



**Student-Family Handbook  
2021–2022**

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# 1. WELCOME

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## 1.1. Looking Ahead

## 1.2. About This Handbook

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## 1.4. Diversity, Equity, and Inclusion Statement

## 1.5. The Miss Hall's School Graduate

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Welcome to Miss Hall's School, a supportive and transformative environment for the students who learn and grow here. Now well into its second century, Miss Hall's School has a widely respected academic curriculum, a nationally recognized Horizons Program, much-loved traditions, and high expectations for how members of the school community relate to one another. This is a community that values collaboration, excellence, and integrity.

## 1.1. Looking Ahead

For the 2021-2022 school year, we all return to campus and in-person learning, with the priority of being in community together and enjoying learning in person, both inside and outside of the classroom.

The school's Strategic Design articulates a clear and compelling vision for the school to “continuously reimagine girl-centered education to foster a pioneering intellectual spirit and an authentic engagement of students and adults.” The Strategic Design, which can be found on our website, prioritizes innovative programs; an inclusive community; a commitment to engagement, service, and leadership; and a culture of adaptability, collaboration, and excellence (see <https://www.misshalls.org/about/>). As in years past, we continue to be guided by the Strategic Design in all our work together. During this academic year, we launch our new academic schedule, designed to provide time and space during the academic day for our faculty to continue building innovative programs and for our students to develop the joyful and connected experiences that are vital to Miss Hall's School.

All of us at Miss Hall's School are committed to preparing our students for college and to teaching them the skills they need to be successful and to have influence in the world beyond high school. Toward that end, we ask parents both to encourage their daughters to be full partners in their education and to support them in practicing the skills needed to work through challenges. Miss Hall's School students can expect us, the adults in this community, to be

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resources for their growth, interested in their lives, wise with our counsel, and fearless in the face of all that is unsettling in these high school years. We value your presence in this community, and we look forward to a productive and rewarding year.

### **1.2. About This Handbook**

The *Miss Hall's School Student-Family Handbook 2021-2022* is intended to communicate Miss Hall's School (MHS) policies and procedures to students and their parents. It is presented as a matter of information only, and its contents should not be interpreted, and are not intended, as a contract between the school and parents. We ask that students and their parents be familiar with the information in this handbook and refer to it often for reference throughout the coming academic year.

The information contained in this handbook supersedes all prior descriptions of MHS policies and procedures. Please note that the policies, procedures, programs, and other information in this handbook are subject to change at any time at the discretion of the school. Families will be notified via *Family Links*, the school's periodic email to families, should any changes occur.

The electronic version of this handbook can be accessed in the "Families" section of Student Life on our website. In addition, the MHS academic-year calendar; daily schedule; listing of trustees, faculty, and staff; listing of contact information; recent copies of *Family Links*; and much other helpful information can be accessed electronically on our website. Families should assume that the electronic version of the handbook, which may change from time to time, represents current, updated information.

We use the term *parents* throughout this handbook, yet it is intended for the guardians of our students as well as for students' parents, families, and other caretakers. In addition, although we may use such terminology as *girl*, *young woman*, and *daughter*, we recognize, acknowledge, and respect the spectrum surrounding gender identity.

We ask that students and their families be familiar with and support the culture of MHS as described in the *Miss Hall's School Student-Family Handbook 2021-2022*. Therefore, we encourage you to read this handbook carefully and to refer to it often. If you have questions regarding material in this handbook, please contact either the dean of students or the dean of academics and faculty.

## **1.3. Mission and Core Values**

### **1.3.1. Mission (Why Do We Exist?)**

Miss Hall's School inspires and encourages each student to pursue the highest standards of learning and character; to contribute boldly and creatively to the common good; and to seek a purposeful life based on honor, respect, growth, and personal authenticity.

### **1.3.2. Core Values (What Do We Stand For?)**

#### ***Honor***

The concept of personal honor is an enduring and immutable standard by which we tell others how we want to be measured. Once developed, personal honor is the benchmark by which to judge all our actions.

#### ***Respect***

Respect for others begins with respect for self. Respect for others extends beyond tolerance to include active concern for and service to others.

#### ***Growth***

We value challenge in a nurturing environment. We also value curiosity, clear thinking, and academic accomplishment. We encourage the development of resilience, determination, and self-confidence for a lifetime of learning in a world of constant change.

#### ***Personal Authenticity***

At Miss Hall's School we are committed to helping each student to develop, test, comprehend, and act from their own spirit, core values, abilities, expertise, and judgment.

## **1.4. Diversity, Equity, and Inclusion Statement**

At Miss Hall's School, we champion social justice; insist that all community members demonstrate respect for each other through words and actions; and affirm that diversity, equity, and inclusion are essential to learning and problem solving, discovery and personal growth, and cultivating empathy and cultural competency. Guided by these beliefs, and with the understanding that being an inclusive community requires ongoing work and commitment, we foster cross-cultural dialogue and allyship to honor and celebrate our diverse community.

***Diversity*** is the range of differences among groups of people and individuals that is necessary to achieve excellence in all areas of school life and beyond. These differences include, but are not

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limited to, race, ethnicity, sex, gender identity, gender expression, sexual orientation, age, social class, physical ability, and religion.

**Equity** is fair and just access to opportunities and resources, in recognition of the advantages and disadvantages that have historically existed and still exist.

**Inclusion** is the intentional, active, and continuous celebration of and engagement with diversity to ensure that every community member feels valued and experiences a deep sense of belonging.

**Cultural competency** is the ongoing process of knowing one's own cultural identities and biases and recognizing how these affect interactions in order to communicate and connect effectively across cultures.

**Social justice** is the active process of identifying and dismantling systems of oppression and privilege to achieve equity.

### 1.5. The Miss Hall's School Graduate

The Miss Hall's School graduate is a thinker, a creator, and a contributor to the common good. Our graduate is a global citizen, a self-aware, resilient, and courageous participant in a multicultural society. Empowered by skills and knowledge, the Miss Hall's School graduate is able to solve problems with intellect and creativity while embracing a spirit of exploration and curiosity. Through words and actions and aligned with our core values, MHS graduates are prepared to navigate varied contexts with the fluency, generosity of spirit, and wisdom to lead purposeful lives.

Guided by the mission and core values of Miss Hall's School, our graduates will demonstrate the following core competencies:

- **Vision** is the willingness to dream, imagine possibilities, conceive bold and ambitious goals, and set a course to achieve them. Young women with vision nurture curiosity, innovate, recognize opportunities, and act as allies for others.
- **Voice** is the power to articulate ideas with authenticity and confidence. Young women with voice present themselves with integrity, communicate effectively, confidently advocate and negotiate, and demonstrate and command respect.
- **Interpersonal efficacy** is the intersection of empathy, self-awareness, and cultural competency. Young women with interpersonal efficacy navigate diverse contexts with ease while maintaining consistency of character and building strong relationships and networks.

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- **Gumption** is the strength of mind and character to seek out challenges and grow from failure. Young women with gumption take calculated risks to create change, practice self-reflection, and distinguish the pursuit of one's best self from the pressure for perfection.

### 1.6. Expectations for Parents

In giving your child the gift of a Miss Hall's School education, you have invited the skilled and experienced teachers and staff here to join you in ensuring that your student is both challenged and nurtured in ways that will allow them to reach their potential. We value the opportunity to partner with families in this important work. The focus of our partnership with you is the process of giving your daughter the time and space (both physical and emotional) to become their own person. Our approach is to encourage students to explore possible solutions to problems, guiding and providing support as appropriate.

We are committed to keeping the lines of communication open. The MHS website, <https://www.misshalls.org/>, is an important source for information about the school, and the periodic *Family Links* email gives families a look at life at MHS as well as provides updates and new information. Teachers and advisors will keep you informed about your student's individual progress and the activities of their class. On occasion, you will hear from our head of school, Julia Heaton, about issues that affect the school community or about how MHS is responding to world events. We ask that you stay in touch with us, and we encourage you to speak directly with your student's advisor regarding how you prefer to communicate.

The policies, expectations, and suggestions summarized below and referenced throughout this handbook are designed to promote each student's success and to ensure the safe and effective functioning of the school for all students and staff as we work together toward supporting each student's education and personal growth. Miss Hall's School values the presence of families at school events, including athletics games, theatrical and musical performances, family weekends, and Commencement Weekend. We request that families support school expectations for behavior, and we also ask them to respect and adhere to school policies.

In particular, we ask families to note the following:

- **Attendance:** Because learning is a collaborative and shared process, we expect students to be in class, to be prepared, and to be ready to participate. In addition, we expect parents to support our expectations, thus enhancing their student's preparation for being a responsible adult (see "Attendance" in the Academic Program section).
- **Calendar:** At the beginning of each school year, our academic-year calendar is posted on the MHS website (<https://www.misshalls.org/school-calendar>). Calendar updates and



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changes as well as athletics schedules are noted via the periodic communication to families, *Family Links*.

- **Cars and Idling:** We require all drivers on campus to observe the campus speed limit (15 mph) and to drive cautiously, being aware of pedestrians and other drivers. Fire regulations prohibit parking in front of the Main Building except in designated parking spaces. If you are picking up a student from the front circle, please wait in your car and do not leave it unattended. Regarding idling, Commonwealth of Massachusetts law prohibits idling for more than five minutes.
- **Disciplinary Responses:** Adolescents are easily confused when families and teachers send conflicting messages about behavior. Furthermore, accepting consequences for a misstep is integral to learning responsibility and accountability. By signing the school's enrollment contract, parents agree to fully support both the MHS disciplinary guidelines and their daughter's adherence to those guidelines. MHS reserves the right to dismiss a student or to decide not to offer reenrollment to a student whose parents have proven unwilling or unable to work in partnership with us on disciplinary matters.
- **Electronic Devices:** To preserve the spirit of community at Miss Hall's School, students and faculty have agreed to judicious and considerate use of electronic devices while on campus, as outlined in the Electronic Devices Usage Policy (see the Appendices section). We ask that all visitors adhere to these guidelines as well.
- **Family Pets on Campus:** Dogs and other pets that accompany their owners on campus are not permitted inside buildings and must always be leashed and under the direct control and supervision of their owners. If a family dog or other pet is regarded as a nuisance or if the owner fails to comply with the school's expectations, the pet will not be permitted on campus. Pet waste disposal stations are located in several areas around campus, and pet owners are asked to clean up after their pets.
- **Meals:** We welcome families to join their student for a meal during those special events to which they have been invited. These include family weekends and visiting days, the opening and closing weekends, and Commencement Weekend. We ask that families not eat in the dining room during the regular academic week and on weekends unless specific permission has been given by either the dean of academics and faculty or the dean of students.
- **Medical Appointments:** Routine medical and dental appointments, both for boarding and day students, should be made during school vacations or after the school day. When there is no alternative to a student's missing time during the school day for a medical appointment, a parent must contact a nurse in the family at least forty-eight hours in advance of the appointment for the absence to be recorded as excused. Day students are not allowed to leave campus to drive themselves to appointments without parental permission.
- **Parent Financial Responsibility:** MHS expects tuition and fees to be paid when they are due. Monthly statements are to be paid in full each month. Failure to pay monthly

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statements in full may result in the holding of grades and transcripts. Accounts that remain in arrears may, at the school's discretion, result in forfeiture of a student's enrollment; withholding of a diploma, transcripts and grades; and/or loss of financial assistance. Please note that no student may run for elected office, register for classes, or select a room until the signed enrollment contract and deposit for the next academic year have been received by the school.

- **Required Events:** We ask that families support all school programming, including required events. It is especially important that students attend orientation, class retreats, formal dinners, and end-of-year ceremonies, including Commencement Weekend activities.
- **Respect:** In keeping with the school's core value of respect, we expect families and guests to be respectful to all MHS community members, just as we expect all our faculty and staff to show respect to families and guests.
- **Smoking:** Miss Hall's School is a smoke-free campus. Smoking of any kind, including cigarettes, juuls, vaporizers, and other electronic smoking devices used to deliver nicotine, marijuana, or other substances is not permitted anywhere on campus.
- **Social Hosting:** The Commonwealth of Massachusetts Social Host Responsibility Law prohibits the sale, delivery, or furnishing of alcoholic beverages to persons under twenty-one years of age in any setting, including a student's home (see General Laws of Massachusetts, Chapter 138, Section 34). Hosting another parent's child comes with certain responsibilities, liabilities, and assumptions about judgment. It is our policy that alcohol is never served or consumed in the direct presence of students.
- **Study Hall:** We require all students on campus to study quietly from 8:00-9:30 p.m., Sunday through Thursday. Please do not contact your daughter (electronically or otherwise) or, if a day student, pick her up during this time.
- **Tutors on Campus:** Occasionally families make arrangements with tutors and wish for those individuals to meet with their student here on campus. All such arrangements must be approved by the dean of academics and faculty in advance of the tutor's arrival on campus. Until they have been approved, tutors are not allowed on campus. All tutors must undergo background checks (CORI and SORI) before they are permitted to work with students on campus.
- **Vacation Schedules:** Families are requested to pay attention to the MHS calendar at <https://www.misshalls.org/school-calendar> to avoid scheduling family vacations that fall outside our vacation schedule. Students who miss days when school is in session are at risk for losing academic credit (see "Unexcused Absences" in the Academic Program section).

## 2. ACADEMIC PROGRAM

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  - 2.2. Academic Requirements
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- 

### 2.1. Program Overview

Miss Hall’s School’s mission and core values are clearly reflected in both the architecture and intentions of our Academic Program. We are able to deliver on our mission because we have enhanced a thoughtful college-preparatory curriculum with our signature Horizons Program and many student-leadership opportunities within the school community. This integrated approach defines our educational philosophy in the teaching of young women. We believe, moreover, that the growth of our students and their development into authentic, respectful, and honorable young adults are significantly enhanced through this unique mix of experiences.

At MHS we provide our students with the skills and experiences that will allow them to transfer the success they experience in the academic setting to the broader world beyond school. Our graduates are courageous when asserting their opinions, taking initiative, and promoting their strengths, and resilient when making mistakes, dealing with controversy, and processing constructive criticism.

Across the broad expanse of their experience at MHS, our students learn effective interpersonal skills to deal directly, honestly, and respectfully with others. We have established language around the core competencies students need to develop leadership skills. These competencies are *vision, voice, interpersonal efficacy, and gumption*. There is no better time to develop these competencies than during the high school years, and there is no better place to do this important work than here at MHS.

The Academic Program is a hybrid of both a traditional college-preparatory progression and innovative programs that include the twenty-first-century skills of collaboration, innovation, problem solving, critical and analytical thinking, cross-cultural literacy and competency, and

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interdisciplinary learning. All courses promote the development of reading, writing, and communication skills.

In each discipline, the progression begins with the *foundational courses* that include the skills, habits of mind, enduring understandings, and core competencies/masteries that are essential for every student to have within the discipline. These courses provide the essential foundation that prepares our students for future learning and college experiences. After these required foundational courses are completed, our students can plan, within the structure of our graduation requirements, their course selection of electives and Hallmark classes.

*Electives*, covering dozens of topics, allow students to take intellectual risks and explore new areas. Within the parameters of our graduation requirements, students can challenge themselves through their course choices, pursuing fields in greater depth as their interests dictate. This year's electives are a mix of one-semester and year-long courses, and all offer engaging academic experiences that allow for in-depth study and preparation for college and beyond.

*Hallmark courses* stretch our students by providing in-depth, challenging coursework as well as personalized learning driven by independent research and sustained inquiry. By taking Hallmark courses, students choose to challenge themselves, to lean into sophisticated and advanced work, and to work with increased independence. The Hallmark designation indicates an exciting, dynamic course with rigor that encourages abstract thought. Most Hallmark courses culminate in a creative, public presentation of learning. These courses provide students with advanced work in the MHS core competencies of vision, voice, interpersonal efficacy, and gumption, and they offer opportunities for choice and the pursuit of personal interests. They are advanced courses that foster intellectual curiosity and allow our students to engage with the world through critical discourse as well as through deep investigation and thematic study.

## **2.2. Academic Requirements**

### **2.2.1. Course Load Requirements**

Students are required to carry a load of at least five but no more than six classes in each of the two semesters in the school year, including any class taken online (approved for the student's junior and senior year) or through Berkshire Community College (limited to local seniors only). Both online and Berkshire Community College courses are by application only and must be approved by the dean of academics and faculty.

For students who are enrolled in the Academic Skills Center (ASC), taking a sixth class may not be in a student's best interest. In such instances, final course decisions are made on a case-by-case basis.

### 2.2.2. Department Requirements

**Engineering and Technology Innovation:** Course offerings of this department include Introduction to Computer Science; Engineering and Society; and STEAM (science, technology, engineering, arts, and math). In collaboration with other departments, the Engineering and Technology Innovation Department integrates classroom technologies that enhance teaching and learning and that prepare students for further work in science, computer science, and engineering.

**Graduation requirement:** Successful completion of 1 credit (two semester-long courses)

**English:** The English Department teaches and empowers students to value, explore, and analyze a wide range of literature and to express their own ideas with eloquence and precision. Students graduate as skilled readers and writers who will engage confidently in further studies and in all aspects of their lives beyond the classroom.

**Graduation requirement:** Successful completion of 4 credits

**Expressive Arts:** The Expressive Arts Department encourages a lifelong relationship with the arts, challenging students to find their own confident, artistic voice and to gain a respect for artistic tradition, based on the department's belief that the arts are an intrinsic part of the human experience.

**Graduation requirement:** Successful completion of 1.5 credits

- Eligible students who take private music lessons earn .25 credits for each semester.

**History:** The History Department guides students through a deliberate and varied progression of discovery, analysis, and historical inquiry so that they will have the skills and the understanding to pursue advanced studies and to become involved citizens in a complex world.

**Graduation requirement:** Successful completion of 3 credits, including US History

- The history course for ninth-grade students is World History.
- Students who enroll at MHS after completing ninth grade elsewhere may count their ninth-grade history course toward the 3-credit graduation requirement in history, *if* their ninth-grade course was *not* US History.
- The standard MHS tenth-grade history offering is US History.
- Newly enrolled juniors must satisfactorily complete US History and one more semester of history to graduate.

**Language:** The Language Department encourages students to discover and develop their unique strengths as they gain mastery of a new language and explore a new culture.

**Graduation requirement:** Successful completion of courses through the third level in one language.

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- The courses include French, Spanish, Latin, and English for Speakers of Other Languages (ESOL I, ESOL II, ESOL III).
- Students who test into a second or third level of a language are required only to take the courses needed to complete the language through the third level.
- Students may be exempt from the language requirement if they meet one of the following criteria:
  - The student has a documented learning difference that supports waiving the language requirement or a portion of it.
  - The student is an international student and is enrolled for a one-year, non-diploma-seeking experience at MHS through an exchange program that specifically excludes ESOL from required courses.
- International students whose first language is not English can expect to take at least one course in the English for Speakers of Other Languages (ESOL) sequence unless they can demonstrate proficiency in English that makes such enrollment unnecessary. To qualify for an exemption, a student must, at a minimum, produce a current Test of English as a Foreign Language (TOEFL) exam score of 104 or higher, with no subscore lower than 24. Alternatively, we will also use Duolingo to assess readiness. If a student earns a grade higher than 125, they can request to be exempt from the ESOL program. For any language-related question, please contact our Language Department chair at [snix@misshalls.org](mailto:snix@misshalls.org). The student also must demonstrate grade-appropriate proficiency in all areas of the English language. These areas include successful reading comprehension; grammatically correct, organized writing; vocabulary depth; clear, grammatically correct speaking skills; and a strong ability to understand spoken academic English. Although experience in English-language schools, test scores, grades, and other measures of fluency will be considered, the final decision regarding adequate proficiency for exemption from ESOL will be determined after the student is enrolled and is on campus for the new year or semester. If a student is exempt from ESOL, that student must enroll in another language course offered by the Language Department.
- Students who are enrolled in English for Speakers of Other Languages and who have satisfactorily completed ESOL III at MHS are regarded as having completed their language requirement. Nevertheless, they are encouraged to explore another language.

**Mathematics:** The Mathematics Department prepares each student for success in college-level math and provides access to a technology-driven world.

**Graduation requirement:** Successful completion of 3 credits

- The MHS graduation requirement in mathematics is three years of math courses, but students are encouraged to enroll in four years of mathematics.
- To graduate, all MHS students must have satisfactorily completed Algebra I, Geometry, and Algebra II.

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**Science:** The Science Department develops the natural, bold curiosity that is innate in each student and prepares all students to be scientifically literate global citizens.

Graduation requirement: Successful completion of 3 credits

- The graduation requirement in science is 3 credits, two of which must be in chemistry and biology courses. Students are strongly encouraged to enroll in four years of science.
- Ninth-grade students are enrolled in Energy and Sustainability.
- Successful completion of Algebra I is a prerequisite for enrollment in Chemistry.
- Biology courses are open only to those students who have successfully completed Chemistry.

**Athletics:** The MHS Athletics Program provides varied environments for students to learn the benefits of teamwork, physical fitness, and healthy competition while instilling and strengthening an appreciation for athletics. A variety of offerings is available, including varsity and junior varsity sports as well as noncompetitive activities. Although no academic credit is issued for participation in the Athletics Program, it is a required program with the same attendance expectations as an academic class.

Although the MHS Theater Program is a separate program from the Athletics Program, it takes place at the same time in the afternoon as athletics, and students receive athletics waivers for their participation in theater productions. Participation in one of the theater productions is equivalent to meeting the team-sport requirement (see below). Students receive an athletics waiver for each production in which they participate.

**Athletics requirements** for each academic year are as follows:

- All students must participate in all three seasons of athletics activities, and one season must be a team sport.

The **Horizons Program** is considered part of the Academic Program. This unique, experiential learning program allows students to enhance their sense of competence and worth and to refine social, communication, decision-making, and problem-solving skills.

**Graduation requirement:** Participation each school year

Horizons programming differs according to grade level, as follows:

- Ninth-grade students stay on campus and participate in activities involving management of the on-campus greenhouse and education in ethics; diversity, equity, and inclusion; financial literacy; health and wellness; information literacy; academic skills; and leadership.
- The sophomore Horizons experience is a blend of on- and off-campus experiential and service learning. Students participate in class-wide service projects that emphasize food, farming, and environmental studies as they explore the Berkshire landscape and make

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global connections. As part of their place-based learning, the grade takes a number of field trips to local farms and to historical and natural sites.

- Juniors work as teams in organizations that support community life and encourage civic responsibility.
- Seniors explore interests for college majors and careers through individual internships in area business, professional, cultural, and social-service organizations.

### **2.3. Program Details**

#### **2.3.1. Daily Schedule**

This year, MHS has a new daily schedule that was collaboratively designed by a committee of faculty members with extensive student input. The schedule is designed to provide ample classroom time for discussion, project-based learning, and strong connections between students and faculty. The schedule provides blocks of time for us to come together as a community by grade level and as a full school. Extracurricular activities are given designated times, which allows students to pursue their interests and talents.

#### **2.3.2. Course Selection**

Students at Miss Hall's School are encouraged to take ownership of their learning and are empowered to make informed decisions about their academic selections. Course selection for the next academic year is made in the spring. Students discuss options with their teachers, advisors, and the director of academic counseling and are encouraged to review these choices with their parents before submitting their final requests.

#### **Advanced Placement Courses**

Miss Hall's does not offer Advanced Placement (AP) courses. If a student chooses to take AP courses independently, they should communicate in the fall with the director of college counseling about registering for the spring exams, which are administered in May. Testing dates and times are established by the College Board. To earn credit from Miss Hall's School, the student must earn a score of 3, 4, or 5 on the AP exam. This score is included on the MHS transcript, and one credit is recognized. No letter grade or numerical average is ascribed to this credit, nor is the student's grade point average (GPA) impacted.

#### **Foundational Courses**

Foundational courses cover the skills, core competencies, and enduring understandings that are essential for every student to have within the discipline.



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### **Elective Courses**

Elective courses offer students an opportunity to choose topics and disciplines of interest as they pursue academic challenges at a more advanced level.

### **Hallmark Courses**

Hallmark courses are advanced courses that foster intellectual curiosity and provide opportunities for deep investigation and thematic study.

### **Online Courses**

Miss Hall's School is a member of One Schoolhouse, and we partner with them to provide offerings in online courses for credit. Oversight of a student taking online courses is the responsibility of the dean of academics and faculty and/or the director of academic counseling. Grades for courses taken through One Schoolhouse are included in the student's GPA calculation each semester. Considerations and requirements for online courses are as follows:

- A student requesting the opportunity to earn an online academic credit from an educational institution other than Miss Hall's School must apply to the director of academic counseling during the spring semester of the student's sophomore or junior year. The advisor, the appropriate department head, and the director of academic counseling review the request and grant permission.
- Students may not take an online course to substitute for a course required for graduation at Miss Hall's School.
- *Students cannot receive credit for any summer online course offering fewer than ninety contact hours.* The appropriate academic department may require a student to sit for an on-site exam before it grants credit.
- When an enrollment cost is involved for an online course offered through MHS, families are responsible for the entire tuition cost as well as for the cost of books and other materials. Tuition costs for One Schoolhouse are billed through the student's MHS account.
- Students who have enrolled in an online course offered through Miss Hall's School and who wish to drop or withdraw may receive a refund (if allowable) from One Schoolhouse, depending on its policy. In the case of reimbursement, the school's costs (if any) are reimbursed first and any other parties after that.
- Students enrolled in an online course are expected to work independently, using the resources provided by the teacher of the course to deal with questions and receiving extra help only from the teacher of the course. They are expected to check and respond to email regularly.

### **Berkshire Community College Courses**

Local students in their senior year who are Massachusetts residents and who wish to take on the challenge of a college course may consider taking a course at Berkshire Community College (BCC). In order to do so, students must adhere to the following requirements:

- Complete an application, including the course description, the student's rationale for wishing to take the course, and signatures from the student's advisor, the appropriate department chair, and the director of academic counseling
- Submit a waiver and permission form allowing the director of academic counseling to communicate with the student's professor and to receive grades

### **2.3.3. Course Changes (Add/Drop)**

During the academic year, students who are thinking about modifying their academic schedules should confer with their teachers, advisors, and the director of academic counseling. Once the new academic year has begun, students must adhere to the schedule for adding or dropping a course.

#### **Adding a Course**

- Credit can be earned in a year-long or one-semester course if the course is added *before* the drop-add period for that course ends.
- One-half (.5) credit can be earned if a year-long course is added *before* the start of the second semester.

