



Community
Handbook
2020 -2021

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Stoneleigh-Burnham School Mission

Stoneleigh-Burnham School is an academic community that fosters an international perspective. We inspire girls to pursue meaningful lives based on honor, respect and intellectual curiosity. Each student is challenged to discover her best self and graduate with the confidence to think independently and act ethically, secure in the knowledge that her voice will be heard.

Stoneleigh-Burnham School Honor Code

I sign the SBS Honor Code knowing that I must conduct myself honorably and in a way that shows pride in myself, my family, my school and my community. I know that the principles of the Honor Code extend beyond the physical bounds of the campus. As a person of honor, I will show:

1. *Respect for Myself* in everything I do. I understand that my academic work, my conduct with others, my attitude toward property, my personal honor and the honor of my school community are my personal responsibility.
2. *Respect for Others* in all my words, expressions and actions. I will be kind and polite to faculty, staff and students and will refrain from hurtful remarks about appearance, race, gender expression and identity, religion, family, intelligence and sexuality. I will respect individual privacy.
3. *Respect for Academic Honesty* in all my scholastic efforts. I will not cheat, represent the work of others as my own or allow others to copy my work or plagiarize. I will focus my best efforts to strive for academic achievement.
4. *Respect for Property* at all times. I will not steal, deface, destroy or litter. I will, at all times, treat my school as I would my home and the property of others as private. I will take pride in my campus and go out of my way to maintain its quality and appearance.

I understand that if I observe violations of this Honor Code and do not act, or even passively participate in a violation, I have contradicted the code and dishonored myself, my school, my fellow students and my family.

Stoneleigh-Burnham School Diversity Statement

In an age where global communication, travel and cultural blending are a part of everyday life, the dynamics of difference require awareness, sensitivity and thoughtful engagement. Exploring pluralism, diversity and our common humanity is essential to understanding and learning.

Stoneleigh-Burnham School is committed to diversity and the development of an educational environment that fosters mutual respect, responsibility and empathy in our School and in the world. We value the presence of individuals whose differences include, but are not limited to: age, ethnicity, gender, learning style, nationality, physical ability, political views, race, religion, sexual orientation and socio-economic status.

It is expected that all members of our community – students, families, faculty, staff, administration and trustees – keep their minds and hearts open to difference as a source of strength and means of growth for the entire community. Further, it is expected that our commitment to diversity will be reflected in all areas of school life, including curricular and co-curricular activities. We recognize that fulfilling this mission is an ongoing process that requires open dialogue.

Stoneleigh-Burnham Non-Discrimination Policy

Stoneleigh-Burnham School does not discriminate on the basis of race, color, religion, sexual orientation, national or ethnic origin in its admissions process, employment and educational policies, financial aid programs, athletics and other School-administered programs.

Anti-Racist Statement

As an educational institution that inspires girls to pursue meaningful lives based on honor, respect, and intellectual curiosity, it is our duty to improve our school, and ourselves, in order to create a space in which our students, faculty, and staff feel safe and valued. We will do this by examining how our community consciously or unconsciously discriminates based on race, and by making the necessary changes to build an inclusive, equitable, and racially just environment for all.

*This statement is a summer 2020 draft and will be reviewed in the fall of 2020.

Land Acknowledgement

Created by the Class of 2024 and their teachers

We acknowledge that Stoneleigh-Burnham School is situated upon the ancestral homelands of the Pocumtuck people. We also recognize our present-day neighboring indigenous nations: The Abenaki to the north, the Nipmuc and the Wampanoag to the east, and The Mohican to the west. We further acknowledge the history of genocide and forced removal here and honor the diverse indigenous peoples who represent the past, present, and future caretakers of this land.

The History of Stoneleigh-Burnham School

In 1968, two Massachusetts girls' schools, Stoneleigh-Prospect Hill School of Greenfield and the Mary A. Burnham School of Northampton, merged and became Stoneleigh-Burnham School. The merger brought together two rich histories that shared one inspiration: "to provide young women with the same educational opportunities afforded to young men and to prepare young women for college." This commitment to girls' education is at the root of all that we do at Stoneleigh-Burnham School. We honor our history through school traditions and constant achievement, and we weave that rich history into the fabric of every student's experience here, making them aware of their place in the broader history of this wonderful School.

Stoneleigh-Burnham School is the product of five founding schools, all committed to educating young women and preparing them for college. The timeline below demonstrates how and when the series of mergers happened, ultimately resulting in the 1968 merger that produced Stoneleigh-Burnham School.

Our timeline:

1869 – **Prospect Hill School** is founded in Greenfield, Massachusetts by Reverend John Farwell Moors.

1877 – **The Classical School for Girls** is founded in Northampton, Massachusetts by Bessie Talbot Capen and Mary A. Burnham. The founders are encouraged by then-President of Smith College, Laenus Clarke Seelye, to provide young women with a better preparation for entrance into Smith College.

1885 – The Classical School for Girls is renamed the **Mary A. Burnham School**, in honor of founder Mary A. Burnham.

1909 – **The Elmhurst School** is founded in Connersville, Indiana by Isabel Cressler and Caroline Sumner, also at the urging of Laenus Clarke Seelye.

1926 – Elmhurst School relocates to a larger campus in Rye, New Hampshire and is renamed the **Stoneleigh School for Girls**.

1930 – The Stoneleigh School for Girls merges with Prospect Hill School forming **Stoneleigh-Prospect Hill School** on what is today the Stoneleigh-Burnham School campus.

1968 - Stoneleigh-Prospect Hill merges with the Mary A. Burnham School to form **Stoneleigh-Burnham School**.

2019 - **Stoneleigh-Burnham School** celebrates 150 years of educating girls.

SECTION I: ACADEMIC LIFE

Please see the Distance Learning Plan for details about academics while in remote learning.

MIDDLE SCHOOL ACADEMIC INFORMATION

Course Selection and Changes

All middle school students take Arts, Humanities, Math, Music, Science, and a World Language (French or Spanish). All seventh graders take the same sequence of arts courses and some may take electives. Eighth graders may choose from a menu of arts electives. Students may join performing musical groups such as Big Band, Chamber Groups, Rock Band, and Vocal Ensemble. Students who are advanced in math and/or language will be placed in the appropriate Upper School course.

Some students will be enrolled in an English Language class in place of Humanities. Academic skills support is also available through the Academic Center.

