

Selamat datang 歡迎 Willkommen أهلاً

Bienvenidos WELCOME 환영합니다

ようこそ Hoşgeldiniz 欢迎



Everett Erving '10

Arr. from William Blake, 1757-1827

JERUSALEM L. M. D.
C. Hubert H. Parry, 1848-1918

The piano introduction consists of two staves. The right hand features a melodic line with eighth and sixteenth notes, while the left hand provides a harmonic accompaniment with chords and moving bass lines.

1 And did those feet in an-cient time Walk up-on Eng-land's moun-tains
2 Bring me my bow of burn-ing gold! Bring me my ar - rows of de-

The piano accompaniment for the first vocal line continues with a similar texture to the introduction, supporting the vocal melody.

green? And was the ho - ly Lamb of God on Eng-land's pleas-ant pas-tures
sire! Bring me my spear! O clouds un- fold! Bring me my char-i - ot of

The piano accompaniment for the second vocal line continues, providing a steady harmonic and rhythmic foundation for the vocal parts.

EMERGENCY PHONE NUMBERS

For fire, police, or a life-threatening medical EMERGENCY, first call:

From a school extension **8-911**
From a private phone **911**

Then alert NMH security of an emergency by calling:

From a school extension 3400
From a private phone 498-3400

Be prepared to give your building address as provided in the Fire Response Plan for your building, which is _____

If you are unsure of your building's address, please call safety and support services at ext. 3544.

NONEMERGENCY PHONE NUMBERS

Main Switchboard

From a private phone 413-498-3000
From a school extension 0

Security (nonemergency)

From a school extension 3544
From a private phone 413-498-3544

Safety and Support Services

From a school extension 3544
From a private phone 413-498-3544

Medical (other than life-threatening emergencies)

O'Connor Health Center 413-498-3407

Plant Facilities Work Control Center ... 413-498-3444

Duty Dean 413-498-DEAN (3326)

FREQUENTLY CALLED NUMBERS

Head of School Thomas K. Sturtevant Office 413-498-3233 Switchboard 413-498-3000

Assistant Head of School Charlie Tierney Office 413-498-3432 Home 413-498-5838

Dean of Faculty Hugh Silbaugh Office 413-498-3432 Home 413-498-4477

Dean of Students Nicole Hager Office 413-498-3423 Home 413-863-5091

Associate Deans of Students

Anne Atkins Office 413-498-3252 Home 413-498-5600
North Crossley, South Crossley

Nate Hemphill Office 413-498-3252 Home 413-863-8077
MacKinnon, Shea, Overtoun, Monadnock (CI)

Diane Arena Office 413-498-3252 Home 413-863-5272
Wallace, Hayden, Rikert

Ellen Turner, ninth-grade dean
London (CI), Manchester (CV), Hubbard (CIV)

Athletics Tom Pratt, department chair Office 413-498-3466

Center for International Education Lorrie Byrom, director Office 413-498-3251

Chaplain Reverend Michael Corrigan Office 413-498-3338

College Counseling Peter Jenkins, director Office 413-498-3033

Multicultural Education James Greenwood, director Office 413-498-3253

Technology Help Desk Office 413-498-3777

Work Job Jessica Mix Barrington, director Office 413-498-3224



www.nmhschool.org

One Lamplighter Way, Mount Hermon, Massachusetts 01354-9638

NMH

Rules and Policies

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MAJOR SCHOOL RULES IN BRIEF

- Act with honesty and integrity
- Do not harass or harm another
- Do not steal
- Do not use drugs or alcohol
- Do not endanger yourself or others
- Uphold house rules
- Be a positive and cooperative member of the community

STATEMENT OF PERSONAL COMMITMENT

By becoming a member of the NMH community, I agree to abide by the school's standards, policies, and procedures. On my honor, I will conduct myself according to the highest standards of integrity in all areas of school life, and I will treat others always with honesty, civility, and respect.

Each student in the NMH community will be expected to sign and comply with the above.

Community Standards

As part of the enduring tradition of NMH, behavior must be considerate and respectful of the rights of all others living and working within the community and must reflect the pride we have in ourselves and in the school. Public language and behavior must be suitable for people of all ages and backgrounds. The use of profanity or obscene language is unacceptable, as is the use of any language that threatens or demeans others in any way, including on the basis of race, color, ancestry, national origin, gender, religion, sexual orientation, disability, or age.

All members of the community, whether on campus or off campus, are expected to demonstrate respect, civility, and honesty. Each member of the school community is responsible for helping ensure that the following standards of conduct are honored:

It is expected that classrooms will be places where ideas can be freely exchanged. At all times, students should conduct themselves in a respectful and considerate manner. Teachers shall establish specific guidelines for appropriate behavior in their classrooms.

In the dorms, students are expected to respect the rights and needs of others with whom they live and work and to treat with consideration the buildings, their furnishings, and the belongings of others. Dorm staff shall establish specific guidelines for appropriate behavior in the dorms.

At all times, the library must be a place conducive to quiet study and leisurely reading. All patrons of the library are expected to be quiet, to respect others working in the library, and to treat responsibly the library building and all library materials and furnishings.

All members of the community are expected, through their language and their behavior, to act civilly in the student center facilities and to respect the rights of others to enjoy and work in the facilities.

In the dining hall, all diners must conduct themselves in a civil and respectful manner; dress must be appropriate; cutting into lines is unacceptable; and the use of profanity is not allowed. Each diner must clear his/her own table after use.

During school meetings, members of the community must be respectful of guests, speakers, and one another; hats may not be worn; and faculty and students must sit in the sections to which they have been assigned.

On the playing fields, coaches should set both a tone and a standard of behavior for their students that fully comply with the above expectations.

Academic Life

GRADUATION REQUIREMENTS

Graduation requirements are summarized in an overview in the on-line curriculum guide (www.nmhschool.org/curriculum), but the following is the official statement of these requirements.

A. Credit Requirements

minimum total credits earned	22
minimum credits passed senior year at NMH	5
credits attempted per year at NMH	6
credits attempted in any one semester at NMH	3

B. Subject Requirements

It is important to distinguish between absolute graduation requirements and specific grade-level requirements. A graduation requirement (e.g., Algebra II) is one that is required of all students, regardless of how many years they are enrolled at NMH. A grade-level requirement (e.g., Humanities II) is required only of those students who are at NMH for that grade.

1. ENGLISH A student must earn at least four credits in English and take at least one full-credit English course per year.
2. ENGLISH AS A SECOND LANGUAGE New students whose first language is not English must participate in an academic orientation upon arrival at NMH. Enrollment in the ESL program may be required based on the result of this orientation. Placement in ESL will determine graduation requirements to be met. ESL students must pass a minimum of one major course in non-ESL English at the 400 level (senior English).
3. MATHEMATICS A student must pass Algebra I, Geometry, and Algebra II.
4. WORLD LANGUAGES The graduation requirement is the successful completion of a second-level course. Students whose native language is not English have fulfilled the NMH foreign language requirement provided they have successfully completed at least one year of formal study of their own language at the secondary school level. Students whose English skills require enrollment in our ESL program are exempt from the NMH foreign language requirement.
5. SCIENCE The graduation requirement is one credit in biology; two credits in lab science (one of which may be biology).

6. HISTORY AND SOCIAL SCIENCE The graduation requirement is two credits, one of which must be in US history; one-half credit may be in social science. A ninth-grade US history course taken prior to arriving at NMH does not satisfy the US history requirement.

7. RELIGIOUS STUDIES Students must complete requirements as follows:
 - a. four-year students must earn two credits; two full-credit courses are included in the required Humanities I and II programs. Additional religious studies electives may be taken during the junior and/or senior years.
 - b. three-year students must earn one-and-one-half credits; entering sophomores take one full-credit religious studies course as part of the required Humanities II program. The remaining half-credit course must be taken as an elective during the junior or senior year.
 - c. two-year students must earn one credit; students entering as juniors fulfill the prescribed credit requirement with elective courses.
 - d. one-year students must earn one-half credit; entering seniors and postgraduates fulfill the prescribed credit requirement with elective courses.

8. THE ARTS: ART, MUSIC, THEATER, AND DANCE Students must complete requirements as follows:
 - a. four-year students take the ninth-grade Arts Foundations course; in addition, they must take one half-credit academic course or two cocurricular courses in the arts.
 - b. three-year students must take two half-credit academic courses or one half-credit academic course plus one cocurricular course in the arts.
 - c. two-year students must take one half-credit academic course in the arts.
 - d. one-year students must take one half-credit academic course or one cocurricular course in the arts.

9. PHYSICAL EDUCATION AND ATHLETICS (PE/A) Ninth- and tenth-grade students participate in at least one athletic activity each year. Any term that a ninth or tenth grader is not in an athletic activity, he or she will take a physical education class.

Juniors, seniors, and postgraduate students participate in one athletic activity and take two physical education classes or participate in two

ACADEMIC INTEGRITY STATEMENT

Northfield Mount Hermon is an educational community committed to cultivating high standards and accountability. Ethical behavior is expected of every community member in all aspects of school life, including academic endeavors. A critical part of academic excellence is ethical use of information, which includes honest representation of a student's work. Students and faculty are expected to demonstrate the principles and practices of academic integrity, as well as to understand what constitutes academic fraud.

athletic activities with no physical education class required the third term. Students may, of course, take three terms of athletics.

Athletic activity is defined as an interscholastic team sport or participation in the NMH Outdoor Team or Dance Companies. PE classes can include dance classes and managing a sport.

The PE/A requirement may be met through managing a sports team for one term, but only after the first term of enrollment at NMH. Students who want to manage a second term also must take a physical education course that term.

C. Tenth-Grade Requirement

All tenth graders must complete the following requirement:

Tenth-grade health seminar HEA 010

D. Work Program Requirement

Students must participate in the program and fulfill a work requirement with a passing grade each term they are in residence at NMH. Work program supervisors rely on a grading system for the evaluation of a student's attitude, dependability, performance, and punctuality at the job site. For example, students merit an effort grade of "satisfactory" when they are rarely absent or late and perform tasks adequately with minimal supervision. However, a student who receives an effort grade of "unsatisfactory" for any term, including spring term of the senior year, must correct this deficiency in accordance with the conditions listed in a current version of the Work Program Policies (page 23).

E. Cocurricular Requirement

Ninth- and tenth-grade students must participate in one full or two half cocurricular activities each of the three terms, at least one of which must be an athletic team.

Juniors, seniors, and postgraduates, in two of the three terms, must participate in one full or two half cocurricular activities, at least one of which must be an athletic team.

See the on-line curriculum guide for a list of the cocurricular activities. Students may, of course, take three terms of athletics or take additional cocurricular activities beyond the requirement.

GRADES

Lasting 80 minutes, each full-credit academic course is equivalent to a year's work in a traditional system. Some courses are half-credit equivalents, meeting every other day for 85 minutes. Students take three equivalent courses for three credits each semester.

Academic courses are graded on a 4.0 scale in which the grades A through D- are passing and F is failing. An "Incomplete" may be given at any marking period if a medically documented illness prevents a student from completing the work of a course. All incomplete grades must be made up by the dates specified on the school calendar.

Grades for cocurricular courses, physical education, athletics, and work jobs are

- O Outstanding
- VG Very Good
- S Satisfactory
- NI Needs Improvement
- U Unsatisfactory

Physical education and athletic grades will primarily depend on skill, skill development, knowledge and attendance. Students will be given the PE/A grading policy information sheet at the beginning of each term in either their physical education class or their athletic commitment.

Effort grades, which always accompany academic, PE/A, work jobs, and cocurricular course grades, reflect the student's preparation for and involvement in class. Effort grades are

- 1 Outstanding
- 2 Very Good
- 3 Satisfactory
- 4 Needs Improvement
- 5 Unsatisfactory

Academic Honor Roll

Academic High Honors No grade less than A- (GPA of 3.67 or above)

Academic Honors Average of B+ (GPA of 3.33) with no grade less than B

ACADEMIC INTEGRITY

In the area of academic honesty, the community is guided by the Academic Integrity Statement. Whenever in doubt, students should consult with their teachers, librarians, and their advisors. See sidebar and the following standards:

Guidelines for Academic Integrity

Originality and proper source citation are two essential facets of academic integrity.

Originality: Unless otherwise instructed by the teacher, all work submitted for academic credit must be the student's own.

Source citation: Accurate and comprehensive acknowledgment of information sources must be included in an assignment whenever such sources are used. For information about citing sources, ask your teacher, consult with a librarian, refer to the *Little, Brown Handbook*, or connect with the NMH library system website: www.nmhschool.org/library.

Definitions of Academic Dishonesty

The following are types of academic fraud. These negate accurate evaluation of student work and interfere with the educational process. If you are ever unsure whether actions are academically dishonest, check with a teacher for clarification. When in doubt, ask!

Cheating: Using assistance without permission.

Example: Looking at another student's work during a test, or using a "cheat sheet."

Plagiarism: Using someone else's ideas, wording, or data without proper or complete acknowledgment.

Example: Copying a passage out of a book or from a website without quotations and/or citing the source. Taking or purchasing another person's work from the Internet or another source and submitting it as your own.

Multiple submissions: Using work previously submitted at this or any other school to fulfill academic requirements in another class, without prior permission.

Example: Submitting a reworked English paper for a history class.

Fabrication: Providing false information for any assignment.

Example: Making up or altering data with the intent to mislead in a lab report. In a bibliography or footnote, citing an article that doesn't exist.

Unauthorized collaboration: Working with another student or getting assistance when solo effort is expected. Collaborative work is an effective means of learning in school and in life.

Active participation by all group members and accurate reporting of all collaborative efforts are essential. Ask for your teacher's clarification if guidelines and expectations for collaboration are unclear.

Example: Not indicating assistance on a project, such as doing a take-home math exam with another student when the teacher has indicated individual completion.

Negligent inconsideration: Damaging or hoarding materials or information.

Example: Stealing, not returning, or damaging (removing pages) library materials; lying about needing an exam or paper deadline extension.

