



The
Bement
School

2026 - 2027



Welcome to the 2026 – 2027 school year at The Bement School!

Each year, Bement's *Family Handbook* is part of the many ways we welcome you to Bement, either as a new member of our community, or as your child moves from one grade to the next.

As you prepare for the upcoming school year, please familiarize yourself with the information in this handbook, which contains answers to many of the small and large questions that arise during a typical school year. Reviewing the handbook each year is an expectation of all families, even if you are already familiar with our traditions and practices, as we make revisions regularly.

Alongside your children, please pay particular attention to sections that pertain to expected standards of student behavior and interactions between students. Schools are human enterprises, and at Bement we strive to forge a community built on our core values: compassion, integrity, respect, and resilience. Reviewing expectations in the handbook through that lens is an important part of the partnership between the school and our families as we seek to uphold the best parts of Bement's culture throughout the year.

While the policies delineated in these pages are intended to be in place throughout the 2026 – 2027 school year, circumstances sometimes require changes during the school year. Any subsequent adjustments will be shared with families via email. If your question is not answered here, please ask.

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

Sincerely,

A handwritten signature in black ink, reading 'Anna Casey' in a cursive script.

Anna Casey
Head of School

THE BEMENT SCHOOL MISSION

The Bement School provides an education based on time-honored school traditions and values for children in kindergarten through ninth grade, day and boarding. From the classrooms to the dorms, we live and learn as a family while encouraging responsibility for our own work and actions.

Bement actively seeks an academically diverse, international, and multicultural student body. Students and adults at Bement work together to create a climate of acceptance, kindness, and challenge, which nurtures each child intellectually, creatively, physically, and emotionally.

DIVERSITY, EQUITY, AND INCLUSION AT BEMENT

Guided by its mission and core values, Bement will mobilize, educate, inspire, and lead all members of its community to frame, build, and continuously strengthen a school culture that embraces diversity, practices inclusion, endeavors for equity, and acts for justice locally and globally.

THE BEMENT SCHOOL DIVERSITY MISSION

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

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

THE BEMENT SCHOOL CORE VALUES

Compassion

We strive to be curious, kind, and empathetic.

A formative education invites students and adults to reflect on and attend to their self-identity. At Bement, that promise of and openness to personal growth is extended to others as well. Each person is also aware, observant, and responsive to the well-being and perspective of all individuals on campus and everywhere. This requires each person to be selfless, to see beyond their personal needs, to be grateful for what they have, and to be kind so that the needs of others are also attended to.

Integrity

We choose what is right over what is easy.

We choose to do the right thing even if the right thing is hard. At Bement, we are confident that we are not standing alone. As a community that values integrity, we are responsible for our personal words and actions for our own good and more so for the good of the world in which we live. Our students serve needs beyond the classroom, contribute to extended communities, and connect globally with an aim to be helpful for those without the same privileges and opportunities.

Resilience

We do not shy away from hardship but work to overcome it.

Each person gives their best in all they do regardless of adversity, hardships, or obstacles, perceived or real. With a vigorous, hearty spirit, we give everything we have, utilize every available tool and resource, ask others for support to learn from setbacks and overcome struggles. We are courageous

in facing short-term challenges and patient in the pursuit of broader long-term goals.

Respect

We honor each other and strive to improve our community.

We are a diverse community of students and families from broad cultural, ethnic, and economic backgrounds and we honor and are in awe of each person's story. We are a school community that shares the collective responsibility to address, eliminate, and prevent actions, decisions, and outcomes that result from and perpetuate racism. We reinforce a positive message about who each individual is and admire the qualities that serve them well. We expect that all are included in the life of the school and able to express and contribute their strengths in an authentic way. We aim to instill meaningful connections across our K-9 grades which allows upper school students to be models of inclusion for our lower school students. This ensures that each student feels valued and confident, and it is through this lens that our students view the world in which we live.

Table of Contents

DIVERSITY, EQUITY, AND INCLUSION AT BEMENT.....3

THE BEMENT SCHOOL DIVERSITY MISSION..... 3

THE BEMENT SCHOOL CORE VALUES..... 4

SCHOOL POLICY..... 12

 Disciplinary Processes & Responses..... 13

 Plagiarism and Academic Integrity..... 14

SOCIAL & INTERPERSONAL EXPECTATIONS..... 15

 Parent & Caregiver Behavior Expectations..... 17

 Policy Against Bullying, Cyberbullying, and Retaliation..... 17

 Definitions..... 18

 Legal Definitions and School Policy..... 19

 Prevention of Bullying and Cyberbullying..... 20

 Bullying and Cyberbullying Prevention Plan..... 21

 Investigation..... 21

 Resolution, Notification, and Follow-Up..... 23

 Conclusion..... 24

ANTI-HAZING POLICY..... 25

 Massachusetts Anti-Hazing Law..... 25

 Anti-Hazing Policy..... 25

 Discipline..... 25

 Reporting an Incident..... 26

TECHNOLOGY USE POLICY..... 26

 Internet Use Policy..... 26

 Educational Technology (including Google Workspace for Education and Bmail)..... 27

 School-issued Devices..... 28

 Personal Devices..... 29

 Dormitory Technology Usage (applies to boarding students and their guests)..... 30

 Social Media..... 31

 Artificial Intelligence (AI)..... 31

ALL-SCHOOL INFORMATION..... 32

Academic Calendar, Reports, and Testing.....	32
Academic Support.....	33
Additional Testing.....	34
After-School Care.....	34
Arrival and Departure.....	34
Attendance.....	36
Bement App.....	37
Bement Day.....	37
Bement Family Association.....	37
Bicycles, In-line Skates, Scooters, and Skateboards.....	37
Boarding Program.....	38
Camps/Vacation Activities.....	40
Cell Phones, Cameras, Electronic Devices.....	40
Classroom/Faculty Assignments.....	40
Communications.....	40
Community Service.....	42
Contact Us.....	42
Dining Hall and Meals.....	43
Dress Code.....	44
Drones and Other Remote-Controlled Devices.....	47
Extra-Curricular Activities.....	47
Family Vacation.....	48
Field Trips.....	48
Gifts.....	48
Grand Day.....	48
Library.....	48
Lost and Found.....	49
Mini-term.....	49
Orientation.....	50
Parties.....	50
Personal Property.....	50
Pets on Campus.....	51
Re-Enrollment.....	51

Registrar.....	51
Respect for Property.....	51
School Pictures.....	52
School Safety Plan.....	52
School Store.....	52
Smoke-Free Campus.....	52
Spring Fling.....	53
Student Names and Pronouns.....	53
Telephone Calls.....	53
Tick Prevention.....	53
Transportation.....	53
Tuition and Account Obligations.....	54
Visitors.....	54
Weather-Related Cancellations/Delays.....	54
LOWER SCHOOL.....	55
Kindergarten through Grade Five.....	55
Academic Support.....	55
Class Arrangement.....	55
Fine Arts.....	56
Five Things.....	56
Homework.....	56
Money.....	56
Packed Lunches for Field Trips.....	56
Parent/Guardian Conferences.....	57
Participation in Upper School Sports.....	57
Physical Education.....	57
Recess.....	58
Progress Reports.....	58
Snacks.....	58
Toys.....	58
UPPER SCHOOL.....	59
Grades Six through Nine.....	59
Academic Support.....	59

Advisor System.....	59
Athletics.....	60
Bement Reads.....	61
Class Deans.....	62
Community Service.....	62
Dances and Social Events.....	62
Diploma Requirements.....	62
Grading and Reports.....	62
Expectations for Effort.....	63
Homework.....	64
Honor Roll.....	64
Merit List.....	64
Parent/Guardian Conferences.....	64
Relationships.....	65
School Supplies and Textbooks.....	65
Secondary School Counseling.....	65
Term Assessments.....	65
Ushers.....	65
STUDENT HEALTH SERVICES.....	66
Allergies.....	66
Annual Physical Exam.....	67
Automatic External Defibrillator (AED).....	67
Communicable Disease-Specific Policies and Concussion Plan.....	67
Counseling Services.....	69
Epinephrine (EpiPen, AuviQ, Neffy nasal spray).....	70
Head Lice Checks.....	71
Health Visits.....	71
Immunization Record.....	71
Medical Illness Policy.....	72
Medical Insurance.....	72
Medical Leave of Absence.....	73
Medication Policies.....	74
Off-Sports.....	77

Required Health Forms.....	77
Health Insurance Agreement.....	78
Return To School After Illness or Injury.....	78
Student Health Services (SHS) Staff.....	79
STUDENT HEALTH SERVICES (SHS) FOR RESIDENTIAL LIFE..	
79	
Appointments Off-Campus.....	79
Dental.....	79
Guardian Verify.....	80
Medical Illness Policy.....	80
Off-Campus Accommodation.....	81
Optometry.....	81
Orthodontics.....	81
Vaccinations and Screenings for Boarding Students.....	81
RESIDENTIAL LIFE.....	82
Boarding at Bement: Overview & Philosophy.....	82
Allowance and Boarding Student Charges.....	83
Chores and Cleanliness of Dorms.....	84
Communication with the School.....	84
Contact with Parents/Guardians.....	84
Decorations/Electrical Appliances in Dorm Rooms.....	85
Food in the Dorms.....	85
Hygiene.....	85
Language.....	86
Laundry.....	86
Luggage.....	86
Mail and Packages.....	86
Movie Ratings.....	87
Packing and Personal Storage.....	87
Religious Services.....	87
Roommates.....	88
Student Development and Discipline.....	88
Study Halls.....	89

Technology Use in Dorms..... 89

TOEFL/SSAT Tests..... 91

Transportation to Practices or Lessons Off-Campus..... 91

Travel Information..... 92

Tutoring..... 93

Weekdays..... 93

Weekends..... 94

AHERA COMPLIANCE PLAN..... 95

DIRECTIONS TO THE BEMENT SCHOOL..... 95

SCHOOL PHONE NUMBERS & EMAILS..... 97

SCHOOL POLICY

School policy, as outlined in this *Family Handbook*, applies whenever and wherever students come under the school's jurisdiction. This shall be from the time they leave their parents'/guardians' direct supervision to journey to the school or to participate in school activities until they have returned to direct parental supervision. Students who, by their conduct while beyond the direct supervision of the school, cause harm to fellow students, threaten the welfare of the school community or bring its name into disrepute as the result of a violation of school policy may be subject to disciplinary action by the school.

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

- Bullying or having a harmful or negative impact on other members of the school community, see [Anti-Bullying Policy, p. 17](#)
- Discriminating behavior based on race, ethnicity, age, gender identity, sexual orientation, family structure, socioeconomic status, and religious affiliation, see [Diversity Mission, p.3](#)
- Using vulgar or inappropriate language, gestures, physicality, or behavior
- Lying or cheating, including plagiarism
- Inappropriate use of technology, see [Technology Use Policy, p.26](#)
- Intentional destruction of school property
- Stealing or the knowing possession of stolen property
- Possessing, using, or promoting the use of alcohol, tobacco, drugs, or their paraphernalia
- Possessing or using fireworks, explosive or highly flammable substances, firearms, knives, or any other dangerous weapon
- Having intimate sexual contact with another member of the school community

- Serious violation of rules governing conduct in the dormitories as outlined in the residential life section of this handbook
- Other conduct deemed unacceptable by the school administration

Disciplinary Processes & Responses

The Bement School seeks to employ a restorative approach to student behavioral incidents. When student behavior violates school norms and/or does not align with our community's core values, the school will seek a disciplinary response that enables students to repair relationships, restore trust, and, to the fullest extent possible, alleviate harm to others and to the community in general. The disciplinary process and response is intended to provide an opportunity for students to reflect upon and learn from their mistakes, and to work to restore their good standing in the community.

For lower school students, the lower school head leads the disciplinary process, in partnership with classroom teachers and the head of school. In the upper school, the Deans' Office, under the supervision of the upper school head, leads the disciplinary process. The class dean, in collaboration with the upper school head, head of school, and relevant advisors and classroom teachers, develops a response that takes into consideration the scope of the infraction and the student's overall record of conduct. In discipline cases involving boarding students that occur within the framework of boarding life, the director of residential life is the primary respondent, in consultation with relevant dorm parents and the head of school.

All disciplinary responses listed below require approval by the head of school, following a recommendation by the lower school head, upper school head, class dean, or director of residential life.

Depending upon the age of the child, responses to student behavioral incidents may follow a graduated model that includes:

1. **Community Warning** - when a student's conduct requires a response that exceeds a momentary intervention with the dean, a dean or division head will initiate a meeting with the student to discuss the behavior and the student's family will be notified. Community Warning responses may include a brief in-school suspension, an opportunity to do some repair work within

the community, and conversations with the deans and the director of counseling. Community Warning will last for some period of time, depending on the severity of the incident, the age of the student, and the time of year. At the end of that period, provided the student has behaved in a manner that upholds Bement's core values, the student will reflect with the deans or director of residential life on their experience and growth and no permanent behavioral incident will be recorded on their transcript or reported to secondary schools. If further behavior violations occur while a student is on Community Warning, an elevated disciplinary response will likely follow.

2. **Suspension** - when a student's misconduct falls sufficiently outside community standards or is a violation of our anti-bullying and anti-hazing policies, the family will be notified and the student will be suspended from school for a period of time. The incident will be recorded on the student's official record and it will be reported to secondary schools as required by the secondary school admissions process.

3. **Dismissal** - when student conduct falls well outside of community standards, there have been repeat violations of expectations for conduct, or a student's behavior indicates that they are not able to serve as a member of our community in good standing, the student may be required to separate from the school.

Plagiarism and Academic Integrity

The Bement School believes that academic integrity is a central component of our core values of compassion, integrity, resilience, and respect. As a school for students in grades K through 9, Bement recognizes its role in teaching students how to write, research, and cite sources, and these are incorporated into the curriculum at every level.

The simplest definition of plagiarism is using somebody else's words or ideas without proper citation. As students are learning to write and research, they will inevitably make mistakes with regard to plagiarism, and Bement recognizes that most instances of plagiarism are not intentional. Bement also recognizes that academic norms around research and citation vary based on a variety of factors including different previous school experience or national culture. As such, we treat most instances of plagiarism as a learning experience.

However, repeated or intentional instances of plagiarism are serious academic integrity violations and may be subject to further investigation by the division head, class dean, and teacher. Students found to be violating this policy are subject to disciplinary action as outlined above.

