



## **Student-Family Handbook 2020–2021**

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## WELCOME

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### **About This Handbook**

### **Mission and Core Values**

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

### **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.

This year will be different and new for everyone. None of us, including the most seasoned members of our community, have ever been in the situation we all find ourselves experiencing. We are all beginners this year, and as such, we need to rely on each other to learn new systems, ask questions, and support each other.

As we move forward this year, the theme “same storm, different boats, heading to shore together” has emerged. We are all in the same storm—navigating a global pandemic, racial inequities and divisions, and a deeply divided political climate. We are all in different boats—each of our experiences, perspectives, and lived realities are different. No two boats are the same. However, we will all head to the shore together, through collective vision and action, by aligning our practices and school culture with our mission and by working together to bring each of us along on this journey.

### **About This Handbook**

The *Miss Hall's School Student-Family Handbook 2020-2021* 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 use it for reference during the academic year.

Because of the unique characteristics of this school year, several of the policies and procedures described in this handbook are new. @MHS indicates our approach to hybrid and distance learning and is incorporated into the titles given to these guidelines, procedures, and policies developed for this school year.

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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. This is particularly true this school year, given the changing nature and challenges of the global pandemic. Families will be notified via special communications from the head of school should any changes occur.

The electronic version of this handbook, as well as other helpful information, can be accessed on our website at <https://www.misshalls.org/student-life/for-families>. 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 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 parents be familiar with and support the culture of MHS as described in the *Miss Hall's School Student-Family Handbook 2020-2021*. 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.

## Mission and Core Values

### 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.

### 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.

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### ***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.

## **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 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.

## **The Miss Hall's School Graduate**

The Miss Hall's School graduate is a thinker, a creator, and a contributor to the common good. She is a global citizen, a self-aware, resilient, and courageous participant in a multicultural



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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, she is prepared to navigate varied contexts with the fluency, generosity of spirit, and wisdom to lead a purposeful life.

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.
- ***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.

## ACADEMIC PROGRAM

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### **Program Overview**

### **Academic Requirements**

### **Course Selection**

### **Grades, Academic Progress, and Transcripts**

### **Academic Support**

### **@MHS Academic Schedule and Terms**

### **@MHS Coursework Guidelines**

### **@MHS Attendance Policies**

### **@MHS Netiquette Guidelines**

### **Academic Integrity and Honesty**

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## **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 teenage girls and their development into authentic, respectful, and honorable young women 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 they 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 for a girl 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,

## ACADEMIC PROGRAM

problem solving, critical and analytical thinking, and interdisciplinary learning. All classes demand the practice of good 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 their 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 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 provide 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 provide opportunities for deep investigation and thematic study.

## **Academic Requirements**

### **Course Load Requirements**

Students are required to carry a load of at least five but no more than six classes, 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), the taking of 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.

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### 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

**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, starting with the class of 2022; for students from the class of 2021, successful completion of at least one credit.

- Eligible students who take private music lessons earn .25 credits per half year.

**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, and ESOL III). Students should note that Chinese Language and Culture is an elective course that offers enrichment but does not fulfill any part of the language requirement.
- 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, US-administered Test of English as a Foreign Language (TOEFL) exam score of 104 or higher, with no subscore lower than 24. Beginning this year, we will also be using Duolingo scores to assess readiness; for related questions, please contact our Language Department chair, Sarah Nix, 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 attending classes. 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 ESOL and who have satisfactorily completed the third level 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 Introductory Physics/Robotics.
- 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. Note that during the 2020-2021 academic year, requirements will be contingent upon a student's presence on campus, and athletics offerings may differ from previous years.

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. Students will receive their athletics waiver for each production in which they participate.

**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

During the 2020-2021 school year, Horizons will run full programming, modified in recognition of necessary safety measures. Horizons programming differs according to grade level.

## Course Selection

### Course Offerings

Students at Miss Hall's School spend much of their time on academic pursuits. Because academic performance has a significant impact on choices for college, it is important that students devote themselves to learning with interest, dedication, and perseverance, and as such,

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make thoughtful course 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. Our goal is to empower students to make informed decisions about their academic selections.

### **Foundational Courses**

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

### **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 of the student's sophomore or junior year. Specific timing for course selection in 2021 will take place in term five when students return from the March break. 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.

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- 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

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

Adjustments to a student's courses can be made during the first few days at the start of each term. Students who wish to make any change to their schedule should speak with the director of academic counseling, who will advise the student on the process.

### **Adding a Course**

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

### **Dropping a Course**

- A course may be dropped without penalty or notation on a student's transcript *before* the drop-add period for that term ends.
- Partial credit is earned for each completed term (.5 credit). Grades, typically recorded for seniors only, are recorded on the student's transcript when partial credit is earned in a year-long course.



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- 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).

### Grades, Academic Progress and Transcripts

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

There are two times in the year when averages are recorded: January and June. January represents the midpoint of the academic year, and June represents the end of the academic year.

The term 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 average, helping them earn recognition on the Head's List or Honor Roll at any point during their years at MHS.

#### @MHS Grades

Numerical grades are submitted for all students by their teachers at the end of every term. These grades are recorded on each student's grade report card on file in the Registrar's Office. For a student in the ninth, tenth, or eleventh grade, only the final grade is recorded on the transcript. For a student in the twelfth grade, each term's grade, in addition to a final grade, is recorded on the transcript.

A student's GPA will be calculated at the end of term three and again at the end of term six. The timing of this is not different from previous years and is in line with when GPAs were recorded and updated before the 2020-2021 school year. A student's cumulative GPA is officially recorded during the junior year. That is when it is included as part of the official transcript. The GPA that appears on the grade card before the junior year is not a cumulative one. For a senior, we use the grades record in the first two terms to support any early application that needs senior-year grade information.

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For a course that runs two terms:

- The grade recorded at the end of the term will be the midcourse grade, and it is recorded numerically (only whole numbers). It will appear on the grade card (as a number), and for a senior, on the transcript (as a letter grade). The school's cross-platform database application program will take care of turning the numerical grade into a letter grade for the purpose of comment reports and the transcript. The comment written is both reflective of the past term and goal oriented, looking ahead toward the second term.
- The grade recorded at the end of the second term will appear on the grade card, and for a senior, on the transcript. The first- and second-term grades calculated together will determine the final grade, which is recorded as a letter. The final grade will appear on the grade card and the transcript for all students. The comment written at the end of the second term is a brief summative comment that reflects on the year with the student.

For a course that runs one term:

- The grade recorded at the end of the term, recorded numerically, will be a final grade for that course. It will appear on the grade card and the transcript. Teachers will write a short, summative comment at the end of the term.

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

Faculty members write narrative comments for each student at the end of each term, and advisors write comments in the fall and at the end of the year in June. Faculty write academic concern comments at the end of each term 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 are put on academic warning status. At any time, advisors may work with advisees to modify parts of the academic program, 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 puts 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 place that student on academic

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probation status and recommend to the head of school that the student's reenrollment contract be withheld. The progress of students on academic probation is closely monitored, and at the end of the school year, students on academic probation are reevaluated. If their work has shown significant improvement, their contracts are released.

### **Honor Standing**

Miss Hall's School believes strongly that academic achievement should be recognized and encouraged. Therefore, it publishes two honor lists twice each school year. 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.