The use of any electronic communication device is prohibited in class at all times; any use during a quiz, exam, or test will call to question the student's integrity and make him/her subject to disciplinary action.

ACADEMIC STATUS

After each marking period, the associate dean reviews the grades of students and assigns academic status as appropriate. The DL and dorm staff provide any appropriate supportive measures. There are four levels of academic status:

Good Standing: Students who are not on disciplinary probation, academic probation, or warning and who have fewer than six absence points.

Letter of Concern: Such a letter is written when a student does not demonstrate the level of involvement and constructive participation expected of students at NMH. Letters of concern will be written to students who receive a grade of NI or U in a cocurricular course or work job or an effort grade of 4 or 5 in any course.

Academic Warning: Students will be placed on academic warning at midterm if they receive a grade lower than C- (D+ or below) in any of their courses.

Academic Probation: Students will be placed on academic probation at midterm if they receive one F or two grades lower than C- in their courses. Students will be placed on academic probation at the end of the term if they receive any grade of D+ or lower in a course. Seniors who receive an NI or U in either PE or work job at midterm of spring term will be placed on academic probation.

Academic Separation and Dismissal

At the end of each term, if the associate dean and DL determine that a student is in danger of not meeting the requirements for an NMH diploma, or the student fails to make reasonable academic progress (such as, but not limited to, several terms on academic warning or probation), the student's record will be presented to the academic review committee. The academic review committee is composed of six elected and appointed faculty and staff members. The committee makes a recommendation on dismissal, separation, or retention to the academic dean.

When a student's record is to be considered, the student and the parents are so informed by the associate dean before the meeting of the committee. The student will be told orally and in writing why his or her record will be reviewed and the date and time of the meeting. The student may attend the hearing or submit a written statement and invite other people to attend or submit supporting statements.

The student's case is presented by the associate dean and the DL. Teachers, coaches, and other involved faculty will be asked to provide information and recommendations for appropriate action. After the meeting, the student and parents are informed of the decision by phone by the associate dean and in writing by the academic dean.

ATTENDANCE

Prompt attendance at all classes and other scheduled school commitments is required. The classroom experience is central to educating young people in the practice of articulating their ideas, expressing understanding, seeking clarification, and absorbing information. Classes missed cannot be replicated by copying notes or hearing a brief summary. Students, therefore, must take seriously their obligations to attend class. Regular attendance is part of the personal discipline that fosters strong academic achieve-

ment. Under the extended period schedule, an academic course is completed during a single semester, and the academic consequences of missing a single class are significant. Therefore, no class cuts are allowed.

A student who misses more than 20 percent of class meetings (including work job) will normally be denied credit for the course. The decision to award credit will be determined by the teacher, appropriate department chair, associate dean, and the director of studies. Students' other commitments, such as arts, and athletics, involve important contributions to the life of the community, which depends for its success on the regular attendance and participation of all its members. Excused and unexcused absences will be reported on the progress reports sent home to parents at mid-term and at the end of each semester.

Excused Absences

A student may request special permission of his or her associate dean to miss a scheduled obligation; such permission must be requested in advance of the obligation and is only granted in rare circumstances (see page 9). Only under extraordinary circumstances may a student obtain permission to miss an appointment after the fact. In such cases, the student must contact his or her associate dean within the next class day following the absence.

In matters pertaining to health, a student may be excused from commitments by health services personnel. Before excusing a student, health services personnel will ask the student whether he or she has a test, quiz, or paper due that day. (Note exception: Students must go to physical education class unless admitted to the health center. The teacher will send the student to the health center with a note, have the student sit and watch, or ask the student to participate). A day student may also be excused in advance by his or her parent **on a very limited basis.**

For physical education and athletic courses, excused absences can be made up a maximum of two times per term at the instructor's discretion. Students should see the instructor before the class in which they would miss participation. Each absence will be made up as the instructor and student feel appropriate.

The student and his/her advisor will receive an e-mail notification for each recorded absence. If an error has been made, the student is responsible for correcting it by the date indicated in the e-mail.

This usually requires that the student print the absence notice and bring it to the teacher or supervisor who assigned the points in error.

When a signed absence notice is turned in by the designated deadline, the absence points will be deducted from the student's absence point total.

Unexcused Absences

The penalty for every three absence points accumulated from any commitment (major courses, work job, PE, or required meetings) will be restriction to Saturday evening study hall. Students will be notified about their restriction by the deans office; in addition, weekly restriction lists are sent to each dorm staff on Wednesday and parents will be notified by e-mail if their child is restricted for the weekend due to absence points. Students who accumulate unexcused absences in the physical education and athletic program or in work job will also be subject to grade penalties, including failure.

When an individual accumulates six or more absence points, the DL will communicate with

the parents or guardians about the student's status. When a student accumulates eight absence points, he or she will be required to have an absence review conference with the DL and associate dean, and a dean's warning may be issued. Conditions based on that conference will be sent to the student and parent(s) or guardian by the student's associate dean. A student who reaches 11 unexcused absences in a term will be liable for disciplinary probation, and any absences accumulated after this point may lead to dismissal from NMH.

Students' points will be cleared to zero at the start of each of the three terms. Students are, however, accountable to serve whatever attendance penalties were required of them from the previous term, be they restrictions or the conditions resulting from a deans warning or DP. Additionally, two dean's warnings in a year make a student liable for disciplinary probation, and a second DP offense (related to attendance or a

ATTENDANCE

- Each term, a student's current absence point total will be reduced to zero.

What does it add up to?

Major academic course	2 points
Work assignment (see page 24)	1-4 points
Sports	2 points
PE class, single period	1 point
PE class, double period	2 points
Cocurricular	1-4 points
Major school events (Convocation, Mountain Day, Founder's Day, Sacred Concert, Baccalaureate)	3 points
Required meeting (school meetings, dorm meetings, DL meetings, other school appointments)	1 point

TARDINESS (for work job tardiness, see page 24)

3 short tardies (short being less than ten minutes)	1 point
10-14 minutes tardy	.5 point
15-29 minutes tardy	1 point
30-44 minutes tardy	1.5 points
45+ minutes tardy	2 points

- Points accumulated through missing commitments add to the following penalties:

3 points The student serves one Saturday evening study hall restriction.

6 points The student serves one additional restriction and the DL will contact the parent.

8 points The student is liable for a dean's warning.

11 points The student must meet with the associate dean and is liable for disciplinary probation. An appearance before the Campus Hearing Board is also possible.

- A restriction is assigned upon each accumulation of three additional points.
- Absences, both excused and unexcused, will be recorded, and that record will be included with progress reports.
- Restrictions and penalties earned near the end of one term may carry over into the next.
- Disciplinary status (dean's warning or DP) due to absence carries from one term and one year into the next.
- Any student who misses 20 percent of any academic course or work job may not receive credit for that course or work job.
- Absence points that come from missing work job will be treated the same as any other absence points.
- Restrictions served do not reduce point totals

major rule infraction) at any point in a student's NMH career make a student liable for dismissal.

Senior privileges are not available to students who have six or more absence points. Egregious violations of the attendance policy during the spring term can result in senior separation for seniors. Students not graduating or returning may be separated for the remainder of the semester.

Lateness will be penalized in proportion to the time missed as outlined in the chart on page 7.

Restriction

Restriction will be served on the Saturday evening following the unexcused absence. The Saturday evening study hall will begin at 8 PM and last until 11:30 PM. The restricted student must check in with the faculty member on study hall duty and must remain in the study hall for the entire period of restriction. Students must bring appropriate work for study hall. Computers are not allowed.

A student who misses an assigned restriction will receive a dean's warning; if the student misses a second assigned restriction, he or she may be placed on disciplinary probation. Students are expected to be positive and cooperative while serving restriction. Failure to do so can result in disciplinary action.

Postponement of Restriction

Students who are scheduled for restriction on a Saturday evening, but who have a regularly scheduled class or other school commitment at that time, will serve the restriction on the following Saturday evening or make special arrangements with the deans office to serve the restriction. Students must contact the deans office before 3 PM on Friday afternoon if a change in restriction is needed.

Expectations Concerning Missing School Commitments When in the Health Center

1. Under normal circumstances, students should come to the health center during free periods and not during class time, PE, or jobs.
2. If you are too sick to go to class and need to come to the health center during a commitment, you need to be in the health center at the beginning of the commitment, including PE and jobs, to be excused from that commitment.
3. If you are too sick to go to one of your major classes, you may not go to any cocurricular activities that day. Sports team athletes should expect to follow the guidelines below:

- If you miss major classes because of illness, you may not practice or play sports that day.
 - If you miss your last class of the day because of illness, you may not practice or play sports that day.
 - If you miss first period because of illness but return to classes that same day, you may practice or play sports that day.
4. If you are sick enough to miss all of your major classes, you should expect to spend the night in the health center.
 5. If you are sick enough to miss classes on Friday, you should expect to spend Friday night in the health center.
 6. If you are unable to complete or hand in any assignments, take an announced test or quiz, give an oral presentation, or watch an assigned film because you are in the health center, you must contact your teacher as soon as possible to discuss making up the missed work.
 7. Students who miss weekend work program commitments (e.g., regular jobs and restriction details) for health or medical reasons will be expected to make up or serve their missed time at times specified by the work program office. Health services staff will notify the work program office as soon as possible when such circumstances arise.

LEAVE OF ABSENCE

For a variety of reasons and circumstances, time away from school may be necessary for a student at some point in his or her career at NMH. We encourage open communication with families when such a time arises for their child, and together we will determine the nature and duration of a leave. The degree of impact of a leave of absence on a student's academic situation varies with the amount of class time missed. Teachers will take steps to help a student make up missed work and, when appropriate, to adjust expectations about the work necessary to complete a given course. If, however, a student misses 20 percent of his or her class time, he or she will not be eligible for credit in the courses that term. For medical and dean's leaves of absence, a student will be required to meet stated criteria before his or her return to school will be approved by the school physician or dean of students respectively. If these conditions cannot be met by the beginning of the next school year, the student will be required to withdraw. The following descriptions outline typical forms of leave, although individual circumstances may require other responses.

Personal Short-Term Leave

The duration of this leave is typically between one and three days and is granted to a student, at the request of his or her family, for the purpose of attending to personal matters at home. Such circumstances may include brief illness, family emergency, or medical/dental appointments at home. It is expected that families will schedule such appointments during breaks so they do not conflict with school commitments, but we understand that this is not always possible. In order to be granted a short-term leave of absence, a student must sign a leave of absence form or request a telephone waiver and be granted such leave by an associate dean or medical professional. In the case of a telephone waiver, written verification of the request for the leave must be provided to the school. Students may obtain a leave of absence form from the associate dean or from a member of health services.

Medical Leave of Absence

Medical leaves will be granted by the school physician and may be requested by the family or required by the school. In the first case, the school physician or school psychologist works with the family and, when appropriate, the attending medical professionals at home to determine whether a medical leave is indicated. Together, the duration of the leave and the conditions for the student's return will be decided on and agreed to. In the case of a required medical leave of absence, the school physician or school psychologist, in consultation with the dean of students and/or other appropriate faculty, will articulate the concerns necessitating the leave and will determine the conditions for the student's return to school. When a medical leave is required, it will be for the rest of the term in which the leave is initiated plus the subsequent term. In both circumstances, the NMH medical staff will work closely and cooperatively with the medical professionals at home to coordinate care and facilitate the transition back to school.

Dean's Leave of Absence

Similar to a medical leave, a personal leave of absence may be granted at the request of the family or required by the school. The decision to allow or require a personal leave is made by the dean of students with input from other faculty, including teachers, dorm staff, and medical personnel. The duration of the leave will be determined by the dean of students, who will also articulate the conditions for the student's return.

Special Permission

Special permission for missing classes or other school obligations may be granted to allow a student to attend an especially significant family event or to pursue an area of "excellence" in one's academic, athletic, or cocurricular experience. In the past, students have requested permission to miss consecutive days of school to try out for a select athletic team or music ensemble or to attend a national conference in an area in which the student has demonstrated interest and proficiency during his or her time at NMH. Students have also requested permission to miss commitments or obligations other than class at various times throughout the year (every Tuesday evening, for example). Special permission will NOT be granted to attend such events as a prom or class reunion, to extend vacations, or to accommodate travel plans except in the most extreme situations.

To obtain special permission for a student to miss classes and other school appointments, **a parent must call the associate dean to request permission at least one week prior to the expected time of departure.** The associate dean will consult with the student's classroom teachers to inquire about the feasibility of the requested leave. Once the leave has been approved, the student will fill out a special permission form that requires the signatures of his or her teachers, member of the dorm staff, and work job supervisor to be sure all obligations are covered during the leave.

Any time a student misses classes, he or she is likely to experience academic consequences. For this reason, the school will not approve a leave of more than five academic days. **Should a parent take his or her child on a leave or extend a leave without school approval, the student may be required to withdraw from school.**

College Visits

Seniors and PGs are allowed a minimal number of college visit days and must complete the special permission form for college visits no less than 48 hours in advance of their departure. They are allowed two days in the fall semester and two days in April, after decisions are received. Exceptions can be made for unusual circumstances, e.g., performing arts auditions/portfolio reviews, students of color recruiting programs, or official athletic recruitment visits. These visits must be approved in advance by a college counselor, and the appropriate special permission form for college visits must be completed.

STUDY AWAY POLICIES AND PROTOCOLS

As members of an NMH study-away program, students are expected to be good ambassadors of the school, working to respect and understand local culture and customs at all times. Students must also remember and honor their own culture, including the rules and expectations of NMH.