Specific violations of academic integrity (some involving technology are also outlined in the technology use policy section of this handbook) include but are not limited to:

- Using content as your own when it was not created by you
- Using artificial intelligence to generate content when it is not expressly permitted by the teacher
- Receiving unauthorized aid on any formal assessment
- Using devices (including wearable devices such as watches or earbuds) to complete assignments or in-class assignments
- Using technology to collaborate on assessments when it is not expressly permitted
- Using an online service to write papers for a student using translation software in world language class assignments when it is not expressly permitted
- Using any online service to create a portion of an assignment or otherwise perform a review of student material without attribution or teacher permission (for example, an unauthorized usage of citation formatting software or grammar checking tools)

SOCIAL & INTERPERSONAL EXPECTATIONS

A community of approximately 225 young people, Bement's student body is a diverse and dynamic system that interacts across ages, grades, and genders (among other markers of identity) throughout each day at school. Conflicts will inevitably arise between students, and Bement's faculty and staff are experienced professionals trained to work in support of all students as they manage developmentally typical challenges. As with most learning at Bement, teachers take the lead in this work, supported by their supervisors

and other members of Bement's leadership. Learning how to appreciate different perspectives, react constructively to disagreement, and apologize for a thoughtless or unkind remark are common examples of moments at school that are part of the growth process for all young people. Teachers and school administrators will address all such behaviors with students, individually or in groups as appropriate, as they occur. When problematic conduct persists or presents as part of a pattern, Bement's policies around bullying may apply; details of these policies as well as pertinent terminology and definitions can be found on starting on [p.17](#). As with anything else at Bement, families are encouraged to communicate regularly with their child(ren)'s teachers so the school can work in partnership to ensure each student's safety and positive growth.

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

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

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

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

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

Parent & Caregiver Behavior Expectations

In accordance with Bement's commitment to forging a nurturing community, the school expects parents, caregivers, and other family members to adhere to Bement's core values of compassion, integrity, resilience, and respect in all dealings with the school, as well as to follow school policies as laid out in the Family Handbook and by school leadership. The partnership between the school and families must be built on trust and open communication. Bement expects parents, caregivers, and families to share information regarding their children's educational and developmental needs and to act in good faith when engaging with the school around expectations and feedback regarding the Bement experience.

These expectations govern communications between families and school personnel; parent, caregiver, and family member behavior at school events including athletic events; interactions between fellow Bement parents, caregivers, and families; and any social media or public internet activity related to a family's Bement experience. The enrollment agreement each family enters into with the school affirms these expectations and outlines potential action on the part of Bement should a parent, caregiver, or other family member breach them

Policy Against Bullying, Cyberbullying, and Retaliation

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

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

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

targeted individual at school; or materially and substantially disrupts the educational process or the orderly operation of the school.

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

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

Definitions

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

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

“Cyberbullying” is bullying through the use of technology or any electronic communication, which shall include, but not be limited to, any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, internet communications, instant messages, or facsimile communications. Cyberbullying shall also include:

(i) the creation of any electronic content in which the creator assumes the identity of another person or

ii) the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying. Cyberbullying shall also include the distribution by electronic means of a communication to more than one person or posting of material on an electronic medium that may be

accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

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

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

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

Legal Definitions and School Policy

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

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

Prevention of Bullying and Cyberbullying

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

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

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

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

Lower school classroom instruction and upper school health classes and advisory meetings focus on peer relationships and empower students to take action if they feel targeted or if they witness other students engaging in bullying or other unacceptable behavior. Upper school health classes shall have one session specifically devoted to addressing prevention, reporting, and identifying bullying, cyberbullying, and retaliation. These subjects shall be raised on other occasions throughout the year as the need arises.

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

Bullying and Cyberbullying Prevention Plan

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

Any student, parent, guardian or other interested person may report any bullying or suspected bullying to the head of school, upper school head, lower school head, upper school class deans, or the director of residential life as soon as reasonably possible.

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

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

Investigation

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

strategies such as increased supervision may be implemented to prevent further bullying, cyberbullying, or retaliation during an investigation.

The head of school, upper school head, lower school head, upper school class deans, or director of residential life should keep accurate documentation of all complaints received, including at a minimum:

1. The name of the complainant
2. The status of the complainant (i.e. student, school personnel, third party)
3. The name of the alleged bully
4. The date the complaint was received
5. How the complaint was received (i.e., written, verbally)
6. The nature of the complaint (i.e. facts of the complaint)
7. The names of the witnesses who will be interviewed

The head of school, upper school head, lower school head, upper school class deans, or director of residential life should ask appropriate questions of the complainant to gather all facts and to determine the level of support or protection needed by the targeted individual, including, at a minimum:

1. Who, what, when, where, how?
2. Is there any physical evidence (documents, texts, voicemail)?
3. What will restore the complainant's sense of safety?
4. Does the complainant need protection? If so, what form should the protection take?
5. What professional services are appropriate to recommend or require?
6. Is notification to local law enforcement required?

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

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

Resolution, Notification, and Follow-Up

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

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

1. Counseling
2. Schedule or class change
3. Stay away order
4. An educational component
5. Verbal warning
6. Written warning
7. Suspension
8. Expulsion
9. Any other remedy deemed appropriate by the head of school or their designee

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

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

The goal of an investigation and any disciplinary or other remedial process that is imposed following that investigation is to correct the situation to the extent it is reasonably possible, to take such steps as can be taken to prevent

a repetition of the incident, and to prevent the targets and others who participated in the investigation from being subject to retaliation.

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

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

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

Conclusion

This plan is intended (1) to prevent bullying, cyberbullying, and retaliation among individuals in our school community, (2) to encourage students and their parents/guardians and employees to have confidence in the school's procedures and to come forward promptly whenever a student or employee is subject to conduct that is prohibited by this or any other school policy; and (3) to implement appropriate discipline and other corrective measures when they are warranted, (4) provide procedures for restoring sense of safety for a victim and assessing needs for protection; and (5) provide counseling or referral for perpetrators and victims.

ANTI-HAZING POLICY

Massachusetts Anti-Hazing Law

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

Anti-Hazing Policy

The Bement School recognizes the need to prevent the occurrence of any form of “hazing” within the Bement community. Each student group, team, or organization must understand the serious nature of hazing and agree to comply with state laws that prohibit hazing on our school’s campus. Bement informs and shares written notice of the law to each student group, team, and organization under Bement’s authority in grades 6-9. Bement confirms that students understand and comply with the law.

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

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

Discipline

Any member or group within the Bement community found to be in violation of the anti-hazing policy shall be subject to discipline up to and including suspension from school activities, dismissal from school, or termination of employment. Students, faculty, parent/guardian volunteers, and any person participating in organized activities as part of The Bement School programs and curriculum must comply with this policy.

Reporting an Incident

It is the responsibility of any member of the Bement community who is subjected to hazing or who witnesses a case of unlawful hazing to report any such incident directly to any trusted adult, faculty advisor, supervisor, or, if that is not appropriate, to the director of finance and operations, or head of school so that the school may investigate and deal promptly with the complaint. An investigation of all complaints will be undertaken immediately and, if warranted, appropriate corrective action will be taken against the perpetrator(s), ranging from counseling to academic suspension/dismissal, or termination of employment. All information will be handled with the highest degree of confidentiality possible under the circumstances and with due regard for the rights and wishes of all parties. Under the anti-hazing statute, a person who is required to but fails to report hazing activities is subject to a fine of not more than \$1,000.

TECHNOLOGY USE POLICY

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

Internet Use Policy

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

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

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

Educational Technology (including Google Workspace for Education and Bmail)

Bement may act on behalf of our students for the purposes of Child Online Privacy Protection Rule (COPPA) regulations in the use of various software applications and web-based services, such as the use of Google Workspace for Education and Bmail (Bement email), as well as other tools and programs in support of the school's academic program. Details regarding how Bement provides information to Google, which Google services Bement provides for our students, and Google's privacy notices are available in the Google consent policy which all families sign during enrollment, and are available upon request from the Director of Technology.

Bement will assign a Bmail address to every student upon matriculation.

Kindergarten through grade 3 students, although assigned a Bmail address for use with certain Google applications, do not have access to the mail application.

Students in grades 4–5 can send mail to and receive mail only from teachers.

Students in grades 6, 7, and 8 can send and receive mail within the bement.org domain. Students cannot send mail or receive mail from outside Bement's domain. Therefore, students cannot use their Bmail for setting up accounts that need to be verified via email or receive notices via email. Accommodations will be made for students in grade 8 who are applying to secondary schools.

Students in grade 9 will have unrestricted, open email.

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

Students and their teachers must observe age limitations on software or web-based apps as outlined in terms of service. Falsely attesting to an age

requirement is prohibited, and teachers will not ask students to falsely confirm an age limit to gain access to a particular tool.

School-issued Devices

All students will receive a school-issued device at the beginning of each academic year. Grades K through 3 receive an iPad, and grades 4-9 receive a Chromebook or similar laptop device. Students will generally retain the same device throughout their years of enrollment. These devices are the property of The Bement School and are remotely managed by the technology department. Devices should be considered an educational tool and not a personal computing device.

Upper school students will receive one pair of Bement-issued headphones to be used for educational purposes such as watching educational videos or world language practice. Students may use functional earbuds from previous years. Replacement earbuds may be obtained from the technology department for a small fee.

Users may not alter their devices, including but not limited to the application of stickers, writing or scratching on the device, altering the keyboard or other hardware. Students and their families may be held financially responsible for damage to devices beyond normal usage or alterations. Any damage or malfunctions must be reported immediately to the director of technology. Students are prohibited from attempting to access another student's account or use their school-issued device without permission.

Internet access is provided for academic purposes only during school hours. The following uses of technology are not allowed:

- Using a personal device to connect to the internet via "hotspots"
- Use of Bement-issued devices for non-educational purposes, such as recreational gaming or video watching
- The use of the internet for illegal, obscene, or commercial purposes
- Sending messages with annoying, obscene, libelous, or threatening content or images (We encourage parents/guardians to be attentive to these issues at home and to recognize that inappropriate home usage may cause repercussions at school.)

Bement reserves the right to discipline students for violations of our norms of behavior and expectations for student comportment for violations that occur off campus, online, and/or after school hours.

In the event that a student accidentally gains access to an inappropriate web page or receives an inappropriate email message, that student must exit the site and then, immediately notify an adult. An inappropriate web page includes, but is not necessarily limited to, any page containing images or descriptions of sexual acts, graphic violence, threats of violence, nudity, bullying, illegal use of drugs or other substances, or profanity.

Faculty will respond only to students who contact them through Google Workspace for Education or Bmail, the @bement.org address.

During classes, students should take out devices only at the request of the teacher. Students should expect that devices may not be used for all of a class period, or sometimes not at all on a given day.

Personal Devices

- Students are discouraged from bringing cellphones to school and prohibited from using them at school; see the section [Cell Phones, Cameras, Electronic Devices p.40](#). This includes school-sponsored trips unless otherwise specified.
- Students may not use personal laptops or other digital devices at school unless they have a demonstrated need that cannot be met by their Bement-issued device, and have cleared usage with their appropriate division head and the director of technology.
- Boarding students may bring their personal laptops and other digital devices to campus for use during the study hall for boarding students outside of regular school hours. During regular school hours, boarding students are prohibited from using personal devices just as day students.
- Students may not use personal earbuds or headphones during regular school hours. Only Bement-issued headphones are acceptable during school hours.
- Students may not wear internet-enabled devices at school such as smart watches, fitness monitors, or other similar wearables (e.g.

Apple Watch, FitBit, etc.). Students wearing these devices will be asked to remove and store them in their backpack or with the division head, and not to wear them at school again. Digital watches that do not have internet connectivity are permitted.

Dormitory Technology Usage (applies to boarding students and their guests)

- The rules for on-campus computer and internet usage during the school day also apply to computer usage at the dormitories during non-school hours. Legal, non-academic uses that do not fall under the definition of inappropriate (as previously outlined) are permitted during allowed times (known as “tech time”).
- At all times students should be viewing content and/or visiting websites that are age appropriate. At their discretion, dorm staff may prohibit specific apps, websites, programs, types of content, or individual pieces of content if they are deemed to be age inappropriate or generally inappropriate.
- Boarders who accidentally visit an inappropriate website should notify their dorm parent immediately.
- Boarders who intentionally visit an inappropriate website will be subject to regular dorm disciplinary procedures in addition to suspension or loss of dorm computer privileges.
- The dormitory internet rules apply to students’ activity on all personal devices as well as on those owned by the school.
- Common area streaming services, such as Netflix or Prime Video and gaming systems may be used during approved times, however, all usage should still be age and content appropriate.
- Students are responsible for any charges incurred as a result of their internet use.
- Students are only permitted to use internet networks authorized for student usage. Any attempt to join faculty or non-student resident internet networks is prohibited.

- All personal and private devices must be locked in technology storage space each night. Boarders found to be keeping devices in their rooms after lights out may be subject to disciplinary action.

Social Media

The school recognizes that many students use social networks. Adherence to each site's user policies regarding a child's age and eligibility ensures the safety of children under the required age. For many sites, the minimum age is 13. Bement strongly encourages parents and guardians, as well as students, to consider the risks and inherent challenges associated with social media use for children. The Bement School acknowledges the substantial research that has been published, indicating adverse psychological outcomes for young people who regularly use social media. Therefore, the school actively seeks to cultivate a community free of the influences of social media. Optimally, the collective action of Bement parents/guardians supports the safety of each child and the community as a whole.

Students and employees are prohibited from interacting on personal social media accounts.

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

Artificial Intelligence (AI)

The Bement School believes that, like all pieces of technology, artificial intelligence used thoughtfully and judiciously is a valuable tool to strengthen communication, enable collaboration, inspire creative expression, and expand instructional options. However, AI must be used ethically and responsibly, as per the policy below. AI encompasses both chatbots (e.g., ChatGPT) and all other AI tools.

All usage of AI tools must comply with age restrictions as outlined in the individual software's terms of service. Many tools are restricted for use to those over the age of 13, and others require users to be 18 years of age.

The Bement School's official student AI tool is MagicSchool AI, which is the only AI tool permitted for student use as it is specifically designed for K-12

educational purposes. Students may use built-in AI tools on other apps or platforms if authorized by their teacher for a specific assignment. A key benefit of MagicStudent AI is that it is teacher-controlled, allowing teachers to assign appropriate tools and monitor student use as they learn to utilize AI in meaningful educational ways.

Students may only use AI when it is expressly permitted as part of an educational process or assignment design, or as an exception with the consent of their instructor. AI policies will vary based on department, course, or instructor, and students should not assume that AI use granted for a particular assignment or class pertains to other assignments, classes, or teachers. The extent to which AI can be used within a class or assignment to generate content may also vary. The best practice is always to assume the least amount of AI usage is permitted, which in many cases will be none.

All factual information provided by AI tools should be assumed to be wrong unless it can be verified elsewhere. In its current state, AI is known to frequently produce falsehoods, errors, and other questionable material as fact.

Students and teachers are expected to utilize AI in an ethical manner. This means that the use of AI should not be harmful, discriminatory, or misleading. Students should not use AI to spread false information or to plagiarize the work of others. Students should not provide AI tools with personal or confidential data or images. Any data provided to AI tools must be obtained legally.

