologies. This policy acceptance is contained within the School's registration portal and must be accepted on an annual basis at the beginning of every school year.

The use of Berkshire School and personally owned technology on our campus is a privilege not a right. This privilege comes with personal responsibilities of which you must be aware and with which you must comply in order to maintain the privilege.

### **Privacy**

Berkshire School reserves the right to monitor and track all usage and activity that takes place through the use of the Berkshire School Network, School technology, or personally-owned technology on our property or at our events; however, it is under no duty to do so. We also reserve the right to investigate any reports of inappropriate actions related to any technology used at School. All e-mails and messages sent through the Berkshire School's Network or accessed on a Berkshire School computer may be inspected. Any files saved onto a Berkshire School computer may also be inspected. Students should have no expectation of privacy with respect to prohibited uses of technology while on Berkshire School property or at Berkshire School events, even if such use incorporates their personal property. For example, a student who violates policy, law, and/or compromises the safety and well-being of the Berkshire School community while using a personally-owned laptop or other device while on the Berkshire campus should not expect privacy in such activities.

### **Right to Update**

Since technology is continually evolving, Berkshire School reserves the right to change, update, and edit its technology policies at any time in order to continually protect the safety and well-being of our students and community. To this end, Berkshire School may add additional rules, restrictions, and guidelines at any time.

### **Termination of Accounts and Access**

Upon termination of your official status as a student at Berkshire School, you will no longer have access to the school network, files stored on the school network, or your school-provided email account. All Berkshire School-owned software must be uninstalled from personally owned devices upon termination of your status as a student at Berkshire. This includes, but is not limited to, Microsoft Office. Prior to leaving the School, we recommend saving all personal data stored on school systems to a removable storage device and setting up an alternative email account. If you leave Berkshire in good standing, we will provide a 15-day grace period for e-mail account transition.

## **DEFINITION AND TERMS SECTION**

- **Bandwidth:** Bandwidth is a measure of the amount of data that can be transmitted in a fixed amount of time.
- **The Internet:** The Internet connects millions of computers together globally, forming a network in which any computer can communicate with any other computer as long as they are both connected to the Internet.
- **Network:** Berkshire School's network is defined as our computers and electronic devices such as printers, fax machines, scanners, etc. that are connected to each other for the purpose of communication and data sharing.
- **Technology:** Under this policy, technology is a comprehensive term including, but not limited to, all computers, projectors, televisions,

DVD players, stereo or sound systems, digital media players, gaming consoles, gaming devices, cell phones, personal digital assistants, CDs, DVDs, camcorders, calculators, scanners, printers, cameras, external and/or portable hard drives, modems, Ethernet cables, servers, wireless cards, routers and the Internet. School technology refers to all technology owned and/or operated by the School.

- PDA: PDA stands for personal digital assistant which is an electronic device which provides some of the functions of a computer, a cell phone, a music player, and a camera.

## **ACCEPTABLE USES SECTION**

### **Purposes and Use Expectations for Technology**

Berkshire School technology resources are primarily intended for academic use. However, students may utilize school technologies for limited recreational uses, keeping in mind that technology resources are both shared and finite. These resources include, but are not limited to, disk space, bandwidth, computers, printers, and software. In general, recreational technology use is not allowed during the academic day (7am – 3pm), during sports or activities, or during evening study hall hours (8pm – 10pm). If your recreational use interferes with another's educational use, you will be asked to refrain from your activity or engage in your activity during a specified time.

## **SCHOOL-PROVIDED TECHNOLOGY RESOURCES**

### **File Storage**

Every Berkshire student is provided with unlimited file storage via Berkshire's Google Apps suite while enrolled.

### **E-mail**

All students are provided with a Berkshire School e-mail account. Students are expected to check their e-mail regularly and are responsible for all school-related messages sent to their school e-mail account.

### **Network Access**

Berkshire School has a wireless network that is linked to students' Berkshire School Network accounts for authentication, authorization, and accounting purposes. In order to use the network, you must have a valid Berkshire School Network account.