Participation in an NMH study-abroad program is a privilege and not a right. Among the qualities sought in the selection process is the ability to represent NMH in an appropriate manner, and acceptance to any program is contingent upon a student's ability to uphold and honor NMH rules and regulations as stated in the handbook. This expectation applies whether a student is away on the program or on campus prior to the departure of the trip. If, after acceptance to a program, a student is found to be in violation of a major school rule (including core team), the dean of students and dean of faculty, in consultation with the director of the Center for International Education, will determine whether or not the student will be allowed to participate in the study abroad program. **In most cases, such students forfeit the privilege of participating in the program.**

All Study-Away Programs

While on a study-away program, all NMH major school rules apply regardless of local laws, customs, or culture. The following list is a basic set of requirements for your behavior away. In the case of ambiguous situations, your leader will determine what is acceptable.

1. Given both the potentially dangerous nature of alcohol and drug use and the variability of local alcohol and drug laws, students must understand that any violation of a major school rule concerning alcohol or drugs constitutes a serious breach of conduct and will in most cases result in immediate removal of that student from the travel portion of the program in addition to disciplinary action.
2. Personal behavior: Unacceptable social behavior (culturally inappropriate actions, impinging on the rights of others, etc.) may be cause for removal from the program and disciplinary action at NMH.
3. Curfews: Students must abide by the curfews set by their leaders.

4. Accepting rides: Hitchhiking, motorbike riding, and riding in cars other than those approved by leaders are not permitted. There may be instances when it would be convenient for you to drive with other students. You may do so only if your parents have signed a permission form. Once away, it is not appropriate for NMH students to call home to receive last-minute permissions to drive with other students.
5. Smoking: Smoking is not allowed under any circumstances.

Homestay Programs

1. Alcohol, drugs, personal behavior, and smoking—same as listed under All Study-Away Programs.
2. Curfews: Students must abide by the curfews set by their host families. Some families may set earlier curfews than others. In an effort to please their American guests, families will sometimes change their own routines. This is unnecessary and inappropriate and can occasionally lead to uncomfortable resentments. It is your responsibility to fit in with your family, not the contrary.
3. Accepting rides: Host families must give their approval for riding with students other than those in your family.
4. Host family expectation: Be sensitive to your host family's habits in regard to things such as water, electricity, and the telephone. Long showers or long chats on the phone may not be appropriate. Remember that even local calls may cost a family a considerable amount of money.
5. Travel out of your area: If you are invited to travel with your host family, you must inform a leader or program coordinator of your plans before you leave the area.
6. All school rules and social expectations must be followed while on a homestay.

Program leaders will immediately respond to violations of the above rules and will communicate with the dean of students and the director of international education regarding such violations immediately. The dean of students, in consultation with the program leaders and the director of the Center for International Education, will determine consequences to such violations. Violations of any of the above policies may result in the student being sent home at the student's family's expense.

Residential Life

DORM RULES & POLICIES

Students learn to live with others and to appreciate their needs and differences in the student dorms. Members of the dorm staff—student leaders, resident and nonresident faculty members, and the dorm head—work closely with students to ensure that the quality of dorm life reflects the high standards of the school. The dorm staff provides counseling, direction, and support for the residents. The staff also upholds and enforces the expectations and rules of the school. While understanding and respecting that student rooms are the personal domain of students within a boarding school environment, students must be aware that their rooms are the property of the school, and on, occasion, school personnel may enter rooms without the permission or knowledge of the student.

Quiet Hours

The daily schedule and academic rigor at NMH require that students remain healthy and alert and are thus strongly encouraged to get at least seven to eight hours of sleep each night. The school has instituted times during the day and night when all dorms must observe quiet hours. During these hours, students must create conditions that are conducive to study or sleep. Stereos and other music systems may not be used in such a manner as to create a noise nuisance on the campus. Quiet hours are as follows:

SUN	7:30 PM to 8 AM
MON-FRI	8 AM to 4 PM
MON-THU	8 PM to 8 AM

Televisions may not be watched during quiet hours, except on weekdays from 10 PM to 11 PM, at which time all students are required to be in their own rooms.

Study Hall

Study hall exists for all students on Sundays from 7:30 PM to 9:30 PM and Mondays through Thursdays from 8 PM to 10 PM. During study hall, students must be either working quietly in their rooms or signed out to an approved academic facility or an approved event (e.g., film showing, rehearsal). Students who abuse the privilege of studying in out-of-dorm locations will be required to study in their dorms until further notice. The following conditions prevail during study hall:

1. At the start of the year, all students must keep their doors open during study hall. At the fall midterm, all students in good standing (with the exception of ninth graders) may study with their doors closed;
2. Absolute quiet;
3. No socializing or wandering around the dorm or the campus;
4. Music heard only with headphones;
5. No television, except by special permission of the faculty member on duty;
6. Computers must be used for academic purposes only.

Dorm staff may, with the approval of the associate dean, add limitations as necessary.

Library permission

Study hall in the library starts at 7 PM Sunday through Thursday. Please, at all times, be respectful of students studying as you enter and leave the library.

Juniors and seniors: may go to the library any time; must sign out of dorm and into library by 9 PM.

Sophomores: may go to the library with a note from the teacher; must sign out of dorm and into library by 9 PM. At fall midterm, sophomores in good standing no longer need a note to study in the library.

Freshmen: may go to the library with a note from the teacher; must sign out of dorm and into library by 9 PM. In spring term, freshmen in good standing no longer need a note to study in the library.

Dorm Closing and Lights Out

Ninth-grade dorms:

Sundays:	7:30 PM—dorm closing; study hall to 9:30 PM
	9:45 PM—dorm meeting
	10:30 PM—lights out
Mon–Thurs:	8 PM—dorm closing; study hall to 10 PM
	10:30 PM—in rooms
	10:45 PM—lights out
Fri and Sat:	10:30 PM—dorm closing
	11:45 PM—lights out

All other dorms:

Sundays:	7:30–9:30 PM—study hall
	9:30 PM—dorm closing
	9:45 PM—dorm meeting
	11 PM—in rooms
	Midnight—lights out
Mon–Thurs:	8–10 PM—study hall
	10:30 PM—dorm closing
	11 PM—in rooms
	Midnight—lights out
Fri:	10:30 PM—dorm closing
	1 AM—lights out
Sat:	11:30 PM—dorm closing
	1 AM—lights out

At closing time, faculty check to see that students are present in the dorm or to verify that they are absent with permission (e.g., on a weekend away or in the health center). **The dorm must be quiet and conducive to sleeping a half hour after closing.** Students must be in their own dorms between closing and 6 AM. The computer network and phone lines are shut down during this time. Students may seek permission from the faculty member on duty to stay up past the designated time for work purposes. A student must request late lights before 8 PM. Late nights will not be granted on a Sunday evening.

Room Regulations

Students may NOT:

- have anything in their room that violates the fire safety regulations (see next column)
- have televisions or use their computers as such;
- play video games during the class day (8 AM–4 PM) or during study hall (8–10 PM);
- remove without permission any of the furniture supplied by the school;
- use dorm lounge furniture in their own rooms;
- dismantle beds, put beds or dressers on top of other school furniture;
- bring to or keep pets of any kind at the school; the only exception is fish kept in a tank that is less than five gallons;
- store bicycles or construction tools or materials in their rooms;
- use liquor, beer, or wine bottles or cans for room decoration;
- have in their rooms any furniture or items that do not meet the standards for safety and cleanliness;
- use nails, tacks, screws, glue, or tape on the walls, floors, doors, ceilings, or woodwork;
- tamper with or install light fixtures, electrical outlets, wall switches, telephone, or any

wiring; or

- do or use anything or any item that will endanger others or damage school property
- Climb into or out of any windows (dormitory or classroom)

Fire Safety Regulations

Fire safety rules will be explained by the dorm staff at the opening of fall term. Fire drills will take place throughout the year. For everyone's safety, students must not:

1. Smoke, use an open flame, or burn incense;
2. Use multiple outlet adapters, which may overload electrical circuits;
3. Put extension cords under rugs or in any place where they might be stepped on (in any case, extension cords should carry current to only one item and be appropriately rated for that item);
4. Obstruct or remove fire doors, or use fire doors between rooms as passageways; or
5. Tamper with fire extinguishers, smoke detectors, or alarms. Charges will be levied against students who tamper with fire equipment, and appropriate disciplinary action will be taken;
6. Hang anything from or store anything on the sprinkler system pipes.

The following items are prohibited in student rooms because they create a fire hazard:

- fireworks, candles, incense and burners, matches and lighters
- cloth wall, curtain, or ceiling hangings, including shirts, hats, and banners
- cooking or heating appliances, such as hot pots, hot plates, grills, blenders, popcorn poppers, immersion heaters, toasters, camping stoves, microwaves
- dry floral arrangements or evergreens
- electric blankets
- foam padding, including foam mattress pads
- halogen, other high-intensity lamps, or lava lamps
- irons, soldering irons, and propane torches
- paper or posters on either side of the door
- plastic, straw, shag, or rubber-backed floor coverings
- plastic, vinyl, or inflated furniture; upholstered, stuffed, or beanbag chairs/office furniture (e.g. futons, couches)
- wicker furniture
- strings of decorative lights or lighted signs
- clip-on lamps
- any other item that may constitute a fire hazard

Curtains and drapes must comply with the following code: Massachusetts Fire Code C.M.R. 21.00. Labels stating compliance must be attached to flame-resistant items. Labels stating compliance with N.F.P.A. 701 code are acceptable.

Electrical appliances such as stereos, radios, lamps, fans, and computers must be UL-approved and should be kept to a minimum so that the circuits in the dorms will not be overloaded. Students should also be sure that their appliances are safely connected and sensibly placed in their rooms. Students may use electric heating pads, humidifiers, or vaporizers only with a doctor's authorization. **All other appliances that produce heat are prohibited** in student rooms, except hand-held hair dryers and electric curlers, which must be rated at 1,500 watts or less and thermostatically controlled. Hair dryers, curling irons, and electric curlers must be unplugged when not in use. Air conditioners and refrigerators are NOT allowed.

Extension cords must be UL-approved, have a minimum wire size of 16/2, and be no longer than ten feet. In lieu of extension cords, students may use UL-approved, 15-amp breaker strips having multiple outlets. Students are urged to use compact fluorescent lamps in lighting fixtures to minimize electrical loads.

Posters must be kept to the following standards:

To minimize fire hazards, students may hang one 2' x 3' poster per wall, or 18 4"x6" pictures per wall (not both!). There is no limit to the number of glass-covered pictures that students may hang on the walls of their rooms. The outside of room doors should have only the student's name and a marker board, and the room number must be visible.

Room Inspections

Room inspections are conducted each week by a member of the dorm staff. While the school wants students to feel that their rooms offer some measure of privacy, these inspections are a necessary part of the school's obligation to ensure the following:

1. Rooms and their contents are well cared for
2. Health and safety of the residents are well protected
3. Rooms are not repositories for illegal or dangerous contraband or stolen items (see Room Searches)
4. Fire regulations are followed
5. Recycling regulations are followed

The associate dean or dorm staff may hold an unannounced room inspection, during which they will check the overall standards of house-keeping and ensure that students are complying with safety regulations.

Students are responsible for the contents and condition of their rooms, which must be kept neat, clean, and free from fire hazards. Students must take good care of the furnishings; they should keep dirty laundry in a bag or basket and have it cleaned regularly. Students must keep a recycling container in their room in which to collect paper, glass, plastic, cardboard, and metal recyclables. Students must transfer these materials to central repositories in their dorms on a regular basis; they must keep nonrecyclable trash in a wastebasket and empty it regularly.

The school reserves the right to require the removal from the school of any items such as posters, videos, audiotapes, and garments that are offensive or contrary to the spirit of community standards or that advocate behaviors specifically prohibited by the school rules and regulations.

A faculty member who notes a violation of a fire safety rule will clearly warn the student responsible and will point out the severe consequences of a continued violation. Continued non-compliance will result in a dean's warning to the student responsible. Depending on the seriousness of the violation, the associate dean may immediately place the student on disciplinary probation. Any student involved in a subsequent violation of the fire safety rules will be placed on disciplinary probation and, depending on the circumstances, may be liable for separation or dismissal.

Safety and security officers will also conduct regular fire inspections of dorm rooms throughout the year. Students in violation of fire regulations will receive a citation for the violation. Students who receive such a citation have 24 hours to correct the violation and must have a dorm faculty member verify that this has happened by signing the citation. The citation must then be returned to the dean of students office. Failure to respond to the citation in this manner will result in disciplinary action. Safety and security officers conducting inspections will remove any item they see on the list of prohibited items.

At the end of each term, the dorm staff and/or plant facilities personnel will inspect rooms. A violation of a school rule observed during a room inspection will render a student subject to disciplinary action. (During the year, plant facilities personnel may have to make

unscheduled visits in order to make repairs. If they observe a hazard or find contraband, they will report it to the dean of students office.)

Plant facilities will assess any significant damage to school property, and the school will charge the costs to the individual responsible. At the end of the year, the school will deduct \$50 from each student's miscellaneous fee if the room requires cleaning by plant facilities.

Room Searches

Searches of rooms, personal belongings, or persons will be determined by the associate dean in certain cases, and primarily for prohibited, dangerous, or stolen items. Faculty members will describe to the student in question the items they are looking for before the search. If any contraband other than that originally sought is discovered during the search or if the search reveals any other violation of school rules, the faculty members conducting the search will confiscate any illegal items, and the student or students found to be in possession of those items will be subject to disciplinary action.

Cell Phones

NMH students travel from the farthest reaches of the world to attend school, and while they are here, they travel off campus for various academic, social, and cultural experiences. Cell phones have become an important tool for students to stay connected to their families and, of course, to use if and when they are in a difficult or emergency situation off campus.

While cell phones are an important technological tool, they have the potential to become a public distraction. Cell phones are also used as time-keepers, calendars, and alarms. Students may use their cell phones as such at any time but for use as communication devices (phone or text), the following policy must be followed:

From Sunday, 7:30 PM to Friday, 5 PM

- Allowed in dorms and off campus only.
- Prohibited during study hours and after lights out.
- Day students may use their cell phones in their cars, in dorms, and in other designated areas.