Students must inform their teachers about their use of AI in any assignments or work submitted and must cite the use of AI when it is used in any capacity. Misrepresentation of AI-generated content as one's own, or uncited incorporation of AI-generated language into student work, is considered plagiarism and is subject to disciplinary action.

ALL-SCHOOL INFORMATION

Academic Calendar, Reports, and Testing

The school year is divided into three terms: fall (September–November), winter (December–March), and spring (March–June). Within the winter term,

a three-week mini-term takes place in December. Progress Reports are posted routinely in the lower school (see [Progress Reports, p.58](#)) and the upper school (see [Grading and Reports, p.62](#)). Most students in grades 8 and 9 also take the Secondary School Admissions Test (SSAT) in November. Families are responsible for registering their child for the SSAT. The SSAT tests are optional for students in grades 6 and 7.

Academic Support

At Bement, we hope to enroll an academically diverse student body. Bement is a school with high academic expectations, but we understand that young learners work toward reaching their potential in a wide variety of ways. Teachers strive to create classroom environments that mirror that belief. Our academic program is rigorous and aims to prepare students for admission to competitive secondary schools. While our enrolled students and many of our applicants are already very strong students who are successful by traditional academic measures, Bement also thoughtfully supports current students with moderate learning needs and carefully considers applications from those who are seeking a more positive placement, or who may have some demonstrated learning difference or needs. Each student who enrolls at Bement has their own set of strengths and opportunities for growth. In order to have a good chance for success at Bement, applicants would likely need to have the following characteristics. Students should be:

- Able to function in a mainstream academic classroom without a classroom aide or extensive special services
- Motivated to learn and curious about the world
- Willing to build strong, cooperative relationships with teachers and classmates

Bement employs a lower school learning specialist and an upper school learning specialist who work directly with students, teachers, and families to optimize the learning experience for students with learning needs. In addition, our lower school learning specialist focuses on reading support using a systematic, multi sensory approach for students who qualify for intervention or demonstrate need based on assessments and teacher observation. If necessary, the learning specialist can also coordinate with outside providers to manage full psycho-educational testing and other

assessments and support as needed. The learning specialist can also assist families in coordinating external tutoring, as needed.

Additional Testing

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

After-School Care

Optional after-school care is available from 3:30 to 4:30 p.m., Monday through Friday for lower school students. Supervised activities include organized play and outdoor free time. Families will be billed for this service at registration. The after-school program is the only way day students may stay on campus after hours. Day students may not go to the dorms without express permission from their parents/guardians and the director of residential life.

Arrival and Departure

Buildings are unsupervised and therefore locked until 8:00 a.m. Teacher and staff supervision on campus begins at 8:00 a.m. every day. Students should be dropped off between 8:00-8:10 a.m. School programming begins at 8:10 a.m.

To make sure that all students are appropriately supervised and safe:

- Students should be picked up at their division's designated dismissal time, unless parents or guardians have made arrangements for after-school coverage. See [Attendance, p.36](#) for more information.
- Lower school students who are not picked up by the conclusion of dismissal will be sent to after-school care, and accounts will be billed for this service.

- Students must be picked up by 4:30 p.m. When someone other than a known family member is picking up a student, Bement must be informed via the Bement App or Parent Portal. See [Attendance, p.36](#) for more information.
- Boarders should not be given rides to the dorms by day families.
- Families will be provided with name placards to place in their car windows to assist faculty with dismissal

To provide a safe, smooth procedure for pick up and drop off times, the following be strictly followed per the Deerfield Police Department and The Bement School:

- Parents/guardians are required to drop off and pick up children in front of Bement House on Old Main Street.
- No drop-off or pick-up may occur in the parking lot adjacent to Routes 5 and 10, nor should families pull into the parking lot adjacent to Bement House.
- All traffic must approach the Bement campus from the south, crossing over to Old Main Street from Routes 5 & 10 on Memorial Street. No cars should approach Bement from the north and drop children off on the west side of the street or make a U-turn in front of the school.
- Cars must enter the line of traffic leading up to the campus and pull up in front of Bement House to discharge or pick up students. No students should be dropped off or picked up before the vehicle reaches Bement House.
- Cars should proceed through the drop-off lane and exit at the north end of Bement House. Do not pull around the vehicle in front of you once your students are dropped off or picked up. Wait to exit in sequence so traffic flows smoothly. Do not make U-turns; proceed north.
- Drivers are not permitted to exit their vehicles when dropping off or picking up in the designated drop-off/pick-up area.

- If you arrive early to pick up, please remember to turn off your car engine and avoid idling in front of the school. Massachusetts law requires drivers to turn off vehicle engines if parked for more than five minutes in a school zone.
- Cars may not double park or cut in line approaching the school.
- Students must not enter or exit a car on the street side of the car.

To ensure the safety of all students and drivers, parents/guardians must share these procedures with anyone picking up or dropping off their child.

Attendance

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

- If you need to make any changes to your child's arrival or departure from school including changes to the person who is picking up your student, please use our Bement app (see [Bement App p.37](#)) or the Parent Portal to let us know. To request a change in the Parent Portal, please click "Student Attendance" in the "My Household" section.
- Students arriving after 8:15 a.m. must be walked into Barton House to be checked in.
- Students who are dismissed early must be checked out to a parent/guardian by an authorized adult in Barton House.
- Absences, tardy days, and early dismissals will be recorded on students' reports each term and will be recorded cumulatively throughout the year

Martin Luther King Day, baccalaureate, and commencement are required school days on which attendance is taken. Religious holidays are considered excused absences. Please be aware that extended or frequent absences disrupt the classroom for all students, jeopardize the child's growth, and could affect decisions about promotion to the next grade and/or graduation. To ensure student success at school, parents/guardians of students with excessive absences or tardies will be contacted by their division head. Additionally, many secondary schools request a student's attendance record.

Arriving at school on time means students start the day ready to learn and get the most out of their time on campus.

The success of Bement's program for each child is contingent upon their full participation each day. The school discourages regularly scheduled early pick up times for outside of school activities

Bement App

The Bement app is available to download in the Apple App Store (search "The Bement School") or via [Google Play](#). This will allow you to let the school know about any changes for your student's day including late arrival/early departure, absences, changes in after-school/transportation. You can also view your student's schedule, event calendars, check our dining hall menus, and read the *Look Ahead* newsletter.

Bement Day

Parents and Guardians are invited to come to school for this day, usually held the Friday preceding the long weekend in October.

Bement Family Association

The Bement Family Association (BFA) is composed of the adult family members of current Bement students. The primary function of the BFA is to support the school and enhance the sense of community. Throughout the school year, the BFA supports the school by hosting special events, building school spirit, and partnering with faculty and administration in many ways for the overall benefit of the school community. Information about the BFA can be found on the Parent Portal, under Family Association.

Bicycles, In-line Skates, Scooters, and Skateboards

Bicycles, in-line skates, scooters, and skateboards may not be used during school hours by any students. Boarding students and day students who live within walking distance of Bement may ride their bikes, scooters, or skateboards to and from school with parent/guardian permission, but their bikes or scooters must remain in the bike rack throughout the school day. In compliance with Massachusetts law, Bement requires that all bikers and skaters wear a properly fastened helmet, and other protective gear is encouraged. For everyone's safety, bicycles and other wheeled

transportation are to be walked or carried while on campus. Hoverboards and other battery-powered transportation devices are not allowed on campus.

Boarding Program

The boarding program is integral to The Bement School. Boarding students come from all over the country and the world and offer a global perspective into the context of our local resources and traditions. Our dorms and our boarding program are intentionally designed to foster a sense of home and family for our boarding students.

Questions regarding the boarding program at Bement should be directed to the director of residential life.

The Bement School encourages interaction between our day students and boarding students outside of the regular school day. The school hosts on-campus activities and off-campus outings during the school year to facilitate this interaction. More information on these opportunities is communicated in the *Look Ahead* newsletter. Additionally, the opportunity to visit the home of a day student, to accompany the family of a day student on an outing, or to attend birthday parties and other celebrations of day students add much to the boarding experience. Such invitations should be communicated by the parent or guardian of the day student to the director of residential life, who will then speak to the boarding student and determine if the timing works for the boarding schedule. Plans for boarders are often made well in advance of the weekend. Invitations that are made directly to the boarding student need to be approved by the director of residential life and dorm parent. Overnight invitations are also encouraged especially for long weekends in October, February, and April. Any overnight invitations require an adult in the home and approval of the parent or guardian of the boarding student. When the overnight invitation is from a host family not known to Bement or to the student's parents, Bement may also require a CORI form to be completed by the adults in the host home or may require some other form of vetting the host family.

Given that dorm parents are responsible for upwards of ten boarding students, it may be difficult for a dorm parent or the director of residential life to provide transportation to and from homes, outings, parties, or other events. Any transportation assistance from the day families is greatly

appreciated. When dropping a boarding student at a dorm, adults should make face-to-face contact with the dorm parent on duty. If late or early to drop a student, please contact the dorm parent on duty to check about timing.

Boarding students are able to invite day students to the dorms and on dorm outings just as any day student would be able to invite another student to their home. This also includes invitations for sleepovers in the dorms. Such invitations should be initiated by the boarding student after discussing it with the dorm parent and/or director of residential life, and obtaining permission from the day student's family. Any day students visiting the dorms or accompanying boarding students on an outing abides by the same expectations and rules as the boarding students as communicated and enforced by the on-duty dorm parent and/or appropriate representative. Please refer to the Residential Life section of this *Family Handbook* for more detail.

Given that the dorms are home for all of our boarding students and that dorm parents are responsible for their care, The Bement School cannot accommodate requests for day students to spend overnight in the dorms unless a boarding student has initiated the invitation. Exceptions to this policy will be made only for extremely urgent circumstances. Day students who are staying for an evening event at school (i.e. sports, concert, etc.) should plan to stay for after school care until that event begins unless they are invited to the dorms by a boarding student. Day students are not allowed to accompany boarding students to the dorms or be in the dorms after school unless they have permission from a parent and a dorm parent or director of residential life.

At times, a parent/guardian of a day student may request permission from the director of residential life for their child to eat dinner with the boarding community, which is typically scheduled from 6:00-6:30 p.m. in the dining hall and/or attends boarder study hall, which is scheduled from 4:35-5:50 p.m. and 6:35-7:45 p.m. in the Kittredge Building.

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

Camps/Vacation Activities

Activities are sometimes offered for day and/or boarding students over school breaks. Their themes and prices will be announced in advance to relevant participants.

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

Cell Phones, Cameras, Electronic Devices

Students are prohibited from using cell phones, cameras, wearables (e.g. watches) and electronic devices during school hours, unless use is assigned for academic purposes.

Students are discouraged from bringing cell phones and internet-enabled watches to school; however, if they must bring a phone or watch to campus, it must remain turned off and in their backpack throughout the day. Parents or guardians should contact the school's main number with messages for their child if necessary, or use the Bement App or Parent Portal (See [Attendance, p.36](#)) to update the school with changes to pick-up. The school will not be responsible for lost or stolen electronic equipment. Misuse of cell phones or watches during the day may result in confiscation and disciplinary action.

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

Classroom/Faculty Assignments

After each academic year, the faculty of each division engages in a thoughtful process to place students with teachers and in classroom configurations that will provide an optimal setting.

Communications

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

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

To maintain focus and attention, classroom phones will rarely be answered during the school day. If a true emergency exists, call the main office 413-774-7061.

In addition, all faculty and staff can be reached via email. Faculty and staff email addresses can be found on the Bement website in the faculty and staff directory. To report a student's absence, late arrival, early dismissal, or changes to after-school care, please use the Bement App ([see Bement App p.37](#)) or to request a change in the Parent Portal, please click "Student Attendance" in the "My Household" section.

Changes to student pickup and attendance-related matters, including late arrivals and early dismissals, should be communicated via the Bement App or the Parent Portal.

Absent legal documentation to the contrary, Bement's policy is to communicate evenly with all parents and/or guardians who have signed enrollment agreements for a student. These communications may include updates about a child's educational or social experience at Bement, any administrative action by the school, and/or health information regarding a student.

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

The school uses text messaging to notify each family of weather cancellations and of other emergencies. Delays and cancellations will also be posted on the Bement website, www.bement.org, and broadcast by some local television stations (see Weather-Related Cancellations/Delays).

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

School news will be posted on our website, and in an attempt to conserve resources, most school communications will happen through email and the

Parent Portal of our website. Updates to directory information may be made in the [Parent Portal](#), under Profile.

There are many times when students may be photographed and/or recorded. These photos and videos may be used in Bement's magazine, website, advertising, press releases, social media, or other school publications. If you wish your child not to be photographed, please contact the Communications Office. There may be instances where the school is not able to eliminate use of a video when an individual student is within a group performance or event, whether in the background or foreground, such as a play performance, athletic game, graduation celebration, etc. When there are times when we identify students, we use first name and first letter of last name only with the exception of honoring our ninth grade students in *The Bement Bulletin*.

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

Community Service

Students often participate in on- or off-campus community service opportunities both as part of their curriculum and as part of school-wide community service opportunities like Bement Gives Back and Martin Luther King Jr. Day.

Contact Us

If you need to reach anyone at Bement during the school day, 8:00 a.m. - 4:30 p.m., please call the main number at 413-774-7061 or email mainoffice@bement.org

In case of emergency or between the hours of 4:30 p.m. - 7:00 a.m., please contact the Administrator on Duty phone 413-772-2967

Who do I contact if...

I have difficulty logging into the Parent Portal?

Peter Saunders: tech@bement.org

I have questions about billing or Veracross Billing Portal?

Jennifer Boyden: jboyden@bement.org

My child will be late to or absent from school?I need to pick up my child early?I will be late to pick up?I would like my child stay for after school?

We have two options for how to report a change in arrival, dismissal, or after school for your student: our new Bement app (available to download in the Apple App Store or via Google Play) and the "Student Attendance" button in the My Household section of your Parent Portal.

If my child forgot something and I need to drop it off?

Please email mainoffice@bement.org or contact the main office at 413-774-7061.

My child is sick?

If your child will be absent, please use our Bement app or "Student Attendance" in the Parent Portal to report the change.

To speak to the nurse's office, email Student Health Services:
shs@bement.org

I would like to contact my child's teacher or advisor?

Elizabeth Burns (if child is in lower school): eburns@bement.org
Lesley Doll (if child is in upper school): ldoll@bement.org

I want to visit my child on the weekend?

Meg O'Brien: mobrien@bement.org

I would like to know if my child, who is a day student, can stay for dinner or stay in the dorms?

Meg O'Brien: mobrien@bement.org

I would like to make a donation or volunteer?

Alumni & Development: giving@bement.org

I am interested in the summer or March break programs?