Berkshire School provides individual password-protected accounts that allow access to school-provided technology services. Students must log off when they are finished using school computers or other technology services so that their e-mail and files are protected and their account cannot be used by anyone else. Students are responsible for any activity generated from their personal account.

## **UNACCEPTABLE USES OF TECHNOLOGY SECTION**

### **Recording, Video, and Photography**

Students may not publish photographs or video taken on Berkshire School property and/or at Berkshire School events for public marketing and promotional materials, websites, and/or media (newspapers, magazines, apps, etc.) without advance permission from the School.

### **Social Networking and Website Usage**

Students may access their profiles or accounts on allowed social networking websites through Berkshire School's technology, but not during the academic day, sports or activities, or evening study hall. Posts to such websites must conform to the standards set in this policy, the *Student/Parent Handbook*, and other applicable policies and laws.

### **Communication: Instant Messaging, E-mail, Posting, Blogs**

Inappropriate communication is prohibited in any public or private messages, or material posted online. Inappropriate communication includes, but is not limited to the following: obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language or images typed, posted, or spoken; information that could cause damage to an individual or the Berkshire School community or create the danger of disruption of the academic environment; personal attacks, including prejudicial or discriminatory attacks, including that which is based on race, color, religion, sex, national origin, disability, or age; harassment (persistently acting in a manner that distresses or annoys another person) or stalking of others; knowingly or recklessly posting false or defamatory information; and communication that promotes illegal conduct or the destruction of property, including the acquisition or creation of weapons or other destructive devices. If you are told by another person to stop sending communications, you must stop.

Students may not utilize any technology to harass, demean, humiliate, intimidate, embarrass, or annoy anyone else. This is unacceptable behavior known as cyber-bullying and will not be tolerated. Any cyber-bullying, on or off-campus, that is determined to substantially disrupt the safety and/or well-being of Berkshire School is subject to disciplinary action.

Do not post or send chain letters or spam. Spamming is sending an unnecessary and unsolicited message to a large group of people and can occur through e-mails, instant messages, or text messages.

### **Intellectual Property, Copyright, and Personal Integrity**

Do not pretend to be someone else online or use someone else's identity. Do not use, post, or make accessible to others content that may violate the privacy rights of others including, but not limited to, text, photographs, and video. Just because you may have individual access to certain information about a person does not mean that you have the right to disseminate that information publicly. Any such dissemination would violate school policy and may also violate certain state and federal laws.

A copyright exists in any original work of authorship that is fixed in any tangible medium of expression. This includes songs, videos, pictures,

images, computer programs and text. You are not permitted to copy, transfer, post or otherwise reproduce any such work unless you have obtained permission to do so by the owner of the copyright in the work. There are certain limited exceptions to this rule known as “fair use”; before making any use of a work protected by copyright, you must consult with a faculty member to determine whether “fair use” applies. Failure to obtain permission for such use would constitute copyright infringement, which would violate school policy and the law.

### **Data and Gaming Devices**

Berkshire School students (other than Third Formers) are allowed to bring their personal media devices, or other similar data-accessing devices onto campus, but are not allowed to utilize these devices during the academic day, sports or activities, or evening study hall unless authorized by a faculty member for academic purposes.

Students may bring personal video game systems onto campus, but these devices may only be turned on and played outside of school commitments.

Students may not use Berkshire School-owned computers to play computer games unless part of an academic assignment or project.

### **Downloads and File Sharing**

Berkshire School students may never download, add, or install new programs, software, or hardware onto school-owned computers without the express permission of the Director of Information Technology.

No student may configure a school computer or personally-owned computer or use the Berkshire School Network to engage in the illegal sharing or use of copyrighted materials or to engage in any other unlawful activity. The School will cooperate fully with the appropriate authorities should illegal behavior be identified.

Excessive use of the Berkshire School Network for downloading, sharing or transferring large files is prohibited.