From Friday, 5 PM to Sunday, 7:30 PM

- Allowed in dorms, off campus, and outside anywhere on campus.
- Prohibited after lights out.

A student who violates these rules governing the use of cell phones will surrender his or her phone and be subject to disciplinary action.

Sexual Intimacy

To support adolescents in delaying sexual activity until they are ready for mature, healthy relationships, NMH addresses the issues of communication, abstinence, sexual limit-setting, and resistance of peer pressure. This is done through the academic program, student-life curriculum sessions, and health services. Before considering sexual activity outside of school, students should speak with a counselor about the issues of intimacy, accountability, and responsibility. Students are expected to be responsible for their own actions as they relate to all aspects of their life, including sexual behavior. Sexual activity that the school deems inappropriate can result in disciplinary action.

In the Commonwealth of Massachusetts, it is illegal for an individual to have sexual intercourse with a student under the age of 16 years. This can constitute rape under Commonwealth law. Additionally anyone who encourages a person under 18 years of age to have unlawful sexual intercourse (sex without marriage) may be legally liable.

Moving During the School Year

Students may not change rooms within their dorms until interim of fall semester. Students may initiate dorm changes at the end of fall semester. All dorm changes approved during a term must be completed before the students leave the school for vacation at the end of that term. Students should not expect to move more than once during the academic year.

A student wishing to move to another dorm must contact the deans office to find out what space is available and to obtain the necessary petition form. The student must then talk with his or her current DL and associate dean, as well as with the new associate dean, and obtain their signatures on the form. When this has been done, the request must be returned to the dean's office and the student will then be notified of the final decision and of the date on which the move may take place.

Dorm changes during the year or for the following year may be subject to the approval of the associate deans.

Guests on Campus

To protect the safety of our students, NMH is a closed campus. While we invite visitors to be part of the community, it is not appropriate to host guests on campus (outside of immediate family members) during the week. We expect that NMH students are engaged in the academic

and co-curricular life of the school from Sunday evening through Friday afternoon. At all times, a student who wishes to host a guest on campus must request permission from his/her associate dean.

NMH students may have overnight guests only on Friday and Saturday nights. In order to have overnight guests, students must obtain permission in advance from their associate dean. A day student may, by invitation and with all appropriate permissions, stay overnight in the dorm to which he or she is assigned or may stay in another dorm. A non-NMH student may stay overnight as the invited guest of an NMH student; the guest must have permission both from his or her parents and from associate dean of the dorm in which he or she has been invited to stay. The school cannot accommodate parents or other adult friends or relatives in the dorms.

Permissions and Campus Boundaries

Students must sign out of their dorm:

1. Whenever they will be out of the dorm during study hall.
2. Whenever they go beyond campus boundaries.

Students may leave campus to travel to local towns if they have no school commitments. They must return for study hall (7:30 PM on Sundays and 8 PM Monday through Thursday nights) or by dorm closing on Friday and Saturday.

Cars and driving permission: Boarding students may not bring cars onto campus, and students and families may not keep cars in the vicinity of campus for student use. Bringing a car on campus is considered unacceptable behavior and makes a student liable for disciplinary action. Boarding students may not drive cars while on campus, except when accompanied by parents. Boarding students may ride with day students only for off-campus trips and only with special parental permission. These regulations are in effect whenever school is in session, on both weekdays and weekends. To leave campus by car, students must sign out. Violation of these regulations may result in disciplinary action. Boarding students may ride in a car with a member of their family, a member of the faculty, or a person specified by their parents on a permission form.

Day students must meet with their dean to receive permission to drive on campus. Day students driving on campus without approval will be liable for disciplinary action.

Weekend, Overnight, and Day-Trip Permissions

Students may leave campus after their last commitment on Friday or Saturday except for closed weekends. All students must return by 7:30 PM on Sunday. The school may restrict weekends at the discretion of the associate dean, dorm staff, or DL.

In the summer mailing, parents will receive forms for granting weekend permissions. Parental permissions must be given in writing; must specify date, destination, and means of travel; and must be mailed or faxed directly to the dean of students office. In special circumstances, permission may be given by telephone, although written verification must follow. Students wishing to take a weekend or overnight must complete the online permission request form by 10:30 PM on Wednesday. In order to take a weekend away from school, but not at his or her own home, a student must obtain a written invitation from his or her adult host.

Students taking weekends or overnights must leave campus by 8 PM, unless a later departure time has been approved by the deans, and may not temporarily return. Students who return early may not leave campus again and must promptly notify the faculty on duty in the dorm.

Students who will be returning late to school or who have changed their plans must promptly notify the faculty member on duty in their dorm or the dean on duty by telephone (498-DEAN).

DAY STUDENTS

Day students should plan to be at school from 8 AM to 6 PM, Monday through Friday. Day students are expected to leave campus on or before dorm closing (9:30 PM on Sunday, 10:30 PM Monday to Friday, and 11:30 PM on Saturday). With parental and dorm staff approval, day students are welcome to spend Friday and Saturday nights on campus.

STATUS: A student who enrolls at NMH as a day student may request a change to boarding status during his or her school career. The student should consult with his/her associate dean when making the request. Requests will be granted only as space allows and with the approval of his/her associate dean. All billing will adjust accordingly to reflect boarding versus day status. If such a change occurs during the school year, and the student is receiving financial aid assistance, there is no guarantee that additional financial aid will be available that year. If the

status changes from one year to the next, the student should note on the financial aid forms that the status has changed, and the financial aid office will revise its award accordingly, as funds permit. **When a student requests this change of day to boarding status, he or she must recognize that this change will remain in effect for the rest of the student's career at the school.**

Students are rarely granted permission to change from boarding to day student status.

ATTENDANCE: When a day student is sick and cannot attend school, a parent must call the health services office to excuse the child (498-3407). Once the student is on campus and becomes ill, only the NMH Health Services personnel can excuse the student from NMH obligations.

Day students wishing to miss school obligations due to special circumstances must request permission to do so in advance through the special permission process (see page 9).

DRIVING: (see Driving Permission on page 15)

MAIL: Because teachers use campus mailboxes, voice mail, and SWIS to notify day students of meetings, events, or schedule changes, day students should check their various mailboxes daily. Faxes are put in students' individual mailboxes (see Fax). **Note: Do NOT send cash through the campus mail system (the pony). The mail room is not responsible for cash lost in this manner.**

MEALS: Day students pay an annual fee to cover lunches on campus (\$750 for the 2009–2010 academic year). They are also welcome to eat dinner in the dining halls if they have an evening commitment, at no extra charge. Breakfast is generally not provided unless a student has spent the night on campus.

OVERNIGHTS: Where available, day students may sleep in the day student room or arrange with a boarding student to spend the night in the boarder's room on weekend nights. Parents are asked to telephone the dorm duty phone after 7 PM.

Rarely, day students will be allowed to stay overnight on a weekday. Such permission may be granted for late-night rehearsals or in case of adverse weather conditions. Permission for weekday overnights must be approved by the deans office.

If a day student needs to stay at NMH for an extended time, his or her parent must consult with the appropriate associate dean. A \$30 per night charge will be incurred.

ROOMS: Space permitting, each dorm sets aside a room for day students. Between six to 14 students are assigned to a day student room. The rooms vary in size and are usually furnished with two to three beds, desks, and bureaus. Day students are encouraged to bring a few personal items to put in the room, such as a pillow, comforter or sleeping bag, posters, photographs, toiletries, and a towel for weekend overnights. Day students are issued keys for their rooms, and lockers are provided as well.

SCHOOL RULES AND DISCIPLINARY PROCESS

The school has the authority and responsibility to maintain community standards and to discipline those who are disruptive to these standards. Students enrolling at NMH assume an obligation to conduct themselves in accordance with these standards and to hold each other accountable to the rules. When involved in a disciplinary investigation, students have a responsibility to the community to disclose all pertinent information requested to the appropriate school official and can be held accountable for failure to comply.

A student who breaks a rule or fails to meet established standards will be confronted directly and as quickly as possible. The school will deal with misbehavior clearly, justly, without exception, and without undue delay. In addition to penalties, the disciplinary process provides support and counseling for the student. The associate deans handle each case individually, with due regard for both the circumstances of the offense and the well-being of the community. Students may receive a dorm warning, may be placed on disciplinary probation, or may be raised for separation or dismissal. Disciplinary probation is the usual response to a first violation of a major school rule. Although consistency is desirable, it will not always be the principle governing matters of discipline.

Whenever a member of the staff or faculty discovers a student in violation of a rule or becomes aware of a specific rule violation, or when attention has been directed to a problem by security or the police, the matter will be treated as a disciplinary case, and the parents or guardians will be informed. Disciplinary action

will be taken when there is reasonable evidence that a student has violated the school's behavioral expectations. Students are expected to be honest about their behavior and to take responsibility for their actions. In instances when a student charged with violating a school rule denies responsibility for the rule violation, the school will make a determination with respect to responsibility as fairly as possible on the preponderance of information available at the time of the decision. In some cases, if a member of the faculty or health services staff approaches a student out of concern that arises from information offered by students or faculty members, the matter will be regarded as a situation requiring counseling rather than discipline. The school may, at appropriate times, make disciplinary responses public to the school community.

The procedures outlined herein shall be used as a guide. NMH reserves the right to proceed with disciplinary responses as it sees fit depending on the circumstances, notwithstanding the procedures outlined in the handbook. None of the procedures or rights outlined herein is guaranteed. The school reserves the right to use any or all disciplinary responses in conjunction with another response.

SCHOOL RULES

School rules include major school rules, minor school rules, and community standards; they apply whenever and wherever a student is under the school's jurisdiction. As long as they are enrolled at the school, students are considered under the school's jurisdiction. Whether on or off campus, behavior that jeopardizes the welfare of the community, a member or members of the community, the student, or other student(s), or brings the name of the school into disrepute will be considered a major school rule violation (even if the incident is off campus), and students should expect to be disciplined by the school.

Major School Rules

1. ACT WITH HONESTY AND INTEGRITY

Students are expected to act with honesty and integrity; therefore, dishonesty is considered a violation of the school's standards. Dishonesty includes, but is not limited to, lying and deceitful behavior, cheating, plagiarism, falsification of permissions, overnight absence without appropriate permission, forgery, telephone fraud, possession of false identification, paying others to do your work job, using someone else's e-mail account without authorization or permission, signing oneself or another student in and/or out of a work job that has not been performed.

Dishonesty or noncooperation during an investigation or hearing will make a student liable for immediate dismissal.

2. DO NOT HARRASS OR HARM ANOTHER

Students are expected to uphold the rights and well-being of others. Therefore, impinging on the well-being or violating the rights of others is an unacceptable breach of these standards. Impinging on the rights of others includes sexual assault/harassment, any other harassment, and may include, but is not limited to, physical assault and battery and verbal threats based on race, color, ancestry, national origin, gender, religion, sexual orientation, disability, or age. In addition, verbal assault over the telephone or through the e-mail system is considered a violation of this rule. ***Harassment or assault and battery will make a student liable for immediate dismissal as will any act or threat of violence against an individual or against the school.***

Harassment and Hazing

Northfield Mount Hermon School will neither condone nor tolerate actions that constitute harassment of any kind. This includes, but is not limited to harassment because of race, color, ancestry, national origin, gender, religion, sexual orientation, disability, or age, or that creates an intimidating, hostile, or offensive environment. Harassment conflicts with the mission of the school and is prohibited by policy.

Any student who feels that he or she has been the victim of harassment, or who witnesses or learns of the harassment of another student, is encouraged to discuss the matter with his or her DL, the chaplain, any of the deans, or any other adult with whom the student feels comfortable. The student involved has two central options available. The first is to contact a member of the harassment panel. This panel includes adult and student community members (mediation team members) who work with the student to work through the incident/situation and to develop a response to it. This process may preclude the school's disciplinary process. The second option is to report directly to the dean of students office and therefore pursue a disciplinary course of action. (See section on School Policies)

Sexual Harassment

Northfield Mount Hermon School is committed to providing a safe, positive environment for all students and members of the faculty and staff by ensuring that no form of sexual harassment is tolerated. All complaints of sexual harassment involving a Northfield Mount Hermon student,

faculty member, or staff member will be investigated according to an established protocol. Any student, faculty member, or staff member found to have sexually harassed another individual will be disciplined by Northfield Mount Hermon School, and may be subject to immediate dismissal. (See section on School Policies)

3. DO NOT STEAL Students are expected to respect community property and the property of others. Theft includes, but is not limited to, the use or possession of stolen property; the use or possession of unauthorized keys; the use or possession of another's property without permission; the use or distribution of "pirated" or other copyrighted software; the destruction or abuse of personal or community property. ***Theft will make a student liable for immediate dismissal.***

4. DO NOT USE DRUGS OR ALCOHOL Students are expected to obey state and federal laws, as well as the rules of the school concerning the use of alcohol and drugs, and not to endanger the health and well-being of themselves and others. Therefore, it is not acceptable to:

- a. Possess, use, distribute, or provide alcohol or any drug, which includes, but is not limited to, any controlled substance or anabolic steroid;
- b. Misuse or distribute prescription or over-the-counter medications or chemical substances, whether one's own prescription or others';
- c. Maintain prescription medication in one's room without permission of school physician;
- d. Return to the jurisdiction of the school showing evidence of having been drinking or using drugs;
- e. Possess, use, distribute, or provide paraphernalia related to alcohol or drugs (paraphernalia includes, but is not limited to, rolling papers, pipes, or any bottle or container used for holding alcoholic beverages);
- f. Test positive for use of drugs, whether used at school or not;
- g. Possess or use inhalants; or
- h. Remain in the presence of an open violation of any of the foregoing rules.

Whenever a student is caught possessing and/or using drugs, not including alcohol, the police may be notified. ***Distributing and/or selling drugs or alcohol will make a student liable for immediate dismissal as well as for criminal prosecution.*** To determine distribution, deans

may take into account quantity and intent.