Emma O'Neal: honeal@bement.org

Dining Hall and Meals

At Bement, mealtimes have been an essential part of the student experience for generations. Each division comes together at multi-age tables each day to share a family-style meal. The unique traditions that surround the dining experience at Bement form the foundation for the school's strong sense of community, mutual respect among students and adults, and a healthy

approach to making food choices. Residential life students gather as a community with dorm parents at breakfast and dinner as well. Courtesy and proper table manners are expected during all meals.

- Each student is assigned to a dining room table with students from mixed grades, and the seating arrangement changes periodically.
- All students are asked to remain quiet and stand at their places until an expression of thanks has been said.
- All students should wait to begin eating until they are instructed to do so by the head of the table.
- A student must ask the head of the table for permission to leave the table or to speak to a student at another table.
- Only two students should be allowed to leave the table at any given moment.
- Napkins are placed on laps.
- No elbows should rest on the table.

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

Dress Code

Bement's dress code has long reflected the school's commitment to transformative education as a vital experience that deserves respect. Hence, students and employees adhere to certain standards of dress to recognize the difference in purpose between school and other settings. At the same time, Bement seeks to create an environment that balances an emphasis on inclusion with developmentally appropriate opportunities for self-expression. The standards of dress for the Bement community delineated below attempt to honor these important priorities and contribute positively to a school environment that promotes learning. As it does with any other educational tool, Bement is committed to utilizing the dress code as an opportunity for learning and growth. With that goal in mind, faculty and staff will engage in

constructive, supportive conversations with students as they seek to understand and adhere to these expectations.

All students must come to school dressed in a neat, clean manner, appropriate for the weather and for a range of school activities. From time to time, the school may require groups of students to dress more formally for performances or other special events. This may include Formal Friday Dress on certain occasions; notice will be provided in advance through the *Look Ahead* newsletter. With that in mind, the following guidelines compose Bement's School Day Dress code:

- All clothing should be neat and clean. Ripped, torn, or distressed attire is not permitted.
- Tops should fully cover the torso and tops of shoulders, be appropriate for school, and not interfere with a student's ability to participate fully in a range of school activities.
- Students should avoid clothing displaying words or slogans. Bottoms should be neat, clean, and presentable, and allow students to move freely and participate in a variety of activities.
- Hems of shorts, skirts, and dresses should be appropriate for school; mid-thigh or lower should serve as a guide.
- Denim of any color is permitted, except for ripped, torn, faded, or distressed garments.
- Sweatpants, athletic shorts, tank tops, and other athletic clothing are not acceptable for school.
- Jackets should not be worn while indoors. Bement branded sweatshirts/hoodies as well as solid color sweatshirts and sweaters are acceptable additional layers while indoors. Hoods must remain down at all times while indoors.
- Weather-permitting, sandals may be worn by students during fall and spring terms.
- High heeled shoes, flip flops, shower sandals, or "slides" are not allowed.

- Hats should not be worn indoors.
- Lower school students must have sneakers every day for PE and recess.
- Lower school students must come to school wearing their “five things” from the start of school in January until the end of winter term. The “five things” are: a winter coat, snow pants, boots, hat, and mittens or gloves.

Friday Dress is a special Bement tradition where the entire community dresses uniformly. On Fridays in the fall and spring (unless otherwise noted), students must wear:

- A navy blazer with a Bement patch; grades K–5 may wear a navy Bement sweater
- Khaki pants, skirt, shorts, or skort on the bottom
- A white dress shirt, white collared blouse, white polo shirt, or white turtleneck
- Ties are optional

On Fridays during the winter term, students must wear:

- A navy or gray Bement branded sweatshirt, navy Bement sweater, or navy blazer with the Bement patch
- A solid white shirt with the above mentioned top options
- Bottoms should be neat, clean, and presentable, and allow students to move freely and participate in a variety of activities; including neat jeans (as described above)

Formal Friday Dress may be called for on special or formal occasions. On days when Formal Friday Dress is required, students must wear:

- A navy blazer with a Bement patch
- Khaki pants, skirt, shorts, or skort on the bottom
- A white dress shirt or white collared blouse
- Ties are optional, but strongly encouraged for those who are comfortable wearing them
- Dress shoes or sandals; sneakers are not acceptable

Special dress days, where regular School Day Dress is not required, may be declared occasionally throughout the year and are announced with advance notice. Explicit instructions regarding the special dress days will be outlined in the Look Ahead. These days may include pajama days, dressing up like a favorite character or author, or spirit days such as dressing in a certain color, wearing a jersey, or wearing a Bement t-shirt. Rules about appropriate dress remain. During baccalaureate, farewell celebration, and commencement, students are expected to dress appropriately for the formality of these occasions. Non-graduating students attending these events should wear Formal Friday Dress. Graduating ninth graders should dress formally for baccalaureate, farewell celebration, and commencement. Typical examples of formal commencement dress have included a suit; a white dress; jacket, tie, and khaki pants; other formal wear suitable to a student's gender identity; or traditional formal or ceremonial attire specific to a student's culture or heritage.

Note: Bement patches can be purchased in the Bement Business Office or embroidered on blazers purchased through Lands' End.

The Blazer Exchange is an opportunity to shop for gently used blue blazers and blue Bement sweaters. A selection is offered at the start of the school year and prior to the end-of-year events. Guardians may bring an outgrown blazer or sweater to donate or exchange. Not all sizes are available.

Drones and Other Remote-Controlled Devices

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

Extra-Curricular Activities

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

Family Vacation

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

Field Trips

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

Gifts

Bement employees are not permitted to accept gifts, discounts, favors, or services from a student/parent/customer/potential customer, competitor, or supplier with a value of over \$50 unless equally available to all employees. However, pooled class gifts collected by the Bement Family Association may exceed this amount.

Grand Day

Grand Day takes place in the spring, when we welcome grandparents and “grandfriends” to campus to spend a half-day at school with their Bement student(s). Information about Grand Day will be sent in the *Look Ahead*.

Library

The goal of the Clagett McLennan Library program is to nurture each student’s curiosity and growth and to foster a lifelong love of learning while empowering the 21st-century learner. The library curriculum integrates with the classroom curricula in teaching information literacy, digital citizenship,

and building technology skills, while preserving a traditional appreciation for literature.

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

- The library catalog, Destiny, may be accessed online and each student has a personal username and password. Students are encouraged to browse for books of interest and place holds.
- Bement's library collection is curated for a K through 9 audience, and students have the support of their teachers and the librarian to make appropriate selections. We also encourage parents/guardians to monitor the materials their child has checked out to ensure suitability.
- Our digital reading platform, Sora, provides our students with a collection of 60,000+ ebooks, e-audiobooks, digital magazines, and read-alongs. It is accessible from anywhere on nearly any device.
- Overdue notices are distributed periodically as a reminder for students to return their books. Families are responsible for any library materials that are damaged or lost.

Our goal is to foster curiosity and develop a lifelong love of reading in our students through active use of the library.

Lost and Found

All found items are brought to Barton House. Unclaimed items are donated to charity at the end of each term.

Mini-term

Mini-term is a long-standing, much-anticipated yearly tradition at Bement and a point of pride for our school. Between Thanksgiving and the winter holiday, the entire school participates in an interdisciplinary study of the same theme. The daily schedule is often reinvented to make room for

speakers, performances, workshops, films, and field trips that bring the topic to life. Students enjoy many hands-on activities and are able to choose innovative projects and electives not available at other times of the year. Upper and lower school students share group work, thus strengthening the bond between them and fostering deeper learning for students of all ages. Mini-term culminates in a final showcase of projects or other demonstration of the new knowledge acquired from the studies. Often the topic is transformative for the school, reshaping practices and broadening awareness for the remainder of the school year and beyond.

Orientation

The day prior to the day classes begin provides all students in the lower school and all students new to the upper school an opportunity to become more familiar with their classroom, schedule, and teachers.

Parties

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

Personal Property

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

Pets on Campus

Pets are welcome on Bement's campus at outdoor athletic venues only. Dogs should be leashed and responsible pet ownership practices observed at all times.

Re-Enrollment

Returning students' families will receive re-enrollment agreements in February via the Parent Portal. Families must sign the enrollment agreement and pay their non-refundable enrollment deposit in their Veracross Billing Portal. Both steps must be completed by the stated deadline to reserve the place for the coming year. **Enrollment agreements are binding as of May 1.**

While the re-enrollment process is usually automatic, there may be circumstances in which the school does not feel ready to offer re-enrollment to a student in February and will withhold the contract until the student is performing appropriately or until parent/guardian financial obligations have been met, see [Tuition and Account Obligations, p.54](#) . If a re-enrollment agreement is to be withheld, parents/guardians will be notified.

Bement emphasizes and recommends consistent and on-going participation in the residential life program to ensure the optimal experience for each student. On rare occasions, due to unforeseen circumstances, a boarding student's family may wish for them to apply to become a day student. While a student may apply to be considered as a day student, we cannot guarantee that a change in status is possible due to the best interests of the child and other students, as well as the enrollment needs of the school.

Registrar

The registrar's office handles school record requests, other administrative paperwork, and record keeping including recording attendance. Contact them at registrar@bement.org.

Respect for Property

"Property" means all the things in and around the school. Students are expected to respect school property and others' property and to seek

assistance or make reparations when loss or damage occurs. If appropriate, families may be required to pay for damages caused by a student.

Students should not wear or bring items of personal value to school. Clothing and other personal possessions brought to the school should be labeled. Lost, unclaimed, or unmarked articles are given to charities at the end of each term, see [Lost and Found, p.49](#).

School Pictures

Each fall, formal student pictures will be taken of each student. Families will have the opportunity to purchase picture sets. All students will receive a class picture regardless of purchasing a picture set.

School Safety Plan

Fire and other campus safety drills are an essential part of school procedures and will be conducted periodically throughout the year. Specific instructions are issued to all students during the first school and dormitory meetings. These are reviewed and practiced throughout the year.

Bement utilizes a passive video surveillance system to monitor high-traffic entry points to campus. The school may review stored footage in the event of a security incident on campus.

Parents/guardians wishing to visit the school or their child's classroom during the school day, must first report to Barton House to sign in and receive a visitor's badge.

School Store

School-related merchandise is available online and in our pop-up store at various community events throughout the year. Acceptable gear for winter Friday dress and Bement branded sweatshirts can be found here.

Smoke-Free Campus

Smoking and vaping are not permitted at any time on all Bement property. The use of any tobacco or other products by students will be grounds for disciplinary action, up to and including dismissal from school.

Spring Fling

Families are invited to join students and faculty for a spring afternoon of games, activities, and food. More information will be sent in the *Look Ahead*.

Student Names and Pronouns

We are committed to using students' preferred names and pronunciations, as well as their pronouns, in our daily interactions and for usernames associated with their student accounts. For all official school forms and records, students' legal names will be used unless otherwise requested by the family. Occasionally, students may request to change their name during the school year. In such instances, faculty and staff will work with the student to inform the guardian(s) of the request.

Telephone Calls

With the permission of faculty or staff, students may use school telephones to make calls. Please see [Cell Phones, Cameras, and Electronic Devices p.40](#). No child can be dismissed from school without a parent, guardian, or other authorized adult checking in with staff at Barton House.

Tick Prevention

Due to the prevalence of ticks in New England, when spending time outside, it is recommended that students wear light colored clothing, use tick deterrent spray, and regularly check themselves (or with a parent/guardian) for any ticks once in the morning and once before bed. More information on ticks and disease prevention can be found by [following this link](#) for information from Student Health Services.

Transportation

School vehicles and buses contracted with transportation companies are an extension of our campus and students are expected to behave accordingly. Students riding in school vehicles must remain seated with their seatbelts fastened at all times. Students should behave properly and never distract the driver in any way. Those who misbehave or are disrespectful to a driver may have their transportation privileges revoked. Students under the age of 8 or under 57 inches tall must use a booster seat to ride in Bement vans.

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

Tuition and Account Obligations

All families are required to enroll in the Veracross Billing Portal and maintain their accounts in good standing. All tuition, fees, and incidental expenses must be paid promptly according to the payment plans selected and the conditions agreed upon in the enrollment agreement.

Failure to maintain a current account could result in the potential suspension or dismissal of the student for non-payment.

The enrollment agreement is the only legal contract between the school and the family. Under the terms of the enrollment agreement, payment of financial obligations is contractually required even if a student is suspended or withdrawn from school.

Visitors

In accordance with our School Safety Plan, all visitors on campus during school hours must check-in at Barton House and receive a Visitor Badge. Parents/guardians are not allowed to go directly to classrooms.

Weather-Related Cancellations/Delays

On occasions when severe winter conditions exist, school may be canceled or delayed. The school uses text and email to notify each family. This alert will also be posted to the Bement website, bement.org, and will be broadcast by some local television stations.

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

As an independent school, we do not make up weather-related cancellations in our calendar except under extraordinary circumstances.

LOWER SCHOOL

Kindergarten through Grade Five

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

Academic Support

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

Class Arrangement

Lower school students in grades K–4 meet with their own classroom teachers for their academic work in self-contained classes. In grade 5, students have two academic teachers, one for language arts and social studies, the other for science and math. One of these teachers also serves as their homeroom teacher. All lower school students meet with other instructors for art, music, drama, world language, library, outdoor education/nature, and physical education. Bement asks that parents/guardians trust the thoughtful process that the teachers and division head puts into creating classroom sections and refrain from making teacher placement requests.

Fine Arts

All lower school students receive daily instruction in art, music, or drama from the fine arts department faculty. Fourth and fifth graders participate in band and with the guidance of the band director, students will obtain their own instruments and instruction books with the assistance of the teacher.

Five Things

Five things must be worn to school daily after winter vacation (starting in January) until spring break in March. In order to participate in recess, all lower school students must be prepared for outdoor activities and play with their “five things”: coat, snow pants, winter boots, hat, and gloves/mittens. We are outdoors in all weather, so having these items on hand means that lower school students are ready for our busy days. Failure to wear all five things each day will prevent a child from fully participating in essential outdoor activities.

Homework

All lower school students participate in KBAR (Kick Back And Read), which encourages reading for pleasure. Parents/guardians are asked to supervise required nightly reading (including reading aloud to your child in the lower grades). Age-appropriate, meaningful, and manageable homework may be assigned nightly or as part of an on-going project. Homework is not assigned in the lower school over holiday vacations Math review practice is always encouraged.

Money

Lower school students should not have money at school.

Packed Lunches for Field Trips

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

- Bement is a nut-aware campus. This is true on field trips, as well. Please do not pack any nuts, nut products, or nut ingredients in field trip lunches.

- Please do not send soda, energy drinks, or any caffeinated beverages.
- Please do not pack anything in glass jars or bottles.
- Please do not pack candy.

Following the above guidelines will make field trips easier for everyone.

Parent/Guardian Conferences

Conferences with the classroom teacher are a valuable opportunity for parents/guardians to learn about student development, share observations, and identify areas for growth. Classroom teachers send parents/guardians links to sign up for conferences in the fall and winter. Conferences are also available in May on an as-needed basis. In addition, parents/guardians are encouraged to reach out to the classroom teacher or the lower school head to schedule a conversation whenever the need arises. Zoom conferences are available for convenience, but in-person conferences are encouraged.