#### **Dropping a Course**

- A course may be dropped without penalty or notation on a student's transcript *before* the drop-add period for that semester ends.
- Partial credit is earned for each completed semester (.5 credit). End-of-semester grades, typically recorded for seniors only, are recorded on the student's transcript when partial credit is earned in a year-long course.
- Dropping a course at any other time *must be initiated by the teacher* and will have a notation on the student transcript indicating the letter grade the student had earned at the time the course was dropped, along with a *w* for *withdraw* (A/w, B/w, C/w, D/w, or F/w).

### **2.3.4. Textbooks**

Information about ordering textbooks is available on the MHS website at <https://misshalls.ecampus.com/>, where an online bookstore maintains an official and current listing of our courses and course materials. Teachers input and update information about required textbooks and other course materials directly at the site. Once students have their schedules for

the semester and the online bookstore has been activated for the new academic year (usually in early July), students can visit the website to order books. The books can be shipped directly to MHS. If students choose to drop a course for which they have already purchased the book, they can return the book within a specified number of days. In addition, the online bookstore has a buy-back option for those students who would like to sell their books at the end of the semester or school year.

### **2.3.5. Homework Expectations and Policy**

As a faculty, we are committed to providing a challenging, dynamic curriculum, including the expectation that students will devote considerable time outside of class to their learning. As students move from foundational courses to elective and Hallmark courses, they can expect the amount of homework and independent assignments to increase. We are cognizant that most students are taking five or six courses and therefore are balancing multiple assignments. In addition, we fully support students devoting their time to important extracurricular experiences, such as athletics, the arts, clubs, leadership positions, personal health and wellness, and more. Thus, we have developed a weekly schedule that provides time for students to participate in all these opportunities. Students who feel they would benefit from counseling in balancing their responsibilities are encouraged to reach out to teachers, advisors, and deans.

A comprehensive course syllabus is posted on PowerSchool (our learning management system) for each student at the beginning of every course. In this course syllabus, a student can expect to find a listing of course-related topics, including a course description, required textbooks, classroom expectations, major-project due dates, and daily assignments. A syllabus covers the entire length of the course, and students are expected to pay careful attention to key dates and assignments. Any syllabus is subject to minor changes, and students should note any syllabus changes as they occur.

The school's Homework Policy, which can also be found in the Appendices section of this handbook, is as follows:

- Homework assignments due for each class period will be of roughly equal length. For example, if a class meets two days a week, two roughly equivalent homework assignments may be given that week.
- All work, including any major assignments, will be due at the time the class is regularly scheduled to meet. Teachers may grant an extension to a class or to an individual student.  
*Note: Teachers may assign an interim deadline for ongoing or group work, such as a discussion post.*

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- Every course will have a PowerSchool site and will follow a similar, consistent format. Teachers will use PowerSchool as the primary mode of communicating course information in order to provide consistency and transparency for the student.
- All PowerSchool assignments will appear as *due* dates. Students will use PowerSchool to turn in assignments unless stipulated otherwise by the teacher.
- Due dates for all major assignments will be posted at least one week in advance on PowerSchool.
- Major assignments such as tests, projects, or papers will be returned before the next similar assignment is assigned.
- If a teacher decides to add or amend homework after the class has met, they will change the assignment on PowerSchool and follow up with an email. The amended assignment may be due on the next meeting of the class if adjusted at least forty-eight hours in advance.
- If a student is absent from class, any missed assignment will be due no later than the next class period. Teachers may adjust this expectation for multiday absences. Please refer to “Attendance” in this section of the handbook for information about extended absences and the observance of religious and cultural holidays.
- Homework may be assigned over vacations only to students in Hallmark and online courses. However, summer reading may be assigned for any grade level.
- In the event of inclement weather or other circumstances in which the campus must close, students will be expected to complete homework for that day’s classes, which will be held on the Zoom platform.

### **2.3.6 Semester Exams**

Moving forward, Miss Hall’s will no longer have an end-of-the-semester exam period. Instead, cumulative tests and projects will be given at the end of the term during regularly scheduled classes or designated blocks of time.

### **2.3.7. Study Hall**

Study hall, a quiet study period between 8:00 p.m.- 9:30 p.m. on Sundays through Thursdays, is a time when students are required to work quietly and refrain from moving from location to location. Resident faculty oversee the study hall to ensure that optimal study conditions are maintained for the ninety-minute period. All boarding ninth-grade students are assigned for the entire year to the Humes Euston Hall Library for supervised study hall; ninth-grade day students who choose to stay on campus for study hall are expected to study in the library on these evenings.

### 2.3.8. Grades and Academic Progress

Academic work at Miss Hall’s School is reported on a letter-grade system, with each letter based on a numerical scale as follows:

A	100-93	C	76-73
A-	92-90	C-	72-70
B+	89-87	D+	69-67
B	86-83	D	66-63
B-	82-80	D-	62-60
C+	79-77	F	Below 60

The semester averages of students enrolled in Hallmark courses are weighted, with two numerical points added for Hallmark courses. This raises a student’s grade point average (GPA) during their junior and senior years, when the GPA is computed and recorded on their transcript. Additionally, this weighting can favorably influence a student’s semester average, helping them earn recognition on the Head’s List or Honor Roll at any point during their years at MHS.

Although grade point averages are calculated at the end of every semester for all students, the MHS transcript reports five cumulative GPA milestones: end of junior year, end of first semester senior year, midyear cumulative senior year, end of second semester senior year, and final cumulative GPA. Grade point averages are calculated on a hundred-point scale and reflect grades earned at Miss Hall’s School. Students who would like to calculate their average on a four-point scale may ask the director of academic counseling for information.

#### Grade Reports

Numerical grades are submitted for all students by their teachers prior to the end-of-semester faculty meetings in February and June. These grades are recorded on each student’s grade report card on file at the school.

Letter grades are recorded on a student’s end-of-semester comments, midsemester grade report cards, and transcript. Semester and year-end grades are recorded on senior student transcripts, and year-end grades are recorded on the transcripts of all other students. Grades for semester-long courses are recorded on the transcripts of all students.

Both the transcript and the grade report card become part of the student’s permanent folder. Ninth-grade students enrolled in the first level of ESOL may be eligible for pass-fail status during the first semester in English I, World History, and Energy and Sustainability. If a pass-fail status student earns a passing grade in the first semester, the second semester grade also serves as the year grade, and the student is issued full credit for the course. For further discussion of

student records and the information kept in these records, see “Student Records” in this Academic Program section.

### **Written Narrative Comments, Academic Concern, Academic Warning, and Academic Probation**

Faculty members write narrative comments for each student at the midsemester of fall and spring semesters, and advisors write comments right before Fall Family Weekend in October and at the end of the year in June. Faculty write academic concern comments at the middle and end of the semesters for students who are earning a grade of C- or below, who are not working up to capability, or whose attitude does not meet expectations. Comments may include information pertaining to the student’s work ethic, degree of participation, and preparation of assignments, as well as suggestions for improvement. These comments are sent home, and copies are shared with student and advisor.

Students who receive a grade of C- or below in two or more subjects in a grading period or who earn an F in a grading period are put on the academic concern list. Students who are on the academic concern list for two successive grading periods will be put on academic warning status. At any time, advisors may work with advisees to modify approaches to academic work, including where students study and how they use their free or unscheduled time. When a student is on academic concern or academic warning status, the advisor will put together a team to develop a plan of support with the student.

When the deans, in consultation with teachers and advisors, feel that a student’s work raises concerns about that student’s future success at MHS, they will place that student on academic probation status and recommend to the head of school that the student’s reenrollment contract be withheld. The progress of students on academic probation will be closely monitored during the second semester. At the second midsemester comment period and at the end of the school year, students on academic probation will be reevaluated, and if their work has shown significant improvement, their contracts will be released.

### **Honor Standing**

Miss Hall’s School believes strongly that academic achievement should be recognized and encouraged. Therefore, it publishes two honor lists at the end of each semester. In order to achieve this academic distinction, a student must meet the following criteria:

- Head’s List: Be enrolled in at least five courses as required, maintain a minimum earned average of 92, and receive no grade below a B+
- Honor Roll: Be enrolled in at least five courses as required, maintain a minimum earned average of 86, and receive no grade lower than a B-

Online and Berkshire Community College courses count toward Head's List and Honor Roll mention.

### **2.3.9. Student Transcript Protocol**

The transcript is a comprehensive record of a student's course of study during high school. MHS follows the standards below for creating student transcripts.

#### **Transcript Protocol for Grades and Credit Earned at Another School Prior to Enrollment at Miss Hall's School**

- To the best of our ability, we will transfer to the MHS transcript the grades and credit earned at another school from ninth grade and beyond.
- If a transcript from a sending school is not easily translated or cannot be reflected with clarity and accuracy, we will note it as an attachment to the MHS transcript.
- Grades earned prior to ninth grade in any subject area are not included on the MHS transcript. This includes advanced levels of math and language. Students' knowledge and requisite background in any subject area are implicit in the sequence of courses they take while at Miss Hall's School.

#### **Transcript Protocol for Grades and Credit Earned While Attending Miss Hall's School**

- All grades and credit earned at Miss Hall's School are recorded on student transcripts.
- Grades and credit earned for courses taken at MHS that replicate courses taken at another school will take precedence over the previously earned grades and credit. If a student earns a letter grade that is not as strong as that earned prior to attending MHS, that student can choose to have the transcript reflect the former grade only if the course is not a required course at MHS.
- A student who sits for an AP exam without having taken the course and who subsequently earns a score of 3, 4, or 5 on the exam will have that information included on the student transcript and will earn one credit. No letter grade or numerical average will be ascribed to this credit.

#### **Transcript Protocol for Online Courses**

- For an online course (other than a One Schoolhouse course) to be recognized with credit on the MHS transcript, the course must be in keeping with what is offered at MHS in terms of content, assessment, and allotment of time spent on the subject both in and out of the classroom at MHS. The school reserves the right to decide whether to list the title of the online course and to decide the amount of credit assigned to the student. In general, the grade listed will be determined by the institution offering the course. However, Miss Hall's School reserves the right to align the earned grade with the MHS grading system. For example, if the online institution does not offer a numerical grade, the grade will be

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assigned the numerical score equivalent to the midpoint of the grade range (e.g., an 81 for a B-) for the purpose of computing the student's GPA.

- Online course grades are considered part of a student's overall GPA and are included in consideration for honor standing (Head's List and Honor Roll).

### **Transcript Protocol for Berkshire Community College Courses**

- Credit will only be granted if the student completes the BCC course in good standing.
- Berkshire Community College course grades are considered part of a student's overall GPA and are included in consideration for honor standing (Head's List and Honor Roll).

### **Transcript Protocol for Summer Courses**

- A student requesting the opportunity to earn summer-school credit that is to be recorded on the MHS transcript must receive permission in writing from the dean of academics and faculty prior to enrolling in the course. If the course is required for graduation, it must be completed prior to the start of the student's senior year.
- For a summer course to be recognized with credit on the MHS transcript, the course must be in keeping with what is offered at MHS in terms of content, assessment, and allotment of time spent on the subject both in and out of the classroom at MHS. *As stated previously, students cannot receive credit for any summer online course offering fewer than ninety contact hours.* The appropriate academic department may require a student to submit a portfolio of work or to sit for an on-site exam before credit is granted.
- MHS reserves the right to decide whether to list the title of the summer course and the amount of credit assigned. In general, the grade listed will be determined by the institution offering the course. However, MHS reserves the right to align the earned grade with the MHS grading system. For example, if the institution does not offer a numerical grade, the grade will be assigned the numerical score equivalent to the midpoint of the grade range (e.g., an 81 for a B-) for the purpose of computing the student's GPA.
- If a student repeats a course previously taken at Miss Hall's School and earns a grade higher than the grade earned at MHS, the new grade and credit will, at the discretion of the dean of academics and faculty, be recognized over the previously earned grade and credit. In most instances, the MHS course title will remain on the transcript, indicating that the course was attempted during the regular academic year.
- Students may have a notation included on their transcripts indicating noncredit summer academic coursework, including classes taken for enrichment.

### **2.3.10. Student Records**

Miss Hall's School creates and retains three files of materials directly related to each student's experience and time at MHS. The three files are described below. Students are sent copies of



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their final transcripts and standardized testing information in mid-July after their graduation from MHS.

- Contents of **Student Permanent File** (retained indefinitely)
  - Transcript (including online courses)
  - Comprehensive list of extracurricular activities
  - Semester comments
  - Semester grade cards
  - Application to MHS, including essay
  - College counselor's letter of recommendation
  - News articles and official notices of commendation
  - Notes included at the discretion of the head of school

Standardized testing records are contained in the file of the student's class and are not retained in an individual's file.

- Contents of **Student Temporary File** (retained for five years after date of graduation)
  - Records from the Health and Wellness Center
  - Records from the Academic Skills Center, including psychoeducational testing and documents describing an Individual Educational Plan (IEP or (540)
  - Midsemester grade cards
  - I-20 forms
  - Copies of correspondence between MHS and the student and/or parents or guardian, including contract-hold letters and academic standing letters

This file is disposed of by July 1 five years after a student's year of graduation. Alumnae will be prompted by MHS to request the file prior to the disposal date. Any letters of recommendation written by MHS faculty and not included in the student's permanent file are destroyed at this time unless there is written permission by the writer to provide the letter to the former student.

- Contents of **Student Matriculate File** (retained until the summer after a class graduates)
  - Academic warning notices
  - Summer-school reports/transcripts
  - Disciplinary letters

## **2.4. Academic Support**

### **2.4.1. Academic Skills Center**

Most students entering an independent college-preparatory school notice a larger volume of work and higher academic expectations than they experienced in their former schools. To ease the transition into a more sophisticated and rigorous curriculum, Miss Hall's School provides the Leonhardt Academic Skills Center (ASC), nestled in the Humes Euston Hall library. We feel strongly that an inclusive learning environment includes supporting learners of all abilities. Whether a student has a learning difference or not, all students can benefit from working with a learning specialist in some capacity, based on their individual needs. Previously a fee-based program, the ASC now is available to all students without a fee for services.

The ASC uses coaching language and techniques to help students develop learning strategies, self-awareness, time-management skills, and organizational skills. It serves students with regular, specialized academic services who need ongoing support, and support ranges from one-to-one and small-group check-ins to study-hall availability or grade-level connections around shared challenges.

According to the ASC Accommodations Policy, faculty members may offer accommodations, such as extended time or separate space for testing, to certain students on a short-term basis if they think these students will benefit. However, students need an evaluation and documentation of their eligibility in order to be offered permanent accommodations or for accommodations on all standardized testing, such as the SATs and ACTs. The director of the Academic Skills Center can apply for College Board accommodations for MHS students if they qualify. For more information, please contact the director of the Academic Skills Center.

### **2.4.2. Advising Program**

The Advising Program is an important part of life at Miss Hall's School, and students are encouraged to take full advantage of this resource for support, advocacy, and advice. Each student has a faculty advisor who is available as a personal and academic counselor. Advisors serve as liaisons with other members of the faculty and administration and as the school's liaisons with families. Because an advisor is aware of a student's progress in academic work, athletics, and general health and well-being, families should consider their student's advisor to be the first point of contact with MHS. Students should feel free to ask their advisors to accompany them to any meetings they may have with other faculty members. Although new students are assigned advisors, returning students choose their own at the end of each academic year. Any questions about the advising program can be directed to the dean of students.

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Class coordinators are also integral to the advising program. Each class has a class coordinator who oversees the progress of the class, attends class meetings, and consults with families when they have questions about class activities or projects.

### **2.4.3. Extra Help and Office Hours**

Teachers are always willing to give extra help to students who are experiencing academic difficulty. Often a teacher will recognize the need for such help before a student does and will make an appointment to meet with the student. However, students may be the first to realize that they are having difficulty with a particular course. When this occurs, they should approach the teacher immediately and discuss the problem.

Extra-help periods are scheduled throughout the week during times designated by teachers. Students are encouraged to use these times for one-on-one help from their teachers. It may take more than one session with a teacher to secure the needed support. The student and the teacher often work together to set up a schedule of extra-help sessions. If necessary or advisable, the teacher may suggest that the student work with another teacher.

*It is important that students avoid waiting until the end of the semester before requesting extra help.* The work in most classes is cumulative, and what is learned one day may well depend on what should have been learned and understood the day before. Students should not be reluctant to ask for help and should not procrastinate when they sense that they are falling behind.

In addition to offering scheduled extra-help periods, teachers offer office hours. These are designated times when teachers are available to assist students. Office hours are clearly posted and/or included in each course syllabus.

### **2.4.4. Library Resources**

The Humes Euston Hall Library is a critical partner in ensuring the success of Miss Hall's School students. Through materials and programs, direct instruction, and collaboration with faculty, the library encourages student imagination and intellectual curiosity, educating students in their use of ideas and information and empowering them to become ethical users and creators of information and independent lifelong learners.

The library is open from 6:30 a.m. to 10:30 p.m. Sunday through Thursday and 6:30 a.m. to 11:30 p.m. on Friday and Saturday. The library hosts ReAD (Recommendation and Discussion) Club, a student-led group that chooses fiction for the collection, advises the librarian on library issues, promotes reading through displays and activities, and each year creates the required summer reading list for students. A popular gathering place, the library has a print collection

containing more than twelve thousand volumes, and students have access to hundreds of thousands of additional sources through the library's subscriptions to approximately thirty databases and two robust eBook collections. The library offers self-circulation, trusting students to check out materials properly and return them promptly. All patrons are expected to know and observe library rules as well as maintain a level of quiet in respect for those who may be reading or studying.

#### **2.4.5. Math Center**

The Mathematics Department offers a student-centered math support program staffed by math teachers. The program focuses on reinforcing skills, building confidence, encouraging collaboration, and fostering mathematical intuition. Located on the second floor of Linn Hall, the Math Center offers weekly tutorial support in the form of individual and small-group tutoring sessions. At the beginning of the academic year, the center also provides basic TI-Nspire calculator workshops. The Math Center serves as the home base for math peer tutoring and as a resource for all students and faculty.

#### **2.4.6. Tutors**

##### **Peer Tutors (Math and Science)**

Peer tutors in math and science generously offer academic support throughout the year. Science and math peer tutors offer support in science and math courses, from foundational courses through Hallmark courses. Access to these tutors is arranged by Math Department and Science Department chairs.

##### **Outside Tutors**

Miss Hall's School follows the protocols below when recommending outside tutoring for a student.

- If extra help with a teacher and a peer tutor has been exhausted and if necessary or advisable, the teacher will refer the student to the Academic Skills Center.
- If the ASC and the teacher feel further support is needed, a reliable outside tutor will be recommended. Faculty members may give extra help but may not tutor their own students.
- All outside tutors must be approved by the director of the Academic Skills Center, the dean of academics and faculty, and the manager of human resources and are subject to necessary paperwork and background checks before they may work with a student on campus.

*Note: Families are asked not to arrange or request an outside tutor until the above protocols have been followed.*

## **2.5. Academic Integrity and Honesty**

Each student at MHS is asked to review and sign a copy of the Miss Hall's School Academic Honesty Policy. In doing so, students confirm that they understand and will follow the guidelines and expectations described below. This policy also appears in the Appendices section of this handbook.

### **2.5.1. Academic Integrity and Honesty Policy**

Academic honesty is a fundamental principle of successful learning at Miss Hall's School. In all subject areas, including Horizons and the Athletics Program, students are expected to be honest in both their personal and academic lives. At its core, academic honesty requires students to be keenly aware of guidelines when incorporating the words or ideas of any work that is not their own. Students can expect their teachers to explain and describe the school's expectations and standards regarding academic honesty and, in particular, to show them how to document work accurately.

In addition to reviewing and adhering to the policies and expectations described by their teachers, students should be aware of the following examples of what constitutes dishonest work. While not a comprehensive list, these examples describe what students should avoid when producing work for their classes and during their participation in all school programs.

A student commits academic dishonesty when engaging in any *one* of the following actions:

- Consciously using another's ideas, words, or work as one's own (plagiarism)
- Soliciting or offering information of any kind about a quiz, test, or final exam
- Providing another student with access to any materials distributed in a course during a previous term or year without the explicit permission of the teacher
- Using any material distributed to another student in a course during a previous term or year without the explicit permission of the teacher
- Submitting a paper in which all or part was copied from sources without crediting the source (plagiarism)
- Submitting as their own any paper, assignment, lab report, oral report, creative writing assignment, project, or artwork that was done by another person
- Producing all or part of any work for another student
- Handing in work that has already received credit in another course or school

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- Copying from or consulting notes, reference material, or another student during classroom exercises, quizzes, or exams unless given explicit permission to do so by the teacher
- Accessing and/or using an online or library resource to circumvent the process of producing an original assignment or using exclusively someone else's bibliography
- Generating an assignment using a translation or translation tool not approved by the course teacher for either a language class or any other class
- Requesting help with an online class from a teacher, tutor, adult, family member, or anyone not approved in writing by the online teacher
- Aiding another student with a take-home test
- Intimidating another student by asking the student to withhold information about an academic dishonesty issue

These and all other instances of academic dishonesty are considered major infractions of the school's rules and regulations, and it is each student's responsibility to familiarize themselves with these rules. *Lack of awareness about this policy is not an excuse!* If students are in doubt about whether their actions may be considered in violation of the school's standards of academic integrity, they should consult their teacher for clarification without delay. Cases involving academic dishonesty will be referred to the Student-Faculty Advisory Committee (SFAC) for appropriate disciplinary action.

Students are encouraged to meet with their teachers, their advisors, or the dean of academics and faculty regarding either specific or general information regarding MHS's stance on academic honesty and integrity.

### **2.5.2. Academic Honesty Pledge**

As a reminder of the need to maintain academic honesty and integrity, students are required to write the Miss Hall's School Academic Honesty Pledge in its entirety on all written work—essays, term or research papers, quizzes, and tests. The wording of the pledge is as follows:

*I have neither given nor received aid on this examination/test/quiz/paper/essay. (Signed)*

In some instances, it is appropriate to ask for assistance with an assignment. If a student has received help with an assignment, they will modify the pledge by writing these words:

*I have received help from \_\_\_\_\_ on this assignment. (Signed)*

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Early in the fall, all students are asked to sign a copy of the Academic Honesty Policy, indicating that they understand and will follow its guidelines and expectations. The wording of this statement is as follows:

*I have read the MHS Academic Honesty Policy and understand and agree to follow the guidelines and expectations outlined in it.*

*Student's printed name* \_\_\_\_\_ *Date* \_\_\_\_\_

*Student's signature* \_\_\_\_\_ *Date* \_\_\_\_\_

*Advisor's signature* \_\_\_\_\_ *Date* \_\_\_\_\_

### **2.6. Attendance**

Students are expected to meet all academic and extracurricular commitments, including but not limited to classes, athletics and afternoon activities, Horizons, and school-related meetings and events. Absences are designated as either excused or unexcused.

#### **2.6.1. General Attendance Guidelines**

Excessive absences of any kind compromise the quality of a student's education and reduce the contribution each student makes to the education of classmates. Extended absences of over fifteen school days, regardless of the reason, put students behind their classmates in their studies and make catching up unmanageable. For that reason, any student who is absent (excused or unexcused) for over fifteen school days will risk losing academic credit for the year and will be required to discuss the best course of action with the dean of academics and faculty and the dean of students.

As a result of any of the situations listed below, a student is required to meet to review their attendance with the dean of academics and faculty, the dean of students, and their advisor. As a result of such a review, a student risks having the contract for the next academic year withheld and/or losing academic credit. If any of the following occurs during a student's senior year, graduation may be delayed or prevented:

- Fifteen absences (excused or unexcused) during the academic year
- Four unexcused absences during a semester
- Five unexcused absences during the academic year
- Four absences (excused or unexcused) during a season in an afternoon activity or athletics
- Four absences (excused or unexcused) in Horizons, with the possibility of the student being required to make up the missed commitments

### 2.6.2. Excused Absences

In anticipation of an excused absence, students must initiate the process and request permission in person from the director of academic counseling, the director of health and wellness, and/or one of the deans. The request process must be initiated at least seventy-two hours in advance of the planned absence so that all permissions are received and communication to teachers, dorm faculty, coaches, and others can be completed. An email to families, the student, and all relevant parties on campus will be sent once all permissions have been received and approved to indicate the student's excused absence from campus.

#### Categories of Excused Absences

**College Visits:** Each student is allowed a total of four excused days to visit colleges during the senior year. These four visits may be taken at any time during the year, as long as all four absences do not occur during the same semester. Juniors may take up to two excused days during the spring semester to visit colleges. Visits must be scheduled and approved forty-eight hours in advance by the student's college counselor. All students requesting to make a college visit must complete the appropriate paperwork.

**Family Emergencies:** Families are asked to call MHS as soon as possible if a family emergency will require a student to be absent. The school counselor is available to consult with families and students, as are other adult members of the MHS community.

**Family Milestones or Bereavement:** If a significant family event is planned, a student may request an excused absence for the event. When possible, this event should be discussed well in advance with the deans and/or the director of academic counseling. In the event of a death in the family, the absence will be handled on a case-by-case basis.

*Note: Families should recognize that any extended time away will require significant effort on the part of the student to make up schoolwork in a timely fashion.*

**Illness:** Boarders who are ill must report to the Health and Wellness Center. If a day student is ill and cannot attend classes, a parent or guardian must contact the school prior to 8:00 a.m. to explain the absence. Please contact the office of the administrative assistant to the deans at (413) 395-7249 or the Health and Wellness Center at (413) 395-7074. Parents may also send an email to boconnor@misshalls.org. A voice-mail message should be left if there is no answer. A day student may not call or email the school herself. If MHS is not informed about an absence by a parent or guardian, the absence will be considered unexcused. A doctor's note is required when a student is absent for three consecutive days or more. In all cases of a student's absence from MHS, it is the student's responsibility to ask for and collect homework assignments.



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**Cultural and/or Religious Observations:** Students observing cultural and/or religious holidays may request an excused absence. To request an excused absence, a student should submit a request form to the director of academic counseling a minimum of two weeks prior to the requested excused day(s). Parent/guardian approval is required before a request is granted. Examples of cultural and/or religious observations include, but are not limited to, the following:

- Rosh Hashanah and Yom Kippur
- Lunar New Year
- Good Friday
- Eid-al-Fitr

Please refer to the Cultural and Religious Observations Policy in the Appendices section of this handbook for additional information.