### **Commercial and Political Use**

Users may not resell their network resources to others including, but not limited to, disk storage space and bandwidth. The use of Berkshire School technology resources for personal profit or gain is prohibited.

Students who are engaged in fundraising campaigns for Berkshire School sponsored events and causes must seek permission from their advisor before using technology resources to solicit funds for their event.

### **Respect for the Privacy of Others and Personal Safety**

Berkshire School is a community and as such, community members must respect the privacy of others. Do not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to others. Do not misrepresent or assume the identity of others. Do not publish information that was sent to you privately without the permission of the person who sent you the information or post private information about another person. Do not use another person’s account. Use caution when posting information about yourself online, and do not post personal information including your name, your age, your school name, your address, your phone number, or other identifying information.

Berkshire School prides itself on its reputation for excellence; therefore, you may not use the school’s name, logo, mascot or other likeness or representation on a non-school website without express permission from Berkshire School. This includes pictures of anyone wearing clothes with the school name, emblem, or logo. This also includes listing the school name or school employees on a social networking profile, a dating website profile, or a rating website such as RateMyTeacher.com or RateMyCoach.com.

### **Computer Settings and Computer Labs**

Students are only allowed to alter, change, modify, repair, reconfigure settings or install software on Berkshire School-owned computers with the express prior permission of the Director of Information Technology.

Food and drink are prohibited in Berkshire School computer labs or while using any Berkshire School technology.

### **Berkshire School Network Security**

Users may not circumvent any system security measures. The use of websites to tunnel around firewalls and filtering software or anonymize user identities is expressly prohibited. The use of websites, both domestic and international, hardware devices, or software to circumvent any school policy is prohibited. Students may not install any network device such as a router, firewall, wireless access point, etc., on the Berkshire School Network. Students may not extend their physical network access or Berkshire School Network account access to another student through any means or give their Berkshire School Network username and password to anyone except a member of the Technology Department. Purposefully spreading or facilitating the spread of a computer virus or other harmful computer program or altering the settings on a computer in such a way that the virus protection software would be disabled is prohibited. Students are not to access any secured files, resources, or administrative areas of the school network without express permission or the proper authority. If you have been given an account with special privileges, do not use that account outside of the terms with which you were given access to that account.

No policy can detail all possible examples of unacceptable behavior related to technology use. Berkshire School technology users are expected to understand that the same rules, guidelines, and policies that apply to non-technology-related behavior also apply to technology-related behavior. Berkshire School students are expected to use their best judgment when it comes to making decisions related to the use of all technology and the Internet. If there is ever an issue about which you are unsure, ask a member of the Technology

Department, Student Life Office, or the faculty for assistance.

## **RESPONSE SECTION**

Berkshire School's Technology Department and other administrators shall have broad authority to interpret and apply these policies. Violators of our technology policies may be provided with notice and opportunity to be heard in the manner set forth in the *Student/Parent Handbook*; however, the School, at its discretion, may forgo any procedures and take immediate action if it is determined that providing notice is imprudent or would impose unreasonable burdens on the School. Restrictions may be placed on the violator's use of Berkshire School technologies, and privileges related to technology use may be revoked entirely pending any hearing to protect the safety and well-being of our community. Violations of this policy constitute a violation of a Major School Rule and therefore may also be subject to discipline according to the Disciplinary Response Section of the *Student/Parent Handbook*. Berkshire School cooperates fully with local, state, and/or federal officials in any investigations related to illegal activities conducted on school property or through school technologies. Berkshire School authorities have the right to confiscate personally-owned technological devices that are in violation or used in violation of school policies.

If you accidentally access inappropriate information or if someone sends you inappropriate information, you should immediately tell a faculty member so as to prove that you did not deliberately access inappropriate information.

If you witness someone else either deliberately or accidentally access inappropriate information or use technology in a way that violates this policy, you must report the incident to a faculty member as soon as possible. Failure to do so could result in disciplinary action.