Preparation of Assigned Work

Effective learning requires interaction between students and teachers within the classroom and such interaction cannot take place unless each student comes to class fully prepared. Middle School students should expect about twenty minutes of homework per period of instruction each night.

Progress Reports and Comments

Progress reports and comments are emailed to families periodically throughout the year as follows:

Late October:	Fall midterm reports
Early December:	Fall end-of-term reports and advisor comments
Early February:	Winter midterm reports
Late March:	Winter end-of-term reports and advisor comments
Early May:	Spring midterm reports
Mid-June:	Spring end-of-term, final reports, and advisor comments

Families are encouraged to regularly monitor their child's progress. Conferences may be arranged with specific classroom teachers, with the student's advisor, and with other School personnel in person, by phone or by email. The Middle School uses a system of student-led conferences during Family Weekends, and families are welcome to schedule additional meetings at that time if they would like.

Incompletes

Students and families need to be aware that incompletes given in trimester reports must be made up within the first ten days of the following term. For any incompletes given at the end of the year, the completion date will be determined by the teacher and student in conjunction with the Academic Dean.

Exams/Final Projects (Upper School Classes only)

Middle school students taking Upper School classes do not take final exams but do complete final projects as assigned.

Civic Engagement

All middle school students will participate in civic engagement projects, in their courses, with their classes or advisories, and/or through special events.

Middle School Leadership Program

The Stoneleigh-Burnham Middle School Leadership program is designed to address the development including social-emotional skills necessary for success in school and life. 7th and 8th graders discuss topics such as friendships, relationships, conflict resolution, identity, health and sexuality, and more. Specific topics may vary year by year according to the needs of a specific class.

UPPER SCHOOL ACADEMIC INFORMATION

Academic Graduation Requirements

To receive a Stoneleigh-Burnham School diploma, an Upper School student must earn a minimum of 20 academic credits and meet the distribution requirements below.

<i>Subject</i>	<i>Years (in Upper School)</i>
English	4
History	3 (including United States History and one year of IB History)
Mathematics	4 (including one course beyond Algebra 2 required)
Science	3 (two must be lab sciences), four recommended
Languages	3 consecutive years in the upper school of the same language required, 4 recommended
Arts	2 trimesters required each year

In addition, each student takes a minimum of five credits and a maximum of six credits per year. Fewer than five and more than six require a petition to the Academic Dean. Stoneleigh-Burnham School recommends students take more than the minimum academic requirements to take advantage of the opportunity to explore new areas of learning. The School makes every effort to place students in courses that will both challenge their academic ability and promote their personal growth. Advisors play an integral role in planning each student’s academic path, working with each student and their family to make choices for the coming year and beyond.

Summer study is encouraged in order to supplement, accelerate, or remediate one's knowledge in a given area of study. When a student wishes to take a summer course for credit, approval must be granted in advance by the Academic Dean.

The International Baccalaureate Program

All Stoneleigh-Burnham juniors are invited to enroll in the optional two-year International Baccalaureate (IB) Diploma Program. Students are also able to take single or multiple IB courses to earn individual certificates of study without completing the entire IB Diploma. If a student wants to work toward the full IB Diploma, they will be required to indicate their intentions by notifying the IB Coordinators.

The IB Diploma is awarded following successful completion of six courses (three or four at the Higher Level and the remainder at the Standard Level) plus the Extended Essay, the Theory of Knowledge course, and participation in the Creativity, Activity, and Service component of the program. In addition to in-class assessments, external examiners will assess individual student performance. This evaluation is based primarily on final year examinations taken in all subjects as well as internal assessments completed over the two years, for example, oral examinations, science laboratory investigation reports, and portfolios of artwork. Most importantly, the IB Diploma signifies that the student has taken an active role in their own intellectual development. For more information, please visit the IB Program section [on our website](#).

Upper School Academic Program

Course Selection and Changes

Upper School course selection for the following year is made at the end of the winter trimester. During the academic year, a student who is thinking about modifying their academic schedule should confer with their teachers, advisor, and, ultimately, the Academic Dean. Once the new academic year has begun, students must adhere to the following procedure for adding or dropping a course. If a student completes a full trimester in a yearlong course and they move to a different level for the remaining two trimesters, the first trimester's course and grade, along with the other two trimester's, will be noted on the student's official transcript.

Students may add or drop a course during the first two weeks of that course, with approval of the teacher and Academic Dean. A special form for this purpose is available from the Academic Dean's office. Full year courses may only be dropped during the first two weeks of the academic year. Courses dropped at any other time during the year will be noted on the transcript as either a WP (Withdraw Pass) or WF (Withdraw Fail) with no credit awarded.

Stoneleigh-Burnham values and supports student exploration of academic subjects beyond graduation requirements and offers a pass/fail option for students who would like to take a concurrent second subject in a single year or a class that is not necessary beyond our graduation requirements.

Preparation of Assigned Work

Effective learning requires interaction between students and teachers within the classroom and such interaction cannot take place unless each student comes to class fully prepared. Upper School teachers expect students to spend time each day, relative to the student's grade and course level, preparing for each class. Work handed in late will not receive full credit.

Explanation of Letter Grades

In addition to narrative comments on a student's performance, progress reports include a letter grade (A-F). Taken together, this feedback provides the student, their parents/guardians, and their advisor with a holistic understanding of their work in each course. Letter grades are assigned by teachers based on the following criteria:

Letter Grades

A range:

- Work meets or exceeds assignment/assessment criteria
- Student demonstrates application of knowledge
- Student can synthesize material
- Work is exceptional
- Student consistently demonstrates thinking beyond knowledge and comprehension
- Student has the ability to work independently without coaching by instructor
- Student has the ability to self educate
- Student demonstrates critical thinking by drawing on material from past lessons or outside sources
- Student facilitates class discussion

B range:

- Work meets assignment/assessment criteria
- Work reflects knowledge and comprehension
- Student participates in class discussion
- Assigned work submitted on time
- Student consistently well prepared and organized

C range:

- Work is completed to minimum standards
- Student completes all assigned work but the understanding may be shallow (rote)
- Assignments are submitted incomplete or in need of revision
- Student understands what is expected and completes what is needed
- Student participates in class discussion, only with an isolated idea or when prompted
- Student not consistently prepared for class

D range:

- Student meets minimum requirements of the course

- Student does not demonstrate true understanding of class expectations
- Student does not demonstrate understanding of content
- Assignments are not submitted on time
- Submits assignments that need major work
- Assignments are incomplete
- Student demonstrates minimal engagement with the material
- Student does not participate in class

F range:

- Student does not meet minimum requirements of the course

Grade Reports and Comments

Grade reports and comments are sent to students and families periodically throughout the year as follows:

- Late October: Fall midterm comments (no grades)
- Early December: Fall end-of-term grades and advisor comment
- Early February: Winter midterm reports
- Late March: Winter end-of-term grades and advisor comment
- Early May: Spring midterm reports
- Mid-June: Spring end-of-term grades, final year grades, and advisor comment

Families are encouraged to follow and support their student's progress. Conferences may be arranged with specific classroom teachers, with the student's advisor, or with other School personnel in person, by phone, or by email. Families also have an opportunity to schedule meetings twice a year during the fall and spring Family Weekends.