**Medical Appointments:** Routine medical and dental appointments, both for boarding and day students, should be made during school vacations or after the school day. If a student must miss time during the school day for a medical appointment, a parent/guardian should contact the Health and Wellness Center at least forty-eight hours in advance for the absence to be recorded as excused. Day students are not allowed to leave campus to drive themselves to appointments without parental permission sent to the dean of students.

**School Visits:** Students who are considering attending another school may have up to two excused absences and will be allowed to make up work upon their return.

### **Athletics and Afternoon Activity Absences**

The excused absences of students who are unable to participate in athletics or afternoon activities will be noted by the Health and Wellness Center as follows:

- **Observe:** Students are expected to attend the activity with the understanding that they cannot be physically active. At the discretion of the coach, they may be excused in the event of a team trip off campus or another extended team activity off campus. Otherwise, students are expected to observe practice and support their teammates.
- **Participate as Tolerated:** Students recovering from illness or injury are expected to confer with the coach about the extent to which they can participate in practice. Although students in this category may not be able to participate in interscholastic competition, they may, at the discretion of the coach, travel with the team.
- **In-Room/Library:** Students who are ill but are well enough not to need a stay in the Health and Wellness Center have permission to be in their room or in the library.
- **Health and Wellness Center:** Students who need the immediate care and attention of the nursing staff will be assigned to a room in the Health and Wellness Center.

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- **Appointment:** When students have an appointment scheduled during practice, they must have their coach sign an Absence Request Form. Students who return from an appointment by 4:00 p.m. are expected to report to practice. If the afternoon athletics activity takes place off campus, their status will be in-room/library (see above).
- **Immediate Post-Concussion Assessment and Cognitive Testing:** Miss Hall’s School is committed to the health, safety, and academic success of all its student athletes. The school strives to educate all community members on the prevention of head injuries and concussions and to provide a safe return to activity for all students after a head injury. To better manage concussions sustained by its student athletes, we use a software tool called ImPACT (Immediate Post-Concussion Assessment and Cognitive Testing). Each student, prior to the start of the sport season and with parent/guardian consent, completes baseline testing using the ImPACT program. If an athlete is believed to have suffered a head injury during practice or competition, results from the baseline and post-injury testing are used to help determine the severity of the head injury and the time when the injury has fully healed. The results from the ImPACT testing are reviewed by a licensed practitioner who specializes in managing concussions and interpreting ImPACT testing results. If a concussion is diagnosed, a plan is created for the student's athletics and academic activities. Students being followed by a licensed practitioner for a concussion are not permitted to resume either athletics or academics until cleared by that practitioner.
- **Jet Lag Policy:** Students returning to MHS from a distance greater than six time zones may have the option of missing afternoon athletics for the first two class days after the school break. The decision to excuse a student from an afternoon activity or junior varsity practice is made by the director of health and wellness or by a school nurse. Varsity athletes will not be excused unless permission is given by the coach or the director of athletics in consultation with the director of health and wellness or a school nurse.

### **Make-up Policy for Excused Absences**

Upon returning from an excused absence, the expectation is that missed classwork will be handed in within forty-eight hours of the student’s return. Students are asked to communicate with individual teachers about making these arrangements.

If a student is out for an extended period for illness, it is recommended that they meet with the dean of academics and faculty and the director of health and wellness to create a reasonable plan for reentry and to catch up on missed work.

### **2.6.3. Unexcused Absences**

Miss Hall’s School recognizes that in some instances, a student will choose to be absent for reasons that do not meet the criteria for excused absences. In these instances, absences will be counted as unexcused. In addition to missing valuable contact time with teachers and classmates,

## ACADEMIC PROGRAM

a student whose absence is unexcused also misses assignments—including homework, presentations, quizzes, and tests—that are then not counted toward the semester grade and in some instances are recorded with a grade of zero.

Despite the absence being unexcused, MHS allows students to take the absence. However, students with unexcused absences are not given the opportunity to make up missed work.

In anticipation of an unexcused absence, students must initiate the process and request permission in person from the director of academic counseling, the director of health and wellness, and/or one of the deans. The request process must be initiated at least seventy-two hours in advance of the planned absence so that all permissions are received and communication to teachers, dorm parents, coaches, etc., can be completed. An email to families, the student, and all relevant parties on campus will be sent out once all permissions have been received and approved to indicate the student's unexcused absence from campus.

The following conditions are applied to and/or constitute unexcused absences:

- Absences resulting from early departure or late return from vacation travel or weekends are unexcused. Families and students are asked to check the school calendar carefully in making travel and weekend plans.
- When students who are considering attending another school have exceeded the two allowed excused absences, additional days absent for school visits will be unexcused.
- Teachers are not responsible for providing extra instruction in the event of an unexcused absence.
- Unexcused tardiness is not tolerated. Three instances of lateness to a specific class, including athletics and afternoon activities, are recorded as one unexcused absence, or *cut*.
- Students who are ten or more minutes late to class also receive a cut. Each cut counts as one unexcused absence in the list of consequences below.

*Note: Students who cut class or are repeatedly late (late to class three times) will be expected to meet with their advisor and the dean of academics and faculty to discuss the reason for the repeated lateness or absence from class.*

The following sanctions apply to unexcused absences. Please note the difference between overall unexcused absences and unexcused absences in the same class:

### **Overall Unexcused Absences within a Semester**

- *First Unexcused Absence*
  - No credit for work due or missed

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- Advisor notified
- *Second Unexcused Absence*
  - No credit for work due or missed
  - Call home from the student (overseen by advisor)
- *Third Unexcused Absence*
  - No credit for work due or missed
  - Letter home from the student explaining the absences (overseen by advisor)
- *Fourth Unexcused Absence*
  - No credit for work due or missed
  - Letter home warning of meeting with Attendance Review Committee
- *Fifth Unexcused Absence*
  - No credit for work due or missed
  - Meeting with the Attendance Review Committee to evaluate the student's standing at Miss Hall's School

### **Same Class Unexcused Absences within a Semester**

- *First Unexcused Absence*
  - No credit for work due or missed
  - Advisor notified
- *Second Unexcused Absence*
  - No credit for work due or missed
  - .5 point credit loss in semester average (on a 100-point scale)
- *Third Unexcused Absence*
  - No credit for work due or missed
  - Additional .5 point credit loss in semester average (on a 100-point scale)
- *Fourth Unexcused Absence*
  - Meeting with the Attendance Review Committee for consideration of loss of academic credit for the semester

## **2.7. College Counseling**

While the college admission process can be time consuming and, at times, daunting, it is also an exciting journey that requires thought and planning from students, families, and the school. College counseling at Miss Hall's School is an ongoing process that begins as soon as a student is enrolled. All members of the faculty, serving as academic advisors, share in the opportunity to help a student plan an educational and extracurricular program that not only meets college acceptance requirements but also enhances the student's ability to do college-level work.

The world of college admission has changed dramatically in the past ten years. Colleges are flooded with applications, requests for financial aid have soared, and national rankings of

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colleges and universities only add to the anxiety many families feel when beginning the application process. What this means for families and students is that the college admission process must be fully understood and managed well for the outcome to be favorable.

Miss Hall's School's College Counseling Office exists to help families navigate this process. In addition to regular emails, newsletters, and other materials sent home from the College Counseling Office, college counseling presentations are held at MHS during family weekends. These include panel presentations, question-and-answer sessions, and time for parents to meet with their student's individual college counselor. As the college counseling process is truly collaborative, communication among families, students, and counselor is essential.

The formal College Counseling Program incorporates regularly scheduled individual meetings as well as group sessions that begin in the latter half of the junior year and continue through the senior year. Prior to the start of the second semester, each junior will be assigned to one of a small group of individual college counselors overseen by the director of college counseling.

During the junior year, following a specific and comprehensive college-counseling curriculum, individual meetings focus on course selection for the senior year; standardized tests; self-assessment; decision making; expectations for type, size, and location of a college; and the use of technology as a resource throughout the process. Research and reflection on possible college majors and discussions about issues of affordability are also included. Juniors are permitted to take two excused days during the spring semester to visit colleges. Visits must be scheduled and approved forty-eight hours in advance by their college counselor.

Students should make every attempt to complete their college visits during the summer before their senior year. If necessary, additional visits can be scheduled during Fall Long Weekend or the fall or winter vacations. Each senior is allowed a total of four excused days to visit colleges during the senior year. These four visits may be taken at any time during the year as long as all four absences do not occur during the same semester (with some exceptions). Visits must be scheduled and approved forty-eight hours in advance by the student's college counselor. All students requesting to take a college visit day must complete the appropriate paperwork and must follow the appropriate sign-out procedures. When a student leaves to make a college visit during the week, we expect that they will have an interview or participate in a formal program at the college. Miss Hall's School reserves the right to confirm an appointment prior to the visit.

In the fall of the senior year, seniors have regularly scheduled meetings with their college counselor to finalize their lists of colleges and to complete the admission process. These regular meetings are designed to help seniors complete their applications and prepare their essays as well as research financial aid and scholarship options. Additional meeting topics are related to leaving home and adjusting to college life. Seniors also have the opportunity to meet with college

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admission representatives who visit the campus every fall. During Fall Family Weekend, parents of each senior are encouraged to schedule an appointment with their student's college counselor to review their college list and address any college-related questions or concerns.

Students are asked to request recommendations from teachers in the spring before their senior year. Last-minute or rushed requests are strongly discouraged.

It is not unusual for colleges and universities to request midyear grades when an application is in process, particularly for early-decision applicants. Fall semester midterm grades are recorded in early November and, if requested, are sent to colleges at that time. Senior grades are recorded at the end of January and are sent out with each regular-decision application. All materials for which the school is responsible are sent to each college or university by January 1. If a college or university does not expressly request an update on a student's academic progress, the director of college counseling will decide, in consultation with the student, the parents, and the dean of academics and faculty, whether to send updated semester or midsemester grades.

Throughout the year, the College Counseling Office coordinates and often administers PSAT tests, SAT Reasoning tests, SAT Subject tests, ACT tests, Advanced Placement exams, and TOEFL tests. Materials pertaining to these important standardized tests are distributed to students throughout the year.

### **2.8. Reenrollment**

Reenrollment occurs in late February, when students in good standing are offered space for the next academic year. Some contracts may not be released due to concerns about a student's poor attendance, academic standing, citizenship, or lack of commitment or due to concerns about the family's overdue financial balance with MHS. Furthermore, Miss Hall's School reserves the right to decide not to offer reenrollment to a student whose parents have proved unwilling or unable to work in partnership with the school on their daughter's behalf. No student may run for elected office, register for classes, or select a room until the signed enrollment contract with deposit for the next academic year has been received by MHS. Current student families receiving financial aid have priority over incoming student families in the re-granting process as long as they meet all deadlines for submitting their financial information.

## **3. STUDENT LIFE PROGRAM**

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### **3.1. Student Leadership Opportunities**

### **3.2. Student Life**

### **3.3. Residential Life**

### **3.4. Dormitory Hours**

### **3.5. Day Students**

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The Student Life Program at Miss Hall’s School provides guidance, opportunity, and structure within and beyond the classroom so that students can become confident, independent, and influential young adults.

### **3.1. Student Leadership Opportunities**

Miss Hall’s School prides itself on the many leadership opportunities it offers its students. Major leadership positions are discussed below, with descriptions of the full range of leadership possibilities presented in the Student Leadership section of this handbook.

#### **3.1.1. Proctors**

Proctorship is honored at Miss Hall’s School. The seniors chosen as proctors play an important role in student life. Whether acting as friends, counselors, or role models, they help both new and returning students adjust to life at MHS. They are also responsible for managing a great deal of the day-to-day school leadership, including supporting faculty residents in managing life in the dormitories.

Dormitory proctors complete a check-in for the dorms every night and are fellow dorm residents. Day student proctors are appointed to provide leadership among and attend to the specific needs of our day student population. Proctors are often the most knowledgeable and informed citizens regarding student life. The entire community, both students and faculty, relies heavily on these students.

Workshops for prospective proctors are held in the spring and include training sessions, shadowing periods with current proctors, and individual interviews with members of the Proctor Selection Committee.

### **3.1.2. Student Council**

Miss Hall's School prides itself in the active role students take in advancing its mission, and it relies on the Student Council to act as the voice of the student body in effecting change and purpose in the community. The student leadership process begins in early spring with school leadership workshops, class nominations and elections, and Student Council nominations and elections. No students are allowed to apply or run for office unless they are reenrolled students in good standing with a clear commitment to MHS. Additional class representatives are elected during the opening weeks in the fall, giving students new to MHS an opportunity to run for and to vote for those vying for leadership positions.

## **3.2. Student Life**

### **3.2.1. Attendance**

Membership of any group requires all participants to be present and attentive whenever the group assembles. Part of being a responsible citizen includes punctuality, presence, and participation. All students are expected to be in attendance and on time for all announced school gatherings and for all meetings of smaller groups of which they are members. Student leaders are guided by their advisors to take attendance at required events and to submit attendance records to the dean of students.

Students who have unexcused absences from any three community, class, student life, or advisor meetings will receive a judicial citation. Students who have an unexcused absence from a major calendar event for which all students are required to be present, such as formal dinners, class retreats, and end-of-year ceremonies, will receive a judicial citation for each absence.

In anticipation of an excused absence, families of both boarding and day students must obtain permission from the director of academic counseling, the director of health and wellness, and/or one of the deans. A list of required events is sent home in the summer and also appears in the student's Google Calendar and on the school's website. In addition, the school's *Family Links* email reminds families of upcoming required events.

### **3.2.2 Cultural Passport Program**

With a "passport" to track individual participation, the innovative Cultural Passport Program encourages students to sample the cultural richness of the Berkshires, including programs hosted at MHS. All students are required to attend six cultural events annually, allowing them to broaden their experiences both as students and as global citizens. Two to four Cultural Passport events are offered each weekend, and they are either free or offered at substantially reduced



prices. Passports are periodically updated to show how many events a student has attended. The director of weekend activities keeps track of each student's participation.

### **3.2.3. Displays of Affection and Sexual Intimacy**

Students often feel a genuine affection for one another, and it is natural to want to express that affection. However, MHS seeks to provide a comfortable living and learning environment for all students, and some students may be uncomfortable with public displays of affection. Prolonged kissing or embracing, inappropriate touching, and other intimate behaviors are not permitted. Students engaging in such behavior will be counseled by the appropriate administrator, and parents will be contacted if necessary. Further disciplinary action will be taken if such behavior persists. This policy is effective for all school activities, including school trips, dances, and other events.

### **3.2.4. Dress Code**

The Miss Hall's School Dress Code allows students to display and develop their personal identities. For reasons related to safeguarding health and maintaining community standards, students are not allowed to alter their appearance in any way that the school determines to be harmful to them. Students are expected to know and apply the Health Services Rules and Regulations, found in the Health and Well-Being section of this handbook. The Dress Code, which follows below, also appears in the Appendices section of this handbook.

#### **General Dress Code Guidelines**

Students are expected to dress for the job they have that day. Examples of jobs include, but are not limited to, student, athlete, candidate, leader, ambassador, and presenter. Underwear, sleepwear, and swimwear are not outerwear and should not be worn outside dorm areas. Crop tops and short shorts are not allowed during the class day. Shoes must be worn at all times and must comply with safety guidelines when in science labs, workshops, and while participating in athletic events. Any clothing promoting drugs, violence, alcohol, sexually related products and activities, or other topics that could be considered offensive and contrary to the school's core values is not allowed.

Additionally, MHS requires students to comply with its professional-dress guidelines for specific days and events, such as Accepted Students' Day, guest-speaker events, and other special occasions. Students are informed of these occasions at community meetings and via email. Additional dress-code guidelines pertain to end-of-year events, including events during Commencement Weekend (see below).

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### **Athletics Attire**

Most sports and afternoon activities require special attire. Students should check with their individual coaches and activity leaders for specific information.

On game days, members of junior varsity or varsity teams may choose to wear clothing to promote team spirit during the class day. At the discretion of the coaches, team captains, and the director of athletics and auxiliary programming, uniforms may be worn to classes. Uncovered spandex shorts are not allowed, even if they are part of the team uniform. Sweatpants may be worn as long as they are either solid colored or Miss Hall's School sweatpants.

### **Commencement Attire**

Commencement is the school's most dignified and stately ceremony, and students' clothing should reflect that level of decorum. All questions regarding appropriate commencement attire should be directed to the various class advisors.

*Seniors* must wear either simple white dresses that are midcalf or ankle length or white pants/pantsuits. To reflect the diverse set of cultures and backgrounds in the community, the dresses and pantsuits must remain white-based, but may have embellishments, designs, patterns, or additions (such as sashes) that reflect the student's cultural identity. One-shoulder dresses are allowed, while strapless, backless, sheer, or off-the-shoulder designs are not allowed. Shoes should have a heel height that does not impede a student from walking comfortably.

Commencement dress should reflect the spirit of the ceremony, which is about academic, artistic, and athletic achievement and the successful completion of a college- preparatory program. All senior commencement attire, including any embellishments or additions, needs to be approved by the senior class coordinator by May 1. The senior class may vote to wear white caps and gowns.

*Juniors* must wear their senior blazers with white dresses shorter than those worn by the seniors and that comply with the Dress Code. As an alternative to dresses, senior blazers with pants/pantsuits are acceptable attire for juniors, with the prior approval of the junior class coordinator.

*Sophomores and ninth-grade students* must wear plain, simple, pastel-colored dresses that comply with the Dress Code. Dress straps must have a minimum width of one inch. As an alternative to dresses, pants/pantsuits are acceptable attire for sophomores and ninth-grade students, with the prior approval of the class coordinator.

### **Formal Attire**

In general, students are permitted to wear professional dress or more festive/formal clothing for formal dinners and other formal events. Students must be in compliance with all of the general

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Dress Code guidelines. In addition, sweatpants, blue jeans, distressed clothing, leggings, yoga pants, t-shirts, sweatshirts, and running or court shoes are not permitted.

### **Horizons Attire**

Horizons attire should follow the guidelines for professional dress. However, dress may be specified as otherwise by the director of Horizons or by a student's site supervisor. Students should dress for their Horizons job.

### **Professional Attire**

Students must wear professional attire when notified that a function or special occasion requires it. Professional dress means that students must be in compliance with all of the general Dress Code guidelines; in addition, sweatpants, blue jeans, distressed clothing, leggings, yoga pants, t-shirts, sweatshirts, and running or court shoes are not permitted. Seniors are permitted to wear unripped blue jeans with blazers on professional dress days.

### **Weekend Attire**

On weekends, students must follow the general Dress Code guidelines while being appropriately dressed as daily representatives of MHS. Members of the Social Committee, along with faculty chaperones, reserve the right to review attire as students prepare to depart from campus.

### **Dress Code Enforcement**

If any faculty or staff member or student proctor, in the role of job supervisor, notices a student not adhering to the Dress Code, that person will speak with the student directly and issue a judicial citation. If any students who receive citations have follow-up questions, they may direct them to the dean of students.

### **3.2.5. Electronic Devices Usage**

At Miss Hall's School, positive and meaningful connections are built through face-to-face interactions as well as via technology. MHS expects its community members to be mindful in their use of electronic devices.

Students may use personal laptops, desktops, tablets, cell phones/smartphones, and other electronic devices in their dorm rooms and other areas of the school, according to the school's guidelines for their use. The Electronic Devices Usage Policy applies to, but is not limited to, cell phones/smartphones, tablets, and laptops and is reviewed with students early in the fall. The success of this policy depends on the compliance of each student, day and boarding. The Electronic Devices Usage Policy, which follows below, also appears in the Appendices section of this handbook.

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Community members must adhere to the following Electronic Devices Usage Policy:

- During informal gatherings (classes, community meetings, group meetings, etc.), electronic devices, including headphones, will be used only if permitted by the gathering's convener. The convener will provide outlines for electronic device usage at the start of such gatherings.
- Electronic devices will not be used in the dining room (or other spaces where meals are taking place) during mealtimes.
- Electronic devices are to be used only for academic purposes during study hall.
- Phone calls by community members while traveling in vehicles are not permitted unless permission by the driver is granted.

If a faculty member or proctor notices a student not adhering to this policy, a judicial citation will be issued. Any follow-up questions may be directed to the dean of students.

### **3.2.6. Fire Safety**

A serious threat in any school is the potential for fire. At Miss Hall's School, every precaution is taken to prevent fires. Fire drills are held throughout the school year, and their intent is to prepare students in case a real emergency occurs. Fire drills are serious, and everyone's full cooperation is expected. At the beginning of the academic year, fire drill procedures are explained and practiced until buildings can be evacuated quickly and safely.

When the fire alarm sounds during the school day in a building, all students in that building are expected to adhere to the following protocol:

- Cross Athletic Center: Students leave the building as quickly as possible and gather in the Groves parking lot. The teachers or coaches take attendance of their respective classes or teams.
- Klein Arts Center: Students leave the building as quickly as possible and gather on the tennis courts, and teachers take attendance of their respective classes.
- Linn Hall: Students leave the building as quickly as possible and gather by the tennis courts. Resident students should gather as corridor groups, and day students should gather as one group. Faculty residents and proctors check attendance, and the director of residential life checks with them to verify that all students are accounted for.
- Main Building: Students leave the building as quickly as possible and gather by the tennis courts. Resident students should gather as corridor groups, and day students should gather as one group. Faculty residents and proctors check attendance, and the director of residential life checks with them to verify that all students are accounted for.

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- New Residence: Students leave the building as quickly as possible and gather by the tennis courts. Resident students should gather as corridor groups, and day students should gather as one group. Faculty residents and proctors check attendance, and the director of residential life checks with them to verify that all students are accounted for.
- Witherspoon Hall: Students leave the building as quickly as possible and gather by the tennis courts. Resident students should gather as corridor groups, and day students should gather as one group. Faculty residents and proctors check attendance, and the director of residential life checks with them to verify that all students are accounted for.

Students should remain calm and quiet. Once the fire department has given the all-clear signal, Campus Safety officers will inform faculty and students that everyone may return inside.

When the alarm sounds *in the evening or at night*, students should close room windows and turn on lights. Doors should be closed but remain unlocked. Students leave the building as quickly as possible through the nearest exit and are reminded to remain calm and to walk quickly, not run. Resident students and any visiting day students from the Main Building, Witherspoon Hall, and the New Residence should gather at the tennis courts and should arrange themselves by hall. Faculty residents and proctors take attendance and report to the director of residential life once all students are accounted for. The director of residential life communicates with this group to verify that all students are accounted for. Students should remain calm and quiet. Once the fire department has given the all-clear signal, Campus Safety officers will inform faculty and residents that everyone may return inside.

Students are reminded that the following guidelines have been established so that fire hazards can be avoided:

- Smoking in the dormitories or anywhere on campus is strictly forbidden and is a major violation of a school rule (see the Citizenship section of this handbook). Smoking in a dormitory room or in any other area of a school building may result in a student's dismissal from MHS.
- Candles and incense can be equally dangerous to the health and welfare of students and faculty in the dormitories and are forbidden.
- Virtually all appliances and special electrical gadgets, including but not limited to mini-fridges, coffee makers, hot pots, Crock-Pot-style cookers, rice cookers, popcorn poppers, non-LED string lights/holiday lights, and halogen lamps, are prohibited in student rooms. These items, if discovered, will be removed immediately and held until the student goes home.
- Draping anything over a light bulb, lamp, or any other light fixture is forbidden.

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There are smoke and carbon monoxide detectors throughout the school buildings. If an alarm sounds, the Pittsfield Fire Department always responds. Alarms can be triggered by steam, dust, and hair spray as well as by smoke. At no time should students tamper with any of the fire equipment in any campus building, including fire extinguishers, hoses, sprinkler systems, or smoke detectors. If students notice a problem with any of these items, they are asked to notify an adult community member immediately.

### **3.2.7. Personal Items**

Learning to keep track of personal items is a life skill practiced in high school. In general, the Miss Hall's School community is one in which there is a high degree of trust and respect, but it is important for students to learn to not leave personal items strewn about and unattended in public areas. We teach boarding students to develop the habit of locking their dormitory rooms when they are not there. Students are preparing for the larger setting of college life, where they will need to keep personal belongings safe.

If students are missing any of their belongings, we expect them to undertake a search by asking other students if they have seen the items. Furthermore, we expect that students will retrace their steps, thoroughly check their rooms, look in their lockers, return to where they last had the item, and check the lost-and-found areas, located on the first floor of the Main Building in the day student area, in the copier room in the library, and in the basement near the Technology Department. If a student is still unable to locate the item, the student should check with the Campus Safety Office, make an announcement during community meetings, or post a lost-item sign on Mira's Desk, the school community bulletin board. In most cases, missing items turn up quickly.

On the rare occasion when a student thinks an item may have been stolen, they should inform their hall resident/day student advisor immediately and complete an incident report with the Campus Safety Office.

### **3.2.8. Personal Safety**

Miss Hall's School takes seriously the safety of its students, faculty, and staff. Drills are held throughout the year to prepare the school community for possible instances of fire, intruder situations, and weather emergencies. The Campus Safety Office issues alerts when outside conditions warrant extra care, such as icy or wet walkways, and Campus Services personnel are alert to campus areas requiring attention from the school's facilities crew. Student Life programming provides periodic information and discussion around issues of personal safety, and school rules give the highest priority to student safety.

### **3.2.9. Required Events**

A comprehensive list of required events that fall outside the regular class day is distributed to all students and families at the start of the school year. A student who does not participate in a required event and who has not informed MHS that there is a conflict will receive an unexcused absence for the event and will be subject to disciplinary action. At times, an event is cancelled or a new event is added. The most up-to-date listing of required student events is posted on our website and in the student Google Calendar. Families will be reminded of upcoming required events in the *Family Links* email.

### **3.2.10. Sexuality Education**

Each class participates in age-appropriate sexuality education discussions at various times during the school year. Students are provided with information that empowers them to make healthy choices and to maintain personal respect and responsibility.

### **3.2.11. Valuables**

Students are asked not to bring costly items or valuable jewelry to campus. In addition, day students are asked not to bring large sums of money to campus. Large sums of money belonging to boarding students should be left in the Business Office for storage in the school safe until the funds are needed or can be deposited in a personal account. Difficult-to-replace documents, such as passports, visas, and I-20 forms, are to be given for safekeeping to the Campus Safety Office.

Students are expected to keep their rooms locked when unattended. When items that were not secured properly or were left in public areas around campus are missing, our options for retrieval of these items are limited. Students are also expected to respect the property of others. At no time should a student enter another student's room without permission. Furthermore, students who find items belonging to others should turn them in to the Campus Safety Office.