Students who are placed on disciplinary probation for an alcohol or drug violation are required to meet with a health services consultant for a confidential assessment or evaluation. Parents will be billed for the consultant's fee. At the discretion of the associate dean, the student may enter a program to support sobriety, including referral to a support group of AA meetings, counseling, and/or drug testing. (See section on School Policies)

5. DO NOT ENDANGER YOURSELF OR OTHERS Students are expected to maintain a safe environment for themselves as well as others. Violence or the threat of violence toward an individual or toward the school will make a student liable for disciplinary action, including dismissal.

Possession or use of weapons or dangerous substances: This includes fireworks, firearms, knives, any other weapon, or a dangerous item or substance that threatens the safety and well-being of the school community.

A violation of this rule will make a student liable for immediate dismissal.

Open flame violation: The use of any open flame, which includes, but is not limited to, lighted cigarettes, candles, incense, matches and lighters, in any school building, except under faculty or staff supervision, is not permitted.

6. UPHOLD DORM RULES For reasons of safety and accountability, students are expected to uphold school policies concerning dorm closings and visiting hours.

Violation of dorm closing: Leaving the dorm after checking in will be considered a breach of trust and thus a major school violation.

Violation of visiting hours: To respect each other's privacy and well-being, students are expected to uphold the policies concerning visiting hours. It is unacceptable, therefore, to be in the room of a student of the other gender, to have a person of the other gender in one's room, or to be in the presence of a student of the other gender in any area of a dorm, except during approved visiting hours and open houses or other approved times and only in approved locations. On days when students are moving into or out of dorms, members of the other gender may be in a student's room to assist with the move; the student being assisted must seek permission from a faculty member and must abide by the regulations governing visiting hours.

Visiting hours and open houses are privileges that permit students to entertain and socialize in their rooms with NMH students of the other gender. At all other times, guests are allowed only in dorm public lounges and only according to posted hours. During visiting hours, hosts and their guests are expected to uphold the school's standards of behavior, observe all dorm policies, and respect the rights of roommates and other members of the dorm community. The purpose of visiting hours is to give students the opportunity to meet with other students in a mature, mutually responsible manner in an informal setting. Visiting hours are for grades 10, 11, 12, and PGs only.

Any room in which a guest is being entertained must have its door open to a 90-degree angle and must be appropriately illuminated. At the discretion of the dorm staff, visiting hours may begin in October and may occur Monday, Wednesday, and Thursday evenings from 7 to 7:45 PM, Fridays from 7 to 10:15 PM, and Saturdays from 7 to 11:15 PM.

NMH student guests must be greeted by their hosts in the dorm public lounge area and must check in with the on-duty faculty member before being accompanied to the host's room. During visiting hours, student guests may visit in their host's room and, if accompanied by their student hosts, may also visit in the rooms of other resident students. During open houses, all student rooms may be open to NMH guests of the other gender, and guests need not be accompanied by student hosts. Visiting hours and open houses are considered privileges and may be withheld at the discretion of the on-duty faculty member.

7. BE A POSITIVE AND COOPERATIVE MEMBER OF THE COMMUNITY

Students are expected to be positive and cooperative in their dealings with members of the school community. Unacceptable behavior includes, but is not limited to, deliberate disobedience, the destruction or abuse of personal or community property, sexual activity in a public place, and/or repeated or egregious violation of dorm rules, community standards, or any additional regulations as set forth herein. Classroom behavior may not violate the rights of other students or hinder the learning process. If a student behaves in a way that is disruptive and detracts from the normal functioning of the class, the teacher will discuss the problem with the student and the student's DL, and then, should the behavior not improve, the associate dean will be consulted, and the result may be appropriate disciplinary action.

Minor School Rules

Violations of dorm procedures and other school rules may be dealt with by dorm staff and will be reported to the associate deans. Multiple or egregious violations of these rules may be considered a violation of any of the major school rules and may result in disciplinary probation or being raised for dismissal. Examples of such violations are as follows:

1. Being in an unauthorized place during study hall;
2. Being off campus without signing out;
3. Being uncooperative and/or disruptive repeatedly within the community;
4. Violating fire safety regulations;
5. Possessing or using tobacco products:
The use or possession of any tobacco product by students is prohibited. Violations may result in disciplinary action and mandatory participation in smoking cessation workshops. Repeated use of tobacco will result in major disciplinary action;
6. Possessing and using pornography;
7. Camping (except on sanctioned, chaperoned school trips) or staying in a hotel (except when accompanied by a supervising adult).
8. Hitchhiking under any circumstances;
9. Swimming in the Connecticut River or Shadow Lake;
10. Gambling (students may not be engaged in activities in which bets are wagered); or
11. Violating any other standard of conduct.

DISCIPLINARY PROCESS

A student violating a major school rule for the first time will normally be placed on disciplinary probation with a three to five day suspension. ***The school reserves the right, however, to separate or dismiss any student after his or her first violation if it constitutes egregious violation(s) of the rules.*** A student who has violated a rule related to drugs or alcohol will usually be required to meet with a health services consultant for a drug/alcohol assessment and to participate in a drug/alcohol workshop.

Upon the recommendation of the associate dean, a student violating a major school rule for the second time is liable to be dismissed from the school or to be separated from the school for one or more terms.

Administrative Responsibility for Discipline

The head of school, dean of students, and associate deans are responsible for establishing

and maintaining basic disciplinary policies and procedures.

The head of school has overall authority for all disciplinary matters.

The dean of students monitors all disciplinary matters and makes all decisions involving disciplinary dismissals and separations. Before making a decision about dismissal, the dean of students typically seeks the recommendation of the *judicial committee*. The judicial committee meets to consider only the cases of students who are liable for dismissal. The judicial committee is comprised of eight adults and eight students, any seven of whom shall constitute a quorum. The judicial committee's sole function is to make recommendations to the dean of students or her designee, who has the exclusive power to make final disciplinary decisions.

The associate deans respond to violations of major school rules. They make day-to-day disciplinary decisions, maintain the school's policies and procedures, and enforce the rules. They may refer cases to the *campus hearing board*, which meets to review cases of students who are being considered for disciplinary probation. The campus hearing board comprises two adults and three students, any four of whom shall constitute a quorum. The board's sole function is to make recommendations to the associate dean, who has the responsibility for the final decision.

Dorm Staff administer discipline in the dorm in response to minor rule infractions; they explain and enforce rules and standards and they work to achieve clarity and consistency in the application of these rules.

Appeals

Appeals by separated or dismissed students or their families seeking reconsideration or review of a decision to separate or dismiss must be made in writing to the head of school within seven days of separation or dismissal and must state the reasons for the request. Students or families who wish to request reconsideration of all other disciplinary decisions or required leaves of absence must do so in writing to the dean of students within seven days of the disciplinary decision and must state the reasons for the request.

Review will be made based on the written appeal, the record, and any other information deemed appropriate by the head of school or dean of students, respectively. In-person hearings or meetings will not be granted.

Requests for an appeal are rarely granted and only if significant new or different informa-

tion that was not considered or known at the time of the original decision comes to light or if an egregious procedural error is determined to have occurred.

DISCIPLINARY RESPONSES

Dormitory warning: A dormitory warning will be issued to the student in response to his or her inappropriate behavior. Following consultation with the associate dean, a letter from a member of the dorm staff to the student, his or her parents, and to involved faculty members will articulate the reason for the warning as well as the consequences, which may include a period of restrictions. A dormitory warning will be taken into consideration if the student subsequently breaks a major school rule or continues to behave unsatisfactorily. A second dormitory warning will result in further disciplinary action.

Dean's warning: A student who has been found to be in violation of the community's standards (including attendance) may receive a letter of warning from his/her associate dean or from the dean of students. Typically, a student who receives such a sanction has had a dormitory warning previously or has acted in such a way as to warrant disciplinary consequences just short of disciplinary probation. This letter will outline the reasons for the warning as well as conditions the student must meet as a result of his/her behavior. This letter will be sent to the student's parent or guardian and will be taken into consideration if the student is subsequently involved in rule violations or continues to behave inappropriately. A second dean's warning will result in further disciplinary action.

Disciplinary probation: A student is placed on disciplinary probation for violating a major school rule or for unacceptable behavior. The probation period typically begins with a three to five day suspension and includes an established set of requirements as determined by the associate dean. Disciplinary probation is a period of final trial, during which the student is responsible for obeying all the school rules and for fulfilling the specific terms of probation. It is a time when, through cooperative behavior and a positive attitude, the student must demonstrate a desire to remain a member of the school. A violation of the terms of disciplinary probation or a second disciplinary probation (at any time during his or her years at NMH) will render a student liable for dismissal. The school will inform parents of reasons for and the purpose of the disciplinary probation.

Separation: A student may be separated by the dean of students following a major school rule infraction or an accumulation of concerns related to a student's academic, attendance, or disciplinary record. At the time of separation, the dean of students will determine the duration of the separation as well as the conditions for the student's return.

A student who has attended 80 percent of the class meetings and completed 80 percent of the course work for the term at the time of his or her separation may request to finish the course work and receive credit for individual courses. The decision to allow a student to do this will be made by the associate dean, in consultation with the dean of students, the student's teachers, and the appropriate department chairs. The decision will be based on the nature of the courses and the student's ability to work independently on them. When a student receives permission to finish course work, the associate dean of students will facilitate the arrangements. Grading for courses completed after separation will be on a pass/fail basis.

Senior separation: Beginning on the Friday two weeks before commencement, any senior who violates a major school rule for the first time will be separated for the remainder of the school year. He or she will receive an NMH diploma by mail but will not be permitted to participate in graduation or any other year-end events. If the offense is egregious or if it constitutes the student's second offense, the student will be liable for dismissal. Please refer to the block calendar to determine the date when senior separation goes into effect.

Dismissal and withdrawal: A student who is dismissed or who withdraws from the school forfeits all rights to further academic evaluation by the school and will not receive credit for the term in which the dismissal or withdrawal occurs.

Reporting discipline to colleges: NMH maintains and benefits from relationships with colleges and universities based on openness and trust. Following are our policies for reporting discipline to colleges:

- When a college or university asks on the admission application about a student's disciplinary history during his/her high school career (grades 9–12/PG), the student must answer the question honestly in a written statement to the admission office.
- The student needs to submit a copy of the statement to the college counseling office prior to sending it to colleges.
- If the infraction occurs after the application has been submitted, the same expectation for notification applies. Students should initiate contact with their colleges within seven days of the disciplinary decision; the student's college counselor will subsequently follow up with the appropriate colleges/universities, no later than 14 days after the disciplinary decision.
- If a student withdraws or is dismissed or separated, the school will notify **all of the student's colleges** of the date of departure within 14 days of the final decision. Prior to the notification from NMH, the student should inform colleges of the reason for the departure. At the time of departure, a release form that would permit the school to share further information with colleges may be signed by parents or by students who are 18 or older.
- Senior separations that result in dismissal will be treated as any other dismissal. Senior separations that do not result in dismissal will be handled as follows: the school will notify the college the student plans to attend, no later than one week after the disciplinary decision, if the college asked about disciplinary history in the application. Prior to the notification from NMH, the student should inform colleges of the reason for the separation.

Physical education and athletics training rules:

An athlete who violates school rules prohibiting the use and possession of drugs, alcohol, and tobacco will be considered to have violated the training rules set by the physical education and athletics program. In addition to school disciplinary responses to violations of these rules, the athlete will be subject to the following penalties:

1. The athlete will be suspended for the next scheduled athletic contest for his or her team.
2. The athlete will not be eligible for any end-of-season or end-of-year athletic awards.

CORE TEAM PROTOCOLS 2009–10

In addition to being illegal, the use of drugs or alcohol by students is incompatible with school life. NMH has, therefore, developed an educational program in response to the problems of drug and alcohol use and has a clear disciplinary policy about students' use of drugs and alcohol. Along with its educational program and disciplinary actions, the school firmly believes that students with drug or alcohol problems should be given help.

Core team is a proactive way for students to receive help for themselves or a friend for substance abuse issues before they become a matter of significant health concern or a discipline matter. Any NMH community member, including students and parents, may make a referral to the core team. The concern can be based on the student's behavior, physical appearance, and/or health changes. The core team is facilitated by the school physician and comprised of faculty members who take a special interest in helping students make better and healthier choices around drug and alcohol use. The faculty members are not trained drug and alcohol professionals, nor do they have a license in confidentiality. They are teachers, coaches, dorm parents, and administrators who guide students to the appropriate resources and work closely with the other adults in a student's life to support the student in all aspects of their NMH experience.

The core team's tasks include receiving referrals from concerned community members or from "Sanctuary," gathering information on referrals, meeting with students to discuss the concerns, and determining methods to best support the student. In-school support may include a drug and alcohol assessment, an educational workshop, counseling group, prospective drug testing (See School Policies) or other interventions. If out-of-school treatment is indicated, the student will be required to take a medical leave of absence. If a student fails to cooperate with this process or to comply with the recommendations set forth by the core team, the student will be required to withdraw from school.

Students who seek core team intervention do not go through the standard disciplinary process for their rule violation; they do not appear before the campus hearing board, are not placed on disciplinary probation or suspended, and are not required to report their infraction to colleges. Students do, however, experience consequences for their choices: parents are notified and a student's participation in other school programs may be compromised (i.e., a student may be removed from travel opportunities, campus leadership positions). Repeated referrals to core team will likely lead to disciplinary action or a required medical withdrawal from school.

Core Team Referral Process and Protocols

- I. Referral received from concerned NMH community member or parent/guardian.
- II. Core team (CT) member contacts the person who made referral.