Berkshire School, at its discretion, retains the right to suspend service, accounts, and access to data, including user files and any other stored data, without notice to the user.

## **SCHOOL LIABILITY**

Berkshire School cannot and does not guarantee or warrant that the functions and services provided by and through our technology will be problem free. Berkshire School is not responsible for any damages that users may suffer including, but not limited to, loss of data or interruptions of service.

Berkshire School is not responsible for the accuracy or the quality of the information obtained through school technologies. While Berkshire School strives to ensure the safety of its students, it cannot control all electronic information or activity traveling through its network or on School property and is therefore not responsible or liable for a user's exposure to "unacceptable" communications or information nor is Berkshire School responsible for misinformation. Berkshire School is not responsible for financial obligations arising through the use of school technologies. Berkshire School is not responsible or liable for any unlawful acts performed by users of its technology.

## **GENERAL SAFETY AND SECURITY TIPS FOR THE USE OF TECHNOLOGY**

- **Posting Online and Social Networking:** Never post personal information about yourself online. Personal information includes your phone number, address, full name, siblings' names, and parents' names. When creating an account on a social networking website, make sure to set your privacy settings so only your friends can view your pictures and your profile. Avoid accepting a friend you do not already know. If possible, set up your account so that you are notified of any postings onto your wall or page. If possible, set up your account so that you have to approve all postings to your wall or page. If possible, set up your account to notify you when someone else has posted and tagged you in a picture. If you have a public profile, be careful about posting anything identifiable such as a sports team number or local area where you spend your free time.
- **Communications:** Think before you send all forms of communication, including emails, IM's, and text messages. Once you send the data it is not retrievable, and those who receive it may make it public or send it along to others, despite your intentions.
- **Strangers:** Do not feel bad about ignoring instant messages or e-mails from unknown people. Save all contacts from known or unknown people who are repeatedly contacting or harassing you. These saved messages will help authorities track, locate, and prosecute cyber-stalkers and cyber-bullies. If you have been speaking with a stranger online and make plans to meet the stranger in person, notify your parents or guardians first.
- **Passwords:** Do not share your passwords with your friends or peers. When creating a password, do not make it anything obvious such as your pet's name or favorite sports team. Also remember to include both letters and numbers in your password if possible.
- **Downloads and Attachments:** Do not open or run files on your computer from unknown or suspect senders and sources. Many viruses and other undesirable consequences can result from opening these items.
- **Stay Current:** Do protect your own computer and devices by keeping anti-virus and anti-spyware software up to date. Keep your operating system and application software up to date.

# **BERKSHIRE SCHOOL HAZING STATUTE ACKNOWLEDGMENT SHEET**

## **MASSACHUSETTS HAZING STATUTE**

The Commonwealth of Massachusetts requires secondary schools to provide students and families enrolled at the School with a copy of the state law defining and prohibiting hazing. All members of the school community are reminded that these laws include a requirement to report promptly any alleged incidents of hazing. Students are briefed on this matter during dorm and school meetings. Massachusetts General Laws, Chapter 269, §§17-19 are provided below.

### **COMMONWEALTH OF MASSACHUSETTS LAW ON HAZING**

#### **General Law 269:17 Hazing; Organizing or Participating; Hazing Defined**

Section 17. Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.

The term "hazing", as used in this section and in sections eighteen and nineteen, shall mean 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 any 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 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.

Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

#### **General Law 269:18 Failure to Report Hazing**

Section 18. Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.

#### **General Law 269:19 Copy of Secs. 17-19; Issuance to Students and Student Groups, Teams and Organizations; Report**

Section 19. Each institution of secondary education and each public and private institution of post-secondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team, or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams, or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams or organizations.

Each such group, team or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgement stating that such group, team or organization has received a copy of this section and said sections seventeen and eighteen, that each of its members, plebes, pledges, or applicants has received a copy of sections seventeen and eighteen, and that such group, team or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post-secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full-time student in such institution a copy of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post-secondary education shall file, at least annually, a report with the regents of higher education and in the case of secondary institutions, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams or organizations and to notify each full-time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communication the institution's policies to its students. The board of regents and, in the case of secondary institutions, the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution, which fails to make such report.