### **Student Transcript Protocol**

The transcript is a comprehensive record of a student's course of study during high school. Miss Hall's School 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 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 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 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

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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**

- In order 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 or not to list the title of the online course and to decide the amount of credit assigned to the student. In general, the grade listed is 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 is 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 and 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 Berkshire Community College Courses**

- Credit is granted only if the student completes the BCC course in good standing.

### **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.
- In order 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 or not 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

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grade, the grade is 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 is recognized over the previously earned grade and credit, at the discretion of the dean of academics and faculty. In most instances, the MHS course title remains 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.

### 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 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
  - Term comments
  - Term 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. A record of a student's I-20 form and other visa information are on file in the Registrar's Office.

- Contents of **Student Temporary File** (retained for five years after date of graduation)
  - Records from the Health Center
  - Records from the Academic Skills Center, including psychoeducational testing and documents describing an Individual Educational Plan (IEP or 504)
  - I-20 forms
  - Copies of correspondence between MHS and the student and/or parents or guardian, including contract-hold letters and academic-standing letters

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This file is disposed of by July 1, five years after a student's year of graduation. Alumnae are prompted by the registrar, in collaboration with the Advancement Office, 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

## Academic Support

### 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). The ASC assists students with their coursework and offers help in reading, writing, math, and study skills. When students experience difficulty in a class, their first point of contact should be with their teacher. However, if students need specialized help in learning and study techniques, the ASC may be appropriate. The ASC is located in the Humes Euston Hall Library.

The ASC uses coaching language and techniques to help students develop learning strategies, self-awareness, time-management skills, and organizational skills. Three main types of assistance are available:

- Some students choose to study two to three times per week in the ASC in order to have supervision and encouragement as they work. This is generally a short-term arrangement (half a year or less) designed for students who want to get on track and stay on track with their studies.
- Short-term power sessions (no more than three) are available at no cost to students who want assistance with a specific difficulty.
- Longer-term assistance is available for students with documented learning differences. This program is fee based and requires parental permission.

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

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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 Chris Ouellette, the school's director of the Academic Skills Center, at [couellette@misshalls.org](mailto:couellette@misshalls.org).

### **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, parents should consider their daughter'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.

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

### **Collaborative Study Time**

Resident faculty oversee collaborative study time to ensure that optimal study conditions are maintained. Electronic devices are to be used only for academic purposes during collaborative study time (see the Electronic Devices Usage Policy in the Student Life Program and the Appendices sections of this handbook). During the 2020-2021 school year, study conditions have been modified to accommodate social distancing and the school's revised schedule.

### **Extra Help and Office Hours**

Teachers are always willing to provide 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

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more than one session with a teacher to secure the additional support a student needs. 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.

### **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 staffed with a full-time professional librarian and is open from 6:30 a.m. to 9:55 p.m. on weekdays and until 10:30 p.m. on weekends. 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 fourteen thousand volumes and thirty periodicals. 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.

### **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. 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



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serves as the home base for math peer tutoring and as a resource for all students and faculty. During the 2020-2021 school year, the Math Center will be available online.

### 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.

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

### The Writing Center

Staffed by members of the faculty and writing peer tutors, the Writing Center offers one-on-one writing support during the school day and during collaborative study time. Led by students' needs and questions, the Writing Center's staff members support every type of student writing at any stage in the writing process, from brainstorming and drafting to revision and proofreading. Staff members also work closely with those faculty members who assign writing and research, and they collaborate regularly with the librarian. The Writing Center's staff members reach out to all departments to encourage writing across the curriculum as well as a standard approach to teaching writing as process, research techniques, and citation. The Writing Center is committed to supporting all students as they develop and strengthen the written communication skills they will need in college and beyond. During the 2020-2021 school year, the Writing Center will be available online.

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### @MHS Academic Schedule and Terms

#### Class Rotations

Term 1	Term 2	Term 3	Term 4	Term 5	Term 6
A (M/Th)	B (M/Th)	D (M/Th)	A (M/Th)	B (M/Th)	D (M/Th)
C (Tu/F)	F (Tu/F)	E (Tu/F)	C (Tu/F)	F (Tu/F)	E (Tu/F)

#### Term Dates

Term	Dates
Term 1	September 8 - October 16
Term 2	October 19 - November 20
Term 3	November 30 - January 22
Term 4	January 25 - March 3
Term 5	March 15 - April 16
Term 6	April 21 - May 25

Should students have any questions about their classes, class schedules, or course selections, they should contact Sarah Virden, the school's director of academic counseling, at [svirden@misshalls.org](mailto:svirden@misshalls.org).

### @MHS Coursework Guidelines

The coursework guidelines for 2020-2021 support our new daily schedule and calendar so that students can best work with teachers in their learning. As this is a new set of parameters, we recognize the need for flexibility. Throughout the school year, faculty and student leaders are committed to evaluating and adjusting specific pieces of this policy with input from teachers and students.

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Please note that students enrolled in courses through OneSchoolhouse (OSH) will follow the guidelines and expectations set by the teachers in those courses. The @MHS 2020-2021 Coursework Policy does not apply to OSH classes.

### Coursework

- During each five-week term, teachers of both of a student's classes assign asynchronous work and communicate clear guidelines about what a student should do over the course of a given week, along with deadlines and order of work, if there are any.
- At the beginning of each term, teachers share the total number of hours a student is expected to spend per week per course. We recognize that every student learns differently and that converting work time into minutes is not precise. Faculty are committed to initiating ongoing conversations with their students about the amount of time each student needs to complete required assignments, and they adjust to ensure that each student experiences an appropriately challenging course of study. Faculty and student leaders will revisit this policy item at the end of the first term and throughout the year.
- The due date for major assignments (papers, major projects, labs, major assessments) should occur on a day that the class meets: before, during, or at the end of the student's synchronous class time.
- MHS teachers do not assign coursework over school breaks.
- A teacher does not assign work for a course that is not running in that particular term (e.g., if a student has Geometry and Chemistry in one term, their English teacher cannot assign work during that term). Specific exceptions may be made for individual students in collaboration with the teacher, department chair, Academic Skills Center learning specialist, advisor, and/or dean of academics and faculty. Students are not expected to master any new material for a course between terms.
- Virtual collaboration time is a predictable block of time (8:00-10:00 p.m. U.S. Eastern Standard Time) in which most of our student community is available for collaborative assignments. If a teacher assigns work that requires collaboration, students can expect to use this time for that purpose. On-campus learners do not have other meetings or events scheduled during this time. (Note that students on Central European Time or Greenwich Mean Time are not free; the teacher works with the student and collaboration group to find another time to meet.) Students may also choose to use this time for individual work if no collaboration is needed that day.

### PowerSchool

- To best support students, each teacher's PowerSchool course page looks and feels similar. Students may see some variations across courses, but the basic template and a

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teacher's use of PowerSchool as the primary mode of communicating course information is consistent across all classes in a student's schedule.

- Teachers outline the overall pace, assessments, and learning outcomes for each unit on their PowerSchool page before the unit begins.
- Teachers post all assignments using the calendar feature on their PowerSchool page. Assignments are posted on the day and time that assignments are *due*.
- Teachers have the week's work calendar filled in before the course's first synchronous meeting each week.
- Teachers also post the weekly assignments on the "Work for the Week" page in their PowerSchool courses.
- Students use the PowerSchool "Activities" tab (includes Assignments, Assessments, Discussions, Polls, WikiProjects) to turn in assignments that need to be submitted. If an assignment requires a different submission medium, teachers clearly explain the process of how to submit the assignment.