### **3.2.12. Weekend Activities**

Weekends at Miss Hall's School are times to relax with friends, explore area attractions in the Berkshires and beyond, and visit with friends at other boarding schools. Weekend activities are open to all students. The student-led Social Committee, advised by the director of weekend activities, meets weekly to plan events. Typical weekend activities include gatherings with other independent schools, trips to local museums, shopping excursions, athletics games at area colleges, Boston and New York City trips, baking on campus with faculty members, board games, bands in the Student Center, and much more.

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Regarding student attendance at demonstrations, marches, and protests, students are allowed to attend with their own families. If students bring upcoming demonstrations, marches, and protests to the attention of the Social Committee, weekend programming decisions will reflect student interests. Students must have written permission from a parent or guardian for each of these individual events. For safety reasons, MHS will have two adults attending for every ten attending students. Each event will be examined prior to any attendance, and the school will support all interests that align with its mission and core values, including opposing viewpoints. Note that students are not allowed to spontaneously attend demonstrations, marches, and protests even if a MHS community member is attending, given the need for written parental permission and for vetting of the event by school personnel.

Each weekend's activities are posted in the OD Office in the living room on the Thursday before the weekend. Students are asked to consider their options in advance and to sign up ahead of time in order to ensure the activity's proper planning and success.

Students are expected to show up promptly for the weekend activities they chose to attend. Attendance is taken before students leave campus, and students are asked to have at least one working cell phone/smartphone per group when they are attending an activity. When off campus at a school-sponsored event, students must travel in groups of two or more; no student may travel alone. Students may be subject to disciplinary action if they are unaccompanied by other MHS students.

### **3.3 Residential Life**

The dormitories at Miss Hall's School are more than just a place to sleep and study. They are homes to resident students and faculty, extended classrooms, and most of all, a community. The people who live on each hall work together to make the residential experience a positive one.

Each hall in the dormitories is staffed by a resident faculty member who assumes responsibility for the students on that hall. Resident faculty members provide a constant presence in the lives of all Miss Hall's School students and oversee all aspects of dorm life. They serve as mentors, supervisors, and at times, a comforting and helpful parental presence for a young adult living away from home.

The elements that go into making our dormitories pleasant and productive homes for boarding students and residential faculty members are many and varied. As the residential community seeks to create an atmosphere that allows each individual to play an important role in the day-to-day functioning of the dorms and halls, pertinent issues may be raised during proctor meetings, hall meetings, and resident faculty meetings, and adjustments may be made to residential life expectations as needed. Thus, the information in this section is general and evolving.



### **3.3.1. Bicycles**

School regulations for riding bicycles off campus are discussed in “Departures from Campus” in this Residential Life section. Students who bring bicycles to school are requested to secure them at all times; MHS cannot be responsible for bikes that are lost or stolen. We provide bicycle racks, but students are responsible for providing locks and chains for securing bikes. Bicycles may be stored at the school during the winter.

Commonwealth of Massachusetts law requires adolescents age sixteen and under to wear a helmet when riding a bicycle or using inline skates, roller skates, or a skateboard. We require all students to wear helmets when riding bikes or using inline skates, roller skates, or skateboards.

### **3.3.2 Car Permission**

Resident students may not have cars on or near campus for any reason. Students have permission to ride only in vehicles driven by school faculty or staff members, a current MHS parent, or a school-approved transportation company. At no time may a boarding student ride in a car driven by another student; at no time may a day student drive a boarding student. If a student is found in violation of this rule, they will be referred to the Student-Faculty Advisory Committee.

### **3.3.3. Community Weekends**

In order to facilitate smooth transitions into campus life and to build community cohesiveness, the school has scheduled various community weekends throughout the school year. Some of these weekends coincide with exams and with opening and end-of-year events. A separate schedule is issued to all students and families.

There is no overnight permission granted for boarding students on these dates. Day students are encouraged to participate in the school’s community programming scheduled during these weekends.

### **3.3.4. Departures from Campus**

A student may leave campus by car with a faculty member, parent, parent of another student, and others named on the student’s Social Permission Form. In all other instances, a student must have explicit parental permission to be driven off campus.

#### **Departures from Campus: Weekdays**

During the week, residential students may leave campus on walks, runs, or bike rides. On special occasions, a student may leave campus by car with a faculty member, parent, parent of another

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student, and others named on the student's Social Permission Form. Such departures are generally permitted between dinner and study hall or during the afternoon when the student is not assigned to an afternoon activity or athletics, and then only during afternoon activity/athletics hours. Given the busy daily schedule and the need to settle into life at MHS, boarding students whose families live locally should not make these departures a frequent practice.

While the school's acreage provides ample room for exercise, students who would like to run, walk, or bike off campus may do so if they adhere to sign-out procedures and follow other restrictions. In particular, please note the following:

- Students must sign out with the Campus Safety Office when leaving campus.
- Students may walk, run, or bike off campus during daylight hours only.
- Students are required to travel in groups of two or more.
- Students are not permitted to walk, run, or bike on or across the railroad tracks that border the school's playing fields.

For safety reasons, it is imperative that we know where students are at all times. Whenever students leave campus, it is essential that they sign out before they leave and sign in when they return. Students do not need to sign out when they are at a school-sponsored event where attendance is taken; this includes athletics games, scheduled weekend activities, and field trips. Sign-out cards are kept in the Campus Safety Office. Every student has their own sign-out card. Students may sign out and in only for themselves and for no one else. Boarding students must retrieve their cards at the front window of the Campus Safety Office and fill out the card in its entirety before leaving campus. When they return, they must sign back in again.

Evening off-campus permission is limited to Friday and Saturday evenings, with the exception of birthdays and senior privileges for dining out. For special occasions, such as birthdays, permission may be granted by the dean of students for a group of students to go out for dinner and return before 7:30 p.m. on a weekday night. All arrangements must be made before requesting permission, including submitting a list of all the participating students.

For students with permission to leave campus during the week or weekend using local commercial vehicles, Miss Hall's School has agreements only with Rainbow Taxi to transport students. Drivers of these commercial vehicles must come into the Main Building and sign students' sign-out cards in the presence of a Campus Safety officer. Students are responsible for directly paying the vendor the fee for these services at the time when these services are provided. A student must travel by school-approved commercial transportation or be picked up by a parent. All students are permitted to use only school-approved commercial transportation or to only ride in vehicles driven by faculty, staff, and parents of current MHS students. Students are not

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allowed to use ride-sharing services, such as Uber or Lyft, unless they are eighteen years of age and have received explicit parental permission in each instance.

### **Departures from Campus: Weekends**

Resident students who are not restricted to remaining on campus for academic or disciplinary reasons are allowed weekend leaves to their own homes, the homes of parent-designated hosts, and the homes of other students. The exceptions to this permission are during any of the community weekends (see “Community Weekends,” above), when no overnight permission is granted.

Students wishing to leave campus for the weekend must adhere to the following steps:

- Complete and submit an Overnight Permission Form to the dean of students by 5:00 p.m. on the Wednesday preceding the weekend.
- Receive an invitation from the weekend host by noon on the Friday preceding the week of the requested weekend departure. (This does not apply to students going to their own homes.)
- If not being driven home by their parent, have permission to leave and transportation confirmation from their parent by noon on the Friday preceding the weekend.

Students may leave campus for a weekend after their last commitments on Friday/Saturday have been met. If they are ninth-grade students, sophomores, or juniors, they must return to campus prior to 6:00 p.m. on Sunday (by 10:00 p.m. on Saturday if they are on a Friday overnight). For seniors, the return time is 9:30 p.m. on Sunday.

Students will not be given permission to leave and miss a class or athletics on a Friday in order to accommodate travel plans. If a student does miss a class or athletics on a Friday, MHS will consider that absence unexcused in accordance with our attendance policy. Athletics practices, games, and theater rehearsals are considered major commitments. Students who are members of interscholastic teams are expected to participate in all contests scheduled for Fridays and Saturdays before beginning any weekend departure.

MHS must have assurance that the parent/host will be in attendance for the duration of the leave. If students are traveling home for the weekend and their parents are not driving them, parents must contact the school and give detailed permission for the student to come home. Parents providing direct transportation must sign out the student when they depart from campus. No students are allowed to stay in a hotel while under the jurisdiction of MHS without having written permission from the parent or guardian.

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Once students have turned in the Overnight Permission Form, it is their responsibility to make certain that they have been given permission to depart before leaving campus. Leaving campus without permission from the dean of students can result in referral to the Student-Faculty Advisory Committee.

If students discover that, for valid reasons, they will be unable to return to MHS on time, they should call and advise the weekend OD (faculty/staff member on duty). Late returns without valid reasons or failure to notify MHS of a late return are subject to action by the dean of students, the Judicial Committee, or the Student-Faculty Advisory Committee. Returning to campus late is a serious matter. Excuses such as missing the bus are unacceptable and will result in unexcused absence status for commitments missed. Early departures or late returns from weekends or vacations are considered unexcused absences.

Students remaining on campus during the weekend may travel off campus for an unscheduled school weekend activity. Ninth-grade students, sophomores, and juniors must be back on campus no later than 10:00 p.m. on Fridays and Saturdays. Seniors must be back on campus no later than 11:00 p.m. on Fridays and Saturdays and 7:00 p.m. on Sundays. With each departure from campus, students must sign out with the OD, and they must travel with at least one other student.

Students who wish to leave campus together on Friday or Saturday evenings must remain together for the duration of the time off campus, and at least one member of each group must have a working cell phone with them and must leave their cell phone number on the sign-out card. If the group changes its location at any time during the evening, a student must call the school and let the OD know about the change. All students in the group must present themselves to the OD before they leave and again when they return. In addition, each student in the group must properly sign out and in on their own card. Failure to do any of the above may result in weekend permission restrictions or disciplinary action. All school rules apply to all students while off campus during the day or evening.

As is the case during the week, students who have been given permission to leave campus during the weekend using local commercial vehicles must use Rainbow Taxi for transportation. Drivers of these commercial vehicles must come into the Main Building and sign students' sign-out cards in the presence of a Campus Safety officer. Students are responsible for directly paying the vendor the fee for these services at the time when these services are provided. A student must travel by school-approved commercial transportation or be picked up by a parent. All students are permitted to use only school-approved commercial transportation or only ride in vehicles driven by faculty, staff, and parents of current Miss Hall's School students. Students are not allowed to use ride-sharing services, such as Uber or Lyft, unless they are eighteen years of age and have received explicit parental permission in each instance.

### **3.3.5. Food Delivery**

Students may order take-out food and have it delivered to MHS between noon and 10:00 p.m. on the weekends. Students are expected to order following the contactless process established by the Residential Life Team, register their order in the log at the Campus Safety window, and be waiting in the front hall prior to the arrival of the delivery person. Appropriate tipping practices should be followed, and if students are unsure of tipping policies, they should refer to the tipping information card they receive when they arrive at MHS or ask a faculty member or proctor about tipping protocol. Permission to order food during the week will be determined by an agreement between the Student Council and the Residential Life Team.

### **3.3.6. Guests**

Although parents of Miss Hall's School students may visit the school any time, they are not permitted to stay overnight in student housing. Students are allowed to host a guest on campus during the weekends. All guests are required to follow the school's safety and health protocols. Guests must be enrolled in high school and must adhere to the following guidelines while on campus:

- With the exception of a student's parents and, with the school's permission, other members of the student's immediate or extended family, guests of students are not permitted to visit with students at MHS between Sunday dinner and Friday before the end of afternoon activities and athletics. This includes guests of any gender and applies to day and boarding students.
- Students must have specific parental permission to host a guest. If that permission is not on file, the student is responsible for having their parent contact the dean of students or the weekend OD to give permission.
- Students may host only one school-age guest at a time. They must remain with their guest for the duration of the visit.
- Students on academic probation do not have permission to host school-age guests on campus or to meet with someone off campus.
- Given health and safety protocols, no guests may stay overnight.
- Male guests, including siblings, are permitted, with their MHS host, to be in the living room, the Student Center, and the sunroom. They may be in the Student Center with the understanding that other students have equal access to its use. Male guests are not permitted beyond the Main Building, nor are they permitted above or below the first floor of the Main Building. Students and their male guests are not permitted in classrooms, the library, or dormitory areas.
- Male and female guests may be on campus Friday evenings from 5:00 p.m. to 10:00 p.m.; Saturdays from 10:00 a.m. to 10:00 p.m.; and Sundays from 10:00 a.m. to 5:00 p.m.

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- Female guests are permitted in all areas of the school that are available to students only when accompanied by the student host. The host must complete the requisite paperwork no later than the Wednesday preceding the guest's arrival on campus.
- Dates of any gender are welcome to remain on campus until 10:00 p.m. on Fridays and Saturdays and on Sundays until 5 p.m. and may be present in the living room, the Student Center, or the sunroom. Dates are not permitted in dormitory areas.
- All guests must sign in with the OD upon their arrival on campus and sign out with the OD at the end of the visit. If high-school-age guests have driven to campus, they must leave their car keys with the OD for the duration of their visit.
- Students may host a guest for a weekend activity as long as they have given that person's name to the dean of students by the Wednesday preceding the event and written permission from the guest's parents has been emailed to the dean of students. Again, a host is expected to stay with the guest for the duration of the event.
- Students are responsible for the behavior and conduct of their guests while they are at Miss Hall's School or at a school-sponsored event. Student guests are expected to abide by MHS rules and regulations.
- Students may be driven off campus by a guest only with parental permission in each instance.

When MHS hosts events that are open to the public, guests of students are welcome to attend the events without following sign-in procedures. However, these guests are restricted to those areas on campus where the events are taking place.

### **3.3.7. Movies, Music, and Entertainment**

With access to streaming services and other entertainment modalities, students are nevertheless expected to use their time wisely and meet all academic and social commitments. Students may not watch movies, television shows, or other entertainment content during the study hall period (8:00p.m.-9:30 p.m.).

Students are free to listen to music any time in the dorms as long as the volume is reasonable, with sound not extending beyond a student's room. Respecting this rule is especially important during the class day, during study hall, and during exam periods. Resident faculty and/or proctors will ask students to lower music volume if it is disturbing others.

At no time may a student engage in illegal content downloading. If students are unsure of what is and what is not permissible, they should contact their faculty resident.

### **3.3.8. Pets**

Students are not allowed to have pets on campus, with the exception of fish.

### **3.3.9. Respect for Personal Space**

Students are expected to take responsibility for their belongings and are encouraged to lock their rooms when they leave them. In addition, students are not permitted to enter other students' rooms or borrow others' belongings without their permission. MHS is not responsible for the loss of personal possessions.

### **3.3.10. Rooming**

#### **Room Assignments**

Room assignments are made during the summer. Most returning students choose their roommates in the spring. Students who are dating or who were previously in a dating relationship may not room together. New student roommates are matched carefully, with attention given to the personality of the students and the needs of the school. All students receive notice of their hall and roommate assignments at the end of the summer.

#### **Room Damage**

At the beginning of every academic year, rooms are inspected and the current condition is noted. Before leaving at the end of the school year or when making a room change, each resident student and the faculty resident assess any room damage that might have occurred while the student occupied the room and determine any repair charges. Although rooms are expected to show normal wear and tear, students are held responsible for any notable damage they cause to their rooms and furnishings.

If something in a student's room breaks or becomes damaged, they should immediately alert the faculty resident or proctor. Prompt reporting will ensure that any necessary repairs can be made in a timely manner by the maintenance staff.

#### **Room Furnishings and Decorations**

Each room is furnished with the basics: a bed and mattress, a bureau, a closet or a wardrobe, a desk, and a desk chair. Most rooms will not accommodate many furniture additions, but students should provide a desk lamp (not halogen) for their rooms. All students must provide their own linens and pillows.

Making a dorm room feel like home is part of the fun of boarding. Students are encouraged to decorate their own rooms, using good taste and judgment. Any display promoting drugs,

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violence, alcohol, sexually related products and activities, or other topics that could be considered offensive and contrary to the school's core values is not allowed. MHS reserves the right to ask a student to dispose of any decorations that are inappropriate or excessive.

The use of nails, adhesive tape, or other sticky or puncture-type adhesive is prohibited. Use of these materials inevitably results in damage, and students will be fined accordingly. All rooms are outfitted with tack strips, from which decorations can be hung. This is the only place on a dorm-room wall where thumbtacks are permitted. Molding clips are available in the school store. Any cloth wall hangings must be hung by molding clips and may not cover electrical outlets or conduits. No paper or cloth may be used to cover light bulbs or lamps, and nothing should hang from the ceiling. Holiday or string lights are not permitted.

All rooms are assessed periodically by Campus Safety officers and members of the Residential Life Team to ensure that decorations do not result in room damage and are not hazardous. If room decorations do pose problems, students are expected to make changes.

### **Room Inspections**

For reasons of general health, orderliness, and consideration in rooming, students are expected to keep their rooms neat. Weekly room inspections occur at the discretion of the faculty residents. To identify and eliminate fire and safety hazards, Campus Safety officers and members of the Residential Life Team periodically assess all rooms to ensure compliance with safety regulations.

### **Room Keys**

Each resident student is given a room key at the beginning of the school year. All students are responsible for having their room key with them at all times and should remember to bring it when exiting their room. Students will be charged for replacement of lost keys.

### **Roommate Changes**

Although great care is given to assigning rooms and roommates, some arrangements work out better than others. Students with roommate difficulties should first attempt to resolve the situation by speaking with the roommate about the source of the difficulty. Proctors and faculty residents can be consulted to assist with negotiations and give advice on how a solution might be reached. In addition, the school counselor may be consulted. If such meetings are not successful, the student should then speak with the director of residential life. Although room changes are discouraged, there are times when this course of action is the only solution. However, room changes occur only after the first six weeks of school and only with the permission of the director of residential life.



### 3.3.11. School Vacations

Miss Hall's School designates break times during the academic year. These vacation travel times are Fall Break, Winter Break, and Spring Break. During these periods, the dorms and the dining room are closed. All students are required to leave campus during these three periods.

The dorms remain open during two shorter breaks, Fall Long Weekend and Winter Long Weekend, only for international students who wish to spend the weekend on campus. Supervision, food, and activities are provided, and an additional fee of \$300 is required from those students remaining on campus. Students who remain on campus for long weekends are expected to follow school rules at all times.

#### School Vacation Schedule

Please refer to the calendar on the school's website for the dates of school vacation (<https://www.misshalls.org/school-calendar>).

It is each student's responsibility to ensure that travel plans do not conflict with school commitments. Absences from school commitments on either end of a vacation period will be considered unexcused. Students should not plan to return to campus before dorms are scheduled to reopen, as above.

#### School Vacation Transportation

Except during the beginning of Fall Long Weekend, which directly follows Fall Family Weekend, Miss Hall's School provides school vacation transportation to and from Albany and Bradley/Hartford international airports as well as to and from designated drop-off and pick-up points for Boston and New York City-area international airports. MHS arranges transportation directly to and from John F. Kennedy International Airport (JFK) only at Fall Break, Winter Break, and Spring Break. The school does not provide transportation to any other airport or city.

**Albany airport:** Fall Long Weekend (return only), Fall Break, Winter Break, Winter Long Weekend, and Spring Break

- Start of break: The school will provide a shuttle for students on the day vacation begins that will leave campus at 3:30 p.m. Flights should be scheduled for 7:00 p.m. or later to ensure that all students arrive at the airport with sufficient time to check in for their flights.
- Return from break: MHS will provide a shuttle for students on the last day of a vacation and will pick up at the Albany airport no later than 6:00 p.m.
- Charge: The charge is \$65 each way if the student's transportation happens during the above times.

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- If families book flights scheduled outside of the above times, they are responsible for either arranging student transportation back to Miss Hall's School or for the entire cost of a school-arranged shuttle. In such cases, prices will vary.

### **Bradley/Hartford airport:** Fall Long Weekend (return only), Fall Break, Winter Break, Winter Long Weekend, and Spring Break

- Start of break: The school will provide a shuttle for students on the day vacation begins that will leave campus at 3:30 p.m. Flights should be scheduled for 7:30 p.m. or later to ensure that all students arrive at the airport with sufficient time to check in for their flights.
- Return from break: MHS will provide a shuttle for students on the last day of a vacation and will pick up at the Bradley/Hartford airport no later than 6:00 p.m.
- Charge: The charge is \$65 each way if the student's transportation happens during the above times.
- If families book flights scheduled outside of the above times, they are responsible for either arranging student transportation back to Miss Hall's School or for the entire cost of a school-arranged shuttle. In such cases, prices will vary.

### **New York City/JFK airport:** Fall Break, Winter Break, and Spring Break

- Start of break: The school will provide a shuttle(s) for students on the day vacation begins that will leave campus at 3:30 p.m. Flights should be scheduled for 10:00 p.m. or later to ensure that all students arrive at the airport with sufficient time to check in for their flights. MHS will also provide a shuttle(s) on the day after the day that Fall Break, Winter Break, and Spring Break begin. The dorms close at 12:00 p.m. that day, and the last shuttle will depart at that time.
- Return from break: The school will provide a shuttle for students on the last day of a vacation that will pick up at the JFK airport no later than 4:00 p.m.
- Charge: The charge is \$120 each way if the student's transportation happens during the above times and there are six or more students taking the shuttle.
- If families book flights scheduled outside of the above times or there are less than six students taking the shuttle, they are responsible for either arranging student transportation back to Miss Hall's School or the entire cost of a school-arranged shuttle. In such cases, prices will vary.

### **Boston/Logan airport:** Fall Break, Winter Break, and Spring Break

- Start of break: The school will provide a shuttle(s) for students on the day vacation begins that will leave campus at 3:30 p.m. Flights should be scheduled for 10:00 p.m. or later to ensure that all students arrive at the airport with sufficient time to check in for their flights. MHS will also provide a shuttle(s) on the day after the day that Fall Break,

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Winter Break, and Spring Break begin. The dorms close at 12:00 p.m. that day, and the last shuttle will depart at that time.

- Return from break: The school will provide a shuttle for students on the last day of a vacation that will pick up at Logan airport no later than 4:00 p.m.
- Charge: The charge is \$120 each way if the student's transportation happens during the above times and there are six or more students taking the shuttle.
- If families book flights scheduled outside of the above times or there are less than six students taking the shuttle, they are responsible for either arranging student transportation back to Miss Hall's School or the entire cost of a school-arranged shuttle. In such cases, prices will vary.

**Boston/Riverside T station (Newton, MA):** Fall Long Weekend (return only), Fall Break, Winter Break, Winter Long Weekend, and Spring Break

- Start of break: The school will provide a shuttle for students on the day vacation begins that will leave campus at 3:30 p.m. The shuttle drops students off at the T station at 333 Grove St., Newton, MA.
- Return from break: MHS will provide a shuttle for students on the last day of a vacation that will pick up at the T station at 333 Grove St., Newton, MA, at 3:00 p.m.
- Charge: The charge is \$110 each way.

**New York City/Lincoln Center:** Fall Long Weekend (return only), Fall Break, Winter Break, Winter Long Weekend, and Spring Break

- Start of break: The school will provide a shuttle for students on the day vacation begins that will leave campus at 3:30 p.m. The shuttle drops students off on 62nd St. between Columbus and Amsterdam avenues in New York City.
- Return from break: MHS will provide a shuttle for students on the last day of a vacation that will pick up on 62nd St. between Columbus and Amsterdam avenues at 3:00 p.m.
- Charge: The charge is \$110 each way.

Students are required to clearly communicate all vacation travel plans to the director of residential life by correctly filling out the required travel forms. Students should consider the travel time to/from the airports when they are making flight reservations. Travel times are as follows:

Destination	Travel Time from MHS
Albany airport	+/- 1 ¼hours
Hartford/Bradley airport	+/- 1 ½hours
Boston/Logan Airport	+/- 2 ½hours
New York City-area airports	+/- 3 ½hours

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Please contact the director of residential life with any questions.

### **3.3.12. Sleepovers**

Given health and safety protocols, students may not have sleepovers in the rooms of other MHS students. Day students have designated day student rooms in which they may stay. They may not have sleepovers in the rooms of other students.

### **3.3.13. Summer Storage**

The school partners with All Campus Storage (ACS) to provide summer storage and shipping services to all interested students. This is a convenient process and a safe and appropriate environment for storing personal belongings. Information regarding costs is sent to families during the second semester. Additional information about summer storage is available from the director of residential life.

### **3.3.14. Weekend Restrictions**

MHS reserves the right to limit a student's weekend activities. In consultation with a student's advisor, teachers, and parents, the dean of academics and faculty or the dean of students may restrict students to remaining on campus if they have work outstanding, have failed to attend a required school function, or have not met their academic commitments successfully. In some cases, weekend restrictions are the result of a judicial consequence. Any such restriction serves to cancel any conflicting weekend plans.

## **3.4. Dormitory Hours**

### **3.4.1. In-Room Time**

In-room time at the end of the day is when all students must be in their rooms for the rest of the night. On Sunday through Thursday, in-room time for all students other than seniors is 10:00 p.m. and for seniors is 10:30 p.m. On weekends, in-room time is 11:30 p.m. for all students. Students are asked to complete all their assignment gathering, showers, and visits to the Health and Wellness Center prior to in-room time. Seniors, while remaining in their respective dorms, may visit another senior's room between 10:00 p.m. and 10:30 p.m., Sunday through Thursday. With the exception of proctors, seniors are not permitted in the rooms of ninth-grade students, sophomores, or juniors during these half-hour periods. No student may leave their room after in-room time, other than to use the bathroom.

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In the morning, students may be out of their rooms, but remaining on their hallway, starting at 6:00 a.m. They should remain in their dorms until 6:30 a.m.

A student might be assigned a 9:30 p.m. in-room time if found out of their room after 10:00 p.m., found in another student's room during study hall, or found in violation of other minor dorm rules. ("Minor Rule Violations" in the Citizenship section of this handbook provides additional examples of dorm infractions.) If a faculty member gives an early in-room time to a student, that student is required to stay in their room from 9:30 p.m. until the next morning, leaving only to use the bathroom. The student is not permitted to have any visitors in their room.

### **3.4.2. Lights Out**

All ninth-grade students have lights out at 11:00 p.m., except during exams. In addition to having their room lights off, these students are expected to be off their electronic devices at this time.

### **3.4.3. Quiet Hours**

While everyone is asked and expected to act responsibly regarding noise disruption in the dorm, students are required to be particularly sensitive and cooperative at two specific times during the day. First, all students must maintain quiet during study-hall hours (between 8:00 p.m.-9:30 p.m. Sunday through Thursday). Second, quiet is also required beginning at 9:30 p.m. each day, Sunday through Thursday. Resident students should begin to settle down for the night and be respectful of those who are studying or sleeping. All students are expected to return to their rooms by in-room time in order to check in with their respective proctors.