Participation in Upper School Sports

Fifth grade students may choose to participate in designated upper school athletics in the fall and spring terms in addition to their daily lower school PE class. The teams or activities open to fifth grade students will be announced in a letter from the athletic director at the start of each term. Because the athletic program is designed to meet upper school scheduling needs, fifth grade students will participate only in some practices and will only compete in games when appropriate. Students participating in this after-school activity will incur a charge. Students choosing not to participate in the athletics program will remain in their classroom for community service activities or study hall until the regular dismissal time.

Physical Education

All lower school students exercise daily under the guidance of the lower school physical education (PE) teachers. The lower school physical education program introduces students to a wide variety of games and activities while teaching foundational athletic skills. Lower school physical education includes a spring swimming program based on the American Red Cross Swimming and Basic Survival courses.

Recess

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

Progress Reports

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

Snacks

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

Toys

The school provides a variety of playground structures, sports equipment, and wide, open spaces. These choices provide students with many options

and opportunities at recess time. For this reason, students should not bring any toys or other items for recess

UPPER SCHOOL

Grades Six through Nine

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

Academic Support

Academic support comes in many forms at Bement. All sixth graders take a class on academic skills and strategies, one-on-one help from teachers is available to all students during flex time, and advisors provide guidance regarding organization and time management as needed. The upper school learning specialist can also provide short term individualized support to students.

If a student needs longer term individualized support, the school may recommend working with a tutor. The upper school learning specialist maintains a list of tutors who have been vetted and approved to work with Bement students. All tutoring that occurs on campus is coordinated by the learning specialist. Parents/guardians of students who are being tutored can expect tutoring fees to be billed through the Business Office.

Advisor System

Each student in the upper school is assigned an advisor whose primary responsibility is to oversee the academic and behavioral welfare of each advisee. The advisor is the first point of contact when a parent/guardian has specific concerns regarding a child's progress at school. The advisor and advisor groups foster the emotional and social well-being of their grade and the students' involvement in service to Bement and the community at large. Bement asks that parents/guardians trust the thoughtful process that the teachers and division head puts into creating advisory groups and refrain from making advisory placement requests.

Athletics

The goal of the upper school athletic program is to strike a balance of creating an environment in which athletes are striving to be their very best, the team is valued over the individual player, good sportsmanship is modeled and expected, and that everyone, no matter the ability or grade, is provided the opportunity to have fun and begin the process of skill development.

Bement's setting is ideal for outdoor sports and activities. Playing fields are located on campus and at the north end of campus. The alpine ski team trains at Berkshire East, about 30 minutes from campus. The golf team's home course is Crumpin-Fox in Northfield, about 20 minutes from school. Bement utilizes the athletic facilities at Deerfield Academy for swimming, squash, track and field, tennis, skating, and basketball.

Students earn spots on varsity and junior varsity teams depending on experience, age, and ability. Students play three seasons of a team sport while in the upper school at Bement.

A choice of athletic activities is offered each term. All competitive teams have an interscholastic schedule which is posted to the athletic calendar on our website. Some sports offerings, especially non-competitive choices, will vary from year to year, depending on interest. Fall sports may include cross-country, field hockey, soccer, recreational tennis, and mountain biking. The winter selections are usually basketball, downhill ski racing, dance, winter track, squash, and swimming. In the spring, Bement often offers lacrosse, ultimate, competitive tennis, track, and golf.

All students will have two trial days before the beginning of the season to try a few sports before making their final selection. The only exception to these would be alpine ski team, varsity tennis, and golf, as they will all call for a certain level of experience, commitment, and agreement from the athletic director and coach that it is the right fit. All upper school students also participate in special winter sports days one day a week in January and February, when they have the choice to ski or snowboard at Berkshire East, figure skate at Deerfield Academy, or take classes at the New England Center for the Arts.

The school provides team uniforms for contests, and they should be promptly returned at the end of each season. Students will be charged for uniforms not returned.

Students are expected to provide their own practice gear and clothing. In past years, requests to purchase athletic gear specific to that year and season has placed undue burden financially on some families. We appeal to families that students wear school issued sports uniforms and school approved spirit wear for athletic contests.

Because athletics are an integral part of our curriculum, they should take priority over outside activities. This includes all team contests after regular school hours and on Saturdays. With approval from the athletic director, a student may take one term off of sports to pursue a sport that Bement does not offer.

Please refer to the Health Services section, [p.67 for Bement's Concussion Plan](#) and [pg. 77 for the Off-Sports Policy](#).

Parent/guardian involvement and support is a plus for our athletic program. Families often play a key role in helping with food and transportation for tournaments.. Parents/guardians should check with coaches before bringing food because of an allergy risk and should only be served after the game. Parents/guardians transporting other students should be cleared by the athletic director and should happen only on away tournaments or weekend games, as we want students to ride together in vans as a team. Like our student body, our parents/guardians should exercise similar sportsmanship and respect as they interact with coaches and referees and cheer from the sidelines. Parents/guardians may not drive other students to or from an athletic event without prior approval from the athletic director.

Bement Reads

Weekly throughout the school year, Bement upper school students and teachers participate in Bement Reads. During this block, we read silently as a community. Students are encouraged to bring reading material of any genre for pleasure reading.

Class Deans

Each grade in the upper school is assigned a member of the faculty who serves as class dean. The class deans work with the upper school head and grade-level advisors to monitor students' individual progress and growth, develop programming to build community and morale for each grade, and model and uphold Bement's expectations for upper school students. Class deans will communicate regularly with parents/guardians and families throughout the year.

Community Service

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

Dances and Social Events

At least one upper school social event is held each term. These events may include dances, parties, or other special activities. Bement students in grades 6 through 9 are invited to attend these events and may bring a guest to the fall and winter social activities. All guests must be sponsored by a Bement student, be in grades 6 through 9, and be approved by the upper school head prior to the event.

The Spring Semi-formal, an annual year-end dinner and dance event, is held the Wednesday before commencement. Attendance at this event is limited to Bement students in grades 7 through 9. Outside guests are not invited to the Spring Semi-formal.

Diploma Requirements

Members of the ninth grade must complete a full year and pass all their assigned courses to receive a diploma signed by the head of school. In addition, all tuition and fee obligations must be met for ninth grade students to receive their diploma.

Grading and Reports

During each term, mid-term reports, which include grades, effort marks, and brief comments, will be posted and made available to families on the Parent

Portal of the website. These mid-term updates do not appear on transcripts. They are not part of the student's permanent record and are simply a tool for teachers to communicate with parents/guardians and students during the term. Bement transcripts list term grades for academic subjects and effort marks for non-graded classes.

At the end of each term, students receive comprehensive comments, as well as letter grades for achievement and effort marks. Students in residential life receive a comment from their dorm parents, as well.

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

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

Expectations for Effort

Exceeds Expectations. The student exceeds expectations in preparedness, attitude, and personal growth.

Meets Expectations. The student meets expectations in preparedness, attitude, and personal growth.

Usually Meets Expectations. The student usually meets expectations in preparedness, attitude, and personal growth.

Sometimes Meets Expectations. The student sometimes meets expectations in preparedness, attitude, and personal growth.

Does Not Meet Expectations. The student rarely meets expectations in preparedness, attitude, and personal growth.

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

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

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

Homework

Students are expected to record homework assignments in their Bement planners at the end of each class. Assignments typically require twenty to forty minutes of time. Missed assignments will negatively impact a student's grade and could result in missing other school activities. Classroom teachers, advisors, and the learning specialist can provide support to students as they complete their assignments. When a student is absent, they or their parents/guardians may contact teachers to receive missed assignments.

Honor Roll

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

Merit List

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

Parent/Guardian Conferences

Individual conference times are scheduled for parents/guardians in fall and spring. Any academic concern can be addressed at other times by contacting the individual classroom teacher or the student's advisor. The Class deans

may also be consulted about social or behavioral problems. Members of the faculty and administration may contact families from time to time to discuss concerns between official conference times.

Relationships

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

School Supplies and Textbooks

Prior to the new school year, a list of general school supplies needed by each student will be posted in the *Look Ahead* newsletter. Textbooks and other required books are provided by the school and distributed in individual classes.

Secondary School Counseling

Bement provides secondary school counseling for all students in grade 9, with more limited resources for students in grade 8. Beginning in the spring term of grade 7, students have the opportunity to learn about the many independent school options through school fairs and individual school visits to campus. The Director of Secondary School Counseling begins working with students and families individually in the spring of grades 7 and 8 and provides step-by-step guidance for those considering applying to independent schools. Support includes helping to establish a well-balanced list of potential schools, creating a timeline and deadline schedule, application review, interview preparation, and advocacy for students after application submission. Students also have the opportunity to take the SSAT here on campus.

Term Assessments

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

Ushers

Eighth grade students are selected for the honor of class usher. Day and boarding students who have attended here the longest period of time and

are returning for ninth grade are eligible. These students help to lead the community at the end of year baccalaureate and commencement ceremonies.

STUDENT HEALTH SERVICES

Information specific to boarding students begins on [p. 79](#)

- Our student health service provides Bement students with health and wellness care. Student Health Services (SHS) is staffed with experienced nurses and is located in the Snively House on the main campus.
- The hospital closest to Bement is Baystate Franklin Medical Center, a community hospital located 5 miles away in the city of Greenfield.
- The nearest tertiary care, Level 1 trauma center, and full-service children's hospital is the academic medical center, Baystate Medical Center/Baystate Children's Hospital, in Springfield.

Allergies

Bement uses Magnus Health Record for its Student Health Services management. When filling out your student's Magnus Health Record, it is important to include any allergies to food, insect stings, medication, latex, or others in your student's Magnus Health Record. **NOTE:** If your student has a life-threatening allergy, the school must be provided with emergency medication and an allergy action plan from your child's pediatrician. We request that any emergency medications (such as EpiPens/epinephrine (auto-injector or nasal spray)) be supplied to the school **before** the first day of classes. Your student's orientation day in September is an excellent time to deliver all medications.

Bement is a nut-aware campus. Products containing nuts and sesame should not be brought to school or to school activities. Families of students with severe food allergies must share information with Student Health Services via Magnus Health before school begins to formulate an appropriate care plan. We keep an updated list of food allergies in the kitchen so that appropriate meals can be prepared by our kitchen staff.

Emergency allergy kits are available in Student Health Services. Bement keeps additional EpiPen Emergency Stations in the Kittredge building, the Pine Hill classroom, the dining hall, and in the Jackson dorm. Students are asked to provide prescribed epinephrine (auto-injectors or nasal spray) to the school for emergency use (see [Epinephrine p.70](#) for details).

Faculty and staff receive CPR and First Aid training that includes recognizing and responding to anaphylactic allergic reactions.

Annual Physical Exam

An annual physical done within 12 months. Please note that Student Health Services does not conduct physical exams. Physicals should be completed by your child's primary care provider. Boarding students must have the physical documented on The Bement School's 'Healthcare Provider's Report' form, which is available on Magnus Health, including a vision and hearing screening. We prefer that all students use Bement's form, but we will accept your provider's form if your child is a day student as long as the form includes a physical assessment and medical history, hearing and vision screening, risk assessment for tuberculosis, and a list of current medications.

Automatic External Defibrillator (AED)

Bement has four AEDs housed in alarmed, wall-mounted cabinets. These cabinets are stationed inside the main entrance to the Kittredge Building on the Main Campus, on the north end of the first floor of Jackson House dorm, in the shed portion of the garage at the Mary Hawks House, and in the classroom at Pine Hill. Signs on the outside of the buildings indicate that an AED is located inside the door to the building. Faculty and staff receive CPR/AED and First Aid training provided by Community 911. Community 911 provides semi-annual service inspections and on-site emergency service calls to maintain the AEDs in a ready state.

Communicable Disease-Specific Policies and Concussion Plan

COVID-19/Respiratory Viruses

Student Health Services (SHS) will follow the most up-to-date guidance from the Massachusetts Department of Public Health (DPH), the Department of Elementary and Secondary Education (DESE), as well as recommendations from the Center for Disease Control & Prevention (CDC) to determine the required quarantine and isolation or other steps needed to prevent

spreading respiratory viruses. MA-DPH Updated Isolation Recommendation for Respiratory Viruses, Including COVID-19: Students with symptoms of a respiratory virus, such as fever, sore throat, cough, or a runny or stuffy nose, should stay home and be tested for COVID-19 and flu AND refer to [DPH: Staying Home to Prevent the Spread of Respiratory Viruses for detailed guidance regarding isolation and quarantine.](#)

Policies related to respiratory viruses, including COVID-19, will be updated as needed to follow the Massachusetts Department of Public Health guidelines.

Gastroenteritis/Nausea/Diarrhea

Any student diagnosed with gastroenteritis or suspected of having gastroenteritis (nausea, vomiting, and/or diarrhea), must remain off-campus for a minimum of 24 hours after fever, vomiting, and stomach cramping have resolved, and the student is able to tolerate a reasonable diet. Boarding students may quarantine in the infirmary or in designated On-Campus Administrative Housing for 24 hours while awaiting transportation from a parent or guardian off-campus.

Influenza

Students diagnosed with any strain of influenza must remain off-campus for a minimum of five days. Boarding students may remain quarantined in Student Health Services or designated On-Campus Administrative Housing for 24 hours while awaiting parent/guardian transportation off-campus. They may return to campus after five days if they are feeling well enough to participate fully in school activities and have been fever-free for 24 hours without the use of fever-reducing medication.

Rash

If rash is accompanied by fever, symptoms of illness, or behavioral change, a student should be kept at home, or a boarding student will be kept overnight while awaiting further decision regarding return or exclusion from the dorm. Students may return to school when a physician has determined the illness is not communicable.

Strep Throat

Any student diagnosed with strep throat must remain off-campus until their temperature remains below 100.4 degrees Fahrenheit, without the use of fever-reducing medication, for 24 hours. The student must have also been taking their prescribed antibiotics, as directed, for 24 hours prior to returning to school or dorm.

Other Communicable Disease

In the event of a communicable disease diagnosis not otherwise specified in this policy, Student Health Services will follow the guidance of the school's medical director to determine when it is appropriate for the student to return to school.

Communication with Outside Providers

Parents/guardians may need to arrange or authorize treatment providers to disclose information to Student Health Services. Communication between SHS and outside providers is sometimes necessary to ensure the student's health and safety at school. The Bement School may ask that the parent/guardian complete an Authorization for Release of Health Information upon request.

Concussion Plan

Concussions and other brain injuries can be serious and potentially life-threatening situations. Bement's athletic coaches and Student Health Services (SHS) professionals prioritize reducing the potentially serious health risks associated with concussions and head injuries through education, implementation of evidence-based policies and procedures, individual care plans, and ongoing communication with the student, parents/guardians, faculty, and coaches.