### **BERKSHIRE SCHOOL POLICY ON HAZING**

Berkshire School adheres to and enforces Massachusetts State law that prohibits the practice of hazing. Students who fail to comply with the hazing law may be in violation of the Major School Rule with regards to Hazing, which can result in dismissal for a first offense.

# BERKSHIRE SCHOOL

## BULLYING PREVENTION AND INTERVENTION PLAN

### INTRODUCTION

Berkshire School expects that all members of our school community will treat each other with civility and respect.

It is the policy of the School 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.

The Berkshire School Bullying Prevention and Intervention Plan (“Plan”), set forth below, is published in response to the recently enacted Massachusetts law (Act 2010, Chapter 92) against bullying and recent legislative changes to the law in regard to “*more vulnerable students*”, taking effect on July 24, 2014. The Plan is an integral part of our efforts to promote learning and to prevent behavior that can impede the learning process. Our Plan spells out Berkshire School’s comprehensive approach to addressing bullying, cyber-bullying, and retaliation.

This Plan is consistent with broader protections at Berkshire School against discrimination, harassment, bullying, and retaliation that appear in the *Student/Parent Handbook* and the *Employee Handbook*.

It is important that this Plan be well understood by all members of the Berkshire community. The Head of School is responsible for the implementation and administration of the Plan. The Plan shall be updated at least every two years to reflect any changes in the law or other necessary changes in the policy. Questions and concerns related to this Plan may be referred to the Head of School or Dean of Students.

### POLICY AGAINST BULLYING, CYBER-BULLYING AND RETALIATION

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

The School recognizes that certain students may be more “*vulnerable*” to becoming a target for bullying and cyber-bullying or harassment based on actual or perceived differentiating characteristics and will support vulnerable students by making the School community aware that a more vulnerable class exists and providing annual training to students and faculty in regard to the more vulnerable students.

Bullying and cyber-bullying are prohibited:

- Anywhere on school grounds and at school-sponsored events, activities, functions, and programs.
- On school buses and other vehicles owned, leased, or used by the School, and through use of technology or an electronic device owned, leased, or used by the School.
- At a location, activity, function, or program 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 student; infringes on the rights of a targeted student at School; or materially and substantially disrupts the educational process or the orderly operation of the School.

### DEFINITIONS UNDER THE LAW

The following definitions are drawn from the Massachusetts law against bullying.

**Aggressor (“Perpetrator”).** A student who engages in bullying, cyber-bullying or retaliation.

**Bullying.** Bullying is defined as the repeated use by one or more students of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a target that:

- causes physical or emotional harm to the targeted student or damage to the targeted student’s property;
- places the targeted student in reasonable fear of harm to himself or herself or of damage to his or her property;
- creates a hostile environment at School for the targeted student
- infringes on the rights of the targeted student at School; or
- materially and substantially disrupts the educational process or the orderly operation of the School.

**Cyber-bullying.** Cyber-bullying is bullying through the use of technology or electronic devices such as telephones, cell phones, computers, fax machines and the internet. It includes, but is not limited to, e-mail, instant messages, text messages, and internet postings, whether on a webpage, in a blog, or otherwise.

**Hostile Environment.** A 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 a student’s education.

**Retaliation.** Retaliation is any form of intimidation, reprisal, or harassment directed against a student who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying.



**Target (“Victim”).** A student against whom bullying, cyber-bullying, or retaliation have been directed.

**Vulnerable.** Certain students may be more vulnerable to becoming a target for bullying and cyber-bullying or harassment based on actual or perceived differentiating characteristics, including race, color, religion, ancestry, national origin, sex, socio-economics 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.