### **@MHS Attendance Policies**

It is important that all members of our community, be they faculty, staff or students, commit to being present and engaged in all aspects of the MHS program this year. We need to be responsible for being on time, prepared, and fully engaged in the experience, whether it is a Zoom class, an in-person class, a large community meeting, or a one-on-one meeting between advisor and advisee.

Students are expected to meet all academic and extracurricular commitments, including but not limited to academic synchronous classes, athletics/recreational activities, Horizons, community meetings, grade-level meetings, and advisor meetings. Students should assume that all classes and meetings are required unless they have been specifically described as optional. Attendance is taken at all of these events.

Our weekly schedule is new for everyone, and how each student plans the way in which they will use time needs to be purposeful and individual. Together with advisors and their personal team, students have the opportunity to navigate how to make the schedule work for them, and we expect that this will happen continuously throughout the year. We all need new systems to keep track of our obligations. If you are working from home, please sit down with your family to develop a routine of being ready and on time for all engagements.

This year especially, it is important that families plan medical appointments and meetings that take a student off campus at times that do not conflict with their MHS responsibilities. If students have jobs or other commitments outside of school, we ask that they prioritize their MHS academic courses and community.

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A student who misses a community meeting, advisor meeting, or another nonacademic commitment needs to have a conversation with their advisor within forty-eight hours. In repeated instances, the advisor informs the dean of students, and a meeting to create an action plan is held. The student's family is also informed.

### **General Guidelines for Class Attendance**

Academic classes meet twice a week for ninety minutes, and each term is five weeks long. Therefore, each class meeting is essential. Students need to make every effort to attend all classes. Given the collaborative nature of learning, each student's presence is important for the community of learners as well as for their own growth. Attendance is taken at the beginning of every class and is registered with the dean of academics and faculty.

### **Excused Absences**

#### **Illness**

If a student is absent due to illness, the following apply:

- For students who are at home (online learners or day students), their parents or guardian must email Beth O'Connor at [boconnor@misshalls.org](mailto:boconnor@misshalls.org) and their teacher to verify that the student is ill and unable to attend classes. It is preferable for this to be done before the class begins. This is necessary for a student to receive an excused absence.
- For students who are living on campus, they must go to the Health Center, and health center staff will notify the teacher and Beth O'Connor if the student is not well enough to attend classes. The student receives an excused absence.

If a student is/will be absent for an extended period of time, the student and their family should communicate with the student's advisor and the dean of academics and faculty. The school and the family will collaborate on a plan that gives the student time to recuperate and rejoin classes.

### **Technology Issues**

If a student is learning online and experiences a technology issue, they should report the problem as soon as possible to their teacher. Students should be proactive in working through any technology issues and the particular requirements for accessing Powerschool, Zoom, and other educational platforms, contacting the Technology Department at [support@misshalls.org](mailto:support@misshalls.org) for assistance. Excused absences are granted if a student consults with their teacher in order to make up for the experience missed in the class.

### **Travel and Quarantine**

If it is necessary for a student to travel to school while school already is in session, they inevitably miss classes and other school commitments. This is considered an excused absence.

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The advisor helps create a plan with the student to meet their commitments and rejoin classes when they can. Students are able to attend online classes while they are in quarantine.

### **Religious Observances**

Students observing religious holidays may request an excused absence from class and assigned work. Students and families are asked to inform MHS in advance of the student's absence so the teacher may create a comfortable plan for making up the work or rejoining the class. Students should inform their advisor and the dean of academics and faculty if they are planning to be absent due to religious observances.

### **Other Extenuating Circumstances**

During the school year, personal circumstances may require a student to miss classes or leave school. In these situations, students and families should communicate with the dean of students or the dean of academics and faculty.

### **Unexcused Absences**

If a student misses a class (online or on campus) and they do not have one of the above accepted reasons, it is considered an unexcused absence. This would include a student oversleeping, forgetting about the class, or deciding to not attend. Because attendance at synchronous classes is so important, we act quickly and proactively if we feel a student is disengaging from their learning and school responsibilities. In such instances, the teacher communicates with the student, their advisor, and their family.

In each course, the grading system includes student engagement. Class attendance, timeliness, and turning assignments in on time are all important factors in engagement. Therefore an unexcused absence or being late to class has an impact on a student's grade. Teachers discuss these expectations with students at the beginning of the term.

### **@MHS Netiquette Guidelines**

The school's Netiquette Guidelines present the school's expectations for learning online, which often means meeting via the Zoom platform. The expectation is that all students and adults will follow these guidelines for working online, resulting in building connections across the MHS community and creating environments most conducive to learning. The guidelines have two main ideas: students should come to class ready to learn and ready to engage, and student communication with teachers and advisors is more important than ever.

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### Guidelines for Online Classes

- Be early or on time for class, just as you would be for an in-person class. Your teachers will take attendance and will speak with you and your advisor about habitual lateness or missed classes. If you know in advance that you will be late/absent, you should communicate with/email your teacher as soon as possible.
- If you experience technical difficulties before or during class, please do your best to contact your teacher right away. If you have persistent technical challenges, you should communicate with your teacher and advisor to brainstorm solutions.
- Limit distractions and maximize your engagement in class:
  - Work in an area that supports your learning as much as possible (e.g., sit somewhere where you can also read and write). This may vary depending on the class or activity you are participating in.
  - Position yourself so that you are comfortable and can fully engage in learning.
  - Avoid having additional programs or tabs open unless you are asked to do so.
  - Refrain from side chatter, texting, or doing other work.
  - Follow the convener's guidelines about food during meetings.
  - Consider using the "Hide Self View" button if this function is helpful for you.
  - Consider whether you focus better in "grid view" or "speaker view" mode.
- Consider muting yourself when others are talking to avoid background noise and interruptions (unless otherwise stated/agreed upon by the convener). Use headphones to limit feedback if needed.
- Set up your Zoom screen to display your preferred name; if you wish, you may include your preferred pronouns.
- When attending synchronous class or collaborating with others online, please do your best to keep your video on for optimal engagement. Classes often function best when all students are on camera. We encourage you to find a simple, nonvirtual background or use one of the MHS virtual backgrounds. We understand there are situations in which you may need to turn off your video. Please make sure you can access the chat function in these moments. If being on camera is a persistent challenge for you during a term, you should communicate with your teacher and/or advisor to brainstorm solutions.
- Wear clothing that you would be comfortable wearing outside of your house and that you are comfortable wearing on camera. In other words, "dress for the job," mindful of the class or meeting you are about to attend.
- Our core values of respect and honor apply to our online environments. Think carefully about how you can contribute to a safe, positive classroom community. You may *not*
  - Take screenshots (especially of people) without permission
  - Post quotations or images from class to social media
  - Share the personal stories of your classmates with others

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- Comment negatively about a person or their ideas online/in the chat function on Zoom

### **Academic Integrity and Honesty**

*Honor* is one of Miss Hall's School's four core values. 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 our actions.

During the first month of school, each student at Miss Hall's School is asked to review and sign a copy of the Miss Hall's School Academic Integrity and Honesty Policy. In doing so, the students confirm that they understand and will follow the guidelines and expectations described in this policy.