Day students will require a note from their provider before they can be cleared to resume full participation in academics and sports.

A concussed student may require accommodation in completing academic assignments. The division head and medical professionals will collaboratively strategize how to make appropriate accommodations. The student's pediatrician or school physician, and the school nurse, with input from the division head, will help the student determine what accommodations are appropriate on a case-by-case basis, the rate at which students resume full academic engagement, and when those accommodations are no longer necessary.

Counseling Services

The director of counseling services is available to meet with Bement students as needed. She regularly works inside the classroom with groups of students, consults with faculty and staff, and provides consultation for families. Additionally, when ongoing therapy is warranted, the school counselor is

available to assist families in locating an appropriate outside therapist. Bement also has a Student Support Team that meets regularly to discuss students of concern and arrange for or recommend appropriate support for students and their families. If families have any concerns or questions about counseling services they are encouraged to contact the school counselor.

Epinephrine (EpiPen, AuviQ, Neffy nasal spray)

Faculty and staff will be notified of any students with life-threatening allergies based on information provided by parents/guardians on their child's health form. Please provide the most up-to-date, accurate information.

Faculty and staff receive annual training in administration of epinephrine auto-injectors and nasal spray. This training prepares appropriate faculty and staff to administer epinephrine auto-injectors or nasal spray to a student who has been exposed to their allergen and is showing signs of anaphylaxis.

In addition to emergency epinephrine auto-injectors located in SHS, and Epi-Pen stations located in the Kittredge building, the dining hall, the Pine Hill classroom, and the Jackson dorm, students should supply the school with two prescribed epinephrine (EpiPen, Auvi-Q, or Neffy nasal spray) with documentation from their primary care provider. Parents/guardians are asked to notify the school nurse if there are any changes in their child's epinephrine dosage or needs. Faculty and staff may administer the student's own epinephrine or the school's stock EpiPen, whichever is closer to the student at the time of the reaction.

Lower school: Each student will have their prescribed epinephrine auto-injector or nasal spray stored with their classroom teacher. The epinephrine auto-injector or nasal spray will be in an easily identified case labeled with the student's name. If the student transitions to a different class or activity, the medication case will be passed from the teacher to the responsible adult and returned to the teacher upon the student's return.

Upper school: Each student will have their prescribed epinephrine auto-injector or nasal spray safely secured in SHS. The medication will be in an easily identified case labeled with the student's name. If the student transitions to a different location during the day (e.g. field trips), that medication case will be passed to the responsible adult. Since upper school students often have activities that take place off the main campus, they are

encouraged to self-carry an extra prescribed auto-injector or nasal spray for added assurance.

Head Lice Checks

School Health Services promotes evidence-based practices in the treatment and management of head lice and follows the American Academy of Pediatrics (AAP) guidelines for controlling head lice infestation. If a student is found to have an active case of head lice, the student will need to be treated at home, but he/she will not be prohibited from attending school. A common-sense approach is applied in assessing each infestation case in a school environment.

Classroom screenings are not necessary, but close contacts of the affected child will be screened. Students are screened for head lice on an as-needed basis throughout the school.

Classroom notifications are not typically used for head lice cases. The customary notification for the presence of head lice is to be done on an individual, case-by-case basis to the parent/guardian of an affected student. In rare cases, it may be appropriate for the school nurse, in consultation with the medical director, to consider a general parent/guardian notification for a high number of identified cases of head lice. Such notification will be made with as much attention to the privacy of the infected student(s) as possible.

Health Visits

Day and boarding students who feel sick or are concerned they are becoming ill during the academic day can be seen in Student Health Services Monday through Friday, 8:30 a.m. to 6:00 p.m.

Immunization Record

An up-to-date immunization record (written in English) is required before your child begins the new school year. Refer to the [Massachusetts School Immunization Requirements](#) for the current school year for required immunizations.

Boarding students have additional immunization requirements, [see Vaccinations and Screenings for Boarding Students p.81](#)

Medical Illness Policy

Any student who has a temperature of 100.4 degrees Fahrenheit or above, vomiting or diarrhea, or symptoms of flu or respiratory virus, should not attend school until fever-free or vomiting/diarrhea-free for 24 hours without the use of fever-reducing medications. If a child develops a fever or symptoms of a communicable illness during the school day, they will be sent home.

The Bement School reserves the right to exclude any student who has or is suspected of having a communicable illness, has been exposed to an infected person, or is susceptible on account of non-immunization, in the event of a vaccine-preventable incident.

Medical Insurance

The Bement School requires that every student have adequate medical insurance coverage for the cost of any medical care they may need outside of Student Health Services. Your student's health insurance must be compliant with the Affordable Care Act and cover, at a minimum, emergency care in the state of Massachusetts. Families will be required to upload a copy of their insurance card to the student's Magnus Health record annually.

For boarding students with domestic health coverage, parents/guardians are urged to contact the student's health insurance company before arriving at school to verify that your insurance plan will cover services that may be needed while your child is attending school.

For international students without domestic medical coverage, The Bement School offers a plan available through a third-party provider:

- The plan provides benefits to international students during the 10-month academic year (September 1 - June 30). This plan was designed for Bement and meets the state of Massachusetts's mandated requirements.
- Any international student who does not have qualifying domestic medical coverage will automatically be enrolled in Bement's insurance plan and will be billed to the family.
- Any out-of-pocket costs and expenses for services not covered under the health insurance policy are the responsibility of the

parent or guardian. Vision and dental care (other than emergency dental care due to injury) are not covered under the plan.

Medical Leave of Absence

Understanding the nature and range of conditions that arise with students, the treatment for certain medical and psychological conditions and behaviors might need to occur outside the school setting. Medical leave might occur for severe or prolonged illness, significant injuries, or psychological issues. The goal of a leave of absence is for the student to regain health and the ability to function consistently, productively, and safely when they return to school. The leave provides the student with the time needed to focus on recovery, and medical and/or psychological care.

A student's family may request such a leave at the recommendation of medical professionals. Additionally, if in the school's judgment, a student is exhibiting symptoms that make the student unable to participate in required academic or extracurricular activities without imposing an undue burden on school resources, school administration may recommend and require that the student be evaluated and subsequently placed on medical leave.

Decisions about granting or requiring medical leave or a student's return from leave ultimately rest with the head of school. The head of school will coordinate the student's academic responsibilities while on leave and makeup work upon return.

To return to school after a leave of absence, a thorough, written professional evaluation of the student's current mental health or medical condition from the physician, psychiatrist, or other professional who treated the student during the leave of absence must be provided to the school. This evaluation must include the current treatment plan, services required upon return to Bement, and expectations for the student. The school may require an additional evaluation or consultation by our physician or consulting school counselor.

The guiding principle of returning from medical leave is the school's confidence that the student can return safely and that the student's return will not compromise their continued recovery, interfere with the school's ability to serve other students' needs, or place an undue burden on the school.

In the absence of a treatment plan that meets this goal, or if a student is not following the treatment plan in the view of school personnel, the school may require the student to withdraw.

Medication Policies

Considering state regulations, federal prescribing laws, and best practices, certain requirements apply regarding how students may receive medication.

All medications (prescriptions, vitamins and supplements, and over-the-counter (OTC) medications) are dispensed to students at Student Health Services or by trained staff in the dorms during off-hours. Students are not permitted to have medications in their room or on their person to self-administer unless in specific circumstances that have been planned in advance between the SHS nurse and student.

OTC medications, such as Tylenol or ibuprofen, are provided by Student Health Services on a short-term, as-needed basis without a prescription according to Standing Orders put in place by the medical director. Our school physician will evaluate boarding students for acute care needs and prescribe medications when clinically appropriate. If there is an OTC medication your student has needed in the past for more than a short period of time (e.g. allergy medication), a completed Medication Order Form must be provided as explained below.

1. For the Student Health Services staff to dispense any medication to any student, the physician must complete and submit the 'Medication Order Form' for each medication. This applies to prescription medications, vitamins, supplements, and over-the-counter medications that parents/guardians wish their child to take while attending The Bement School.
2. Day students are required to notify the SHS nurse when prescribed medications are to be taken at school and when dosages are changed.

A prescription for all medications prescribed by a US-based physician must be submitted electronically to shs@bement.org, or faxed to Student Health Services at 413-774-3524. Prescriptions and medication information should be provided to SHS no later than August 1 so that proper planning can take place before your child arrives at school.

The school physician will transcribe all medications prescribed by a non-US-based physician after reviewing the provided documentation and examining your child.

1. Over-the-counter medications will be administered according to Standing Orders written by the medical director. Medications are administered based on presenting symptoms, medical history, reported allergies, and our clinical evaluation, but each student must have a fully completed OTC Medication Form before any medication can be administered.
2. Student Health Services staff does not mail or send students home with medications. Parents/guardians are responsible for having a supply of medication at home. If your boarding student is spending the weekend off campus and needs their medication, an adult needs to coordinate with the SHS nurse to obtain the medication.
3. No students (day or boarding) are allowed to have medications, vitamins, or supplements in their room or in their possession unless authorized by the Student Health Services nurses or doctor. Any packages arriving at the dorms that are suspected of containing medication or medical supplies will be opened by the student in the presence of a dorm parent. Any medication will be directed to SHS for approval by the school physician and for a proper administration plan to be put into place. Any medications, vitamins, or supplements provided to the student from home must have a written diagnosis, prescription, and 'Medication Order Form' completed and signed by the prescribing physician, be in the original sealed package, and be labeled clearly in English.
4. Injectable medications (such as growth hormones, insulin, and epinephrine (auto-injector or nasal spray) must have a written diagnosis, prescription, and 'Medication Order Form' completed and signed by the prescribing physician, as well as pre-notification of the student's use of the medication. All growth hormones, insulin, and epinephrine (auto-injector or nasal spray) must be in pre-filled cartridges and will be injected with the injectable pen specifically made for that purpose. It must be in the original package and labeled clearly in English.

SHS must always approve epinephrine (auto-injector or nasal spray) and rescue inhalers for all upper school students to self-administer and self-carry; lower school students may have an extra epinephrine (auto-injector or nasal spray) and/or rescue inhaler in their backpack if approved by SHS, but these are not meant to replace the epinephrine (auto-injector or nasal spray) designated to stay with SHS and lower school teachers.

Students who use medication for anything other than its intended purpose may face disciplinary action. Medications, including over-the-counter, vitamins and supplements, are prohibited from being shared with another student. Permission to self-administer medication may be revoked at any time if Student Health Services staff deems it necessary.

5. Student Health Services will only administer medications that are supplied by a US-based pharmacy and in the original pharmacy container with the prescription and ingredient labeling clearly visible in English. In some cases it is too difficult to obtain medication from a US-based pharmacy (e.g. growth hormones), medication manufactured outside the US will only be approved at the discretion of The Bement School's medical director. We reserve the right to withhold medication that is not labeled correctly in English if proper physician orders and clearly written instructions in English do not accompany it. If you aren't able to obtain a prescription from a US-based licensed prescriber, please contact SHS at shs@bement.org before August 1, so that accommodations can be made.
6. All controlled substances (including stimulant medication for ADD/ADHD) must be stored in Student Health Services and administered by the nurse or trained staff. If a controlled substance has expired, been discontinued by the prescriber, or the dosage changed, the medication will be destroyed. Discontinued controlled substances will be returned to the family if there is written authorization from the prescriber to release the discontinued medication to the family.

Off-Sports

Upper school students may be excused from sports due to medical reasons. Requests for permission to be excused from sports due to medical reasons should be directed to Student Health Services. Requests to be off-sports for academic reasons should be directed to the division head. If the student has sustained an injury or has a medical reason that will exclude them from participating in sports:

- An order from the medical practitioner should be provided on request from SHS.
- Students must be seen in SHS before 10:00 a.m. for a request to be excused from sports to be made.
- Situations that occur after 10:00 a.m. that may prohibit a student from participating in sports will be handled accordingly.
- Sports excuses due to concussion will be handled according to the Concussion Protocol. If your student has been seen by their physician, orders pertaining to the concussion plan should be sent to SHS. Information can be faxed to 413-774-3524 or scanned to shs@bement.org.
- If a student is experiencing mild symptoms they should attend practice with their team. They may be excused from participating but should be present to support their team.
- If a student does not feel well enough to join their team as a bystander, they will rest in Student Health Services or be sent to an 'off-sports' study hall.

Required Health Forms

The Bement School utilizes Magnus Health, a confidential electronic medical record system, to collect, track, and manage student health information. Families must provide updated health information annually; through Magnus, SHS collects necessary health information, and parents/guardians can review and sign required forms and agreements. To access your child's Magnus account, you can log into the Veracross Parent Portal and click on the Health Portal link, then click [Magnus Health Portal](#).

The Bement School maintains the privacy of our students' confidential health information by restricting access to Magnus Health records to those for whom this information is needed to maintain the health and care of your child.

Your student's Magnus Health Student Health Tracker (SHT) is accessible from Veracross; from there, vital information can be provided, such as medical history, immunization records, medications, and allergies; and required forms can be submitted. It is required that every student attending The Bement School have an updated record in Magnus Health each year. Failure to submit required health forms may result in a restriction from attending school.

The signature of a parent or guardian is required before a student may participate in academic, co-curricular, and other school-related activities.

Health Insurance Agreement

Every student at The Bement School must be covered by a comprehensive US-based health insurance plan for the duration of the school year. International students are to complete the Agreement for International Students. Domestic students must upload a photocopy of the current insurance card into Magnus Health.

Return To School After Illness or Injury

Students returning to campus may be asked to provide SHS with notice from their medical provider that they have been cleared for return to school, this may include completion of The Bement School's Medical Clearance Form by your child's provider. SHS reserves the right to delay a student's return to campus at the discretion of the school medical director. Any boarding student who has been absent from school for illness or injury must report to Student Health Services prior to returning to their dorm.

SHS may ask for documentation of medical or psychiatric care given by an outside provider. If a student has been prescribed a treatment plan, the provider must forward copies of appropriate information and specific instructions to SHS or have the information faxed directly to Student Health Services at 413-774-3524 or scanned to shs@bement.org.

Students who need to take medication during school hours or in the dorms must bring the original labeled bottle from the pharmacy with a completed 'Medication Order Form' from the prescribing practitioner to the school nurse.

Student Health Services (SHS) Staff

Student Health Services, Snively House, Main Campus

Telephone: 413-774-7061, ext 102 Fax: 413-774-3524

Email: shs@bement.org

STUDENT HEALTH SERVICES (SHS) FOR RESIDENTIAL LIFE

Boarding students should arrange to have routine preventative health care taken care of while at home.

Outside of school hours, an on-call registered nurse and physician are available seven days a week for boarding students. Our medical director is available to boarding students for in-office primary care visits on a weekly basis and as needed.