### **3.4.4. Weekly Schedule**

#### **Early Morning (Monday through Friday)**

- Breakfast is served Monday through Friday from 7:30 a.m. to 8:30 a.m. Students are encouraged to eat breakfast.

#### **Study Hours (Sunday through Thursday)**

- The start of study hall is at 8:00 p.m. All students should be in place and working. Resident faculty will do a face-to-face check-in with all students at this time.

#### **Late Night (Sunday through Thursday)**

- At 10:00 p.m. all students except seniors should be in their rooms. Seniors are expected to be in their dorms. Proctors check in all students at this time.

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- All ninth-grade students have lights out at 11:00 p.m., except during exam periods. All these students are expected to be off their phones and other electronic devices at this time.
- Seniors' in-room time begins at 10:30 p.m.

### **Late Night (Friday and Saturday)**

- Check-in by the faculty for all students on campus begins at 10:00 p.m. Check-in locations are communicated to students at the start of each school year and updated as needed.
- Students must be in their respective dorm by 11:00 p.m. and may not leave the building after this time.
- Weekend in-room time is 11:30 p.m. At this time, resident faculty members check the dorms to ensure that all students are in their rooms and that the dorm's common room is empty.

## **3.5. Day Students**

Day students are encouraged to become involved in as many aspects of MHS community life as possible. One of the advantages of attending a boarding/day school is the many opportunities available after the academic day ends. Furthermore, it is through a day student's involvement in afternoon, evening, and weekend activities that friendships are made.

The day student advisor is one of the best resources for day students. This advisor, along with the day student proctors, has suggestions for involvement in extracurricular activities and can answer questions about anything related to community life. There are several informative day student meetings throughout the school year to discuss day student issues.

### **3.5.1. Absences**

If a day student is ill and cannot attend classes, a parent or guardian must contact MHS prior to 8:00 a.m. to explain the absence. Please contact the office of the administrative assistant to the deans at (413) 395-7249 or the Health and Wellness Center at (413) 395-7074. Parents may also send an email to [boconnor@misshalls.org](mailto:boconnor@misshalls.org). A voice-mail message should be left if there is no answer. A day student may not call or email the school herself.

If MHS is not informed about an absence by a parent or guardian, the absence will be considered unexcused. A doctor's note is required when a student is absent for three consecutive days or longer. In all cases of a student's absence from MHS, it is the student's responsibility to ask for and collect homework assignments.

### **3.5.2. Attendance for Day Students**

Day students are expected to arrive on campus in time for their first morning school commitment and are free to leave after their last commitment of the day has been met (usually athletics). Although we recognize that the MHS break schedule may not match vacation schedules of siblings or parents, we cannot excuse students for vacation time beyond what has been included in the school's academic year. We will not excuse students who leave for vacation with their families while MHS is in session.

### **3.5.3. Beyond the School Day**

The Miss Hall's School community encourages its day students to remain on campus after the academic day has ended. All day students are welcome to stay on campus for evening meals and study hall. Day students are also encouraged to participate in all weekend activities. In order for faculty on duty to be aware of their presence, day students are required to check in with the OD Office in the living room when they are on campus after 5:30 p.m. on a school night and when they arrive on campus during the weekend.

### **3.5.4. Community Weekends**

To facilitate smooth transitions into campus life and to build community cohesiveness, MHS has scheduled various community weekends throughout the school year. Some of these weekends coincide with exams and with opening and end-of-year events. While attendance at community weekends is not required for day students, they are strongly encouraged to participate in our community programming scheduled during these weekends.

### **3.5.5. Day Student Dorm Rooms**

Specific dormitory rooms are reserved for shared use by day students. Day students may use these rooms for storing their clothes, extra books, and whatever else they may need during the school day. All day students have access to these spaces and are encouraged to decorate and individualize them. MHS does not provide any extra furnishings for these rooms beyond a bed, a mattress, a bureau, a closet or a wardrobe, a desk, and a desk chair. Day student rooms will be closed to student use if they are not kept clean. Although MHS does not provide keys for these rooms, lockable storage space is available for day students in the locker rooms at the Cross Athletic Center.

### **3.5.6. Day Student Locker Room**

The day student locker room is located in the Thompson Humanities Wing in the Main Building. This area provides additional unlocked storage for day student use; locked book lockers are available for boarders and day students alike in the adjacent book locker room in the Main Building.

### **3.5.7. Departures from Campus**

When day students are on campus during the week or on weekends and wish to go off campus to walk, run, or bike, they must be accompanied by another student and must sign out on their sign-out cards. Sign-out cards are kept in the Campus Safety Office and must be filled out completely before they are given to the Campus Safety officer. Every student has an individual sign-out card. Students may sign out and in only for themselves and for no one else. Day students who need to leave during the academic day for an appointment and have plans to return to campus must also sign out.

### **3.5.8. Driving and Parking**

Day students who drive to campus must ensure that their car is registered with Campus Safety so that the school has a record of the vehicle. Upon arrival at MHS, day student drivers must leave their keys on the key board in the Campus Safety office. Failure to turn in one's car keys may result in the temporary loss of a student's permission to drive onto campus. All day students must park their cars in the parking lot behind Witherspoon Hall.

Once day students have driven onto campus for their classes, they are expected to remain on campus until all commitments for the day, including athletics and afternoon activities, have been met. Day students may drive to and from school with their parents or siblings, in carpools with other Miss Hall's School families, or, if licensed drivers, with other MHS day students who have parental permission to do so on file. At no time during the school year may a day student drive a boarding student who is under the jurisdiction of MHS, including when the boarding student has been given permission for an overnight visit at the day student's home. These regulations are intended as much for the protection of student and parents as for the protection of the school. Day students attending MHS-sponsored activities are expected to take school-provided transportation and may not transport themselves.

### **3.5.9. Guests**

With the exception of a student's parents and, with school permission, other members of immediate or extended family members, guests of students are not permitted to visit with



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students between Sunday dinner and Friday before the end of afternoon activities and athletics. This includes guests of all genders and applies to both day and boarding students. However, on occasion, day students who would like to host a guest during the school day are permitted to do so with permission from the dean of students, with each request evaluated independently.

Guests of day students who will be in attendance during a Miss Hall's School-sponsored weekend activity must be registered by their student hosts with the dean of students by 5:00 p.m. on the Wednesday preceding the activity. Each student is permitted to invite one guest. When MHS hosts events that are open to the public, guests of students are welcome to attend the events without following sign-in procedures. However, those guests are restricted to the areas where the events are taking place.

### **3.5.10. Inclement Weather**

The school's expectation is that if inclement weather precludes travel, classes will occur online through the Zoom platform. In these situations, students will be notified by email and text (when applicable). This information will also be posted clearly on our website. In cases when local schools are closed and Miss Hall's School remains open, day students and their parents should use their own judgment regarding the safety of driving to MHS. If a family cannot transport a student to the school because of weather conditions on a day MHS stays open, a parent should call to report the student's absence. Please contact the office of the administrative assistant to the deans at (413) 395-7249; parents may also send an email to boconnor@misshalls.org. A voice-mail message should be left if there is no answer. Day students may not call or email the school themselves to report an absence.

### **3.5.11. Medical Appointments**

Routine medical and dental appointments, both for boarding and day students, should be made during school vacations or after the school day. If a student must miss time during the school day for a medical appointment, a parent/guardian must contact the Health and Wellness Center at least forty-eight hours in advance of the appointment so that the absence will be recorded as excused. Day students are not allowed to leave campus to drive themselves to appointments without parental permission sent to the dean of students.

### **3.5.12. Overnights**

Day students are welcomed and encouraged to stay overnight on weekends. To do so, they should complete a Day Student Overnight Form no later than 5:00 p.m. on the Wednesday preceding the stay. Permission from a parent and the dean of students is required for the stay to be approved. Due to health and safety concerns, day students may stay in a day student room

## STUDENT LIFE PROGRAM

only and should check with the dean of students' office to learn to which room they have been assigned. Students who are dating may not stay overnight in the same room.

As a courtesy to day student families, day students may request permission to stay overnight in a dorm during the week for special circumstances. Such situations include when road conditions are hazardous, when a student will be arriving back on campus late after a school outing, when parents are traveling and need the student to stay on campus, and when a student is involved in campus activities and events that run late into the evening.

For weekday stays, notification to the dean of students and permission from a parent must be obtained no later than the end of the academic day of the stay. Day students must sleep in a day student room and should check with the dean of students' office to learn to which room they have been assigned. As for weekend stays, students who are dating may not stay in the same room.

A day student who needs to stay overnight for more than three consecutive nights (i.e., Sunday through Thursday) will be charged \$30 per night. Once a day student has stayed overnight for a total of thirty school nights per academic year, whether or not paying the \$30 fee, the fee for all remaining overnights is \$80 per night.

### **3.5.13. Phones**

There are phones available for student use on lower floors of the Main Building, the Klein Arts Center, and the Cross Athletic Center. Office phones are not for student use without the permission of faculty or staff. Day student use of cell phones/smartphones must adhere to our policy on electronic devices (see the Electronic Devices Usage Policy in the Appendices section).

### **3.5.14. Temporary Boarding**

Occasionally, due to unusual circumstances, a family may wish to have a day student board temporarily on campus. The school will accommodate these requests whenever possible. Fees for such stays are arranged through the Business Office.

## 4. CITIZENSHIP

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### 4.1. Disciplinary Guidelines: Intent and Expectations

#### 4.2. Minor Rule Violations (Judicial Committee)

#### 4.3. Major Rule Violations (Student-Faculty Advisory Committee)

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### 4.1. Disciplinary Guidelines: Intent and Expectations

The school's purpose in defining and enforcing rules is to create an environment that is safe, comfortable, and healthy for all those who attend and work at MHS. Our school community is varied, including people of diverse races, religions, national or ethnic backgrounds, sexual orientation, gender identity, and political perspectives, and its members may from time to time disagree with one another's ideas and behavior. The school seeks to assure the rights of all to express themselves in words and actions, as long as they can do so without infringing upon the rights of others or without violating standards of good conduct or public law. Furthermore, our property and reputation need to be protected. Not only do we have a moral responsibility to maintain standards of behavior, we also have a legal responsibility to enforce the laws of the United States and the Commonwealth of Massachusetts as well as local laws.

Miss Hall's School does not give students protection from the consequences of violations of federal, state, and local laws. Public authorities may act independently to investigate and prosecute any such violations. When students are charged with legal violations committed either on campus or off campus, the school may also impose disciplinary consequences. If MHS determines that a student is a potential threat to the personal safety or security of individuals while any investigation or public prosecution is ongoing, we may impose appropriate restrictions, up to and including suspension and without prejudice to the student's record, until the conclusion of the court case.

All students enrolled at Miss Hall's School also are expected, while under the jurisdiction of the school, to observe the rules and guidelines as outlined in this *Miss Hall's School Student-Family Handbook 2021-2022*. It is important for students to understand that when rules are broken, the trust and confidence in the community is compromised. Furthermore, we expect our students to avoid the scene of a wrongful act and to know that they may be held accountable if they are present while wrongdoing by others is occurring. Standing by and taking no action when one has reason to believe that peers are engaged in wrongdoing will almost certainly result in a disciplinary response. Whereas we do not expect that every student will be able to confront wrongdoing when it occurs, we do expect students to be able to share their concerns with an adult, be that adult a parent, a teacher, or other school community member.

#### **4.1.1. Parental Cooperation**

Adolescents are easily confused when families and teachers send conflicting messages about behavior. By signing the enrollment contract, parents agree to fully support both the school's disciplinary guidelines and their daughter's adherence to those guidelines. In addition, we expect parents to disclose information that may be pertinent to their student's health and safety while at MHS. Furthermore, Miss Hall's School reserves the right to dismiss a student or to decide not to offer reenrollment to a student whose parents have proven unwilling or unable to work in partnership with the school on matters of discipline or the health and safety of their student.

#### **4.1.2. School Jurisdiction**

A student is considered to be under Miss Hall's School's jurisdiction at all times when the school is in session unless the student is under the direct supervision of their own parents. Any time a day student is off campus in the presence of a boarding student, they are responsible for adhering to all MHS rules and policies.

A student is under school jurisdiction when traveling to and from the school, participating in school-sponsored trips, and when temporarily off campus. *Any time a student's behavior is brought to our attention, whether or not under school jurisdiction, we reserve the right to investigate any violation of school rules and follow through with disciplinary action.*

#### **4.1.3. Separation from School**

In the case of a student's permanent separation from the school prior to graduation, written permission from the head of school is required in advance before this student may return to campus for any reason.

Should a student leave MHS prior to the end of the academic year, their personal belongings must be removed from MHS within three days of their departure. If parents are unable to pack and remove belongings, we will pack the belongings for a fee charged to the family's account, and boxes will be shipped COD. This will be completed within three days of a student's departure, provided that all monies owed the school have been paid and that MHS has the correct shipping address. All such arrangements must be made with the dean of students by the day of the student's departure from MHS. The student's Mira Card will be deactivated, and all keys must be returned at the time of departure or the family will be charged for replacements. MHS cannot support students academically after they have withdrawn or been dismissed.

#### **4.1.4. Disciplinary Actions**

Miss Hall's School expects students to exercise good sense and to follow school rules. However, when students make poor decisions and/or violate the school's rules or guidelines, we will determine consequences, at our discretion, that are appropriate for the severity of the actions and the degree to which they violate the school's core values.

A primary purpose of disciplinary consequences is to help the student learn and grow from their mistakes. MHS does not attempt to describe every act or violation that may subject a student to disciplinary consequences. Rather, we reserve the right to make determinations on a case-by-case basis. If, in the judgment of the head of school, the interests of MHS are best served by immediate dismissal, a student may be immediately dismissed/separated from the school. The head of school determines the length of time for all disciplinary actions and consequences.

For any disciplinary situation, there is a range of possible consequences that the school may impose at its discretion, up to and including immediate dismissal/separation from MHS. These consequences are discussed in the paragraphs that follow.

##### **Disciplinary Caution**

A student who has demonstrated poor judgement and broken major school rules and policies may be given a written disciplinary caution. The Student-Faculty Advisory Committee (SFAC,) dean of students, dean of academics and faculty, or head of school may assign specific consequences on a case-by-case basis.

##### **Disciplinary Warning**

A student who has demonstrated poor judgement and broken major school rules and policies may be given a disciplinary warning. A student will be on this warning status for a specified period of time, during which they may lose some privileges. The SFAC, dean of students, dean of academics and faculty, or head of school may assign specific consequences on a case-by-case basis. A student on disciplinary warning status who commits subsequent violations may face more serious consequences.

##### **Disciplinary Probation**

A student who has demonstrated poor judgement and broken major school rules or policies may be placed on disciplinary probation; in addition, students on disciplinary warning status who commit violations may be placed on probation. A student will be on probation for a specified period of time, during which they will lose some privileges. This may include a shift in weekend permissions, removal from leadership positions, and other consequences. Students who commit violations while on probation will face more serious consequences.

### **Disciplinary Suspension**

When a student's violations are serious and demonstrate a lack of adherence to the school's core values, the student may be placed on disciplinary suspension for a period of time as determined by the head of school. In addition, students who violate the school's rules and policies while on probation may be suspended. Suspended boarding students may be confined to certain areas of the school and prohibited from going to classes and activities/athletics; suspended boarding students may also be sent home to serve their suspension. Suspended day students will not be allowed to attend classes, participate in activities/athletics, or come to campus without permission. Students who miss classes while suspended will be responsible for keeping up with their academic work; they may communicate with teachers and possibly complete assessments under the supervision of teachers or advisors.

MHS may specify counseling or other steps for the student to take in order to return to school. A student who returns from disciplinary suspension will be placed on probation for a specified period of time. In addition, students who have been suspended will be responsible for reporting the suspension on those college applications that inquire about disciplinary actions. While MHS will offer guidance and support in communicating with colleges about disciplinary matters, it is the student's responsibility to be truthful and complete. If the disciplinary suspension comes as the result of multiple major rule violations or of a major rule violation while already on disciplinary probation status, the suspension becomes part of a student's permanent school record.

### **Separation from School**

When a student's actions are serious, demonstrate a disregard for the school's core values, and/or are potentially harmful to self or others, they may be separated from the school. In addition, students who violate school rules or policies while on probation or who have been suspended previously may face separation from MHS. A separation becomes part of a student's permanent school record.

### **No Retaliation Policy**

Any student who makes complaints or brings charges against another student for violation of the school's rules or guidelines, including complaints regarding sexual misconduct, harassment, or discrimination, may not be subjected to retaliation of any sort, either verbal, physical, cyber, or any other form of retaliation. A student who retaliates against another student in violation of this rule will be subject to disciplinary action.

#### **4.1.5. Room Searches and Drug/Alcohol Screening**

Miss Hall's School reserves the right to conduct room searches under carefully supervised conditions when strong suspicion of possession of stolen articles, drugs, alcohol, or other illicit

or illegal material exists. With cause, random room searches may occur at any point throughout the school year. MHS also reserves the right to request a drug/alcohol screening when a student's behavior indicates an incident of substance abuse or a pattern of abuse.

#### **4.2. Minor Rule Violations (Judicial Committee)**

The Judicial Committee oversees situations involving minor rule infractions that occur primarily in the dormitories. Student membership on the committee includes the vice president of the Student Council, the secretary of the Student Council, and an elected representative from each class. In the case of repeated offenses by the same student, the committee may recommend that the matter be referred on to the Student-Faculty Advisory Committee.

A student's responsibilities and actions for a minor school violation are discussed between the committee and the student on a per-violation basis. This allows the student an opportunity for reflection, for a voice in the matter, and for personal growth. A student's follow-through will be relevant to the individual infraction, will recognize their role as an important member of the MHS community, and will foster their skills as a mentor to others. Minor offenses for which a student may receive a judicial citation include, but are not limited to, the following:

- Being late for evening check-in
- Using inappropriate language
- Being openly disrespectful to a teacher, staff member, or any member of the community
- Not adhering to the Electronic Devices Usage Policy
- Being out of one's room after in-room time
- Refusing to comply with the Dress Code
- Returning late from a weekend without permission
- Disregarding library quiet study-space rules

#### **4.3. Major Rule Violations (Student-Faculty Advisory Committee)**

The Student-Faculty Advisory Committee hears cases involving major rule infractions. The committee membership includes the dean of academics and faculty, the dean of students, a faculty member, and six students who are elected by the student body and approved by the deans and the head of school.

While not meant to be an inclusive list, the following paragraphs describe what MHS considers serious violations of its standards of conduct. Those who commit such violations are subject to disciplinary action that may include any and all of the following:

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- Disciplinary probation
- Loss of any or all leadership roles, including but not limited to elected and/or appointed leadership, athletics leadership positions, and other roles that serve as examples to the student body
- Immediate disciplinary suspension or dismissal from Miss Hall's School

Reenrollment for students on disciplinary probation may be delayed until issues are resolved and there is evidence that reenrollment is in the best interest of the student and the school.

### **4.3.1. Acceptable Use of Technology Resources Policy**

Students have ready access to email and the internet throughout MHS through dedicated ports and wireless access. Use of technology resources is regarded as a privilege and entails certain responsibilities. At the start of the academic year, all students are asked to review and sign the School's Acceptable Use of Technology Resources Policy (see the Appendices section). In doing so, students accept responsibility for the appropriate use of our technological resources as well as for the information accessed through them. Abuse or misuse of this privilege includes, but is not limited to, the following:

- Purposely accessing, displaying, collecting, posting, or distributing sexually explicit or racially or similarly offensive images or text
- Using an electronic or photographic image of another person, including but not limited to another student or adult member of the MHS community, in any medium without the permission of that individual
- Failing to maintain electronic professionalism within the school community and with outside individuals
- Failing to credit internet-accessed materials used in academic work (see "Academic Integrity and Honesty" in the Academic Program section)
- Permitting or having knowledge of another person posting an image or text depicting an MHS student violating a rule or policy

### **4.3.2 Behavior Toward Others**

Rude, disrespectful, abusive, intimidating, or threatening behavior toward any member of the school community, any individual at a Horizons site, or any service provider (such as cab drivers or bus drivers) is forbidden. Hazing, harassment, or bullying of any kind, including cyberbullying, is also strictly forbidden. This handbook's Appendices section includes policies on harassment prevention, sexual harassment prevention, and bullying intervention and prevention as well as the Commonwealth of Massachusetts law regarding hazing.



### 4.3.3. Discriminatory Conduct

At Miss Hall’s School, we insist that all community members demonstrate respect for each other through words and actions. The inherent safety, dignity, and equality of all students and other community members is foundational to our school’s mission and our commitment to fostering an inclusive community. Consistent with this commitment, any written or spoken language or behavior, including both in person and online spaces (email, text, social media), that degrades, intimidates, or threatens a member of our community is not permitted and will not be tolerated. Further, it is not permitted to engage in any unwelcome or unwanted conduct relating to any of the *protected classes* (defined below) that has the purpose or effect of unreasonably interfering with an individual’s experience at MHS by creating an intimidating, hostile, humiliating, or offensive environment.

While it is not possible to list all circumstances that may constitute violations of this policy, the following are some examples of conduct that may constitute a violation, depending on the totality of circumstances and including the severity of the conduct and its pervasiveness.

- Culturally insensitive language or derogatory slurs, phrases, or “jokes”
- Language that could be considered offensive and/or contrary to the school’s core values
- Discriminatory language that implies inferiority based on identifiers, including but not limited to race, sex, religion, skin color, national origin, age, ancestry, sexual orientation, mental and physical ability/disability, gender identity and/or expression, genetic information, citizenship status, marital status, familial status, or status in any group protected by federal, state, or local laws (the *protected classes*)
- Posting an image or video that includes culturally insensitive content and/or that creates an intimidating, hostile, humiliating, or offensive environment.

We recognize that there is a difference between language or actions that are malicious or hateful by intent and those that stem from ignorance or unrecognized implicit bias. Therefore, to address the latter, Miss Hall’s School is committed to providing ongoing cultural competency education for all community members that includes, but is not limited to, the history of hate speech, the impact of microaggressions and culturally insensitive or offensive language, and a clear explanation of this policy. All efforts, when applicable, to redress offensive and/or insensitive language and behavior are made through a restorative-justice lens.

### 4.3.4. Fire

It is forbidden to have open flames or other burning items in any school building. This includes lighted candles, burning incense, and cigarettes and other smoking devices. Tampering with fire alarms, fire extinguishers, sprinkler systems, or emergency lights is also forbidden. Students may

not be in possession of lighters, matches, candles, incense, or other similar items that are commonly used in private homes.

#### **4.3.5. Honesty**

Honesty is expected at all times in the work, speech, and behavior of each student. Lying, cheating, and plagiarism are violations of the Academic Integrity and Honesty Policy (see “Academic Integrity and Honesty” in the Academic Program section of this handbook).

#### **4.3.6. Alcohol, Marijuana, and Illegal Drugs**

The possession, use, or sale of alcohol, marijuana and marijuana-derived products, and illegal drugs, including prescription drugs not issued to the possessor, is forbidden for all MHS students.

#### **4.3.7. Personal Safety and Safety of Others**

While instances of self-harm are mitigated by health and counseling services and are not considered disciplinary, any activity that jeopardizes or threatens to jeopardize a student’s personal safety or the safety of others is forbidden. Such activities include, but are not limited to, the following:

- Inflicting or threatening to inflict physical harm on oneself or others
- Violating another student’s personal space and engaging in unwanted physical contact
- Leaving one’s dormitory after 10:00 p.m. on school nights (after 11:30 p.m. on weekend nights) and before 6:30 a.m. without permission from a resident faculty member
- Making unapproved, unrecorded, or falsely stated departures from campus
- Violating off-campus and driving permission procedures, including such instances as when a student rides with an unauthorized driver or a day student drives a boarding student
- Being in an unauthorized area on the Miss Hall’s School campus or any other school campus
- Having instruments used for tattooing and/or piercing in one’s possession and/or utilizing such instruments to tattoo or pierce oneself or others
- Having anything that could be considered a weapon in one’s possession
- Creating security risks through violation of campus security procedures
- Hitchhiking

#### **4.3.8. Prescription Drugs, Over-the-Counter Drugs, and Herbal Remedies**

The possession of any prescription drug, over-the-counter drug, or herbal remedy by a boarding or day student is forbidden unless approved by a nurse in the Health and Wellness Center. All such medication must be kept in the possession of the school nurses and administered per orders by a licensed prescriber or as needed.

#### **4.3.9. Respect for Miss Hall's School**

Students are expected to respect school property and Miss Hall's School's reputation and to refrain from any behavior on or off campus that would embarrass the school community.

#### **4.3.10. Respect for Property**

Stealing of any kind, including fraudulent use of others' credit cards or other forms of electronic payment, and/or causing the deliberate destruction or defacement of school or personal property are forbidden.

#### **4.3.11. Smoking**

Smoking anywhere on campus or while under the school's jurisdiction is forbidden. Given the increased danger to self and others, a student caught smoking in a school building risks being dismissed from MHS immediately. The no-smoking policy includes a prohibition against the use or possession of cigarettes, snuff, chewing tobacco, pods, electronic cigarettes, juuls, vaporizers, and any other nicotine or marijuana delivery systems. Students who smell of cigarette or marijuana smoke or who are in the company of other students who are smoking risk disciplinary action. Students who violate this rule may be required to participate in an educational program designed by Health and Wellness Center staff or to enroll in a smoking cessation program chosen by MHS at the expense of the student's family.

## 5. STUDENT LEADERSHIP

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### 5.1. Elected School Leadership

### 5.2. Appointed School Leadership

### 5.3. Student Clubs

### 5.4. Student Ensembles

### 5.5. Student Publications

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## 5.1 Elected School Leadership

**Student Council** serves as a liaison between the students and the school administration. Operating with responsibilities defined in a community-written constitution, the Student Council provides the student body with an open forum through which recommendations are made to the head of school on matters pertinent to school life. Through the work of the Student Council, students play a significant role in the advancement and operation of MHS. The officers of the Student Council are the top elected leaders of the school and play a major role in all parts of school life.

**Class officers** are elected each spring, with officers from the ninth-grade class elected in the fall. The president and vice president from each class and class representatives elected in the fall all serve on the Student Council.