### **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 Horizons and the Athletics Program.

A student commits academic dishonesty when she engages 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, all or part of which 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.

## STUDENT LIFE PROGRAM

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**@MHS Common Good Guidelines**

**@MHS Day Student Guidelines**

**@MHS Boarding Student Guidelines**

**@MHS Weekend Program**

**Dress Code**

**Electronic Devices Usage Policy**

**Fundraising Policy**

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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 women.

### **@MHS Common Good Guidelines**

A firm commitment to the common good is core to the ethos of Miss Hall's School. If ever there was a time that we must live by this ideal, that time is now.

In response to the COVID-19 pandemic, we establish these Common Good Guidelines to share the responsibility of keeping the Miss Hall's campus community healthy and safe. All community members are asked to embrace these guidelines and support one another in order to protect against the spread of the coronavirus. This will require a change from the behaviors and patterns to which we are accustomed. What will not change, however, is our commitment to a dynamic, mission-aligned, student-centered curriculum and to our inclusive, connected community.

To protect myself, I will:

- Take responsibility for my own health and agree to take part in the school's COVID-19 testing protocols.
- Abide by newly-defined back-to-school protocols.
- Follow instructions to quarantine and/or isolate when required by the school, the local and state health departments, and my own sense of responsibility, whether at home or on campus.
- Self-monitor symptoms and health and (for students) participate in daily health screenings via the MyMedBot application.

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- Wear a [face covering](#) when indoors, in group gatherings, and whenever physical distancing protocols cannot be met.
- Follow physical distancing protocols in all classrooms, dining spaces, and community spaces, and abide by all posted room capacity numbers.
- Properly and frequently [wash my hands](#) with soap and water and use hand sanitizer when soap and water are not readily accessible.
- Avoid touching my eyes, nose, and mouth and practice proper [cough and sneeze etiquette](#) and properly dispose of tissues in the trash.
- Partner with MHS's housekeeping team to do my part to keep my spaces clean. Assist by sanitizing shared spaces and high-traffic areas/high touch surfaces.
- Remain informed about the [signs and symptoms](#) of COVID-19 and [what to do if symptoms develop](#).
- Speak with the Health Center (students), or call my primary-care provider or the Berkshire Health System Coronavirus Hotline (employees) regarding any potential symptoms and follow all medical advice.

To protect our community, I will:

- Maintain 6 feet of physical distance from others whenever possible.
- Wear a [face covering](#) (same as above).
- Refrain from handshaking, fist bumps, face-to-face hugging, and sharing of anything that has come in contact with the eyes, nose, or mouth.
- Minimize the sharing of high-touch materials.
- Follow all pedestrian traffic patterns on campus, including one-way hallways and stairwells.
- Schedule group meetings outside, weather permitting, or virtually.
- Stay home when sick (day students, employees). If on campus, notify the Health Center (students) or my supervisor (employees) immediately should I become ill.
- Observe campus visitor protocols when having guests—including parents—visit.
- Agree to follow off-campus travel guidelines for boarding students per the recently revised *Miss Hall's School Student-Family Handbook 2020-2021*.
- Follow [Safer at Home Guidelines](#), limit nonessential travel, follow [CDC guidelines for going out in public](#), and take other precautions recommended by medical professionals when not on campus.
- Follow the CDC's guidelines for [running essential errands](#) (employees, day students) when it is necessary to be out in public spaces.
- [Limit social interactions](#) outside of the MHS community while school is in session (employees, day students). This means not hosting or attending group gatherings in

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violation of state guidelines regarding group size (less than twenty-five) or where attendees are not following physical distancing or face covering protocols.

- Journal general activity at the end of each day to assist with potential contact tracing and fully cooperate with any contract tracing investigation, if necessary.
- Extend respect, compassion, and care to myself and others at all times.

Learning to live with these expectations will take practice and repeated reminders. All community members participate in training around these guidelines, and campus spaces are posted with visual reminders and directions. All community members must share the responsibility of holding each other accountable. If a community member is not upholding the Common Good Guidelines, we will initiate a conversation with a dean/supervisor to clarify the guidelines. Intentional or continued infractions will result in additional consequences, up to and including exclusion from campus or formal disciplinary action. Strict adherence to the guidelines is necessary in order to ensure the health of the MHS community and the common good.

These agreements are subject to change based on guidelines from the Massachusetts Department of Health and the Centers for Disease Control. We look forward to a time when many of these guidelines are no longer necessary.

### **@MHS Day Student Guidelines**

Day students are valued members of the community, and we rely on their engagement, leadership, and participation in campus life to maintain the vibrancy of our program. 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 beyond academic requirements. It is through a day student's involvement in activities that friendships are made.

In the 2020-2021 school year, while boarding students are going through periods of on-campus quarantine, day students stay at home and take classes remotely. During the two weeks prior to day student arrival on campus and moving forward, we ask day students to adhere to the state's Safer at Home Guidelines and, when applicable, the guidelines for quarantining at home (see below).

The day student advisor, Jen Jordan ([jjordan@misshalls.org](mailto:jjordan@misshalls.org)), is one of the best resources for day students. Ms. Jordan, along with the eleven day student proctors, has suggestions for involvement in extracurricular activities and can answer questions about anything related to community life. There will be regularly scheduled day student meetings throughout the school year to discuss day student issues.

## STUDENT LIFE PROGRAM

The following addresses anticipated questions from day students:

### **Will I be able to participate in campus programming, including weekend programming?**

Until October 19, day students are expected to participate in orientation and classes from home. Once classes resume on campus, MHS will offer programming that is inclusive and accessible to all students, in person or from a distance. Weekend programming will initially be limited to boarding students only, with the exception of online activities.

### **What am I doing while not in class?**

There will be many opportunities in the schedule during asynchronous class time when day students may have other school commitments, such as music lessons, athletics, and leadership.

### **Can I choose to remote learn this year?**

Yes. Regardless of your location, you can choose to remote learn for the school year (in entirety or for certain terms). If you have any questions or would like to discuss this option, please be in touch with Christie Higuera, the school's dean of students, at [chiguera@misshalls.org](mailto:chiguera@misshalls.org).

### **When can I arrive at school each day?**

Day students can come to school for breakfast, which begins at 7:30 a.m. Meals will be available in both the dining room and in Centennial Hall (grab-and-go set-up).

### **Where can I go when I am not in class or participating in other activities?**

We are identifying locations where day students can spend their free time while on campus as well as developing the system to ensure that we are adhering to the capacity guidelines for these spaces. These will be clearly identified by the time you are back on campus.

### **Will I be allowed to go into the dormitories?**

Dormitories will be limited to individuals who reside in the dorms. Day students and boarding students will have opportunities to interact in classes, outside, and in other designated locations around campus. Health Services will have a space in the Main Building outside of the dormitory.

### **When will I be expected to leave campus on class days?**

Day students are expected to leave campus after their last commitment of the day and may not stay for dinner or collaborative study time.

### **Will I be able to eat meals on campus?**

Day students will be welcome to eat breakfast and lunch on campus on the weekdays.

## STUDENT LIFE PROGRAM

### **Will I be able to stay over in the day student suite or a friend's room during the week or on the weekends?**

Unfortunately, at this time we are not allowing day students to sleep over on campus. We hope that restrictions will ease and we will be able to allow for this in the future.