In the case that urgent medical care is needed and cannot be provided immediately, boarding students will be sent to a local urgent care walk-in clinic.

Appointments Off-Campus

When a boarding student needs to see a specialist or other off-campus medical provider for non-emergent appointments, the nursing staff, in coordination with designated drivers, will assume responsibility to maintain and organize any outside appointments. Some services may not be covered by medical insurance, so may incur additional charges to your child's account.

Dental

Boarding students should arrange for routine preventative care to be handled at home. Urgent and emergency dental care will be arranged by SHS.

Guardian Verify

All boarding students are required to have an assigned local (within a four-hour drive of Deerfield) emergency Off-Campus Guardian. This assigned emergency guardian must agree to be responsible for your child in instances where they are exempt from staying in the dorm, such as for monitoring of a physical or mental condition, or due to a communicable illness. This emergency guardian must be available to pick up your child within 24 hours of notification by The Bement School. If you do not have an emergency guardian, you must enroll your student in Student Health Advocates, an off-campus support service for students. All assigned emergency Off-Campus Guardians will be confirmed through a vetting process using the automated dashboard Guardian Verify, if there is not a verified Off-Campus Accommodation assigned, your student will be automatically enrolled in Student Health Advocates.

Student Health Advocates is a student concierge service that can be used for transportation and guardianship needs. This company provides personalized support services for your child, such as quarantine care in the unfortunate event that your child is exempt from staying on-campus.

www.studenthealthadvocates.com or info@studenthealthadvocates.com

Medical Illness Policy

Boarding students will be monitored in Student Health Services during the school day for observation and evaluation by the nursing and medical staff. If appropriate, students will return to their dorm overnight with care from their dorm parents and support from on-call medical and nursing staff. If it is determined that a student cannot return to the dorms they will stay in the Health Center or designated On-Campus Administrative Housing. Students exempt from returning to dorms for longer than 24 hours may be sent home or to their local emergency off-site guardian until their temperature remains below 100.4 degrees Fahrenheit without the use of fever-reducing medications for 24 hours, or until they meet requirements for specific illnesses. Every boarding student must have a parent or assigned guardian within a four-hour drive of the school. If a student's home is within a

four-hour drive of school, the school expects the family or guardian to take the student home. If the student's home is not within the four-hour drive, the student will be sent with the designated off-campus guardian. Families should ensure that this local emergency off-campus guardian is aware that they will be responsible for caring for the student in the event that they are excluded from school for a communicable illness.

Off-Campus Accommodation

When a boarding student requires monitoring of a physical or mental condition or is exempt from the dorms due to a communicable illness or discipline issue, they will be monitored by healthcare and/or administrative staff during the school day. If it is determined that a student cannot return to the dorms, they will stay in the infirmary or in designated On-Campus Administrative Housing with support from on-call medical or administrative staff. If a student is exempt from returning to the dorm within 24 hours, the family's designated Off-Campus Guardian will be contacted. The designated person should be within a four-hour drive of the school and be available to pick-up the child within 24 hours of notification by The Bement School.

Optometry

If applicable, a copy of a vision prescription should be supplied to SHS and the child should have a supply of contact lenses and one pair of back-up eyeglasses with them. SHS will arrange for emergency eye care, as needed.

Orthodontics

SHS will schedule necessary orthodontic care for boarding students with Wilson Orthodontics in Greenfield.

Vaccinations and Screenings for Boarding Students

All boarding students must meet the [Massachusetts immunization requirements](#) before arriving at school. If a vaccine has been started, but needs additional doses, Student Health Services will arrange for those additional doses. There are some vaccinations and screenings that are required for boarding students specifically. These are:

- 1. Influenza Vaccine**

Boarding students are required to have the Influenza vaccine. It may

not be possible to obtain the vaccine before the start of the school year; in that case, SHS will arrange for the vaccine to be administered.

2. Meningococcal Vaccine

All boarding students in all grades are required to have had a dose of the MenACWY vaccine.

3. Tuberculosis Screening

Boarding students must provide physician-signed documentation of a Tuberculosis (TB) Risk Assessment. If testing is indicated by the assessment, a Tuberculin skin test or TB blood test (QuantiFERON TB-Gold) is required within the past year of arriving at The Bement School. If the test results are positive, then documentation of a negative chest x-ray and details of any treatment are required. If a student has a history of receiving the BCG vaccine, they must provide QuantiFERON TB-Gold test results.

4. Immunization Record

An up-to-date immunization record (written in English and stamped/signed by the healthcare provider) is required before your child begins the new school year. Refer to the for all additional required immunizations.

Note: The COVID 19 vaccine is no longer required, but if it is desired, families can complete a COVID-19 Vaccine Consent form if they would like for SHS to make arrangements for a booster dose to be given when due/available.

RESIDENTIAL LIFE

Boarding at Bement: Overview & Philosophy

Boarding at Bement is much more than living at school. Located in Historic Deerfield and the beautiful Connecticut River Valley, just minutes away from the famed Five College area that includes Smith College and Amherst College, The Bement School connects our boarding students to unique local and regional resources in a transformative residential life curriculum. Our boarding experience is designed to prepare students for seamless transition

to and successful experience in secondary school. Boarding students leverage the extensive time they spend and care they receive from teachers and dorm parents to enhance their academic progress, better understand their strengths and weaknesses, and become more responsible and involved citizens of the Bement community.

Joining Bement's residential community at a pivotal age, students gain an understanding of the wider world, cultivate respect, compassion, resilience and integrity, and learn both collaboration and independence. Our boarding community is immersed in, and a vital part of, our school population, resulting in deep, lifelong friendships between our day students and our boarding students. We offer a warm, nurturing, and grounded dorm environment. Each dormitory feels like a real home as students and dorm parents live, study, and eat meals together, creating strong bonds and a sense of shared responsibility.

Bement encourages students to feel ownership of their living space, where they are able to, among other things, study in their rooms, organize activities in the common room, and play with dorm parents' children and pets. Just as they would at home, students help care for their dorms with daily and weekly chores and attend dorm meetings. Each weekend, boarding students utilize the full campus, playing sports on our fields, reading in the library, and practicing instruments in our arts classrooms. We strike a balance between relaxing, studying, and exploring our location in small-group outings, like biking, hiking, visiting a museum, attending a concert, dining out, skiing, or taking a day-trip to Boston. Day students often join these excursions or invite boarding students to their local homes.

Allowance and Boarding Student Charges

Students are required to bring a debit/credit card or Apple Pay with them at the start of the school year to be used for personal items and any additional purchases for sporting goods, clothes, additional supplies, etc.

Parents/Guardians will establish guidelines for its use with their child, monitor spending and purchases, and add more money to a debit card as needed. The card can be kept in the student's room or, if preferred, in a safe in the director of residential life's office and distributed each weekend or as needed.

For security reasons, no student should keep more than \$20 in a dorm room. If a student has more than \$20 in their possession, the director of residential life will secure the money in a safe.

Chores and Cleanliness of Dorms

Before leaving for school each morning, students are responsible for presenting a clean, organized room according to a checklist. Boarding students are expected to make their beds daily and change all linen weekly. To help the dorm run smoothly and instill a sense of responsibility for the dorm's well-being, boarding students participate in weekly and daily chores.

Communication with the School

One important focus for our boarding faculty and staff is communication with families. It is our goal to establish convenient, timely, and effective lines of communication about your child and the boarding program overall. The director of residential life will email, text, and call parents/guardians individually to communicate both concerns and positive updates. We will also communicate news and announcements and post photos and descriptions from our weekend activities that impact all parents/guardians or particular groups of parents/guardians. Dorm parents also email guardians throughout the year to highlight your child's progress, assess strengths, honor accomplishments, and suggest areas of growth.

Parents/guardians are also encouraged to feel comfortable calling or emailing us to ask questions or to discuss concerns as partners in your child's education working together to best support on-going growth, and development. We ask that you direct your comments and concerns to the appropriate person. If they cannot effectively deal with the issue, they will help you contact the appropriate individual.

Contact information (email) for dorm parents will be distributed for each dorm at the start of the year. Our dorm parents will respond in a timely manner though given that our dorm parents are working directly with your children, please be patient and mindful of the local time in Massachusetts when contacting them.

Contact with Parents/Guardians

Regular contact with home is important, and boarding students will be encouraged to communicate regularly with families. In addition to the use of personal devices at set times in designated places, parents/guardians are able to use the landline in the dorm to contact their child. Phone numbers will be distributed upon arrival to campus and can be found on [p. 97](#). To allow open access to the dormitory phones, calls should be kept brief on the communal line. Unless urgent, all calls should be completed by 8:30 p.m. Eastern time at which point students get ready for bed. When calling the dormitory phone, please state your name and relationship to the student.

Decorations/Electrical Appliances in Dorm Rooms

Fire regulations restrict certain decorations and electrical appliances in the dorm rooms. Irons, curling irons, electric blankets, heaters, hotpots, and electric teapots/ kettles are not allowed in a dorm room. Dorm parents have a clothing iron if needed. Extension cords must be no more than six feet long and of a design approved by the Deerfield Fire Department. Posters and paper wall decorations must fit on the bulletin board provided for each student. Additionally, posters and paper wall decorations, including wall decals, must be considered appropriate for a kindergarten through ninth grade school and must be contained to the provided bulletin boards. LED light strips must not be attached to walls or ceilings because they can not be removed without damaging the surface. Decorations and appliances which violate these guidelines or otherwise constitute a fire hazard will be confiscated. If the removal of decorations or LED light strips damages the walls or ceilings families may be charged up to \$400 per occurrence.

Food in the Dorms

Students are permitted to keep food in the dorm in the storage space in the kitchen designated for their items. Students may not keep food in their bedrooms. No food or drinks, except water, are allowed in the dorm rooms.

Students are encouraged to make healthy snack choices during weekly shopping trips. Students can purchase the items they prefer, but dorm parents may help a student make appropriate decisions by suggesting items that provide better nutritional value. Students are not allowed to buy soda, coffee, or energy drinks. They may purchase seltzer as a carbonated alternative.

Hygiene

While poor hygiene can be a difficult and awkward issue to confront with maturing adolescents, boarding students are expected to maintain healthy hygiene. These include clean clothes, fresh linens, teeth brushing and regular showers, as well as gender specific hygiene issues. To support our students as they learn the appropriate way to maintain healthy hygiene, dorm parents provide students with guidance on this subject. Dorm parents help to establish healthy habits by implementing such things as a daily shower schedule as well as making sure that bed linens are changed on a regular basis.

Language

Students are expected to speak English in all school activities at Bement in order to include everyone and promote full engagement. We understand that it can be tiring for students who are learning English to constantly focus on using English at all times and use of a student's home language at times is necessary and helpful. When appropriate, our dorm parents help to remind students to use common language to promote an inclusive environment and develop language mastery.

Laundry

Dirty laundry is picked up each Thursday morning and delivered clean on Monday. On Wednesday evening, students will fill out the laundry slip and fill the laundry bag provided at the beginning of the year. Boarders should inventory their returned laundry using the saved slip, and put it away. If they encounter any discrepancies or damaged items, they should report them to the dorm parent immediately, who will assist them in filling out a report sheet. The discrepancy report is then forwarded by the dorm parent to the Business Office, where a claim is pursued with the laundry service. Damaged items may need to accompany the report. Laundry service is included for all boarding students in their fees.

Luggage

When packing, please use wheeled suitcases or other types of luggage that are easily handled by airline baggage handlers, middle school students, and

dorm parents. In addition, every child will benefit from a small suitcase or bag that they can use for shorter trips like weekend stays with friends.

Mail and Packages

Boarding packages and mail should be sent to the school's main address. All will be delivered to the director of residential life's office.

Students are responsible for carrying their packages, so please avoid making large purchases that may be difficult for students to carry. Students are prohibited from receiving liquid or perishable food items that may be damaged or spilled while in transit.

Students may not receive orders of food items or groceries to school. Items delivered to the school may be declined by staff.

Students can speak to the director of residential life about outgoing mail.

Movie Ratings

The boarding community will watch movies in the dorms, on campus, or in theaters. Students are not allowed to watch R-rated movies at any time. Students 13 and above are permitted to watch PG-13 movies as are students under the age of 13 whose parents/guardians have granted permission on the parental permissions form.

Packing and Personal Storage

A packing list will be sent to all boarding students during the summer. All articles brought to the school must be plainly marked with the owner's name. It is necessary to emphasize that this means every item, not just clothing. Any dangerous items must be left at home. Dorm parents will confiscate any dangerous or inappropriate items at their discretion.

Students sometimes accumulate personal belongings over the course of the year, which results in having to ship, store, or donate extra items that have not been used much during the year. Please help us manage the amount of "stuff" kids have in their dorm spaces by refraining from sending them lots of clothes from home, buying items from catalogs or websites, and contributing to the accumulation of unnecessary items. At the end of the academic year each returning student has the capability to store personal items over the

summer if they wish. However, a limit of six (6) total storage bins, provided by the school, are allowed for each student.

Religious Services

Arrangements can be made for students who wish to attend worship services of any faith denomination. Please contact the director of residential life to inquire about possible arrangements.

Roommates

Getting along with roommates is a valuable benefit of boarding. Whenever possible, students are intentionally assigned roommates from another country to further cultural exchange and diversity. There will inevitably be conflicts between roommates during the course of the year. Dorm parents and the director of residential life are available to facilitate resolutions if needed after student efforts have not moved forward. The school counselor is also available to mediate the rooming situation. It is rare and only in extreme circumstances that roommates are reassigned.

Student Development and Discipline

Within a caring, supportive environment that identifies and honors the unique presence and positive influence of each student, all students know they belong at Bement and are significant to our school community. We aim to instill in each student the values and skills that form healthy habits necessary for long-term success. Our core values of Compassion, Integrity, Resilience, and Respect provide a framework and language for students to practice and develop valuable skills pertaining to conflict resolution, leadership, self-awareness, and community building. These habits are reinforced with clear, purposeful expectations that are consistently set in our school and boarding program and to which all members are accountable. More than to merely function as a group, our expectations are meant to push, challenge, and inspire one another to realize our best potential as individuals and as a community. We aim to reward and recognize those students who are leading the way. Our school counselor is a valuable resource to talk and strategize about challenges and difficulties that the student may be experiencing and is available for any boarding student to meet for a single time or on a regular basis for a brief period of time.

Our students are in a critical stage of social-emotional development and are learning how to live positive, safe, healthy lives as individuals and with others. We know that at times even well-defined boundaries will be breached and that clear expectations will not be met. While our response will be firm to reinforce that the particular behavior is unacceptable and not permitted, we will also be kind enough to leave no doubt that we care and love each student unconditionally. Our core values prioritize a language for how we respond to and talk with our students.