**Athletic Association members** assist the director of athletics and auxiliary programming in organizing and supervising the school's sports activities, both interscholastic and intramural. Association membership includes the Athletic Association heads, Blue-Gold team captains, and representatives from each class (elected in the fall).

**The Diversity Coalition** meets weekly with the dean of equity and inclusion. The coalition is composed of student heads as well as leaders from the school's essential coalitions and elected representatives from each class (see "Student Clubs" in this Student Leadership section).

**Social Committee members** meet every week, with Social Committee heads and the director of weekend activities leading the meetings. The committee is composed of elected representatives from each class who help plan the events offered for the weekends. Members generate new ideas and have both a willingness to talk to classmates about their interests and an interest in participating in the weekend events.

## 5.2. Appointed School Leadership

**Admission Ambassadors** assist the Admission Office with prospective family tours, open houses, class visits, phonathons, and other admission events.

**Bigs** are students who have volunteered to play an important role in the life of new students at Miss Hall's School. Whether acting as friends, mentors, or role models, they make the transition to MHS smoother and are an integral presence in the life of new students. Both students and faculty rely on these students.

**Judicial Committee members** hear and address minor disciplinary infractions that occur during the year. The group meets weekly and is led by the vice president and the secretary of the Student Council. An elected representative from each class also serves on the committee.

**Peer tutors** in math and science provide academic support to students in math and science courses, ranging from the introductory level through Hallmark courses. Students are nominated as potential science and math peer tutors by their classmates, teachers, or themselves and are led by a team of experienced tutors. Training and support are provided for peer tutors throughout the academic year.

**Proctors** are seniors chosen to play an important role in student life. Whether acting as friends, counselors, or role models, they help both new and returning students adjust to school life. They are also responsible for managing a great deal of the day-to-day leadership, including life in the dormitories in support of faculty residents.

**Student-Faculty Advisory Committee members** hear disciplinary matters involving major school rule violations and forward their recommendations to the head of school. The students appointed to this committee are chosen on the advice of students and faculty and are selected for their fair-mindedness and maturity.

## 5.3. Student Clubs

### 5.3.1. Essential Coalitions of Miss Hall's School (Diversity Coalition)

**The Diversity Coalition** (DivCo) consists of three student organizations that have been identified as *essential* to the school and works to foster inclusion, belonging, and courageous conversations among all students. These three organizations, which together make up the Miss Hall's Diversity Coalition, are Essence, the International Student Alliance (ISA), and Spectrum. DivCo heads (juniors/seniors) and DivCo class representatives are elected each year to together

## STUDENT LEADERSHIP

organize diversity programming, cross-cultural dialogue, and action work in partnerships with heads of the essential coalitions and other MHS students.

Unlike other clubs that are entirely driven by student interest, the Diversity Coalition remains active regardless of membership size and student-leader interest. DivCo is advised and supported by the dean of equity and inclusion and by the diversity, equity, and inclusion coordinator.

**Essence** is a student club devoted to the creation of harmony among all students, regardless of race and ethnicity. All members of the MHS community (students and adults) are welcome to participate in Essence Club meetings, activities, and events.

**The International Student Alliance (ISA)** is a club made up of students from countries around the world (including the US) represented in our student body. Throughout the year, ISA organizes cultural programs, hosts international meals, and facilitates globally centered discussions.

**Spectrum** is a club devoted to supporting students on the LGBTQIA+ spectrum and to the creation of harmony and inclusion among all students. All members of the MHS community are encouraged to participate in Spectrum meetings, activities, and events.

**Affinity Groups** are gatherings of students and/or adults who share a common identity or experience. Groups can be formed around a shared racial/ethnic identity, religious/faith-based affiliation, for members of the LGBTQIA+ community, and/or other shared experiences—around adoption or neurodiversity, for example. Groups meet regularly throughout the academic year, led by an adult and/or student facilitator.

### 5.3.2. Academic Clubs of Miss Hall’s School

Academic clubs are clubs whose members are inspired by and enjoy the same classroom subject and wish to explore it further. Students are able to hone their academic skills in these clubs while they gather with like-minded others. Clubs are formed each year depending on student interest, and previous years’ clubs have focused on art, chemistry, ceramics, drama, film and photography, French, science bowl, STEAM, and more.

### 5.3.3. Interest and Action Clubs of Miss Hall’s School

Interest and action clubs allow students with similar interests to gather and discuss topics of interest. Through these clubs, students follow their passions and inspire the school community. Past clubs have focused on anime, astronomy, board games, business, cooking, current events, debate, design, Japanese language and culture, step and street dance, reading, and more.

#### **5.3.4. Student Ensembles**

**Grace Notes** is a student-selected and student-directed a cappella group that sings popular and classical songs. Membership in Grace Notes, which is determined by the group through spring auditions, is an honor.

**Instrumental ensembles** are organized to encourage students to explore their musical talents. In the past, there have been rock and jazz bands, recorder groups, and wind and string ensembles. These groups perform at school events and occasionally at other schools.

**Technical Theater** is open to anyone interested in set design, construction, lighting, and backstage work. Participants learn skills and techniques and construct sets in the workshop.

The **Theater Program** puts on several productions each year. No prior experience is necessary, and auditions are open to all students.

**Vocal Ensemble** is a singing group that is open to all students. The group performs at a number of school events and participates in an annual coordinated concert with other area schools.

#### **5.3.5. Student Publication**

**Hallmark** is the Miss Hall's School student-designed and edited yearbook. Creating the yearbook is a year-long process that requires the time and creative talents of many students, providing them with an opportunity to display their photographic and other artistic talents.

## **6. HEALTH AND WELL-BEING**

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### **6.1. Health Services Rules and Regulations**

#### **6.2. Communicable Disease Policy**

#### **6.3. Counseling Services**

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Health services are provided through the school's Health and Wellness Center, located on the second floor in the Main Building. A nurse is on duty days and evenings, with an abbreviated schedule of clinic hours on weekends. A nurse is always on duty for all home athletics games. During times when the nurse is on call and not in the Health and Wellness Center, students needing assistance should contact the faculty member on duty or the late-night resident on duty.

The Health and Wellness Center staff provides care for students who visit the center for reasons of acute or chronic illness, medication administration, injury, and follow-up care. In addition to providing basic medical services, our health-care professionals serve as a resource for health information and education. Families are encouraged to contact the staff with any health concerns they may have or with any updated information regarding health conditions as they arise during the school year.

### **6.1. Health Services Rules and Regulations**

#### **6.1.1. Health Information**

Each year, families are required to complete or update their student's health and medical information via SchoolDoc, a secure, web-based student medical-record system. No student will be allowed to participate in any preseason sport or preterm leadership activities, begin classes, or join any other school activity until all this information is completed and uploaded to the student's SchoolDoc account. MHS adheres to standards regarding the confidentiality of all medical and health information. However, in fulfilling its responsibilities in loco parentis, MHS may be required to share confidential information on a need-to-know basis with adults in the school community in order to promote a student's health, safety, and academic progress.

Miss Hall's School requires that all students have a medical insurance policy. Proof of insurance coverage must be received by the Health and Wellness Center before students may move into their dorm room or participate in any school activities.

A physical examination form, completed by the student's primary-care provider or other licensed medical practitioner, is to be submitted annually for each student. This procedure is mandated by



the Commonwealth of Massachusetts and is meant to ensure students' physical health and well-being. Students are not permitted to participate in athletics activities until these forms have been reviewed and accepted as complete by the Health and Wellness Center. These records permit health and wellness personnel to render treatment and, when necessary, to release pertinent information to facilitate health care. All students' medical records must be kept current.

### **6.1.2. Immunizations**

Per Massachusetts school immunization requirements, all students must provide proof/documentation of having received the following vaccinations: hepatitis B, tetanus, diphtheria, pertussis, polio, measles, mumps, rubella, and varicella (see General Laws of Massachusetts, Chapter 76, Section 15). Also, MHS requires that all students receive one dose of quadrivalent meningococcal vaccine or that a waiver be completed and signed. If immunizations have not been administered prior to school entry, they will be scheduled here, with the cost assumed by families. Families should note that the US Center for Disease Control recommends the annual flu vaccine for all individuals over six months of age. This vaccine can be accessed through the student's primary care physician.

MHS strongly encourages all students to get vaccinated against Covid-19. Research shows that widespread vaccination is the best way to ensure the health and safety of our community. The school can help to facilitate vaccination for students who do not have access to this in their home countries. Parents/guardians must sign a waiver allowing MHS to coordinate this vaccination. Students who are not fully vaccinated when they arrive on campus will be required to provide a negative Covid-19 test result from up to seventy-two hours prior to arrival. Unvaccinated boarding students will quarantine for up to seven days, until they receive a negative test result from on-campus testing at least five days after arrival. MHS will keep students and families informed of any changes in requirements related to Covid-19 as guidance from the federal, state, and local levels evolves.

### **6.1.3. Medications**

A student arriving at Miss Hall's School with prescribed medications must check in with the Health and Wellness Center. Each medication must be in the original prescription bottle, properly labeled, and accompanied by a written order that is signed by a licensed medical practitioner. All prescription medication for students must be kept in the Health and Wellness Center and will be administered only by health and wellness staff or designated personnel.

As stated in this handbook's "Major Rule Violations" in the Citizenship section, the possession by a student of any prescription drug, over-the-counter drug, or herbal remedy is forbidden. Exceptions include inhalers for allergies or asthma, oral contraceptive pills, epinephrine delivery

systems for potentially life-threatening allergies, or single doses of emergency medications, all of which must be approved by a nurse before a student may have them in their possession. Students are not permitted to share any medication. Day students who take any medication during the school day must follow the same procedure as boarding students, which requires that all medications be administered from the Health and Wellness Center.

#### **6.1.4. Medical Appointments**

Miss Hall's School maintains a continuing relationship on a referral basis with specialists in allergy, dentistry, dermatology, gynecology, internal medicine, neurology, nutrition, ophthalmology, orthopedics, and psychiatry. The Health and Wellness Center can provide parents with a list of local health professionals, enabling parents to make personal contact and financial arrangements in order to facilitate continued treatment for their student.

All of a boarding student's medical, psychological, and emergency dental appointments need to be made through the Health and Wellness Center. Any student who misses class to go to a medical appointment must check in with the Campus Safety Office when leaving campus and fill out the appropriate paperwork. On return to campus, the student must check in again at the Health and Wellness Center in order to be excused from the missed class.

In most instances, transportation to and from medical appointments arranged through MHS will be handled by Rainbow Taxi. Families assume the cost of this transportation. A student must travel by school-approved commercial transportation or be picked up by a parent. All students are permitted to use only school-approved commercial transportation or only ride in vehicles driven by faculty, staff, or parents of current Miss Hall's School students. Students are not allowed to use ride-sharing services, such as Uber or Lyft, unless they are eighteen years of age and have received explicit parental permission in each instance.

Routine doctor and dentist appointments, both for boarding and day students, should be made during school break periods or after the school day. If a student must miss time during the school day for a medical appointment, a parent must contact health and wellness staff at least forty-eight hours in advance of the appointment so that the absence is recorded as excused. Day students are not allowed to leave campus to drive themselves to appointments without parental permission sent to the dean of students in advance.

#### **6.1.5. Head Injuries**

Miss Hall's School is committed to the health, safety, and academic success of all our student athletes. We strive to educate all community members about the prevention of head injuries and concussions and to provide a safe return to activity for all students after a head injury. To better

manage concussions sustained by our student athletes, we use a software tool called ImPACT (Immediate Post-Concussion Assessment and Cognitive Testing). Each student, prior to the start of their sport and with parent/guardian consent, completes baseline testing using the ImPACT program. If a student athlete is believed to have suffered a head injury during practice or competition, results from the baseline and post-injury testing are used to help determine the severity of head injury and the time when the injury has fully healed. The results from the ImPACT testing are reviewed by a licensed practitioner who specializes in managing concussions and interpreting ImPACT testing results. If a concussion is diagnosed, a plan is created for the student's athletics and academic activities. Students being followed by a licensed practitioner for a concussion are not permitted to resume either athletics or academics until cleared by that practitioner.

#### **6.1.6. Restrictions and Prohibitions**

The possession, use, or sale of alcohol, marijuana and marijuana-derived products, and illegal drugs, including prescription drugs not issued to the possessor, is forbidden for all MHS students. When a student's work, behavior, or demeanor suggests the possibility of use of these substances, MHS reserves the right to request that the student give consent to urine/blood drug and alcohol screening. Should a student refuse, the testing will take place only if a physician deems it a medical necessity. A student's refusal to consent to testing, however, may lead to suspension and may jeopardize their enrollment.

Tongue piercing and the wearing of tongue rings and tongue posts are prohibited. These activities put students at risk for infection, including HIV, and for physical injury, including injury that results from swallowed rings or posts.

MHS assumes no responsibility for follow-up care for elective cosmetic procedures such as tattooing or piercing. These procedures may not be done by or for students on school property by another student or professional. Such procedures and the follow-up care they require must take place at home and under the supervision of a parent or guardian.

Under Commonwealth of Massachusetts law, no person under age eighteen may use a tanning device. Such use is only permitted for older students with parental permission.

Products commonly referred to as energy drinks (beverages that contain more caffeine than sodas do and that also may contain taurine, vitamins, herbal supplements, and sugar or artificial sweeteners and that are marketed to improve energy and to promote weight loss, stamina, athletic performance, and concentration) have been documented to have serious adverse effects on adolescents. Furthermore, those adverse effects can become life threatening when consumed by

someone taking certain medications. Therefore, students will not be permitted to have these drinks on campus or while under our jurisdiction.

### **6.1.7. Illness and Emergencies**

All students who are excused from classes for medical reasons are expected to remain in the Health and Wellness Center or, with permission from a nurse, to convalesce in their rooms. Any day student who becomes ill while on campus should immediately report to health and wellness staff for evaluation. Day students who are unable to attend classes and/or commitments after arrival on campus are to return to their homes as soon as parents are notified and transportation can be arranged.

If an extended illness occurs, the student's parents or guardians are expected to arrange for the student to recover off campus. The student should be excused to leave campus by the Health and Wellness Center. While the student is away, their parent must periodically update the health and wellness staff regarding the student's condition and anticipated return date. Upon the student's return, student and parent must check in with health and wellness staff before the student returns to classes or to the dorm. At this time, the parent gives the staff member an update on the student's condition, including the doctor's orders and a list of all medications. The student may return to classes after medical clearance documentation indicates they will be able to participate fully in school programs.

Health and wellness center staff will always try to contact parents or guardians of a student who is seriously ill or injured or in need of surgery. Parents should notify the dean of students of any plans for extended travel so that if the need arises, staff will be able to reach them quickly.

### **6.1.8. Reproductive Health**

MHS protocols regarding reproductive health care have been developed in accordance with Commonwealth of Massachusetts regulations and are on file with the director of health and wellness, the dean of students, and the school counselor. A student under eighteen years of age, although a minor, may give consent to certain medical treatments without the permission of a parent or guardian. Parents and students may ask for a copy of the school's policies regarding minors' access to confidential reproductive health care in Massachusetts.

## **6.2. Communicable Disease Policy**

If students develop a communicable disease, they remain isolated until medically cleared. If they live within a reasonable distance from MHS, it is expected that they will remain at home for the duration of their illness.

### **6.3. Counseling Services**

On-site school counselors are available to meet with students and to consult with faculty regarding issues of mental and emotional health. Students may seek counseling support for reasons including school or boarding adjustment, peer issues, family challenges, feelings of depression or anxiety, help with managing emotions, identity issues, disordered eating, and more. The school counselors encourage students to inform their parents when counseling services are being accessed, and they welcome communication with parents when they have questions or concerns. The counselors are bound by the rules of confidentiality and duty to warn as outlined by their professional code of ethics.

Students may also be referred to mental-health professionals, outside the school community, who require parental consent. Ongoing counseling services are billed directly to families at an hourly rate as established by that provider.

If a student's mental health needs require care beyond what the Health and Wellness Center can provide, or if the safety of the self or others is at risk, the student may be asked to leave MHS for a specified length of time in order to receive treatment and support in a different setting. This includes self-injurious behavior, which is regarded as serious and which may necessitate a nondisciplinary temporary or permanent separation from MHS.

## 7. SCHOOL FACILITIES AND SERVICES

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### 7.1. Facilities

### 7.2. Services

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## 7.1. Facilities

### 7.1.1. Athletics Facilities

Students are encouraged to be active throughout the school year. Our many athletics facilities—Anne Meyer Cross Athletic Center, Thatcher Family Gymnasium, Humphrey Aerobics Room, Humphrey Fitness Center, Cook Family Team Room, Susan P. O’Day ‘77 Softball Field, Class of ’57 Field, tennis courts, and additional playing fields—are all available for student use when not occupied by teams and afternoon activities. In order to use the Fitness Center, students must sign in with the Campus Safety Office and may work out only when accompanied by one or more students.

### 7.1.2. Day Student Locker Room

The day student locker room is located in the Thompson Humanities Wing in the Main Building. This area provides additional unlocked storage for day student use; locked book lockers are available for boarders and day students alike in the adjacent book locker room in the Main Building.

### 7.1.3. Dormitories

Boarding students are housed in one of our three dorm buildings: Main Building, Witherspoon Hall, and New Residence. Resident faculty also live in these dorms and provide important support and resources to boarding students. Rooms for day student use, including overnight use, are located in the Main Building dorm.

### 7.1.4. Gazebo

Located pondside on a grassy slope near the Klein Arts Center, the gazebo serves as a place for inspiration and quiet contemplation or as a gathering spot for small groups.

### **7.1.5. Greenhouse**

The Ara West Grinnell Greenhouse provides an oasis of warmth and greenery during the Berkshire winter and serves as a Horizons site for ninth-grade students, who each year grow plants in the greenhouse and sell them at a much-anticipated community plant sale in the spring.

### **7.1.6. Health and Wellness Center**

Located on the second floor of the Main Building, the Health and Wellness Center provides care for students who visit for reasons of acute or chronic illness, medication administration, injury, and follow-up care. The center is staffed by school nurses and counselors. Additional information regarding the center can be found in the Health and Well-Being section of this handbook.

### **7.1.7. Humanities Wing**

The Terry Thompson '64 Humanities Wing is the academic classroom space in the Main Building. Newly refurbished and renovated, it provides collaborative classroom space for the school's humanities departments.

### **7.1.8. Humes Euston Hall Library**

The Humes Euston Hall Library is a popular gathering place for quiet collaboration and study. The collection includes more than twelve thousand volumes, subscriptions to approximately thirty databases, and two robust eBook collections. The library is open from 6:30 a.m. to 10:30 p.m. Sunday through Thursday and 6:30 a.m. to 11:30 p.m. on Friday and Saturday. (see "Library Resources" in the Academic Support section for additional information about the library).

### **7.1.9. Klein Arts Center**

The Elizabeth Gatchell Klein Arts Center houses the Woods Theater and additional spaces for theater, art, ceramics, and photography as well as various other teaching and event areas. Students may use the building throughout the day and evening to work on projects or to congregate with friends.

### **7.1.10. Linn Hall**

Linn Hall is our interdisciplinary academic building, home to the School's Mathematics and Science departments, its STEAM initiative, Horizons (the Jeannie Norris Horizons Studio), and

the Department of Engineering and Technology Innovation. The building includes state-of-the-art science laboratories; a high-tech laboratory (the Grace Murray Hopper Innovation Lab) for animation, robotics, and innovation; classrooms; project rooms; and collaborative workspaces for faculty and students. In addition, its common area and smaller nooks provide students with opportunities for individual relaxation and study.

#### **7.1.11. Living Room**

Given its central location in the Main Building and its warm, inviting atmosphere, the Patsy Manley Smith '55 Living Room is a popular area in which both faculty and students like to sit and relax. The room contains historic furnishings from the school's earliest period, and students should use the room responsibly and take special care to maintain its beauty. Food is not permitted in the living room.

#### **7.1.12. Lockers**

Students, both day and boarding, are assigned lockable book lockers where they may keep materials and books needed for classes. These are located in the Main Building between the Thompson Humanities Wing and Centennial Hall. Lockers in the Cross Athletic Center also provide locking storage for students, and additional unlocked storage is available for day students in the day student locker room.

#### **7.1.13. Mira's Desk**

Mira's Desk is the community bulletin board located outside Centennial Hall and is within the purview of Student Council. Common information posted includes a listing of birthdays, club meeting announcements, and reminders of special schedules.

#### **7.1.14. Music Practice Rooms**

Practice rooms available for music students to use during their free time. The Expressive Arts Department encourages students to make use of these rooms as often as they like, keeping in mind that because there are many students using these spaces, it is necessary to keep them neat and clean. Each room has a bookcase where music can be stored. All stored music should be piled neatly on a shelf and should include the student's name so that music is easily identified and will not get lost. Students should refrain from practicing before 10:00 a.m. on Saturdays and Sundays.



### **7.1.15. Quad**

The quad is a scenic spot by the pond where the community gathers occasionally for special meetings, picnics, Blue-Gold days, and other events. Students often eat lunch or read in this peaceful outdoor area.

### **7.1.16. School Store**

The school store is located in the garden level of the Main Building. Hours are posted at the start of the school year. Students may use their Mira Card for most purchases, and those students who receive a weekly allowance may pick it up at the school store. The following are examples of some the items available for purchase:

- Clothing: t-shirts, sweatshirts, hats, etc., with the MHS logo
- Personal-care items: toothpaste, toothbrushes, deodorant, etc.
- Food: chips, candy, water, vitamin water, cookies, etc.
- School supplies: pens, notebooks, binders, planners, etc.
- Laundry supplies

### **7.1.17. Senior Garden**

The Class of 1965 Senior Garden is located at the heart of the Main Building with access from the sunroom. Each year the senior class determines how and when this space will be utilized by the community.

### **7.1.18. Student Center**

The Student Center, located in the Main Building, is open throughout the day. Although students are not permitted to watch television until after the school day has ended, they are permitted to listen to music, study, and relax in and enjoy this facility throughout the day as schedules permit. As is the case with any school facility, students are expected to keep this area neat and clean. Food and drinks are allowed, but students are asked to pick up after themselves.

### **7.1.19. Sunroom**

A bright spot on even an overcast day, the Craig M. Ferguson Sunroom provides a space for students to gather to talk and study together without the quiet restrictions of other study spaces. In addition, the walls of the sunroom often feature changing displays of student artwork and photography.

## **7.2. Services**

### **7.2.1. Academic Skills Center**

Located inside the Humes Euston Hall Library, the Leonhardt Academic Skills Center (ASC) assists students with their coursework and offers help in reading, writing, math, and study skills. Additional information regarding the ASC can be found in “Academic Skills Center” in the Academic Support section of this handbook.

### **7.2.1. Campus Safety**

Miss Hall’s School takes the safety of its community seriously. In addition to campus coverage by Campus Safety officers twenty-four hours a day, seven days a week, MHS has a safety system in each building. All exterior doors are locked at all times, and school community members can gain entry into the buildings only with the use of their electronic keys.

Students are required to support all our safety protocols. Exterior doors must not be propped open. When not in their dorm rooms, students are expected to keep rooms locked and keys secure. Students are asked not to open any exterior door to visitors. Visitors are required to use the Main Building’s front door and are admitted by the Campus Safety Office.

### **7.2.3. Dining**

Courtesy is the key in dining room behavior, and students are expected to be responsible and respectful. Dress for breakfast and lunch Monday through Friday is the same as required for the classroom. Casual dress is permitted at all dinners, unless otherwise noted, and throughout the weekend. Meal hours are set at the beginning of each academic year.

Meals can be enjoyed in the dining room or outside at a picnic table or Adirondack chair. Other than for these dining options, food, except for whole fruits, is not allowed outside the dining room. Students who order out for a meal or a snack are welcome to use the dining room or Student Center, but they may not eat in the living room. Students are expected to clean up after themselves and to return plateware, glassware, and flatware to the dishroom when a meal is completed.

We welcome families to join their student for a meal during special events to which families have been invited. These include Fall Family Weekend, opening and closing weekends, and Commencement Weekend. We ask that families and other guests not eat in the dining room during the regular academic week and on weekends unless specific permission has been given by

the dean of academics and faculty or the dean of students. In all instances, guests are asked to sign in with the Campus Safety Office.

#### **7.2.4. Email Accounts**

Each student is assigned an individual email account at the beginning of the academic year. Teachers, coaches, and advisors use this system as a method of conveying news, information, and assignments. Students are asked to check their MHS email accounts daily. Students also are expected to maintain professionalism in all communications on behalf of MHS, both within the school community and with outside individuals (see the Acceptable Use of Technology Resources Policy in the Appendices section).

#### **7.2.5. Google Calendar**

The student Google Calendar details all the events for the year. Students are expected to review the calendar frequently throughout the year. Calendar updates and changes as well as upcoming special events are outlined.

#### **7.2.6. Laundry**

Each dormitory is outfitted with washing machines and dryers for students to use at no cost. The washing machines are equipped with detergent. There is an ironing board on each floor of all dormitories. For a fee, students also have the option of using the services of E & R Laundry. Students electing to purchase this service drop off and pick up their laundry at the school store on a weekly basis. Information about this service and its fees is sent to families during the summer and is available by request from the Business Office.

#### **7.2.7. Mail**

All students, including day students, are assigned a mailbox, located outside the Business Office. Students are asked to check their mailboxes regularly for mail, school notices, and publications. Lock combinations are provided at the opening of school. Students should not entrust their combinations to other students or ask them to pick up their mail.

Generally, incoming first-class mail is delivered to these boxes Monday through Friday, shortly before noon. On the weekend, all mail and packages are delivered to the Campus Safety Office. Outgoing mail is picked up from the front hall at 9:30 a.m., Monday through Friday. To receive mail, students should use the following as their address:

## SCHOOL FACILITIES AND SERVICES

Student Name  
Student Mailbox Number  
492 Holmes Road  
Miss Hall's School  
Pittsfield, MA 01201

Packages to be sent via the US Postal Service as parcel post are accepted at the school store during the hours it is open. Small packages and letters sent as first-class mail may be paid for in cash. All supplies needed to send packages by parcel post are available at the school store.

Miss Hall's School cannot accept or pay for packages that arrive COD or from other collect delivery services. All packages should be sent prepaid to the student in care of Miss Hall's School.

### **7.2.8. Mira Card**

Students are issued a Mira Card at the beginning of each academic year and are responsible for having their Mira Cards with them at all times. A replacement fee will be charged if a student's Mira Card is lost.