### **As a day student, can I host a boarding student for a sleepover at my house?**

Initially, no. We hope that restrictions will ease and that we will be able to allow for this in the future.

### **Can I continue with my off-campus activities--job, dance classes, gymnastics, etc.?**

If you are committed to continuing your activities, we support you! However, we expect your behavior to be in accordance with CDC safety guidelines.

### **What are the Safer at Home Guidelines?**

Although some day students live outside of Massachusetts, we expect MHS students to following the guidelines below from [Mass.gov](https://www.mass.gov):

- All residents of Massachusetts are advised to leave home only for healthcare, worship and permitted work, shopping, and activities.
- All residents of Massachusetts are REQUIRED to cover their face when they cannot maintain six feet of social distance in public
- All residents of Massachusetts are advised to wash their hands frequently for at least twenty seconds with soapy water
- All residents of Massachusetts are advised to be vigilant, monitor for symptoms, and stay home if you feel sick
- Use remote modes of communication like phone or video chat instead of visiting friends or family who are high risk for COVID-19

### **What does it mean if I have to quarantine at home?**

In the days immediately following a COVID-19 test (while waiting for a test result) or if there has been a risk of exposure either at MHS, at home, or at work/activities, the school expects a student to quarantine at home. For day students, *quarantine at home* means that students should stay home, stay away from others, and monitor their health. You should leave for only essential reasons and not visit public places, including but not limited to restaurants, pools or beaches, meetings, and other gatherings. The safest practice is for all members of the student's household to quarantine together. If other members of the student's family must engage with people outside the home, students should practice strict safety protocols at home, including mask wearing, physical distancing from family members, and frequent hand washing.

## **@MHS Boarding Student Guidelines**

### **General Guidelines**

These guidelines are subject to change if necessary for the health and safety of our community members.

### **Rooming**

We have planned for both single- and double-occupancy rooms in the dorms. Dormitory assignments are made by the Housing Committee, which has carefully considered requests in this regard.

### **Bathrooms**

Each boarding student is assigned to a bathroom on the hallway where they live. Public restroom policies have been modified to support safety and distancing mandates.

### **Laundry Rooms**

Boarding students are assigned days and times to do their laundry, with a schedule to be determined when students are on campus.

### **Staying on Campus During Breaks**

Boarding students will be allowed to remain on campus during school breaks only upon request. If this becomes necessary, MHS will offer a relaxed campus program of supervision, activities, and food service. Families will be responsible for any additional associated expenses.

### **Restrictions and Limitations**

#### **Fob Access and Dormitory Entry Points**

Boarding students have fob access only to the dormitory floors where they live. Fireproof curtains in the Main Building dormitory separate the hallways.

#### **Dorm Rooms**

No sleepovers of any kind on campus are allowed. Students are not allowed into the rooms of other students. In addition, no guests are allowed to visit or spend the night on campus.

#### **Masks**

Face coverings must be worn by all students and adults when in common areas and whenever the six-foot minimum distance between individuals cannot be maintained. This requirement for face coverings includes dormitory hallways.

## STUDENT LIFE PROGRAM

### **Study Hall**

Boarding students are required to study in their dormitory rooms during the evening hours of collaborative study time.

### **Travel off campus**

Boarding student travel away from campus on weekends will be limited and based on current conditions. We will evaluate and make adjustments as needed, but we will begin the second term as follows:

- Boarding students may not have guests or visitors on campus.
- A boarding student may go off campus with a member of their family for day visits.
- Family members are asked to review the visitor checklist and arrange a visit only if their answers indicate that their visit poses no risk to the school community.

### **Packing Checklist for Boarding Students**

This year, we ask that students limit the amount of belongings they bring to campus. The school will require much flexibility, and if a student needs to depart campus or if housing needs shift, there will be significant advantages to having fewer belongings on campus. Although shopping trips off campus initially will not take place, we will continue to monitor safety guidelines. We encourage visits to the MHS school store for essential items, including the following:

- Laundry bags, dryer sheets, detergent (also provided in laundry room)
- Deodorant, body wash, soap, shower poufs, lotions
- Shampoo, conditioner (both also provided in dorm showers), a variety of hair products
- A variety of menstrual hygiene products
- Toothpaste, tooth brushes, mouthwash, floss
- Nail clippers, files, polish
- Q-tips, makeup remover, tissues, lip balm
- Beverages
- Snacks (non-perishable)
- Fans
- Small lamps

Online shopping items for other needed items after arrival to campus can be shipped to MHS at:

Name of Student  
492 Holmes Road  
Pittsfield, MA 01201



## STUDENT LIFE PROGRAM

The following addresses anticipated questions from boarding students:

### **What does MHS provide for my dorm room?**

- Bedroom furniture (bed and dresser)
- Regular twin mattress and mattress pad
- Desk and chair
- Trash basket
- Closet or wardrobe

Beyond a computer table or special chair, students are not permitted to supplement or replace school furniture with their own.

### **What will I need to bring or purchase after arriving at MHS?**

- Sheets (extra-long or deep-pocket sheets)
- Pillow and pillowcase
- Towels, shower sandals, bathroom basket/bucket (for toiletries)
- Comforter or blanket
- Alarm clock
- Desk lamp (overhead lights are provided in each room)
- Face masks (we recommend seven to fourteen masks per student)
- Hand sanitizer for personal use (also provided in several locations on campus)

If you are traveling internationally and request that linens be provided, please contact Mary Bazanchuk, the school's director of residential life, at [mbazanchuk@misshalls.org](mailto:mbazanchuk@misshalls.org).

### **What is encouraged to bring for my dorm room?**

- A music player and headphones
- Wall hangings, posters, photos of family and friends
- A small fan (rooms are not air-conditioned)
- Small-scale exercise equipment (yoga mats, jump ropes, weights, exercise bands, etc.)

### **What am I *not* permitted to bring to MHS?**

- Pets (with the exception of fish)
- Candles and incense

## STUDENT LIFE PROGRAM

- Any appliances and special electrical gadgets, including but not limited to coffee makers, hot pots, Crock-Pots, Instant Pots, rice cookers, refrigerators, string lights (unless battery operated and LED), space heaters, and halogen lamps
- As discussed in the Health and Well-Being section of this handbook, students are not allowed to have prescription or nonprescription medication in their possession, including vitamins or herbal supplements
- Other prohibited items include alcohol, cigarettes, snuff, chewing tobacco, electronic cigarettes, juuls, vaporizers, other nicotine or marijuana delivery systems, stick-and-poke tattooing paraphernalia, piercing paraphernalia, and any items that could be considered a weapon

### **What clothing will I need?**

- Skirts, dresses, pants, and dress shorts for class
- Casual clothes, such as blue jeans, shorts, and sweatpants
- A few dressy outfits for special events
- Athletic wear for sports and fitness activities
- Boots, an umbrella, a raincoat, and a heavy winter coat for the variable New England weather

### **@MHS Weekend Program**

Weekends at Miss Hall's School are times to relax with friends! Initially, day students will not be permitted to be on campus for weekend activities, and this policy will be reviewed frequently. The student-led Social Committee, advised by the director of weekend activities, meets weekly to plan events. Activities may include watching movies, discussions, MHS club-run activities, virtual open-mic nights with other schools, virtual tours of museums, trivia games, art projects, physical activities, and other social activities.