Incompletes

Students and families need to be aware that Incompletes given in trimester reports must be made up within the first ten days of the following term. For any Incompletes given at the end of the year, the completion date will be determined by the teacher and student in conjunction with the Academic Dean.

Spring Pass/Fail for Seniors

Seniors taking IB exams in May will take their spring trimester IB courses on a pass/fail basis. There is no spring trimester honor roll calculation made for seniors. Students in non-IB classes will be graded during the spring trimester and will take final exams.

Exams/Final Projects

Students will take one exam in every academic subject each year, either at the end of the winter trimester or the end of spring trimester. Students need to make travel arrangements to fit this schedule. Students who make plans that conflict with a required exam will not be allowed to take that exam. A zero will be averaged into the final grade.

Multiple Assessment Policy

In order to provide students in Stoneleigh-Burnham with a balanced, less stressful and healthy study system, students are not required to complete more than two major graded assessments on any day (including the midterm or final exam weeks). The major graded assessments include chapter or unit tests, projects, major papers or essays, lab reports, etc. If the student has more than two major graded assessments in a day, they have the option of an extension for one of the assessments. The student is responsible for speaking with the teacher in person at least 24 hours in advance to arrange the extension(s). For the last weeks before breaks, all major assessments must be assigned on or before the Monday of the preceding week, thus ensuring students have enough time to note and adjust due dates for the last week.

Upper School Academic Probation

Students earning a grade of F, or two or more grades of D or below, in the trimester or year-end grades are placed on Academic Probation. This may result in individualized programs and restrictions designed to support a student in their academic work. A student on Academic Probation for more than two consecutive terms jeopardizes their place at the School. Students on Academic Probation should expect to have more monitored study time during the full term of their probation.

Upper School Honor Roll

Stoneleigh-Burnham School seeks to encourage and honor academic excellence. Thus, a list of Upper School students earning Honors (B+ average), High Honors (A- average) and Highest Honors (A average) is published after each trimester. The Honor Roll is calculated by averaging a student's grades in all courses (excluding pass/fail courses.) In order to qualify for the Honor Roll, students must:

- be enrolled in at least five graded classes
- have no grade below a B-

PLAGIARISM AND ACADEMIC DISHONESTY - MIDDLE AND UPPER SCHOOL

Academic Honesty

Stoneleigh-Burnham School considers academic honesty to be an important part of a student's life. As members of our community, each student must do their own work. Faculty will help each student develop scholarly habits, both of mind and practice that will protect them from unwitting academic dishonesty. Teachers in each discipline will review the department's policy on plagiarism in order to be clear.

The faculty and administration will treat any breach of academic honesty seriously (whether it involves copying a homework assignment, cheating on a test or plagiarizing a term paper, or resubmitting previously submitted work).

Plagiarism

Plagiarism is the deliberate or unintentional appropriation of someone else's words, images, or ideas without the use of parenthetical references/footnotes and a list of works cited. The exception is information which is considered common knowledge. Specific data, facts, or information otherwise not known by a wide audience, however, must be cited using the MLA format, unless otherwise specified by the teacher.

Plagiarism is a serious offense and a direct violation of the Academic Honesty Policy. Student work needs to be:

- Original (the result of their own ideas)
- Independent (completed only by the individual student)
- Cited (when using someone else's words, images, or ideas)

Students Working Together

Academic departments at Stoneleigh-Burnham School believe that learning to communicate effectively, both verbally and in writing, is an important component of learning any subject. In addition, we also believe that there are times when it is appropriate, as well as helpful, for students to work together in small groups on certain projects and assignments. However, a problem may arise in some situations where one student in a group is exploited to do more than their fair share of the work, and/or if one student in a group is denied the opportunity to have their own learning experience. In such cases, teachers and/or advisors will work with the students involved to help them process and grow from what happened.

Questionable Situations

Students should consider very carefully their behavior in any of the following situations:

- Missing an assignment and getting help from someone else to catch up
- A weaker student going to a stronger student for help with difficult work
- Students working on a group assignment, but not all of them contributing

Guidelines for Cooperation

In those situations where students legitimately work together, be sure of the following:

- The teacher is aware of and approves of the partnership ahead of time.
- All students in the group share equally in the workload.
- There is some written acknowledgement of who did what.

When helping another student with an assignment, a student may identify an error, but not offer the solution or correct the error. Representing someone else's solution as their own work is plagiarism and a violation of the academic honesty policy.

For educational purposes, students may not use electronic devices, programs or outside resources on an assignment unless otherwise specified by the teacher. In particular:

- Students may be asked to not use calculators or other technology in the solution of a problem that they have been specifically instructed to solve by hand.
- Students may be asked to not use online translation programs or online dictionaries to complete assignments for class.
- Students may be asked to not use online translation programs to translate text from English into their native language.
- Students may be asked to not use phones or other electronic devices in class or during exams, except as approved by the teacher.

Violations

MIDDLE SCHOOL

Violations of the Academic Honesty Policy in Middle School are dealt with on a case-by-case basis, with education and prevention of recurrence the primary goals. Penalties may be imposed for repeat violations.