The Mira Card is used in the following ways:

- As a student identification card
- As an electronic key that gives students access to school buildings
- As a way for a student to access money in their MHS debit account
- As a way for a student to make school purchases and pay various school fees

Students are encouraged to develop independence and responsibility by handling their own finances. The Mira Card is used to pay for such costs as testing fees, prescription drugs, weekend activities, personal allowance withdrawals, and school store items (with the exception of food). Parents may deposit into their student's account any amount above the minimum required initial deposit of \$200 for day students and \$500 for boarding students and may specify uses for this money.

### **7.2.9. My Backpack**

My Backpack is a web portal that provides the parents and guardians of Miss Hall's School students with a means for accessing important forms and information, such as permission forms and health information.

**7.2.10. PowerSchool**

PowerSchool is our electronic learning management system. Students access this single source to see homework assignments, course syllabi, due dates, testing calendars, class changes, and more. MHS expects students to check their PowerSchool accounts often to keep abreast of information regarding each class.

## 8. AWARDS AND TRADITIONS

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### 8.1. Awards

### 8.2. Traditions

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### 8.1 Awards

Miss Hall's School presents end-of-year awards to honor student achievement, although not all awards are bestowed every year. Awards for participation in interscholastic sports are presented at the end of each of the three Athletics Program seasons.

**Academic awards** are presented by academic departments to those students who have demonstrated sustained excellence of achievement.

The **Andrea Becker Award** is given to the school's most outstanding junior. Specifically, this prize recognizes the achievement of a student who demonstrates excellence in academics, extracurricular activities, school spirit, and citizenship.

**Arts awards** are presented to those students who have distinguished themselves by their work in studio art, ceramics, photography, drama, or music.

The **Christine Fuller Holland '33 Service Prize** honors volunteerism at MHS and is presented to the student who, in the opinion of the faculty, has given generous time for the good of the school community or for particular functions of the school.

The **Cum Laude Society** is a national honor society that recognizes those students who have demonstrated sustained excellence and academic achievement throughout their years at MHS. Such recognition is usually reserved for seniors, although juniors may be elected. The Cum Laude Society is the secondary-school equivalent of the Phi Beta Kappa Society.

The **Faculty Commendation Award** is given to the student who has demonstrated commendable growth during the student's years at Miss Hall's School.

The **Joseph F. Buerger Memorial School Spirit Cup** is awarded in memory of former Assistant Headmaster Joseph F. Buerger to the student who best represents the true spirit of Miss Hall's School. Usually given to a senior, the award recognizes a student whose joy of life, goodwill toward other students, integrity, spirit of character, and enthusiasm are ever present and

## AWARDS AND TRADITIONS

a source of enrichment for the school community. Nominations are made by students and approved by faculty.

The **Margaret Witherspoon Award** is given to the student who exemplifies the qualities of integrity and honor that former Assistant Headmistress Margaret Witherspoon fostered during her thirty-five years at Miss Hall's School. Specifically, this award recognizes unusual distinction in some area of the life of the school. It is our top award and is determined by the head of school and the faculty.

In 2016, the newly adopted Strategic Design established a vision as well as goals for the future of Miss Hall's School. One of the key elements of the design is the portrait of the MHS graduate as "a thinker, creator, and contributor to the common good...a self-aware, resilient, and courageous participant in a multicultural society...who demonstrates the core competencies of *vision, voice, interpersonal efficacy, and gumption.*" The tenets of these core competencies, together with the school's core values, have come to embody the MHS motto, Meus Honor Stat, My Honor Stands. The recipients of the four core competency leadership awards (see below) receive a **Meus Honor Stat Key**. The key symbolizes the graduate's outstanding demonstration of a core competency and of the school's motto.

- The **Gumption Award** honors a student who has demonstrated the ability to take calculated risks to create change, to practice self-reflection, and to distinguish the pursuit of one's best self from the pressure for perfection.
- The **Interpersonal Efficacy Award** honors a student who has demonstrated the ability to navigate diverse contexts with ease while maintaining consistency of character and building strong relationships and networks.
- The **Vision Award** honors a student who has demonstrated the ability to nurture curiosity, to innovate, to recognize opportunities, and to act as an ally for others.
- The **Voice Award** honors a student who has demonstrated the ability to present oneself with integrity, to communicate effectively, to confidently advocate and negotiate, and to demonstrate and command respect.

**Rising Distinction awards** are presented by departments to current juniors in recognition of their intellectual leadership and their embrace of the school's core values

## 8.2. Traditions

Traditions play an important role in the life of the school and bind together generations of MHS alumnae. Students of all classes at Miss Hall's School cherish the traditions that have been handed down through the years. MHS encourages students to be innovative and original in developing new traditions that may be passed on to future students. A few of our traditions, some of which may vary from year to year, are described below.

The **Awards Banquet** honors graduating seniors and is held during Commencement Weekend, with the entire school community in attendance. During this formal gathering, senior graduation awards are presented. In addition, each senior applies the school's seal to their name in the Book of the School (see below). The seniors are welcomed into the Alumnae Association and are presented with their class charms and class banner. The Alumnae Association's class representative for the outgoing class is announced.

**Blue and Gold** represent the colors of the School's Athletic Association teams. At the start of each year, new students are designated lifelong members of one of these teams, the Blue Team or the Gold Team. A student with alumnae connections becomes a member of their family team.

Intramural Blue-Gold competition is planned and supervised by the elected representatives of the Athletic Association. These activities occur throughout the year, especially on weekends and on one afternoon each season when the athletics period is devoted to Blue-Gold competition for the entire school community. A trophy is awarded at the end of each Athletics Program season to the team that has accumulated the most individual and team points. At the Awards Banquet, held on Commencement Weekend, the team with the greatest number of points for the entire year is recognized with an inscription on the **Madge Buerger Blue-Gold Cup**.

The **Book of the School** is a large ledger in which the name of every student who has attended MHS has been written. Students new to the school participate in the **Signing Ceremony** by writing their names in the book, indicating their acceptance of the school's core values. During the Awards Banquet when they are seniors, they apply the MHS seal to their names, indicating that they have met all the requirements for graduation.

**Community meetings** generally are held each week and update all school community members on upcoming events as well as on community news and celebrations.

The **Dean's Assembly** honors the accomplishments of ninth-graders, sophomores, and juniors. This assembly is held in the late spring and highlights the academic achievements and community contributions of these students.



## AWARDS AND TRADITIONS

**Fall Harvest Luncheon** is hosted by members of the sophomore class, who are responsible for planning, setting up, serving, and cleaning up.

**Formal dinners and banquets** are held throughout the school year. Students and faculty are expected to attend these important and special events. These dinners are announced at community meetings and are highlighted in the student Google Calendar.

**Founder's Day** is on or near April 21, the birthdate of our school's founder, Mira Hall. The school community enjoys strawberries and ice cream, served in the quad.

The **Winter Party** is sponsored by the ninth-grade class for the children and grandchildren of faculty and staff.

The **Holiday Dinner** is hosted by the International Student Alliance (ISA) before Winter Break begins. ISA members help prepare the meal, which includes foods from several different countries. The students of ISA begin the evening with holiday greetings in their native languages.

**May Day** is a school-wide celebration of spring led by the ninth-grade class.

**Music and ensemble performances** are held throughout the year, showcasing both student and faculty talent.

**Publications Lunch** includes announcements of the dedication of the yearbook and the new members of Grace Notes.

**The Ring Ceremony**, held in the fall, is when the seniors are presented with their class rings.

**The Sending Forth Ceremony** occurs during the final week of the school year. Each faculty member "sends the class forth" with a special wish or bit of wise counsel.

**Senior blazers** are dark blue with the MHS seal and are worn by seniors only. In the spring of their junior year, rising seniors purchase their blazers. Shortly before commencement, the outgoing senior class presents each incoming senior with the new blazer in the **Snake Dance Ceremony**.

**Senior privileges** are determined by the senior class with approval of the senior class advisor, the dean of students, and the director of residential life. These privileges may include later in-room time and laundry and television privileges, among other possibilities. The class may submit their requests following Fall Long Weekend.

## 9. APPENDICES

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### 9.1. Academic Integrity and Honesty Policy

Academic honesty is a fundamental principle of successful learning at Miss Hall’s School. In all subject areas, including Horizons and the Athletics Program, students are expected to be honest in both their personal and academic lives. At its core, academic honesty requires students to be keenly aware of guidelines when incorporating the words or ideas of any work that is not their own. Students can expect their teachers to explain and describe the school’s expectations and standards regarding academic honesty and, in particular, to show them how to document work accurately.

In addition to reviewing and adhering to the policies and expectations described by their teachers, students should be aware of the following examples of what constitutes dishonest work. While not a comprehensive list, these examples describe what students should avoid when producing work for their classes and during their participation in all school programs.

A student commits academic dishonesty when engaging in any one of the following actions:

- Consciously using another’s ideas, words, or work as one’s own (plagiarism)
- Soliciting or offering information of any kind about a quiz, test, or final exam
- Providing another student with access to any materials distributed in a course during a previous term or year without the explicit permission of the teacher
- Using any material distributed to another student in a course during a previous term or year without the explicit permission of the teacher

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- Submitting a paper in which all or part was copied from sources without crediting the source (plagiarism)
- Submitting as their own any paper, assignment, lab report, oral report, creative writing assignment, project, or artwork that was done by another person
- Producing all or part of any work for another student
- Handing in work that has already received credit in another course or school
- Copying from or consulting notes, reference material, or another student during classroom exercises, quizzes, or exams unless given explicit permission to do so by the teacher
- Accessing and/or using an online or library resource to circumvent the process of producing an original assignment or using exclusively someone else's bibliography
- Generating an assignment using a translation or translation tool not approved by the course teacher for either a language class or any other class
- Requesting help with an online class from a teacher, tutor, adult, family member, or anyone not approved in writing by the online teacher
- Aiding another student with a take-home test
- Intimidating another student by asking the student to withhold information about an academic dishonesty issue

These and all other instances of academic dishonesty are considered major infractions of the school's rules and regulations, and it is students' responsibility to familiarize themselves with these rules. *Lack of awareness about this policy is not an excuse!* If students are in doubt about whether their actions may be considered in violation of the school's standards of academic integrity, they should consult their teacher for clarification without delay. Cases involving academic dishonesty will be referred to the Student-Faculty Advisory Committee (SFAC) for appropriate disciplinary action.

Students are encouraged to meet with their teachers, their advisors, or the dean of academics and faculty regarding either specific or general information regarding MHS's stance on academic honesty and integrity.

## **9.2. Acceptable Use of Technology Resources Policy**

Miss Hall's School provides its students with technology resources for academic work. This policy for the acceptable use of technology resources sets forth guidelines and general rules of conduct for students as well as for other authorized users, including school employees, nonemployee campus residents, authorized contractors, consultants, temporary workers, trustees, guests, and other workers at the school. The use of the school's technology resources is a privilege. Miss Hall's School reserves the right to remove a user's access to the school's technology resources at any time if it is determined that the user is engaged in unauthorized activity or is violating this policy.

This policy applies to all technology resources, including the school network; internet access (including wireless); email services; file-storage servers; telecommunications equipment; cloud services and storage; and all school-owned or school-leased computer hardware, software, and peripherals, including printers and copiers. It also applies to personal hardware that is connected to the school network or is used on school property.

In accessing the school's technology resources, all users consent to the school's exercise of its authority and rights as set out in this policy. Unauthorized use of technology resources is prohibited. Miss Hall's School will attempt to provide error-free and dependable access to technology resources associated with the school's systems. However, Miss Hall's School cannot be held liable for any information that may be lost, damaged, or unavailable due to technical or other difficulties.

Use of the school's technology resources entails certain expectations and responsibilities. Appropriate, acceptable, and ethical use helps ensure that the school community enjoys a stable, secure, reliable, and lawful environment consistent with the school's mission and core values. Failure to observe the guidelines in this policy may result in disciplinary action, up to and including dismissal from the school. Miss Hall's School retains the right to modify or amend this policy at any time.

Although reasonable incidental and occasional personal use of technology resources is permitted when consistent with this policy and when not interfering with academic work, all information and messages stored in school systems are treated as school-related information and messages. In providing this access, Miss Hall's School expects its students to use all technology resources responsibly. Given the demand placed on the school's systems both in terms of allocated space and hardware, students are expected to be considerate of the needs of others in the use of these valuable resources.

Miss Hall’s School monitors the use of all technology resource systems. The school inspects the contents of all technology resources in the course of an investigation triggered by indications of unacceptable behavior or as necessary to locate needed information that is not more readily available by less intrusive means.

### **9.2.1. The Internet**

As a largely unregulated medium, the internet carries information that may not be accurate, ethical, authoritative, current, useful, legal, or suitable for an academic and residential setting. Miss Hall’s School cannot guarantee that internet users will not encounter objectionable text, images, or references. Given this, the school employs internet filtering software for websites and email messages, while recognizing that filtering technology commonly blocks material incorrectly.

The school relies on all systems users to report problems, particularly when they interfere with use. The security of the computers and/or computer services is a high priority. Any student who identifies a security problem must notify the Technology Department immediately. The student shall not demonstrate the problem to others or access unauthorized material.

All students shall conduct themselves appropriately and employ nonoffensive language and images in all internet communications. It is not permissible or acceptable to post harassing or threatening messages, to pose as someone else online, or to participate in any form of electronic bullying or harassment.

Social media use presents opportunities as well as challenges to the school community. While social-networking sites and file-sharing sites can provide students with meaningful connections far beyond Miss Hall’s School, any activities harmful in any way to the school community and its members or contradictory to the MHS mission or core values may result in disciplinary action. Furthermore, school community members—adults as well as students—have an expectation of privacy as they conduct their daily lives; therefore, names, images, and/or any personal identification in regard to any MHS community member may not be disseminated electronically without permission from the person(s) involved. Students and faculty/staff members are prohibited from connecting with each other via social media.

A student should exercise caution before revealing their full name, email address, physical address, telephone number, Social Security number, or other personal information on the internet and should consult with a parent or a school staff member before revealing personal information. Students should never agree to meet people they have contacted through the internet without explicit parental permission. Students should inform a teacher and/or parent if they access

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information or messages that are dangerous, inappropriate, or make them uncomfortable in any way.

Students should keep in mind that there is no complete online anonymity. Anything a user creates or posts online should be considered permanent and public and may well be a source of trouble or worry at a later point in a student's life, whether the student is aspiring to a leadership role at Miss Hall's School, applying to college, interviewing for a job after college, or running for political office.

All students are representatives of Miss Hall's School and have the school's reputation to uphold. For the safety of the school community, it is not appropriate to provide personal information about oneself, fellow students, or faculty or staff anywhere on the internet. Miss Hall's School assumes no legal or fiscal responsibility for student activity conducted on the school's internet connection.

Without deliberate intent, it is possible to encounter internet sites that contain items that are inaccurate, illegal, pornographic, or otherwise offensive. In addition, students are cautioned against accessing sites that are contrary to the school's mission and core values. Sites containing sexually explicit language or pictures or otherwise obscene materials should not be accessed, displayed, collected, or distributed using the school's internet connection.

Miss Hall's School expects all students to act honorably and appropriately in virtual spaces. Cyberspace activities that are illegal, unethical, or improper; that cause discomfort for students, employees, families, or other members of the school community; or that place the school community at risk are not allowed.

### **9.2.2. Email and Telecommunications Systems**

The school's email and telecommunications systems may not be used to solicit for commercial ventures, religious or political causes, outside organizations, or non-school-related reasons unless such solicitation is part of MHS academic work, programming, or extracurricular activities. Furthermore, these systems shall not be used to create or transmit offensive, harassing, threatening, or disruptive messages. Comments that offensively address someone's race, religion or creed, color, sex, gender identity, gender expression and/or sexual orientation, age, disability, national or ethnic origin, citizenship, marital status, or any other protected characteristic are not tolerated. Email and telecommunication systems may not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information, or similar materials without prior authorization and/or appropriate attribution. Furthermore, sending anonymous or pseudonymous messages via these systems is prohibited.

Miss Hall's School expects students to maintain professionalism at all times in all communications on behalf of the school, both within the school community and with outside individuals. Although electronic communication tools often lend themselves to informal exchanges, students are expected to maintain an appropriate level of formality and care when communicating with other members of the school community, including other students, faculty and staff, and Horizons site supervisors. Students also are urged to consider that electronic communications can easily be taken out of context or misinterpreted.

### **9.2.3. Responsibilities and Limitations**

Students are required to adhere to copyright, trademark, patent, and all other laws governing intellectual property, including but not limited to the downloading and installing of software and the copying and/or showing of proprietary material using school technology resources or using personal technology resources on school property. Students are reminded that federal law and school policy prohibit copying software. Students may not add applications to any school-owned technology resources without the explicit permission of the Technology Department. Students may not engage in any malicious use, disruption, or harm to computers and/or computer services, including but not limited to hacking activities, jailbreaking, and creation and/or uploading of computer viruses.

Students are advised to be conscientious when accessing, using, and citing information found on the internet. Electronic sources of information must be cited under the same circumstances as print sources. The *Miss Hall's School Student-Family Handbook 2021-2022* provides a description of the school's policy on academic honesty. Students are expected to confer with faculty to ensure a clear understanding of how to access and cite electronic sources in support of academic work.

Students are expected to protect their network and email accounts with secure passwords, to secure these accounts when they are away from their computers, and to change them when directed. Under no circumstances should a student provide passwords to other students or allow anyone to use their log-in information or password. The school owns all technology resources on campus and therefore reserves the right to bypass these security measures and to access, view, or monitor its systems and all contents. Messages or data may be viewed as a result of misdelivery or of routine systems management and maintenance. The school is required to archive all email correspondence transmitted via its email system.

### **9.3. Bullying Prevention and Intervention Plan**

Miss Hall's School is committed to providing its students with a safe learning environment that is free from all forms of harassment, including bullying. The school expects that all members of its community will treat each other with kindness and respect.

Bullying, including cyberbullying, is a form of abuse and is not tolerated at Miss Hall's School. This includes bullying that occurs on school grounds or in connection with any school activity or that otherwise interferes with the educational experience of any student at the school. The act of repeatedly targeting another person in a mean or harmful way is detrimental to the life of a community and is antithetical to Miss Hall's School's mission and core values. Bullying can cause fear, anxiety, a lack of confidence, or feelings of inadequacy in the individual being targeted and in untargeted bystanders. Bullying is illegal under Commonwealth of Massachusetts law.

Miss Hall's School supports this commitment in all aspects of its community and throughout its programs and activities. The school provides annual training for all employees regarding the Bullying Prevention and Intervention Plan. In addition, we annually provide information about the Bullying Prevention and Intervention Plan to all students and parents of students, with additional updates or information provided as needed.

Miss Hall's School recognizes that certain students may be more vulnerable to becoming targets of bullying, harassment, or teasing based on actual or perceived differentiating characteristics, including race; color; religion; ancestry; national origin; sex; socioeconomic status; homelessness; academic status; gender identity or expression; physical appearance; pregnant or parenting status; sexual orientation; mental, physical, developmental, or sensory disability; or by association with a person who has or is perceived to have one or more of these characteristics. The school identifies specific steps it takes to create a safe and supportive environment for vulnerable populations in its community and provides all students with the skills, knowledge, and strategies to prevent or respond to bullying, harassment, or teasing. The school affords all students the same protection regardless of their status under the law.

Miss Hall's School will respond promptly and effectively to any report of bullying or retaliation against any person who has any information about bullying or who has participated in an investigation of bullying. All reports are promptly investigated, and if we find that bullying or retaliation has occurred, we will promptly take action to end that behavior and restore a sense of safety for targeted individuals. Disciplinary sanctions, up to and including dismissal from the school or termination from employment, are imposed when appropriate. We will report to local law enforcement officials any incidents of bullying that may constitute a violation of criminal law.



### 9.3.1. Definitions

In 2010, the Commonwealth of Massachusetts adopted a law (see General Laws of Massachusetts, Chapter 71, Section 370, as amended by Chapter 38 of the Acts of 2013 and Chapter 86 of the Acts of 2014, “An Act Relative to Bullying in Schools”) that broadly defines bullying as follows:

Bullying means the severe or repeated use by one or more students or by a member of a school staff (including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity, or paraprofessional) of a written, verbal, or electronic expression, or a physical act or gesture, or any combination thereof, directed at a victim/targeted student that has the effect of: (i) causing physical or emotional harm to the victim/targeted student or damage to the victim/targeted student’s property; (ii) placing the victim/targeted student in reasonable fear of harm to herself/himself or of damage to her/his property; (iii) creating a hostile environment (defined below) at school for the victim/targeted student; (iv) infringing on the rights of the victim/targeted student at school; or (v) materially and substantially disrupting the education process or the orderly operation of a school.

Bullying may include any of the following: face-to-face verbal confrontation, physical bullying (such as hitting, kicking, shoving, or spitting), social exclusion or isolation, telling lies or spreading false rumors, taking another person’s money or other personal items, damaging another person’s personal items, or threatening or forcing someone to do something against their will. Bullying on the basis of race, religion or creed, color, sex, gender identity, gender expression and/or sexual orientation, national or ethnic origin, or any legally protected characteristic is illegal and is not tolerated.

Bullying includes cyberbullying, which Massachusetts law defines as “bullying through the use of technology or any electronic communication.” Cyberbullying is not tolerated at Miss Hall's School. Means of such communication may include, but are not limited to, fax, email, internet postings, instant messaging, and text messaging. Methods of communication may also include, but are not limited to, words, sounds, photos, and other images.

Cyberbullying also includes, according to Massachusetts law, “(i) the creation of a Web page or blog in which the creator assumes the identity of another person or (ii) the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in clauses (iii) to (v), inclusive, of the definition of bullying.” In addition, Massachusetts law states that cyberbullying also includes “the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the

distribution or posting creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying.”

Under Massachusetts law, a hostile environment is defined as “a situation in which bullying causes the school environment to be permeated with intimidation, ridicule, or insult that is sufficiently severe or pervasive that it alters the conditions of the student’s education.” Reports of bullying by any Miss Hall’s School student while under the jurisdiction of the school, whether conducted on or off school property or in school vehicles, will be investigated.

It is important to bear in mind that stricter standards of behavior may apply under the school’s policies in order to prevent inappropriate verbal and physical conduct before a student has been subject to bullying as it is defined under the law. For example, although the plan defines bullying as “repeated use” of certain expressions, acts, and/or gestures, the school reserves the right to impose disciplinary measures or other corrective action in a case of a single expression, act, or gesture, as well as in a case of inappropriate conduct that may not rise to the level of the legal definition of bullying. This may occur if the school determines that the behavior is of sufficient severity to warrant disciplinary measures or other remedial action or if the repetition of an expression, act, or gesture might result in bullying as defined under the Massachusetts anti-bullying law.

### **9.3.2. Prohibition Against Bullying**

Miss Hall's School prohibits bullying

- On school grounds, which means any building or property that the school owns or uses for educational, athletic, or other purposes;
- On any property immediately adjacent to school grounds;
- At or in connection with any school-sponsored or school-related activity, function, or program, whether or not the activity occurs on school grounds;
- In any vehicle or other form of transportation owned or used by the school; or
- Through the use of any technology or any electronic device owned, leased, or used by the school.

The school also prohibits bullying that does not meet any of the above criteria, but that nonetheless

- Creates a hostile environment at the school for the alleged victim/target;
- Infringes on the rights of the alleged victim/target at the school; or
- Materially and substantially disrupts the education process or the orderly operation of the school.

### **9.3.3. Prohibition Against Retaliation**

Miss Hall's School prohibits retaliation against any person who reports bullying, who provides information during an investigation of bullying, or who witnesses or has reliable information about bullying. Retaliation means any form of intimidation, reprisal, or harassment directed against any such person.

### **9.3.4. Prevention of Bullying**

The mission of Miss Hall's School is to inspire and encourage each student to pursue the highest standards of learning and character; to contribute boldly and creatively to the common good; and to seek a purposeful life based on honor, respect, growth, and personal authenticity. The act of bullying demonstrates a lack of respect for other members of the community, and it interferes with the learning process, the development of personal authenticity, and the growth of all who become involved.

In order to prevent bullying and other illegal acts that disrupt community life and the healthy operation of the school, Miss Hall's School requires all students to review the bullying prevention policies and procedures in the *Miss Hall's School Student-Family Handbook 2021-2022* with their advisors during the first week of school. At this time, students sign a statement acknowledging that they understand and will comply with the bullying prevention policies. Throughout the year, expectations regarding compliance with school policies are reiterated during school community meetings, class meetings, and sessions that are part of Horizons and Student Life programming. Faculty and staff of Miss Hall's School review the Bullying Prevention and Intervention Plan annually to ensure full understanding of the plan and of legal responsibilities.

### **9.3.5. Reporting Suspected Bullying or Retaliation**

Miss Hall's School takes allegations of bullying seriously and responds promptly to complaints of bullying or retaliation. Students may raise concerns and make reports without fear of reprisal. Retaliation against an individual who has complained about bullying or retaliation against individuals for cooperating with an investigation of a bullying complaint is unlawful and is not tolerated.

#### **Students**

If a student experiences or witnesses any form of bullying or learns relevant information about the bullying of another student, that student should promptly report the matter to the dean of students, the head of school, or any other faculty or staff member to whom they feel comfortable making the report. Student reports of bullying may be made anonymously, although the school is

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prohibited from taking any disciplinary action against a student solely on the basis of an anonymous report. Any student who is subjected to retaliation or who knows of another student who has been subjected to retaliation is urged to report it as soon as possible.

A student who knowingly makes a false accusation of bullying or retaliation will be subject to disciplinary action, up to and including dismissal from the school.

### **Parents and Guardians**

Any parent or guardian of a student who witnesses, learns about, or believes that any student has been the subject of bullying or retaliation should promptly notify the dean of students, the head of school, or any faculty or staff member. Such reports of bullying may be made anonymously, although the school is prohibited from taking any disciplinary action against a student solely on the basis of an anonymous report.

Any parent or guardian who wishes to file a claim/concern or seek assistance outside of the school may do so with the Massachusetts Department of Elementary and Secondary Education Program Resolution System (PRS). That information can be found at <http://www.doe.mass.edu/prs/intake/default.html> ; emails can be sent to [compliance@doe.mass.edu](mailto:compliance@doe.mass.edu) ; or individuals can call (781) 338-3700.

If a parent or guardian knowingly makes a false accusation of bullying or retaliation, the school may terminate the enrollment of the student of that parent or guardian.