- All guidelines regarding health and safety will be followed on the weekends.
- Food ordering will not be permitted initially, but this will be reviewed with input from the Student Council.
- Vendors (such as Ayelada) may be scheduled to come to campus. This will be arranged by the director of the weekend program.
- There will be no trips off campus initially. This will be reviewed frequently.
- Day students will not be allowed on campus initially. This will be reviewed frequently.
- For the purchase of essential items, students will be directed to the school store and to online shopping platforms. Adults will not be able to shop for students.
- A team of adults will supervise and provide activities for students each weekend.

## **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.

### **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).

### **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.

### **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

## STUDENT LIFE PROGRAM

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 advisor 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 advisor.

*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 advisor.

### **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.

### **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.

## STUDENT LIFE PROGRAM

### **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.

### **Dress Code Enforcement**

If any faculty, staff member, or student proctor 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 or the assistant dean of students.

### **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. Miss Hall's School expects its community members to be mindful in their use of electronic devices. The Electronic Devices Usage Policy follows below.

Community members must adhere to the following:

- While moving between classrooms, buildings, hallways, and public spaces from 8:00 a.m. to 9:00 p.m., Monday through Friday, community members will not make phone calls or use electronic devices in any way.
- While moving between classrooms, buildings, hallways, and public spaces during the class day from 8:00 a.m. to 4:30 p.m., Monday through Friday, the use of headphones is not permitted.
- 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 collaborative study time.
- 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 or the assistant dean of students.

## **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.

## CITIZENSHIP

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### **Disciplinary Guidelines: Intent and Expectations**

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

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

#### **@MHS Student Violations of Health and Safety Guidelines**

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### **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 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*. 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

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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.

### **Parental Cooperation**

Adolescents are easily confused when parents and teachers send conflicting messages about behavior. By signing the enrollment contract, parents agree to support fully 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 daughter'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 daughter.

### **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.*

### **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.



## **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 judgment 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 judgment 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 judgment 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 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.

### **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, tobacco/nicotine delivery products, 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.

### **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

### **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.

### **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. In doing so, students accept responsibility for the appropriate use of our technological resources as well as for the information accessed through them.

This policy is presented in detail in the Appendices section of this handbook. In brief, 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 and Appendices sections)
- Permitting or having knowledge of another person posting an image or text depicting an MHS student violating a rule or policy

### **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.

### **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 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.

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, 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.

### **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.

## **Honesty**

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

## **Illegal Drugs and Alcohol**

The possession, use, or sale of alcohol or any illegal drug, including prescription drugs not issued to the possessor, is forbidden. The possession and use of marijuana and marijuana-derived products are forbidden for anyone under the age of twenty-one.

## **Personal Safety and Safety of Others**

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 that can be 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

## **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 school’s Health Center. Any and all such medication must be kept in the possession of the school nurses and administered per orders by a licensed prescriber or as needed.

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

Students are expected to protect 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.

### **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.

### **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 Center staff or to enroll in a smoking cessation program chosen by MHS at the expense of the student's parents.

## **@MHS Student Violations of Health and Safety Guidelines**

In order for MHS to be a healthy and safe environment for all community members, it is imperative that the Common Good Guidelines and health and safety measures are respected and consistently followed. While all disciplinary policies listed in this handbook remain in effect, consequences of rule violations pertaining to the Common Good Guidelines (found in the Student Life, Health and Well-Being, and Appendices sections of this handbook) follow below.

### **First Offense**

If a student commits an infraction of the school's Common Good Guidelines (e.g., not wearing a mask, not social distancing, going into other students' rooms, etc.), then the student must meet with their advisor and the dean of students and/or director of residential life. The student's parents/guardians will be notified, and a formal warning will be given to the student, meaning that any additional violation may result in the student being asked to depart from campus immediately.

## **Second Offense**

If a student is found to have violated the school's Common Good Guidelines (e.g., not wearing a mask, not social distancing, going into other students' rooms, etc.), for a *second* time after receiving a formal warning, they risk being asked to depart from campus immediately and attend an educational workshop with the director of health services regarding the importance of maintaining the Common Good Guidelines. If a student is required to depart from campus, they may still participate in school programming remotely.

## **Egregious Offense**

If a student violates the school's Common Good Guidelines in a way that the school determines shows blatant disregard for the health and safety of peers, faculty, and/or staff, then the student may be asked to leave campus immediately and the case may be brought before the head of school. Examples of egregious offenses *include, but are not limited to*, repeated refusal to follow safety protocols, knowingly breaking quarantine or isolation protocols, hosting or attending group gatherings that exceed Massachusetts and MHS guidelines, and repeatedly hosting students in one's dormitory room.

If the school has reason to believe that a student may have been exposed to COVID-19, it will require that the student take a PCR test and implement quarantine protocols until a negative test result is confirmed.

As a caring, close-knit community, we all have concerns about the risks of COVID 19. Every one of us has a responsibility to help keep MHS healthy. If a student sees someone not following the Common Good Guidelines, they should remind that student of our shared commitments. If anyone is unclear about the guidelines, they should contact any of the school's deans for clarification.



## HEALTH AND WELL-BEING

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### **@MHS Common Good Guidelines**

#### **Facilities and Staff**

#### **Health Services Rules and Regulations**

#### **Communicable Disease Policy**

#### **Counseling Services**

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In this school year of unprecedented health concerns, Miss Hall's School has established flexible policies and procedures designed to address the challenges of the global pandemic. Our @MHS Common Good Guidelines, found below as well as in the Student Life and Appendices sections of this handbook, outline behaviors and practices expected of all its community members.

Parents and students should note that the policies and procedures of the Health Center described in this handbook section may change as recommendations of federal, state, and local health organizations adapt to evolving conditions.

### **@MHS Common Good Guidelines**

A firm commitment to the common good is core to the ethos of Miss Hall's School. If ever there was a time that we must live by this ideal, that time is now.

In response to the COVID-19 pandemic, we establish these Common Good Guidelines to share the responsibility of keeping the Miss Hall's campus community healthy and safe. All community members are asked to embrace these guidelines and support one another in order to protect against the spread of the coronavirus. This will require a change from the behaviors and patterns to which we are accustomed. What will not change, however, is our commitment to a dynamic, mission-aligned, student-centered curriculum and to our inclusive, connected community.

To protect myself, I will:

- Take responsibility for my own health and agree to take part in the school's COVID-19 testing protocols.
- Abide by newly-defined back-to-school protocols.
- Follow instructions to quarantine and/or isolate when required by the school, the local and state health departments, and my own sense of responsibility, whether at home or on campus.

## HEALTH AND WELL-BEING

- Self-monitor symptoms and health and (for students) participate in daily health screenings via the MyMedBot application.
- Wear a [face covering](#) when indoors, in group gatherings, and whenever physical distancing protocols cannot be met.
- Follow physical distancing protocols in all classrooms, dining spaces, and community spaces, and abide by all posted room capacity numbers.
- Properly and frequently [wash my hands](#) with soap and water and use hand sanitizer when soap and water are not readily accessible.
- Avoid touching my eyes, nose, and mouth and practice proper [cough and sneeze etiquette](#) and properly dispose of tissues in the trash.
- Partner with MHS's housekeeping team to do my part to keep my spaces clean. Assist by sanitizing shared spaces and high-traffic areas/high touch surfaces.
- Remain informed about the [signs and symptoms](#) of COVID-19 and [what to do if symptoms develop](#).
- Speak with the Health Center (students), or call my primary-care provider or the Berkshire Health System Coronavirus Hotline (employees) regarding any potential symptoms and follow all medical advice.