UPPER SCHOOL

Violations of the Academic Honesty Policy over the student's career at SBS will result in the following penalties:

- First Occasion
 - A zero on the assignment.
 - A thorough review of the particular situation of academic dishonesty including, but not limited to, a complete rewrite of the assignment in question (not for credit);
 - Notification of the Advisor and the Academic Dean.
- Second Occasion
 - A failing grade (59, unless the student's average is lower) in the academic class for the trimester in which the offense occurred. The student is expected to continue to fulfill all class requirements or risk losing the academic credit for the year.
 - Meeting with the teacher, Advisor, and the Academic Dean.
 - Notification of the student's family.
- Third Occasion
 - Expulsion from the School

ATTENDANCE - MIDDLE AND UPPER SCHOOL

Students are expected to attend all School commitments. These include, but are not limited to: classes, athletic commitments, study halls, extra help sessions, skills sessions, special events, community dinners, advisor and class meetings whether scheduled by the School, a faculty member or by the student themselves. Absences are designated as either excused or unexcused. The School reserves the right to determine whether an absence is excused or unexcused. **Any student who has three or more unexcused absences from School commitments in a single term is subject to a Disciplinary Review Board hearing. Failure to meet one's own commitments is considered a serious lack of consideration for community expectations.**

A student who has been absent is expected to turn in their missed work the day they return from their absence or meet with the Academic Dean to determine appropriate deadlines. Homework, assignments and quizzes missed during an unexcused absence will receive a zero. Any student anticipating an absence is responsible for notifying their teachers in advance of the absence and for collecting all necessary assignments to do while away.

Students who miss 20% or more of class time during a trimester, excused or unexcused, are in jeopardy of receiving a failure (F) for that marking period. The Academic Dean and Dean of Students, with the input of the teacher, will assess whether the student should receive credit for the course.

Examples of Excused Absences

Excused absences are absences for which there is no disciplinary response or consequence.

- *Illness:* Day student families must email attendance@sbschool.org or call the Attendance office at ext. 200 prior to 8:00 a.m. for any absence due to illness or medical appointment. Whenever possible, all medical appointments should be scheduled outside the school day and during vacation periods. Boarding students must report to the Health Center prior to 8:00 a.m. to be assessed for illness.
- *Emergencies:* Please contact the Dean of Students' office in the event of death, acute illness or funeral of a family member.
- *College Visits:* Students are allowed four excused college visits to be used during their junior and senior years. All visits should be cleared through both the College Counseling and the Dean of Students offices. Both day and boarding students must fill out a special form format least one week in advance.
- *Religious Observances, Family Weddings or Graduations:* Families should notify the Dean of Students office prior to the absence and both boarding and day students must fill out an Off-Campus form 48 hours in advance.

Examples of Unexcused Absences

These absences will have a disciplinary response, including receiving no credit for work done the day of the absence.

- Vacation/travel plans that do not coincide with the SBS calendar and do not have advance approval from the Academic Dean and Dean of Students
- Birthday celebrations
- Oversleeping
- Misreading the schedule
- Tickets to a sporting or cultural event
- Studying or preparing for another class

Any absence which extends beyond three days will require a doctor's note.

Inclement Weather Policy

In general, the School will not close due to inclement weather. Day families are asked to use their best judgment on the safety of driving to School. If Greenfield public schools or the day student's local school district is closed due to inclement weather, the student's absence will be considered excused as long as the School has been notified of the absence. On the rare occasion that a School closure is warranted, that information will be put on the School's phone message, the website, our internal email system (to those with SBS email addresses), and on local radio and television stations.

ACADEMIC CENTER

The Academic Center at Stoneleigh-Burnham School offers several programs designed to support academic achievement in a college-preparatory environment.

The Academic Support Program

Some students may have mild to moderate learning disabilities or academic weaknesses that suggest that they may benefit from targeted instruction in specific academic skills or strategies. The Academic Support Program is designed to support these students in developing the skills and strategies necessary to succeed in an unmodified college-preparatory curriculum. The expectation of students enrolled in academic support is that they are capable of completing work independently between sessions. The Academic Support Program does not offer subject-specific tutoring or supervised homework completion and is not designed to serve students whose academic challenges stem primarily from an emotional or behavioral difficulty.

Students are referred for academic support through three avenues. Most students who would benefit from work through the Academic Center are identified through the admissions process. Occasionally a student will demonstrate some weaknesses in the classroom after enrollment, in which case their advisor will consult with the Director of the Academic Center and the family to determine whether or not academic support is warranted. Families may also contact their child's advisor if they would like to pursue a referral to the Academic Center.

Students who receive support through the Academic Center are enrolled in a non-credit-bearing course called "Academic Skills." Students meet individually with a teacher once, twice, or three times per week for the duration of the academic year. There is a fee for academic support, billed at the beginning of each trimester. As with any other course, attendance is required and absences are handled according to the School's regular policy on class attendance.

Students enrolled in Academic Skills work one-on-one with a member of the Academic Center faculty. Skills sessions are designed to assist the student with the development and use of appropriate academic strategies in all subjects. Students are expected to be active and engaged participants in academic strategy development and to work cooperatively with their teacher to the best of their abilities. The Academic Skills curriculum is tailored to the needs of the individual student; the most common areas of instruction include organization, time management, note-taking, test-taking, memory and recall, writing

strategies and essay planning, advanced reading comprehension, academic confidence, critical or abstract thinking strategies, and/or self-advocacy. Teachers may occasionally use a student's textbooks or writing assignments as material on which to practice strategies, but Skills sessions are not designed to be used for homework completion. For students with attentional or executive functioning difficulties, an academic coaching model is often used.

Occasionally the Director of the Academic Center will collaborate with a member of the faculty to arrange for a small group of students to receive targeted instruction on a specific set of skills. The most common areas for small group instruction include organization, study habits, and writing skills. These groups run as long as needed and there is no fee associated with this service.

Stoneleigh-Burnham School does not provide remedial instruction in any subject, nor do we provide specific language-based instruction such as Lindamood-Bell or Orton-Gillingham. We also do not offer supervised homework completion as a regular part of our program as it takes away from time spent developing successful global strategies. Students who demonstrate a consistent inability to complete homework independently will be referred to the Academic Dean.

The Academic Center does not offer standardized test preparation services or instruction. For information about test preparation services, please contact the Director of College Counseling or the Academic Dean.

Learning Plans

Confidential learning plans are generated for all students who have educational or neuropsychological testing on file with the School. In conjunction with the Director of the Academic Center and other School personnel, a learning plan is designed for each student that takes into account their strengths, weaknesses, and any identified learning differences. This plan is created in collaboration with the student's family and shared with the student's teachers and advisor.