### **School Community**

Any adult member of the Miss Hall's School community, including but not limited to employees, contractors, food-service providers, counselors, driving instructors, and grounds/maintenance staff, who witnesses or otherwise becomes aware of bullying or retaliation is required to report it immediately to the dean of students or the head of school. Adult members of Miss Hall's School also are required to report bullying that involves students of another school, regardless of whether a Miss Hall's School student is involved, to Miss Hall's School's dean of students. In addition, adult members of Miss Hall's School who learn about retaliation against a student who reported bullying at another school are required to report this information to the dean of students. The dean of students will contact the administration of the school involved.

An employee who knowingly makes a false accusation of bullying or retaliation or who knowingly fails to immediately report an instance of bullying or retaliation of which they are aware shall be subject to disciplinary action, up to and including dismissal from employment.

The head of school will notify local law enforcement officials if she believes criminal charges might be filed. She also will notify local law enforcement officials if she learns about bullying involving a former student under the age of twenty-one.

### **Anonymous Reporting**

Employees may not make reports under this policy anonymously. The school urges students and their parents and guardians not to make reports anonymously. Although there are circumstances in which an anonymous report can be better than none at all, it is far more difficult to determine the facts of what occurred if complaints are made anonymously. While the school cannot promise strict confidentiality because information must be shared in order for the school to conduct an effective investigation, the school releases information concerning complaints of bullying, cyberbullying, and retaliation only as needed to address concerns.

### **9.3.6. Response to Bullying or Retaliation Complaints**

All complaints of bullying or retaliation are handled promptly and with care and discretion; confidentiality is maintained to the extent possible. Upon receiving a report of bullying or retaliation, the dean of students, the head of school, or the head's designee will promptly conduct an investigation. The exact nature and extent of the investigation will depend on the circumstances, but the investigation may include, but may not be limited to, a private interview with the person filing the complaint, with any witnesses, and with the person alleged to have committed the bullying. Knowingly or deliberately filing a false complaint or providing false information in connection with a complaint is not tolerated and is grounds for disciplinary action, up to and including dismissal from the school.

If the dean of students, the head of school, or the head's designee determines that bullying or retaliation has occurred, the school shall do the following:

- Notify the parents or guardians of the alleged victim/target and, to the extent consistent with state and federal law, notify them of any action taken to prevent any further acts of bullying or retaliation. The head of school or designee shall also inform the parents or guardians of the alleged victim/target about the Department of Elementary and Secondary Education's problem resolution system and the process for accessing that system, regardless of the outcome of the bullying/retaliation determination.
- Notify the parents or guardians of the perpetrator.
- Assess the alleged victim/target's need for protection and take appropriate steps as necessary to restore a sense of safety for the victim.
- In consultation with the school counselor, refer perpetrators, victims/targets, and family members of such students for counseling or other services as appropriate.

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- Take appropriate disciplinary action, which may include any form of discipline that the school imposes for other violations of its rules and policies, up to and including dismissal. In accordance with Massachusetts law, any disciplinary actions shall balance the need for accountability with the need to teach appropriate behavior, and no disciplinary action may be taken against a student solely on the basis of an anonymous report.
- Notify local law enforcement if the head of school or the head's designee believes that criminal charges may be pursued against a perpetrator. Depending on the nature of the conduct, bullying may involve, for example, the crimes of stalking; making threats; harassment; or making harassing, annoying, or molesting electronic communications. In addition, retaliation or threats of retaliation may involve, for example, the crime of witness intimidation.
- Notify the appropriate administrator of another school if an incident of bullying or retaliation involves a student from that school.

For all reports of bullying or retaliation, the dean of students keeps a file of the report, the investigation, and any steps taken in response to a finding of bullying or retaliation. Miss Hall's School has no tolerance for bullying and therefore, to the extent permitted by law, accepts no liability for bullying of one student by another student.

### **9.3.7. Notification and Training**

The school provides written notice of the relevant student-related sections of the Bullying Prevention and Intervention Plan to students and parents/guardians at least annually. Relevant portions of the plan are included in the *Miss Hall's School Student-Family Handbook 2021-2022*. The plan is also posted on the school's website. The school provides training in this regard for all employees at least annually, including at a minimum an annual review of reporting obligations for all employees and the processes that the school will follow in response to a report of bullying or retaliation. The plan or relevant portions thereof are included in the appropriate employee handbooks.

### **9.3.8. Plan Review and Update**

The Bullying Prevention and Intervention Plan is reviewed at least once every two years. In connection with that review, the dean of students and the manager of human resources are responsible for reviewing the file of reported incidents of bullying or retaliation in at least the preceding two years and for undertaking such other steps that may be appropriate to evaluate the plan's effectiveness and the school's compliance with the plan and any relevant laws or regulations.

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At least once every four years the school will administer a student survey developed by the Massachusetts Department of Elementary and Secondary Education Program Resolution System- to assess school climate and the prevalence, nature, and severity of bullying in the school. Additionally, the school will annually report bullying incident data to the Massachusetts Department of Elementary and Secondary Education.

## 9.4. Commonwealth of Massachusetts Law Regarding Hazing

Miss Hall's School adheres to the Commonwealth of Massachusetts law regarding hazing:

### **Chapter 269, Section 17. Hazing; organizing or participating; hazing defined**

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

The term "hazing" as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health 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. Failure 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. Copy of Secs. 17 to 19; issuance to students and student groups, teams and organizations; report**

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



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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.

## **9.5. Cultural and Religious Observations: Excused Absence Policy**

In honor of the diversity among our student body, Miss Hall's has created a policy to support students and their families' continued observation of important cultural traditions and religious holidays that fall outside of planned all-school vacation days.

Each student will have a bank of excused absences for cultural or religious observations of up to five days in a given academic year (September-May). Excused absences will be given for the entirety of the day and cannot be broken up into partial or half-day segments. An excused absence permitted from class or Horizons will also extend to any out-of-class school-sponsored activities (such as athletic practices/games and all-school programming). Students using an excused absence will still be permitted access to dining and medical and/or counseling services.

To request an excused absence, a student should submit a request form to the director of academic counseling, a minimum of two weeks prior to the requested excused day(s). Parent/guardian approval is required before a request is granted.

Boarding students who depart from campus in observance of a cultural or religious holiday will be required to obtain all necessary approvals regarding travel and time off campus.

During an excused absence for cultural and/or religious holidays, students will

- Be excused from class and/or homework assignments due on the days *or* be given an alternative deadline with appropriate time extensions;
- Have access to space beyond their dorm room on campus to observe the holiday; and
- When possible, have transportation provided to local community gatherings for said cultural/religious holiday.

In addition to this excused absence policy, known cultural and religious observations will be communicated to Miss Hall's faculty and staff in advance so that when possible, neither major class assignments nor all-school programming will conflict with the dates of the observances.

## 9.6. Discriminatory Conduct Policy

At Miss Hall’s School, we insist that all community members demonstrate respect for each other through words and actions. The inherent safety, dignity, and equity of all students and other community members is foundational to our school’s mission and our commitment to fostering an inclusive community. Consistent with this commitment, any written or spoken language or behavior, including both in person and online spaces (email, text, social media), that degrades, intimidates, or threatens a member of our community is not permitted and will not be tolerated. Further, it is not permitted to engage in any unwelcome or unwanted conduct relating to any of the *protected classes* (defined below) that has the purpose or effect of unreasonably interfering with an individual’s experience at Miss Hall’s by creating an intimidating, hostile, humiliating, or offensive environment.

### 9.6.1. Policy Violations

While it is not possible to list all circumstances that may constitute violations of this policy, the following are some examples of conduct that may constitute a violation, depending on the totality of circumstances and including the severity of the conduct and its pervasiveness.

- Culturally insensitive language or derogatory slurs, phrases or “jokes”
- Language that could be considered offensive and/or contrary to the school’s core values
- Discriminatory language that implies inferiority based on identifiers, including but not limited to race, sex, religion, skin color, national origin, age, ancestry, sexual orientation, mental and physical ability/disability, gender identity and/or expression, genetic information, citizenship status, marital status, familial status or status in any group protected by federal, state, or local laws (the *protected classes*)
- Posting an image or video that includes culturally insensitive content and/or that creates an intimidating, hostile, humiliating, or offensive environment.

### 9.6.2. Complaints of Violations

Any community member(s) who believe that this policy has been violated may file a report with the dean of equity and inclusion, the dean of students, and/or the head of school. This may be done in writing or orally. All reports that come in will be reviewed by at least two members of an ad hoc committee made up of the head of school, the dean of academics and faculty, the dean of equity and inclusion, the dean of students, the director of residential life, the director of advancement, the international student advisor, and the diversity, equity, and inclusion coordinator.

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All reports will be investigated and documented using standard forms. The ad hoc committee will determine the appropriate response on a case-by-case basis. Responses include, but are not limited to, mediated conversation between individuals, training on campus and/or with outside facilitators, educational components, and, in the case of a major rule violation, disciplinary consequences.

### **9.6.3. Investigation**

Upon receiving a complaint under this policy, the dean of equity and inclusion, the dean of students, and/or the head of school and/or their designee will promptly investigate the allegation in a fair and expeditious manner. The investigation will be conducted to maintain confidentiality to the extent possible under the circumstances. The investigation will include private interviews with the person filing the complaint, with any witnesses, and with the person or persons alleged to have committed the violation.

### **9.6.4. No Retaliation**

Anyone who makes complaints or brings charges for violation of the school's rules or guidelines, including complaints regarding discrimination, or anyone who cooperates with an investigation of such complaints and/or charges may not be subjected to retaliation of any sort, either verbal, physical, cyber, or any other form. A student who retaliates against another person in violation of this rule will be subject to disciplinary action.

We expect all students to follow these guidelines, both in person and in online spaces, such as email, text, and social media (see the Acceptable Use of Technology Policy in this section of the handbook). This policy applies to students whether on or off campus, whenever under school jurisdiction.

Just as with all major school rules, if the investigation reveals that a student has violated this policy, there is a range of possible consequences that the school may impose at its sole discretion. These may include disciplinary caution or warning, probation, loss of leadership position, and suspension, up to and including separation from school. The school determines consequences on a case-by-case basis, with the input of some or all of the following: the dean of equity and inclusion, the dean of students, the dean of academics and faculty, and the head of school.

## **9.7. Dress Code**

The Miss Hall's School Dress Code allows students to display and develop their personal identities. For reasons related to safeguarding health and maintaining community standards, students are not allowed to alter their appearance in any way that the school determines to be harmful to them. Students are expected to know and apply the Health Services Rules and Regulations, found in the Health and Well-Being section of this handbook. The Dress Code, which follows below, also appears in the Student Life Program section of this handbook.

### **9.7.1. General Dress Code Guidelines**

Students are expected to dress for the job they have that day. Examples of jobs include, but are not limited to, student, athlete, candidate, leader, ambassador, and presenter. Underwear, sleepwear, and swimwear are not outerwear and should not be worn outside dorm areas. Crop tops and short shorts are not allowed during the class day. Shoes must be worn at all times and must comply with safety guidelines when in science labs, workshops, and while participating in athletic events. Any clothing promoting drugs, violence, alcohol, sexually related products and activities, or other topics that could be considered offensive and contrary to the school's core values is not allowed.

Additionally, MHS requires students to comply with its professional-dress guidelines for specific days and events, such as Accepted Students' Day, guest-speaker events, and other special occasions. Students are informed of these occasions at community meetings and via email. Additional dress-code guidelines pertain to end-of-year events, including events during Commencement Weekend (see below).

### **9.7.2. Athletics Attire**

Most sports and afternoon activities require special attire. Students should check with their individual coaches and activity leaders for specific information.

On game days, members of junior varsity or varsity teams may choose to wear clothing to promote team spirit during the class day. At the discretion of the coaches, captains, and director of athletics, uniforms may be worn to classes. Uncovered spandex shorts are not allowed, even if they are part of the team uniform. Sweatpants may be worn as long as they are either solid colored or Miss Hall's School sweatpants.

### **9.7.3. Commencement Attire**

Commencement is the school's most dignified and stately ceremony, and students' clothing should reflect that level of decorum. All questions regarding appropriate commencement attire should be directed to the various class advisors.

Seniors must wear either simple white dresses that are midcalf or ankle length or white pants/pantsuits. To reflect the diverse set of cultures and backgrounds in the community, the dresses and pantsuits must remain white-based, but may have embellishments, designs, patterns, or additions (such as sashes) that reflect the student's cultural identity. One-shoulder dresses are allowed, while strapless, backless, sheer, or off-the-shoulder designs are not allowed. Shoes should have a heel height that does not impede a student from walking comfortably.

Commencement dress should reflect the spirit of the ceremony, which is about academic, artistic, and athletic achievement and the successful completion of a college- preparatory program. All senior commencement attire, including any embellishments or additions, needs to be approved by the senior class coordinator by May 1. The senior class may vote to wear white caps and gowns.

Juniors must wear their senior blazers with white dresses shorter than those worn by the seniors and that comply with the Dress Code. As an alternative to dresses, senior blazers with pants/pantsuits are acceptable attire for juniors, with the prior approval of the junior class coordinator.

Sophomores and ninth-grade students must wear plain, simple, pastel-colored dresses that comply with the Dress Code. Dress straps must have a minimum width of one inch. As an alternative to dresses, pants/pantsuits are acceptable attire for sophomores and ninth-grade students, with the prior approval of the class coordinator.

### **9.7.4. Formal Dinner Attire**

In general, students are permitted to wear professional dress or more festive/formal clothing for formal dinners and other formal events. Students must be in compliance with all of the general Dress Code guidelines. In addition, sweatpants, blue jeans, distressed clothing, leggings, yoga pants, t-shirts, sweatshirts, and running or court shoes are not permitted.

### **9.7.5. Horizons Attire**

Horizons attire should follow the guidelines for professional dress. However, dress may be specified as otherwise by the director of Horizons or by a student's site supervisor. Students should dress for their Horizons job.

### **9.7.6. Professional Attire**

Students must wear professional attire when notified that a function or special occasion requires it. Professional dress means that students must be in compliance with all of the general Dress Code guidelines; in addition, sweatpants, blue jeans, distressed clothing, leggings, yoga pants, t-shirts, sweatshirts, and running or court shoes are not permitted. Seniors are permitted to wear unripped blue jeans with blazers on professional dress days.

### **9.7.7. Weekend Attire**

On weekends, students must follow the general Dress Code guidelines while being appropriately dressed as daily representatives of MHS. Members of the Social Committee, along with faculty chaperones, reserve the right to review dress as students prepare to depart from campus.

### **9.7.8. Dress Code Enforcement**

If any faculty or staff member or student proctor, in the role of job supervisor, notices a student not adhering to the Dress Code, that person will speak with the student directly and issue a judicial citation. If any students who receive citations have follow-up questions, they may direct them to the dean of students.

## 9.8. Electronic Devices Usage Policy

At Miss Hall's School, positive and meaningful connections are built through face-to-face interactions as well as via technology. MHS expects its community members to be mindful in their use of electronic devices.

Students may use personal laptops, desktops, tablets, cell phones/smartphones, and other electronic devices in their dorm rooms and other areas of the school, according to the school's guidelines for their use. The Electronic Devices Usage Policy applies to, but is not limited to, cell phones/smartphones, tablets, and laptops and is reviewed with students early in the fall. The success of this policy depends on the compliance of each student, day and boarding. The Electronic Devices Usage Policy, which follows below, also appears in the Student Life Program section of this handbook.

Community members must adhere to the following:

- During informal gatherings (classes, community meetings, group meetings, etc.), electronic devices, including headphones, will be used only if permitted by the gathering's convener. The convener will provide outlines for electronic device usage at the start of such gatherings.
- Electronic devices will not be used in the dining room (or other spaces where meals are taking place) during mealtimes.
- Electronic devices are to be used only for academic purposes during study hall.
- Phone calls by community members while traveling in vehicles is not permitted unless permission by the driver is granted.

If a faculty member or proctor notices a student not adhering to this policy, a judicial citation will be issued. Any follow-up questions may be directed to the dean of students.



## 9.9. Fundraising Policy

By offering guidelines for campus-wide fundraising activities, the school's Fundraising Policy aims to educate young philanthropists to efficiently and strategically fundraise. In addition, this policy enables the school community to provide necessary support to the fundraiser and promotes transparency during the fundraising process.

School community members and groups wishing to initiate fundraising activities must first submit an application to the director of Horizons. Applications are available in the Jeannie Norris Horizons Studio in Linn Hall. Considerations for completing the application are as follows:

- Applicants must provide their name(s).
- Applicants must provide the name of the club or the class undertaking the fundraising activity.
- Applicants must list the person or group who will benefit from the fundraising activity. The beneficiary must exhibit need and be a nonprofit or nongovernmental organization (NGO).
- Applicants must provide the specific dates, hours, and location for the fundraising activity.
- Applicants must provide specific reasons for the fundraising activity.
- Applicants must provide specific plans and details of the fundraising activity, including how they want to fundraise and what specifically they will do with the profits.
- Applicants must provide their plans for reporting back to the school community after completion of the fundraising activity.
- The signatures of the applicants and the class/club advisor are required to complete the application form.

## 9.10. Harassment Prevention Policy

The Miss Hall's School community is one in which all members are expected to treat one another with dignity, respect, and fairness. The school is committed to providing a learning environment free of discrimination and unlawful harassment in all its forms. Harassment on the basis of race, religion or creed, color, sex, gender identity, gender expression and/or sexual orientation, age, disability, national or ethnic origin, citizenship, marital status, genetic information, ancestry, status as a disabled or Vietnam-era veteran of the United States Armed Forces, membership in the Army Reserves or the National Guard, or status in any other group protected by federal, state, or local law is illegal and will not be tolerated.

Conduct that is hostile and pervasive in nature or that creates a hostile learning environment may be considered harassment. The victim may be the target of the harassing conduct or may be anyone affected by the offending behavior.

Harassment and discrimination undermine both personal and professional relationships in the school, create unacceptable stress, adversely affect morale, and demean the individual. Miss Hall's School's students must be assured of an environment free from unwanted and unwelcome harassment and discrimination. This policy is not designed or intended to limit the school's authority to discipline or to take remedial action for conduct that it deems unacceptable, regardless of whether that conduct satisfies the definition of harassment.

Harassment, which includes verbal or physical conduct that denigrates or shows aversion or hostility, is a type of discrimination and can take many forms. Forms of harassment may be, but are not limited to, words, signs, jokes, cartoons, pictures, posters, jokes or statements made via any form of nonelectronic or electronic communication, electronic downloads or files, any other forms of electronic harassment, pranks, intimidation, physical assaults or contact, or violence.

Harassment is not necessarily sexual in nature, although sexual harassment is one type of harassment. Harassment may be based on physical appearance or personal characteristics. It may also take the form of other vocal activity, including derogatory statements not directed at the targeted individual but taking place within that individual's hearing. It may include displaying or circulating written material, such as notes, photographs, cartoons, or articles of harassing or offensive nature. Subtle harassment includes the use of seemingly neutral phrases or code words that carry negative and unlawfully discriminatory connotations.

Miss Hall's School takes allegations of harassment seriously and responds promptly to complaints of harassment. Students may raise concerns and make reports without fear of reprisal. Retaliation against an individual who has complained about harassment or retaliation against

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individuals for cooperating with an investigation of a harassment complaint is unlawful and will not be tolerated.

Considerations for reporting harassment include the following:

- Any student who believes that they have been subjected to harassment has the right to file a complaint with the school and should do so immediately, even if it is unclear whether or not the offending behavior is considered harassment.
- Conduct may be reported directly to the dean of academics and faculty, the dean of students, or the head of school. These persons are also available to discuss any concerns students may have and to provide information about the school's policy on harassment prevention and the complaint process.
- Students may file a complaint of harassment in writing or orally.
- Filing a complaint with Miss Hall's School does not prohibit a student from filing a complaint with any appropriate government agency.

All complaints of harassment are handled promptly and with care and discretion; confidentiality is maintained to the extent possible. The investigation may include, but may not be limited to, a private interview with the person filing the complaint, with any witnesses, and with the person alleged to have committed the harassment. Results of the investigation will be provided to the parties directly involved. The school will act quickly to eliminate the harassment and will impose any necessary corrective action, including disciplinary action, up to and including separation from the school. Knowingly or deliberately filing a false complaint or providing false information in connection with a complaint will not be tolerated and is grounds for disciplinary action, up to and including separation from the school.

Miss Hall's School has a zero-tolerance harassment prevention policy. This policy applies to all students whether they are on campus, on school business, or at school-sponsored events. In addition, students are prohibited from harassing school vendors, contractors, visitors, and members of the school community. Similarly, the school expects that its vendors, contractors, visitors, and members of the school community shall not subject its students to harassment. Harassment is illegal under United States federal law and Commonwealth of Massachusetts state law.

## 9.11. Homework Policy

A comprehensive course syllabus is posted on PowerSchool (our learning management system) for each student at the beginning of every course. In this course syllabus, a student can expect to find a listing of course-related topics, including a course description, required textbooks, classroom expectations, major-project due dates, and daily assignments. A syllabus covers the entire length of the course, and students are expected to pay careful attention to key dates and assignments. Any syllabus is subject to minor changes, and students should note any syllabus changes as they occur.

The school's Homework Policy, which can also be found in the Academic Program section of this handbook, is as follows:

- Homework assignments due for each class period will be of roughly equal length. For example, if a class meets two days a week, two roughly equivalent homework assignments may be given that week.
- All work, including any major assignments, will be due at the time the class is regularly scheduled to meet. Teachers may grant an extension to a class or to an individual student. *Note: Teachers may assign an interim deadline for ongoing or group work, such as a discussion post.*
- Every course will have a PowerSchool site and will follow a similar, consistent format. Teachers will use PowerSchool as the primary mode of communicating course information in order to provide consistency and transparency for the student.
- All PowerSchool assignments will appear as *due* dates. Students will use PowerSchool to turn in assignments unless stipulated otherwise by the teacher.
- Due dates for all major assignments will be posted at least one week in advance on PowerSchool.
- Major assignments such as tests, projects, or papers will be returned before the next similar assignment is assigned.
- If a teacher decides to add or amend homework after the class has met, they will change the assignment on PowerSchool and follow up with an email. The amended assignment may be due on the next meeting of the class if adjusted at least forty-eight hours in advance.
- If a student is absent from class, any missed assignment will be due no later than the next class period. Teachers may adjust this expectation for multiday absences. Please refer to this handbook for information about extended absences and the observance of religious and cultural holidays.
- Homework may be assigned over vacations only to students in Hallmark and online courses. However, summer reading may be assigned for any grade level.

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- In the event of inclement weather or other circumstances in which the campus must close, students will be expected to complete homework for that day's classes, which will be held on the Zoom platform.

## **9.12. Sexual Harassment Prevention Policy**

Sexual harassment and any other form of gender-based discrimination are illegal and are not tolerated in the Miss Hall's School community. The school strives to foster a learning environment free of sexual harassment and gender-based discrimination, intimidation, and insult. It is prohibited for any student to make unwelcome and unsolicited sexual advances; to make unwelcome, offensive, or inappropriate comments regarding a student's gender or gender characteristics; or to engage in other verbal or physical conduct of a sexual or gender-offensive nature when that conduct creates an intimidating, hostile, or offensive learning environment. The victim may be the person directly targeted for sexual harassment or may be anyone affected by the offending behavior.

Sexual harassment and gender-based discrimination undermine both personal and professional relationships in the school, create unacceptable stress, adversely affect morale, and demean the individual. Miss Hall's School's students must be assured of an environment free from unwanted and unwelcome sexual harassment and discrimination. This policy is not designed or intended to limit the school's authority to discipline or to take remedial action for conduct that it deems unacceptable, regardless of whether that conduct satisfies the definition of sexual harassment.

Sexual harassment means sexual advances, requests for sexual favors, verbal or physical conduct of a sexual nature, or other sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating an environment that is hostile, offensive, intimidating, or humiliating to students. The legal definition of sexual harassment is broad, and in addition to the above examples, other sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating a school environment that is hostile, offensive, intimidating, or humiliating to students may also constitute sexual harassment.

Sexual harassment is a form of discrimination and can take many forms. These forms may be, but are not limited to, words, signs, jokes, cartoons, pictures, posters, jokes or statements made via any form of nonelectronic or electronic communication, electronic downloads or files, any other forms of electronic sexual harassment, pranks, intimidation, physical assaults or contact, or violence.

Sexual harassment may be based on physical appearance or personal characteristics. It may also take the form of other vocal activity, including derogatory statements not directed at the targeted individual but taking place within their hearing. It may include displaying or circulating written material, such as notes, photographs, cartoons, or articles of sexually harassing or offensive nature. Subtle sexual harassment includes the use of seemingly neutral phrases or code words that carry negative and unlawfully discriminatory connotations.

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Sexual or romantic relationships between students and employees or other adult members of the Miss Hall's School community are in all cases strictly forbidden. The school has no tolerance for this behavior, and engaging in this behavior is grounds for disciplinary action, up to and including separation from the school.

Miss Hall's School takes allegations of sexual harassment seriously and responds promptly to complaints of sexual harassment. Students may raise concerns and make reports without fear of reprisal. Retaliation against an individual who has complained about sexual harassment or retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is unlawful and will not be tolerated.

Considerations for reporting sexual harassment include the following:

- Any students who believe that they have been subjected to sexual harassment have the right to file a complaint with the school and should do so immediately, even if it is unclear whether or not the offending behavior is considered sexual harassment.
- Conduct may be reported to the dean of academics and faculty, the dean of students, or the head of school. These persons are also available to discuss any concerns students may have and to provide information about the school's policy on sexual harassment prevention and the complaint process.
- Students may file a complaint of sexual harassment in writing or orally.
- Filing a complaint with Miss Hall's School does not prohibit a student from filing a complaint with any appropriate government agency.

All complaints of sexual harassment are handled promptly and with care and discretion; confidentiality is maintained to the extent possible. The investigation may include, but may not be limited to, a private interview with the person filing the complaint, with any witnesses, and with the person alleged to have committed the sexual harassment. Results of the investigation will be provided to the parties directly involved. The school will act promptly to eliminate the sexual harassment and will impose any necessary corrective action, including disciplinary action, up to and including separation from the school. Knowingly or deliberately filing a false complaint or providing false information in connection with a complaint will not be tolerated and is grounds for disciplinary action, up to and including separation from the school.

Miss Hall's School has a zero-tolerance sexual harassment prevention policy. This policy applies to all students whether they are on campus, on school business, or at school-sponsored events. Sexual harassment is illegal under United States federal law and Commonwealth of Massachusetts state law.