Furthermore, consequences are in line with the infraction and designed to be an opportunity to learn from the experience. Depending on the seriousness and/or frequency of the infractions, consequences may include loss of privileges such as technology, activities, bicycles, free-time, etc. Students who, by their conduct while beyond the direct supervision of the school, cause harm to fellow students, threaten the welfare of the school community or bring its name into disrepute as the result of a violation of school policy may be subject to disciplinary action by the school. Consequences will also require and allow the child to do the necessary repair work with individuals and the community including self-reflection, education, necessary apologies, trust building, community service, and a commitment to improve. The head of school, director of residential life, and/or dorm parents will communicate concerns and consequences with parents/guardians.

Study Halls

In addition to any study halls in the daily school schedule, all boarding students participate in a 75-minute supervised and supported evening study hall from 4:35-5:50 p.m. on Monday through Wednesday and from 3:30-5:20 p.m. on Thursdays. Additionally all students will attend a mandatory study hall on Sunday from 3:45-5:20 p.m. Students are responsible for completing all homework as assigned and may require additional time on homework when they return to their dorms. They must receive permission from a dorm parent to use their device to complete this work, if it falls outside of our designated technology time. Headphones are not permitted unless a student is viewing an academic video that has been assigned for homework. Students will be allowed the use of their Chromebooks during study hall, but personal computers are not allowed in the study hall unless with specific permission from the director of residential life.

Technology Use in Dorms

Boarding students, like day students, are not permitted to carry or use devices in school. They may only use school-owned devices to connect to the internet during school hours, and they may only do so under the direct supervision of a teacher. Boarding students may bring personal computers for use in study halls with permission by the director of residential life, and devices will be placed in the residential life office until after school.

In the dorms, student use of personal devices is limited to specific time periods on both weekdays and weekends:

Monday - Thursday: Students will have personal technology from 7:00-8:30 p.m. Eastern time.

Friday: Students will have personal technology from 6:30-9:30 p.m Eastern time.

Saturday: The technology schedule will depend on the activities for the day, but all students will have at least two hours to communicate with families.

Sunday: Students will have personal technology from 10:30 a.m.-12:30 p.m. Eastern time and 7:00-8:30 p.m. Eastern time.

Permission for additional time may be granted if a student has pressing school work to complete. Since screen use negatively impacts sleep and sleep cycles, technology use ends well before bedtime for students of all ages, allowing them time to wind down and prepare for lights out. Times will vary on weekends depending on our weekend schedule.

Seventh, eighth, and ninth grade students may be granted additional time for homework assignments, secondary school applications, and other academic needs such as SSAT or TOEFL prep. Each dormitory also has a printer for student use as needed.

The landline phone is communal, so individual use is limited to no more than fifteen minutes at a time if someone is waiting.

Outside of these specific time periods, personal devices are locked in a technology cabinet. Boarding students who use devices during the specifically allowed time periods are allowed to use devices in their rooms with the door open and allowing for dorm parents to monitor appropriate usage. Nothing with a screen or access to the internet will be allowed in the room after lights out including Apple Watches. Web-enabled devices and/or

devices that can play videos are not allowed in rooms at night. If a student enjoys listening to music at bedtime, he or she may use a simple music player such as an iPod Shuffle, MP3 player, Bluetooth speaker, or other basic music device. The music player may not be used while walking from the dorms to campus unless special permission is granted.

The use of video and computer games is allowed, however, the rating on the game must be E for Everyone and boarding students are not able to play any single- or multiple-shooter games on any device or computer while in the dorms.

Boarding students who violate our rules on technology use policy including use of personal devices in restricted spaces, use of personal devices outside of acceptable hours, possession of additional personal devices, and use of social media, video games, or electronic communication of any kind in an unkind or irresponsible manner including prohibited content are subject to restrictions or further disciplinary action. A violation will result in the loss of technology privileges for non-academic purposes for up to six (6) weeks, except to remain in contact with family. Continued violation could result in a more significant disciplinary response.

At Bement, we value time spent together and the relationships built in our boarding community. In an effort to protect and promote face- to-face interactions and the life-long connections that these interactions help forge, there are set guidelines and boundaries around technology use. We are also working to promote independence and responsibility. Therefore, we strive to maintain reasonable limits regarding the use of technology for communication and entertainment purposes. Technology use is consciously minimized, and we appreciate your understanding and support as we try to help our students learn to responsibly use technology.

TOEFL/SSAT Tests

TOEFL testing is done remotely. Our staff will provide your child with a testing room and will work to ensure everything is in place before the testing date. Confirm with the director of residential life before scheduling your test at least a week prior to the possible date. This will ensure sufficient time for the residential life staff to schedule a proctor, and notify a family if the requested date is available for testing. The SSAT is offered at Bement in

November, December, and January. Families are responsible for registering their child for the SSAT.

Transportation to Practices or Lessons Off-Campus

Please note that it is often difficult for the school to provide transportation for individual students to participate in athletic practices, instrument lessons, or other outings and events outside of Bement's programming given staffing limitations. If your child will be attending any off-campus events, families are asked to coordinate their own travel arrangements to and from their lesson and/or practice.

Travel Information

The director of residential life coordinates the arrival and departure of boarding students at the beginning of the year, before and after each break (Thanksgiving, Winter, and Spring), and at the end of the year. Students must vacate the dorms when closed and may not stay later or return earlier. The director of residential life will send an email to families requesting travel plans and itineraries approximately one month prior to departure.

Please note, each airline has different regulations for minors traveling, so when purchasing tickets, parents/guardians should confirm with the airline or a travel agent what their rules are and purchase tickets accordingly. If the airline requires Unaccompanied Minor (UM) status, some airlines may require that you pay the additional fee in advance and some may ask that you pay at the airport. Please inform the director of residential life so that the proper financial and contact arrangements can be made in a timely manner. It is up to the family to make arrangements for their child to fly as a minor; the residential life team cannot make these arrangements for the student. Bement will only provide a shuttle service departing Logan International Airport, Boston, MA. All flights out of Logan should take off between 11:00 a.m. Eastern time and 2:00 p.m. Eastern time. If the flight falls outside this block of time, families should look to secure a car service on their own.

The shuttle service will only be available to students flying with adult status. A car service must be arranged for students listed as minors and traveling as unaccompanied minors. The director of residential life can provide suggestions for driving services but can not guarantee availability.

For international travel, many procedures are time sensitive. To enter the U.S., students must show a valid passport. Students who do not hold a U.S. Passport or Permanent Resident Card must travel with a valid passport, student visa, and I-20 form. Each international student should travel with the Bement-issued travel wallet that contains the student's passport, I-20 form, and important Bement phone numbers.

Tutoring

From time to time, your child may require tutoring and/or additional academic support beyond what is provided during extra help sessions with teachers. Tutoring and/or additional support may be requested for academic subjects, language development, preparation for SSAT or TOEFL, secondary school applications, and other enrichments. All inquiries regarding arranging a tutor through Bement must go through the upper school or lower school learning specialist. Bement maintains a list of recommended tutors for academic subjects, organizational skills, and study strategies. SSAT and TOEFL preparation are also available. Tutors will be scheduled to meet students on campus. For boarding students, the timing of the tutoring will be coordinated by the director of residential life. Additional fees for tutoring will be billed through the Business Office and charged to the families Veracross Billing Portal.

If choosing a tutor outside Bement's recommended list to work with your child either off- campus or on-line, schedule the tutoring to take place within the following timeframes: Sundays from 10:30 a.m.-12:30 p.m. and 4:00- 5:15 p.m. or Monday through Thursday from either 4:30-5:30 p.m. or 7:00 - 8:30 p.m. To provide our students with a balance between academics, technology, and the residential life program, tutoring will not take place on Friday nights, Saturdays, and Sunday evenings. Parents/guardians should inform the director of residential life of any scheduled tutoring sessions who in turn will communicate with dorm parents. Tutoring will not occur on Saturdays to allow time for dorm activities and Bement athletic contests.

Weekdays

A typical weekday schedule for our boarding students is full. Students are awoken by dorm parents between approximately 6:45-7:00 a.m. and walk

from the dorms to campus to arrive at the dining hall by 7:45 a.m. for breakfast. Boarding students are not permitted to return to their dorms during the school day. On the rare occasion that they have left something in the dorm, they may ask the director of residential life for assistance. The school day ends at 4:30 p.m. At this time, boarding students report to study hall from 4:35-5:50 p.m. and then eat dinner in the dining hall from 6:00-6:30 p.m. Students may return to their dorm after dinner or remain on campus for additional study and enrichment. Though times differ based on grade level, all students enjoy a period of free time in the evening, followed by time designated for getting ready for bed and the next day, quiet time in dorm rooms, and lights out.

Weekends

It is important that all boarding students actively participate in the full life of the boarding community at Bement. The expectation is that all boarders will eat meals and participate in activities together. Extensive time away from the dorms on the weekends is discouraged because it compromises learning, development, and community engagement. However, we do understand there will be times that parents/guardians may wish to visit their child. Parents/Guardians who are planning to pick up their child for time off campus for any part of any weekend are asked to email the director of residential life by Thursday evening to inform her of your plans. When being picked up, boarders must check out with the dorm parent before leaving campus. The parent/guardian should also check in and check out face-to-face (or in person) with the dorm parent.

Weekends in our boarding community balance fun, while also allowing for time for students to relax and enjoy time in the dorms with their peers. Typical weekend activities include trips to local points of interest, sporting events, plays, malls, movies, and other indoor activities in the Connecticut River Valley. Outdoor activities may include hikes, bicycle trips, and informal sports contests. On-campus activities are also planned. Activities are age appropriate, and eighth and ninth graders may have more opportunity for choice and independence.

There are two long weekends on the Bement School calendar for 2026-2027 in which the dorms are closed while school is not in session (October 9-12 and February 5-8). On these weekends, boarding students are typically picked up by friends or family or spend the weekend with a day student's

family. Bement does not arrange airport transportation for boarding students for the long weekends. Three weeks prior to the long weekend, the director of residential life will inquire about student plans. Please note that there is a long weekend in April in which local homestays are encouraged though the dorms remain open.

AHERA COMPLIANCE PLAN

TO: Faculty, Staff, and Families of Students

FROM: Jordan Burns, Director of Finance and Operations

The Bement School, Deerfield, MA 01342

DATE: July 2026

This notice is issued in compliance with the Asbestos Hazard Emergency Response Act (AHERA, 40 CFR Part 763 of Title II of the Toxic Substances Control Act).

Asbestos Management Plans have been prepared for The Bement School in compliance with AHERA standards. These plans are available and accessible to the public at the Business Office or the Office of the Director of Business and Grounds.

DIRECTIONS TO THE BEMENT SCHOOL

PO Box 8, 94 Old Main Street, Deerfield, MA 01342

From Springfield, Hartford, Connecticut and points south:

Exit 35 (old Exit 24) off I-91 north. Turn right at the end of the exit ramp. Drive north for approximately five miles and turn left at the Historic Deerfield sign onto Old Main Street. Bement is .6 of a mile on the right side of Old Main Street.

From Vermont, New Hampshire and points north:

Exit 35 (old Exit 25) off I-91 South. Turn left at the end of the ramp and left again onto Routes 5 and 10. Go north approximately four miles and turn left at the Historic Deerfield sign onto Old Main Street. Bement is .6 of a mile on the right side of the street.

From Boston and eastern Massachusetts:

Mass Pike (I-90) west to Exit 45 (old Exit 4) and onto I-91 North. Then follow directions from Springfield.

OR

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

For GPS purposes:

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

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

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

A map of the Bement campus is available at bement.org.

SCHOOL PHONE NUMBERS & EMAILS

Main Number 413-774-7061

Admission Office 413-774-4209

Alumni and Development Office
413-774-3021

Kitchen 413-774-3619*

Registrar
413-773-5967

*voicemail only

Fax Number
Business Office 413-774-7863

Dormitory Phones

Blydenburgh House 413-774-4529

Jackson House 1 413-773-3315

Jackson House 2 413-773-3166

Jiayi House 413-773-3411

Haas House 413-210-8279

Emails

For admission inquiries:

admit@bement.org

For general questions:

communications@bement.org

Please be sure your contact information is up-to-date in your profile within the Parent Portal of the Bement website at bement.org

Bement email protocol is:

First initial last name@bement.org

For example, if you wanted to contact Grace Bement, her address would be gbement@bement.org

A full list of faculty and staff is available on our website, www.bement.org



The Bement School

2026-2027 Calendar

September 2026

- | | | |
|----|-----------|---|
| 8 | Tuesday | New Boarding Student Arrival and Registration
Ninth Grade Boarding Student Arrival and Registration |
| 9 | Wednesday | Returning Boarding Student Arrival and Registration
New Upper School Student Orientation
New Upper School Parent Meeting
Lower School Open House
Boarding Student Orientation |
| 10 | Thursday | Classes begin |
| 17 | Thursday | All-School Picnic |

October 2026

- | | | |
|-------|---------|--|
| 9 | Friday | Bement Day 8 a.m.-noon. (families visit)
Dorms close at 5:00 p.m. |
| 12-16 | | Ninth Graders to visit Secondary Schools |
| 12 | Monday | No classes - Dorms reopen at 4 p.m.; boarding students travel and return |
| 13 | Tuesday | Classes resume |

November 2026

- | | | |
|----|--------|---|
| 20 | Friday | Thanksgiving Vacation (begins after the end of the school day)
Dorms close at 5:00 p.m. |
| 30 | Monday | No classes; Faculty Professional Development Day
Dorms reopen at noon; boarding students travel and return |

December 2026

- | | | |
|---|---------|----------------|
| 1 | Tuesday | Classes resume |
|---|---------|----------------|

17 Thursday Holiday Tea 3:30-4:30 p.m.
Winter Vacation (begins with Holiday Tea)
Dorms close at 5:00 p.m.

January 2027

3 Sunday Dorms reopen at noon; boarding students travel and return
4 Monday Classes resume

February 2027

4 Thursday Long Weekend (begins after the end of the school day)
Dorms close at 5:00 p.m.
5 Friday No classes; Faculty Professional Development Day
8 Monday No classes - Dorms reopen at 4 p.m.; boarding students travel and return
9 Tuesday Classes resume

March 2027

5 Friday Spring Vacation (begins after the end of the school day)
Dorms close at 5:00 p.m.
21 Sunday Dorms reopen at noon; boarding students travel and return
22 Monday Classes resume

April 2027

19 Monday No classes; Faculty Professional Development Day

May 2027

7 Friday Grandparents and Grand Friends Day noon dismissal
28 Friday Special Schedule noon dismissal
31 Monday Memorial Day; no classes

June 2027

3 Thursday Final day of classes
Baccalaureate (Attendance required)
Farewell Celebration
4 Friday Final day of school
Commencement (Attendance required) dismissal follows
Commencement activities
Dorms close at 3:30 p.m.

The Bement School
PO Box 8, 94 Old Main Street
Deerfield, Massachusetts 01342

telephone: 413-774-7061
fax: 413-774-7863

bement.org | admit@bement.org