Academic Accommodations

In order to be eligible for academic accommodations at Stoneleigh-Burnham, students must have on file a psychoeducational and/or neuropsychological evaluation performed by a qualified tester that has been completed within the past three years, including both a cognitive and an academic assessment. At any time during a student's enrollment at the School, if testing becomes outdated it must be updated for the student to continue receiving accommodations. The School cannot accept an IEP/504 plan or a record of accommodations from a previous school as stand-alone documentation; any plan of this sort must be accompanied by the evaluation. **The evaluation must include a clear diagnosis of a recognized learning or psychiatric disability, must include both test scores and analysis which supports the diagnosis, and must explicitly recommend specific accommodations. Evaluations that do not include this information will not qualify a student for academic accommodations.**

The evaluation must be received by the School prior to August 24th for the academic year beginning in September to guarantee adequate review time so that the student will receive the services for which they are qualified. Testing received after this date will be reviewed as time permits. The School has a

comprehensive Policy on Academic Accommodations available for parents and testers; please contact the Admissions office or the Academic Dean for a copy if necessary.

As Stoneleigh-Burnham is a college-preparatory school, classroom and testing accommodations are limited and may include such accommodations as extended time, a minimally distracting environment for testing, use of audio books, or use of a computer and calculator. **Stoneleigh-Burnham School does not offer a modified curriculum and does not waive graduation requirements.**

Application for College Board, ACT, and IB Accommodations

As Stoneleigh-Burnham's policy on academic accommodations is taken directly from the requirements of the College Board, students eligible for academic accommodations at the School will typically, but not always, be eligible for accommodations on standardized tests such as the PSAT, SAT, ACT and TOEFL, as well as IB exams. It is the responsibility of the student to work with the Director of the Academic Center well in advance of their test dates to secure these accommodations. It is important to note that in order to receive accommodations on most standardized tests, a student must have been eligible for and using accommodations at Stoneleigh-Burnham School for a minimum of four months before applying for accommodations on standardized tests.

If a student's approved ACT or SAT accommodations require that they be tested at Stoneleigh-Burnham rather than at the normal test sites (Greenfield High School or Northfield Mount Hermon) a fee may be charged for the administration and proctoring of the test.

If the student has previously received accommodations on College Board standardized tests, please be aware that the College Board requires students to reapply for accommodations when they transfer to a new school.

COLLEGE COUNSELING

Stoneleigh-Burnham School prepares students for the challenges of college and for the choices they will make in their lives and careers in the years that follow. Throughout their time here, students are assisted in selecting courses and preparing them for testing that will position them for admission to the colleges that suit them best. The College Counselor guides students through the application process during their junior and senior years, aiming to help each young woman find the school that is right for her. Students have individual meetings with the College Counselor on a regular basis beginning in junior year. The College Counselor conducts workshops to give juniors practical knowledge about the application process, so the students return to School for their senior year well-prepared to take on the process. Transportation to most ACT and SAT test administrations is provided. Students are responsible for registering themselves for the tests at the appropriate locations. Students are advised on which test centers to select: Greenfield High School or Northfield Mount Hermon. Day students are responsible for their own transportation to test centers. International students must arrange TOEFL test transportation through the Dean of Students' office.

Families are encouraged to keep in close communication with their child and the counselor so that the application process goes smoothly. Up-to-date information is available on our website at sbschool.org. Families are strongly encouraged to take advantage of Family Weekends in the fall and spring to meet with the College Counselor. The counselor is available at other times by phone or email and welcomes visits by students and their family.

Representatives from numerous colleges and universities throughout the United States and abroad visit our campus each year to give students the opportunity to learn about what they offer.

Students are allowed four excused college visits to be used during their junior and senior years.

Disclosure of Disciplinary Action

Most college applications ask if the student has been put on probation, suspended, or expelled at any point since the 9th grade. Stoneleigh-Burnham strongly urges the student and their family to report disciplinary infractions when asked. It is the School's policy to report to colleges infractions that have resulted in suspension or expulsion.

LIBRARY RESOURCES

The Macalaster Library is a place for Stoneleigh-Burnham community members to read and study for both intellectual pursuits and personal interest. Computers are available as well as a student copy machine. Library computers are for academic use only.

Everyone in the Library is expected to follow rules of quiet study and should be respectful of individuals using the space for academic use. Students are encouraged to use the Student Lounge or Student Cafe for social gatherings and conversation. The Library will be supervised during evening study hall.

Books, except reference and reserve books, may be signed out for three weeks. Current magazines should be read in the Library. **Interlibrary loan is offered when students need materials not available in the Stoneleigh-Burnham library.**

SECTION II: ATHLETICS

Philosophy

Stoneleigh-Burnham School is committed to the use of team sports as a positive developmental medium. Our mission is to provide an athletic program that will enrich the educational and personal experiences of our students and help them develop as healthy athletes and teammates. Our aim is to promote a healthy mind in a healthy body.

The goals of the athletic department are to provide opportunities for all of our students to participate in sports, regardless of their abilities, and to give them the skills needed to maintain lifelong health and wellness. We recognize that, through participation in sports, lessons are learned that are of benefit to our students and to our School. Athletic endeavors are an integral part of the total educational experience at SBS and a vehicle for character growth. Athletes learn determination, perseverance, sportsmanship, and teamwork. Competition fosters school spirit as well as personal and institutional pride. Athletes at SBS learn how to accept victory as well as defeat with decorum. As always, our goal is to “win without boasting and lose without excuse.”

SBS abides by the guidelines established by the New England Prep School Athletic Council (NEPSAC), whose primary purpose is to encourage all member schools to conduct the affairs of games, leagues and tournaments according to the highest standards of cooperation and goodwill. All SBS coaches and athletes must adhere to the following NEPSAC Code of Ethics and Conduct:

- Treat others as you know they should be treated and as you wish them to treat you. Treat officials and opponents with respect.
- Regard the rules of the game as agreements, the spirit or letter of which you should not evade or break.
- Accept absolutely and without quarrel the final decision of any official.
- Honor visiting teams and spectators as your own guests and treat them as such. Likewise, behave as an honored guest when you visit another school.
- Be gracious in victory and defeat; learn especially to take defeat well.
- Be as cooperative as you are competitive.
- Respect and adhere to the decisions of your own athletic trainer and the athletic trainer at the host school.