- III. Based on information gathered, additional contacts may include:
 1. Dorm staff, DL, and other adults (as necessary) who may know the student
 2. School physician to ascertain if there is a medical explanation for observed behavior
 3. Associate dean to ascertain if the student is involved in a disciplinary investigation and/or if the student has a prior drug and alcohol violation.
- IV. Based on information gathered, follow up options include:
 1. Information does not warrant further action, or
 2. CT member advises DL to follow up with student, and/or
 3. Intervention by CT
- V. Intervention process
 1. Meet with student (UA may be required per drug testing policy).
 2. Student calls his/her parents.
 3. CT member follows up with parents.
 4. CT case review: CT members review the intervention and establish a course of action
 5. CT member informs student and parent(s) of CT recommendations.
 6. Student is given a letter outlining CT recommendations, which typically include conditions that are in place for a period of 15 weeks.
 7. Letter is reviewed with student and signed by student and CT member, with copies to student, parent(s), and school physician.
 8. Call is made to parents to follow up. DL is informed of CT contract. Otherwise core team information should be dealt with as privately as possible and only shared outside of CT when CT decides there is a need to share this information with another person or group.
- VI. Follow Up: CT member maintains contact with and supports student as needed.
- VII. CT Contract Violations
 1. If student and/or parents refuse to accept the recommendations of the CT, the team works in consultation with associate dean to develop appropriate course of action, which may include a requirement to withdraw.
 2. If a student is noncompliant with his/her contract, CT will review the violation and, in consultation with the student's associ-

ate dean, determine the appropriate course of action, which may include additional interventions or a required medical leave of absence.

Sanctuary: Upon request, health services will admit students for excessive use of alcohol and other drugs or extreme reaction to drug taking. Called Sanctuary, the following policy applies:

1. The nature of the care provided by the health center permits admission for the problems noted above without disciplinary consequences.
2. Students may bring Sanctuary into place for themselves or their friends by contacting the on-call member of the dorm staff or by calling the O'Connor Health Center directly to notify them that they are coming and that they wish to do so under Sanctuary conditions. If transportation is needed, students may call 413-498-3407 to request it.
3. Admission to the O'Connor Health Center under the Sanctuary policy results in an automatic referral to the core team.
4. Under some conditions, it may be impossible to honor a request for Sanctuary. Such conditions include:
 - public knowledge of the situation because of, for example, noise or violence before admission; or
 - a private behavior contract with a student.

WORK PROGRAM

MISSION AND GOAL

At Northfield Mount Hermon School, all students, as stated in our mission, "participate equally in the daily work of the school so that they may cultivate a respect for the dignity of labor and service to the community both within and beyond the school." In the work program, students and adults work together to provide daily essential work to the school community. Participation in this work by all students has been an integral component of the curriculum since the founding of the school.

NMH Work Program Mission Statement

The mission of the NMH Work Program is to engage students in meaningful work that will help them to explore and understand the nature and value of work and to develop a strong work ethic. The work program also provides a labor force critical to accomplishing essential work of the school. The work program fulfills its mission by:

- fostering a positive work ethic, including punctuality, reliability, accountability, initiative, pride in work well done, and the importance of serving others and one's community;
- providing instruction in practical life skills;
- developing respect for the dignity of labor, an appreciation for various types of labor, and a sense of responsibility to self and others;
- strengthening the students' sense of community through shared experiences by participating in long-standing work traditions;
- providing students with an evaluation of their work, opportunities to reflect on the meaning and quality of their work, and the identification of individual strengths and values; and
- providing opportunities and resources that enhance supervisors' roles as mentors and teachers.

WORK PROGRAM REQUIREMENT

- All students are assigned a job each semester they are enrolled.
- Students must work 60 hours each semester, generally four hours per week. Some jobs require work to be done in different amounts of time over the course of the semester.
- Students must complete 80 percent of their work assignment each semester. This includes excused and unexcused absences.
- Students must receive a passing grade for work each semester in order to graduate.
- Assignments are rotated every semester. Some work jobs are yearlong.
- Students may receive multiple assignments in the same job or time slot.
- Supervisors often request specific workers. Students may request jobs, but due to competition and schedule, requests may be unable to be honored.
- Jobs that require a high degree of responsibility and reliability will be assigned to students with the best work job grades and attendance.
- Students who receive an unsatisfactory grade (U) must complete an additional work assignment the following semester.
- Day students are strongly encouraged to work in the summer and during breaks.

WORK PROGRAM ATTENDANCE

Work assignments are scheduled for seven days a week from 7 AM to 10 PM.

Absence points in work job are assigned as follows:

ABSENCES

Students accrue 1 point per hour or part of an hour missed.

TARDINESS

1–10 minutes tardy .5 point
11+ minutes tardy 1 point

Incomplete Half to 4 points depending on the job. Incompletes are assigned for work that is deemed to be unfinished, including leaving early without permission. Incomplete points may be made up.

Unsatisfactory 1 to 4 points depending on the job

When students have **conflicts** with other required school events such as athletic contests, performances, rehearsals, or aptitude/entrance exams, students must:

Contact the work program office at least 24 hours in advance.

With permission, the student should arrange to switch jobs with another student.

Failure to contact the work program office will result in the assigning of absence points even though the conflict was the result of another required event.

It is a major school rule violation to receive payment or pay substitutes for work.

EXPECTATIONS FOR ALL WORKERS

Students are expected to:

- be on time;
- perform assigned tasks to the best of their abilities;
- learn and be productive;
- sign in when arriving to work. Sign out when departing. Students are expected to record their time on sign-in rosters accurately, and to work for the amount of time specified on their schedules. **Dishonesty in the recording of time is a major school rule violation regarding deceitful behavior.** Such incidents will be referred to the student's dean for review.

DRESS CODE

In dining services:

- No heavy dangling jewelry
- Closed-toe shoes (no flip-flops)
- No tank tops or torn clothing
- Long hair must be tied back

- Hats must be worn while handling food

For all workers:

- No headphones
- Dress appropriately for work assignment

WORK PROGRAM GRADING

Grades are based on attendance, reliability, and attitude

O-1 Outstanding worker

- Perfect attendance (excluding excused absences)
- Can be trusted to carry out assignments with little supervision
- Does more than expected
- Always willing to help
- Shows initiative
- Approaches job with positive, constructive attitude
- Communicates effectively with supervisors

VG-2 Very Good worker

- No more than one unexcused absence. Exceptions may be made if student is a superior worker.
- Above average worker
- Very often shows very good work
- Cooperates well with supervisors

S-3 Satisfactory worker

- Fewer than three unexcused absences
- Usually present and reports on time
- Completes tasks with minimal supervision
- Cooperates with supervisors and fellow workers
- Requires occasional reminders to complete tasks in a satisfactory manner
- Meets expectations but does no more than expected.

NI-4 Needs improvement

(The Supervisor must write comment to explain)

- Five or more unexcused absences
- Below-average worker
- Often absent or late
- Requires constant monitoring
- Shows little interest in work

U-5 Unsatisfactory-Failing grade

(The Supervisor must write comment to explain. Work Program director should be informed **in advance** if the student will fail).

- More than six unexcused absences
- Often late
- Does not cooperate with supervisor
- Requires constant monitoring
- Performance consistently does not meet supervisor's standards for satisfactory work

DRUG TESTING

The use of alcohol and drugs is against the law, and it threatens the health and safety of young people. At Northfield Mount Hermon School, the use of alcohol and other drugs, whether on or off campus, is incompatible with school life. We have an educational program that proactively addresses the dangers of drug and alcohol use, and the core team offers a nondisciplinary response to students who seek help for themselves and/or for their friends. We also have a firm and clear disciplinary response to students who engage in drug or alcohol activity. Drug testing can be a useful tool in determining a student's use and in providing incentives for students to invest in a healthy lifestyle by remaining drug free. NMH reserves the right to test students for drugs and alcohol when appropriate.

There are two situations where NMH will use its authority to perform drug testing on students. The first is when a student is suspected, due to his or her behavior or circumstance, of being intoxicated or otherwise under the influence of alcohol or drugs. The following procedures apply:

1. When a member of the NMH community suspects that a student has been drinking or using drugs, the student will be taken to the health center, and the dean on duty will be called. The dean on duty may administer a breathalyzer test (which can be verified on request with a blood alcohol level) or require a urine test for drugs or alcohol.
2. The dean on duty will attempt to notify parents before the test is obtained. It is hoped that parents will be supportive, but testing does not require the consent of parents.
3. Collection of samples will proceed in accordance with the health center policy for such sample collection. Samples will be sent to an outside laboratory for processing, and the results will be reported to the school physician.
4. A positive test for alcohol or drugs will be evidence of a violation of a major school rule, and the student will be subject to disciplinary action or followed by CORE Team. We do not distinguish between on-campus or off-campus use; both are illegal and detrimental to the student's mental and physical health.
5. Refusal to take a test will be treated in the same way as a positive test.
6. The cost of testing will be billed to the parents.

The second situation where NMH will use its authority to use drug testing is when we feel prospective drug testing will be a useful deterrent to a student's drug use. Such testing could be the result of a drug or alcohol disciplinary event, a core team referral, or a general community concern that a student may be abusing alcohol or drugs. These concerns may be based on patterns of behavior that result in negative consequences for the student; such patterns may include (but are not limited to) general concern within the community about a student's underachievement or inconsistency of academic performance, excessive absence points, or the inability to attend morning classes. For prospective drug testing, the following procedures apply:

1. Prospective drug testing may be done as a result of a drug or alcohol disciplinary event, a core team referral or, in the absence of either process, whenever significant community concern exists about a student. Students who have received disciplinary probation for a drug or alcohol infraction will likely be placed on prospective drug testing for a period of one year from the date of the infraction. Students who have been referred to the core team will likely be required to submit to drug testing for a period to be determined by the core team member and not to exceed one calendar year.
2. Parents will receive notice before the test is obtained. It is hoped that parents will be supportive, but testing does not require the consent of parents.
3. Once determined by a dean of students or a core team member that prospective drug testing is required, the health center staff will administer the testing. Collection of blood or urine samples or of expired air, in the case of a breathalyzer, will proceed in accordance with the health center policy for such sample collection. Blood and urine samples will be sent to an outside laboratory for processing, and the results will be reported to the school physician. The Dean of Students, a CORE Team member, or the school physician will determine which test to perform.

4. A positive test for a student whose testing is the result of a drug or alcohol disciplinary event will be treated as a violation of the student's probationary status and will likely result in dismissal.
5. A positive test for a student whose testing is the result of core team or of community concern will be treated as a medical issue. In the latter case, a student will be referred to core team, and a medical response will be designed by the medical staff and/or core team member to meet the individual student's medical and psychological needs. This response may include a medical leave of absence to allow for involvement in an alcohol and drug treatment program.
6. Failure to report to the health center upon request will be treated in the same way as a positive test.
7. The cost of testing will be billed to the student's tuition account.

HAZING LAW

The Department of Education of the Commonwealth of Massachusetts requires that all entering students receive a copy of M.G.L. Chapter 269, Sections 17–19, as amended by Chapter 665 of the Acts of 1987, an act prohibiting the practice of hazing. This law was approved by the governor of Massachusetts on January 5, 1988. The department also asks that each student acknowledge having received a copy of this law. Parents or guardians and students are therefore reminded to sign and return the memo from the dean of students indicating that they have read the rules and regulations in the school handbook. Hazing is considered by the school to be a form of harassment and is prohibited by policy.

According to Mass. Gen. Laws, Chapter 269, Crimes Against Public Peace

Section 17—Crime of Hazing Definition; Penalty

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

The term "hazing" as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health 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.

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

Section 18—Duty to Report Hazing

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

Section 19—Hazing Statutes to Be Provided; Statement of Compliance and Discipline Policy Required

Each institution of secondary education and each public and private institution of post secondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or stu-

dent organization, a copy of this section and sections seventeen and eighteen: provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams, or organizations.

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

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

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

HEALTH SERVICES NOTICE OF PRIVACY PRACTICES

This notice describes how medical information about your child may be used and disclosed and how you can get access to this information. Please review it carefully.

This Notice of Privacy Practices is mandated by the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"). It describes how we may use and disclose your child's protected health information (PHI) to carry out treatment, payment, or healthcare operations and for other purposes that are permitted or required by law. It also describes your rights to access and control your child's protected health information. "Protected Health Information" is information about your child, including demographic information, that may identify him or her and that relates to his or her past, present, or future physical or mental health or condition and related health care services.

We are required to abide by the terms of this Notice of Privacy Practices. We may change the terms of our notice at any time.

The new notice will be effective for all protected health information that we maintain at that time. Upon your request, we will provide you with any revised Notice of Privacy Practices by calling us and requesting that a revised copy be sent to you in the mail or asking for one at the time of your next visit.

1. Uses and Disclosures of Protected Health Information

Uses and Disclosures of Protected Health Information

You and your child will receive a copy of this Notice of Privacy Practices and it will also be placed in the NMH handbook. You and your child will be asked to acknowledge receipt of this document regarding use and disclosure of your child's protected health information for treatment, payment,

and health care operations. We request that you sign and return this acknowledgment, but it is not required. The health services of Northfield Mount Hermon School will use or disclose your child's protected health information as described below.

Your child's protected health information may be used and disclosed by health services, the treating physician at the health center, our staff and others outside the health services that are involved in your child's care and treatment for the purpose of providing health care services to him or her. Your child's protected health information may also be used and disclosed to pay health care bills and to support the operation of the health services of Northfield Mount Hermon School.

Set forth below are examples of the types of uses and disclosures of your child's protected health-care information that the health services is permitted to make. These examples are not meant to be exhaustive, but to describe for you the types of uses and disclosures that may be made by health services.

Treatment: We may use and disclose your child's protected health information to provide, coordinate, or manage your child's health care and any related services. For example, we may disclose your child's protected health information to a physician or health care provider (e.g., a specialist or laboratory) who, at the request of your child's physician or the health services, becomes involved in your child's care. Also, since the health services of Northfield Mount Hermon School also interacts with other adults in the NMH community who serve "in loco parentis," we may share on a limited, minimum necessary, "need to know" basis, certain information about your child in an effort to ensure his or her safety and the receipt of proper health care. This limited information may be shared by personal conversation, phone, or e-mail and will be done only when judged to be essential by the health services.