**Legal Definitions and School Policy.** It is important to bear in mind that stricter standards of behavior may apply under Berkshire School’s policies in order that we may prevent inappropriate verbal and physical conduct before a student has been subject to bullying as it is 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 a 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.

## **PREVENTION OF BULLYING AND CYBER-BULLYING**

Every student in the Berkshire community has a right to be treated with civility and respect. Our curriculum emphasizes respect for differences, and teachers are clear in their expectations for student behavior. In addition, the Head of School, Dean of Students and other school administrators use school meetings and similar community gatherings to make sure students are well informed about what is expected of them and to reinforce positive conduct. When necessary, parents are notified and asked to reinforce standards for membership in the Berkshire community.

All Berkshire students and parents/guardians are expected, on an annual basis, to read the *Student/Parent Handbook* and “Berkshire Bullying Prevention and Intervention Plan.” Both are posted and available to be downloaded on the Berkshire School website. The *Student/Parent Handbook* includes explicit policies around the acceptable use of technology at Berkshire.

All Berkshire faculty and staff shall, on an annual basis, read the School’s “Bullying Prevention and Intervention Plan” to become familiar with or review its content. In addition, all Berkshire faculty and staff shall receive annual training on its content.

The administration and faculty recognize that it is essential that expectations for student conduct extend to corridors, locker rooms, meals, school activities, carpool, buses and the like. The School strives to ensure that ample adult supervision is provided on School premises, including in the corridors and locker rooms, meals, school activities, and on School-provided transportation throughout the school day as well as at School-sponsored events.

## **REPORTS OF BULLYING, CYBER-BULLYING OR RETALIATION**

**Reporting by Student.** Any student who is the target of bullying or cyber-bullying or has witnessed an incident of bullying or cyber-bullying or otherwise has relevant information about bullying or cyber-bullying prohibited by this policy is strongly encouraged to promptly report the matter orally or in writing to the Head of School, Dean of Students or to any other faculty or staff member with whom the student is comfortable speaking. Also, any student who is subject to retaliation in violation of this policy or who knows of another student who has been subject to retaliation is urged to report it as soon as possible.

**Reporting by Parent.** A parent or guardian of a student who is the target of bullying or cyber-bullying or of student who has witnessed or otherwise has relevant information about bullying or cyber-bullying is strongly urged to promptly notify the Head of School or Dean of Students. Furthermore, any parent or guardian who has him or herself witnessed bullying or cyber-bullying or has relevant information concerning such an incident is strongly urged to come forward to the Head of School or Dean of Students. A parent or guardian should also report any incident of retaliation in violation of this policy to the Head of School or Dean of Students.

**Reporting by Faculty or Staff.** Any member of the faculty or staff of the School who witnesses or otherwise becomes aware of bullying or cyber-bullying in violation of this policy or who becomes aware of retaliation against a student who reported information concerning a violation of this policy is required to report it immediately to the Head of School or the Dean of Students. There are to be no exceptions. A member of the faculty or staff may not make promises of confidentiality to a student or parent who informs him/her of an allegation of bullying, cyber-bullying, or retaliation.

**Anonymous Reports.** Faculty and staff may not make reports under this policy anonymously. The School also 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, it is far more difficult to determine the facts of what occurred if complaints are made anonymously. Please note that no disciplinary action shall be taken against a student solely on the basis of an anonymous report. Students and parents are encouraged to bear in mind that the School takes its policy against retaliation seriously.

**Confidentiality.** While the School cannot promise strict confidentiality, because information must be shared in order to conduct an effective investigation, the School releases information concerning complaints of bullying, cyber-bullying, and retaliation only on a legitimate need-to-know basis.

**False Reports.** Any student who, after an effective investigation, is found to have knowingly made a false accusation of bullying, cyber-bullying, or retaliation will be subject to disciplinary action.