Sports Options

A sampling of recent options:

- *Fall:* Riding, dance, recreational tennis, volleyball, soccer and cross country
- *Winter:* Riding, dance, play production, basketball, swimming, and fitness
- *Spring:* Riding, dance, softball, tennis, outdoor recreation

Participation

All students are required to successfully complete an SBS athletic program each trimester. While no academic credit is issued for participation in athletics, it is required for graduation with the same

attendance expectations as an academic class; attendance is required for every practice and competition and absences can only be excused by the Dean of Students Office, the Health Center or the Athletic Department. Students receive a pass/fail notation at the end of each trimester. Students who do not meet their full obligations will not receive credit for that term in athletics, will have to make up the requirement and may face disciplinary action.

All students are required to participate fully Monday through Friday and on scheduled Saturdays, as the schedule dictates. All students are committed to a team when they choose a sport and are expected to attend every game and practice. If a switch is necessary, approval from the Director of Athletics and both coaches is required. Students are generally not allowed to switch sports after the first week of practice.

The School's Athletics Program requirements for each academic year are as follows:

- *All students in 10th grade and above must participate in at least one competitive team sport or two trimesters of either dance or riding. Students are required to participate in an after-school program each trimester.*
- *All middle school students and 9th grade students are required to participate in an after-school program each trimester, but there are no requirements about what that must look like. Students are encouraged to try a new sport or activity to increase their exposure to and build interest in the opportunities that exist.*

Alternative Programs

For one season each year, students may elect to be involved in an alternative program outside of the regular athletic program. The remaining two seasons must be spent in Stoneleigh-Burnham's regular athletic program. For each of these options, an application and review by the Athletic Department is required. The application must be received at least three weeks prior to the start of practice for the upcoming season. Information on the criteria and deadline for the application is available by contacting the Athletic Department.

There are four options considered alternative programs:

- *Service-oriented alternative:* afternoon activities, such as community service, supervised by a faculty member (Middle School students have their own civic engagement work.)
- *Fine arts alternative:* a formal, concentrated program under the direction of the Art or Music Department
- *Outside athletic alternative:* a serious athletic interest not offered by Stoneleigh-Burnham that involves a formal program off campus
- *Internship or shadowing a local professional*

Outside Athletic Alternative

Occasionally, a student may wish to become involved in a program outside of the School in addition to participating on a School team. It is the policy of the School that all students must first meet their commitment to the athletic and recreational programs offered by the School. In general, students

wishing to become involved in any additional programs outside the jurisdiction of the School require approval of the coach of their sport.

Attendance

Attendance at all scheduled practices and games is mandatory. Coaches take attendance every day, and all absences are reported to the Attendance office. Sports absences are treated the same as class absences. Students are expected to attend all practices and games, even if sick or injured, unless restricted by the nurse or the Athletic Trainer. In those cases, the Athletic Trainer will communicate with coaches directly. If a student becomes sick or injured during practice, they must be referred to the Athletic Trainer.

Upper school students who incur an unexcused absence or are late to an athletic commitment may be assigned points. Advisors will be notified if a middle school student is absent from or late to an athletic commitment. If an athlete misses more than half of their daily classes due to illness or disciplinary reasons, they will not be permitted to practice or play in games that occur on that day. Athletes who are absent for excused personal reasons may return to play in games that day.

Practices

All students are expected to have proper attire, equipment and water bottles at every practice. Failure to bring the required equipment will not be accepted as an excuse for non-participation and will be considered an unexcused absence. Profanity or any other unsportsmanlike conduct will not be tolerated at any practice, athletic event or trip and will result in disciplinary action.

Games

Athletes should represent the best of the school, and model good sportsmanship. For away competitions, all team members should be properly dressed in uniform, SBS warm-ups, or according to the school dress guidelines. SBS Team uniforms and warmups must be worn by everyone during warm-ups and games. Teams are expected to use the designated facilities when visiting other schools. School rules apply on all trips.

Equipment and Uniforms

Each student is responsible for all items of clothing and equipment issued to them by the Athletic Department. Clothing and equipment issued by the Athletic Department should be returned in a condition similar to that which was evident upon issue, taking into consideration normal wear. As the season ends, the Director of Athletics will ask that all School-issued items be returned by a specified date. Items not returned or damaged beyond normal wear and tear will result in a charge for replacement. Students are responsible for supplying their personal equipment, such as shoes and tennis rackets.

Transportation

All team members must use School-provided transportation to and from off-campus practices and away games unless approved by both the coach and the Athletic Director.

Certified Athletic Trainer

A certified Athletic Trainer will be present during all home athletic games. When the Athletic Trainer cannot be present, a School nurse will cover. The Athletic Trainer works together with the Health Care Center to provide quality health care services to our athletes consistent with the standards set by the National Athletic Training Association and The Board of Allied Health of Massachusetts. The Athletic Trainer arranges office visits for rehabilitation and physical therapy and works with local doctors to ensure appropriate care.

SECTION III: COMMUNITY LIFE

SBS Community Expectations, Major Community Rules, and Discipline are under review for the 2020-2021 academic year

COMMUNITY EXPECTATIONS

As we strive to live by our Mission Statement and Honor Code, all members of the Stoneleigh-Burnham community are accountable to each other, to the School and to themselves. Students are responsible for their own behavior on and off campus.

We believe that families serve as partners with the School and are critical in our helping each student grow to their potential. Families assist in the process of helping students understand the impact, both positive and negative, of their actions on family and community. Through the enrollment contract, all SBS families agree to fully support the academic and community expectations.

As a community, first and foremost, Stoneleigh-Burnham School maintains a set of values which it expects all community members – students, faculty, staff, administration and families -- to support and uphold. The process of becoming an adult is living by those values which the School fosters in and out of the classroom. The School asks that all students and employees sign our Honor Code at the beginning of each academic year, thereby creating a pact with the community that each member will do their best to live by the four major tenets of the Honor Code: respect for self, respect for others, respect for academic honesty and respect for property.

The School maintains two formal structures to assist students in living by the values of the community:

MAJOR COMMUNITY RULES

These are the rules to which all Stoneleigh-Burnham students are expected to adhere for the duration of their career at the School. These rules are fundamental to the well-being of the students and the community, and the School responds seriously to any violation of these rules.

All SBS students are expected to live by federal, state and local laws. Students who violate these laws or the community rules are subject to disciplinary action. The disciplinary system is designed to assist members of the community in adhering to the standards laid out in this handbook. We expect students to understand that when rules are broken, the trust and confidence in the community are compromised.