Payment: Your child's protected health information may be used, as needed, to obtain payment for your child's health care services. For example, obtaining approval for a hospital stay may require that your child's relevant protected health information be disclosed to a health plan to obtain approval for the hospital admission.

Health Care Operations: We may use or disclose, as needed, your child's protected health information in order to support the normal business activities or the health services of Northfield Mount Hermon School. Examples of these activities include, but are not limited to, quality assessment activities, employee review activities, training, licensing, and conducting or arranging for other business activities.

We also may need to share your child's protected health information with certain of our "business associates," third parties that perform various activities (e.g., billing, transcription) for the health services. Whenever an arrangement between the health services and a business associate involves the use or disclosure of your child's protected health information, we will have in place the legally required safeguards to protect the privacy of your child's health information.

Uses and Disclosures of Protected Health Information Based upon Your Written Authorization

Other uses and disclosures of your child's protected health information will be made only with your written authorization, unless otherwise permitted or required by law as described below. You may revoke this authorization, at any time, in writing, except to the extent that the health services has taken an action in reliance on the use or disclosure indicated in the authorization.

Other Uses and Disclosures That May Be Made and to Which You May Agree or Object

In the circumstances listed below, you may agree or object to the use or disclosure of the protected health information in the manner described. In the absence of agreement or objection, the health services may, using professional judgment, determine whether the disclosure of health information is in your child's best interest. If such a determination is made, only the protected health information that is relevant to your child's health care will be disclosed.

Facility Directories: Unless you object, we will use and disclose the location at which your child is receiving care and your child's condition (in general terms) to people who ask for your child by name.

Others Involved in Your Child's Health Care: Unless you object, we may disclose to a member of your family, a relative, a close friend, or any other person you identify, your child's protected health information that directly relates to that person's involvement in the child's health care. If you are unable to agree or object to such a disclosure, we may disclose such information as necessary if we determine that it is in your child's best interests, based on our professional judgment. We may use or disclose protected health information to notify or assist in notifying a family member, personal representative, or any other person who is responsible for your child's care, or your child's location, general condition, or death. Finally, we may use or disclose your child's protected health information to an authorized public or private entity to assist in disaster relief efforts and to coordinate use and disclosures to family or other individuals involved in your child's health care.

Emergencies: In an emergency treatment situation, we may have to use or disclose your child's protected health information in a context in which authorization for the release of information has not already been given. If this happens, the health services will try to obtain your authorization to the release of information as soon as reasonably practicable after the delivery of the treatment. If the health services is required by law to treat your child and has attempted to obtain your authorization but is unable to obtain your authorization, it may still use or disclose your child's protected health information to treat him/her.

Other Permitted and Required Uses and Disclosures That May Be Made Without Your Authorization or Opportunity to Object

There are other circumstances in which we may have to use or disclose your child's protected health information, even without your authorization. These include:

Communication Barriers: If the health services attempts to obtain consent from you but is unable to do so due to substantial communication barriers, and the health services determines, using professional judgment, that you would consent to the use or disclosure under the circumstances, we may use and disclose your child's protected health information.

Disclosures Required By Law: We may use or disclose your child's protected health information to the extent that the use or disclosure is required by law. The use or disclosure will be made in compliance with the law and will be limited to the relevant requirements of the law. You will be notified, as required by law, of any such uses or disclosures.

Public Health: We may disclose your child's protected health information for public health activities and purposes to a public health authority that is permitted by law to collect or receive the information. The purpose will be for controlling disease, injury, or disability. We may also disclose your child's protected health information, if directed by the public health authority, to a foreign government agency that is collaborating with the public health authority.

Communicable Diseases: We may disclose your child's protected health information, if authorized by law, to a person who may have been exposed to a communicable disease or may otherwise be at risk of contracting or spreading the disease or condition.

Health Oversight: We may disclose protected health information to a health oversight agency for activities authorized by law, such as audits, investigations, and inspections. Oversight agencies seeking this information include government agencies that oversee the health care system, government benefit programs, other regulatory programs, and civil rights laws.

Abuse or Neglect: We may disclose your child's protected health information to a government authority that is authorized by law to receive reports of child abuse or neglect. In addition, we may

disclose your child's protected health information if we believe that your child has been a victim of abuse, neglect, or domestic violence to the governmental entity or agency authorized to receive such information. In this case, the disclosure will be made consistent with the requirements of applicable federal and state laws.

Food and Drug Administration: We may disclose your child's protected health information to a person or company required by the Food and Drug Administration to report adverse events, product defects or problems, biologic product deviations, track products; to enable product recalls; to make repairs or replacements, or to conduct post-marketing surveillance, as required.

Legal or Administrative Proceedings or Investigations: We may disclose protected health information in the course of any judicial or administrative proceeding or investigation, in response to an order of a court or administrative tribunal (to the extent such disclosure is expressly authorized), in certain conditions in response to a subpoena, discovery request, or other lawful process or request.

Law Enforcement: We may disclose protected health information, so long as applicable legal requirements are met, for law enforcement purposes. These law enforcement purposes include (1) legal processes or as otherwise required by law, (2) limited information requests for identification and location purposes, (3) pertaining to victims of a crime, (4) suspicion that death has occurred as a result of criminal conduct, (5) in the event that a crime occurs at the health services of Northfield Mount Hermon School, and (6) medical emergency (not at the health services) and it is likely that a crime has occurred.

Coroners, Funeral Directors, and Organ Donation: We may disclose protected health information to a coroner or medical examiner for identification purposes, determining cause of death or for the coroner or medical examiner to perform other duties authorized by law. We may also disclose protected health information to funeral directors, as authorized by law, in order to permit funeral directors to carry out their duties. We may disclose such information in reasonable anticipation of death. Protected health information may be used and disclosed for cadaveric organ, eye, or tissue donation purposes.

Threat to Public Safety: Consistent with applicable federal and state laws, we may disclose your child's protected health information, if we believe that the use or disclosure is necessary to prevent or lessen a serious and imminent threat to the health or safety of a person or the public. We may also disclose protected health information if it is necessary for law enforcement authorities to identify or apprehend an individual.

2. Your Rights

Set forth below is a statement of your rights with respect to your child's protected health information and a brief description of how you may exercise these rights.

You have the right to inspect and copy your child's protected health information. This means you may inspect and obtain a copy of protected health information about your child that is contained in a designated record set for as long as we maintain the protected health information. A "designated record set" contains medical and billing records and any other records that the health services of Northfield Mount Hermon School uses for making decisions about your child.

Under federal law, however, you may not inspect or copy the following records; psychotherapy notes; information compiled in reasonable anticipation of, or use in, a civil, criminal, or administrative action or proceeding, and protected health information that is subject to law that prohibits access to protected health information. In some circumstances, you may have a right to have a decision to deny your access reviewed. Please contact our privacy contact if you have questions about access to your child's health information.

You have the right to request a restriction of your child's protected health information. This means you may ask us not to use or disclose any part of your child's protected health information for the purpose of treatment, payment, or health care operations. You may also request that any part of your child's protected health information not be disclosed to family members or friends who may be

involved in your child's care or for notification purposes as described in the Notice of Privacy Practices. Your request must state the specific restriction requested and to whom you want the restriction to apply. The health services of Northfield Mound Hermon School are not required to agree to a restriction that you may request. If the health services believes it is in your child's best interest to permit use and disclosure of your child's protected health information, your child's health information may not be restricted. If the health services does agree to the requested restriction, we may not use or disclose your child's protected health information in violation of that restriction unless it is needed to provide emergency treatment for your child. With this in mind, please discuss any restriction you wish to request in advance with the contact listed below for the health services.

You have the right to have the health services amend your child's protected health information. This means you may request an amendment of protected health information about your child in a designated record set for as long as we maintain this information. In certain cases, we may deny your request for an amendment. If we deny your request for amendment, you have the right to file a statement of disagreement with us, and we may prepare a rebuttal to your statement and will provide you with a copy of any such rebuttal. Please contact our privacy contact if you have questions about amending your child's medical record.

You have the right to receive an accounting of certain disclosures we have made, if any, of your child's protected health information. This right does not apply to all disclosures; in particular, it does not apply to disclosures for purposes other than treatment, payment, or health care operations as described in this Notice of Privacy Practices. It excludes disclosures we may have made to you, your child, for a facility directory, to family members or friends involved in your child's care, or for notification purposes. The right to receive this information is subject to additional exceptions, restrictions, and limitations.

3. Complaints

You may complain to us or to the Secretary of Health and Human Services if you believe your child's privacy rights have been violated by us. You may file a complaint with us by notifying our privacy contact of your complaint.

Carl "Sandy" Perkins, MD
 Director of Health Services
 O'Connor Health Center
 Northfield Mount Hermon School
 One Lamplighter Way
 Mount Hermon, MA 01354
 Phone: 413-498-3407
 Fax: 413-498-3147
 E-mail: sperkins@nmhschool.org

MANDATED REPORTING

The school is required by Massachusetts General Laws, Chapter 119, Section 51A, to report to the Massachusetts Department of Social Services any case in which there is reasonable cause to believe that a child under the age of 18 is suffering from neglect or physical or emotional injury resulting from abuse inflicted upon him or her that causes harm or substantial risk of harm (see following).

According to Mass. Gen. Laws, Chapter 119, Section 51A

Any physician, medical intern, hospital personnel engaged in the examination, care or treatment of persons, medical examiner, psychologist, emergency medical technician, dentist, nurse, chiropractor, podiatrist, optometrist, osteopath, public or private school teacher, educational administrator, guidance or family counselor, day care worker or any person paid to care for or work with a child in any public or private facility, or home or program funded by commonwealth or licensed pursuant to

the provisions of chapter twenty-eight A, which provides day care or residential services to children or which provides the services of child care resource and referral agencies, voucher management agencies, family day care systems and child care food programs, probation officer, clerk/magistrate of the district courts, parole officer, social worker, foster parent, firefighter or policeman, licenser of the office of child care services or any successor agency, school attendance officer, allied mental health and human services professional as licensed pursuant to the provisions of section one hundred and sixty-five of chapter one hundred and twelve, drug and alcoholism counselor, psychiatrist, and clinical social worker, priest, rabbi, clergy member, ordained or licensed minister, leader of any church or religious body, accredited Christian Science practitioner, person performing official duties on behalf of a church or religious body that are recognized as the duties of a priest, rabbi, clergy, ordained or licensed minister, leader of any church or religious body, or accredited Christian Science practitioner, or person employed by a church or religious body to supervise, educate, coach, train or counsel a child on a regular basis, who, in his professional capacity shall have reasonable cause to believe that a child under the age of eighteen years is suffering physical or emotional injury resulting from abuse inflicted upon him which causes harm or substantial risk of harm to the child's health or welfare including sexual abuse, or from neglect, including malnutrition, or who is determined to be physically dependent upon an addictive drug at birth, shall immediately report such condition to the department by oral communication and by making a written report within forty-eight hours after such oral communication: provided however, that whenever such person so required to report is a member of the staff of a medical or other public or private institution, school or facility, he shall immediately either notify the department or notify the person in charge of such institution, school or facility, or that person's designated agent, whereupon such person in charge or his said agent shall then become responsible to make the report in the manner required by this section. Any such hospital personnel preparing such report, may take or cause to be taken, photographs of the areas of trauma visible on a child who is the subject of such report without the consent of the child's parents or guardians. All such photographs or copies thereof shall be sent to the department together with such report. Any such person so required to make such oral and written reports who fails to do so shall be punished by a fine of not more than one thousand dollars. Any person who knowingly files a report of child abuse that is frivolous shall be punished by a fine of not more than one thousand dollars.

Said reports shall contain the names and addresses of the child and his parents or other person responsible for his care, if known; the child's age; the child's sex; the nature and extent of the child's injuries, abuse, maltreatment, or neglect, including any evidence of prior injuries, abuse, maltreatment, or neglect; the circumstances under which the person required to report first became aware of the child's injuries, abuse, maltreatment or neglect; whatever action, if any, was taken to treat, shelter, or otherwise assist the child; the name of the person or persons making such report; and any other information which the person reporting believes might be helpful in establishing the cause of the injuries; the identity of the person or persons responsible therefor; and such other information as shall be required by the department.

Any person required to report under this section who has reasonable cause to believe that a child has died as a result of any of the conditions listed in said paragraph shall report said death to the department and to the district attorney for the county in which such death occurred and to the medical examiners as required by section six of chapter thirty-eight. Any such person who fails to make such a report shall be punished by a fine of not more than one thousand dollars.

In addition to those persons required to report pursuant to this section, any other person may make such a report if any such person has reasonable cause to believe that a child is suffering from or has died as a result of such abuse or neglect. No person so required to report shall be liable in any civil or criminal action by reason of such report. No other person making such report shall be liable in any civil or criminal actions by reason of such report if it was made in good faith; provided, however, that such person did not perpetrate or inflict said abuse or cause said neglect. Any person making such report who, in the determination of the department or the district attorney may have perpetrated or inflicted said abuse or cause said neglect, may be liable in a civil or criminal action.

No employer of those persons required to report pursuant to this section shall discharge, or in any manner discriminate or retaliate against, any person who in good faith makes such a report, testifies or is about to testify in any proceeding involving child abuse or neglect. Any such employer who discharges, discriminates or retaliates against such a person shall be liable to such person for treble damages, costs and attorney's fees.

Within sixty days of the receipt of a report by the department from any person required to report, the department shall notify such person, in writing, of its determination of the nature, extent and cause or causes of the injuries to the child, and the social services that the department intends to provide to the child or his family.

Any privilege established by sections one hundred and thirty-five A and one hundred and thirty-five B of chapter one hundred and twelve or by sections 20A and 20B of chapter two hundred and thirty-three, relating to confidential communications shall not prohibit the filing of a report pursuant to the provisions of this section or the provisions of section twenty-four.