**Massachusetts Department of Secondary Education Problem Resolution System.** The education department has a system for seeking assistance or filing a claim. Information can be found at <http://www.doe.mass.edu/pqa>

## **RESPONDING TO A REPORT OF BULLYING, CYBER-BULLYING OR RETALIATION**

**A. Preliminary Considerations.** When a complaint of bullying, cyber-bullying, or retaliation is brought to the attention of the Head of School or Dean of Students, an assessment is made as to whether any initial steps need to be taken to protect the well-being of students 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.

**B. Obligation to Notify Parents or Guardian.** It is the policy of the School to notify the parent(s) or guardian of any student who is an alleged target of bullying, cyber-bullying, or retaliation and the parent(s) or guardian of any student who may have been accused of engaging in such behavior promptly after a complaint has been made.

**C. Investigation.** The following is an outline of the procedure that is pursued once a complaint has been brought to the attention of the Head of School:

An impartial investigation of the complaint is conducted by the Head of School or by someone designated by the Head of School. That investigation may include (but will not necessarily be limited to) interviews with the person who made the complaint, with the student who was the target of the alleged bullying, cyber-bullying, or retaliation, with the person or persons against whom the complaint was made, and with any students, faculty, staff or other persons who witnessed or who may otherwise have relevant information about the alleged incident.

Depending on the circumstances, the Head of School or designee conducting the investigation also may choose to consult with other teachers and/or the School Counselor when conducting the investigation.

### **Notice to Law Enforcement Agency (603 MCR 49.06).**

In accordance with 603 MCR 49.06, the Head of School shall do the following:

(1) Upon receipt and review of a report of bullying or retaliation, the Head of School shall make a preliminary determination whether to notify the local law enforcement agency of the reported incident. The Head of School shall notify the law enforcement agency if he/she has a reasonable basis to believe that the incident may result in criminal charges against the alleged perpetrator. The Head of School shall, consistent with school policy and procedure, consult with other individuals he/she deems appropriate in making such determination.

(a) If the Head of School decides to notify the local law enforcement agency, he/she shall document the reasons for the decision and immediately contact the local law enforcement agency to discuss the incident and the law enforcement agency's involvement. Nothing in this section shall prevent the Head of School from taking appropriate disciplinary or other action pursuant to school policy and state law.

(b) If the Head of School decides not to notify the local law enforcement agency, or the local law enforcement agency determines that its involvement is not necessary under the circumstances, the Head of School shall respond to the incident of bullying or retaliation as provided in the bullying prevention and intervention plan. If the Head of School subsequently determines facts that cause him or her to believe that the perpetrator's conduct may be criminal, the Head of School shall notify the local law enforcement agency.

(2) The Head of School shall notify the local law enforcement agency of a report of bullying or retaliation consistent with 603 CMR 49.06(1) if bullying or retaliation occurs on school grounds and involves a former student under the age of 21.

**D. Resolution, Notification, and Follow-up.** Following interviews and any other investigation undertaken, as the School deems appropriate, the Head of School or designee 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 will determine what disciplinary action and/or other remedial action is appropriate and how it will be implemented.

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 and to take such steps as can be taken to prevent there being a repetition of the incident and to prevent the student or students targeted 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 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 or the Dean of Students will meet individually with the student or students who were the target of the alleged incident and the student or students against whom the complaint was made and their parents or guardian 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 records.

Follow-up contacts will be made with any student found to have been targeted in violation of this policy and his/her parents or guardian to inquire as to whether there have been any further incidents.

## **ACCESS TO RESOURCES AND SERVICES**

Incidents of bullying or cyber-bullying shall be referred to the School's Wellness and Counseling Office so that appropriate counseling may be available for victims (targets), perpetrators (aggressors), and family members of those students.

## **CONCLUSION**

This Plan is intended (1) to prevent bullying and cyber-bullying among our students, (2) to encourage students and their parents or guardians to have confidence in the School's procedures and to come forward promptly whenever a student 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 found to be warranted.