To protect our community, I will:

- Maintain 6 feet of physical distance from others whenever possible.
- Wear a [face covering](#) (same as above).
- Refrain from handshaking, fist bumps, face-to-face hugging, and sharing of anything that has come in contact with the eyes, nose, or mouth.
- Minimize the sharing of high-touch materials.
- Follow all pedestrian traffic patterns on campus, including one-way hallways and stairwells.
- Schedule group meetings outside, weather permitting, or virtually.
- Stay home when sick (day students, employees). If on campus, notify the Health Center (students) or my supervisor (employees) immediately should I become ill.
- Observe campus visitor protocols when having guests—including parents—visit.
- Agree to follow off-campus travel guidelines for boarding students per the recently revised *Miss Hall's School Student-Family Handbook 2020-2021*.
- Follow [Safer at Home Guidelines](#), limit nonessential travel, follow [CDC guidelines for going out in public](#), and take other precautions recommended by medical professionals when not on campus.
- Follow the CDC's guidelines for [running essential errands](#) (employees, day students) when it is necessary to be out in public spaces.

## HEALTH AND WELL-BEING

- [Limit social interactions](#) outside of the MHS community while school is in session (employees, day students). This means not hosting or attending group gatherings in violation of state guidelines regarding group size (less than twenty-five) or where attendees are not following physical distancing or face covering protocols.
- Journal general activity at the end of each day to assist with potential contact tracing and fully cooperate with any contract tracing investigation, if necessary.
- Extend respect, compassion, and care to myself and others at all times.

Learning to live with these expectations will take practice and repeated reminders. All community members participate in training around these guidelines, and campus spaces are posted with visual reminders and directions. All community members must share the responsibility of holding each other accountable. If a community member is not upholding the Common Good Guidelines, we will initiate a conversation with a dean/supervisor to clarify the guidelines. Intentional or continued infractions will result in additional consequences up to and including exclusion from campus or formal disciplinary action. Strict adherence to the guidelines is necessary in order to ensure the health of the MHS community and the common good.

These agreements are subject to change based on guidelines from the Massachusetts Department of Health and the Centers for Disease Control. We look forward to a time when many of these guidelines are no longer necessary.

### **Facilities and Staff**

Health services are provided through the Miss Hall's School Health Center, which is staffed by the school's nurses. When students arrive on campus in the fall, they receive information regarding the operation and hours of the Health Center, along with specific information regarding accessing the Health Center's services during the 2020-2021 school year. Students are also given information on how to access any needed health care during the hours when nurses may not be in the Health Center but are available on call.

The Health 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. Parents and guardians are encouraged to contact the nursing staff with any health concerns they may have or with any updated information regarding acute health conditions as they arise during the school year.

## **Health Services Rules and Regulations**

Each year, families are required to complete and/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 of 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 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 Center. These records permit Health Center personnel to render treatment and, when necessary, to release pertinent information to facilitate health care. All students' medical records must be kept current.

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 parents.

Parents should note that the US Center for Disease Control recommends the annual flu vaccine for all individuals over six months of age, and this year the Commonwealth of Massachusetts has made the seasonal flu vaccine [a requirement](#) for all school-aged children. The flu vaccine can be accessed through the student's primary care physician.

A student arriving at Miss Hall's School with prescribed medications must check in with the Health 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

## HEALTH AND WELL-BEING

medication for students must be kept in the Health Center and will be administered by Health Center staff or designated personnel only.

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 to this rule 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 Center.

When a student's work, behavior, or demeanor suggests the possibility of use of alcohol and/or illegal 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.

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 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 daughter.

All of a boarding student's medical, psychological, and emergency dental appointments need to be made through the Health 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 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. Parents 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 and 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 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 a nurse in the Health Center at least forty-eight hours in advance of the appointment so that the absence is recorded as excused. Day

## HEALTH AND WELL-BEING

students are not allowed to leave campus to drive themselves to appointments without parental permission sent to the dean of students in advance.

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. In an effort 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.

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 on medication. Therefore, students will not be permitted to have these drinks on campus or while under our jurisdiction.

All students who are excused from classes for medical reasons are expected to remain in the Health Center or, with permission from a nurse, to convalesce in their rooms. Any day student

## HEALTH AND WELL-BEING

who becomes ill while on campus should immediately report to the Health Center 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 by the Health Center to leave Miss Hall's School. While the student is away, their parent must periodically update the Health Center regarding the student's condition and anticipated return date. Upon the student's return, student and parent must check in with Health Center staff before the student returns to classes or to the dorm. At this time, the parent gives the nurse 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 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, Health Center staff will be able to reach them quickly.

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 services, 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.

### **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.

### **Counseling Services**

On-site school counselors are available to meet with students and to consult with faculty regarding issues of mental and emotional health. The school counselors encourage students to inform their parents when counseling services are being accessed and 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 parents at an hourly rate as established by that provider.

## HEALTH AND WELL-BEING

If a student is involved in self-injurious behavior, they may be asked to leave MHS for a specified length of time in order to receive treatment and support in a different setting. Such behavior is regarded as serious, and temporary or permanent separation from MHS may be required.



## STUDENT LEADERSHIP

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**Elected School Leadership**

**Appointed School Leadership**

**Student Clubs**

**Student Ensembles**

**Student Publications**

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This section includes the description and responsibilities of elected and appointed student leadership groups. In the 2020-2021 school year, elections and responsibilities will differ, given our hybrid model. Advisors to each group will be speaking to students about this throughout the year.

### **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 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.

**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 each week, with Social Committee heads and the director of student 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

## STUDENT LEADERSHIP

and have both a willingness to talk to classmates about their interests and an interest in participating in the weekend events.

### **Appointed School Leadership**

**Admission ambassadors** assist the Admission Office with prospective family tours, open houses, class visits, phonethons, 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 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. Writing peer tutors are available through the Writing Center. 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.

**Prefects** are juniors and seniors whose primary role is to assist the weeknight duty team in ensuring that collaborative study time is quiet and conducive to studying. Each duty night, prefects report to the OD Office at 7:15 p.m. before going to an assigned, designated area for the duration of the collaborative study time period. These spaces include the dormitories, academic buildings, library, dining room, and other designated spaces. Prefects may give judicial citations if school rules are violated. During the 2020-2021 school year, collaborative study time has been

## STUDENT LEADERSHIP

modified to accommodate social distancing and the revised schedule, and as such the role of prefects may change.

**Theme Committee (TC) members** collaborate with the community to implement programming focused on the theme of the year. TC is also responsible for the selection process of the theme for the following school year.

### Student Clubs

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

The Diversity Coalition is made up of three coalitions that have been identified as essential to the school and works to foster inclusion, equity, and courageous conversations among all students. These three coalitions, which together make up the Miss Hall's School Diversity Coalition, are Essence, the International Student Alliance, and Spectrum. Unlike other coalitions that are entirely student driven, the coalitions of the Diversity Coalition have stronger partnering of the student leaders with the faculty advisors and are reestablished annually regardless of membership size and student-leader interest.