Notwithstanding section 20A of chapter 233, a priest, rabbi, clergy member, ordained or licensed minister, leader of a church or religious body or accredited Christian Science practitioner shall report all cases of abuse under this section, but need not report information solely gained in a confession or similarly confidential communication in other religious faiths. Nothing in the general laws shall modify or limit the duty of a priest, rabbi, clergy member, ordained or licensed minister, leader of a church or religious body or accredited Christian Science practitioner to report a reasonable cause that a child is being injured as set forth in this section when the priest, rabbi, clergy member, ordained or licensed minister, leader of a church or religious body or accredited Christian Science practitioner is acting in some other capacity that would otherwise make him a reporter.

PSYCHOTROPIC MEDICATION

Students who are prescribed psychotropic medications must:

- Bring their medications to health services at the time of registration or as soon as they are initiated.
- Meet with the medical staff per health service notification.
- Keep current prescription insurance plan information on file.
- Inform health services if prescription refills are to be obtained from a source other than our current provider, Big Y Pharmacy.
- Read and sign the **Psychotropic Medication Agreement** provided by the health center.

The following is a list that includes, but is not limited to, medications that fall under the category of psychotropic medications.

Brand Name

Adderall	Concerta	Dilantin	Lamictal	Remeron	Sonata	Zoloft
Ambien	Depakote	Effexor	Lithium	Risperdal	Strattera	Zyprexa
Ativan	Deseryl	Focalin	Neurontin	Ritalin	Tegretol	
Buspar	Dexedrine	Halcion	Paxil	Seroquel	Wellbutrin	
Celexa	Destrostat	Klonopin	Prozac	Serzone	Xanax	

Psychotropic Medication Agreement:

Students who are prescribed psychotropic medication must comply with Northfield Mount Hermon School's policy regarding psychotropic medications, which includes the following:

- Students will bring medication to the health center.
- Students will pick up medication according to the dispensing schedule determined by the health center.
- Students will take medication according to prescription directions.
- Students will return any unused medication to the health center.
- Students will not engage in misuse or abuse of medication whether it involves oneself or others.
- Students understand that misuse or abuse of psychotropic medication may result in disciplinary action by the school.

Parents must also agree to comply with the following:

- Parents will hand deliver, or mail directly to health services, medications that are provided from home.
- Parents will not give child medication to bring back to school without prior notification and approval of the health services medical staff.

Both the student and the parent will be asked to sign an agreement indicating their understanding of and commitment to the above expectations.

SEXUAL ASSAULT PROTOCOL

NMH is prepared to help anyone who believes that he or she has been a victim of sexual assault. A formal Sexual Assault Response Protocol is in place, and all faculty members have access to it. The first step is to have the alleged victim meet with a member of the health services staff (although the situation initially may have been disclosed to someone else). The protocol will be explained in this meeting, and whenever possible the alleged victim will be given control of the flow of information about the assault. NMH must, however, comply with Massachusetts law.

SEXUAL HARASSMENT

Sexual harassment is a violation of both state and federal statutes against discrimination. Sexual harassment is defined as “unwelcome sexual advances”; sexual harassment is not social or courting behavior. The overriding factor in sexual harassment is that the behavior is uninvited and unwanted. While sexual harassment can take many forms, some of the most common behaviors are pressure for sexual activity; repeated, unwanted requests for dates; unnecessary and unwanted physical contact; verbal comments of a sexual nature, whistling, and catcalls; gossip about someone’s sex life; both serious and jocular questions about another’s sexual life; and leers, stares, and sexually suggestive gestures.

Sexual harassment is best seen as an assertion of power. It is important to remember that relationships between students and members of the faculty and staff necessarily involve an imbalance of power, and that any form of sexual behavior, whether welcome or unwelcome, is inappropriate in such relationships. The school has a legal and moral responsibility to ensure that relationships between students and members of the faculty and staff are above suspicion. Sexual harassment may occur between coworkers or students, with individuals of the same or opposite sex, and regardless of status in the community.

The school shall undertake an investigation of all complaints. If you believe that you have been the subject of sexual harassment, or if you are not sure whether certain behavior constitutes sexual harassment, or whether it is actionable under this policy, you are strongly encouraged to notify a member of the faculty, a dean of students, or the school physician or psychologist.

I. Philosophy

Northfield Mount Hermon is committed to providing a safe, positive environment for all students and members of the faculty and staff by ensuring that no form of sexual harassment is tolerated. All complaints of sexual harassment involving a student, faculty, or staff member of the school will be investigated. If any student, faculty, or staff member is found to have sexually harassed another individual, corrective action will be taken by the school, which may include termination or dismissal.

Sexual harassment is a violation of both state and federal law. It is also unlawful to retaliate against an individual for filing a complaint of sexual harassment or for cooperating in an investigation of such a complaint. The legal definition for sexual harassment is as follows: “sexual harassment” means sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- (a) submission to, or rejection of such advances, requests, or conduct is made either explicitly or implicitly a term or a condition for favorable grades, reviews, or assignments; a term or condition of employment; or as a basis for employment decisions; or

- (b) such advances, requests, or conduct have the purpose or effect of unreasonably interfering with an individual's work or educational performance by creating an intimidating, hostile, humiliating, or sexually offensive environment

While it is not possible to list all those circumstances that may constitute sexual harassment, the following are some examples of conduct that, if unwelcome, may constitute sexual harassment, depending upon the totality of the circumstances, and including the severity of the conduct and/or its pervasiveness:

- Unwelcome and unwanted sexual jokes, language, epithets, advances, or propositions, whether they involve touching or not
- Written or oral abuse of a sexual nature, sexually degrading or vulgar words to describe an individual
- The display of sexually suggestive objects, pictures, posters, or cartoons
- Unwelcome and unwanted comments about an individual's body, sexual prowess, or sexual deficiencies
- Asking questions about sexual conduct
- Unnecessary and unwelcome touching, leering, whistling, brushing against the body, or suggestive, insulting, or obscene comments or gestures
- Demanding sexual favors in exchange for favorable grades, reviews, assignments, promotions, continued employment, or promises of the same

II. Procedure

Any student who believes that he or she has been sexually harassed, or who has observed another member of the community being sexually harassed, should report the incident to an associate dean, a DL, a member of the health services staff, a member of the faculty, or any other adult with whom the student can speak comfortably about the incident.

All complaints of alleged violations involving students or faculty members will ultimately be reported to the dean of students or the head of school, who will ensure that an investigation into each allegation will occur. When an allegation of sexual harassment involves the abuse of a minor, the dean of students is legally bound to report the matter to the Massachusetts Department of Social Services. Complaints involving staff members will ultimately be reported to the director of human resources, who will see that an investigation of the allegation occurs. Appropriate action will be taken in response to all proven violations.

A student who has harassed another student or adult may be considered to have violated a major school rule and, according to the seriousness of the offense, may be warned, suspended, placed on probation, separated, or dismissed from the school. An adult who has harassed a student or another adult may, depending on the seriousness of the offense, be reprimanded, suspended, or terminated from employment at Northfield Mount Hermon School.

Any guest, visitor, or other individual who is not considered part of the school community and who comes to school property for any reason, and, while there, harasses a student or member of the faculty or staff, will be declared *persona non grata* and may be referred for criminal prosecution.

III. Process of Investigation

When a complaint of sexual harassment is received, the school will investigate the complaint according to the following steps:

1. Interview of the complainant;
2. Interview of the alleged harasser;
3. Interviews with witnesses of the alleged harassment;
4. Re-interviews with complainant and alleged harasser, if necessary.

If a complaint against a student is found to be valid, the investigating associate dean will recommend an appropriate course of action according to disciplinary procedures set forth in the school handbook. The following outcomes may be recommended:

- The harasser may be required to issue an oral apology and/or a letter of apology to the complainant.
- The harasser may be required to sign a behavior contract.
- The harasser may receive an oral or written reprimand or warning, or be placed on disciplinary probation.
- The harasser may be raised for dismissal from Northfield Mount Hermon School. If the recommendation is made that a student be raised for dismissal from the school, a hearing with the dean of students will be scheduled. The results of the hearing may include separation or dismissal of the student.

If a complaint against an adult is found to be valid, the investigator will decide on a course of action. Depending on the severity and frequency of the complaint, disciplinary action may be taken, up to and including termination. In addition to the above, if you believe you have been subjected to sexual harassment, you may file a formal complaint with either or both government agencies set forth below. Using our complaint process does not prohibit you from filing a complaint with these agencies. Both agencies have a time period for filing (MCAD is 300 days).

The Massachusetts Commission Against Discrimination

Boston Office

1 Ashburton Place—Room 601

Boston, MA 02108

617-727-3990

Springfield Office

424 Dwight Street—Room 220

Springfield, MA 01103

413-739-2145

The United States Equal Employment Opportunity Commission

1 Congress Street—10th Floor

Boston, MA 02114

617-565-3200

TECHNOLOGY USE

NMH provides powerful communication tools and almost universal access to a virtually unlimited supply of information. As with any powerful resource, there is a need for special attention to personal responsibility. The following policy provides guidelines for faculty, staff, and students to ensure the ethical use of technology at Northfield Mount Hermon School. These policies apply to all telephone, voice mail, and data network use. State and federal laws also apply to certain activities on the network.

All faculty, staff, and students are responsible for all material, both public and private, made available by them on the NMH network or sent via telephone connection. Users may not allow others to use their passwords or accounts. No pseudonyms may be used or anonymous messages sent. Users should be careful not to give out personal information over the Internet and are encouraged to bring any questions to a faculty member, DL, or dean.

Accessing the accounts and files of others is prohibited. All users will respect the privacy of other users. This includes keeping passwords secret and not attempting to obtain other people's passwords or circumvent the security of computer systems both inside and outside the school. Taking advantage of another user who inadvertently leaves a computer without logging out will be treated as would any other invasion of privacy, such as entering an unlocked room without an invitation.

Attempting to subvert network security, to impair function of the network, or to bypass a restriction set by an administrator is prohibited. Assisting others in violating these rules by either sharing information or passwords is also prohibited.

Improper use or distribution of information is prohibited. Any action that violates a school rule under normal circumstances will also be considered a violation when the activity involves the use of the network. This includes copyright infringements, piracy, and plagiarism.

NMH SWIS folders are monitored by faculty and staff to ensure that NMH standards of communication are upheld and that no member of the community is harassed. Having a designated, voluntary, NMH adult sponsor individual folders further helps assure that discussions stay healthy and that all students are safe and supported. The school expects that everyone using SWIS will uphold appropriate NMH community standards for respectful communication. Inappropriate use of SWIS may result in disciplinary action.

Use of the Northfield Mount Hermon network for illegal activities or unauthorized commercial purposes is prohibited. NMH maintains the network for academic purposes as well as for school-related and personal communication. If you have doubts about what is illegal or improper, contact a faculty member, DL, or dean.

Any activity such as hazing or harassment that violates a school rule is applicable to computer, voice mail, and network activity. Users of the network both on and off campus are accountable for statements posted by their account.

The use of the network is a privilege, not a right. NMH provides the network as a conduit for communication and for the enhancement of education. NMH has the right to revoke or suspend a student's network access for violating any of the policies contained in this document including, but not limited to

- Overutilization: excessive use of bandwidth, storage
- Overloading: denial of service attacks, spamming
- Security: hacking, backdoors, viruses
- Privacy: password-cracking utilities, text-trappers, port scanners, sniffers
- Piracy: pirated mp3's or software
- Inappropriate material: pornography, graphic images, posted obscenities, and racial slurs, or other inappropriate language
- Commercial usage
- Deceit: use of another's account, alteration of logs

File Sharing/ P2P Software File-sharing software or peer-to-peer (P2P) software such as or similar to Kazaa, Grokster, etc., is prohibited on the NMH network. Such software often slows down Internet performance when people who are on the Internet access files on computers within the NMH network. This kind of software also creates the potential for people outside the NMH network to bypass security measures and access equipment and services that they are not entitled to. Also, games that attempt to connect with players on the Internet are prohibited.

Internet Activity Daily Limit The Internet connection at NMH and other schools is shared by all members of the community. Often, activities that work well on home broadband networks are not appropriate when many people must share the same Internet connection. The amount of Internet capacity supplied by the school is sufficient to provide good performance unless it is used for file-sharing services, large downloads, or a high quantity of streaming video and audio services. Each student has a daily limit for Internet activity that is sufficient for extensive web browsing, messaging, and reasonable downloads. When the daily limit is exceeded, the system will send an e-mail warning to the violating student. When these warnings accumulate, the student may automatically be placed on Internet suspension (Internet privileges are revoked) and a conversation with his or her associate dean and/or IT may be required before access to the Internet is restored. Accumulated Internet suspensions may be grounds for disciplinary action.

Computer Viruses It is each person's responsibility to ensure that his or her computer is virus free when he or she arrives at NMH. Computers may not be connected to the network until the owner proves that it does not contain a virus. When the screen on a PC shows completion of a clean full-sys-

tem scan from a reliable and up-to-date antivirus scanning program, the port for that computer will be turned on. NMH purchases antivirus software for all students, and CDs containing antivirus software and other tools are distributed at registration. Plugging a computer that has a virus into the network may result in that system being banned from operating on the network.

Faculty, staff, and students accessing the network are representatives of Northfield Mount Hermon School and are expected to conduct themselves accordingly. Network users must ask themselves whether or not their actions reflect well on the reputation of the school. Behavior that brings the name of the school into disrepute will be considered a violation of school rules. This policy applies to the school network (intranet), e-mail, web services, and the Internet.

Students and their parents should be aware that some of the material on the Internet is pornographic or otherwise objectionable. NMH cannot assume responsibility for limiting any student's access to such material.

Northfield Mount Hermon School network resources, including all telephone and data lines, are the property of Northfield Mount Hermon School. The school will, to the extent possible, respect the privacy of all account holders on the network. However, Northfield Mount Hermon School is responsible for enforcing all of its school rules governing the network and investigating possible violations. Network users should, therefore, recognize that Northfield Mount Hermon School reserves the right to collect and/or access any information stored on or transmitted over the network.

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