**2019-2020 ACADEMIC SCHEDULE: GREEN**

MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY	
7:45	Office	7:45	Office	7:45	Office	7:45	Office	7:45	Office	7:45	Office
8:10	Hours	8:10	Hours	8:10	Hours	8:10	Hours	8:10	Hours	8:10	Hours
8:15	A (45)	8:15	B (45)	8:15	C (45)	8:15	D (45)	8:15	E (45)	8:15	F (45)
9:00		9:00		9:00		9:00		9:00		9:00	
9:05	SCHOOL MEETING	9:05	D (45)	9:05	Faculty Mtg	9:05	SCHOOL MEETING	9:05	F (45)	9:05	Meetings
9:30			9:30	Break	9:30			9:30	Clubs		
9:50		9:50		9:35	A (75)	9:50		9:50		9:35	D (75)
9:55	E (75)	9:55	Advisory Meeting	10:50	10:55	11:10	B (75)	9:55	Form Meeting	10:50	
10:20			10:20						10:25		F (75)
11:10											
11:15	G (45)					11:15	H (45)			10:55	B (45)
12:00		11:40		11:40		12:00		11:40		11:40	
12:00	H (75)	11:45	H (45)	Advisee Lunch	12:00	12:00	G (75)	11:45	G (45)		
		12:30						12:30		12:30	H (45)
1:15		1:15				1:15		1:15			
1:20	B (45)	1:20	A (45)			1:20	C (45)	1:20	D (45)		
2:05		2:05				2:05		2:05			
2:10	C (45)	2:10	E (45)			2:10	F (45)	2:10	A (45)		
2:55		2:55				2:55		2:55			

3:30	Afternoon	3:30	Afternoon
5:30	Program	5:30	Program

3:30	Afternoon	3:30	Afternoon
5:30	Program	5:30	Program

6:15	Community
7:00	Dinner

8:00	Study	8:00	Study	8:00	Study	8:00	Study	8:00	Study
10:00	Hall	10:00	Hall	10:00	Hall	10:00	Hall	10:00	Hall

revised 8/1/19

**2019-2020 ACADEMIC SCHEDULE: GRAY**

MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY
7:45	Office	7:45	Office	7:45	Office	7:45	Office	7:45	Office	<b>SPECIAL PROGRAMMING</b>
8:10	Hours	8:10	Hours	8:10	Hours	8:10	Hours	8:10	Hours	
8:15	A (45)	8:15	B (45)	8:15	C (45)	8:15	D (45)	8:15	E (45)	
9:00		9:00		9:00		9:00		9:00		
9:05	SCHOOL MEETING	9:05	D (45)	9:05	Faculty/Form Meetings	9:05	SCHOOL MEETING	9:05	D (75)	
9:30				9:30				9:30		
9:50		9:50		9:35	A (75)	9:50				
9:55	E (75)	9:55	Advisory Meeting			9:55	B (75)	10:20		
10:20				10:25	F (75)				Break	
10:50				10:50				10:45	C (75)	
11:10				10:55	F (45)	11:10				
11:15	G (45)			11:40		11:15	H (45)			
12:00		11:40				12:00		12:00		
12:00	H (75)	11:45	H (45)	Advisee Lunch		12:00		12:00		
12:30			12:30				12:00	G (75)	12:05	
12:30		12:30	G (45)							
1:15		1:15				1:15		1:15		
1:20	B (45)	1:20	Clubs/Dept. Meetings			1:20	Meetings	1:20	A (45)	
2:05		2:05				For Life Programming (Faculty/Form)		2:05		
2:10	C (45)	2:10	E (45)					2:10	F (45)	
2:55		2:55				2:55		2:55		
3:30	Afternoon Program	3:30	Afternoon Program			3:30	Afternoon Program	3:30	Afternoon Program	
5:30		5:30				5:30		5:30		
		6:15	Community Dinner							
		7:00								
8:00	Study Hall	8:00	Study Hall	8:00	Study Hall	8:00	Study Hall	8:00	Study Hall	
10:00		10:00		10:00		10:00		10:00		

revised 8/1/19