**Essence** is a coalition devoted to the creation of harmony among all students, regardless of race and ethnicity. All members of the MHS community are encouraged to participate in Essence Club meetings, activities, and events.

The **International Student Alliance (ISA)** is a coalition made up of students from the US and other countries represented in our student body. Throughout the year, ISA sponsors cultural programs, international meals, and special events.

**Spectrum** is a coalition 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.

#### 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.

Some academics clubs include the following:

- Art Club
- Clay Club (second semester)

## STUDENT LEADERSHIP

- Chemistry Club
- Drama Club (second semester)
- Film and Photography Club
- French Club
- Science Bowl Team
- Science Club
- STEAM Club...and more!

### **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. Some interest and action clubs include the following:

- ACG (Anime) Club
- Astronomy Club
- A/V Club
- Board Games Club
- Brain Bee
- Business Club
- Cooking Club
- Current Events Club
- Debate Team
- Design Club
- Final Frontier Club
- H.E.A.T
- Japanese Language and Culture Club
- ReAD Club
- Spectrum
- Step Club
- Street Dance
- Z Club...and more!

### **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.

## STUDENT LEADERSHIP

**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.

**Theater Ensemble** puts on two productions each year. Auditions for the winter musical are held in November. Auditions for the spring play are held in March. 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.

## Student Publications

***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.

***Hallways*** is our student-run online and print newspaper. Membership on the staff is open to students at all levels. Besides the post of managing editor, editorial positions are available for copyediting, layout, and photography. This club publishes several editions of the paper every year and is an excellent training ground for developing skills in writing and teamwork.

## APPENDICES

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**Academic Integrity and Honesty Policy**

**Acceptable Use of Technology Resources Policy**

**Bullying Prevention and Intervention Plan**

**@MHS Common Good Guidelines**

**Commonwealth of Massachusetts Law Regarding Hazing**

**Discriminatory Conduct Prevention Policy**

**Harassment Prevention Policy**

**Sexual Harassment Prevention Policy**

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### **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 Horizons and the Athletics Program.

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)

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- 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.

## **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.



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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.

- This policy is presented in detail in the sections that follow. In brief, abuse or misuse of the school's technology resources 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

### **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

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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 outside of school- or class-sanctioned activities.

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 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, parents, or other members of the school community; or that place the school community at risk are not allowed.

## **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.

## **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* 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.

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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.

## **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 this 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.

## 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

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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.

### **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.

### **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.

### **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* 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.

### **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>, and emails can be sent to [compliance@doe.mass.edu](mailto:compliance@doe.mass.edu). Individuals also 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.

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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.

### **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.

### **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*. 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.

### **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.

## @MHS Common Good Guidelines

A firm commitment to the common good is core to the ethos of Miss Hall's School. If ever there was a time that we must live by this ideal, that time is now.

In response to the COVID-19 pandemic, we establish these Common Good Guidelines to share the responsibility of keeping the Miss Hall's campus community healthy and safe. All community members are asked to embrace these guidelines and support one another in order to protect against the spread of the coronavirus. This will require a change from the behaviors and patterns to which we are accustomed. What will not change, however, is our commitment to a dynamic, mission-aligned, student-centered curriculum and to our inclusive, connected community.

To protect myself, I will:

- Take responsibility for my own health and agree to take part in the school's COVID-19 testing protocols.
- Abide by newly-defined back-to-school protocols.
- Follow instructions to quarantine and/or isolate when required by the school, the local and state health departments, and my own sense of responsibility, whether at home or on campus.
- Self-monitor symptoms and health and (for students) participate in daily health screenings via the MyMedBot application.
- Wear a [face covering](#) when indoors, in group gatherings, and whenever physical distancing protocols cannot be met.
- Follow physical distancing protocols in all classrooms, dining spaces, and community spaces, and abide by all posted room capacity numbers.
- Properly and frequently [wash my hands](#) with soap and water and use hand sanitizer when soap and water are not readily accessible.
- Avoid touching my eyes, nose, and mouth and practice proper [cough and sneeze etiquette](#) and properly dispose of tissues in the trash.
- Partner with MHS's housekeeping team to do my part to keep my spaces clean. Assist by sanitizing shared spaces and high-traffic areas/high touch surfaces.
- Remain informed about the [signs and symptoms](#) of COVID-19 and [what to do if symptoms develop](#).
- Speak with the Health Center (students), or call my primary-care provider or the Berkshire Health System Coronavirus Hotline (employees) regarding any potential symptoms and follow all medical advice.

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To protect our community, I will:

- Maintain 6 feet of physical distance from others whenever possible.
- Wear a [face covering](#) (same as above).
- Refrain from handshaking, fist bumps, face-to-face hugging, and sharing of anything that has come in contact with the eyes, nose, or mouth.
- Minimize the sharing of high-touch materials.
- Follow all pedestrian traffic patterns on campus, including one-way hallways and stairwells.
- Schedule group meetings outside, weather permitting, or virtually.
- Stay home when sick (day students, employees). If on campus, notify the Health Center (students) or my supervisor (employees) immediately should I become ill.
- Observe campus visitor protocols when having guests -- including parents -- visit.
- Agree to follow off-campus travel guidelines for boarding students per the recently revised *Miss Hall's School Student-Family Handbook 2020-2021*.
- Follow [Safer at Home Guidelines](#), limit nonessential travel, follow [CDC guidelines for going out in public](#), and take other precautions recommended by medical professionals when not on campus.
- Follow the CDC's guidelines for [running essential errands](#) (employees, day students) when it is necessary to be out in public spaces.
- [Limit social interactions](#) outside of the MHS community while school is in session (employees, day students). This means not hosting or attending group gatherings in violation of state guidelines regarding group size (less than twenty-five) or where attendees are not following physical distancing or face covering protocols.
- Journal general activity at the end of each day to assist with potential contact tracing and fully cooperate with any contract tracing investigation, if necessary.
- Extend respect, compassion, and care to myself and others at all times.

Learning to live with these expectations will take practice and repeated reminders. All community members participate in training around these guidelines, and campus spaces are posted with visual reminders and directions. All community members must share the responsibility of holding each other accountable. If a community member is not upholding the Common Good Guidelines, we will initiate a conversation with a dean/supervisor to clarify the guidelines. Intentional or continued infractions will result in additional consequences up to and including exclusion from campus or formal disciplinary action. Strict adherence to the guidelines is necessary in order to ensure the health of the MHS community and the common good.

These agreements are subject to change based on guidelines from the Massachusetts Department of Health and the Centers for Disease Control. We look forward to a time when many of these guidelines are no longer necessary.

## **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.



## Discriminatory Conduct Prevention 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 are 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.

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

## 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.

All reports will be investigated and documented. The ad hoc committee will determine the appropriate response on a case-by-case basis. Responses include, but are not limited to, mediated

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conversation between individuals, training on campus and/or with outside facilitators, educational components, and in the case of a major rule violation, disciplinary consequences.

### **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 the 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.

### **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/charges 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 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 electronic spaces, such as email, text, and social media (see the Acceptable Use of Technology Policy in this section of this 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, the school may impose any of a range of possible consequences at its sole discretion. These consequences 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.

## **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 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 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.

## **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.