Violating a Major Community Rule is a transgression that may seriously affect the health, physical or emotional well-being or academic progress of the student involved and/or other members of the community, and the School's response is equally serious. Violations of Major Community Rules may result in a Disciplinary Review Board. Outcomes of violating major rules may include suspension or expulsion from Stoneleigh-Burnham School. Major Community Rules fall into the following categories:

1. *Stay Free of Drugs, Alcohol, Tobacco, and Nicotine.*

The School does not allow or condone the use, possession or distribution of illegal drugs, alcohol, tobacco, nicotine, or other controlled substances. Students may not use or possess these substances and/or paraphernalia on campus or in connection with any off-campus School sponsored event, nor may they return to campus under the influence.

Students may not have medications in their dorm rooms, whether they are prescription or non-prescription. All medications should be kept in the Health Center; students who are discovered to have medication of any type in their dorm rooms will be determined to be in violation of the School's drug, alcohol and tobacco rule.

Please note that any student in the presence of another engaged in violating the School's drug, alcohol and tobacco policy is also subject to referral to the Disciplinary Review Board, regardless of their own participation in the violation of the rule. All students disciplined for alcohol and drug violations will undergo mandatory evaluation and/or educational sessions with the School Counselor.

2. *Respect the Rights of Others.*

All students of the Stoneleigh-Burnham School community are entitled to pursue their education free from harassment, bullying, and sexual harassment. This includes behavior which is unwelcome and unwanted, inappropriate and cannot be justified by claims of ignorance or thoughtlessness; behavior that hurts, demeans or offends others is unacceptable. This also includes incidents of unwanted physical contact or advances, verbal or written remarks, derogatory or discriminatory comments or the intentional spreading of gossip or rumors. It can be between two individuals, groups of individuals or between individuals and groups. This can occur in conversation, through notes, through use of the School's computer network, text messages, telephone messages or other media.

The School's Bullying Prevention and Intervention Plan can be found on page 32. The full harassment and hazing plan can be found on page 39.

3. *Be Honest.*

In keeping with the tenets of the Honor Code, the School considers honesty to be a fundamental value. Students who have been found to be dishonest will be considered to be in violation of a Major Community Rule and will be referred to the Disciplinary Review Board.

Academic dishonesty is likewise a serious transgression; at its most basic level, academic dishonesty is considered to be cheating or otherwise representing the work of someone else as one's own. Please see page 12 for a full description of the school's Plagiarism Policy.

4. *Respect Personal and School Property.*

Theft, vandalism and abuse of another person's property are unacceptable and therefore prohibited. The School considers theft to be the unauthorized acquisition of something that belongs to another person or organization. This includes theft or vandalism of property on campus, while on a School-sanctioned off-campus excursion, unauthorized use of another person's property (including cell phone and computer) or use of another person's wireless access.

5. *Be Safe.*

Students who engage in behaviors that jeopardize their own safety and/or the safety of the community as a whole are considered to be in violation of a Major Community Rule. Examples of this type of behavior include, but are not limited to:

- Possession or use of flammable materials, including matches, lighters, candles, etc. on School grounds
- Tampering with fire alarms, smoke detectors, fire doors or other safety equipment; this includes exiting through fire doors for reasons other than an emergency
- Climbing out of windows or being on the roof
- Driving a vehicle unsafely on campus roads.

6. *Be Aware of Your Permissions.*

All students, at the beginning of the year, receive permission from their parents or guardians for circumstances under which they may leave campus. It is the responsibility of the student to make sure their permissions are accurate and to abide by them.

The School maintains protocols for students who wish to leave campus on evenings and weekends, and it is the responsibility of the student to follow these procedures. Students who do not follow proper sign-out procedures, who leave campus without permission or who are found to have signed out to one location and gone to another may be referred to the Disciplinary Review Board.

MIDDLE SCHOOL DISCIPLINE

Middle School Discipline: Principles and General Procedures

At its core, discipline is a process of holding oneself accountable to being one's best self.

Accordingly, discipline in the middle school is about acknowledging and growing from mistakes and poor choices as well as ensuring the safety and well-being of the community.

In cases that involve serious threats to the safety and/or well-being of the community, such as bullying and major school violations, students will be referred directly to the Dean of Students. Similarly, instances of major academic violations such as plagiarism will be referred directly to the Academic Dean.

In other examples where behaviors undermine community and/or violate the honor code, discipline typically begins with a conversation with the adult who witnessed the behavior. Depending on the seriousness of the behavior, or its degree of recurrence, this may also involve a student writing a formal reflection statement and having one or more follow-up conversations with the student's advisor and/or the Middle School Dean and the co-creation of a plan or plans to address the behavior, which will be shared with the student's family. When appropriate, the School will impose consequences. Should these negative behaviors continue to recur, the Dean of Students' office will become involved and, in some serious situations, a student may go before a Disciplinary Review Board.

Violations of Rules

Violations of rules by Middle School students may be grouped together in categories of decreasing order of seriousness and will incur a response based on both the seriousness and the number of violations.

Actions that compromise the importance of experiencing/contributing to group or community life:

- Disrespect, dishonesty or rudeness to another community member
- Missing a scheduled academic commitment
- Missing an athletic obligation
- Misuse of a School computer (jeopardizing the School's computer system or using someone else's password to access the Internet)
- Inappropriate use of cell phone or other handheld devices

Actions that jeopardize safety (an offense which would not be considered violation of a Major Community Rule):

- Leaving the residential hallway after check-in

Actions that inconvenience another person:

- Missed personal obligation, such as scheduled extra help or private lesson; also includes missing activities that required a prior commitment to attend (such as weekend off-campus trips)
- Missed study hall
- Repeated failure to complete homework
- Non-academic use of a School computer (if playing on a computer at inappropriate times)
- Failure to complete dorm duty or comply with room inspections

Missed obligations:

- Missed weekend check-in
- Missed school obligation, including house meeting, community dinner, required all-school events or advisor meeting

UPPER SCHOOL DISCIPLINE

Upper School Points System

The Stoneleigh-Burnham School Points System is designed to help students understand the importance of their contributions to our School community. This system responds to transgressions with consequences that are both educational and restorative. The system does not address violations of major school rules; those are dealt with by the Disciplinary Review Board.

The Points System is not designed to penalize students unduly for minor transgressions, but rather to provide a benchmark for students to determine how well and how regularly they are fulfilling the standard expectations of a Stoneleigh-Burnham student. Transgressions within the community – “infractions” – each carry a certain point value. Students may receive infractions and be charged points for a variety of offenses and may have points forgiven for actions that demonstrate their positive contributions to the community.

When a student receives an infraction, they will be notified of the infraction and the points assigned within a few days of the offense. In the case of something like a missed check-in or an infraction given for inappropriate language, the faculty member giving the infraction will inform the student immediately. If the infraction is for a missed class or other missed obligation, the faculty member giving the infraction will inform the Attendance office.

It is understood that all students at Stoneleigh-Burnham School are expected to regularly meet their required obligations, and in the event that an obligation is missed, the student bears responsibility for producing a valid excuse. Where there is no valid excuse, points will be assigned accordingly. Reasons such as oversleeping, not hearing an alarm clock or bell or misreading the schedule are not valid excuses for missing obligations.

Points accumulated within the Points System are totaled every two weeks by the Dean of Students office and are cumulative throughout the term. Each student begins afresh at the basic level at the beginning of each term; however, the Dean of Students reserves the right to carry over points from the previous term if a student accumulates a large number of points in the final weeks of the term. At any time, students, families or advisors can check with the Dean’s office for information on a student’s current point total. Students whose point total at the end of a two-week period place them in a consequence category will receive an email from the Dean of Students office notifying them and their advisor of their change in status. Advisors will communicate this information to the students’ families.

Just as students accrue points for infractions, points are forgiven for positive contributions within the community. Generally, each hour of service to the community will result in the subtraction of one point from a student’s point total. Larger or more frequent service may result in larger reductions, and smaller service may be given a smaller reduction. Students wishing to reduce their point total should speak to the Dean of Students.

The following categories exist within the Points System:

Basic Category

0 – 4 points

All students begin the year in the basic category and remain there unless they accumulate infraction points.

Reduced Category

5 – 15 points

A student who accumulates enough points to be placed in the reduced category:

- Must attend Friday night detention until they return to the basic category;

Restricted Category

16 – 24 points

A student whose point total places them within the restricted category is given more restrictions within the community. They:

- Will be required to attend Friday night detention and cannot leave campus during the weekend while in the restricted category;
- Will spend at least four hours on Sunday doing community service to the school
- Will not be allowed to go on any weekend activity trips; and
- Will have their family contacted by their advisor.

Review Board Category

25 or more points

A student who has accumulated 25 or more points will be referred to the Disciplinary Review Board. Appearance before the Disciplinary Review Board carries with it the possibility of an in-school suspension weekend, suspension or expulsion from School.

Points are accrued in the following amounts. **Please note that violations of Major Community Rules do not receive point values; they result in an automatic referral to the Disciplinary Review Board.**

5 points: ***Actions that compromise the importance of experiencing/contributing to group or community life***

- Disrespect, dishonesty or egregious rudeness to another community member (including being asked to leave class or any other obligation for behavioral reasons)
- Missing a scheduled academic commitment
- Missing an athletic obligation
- Misuse of a School computer (jeopardizing the School's computer system or using someone else's password to access the Internet)

4 points: ***Actions that jeopardize safety (an offense which would not be considered violation of a Major Community Rule)***

- Leaving the residential hallway after check-in

2-3 points: ***Actions that inconvenience another person***

- Missed personal obligation, such as scheduled extra help or private lesson; house meeting, or formal dinner.
- Non-academic use of a School computer (if playing on a computer at inappropriate times)
- Failure to complete dorm duty or comply with room inspections
- Missed evening or weekend check-in
- Inappropriate use of cell phone or other handheld devices

1 point:

- Late to any obligation (Five accumulated lates under ten minutes or one tardiness over ten minutes will equal one class absence.)

Disclosure of Disciplinary Action

Stoneleigh-Burnham strongly urges the student and their family to report disciplinary infractions when asked by a prospective school or college. It is the School's policy to report infractions that have resulted in probation, suspension or expulsion.

DISCIPLINARY POLICIES - MIDDLE AND UPPER SCHOOL

When a student is in violation of one or more Major Community Rules, or if the student shows repeated difficulties with the types of minor transgressions handled by the Points System, the student is referred for disciplinary action.

In the event that a student has been disciplined for the violation of a Major Community Rule, high priority will be given to respect the dignity of that student. The Dean of Students or the Head of School may, however, announce publicly the nature of the disciplinary case and related results; a student's name will never be attached to that announcement. In some cases, it will not be appropriate to reveal anything more than the fact that something happened of a nature that cannot be further discussed. In all cases, community members will be asked to respect the privacy of the individual(s) involved. We make such announcements to deter idle gossip and inaccurate assumptions.

Disciplinary Review Board

The Disciplinary Review Board exists to review a situation in which a student is found to be seriously out of compliance with the expectations and values of the community. Reasons why a student might be requested to appear in front of the Disciplinary Review Board include, but are not limited to: violation of one or more Major Community Rules, repeated violation of one or more minor community rules, accrual of a significant number of points within the Points System or other actions that demonstrate a student's difficulty living within the boundaries of the School program.

The Review Board consists of the Dean of Students, the DEI coordinator, at least three faculty members and four students. When a Review Board is called for a middle school student, there will typically be fewer

people present. The student's advisor attends the Review Board and acts as a resource and advocate for the student. In the event that the advisor is unavailable, the student may choose another adult on campus to accompany them. The student is given the opportunity to provide a statement about the situation leading up to the Review Board and is asked to provide some explanation of their actions. Honesty is always the best policy when in a Review Board meeting. After considering the facts as presented, the Review Board then makes recommendations for a response to the Head of School. The Head of School may, when deemed necessary, impose whatever sanctions they feel are appropriate at any time.

All records of disciplinary actions and/or Disciplinary Review Board meetings become part of a student's permanent record. Most college applications ask if the student has been put on probation, suspended, or expelled at any point since the 9th grade. Stoneleigh-Burnham strongly urges the student and their family to report disciplinary infractions when asked. It is the School's policy to report to colleges infractions that have resulted in suspension or expulsion.

Probationary Status

A student placed on probation risks their position at the School if they choose to continue to violate community rules. Making a concerted and visible effort to meet community standards must be their goal at that point.

In-School Suspension Weekend

In some cases, the Dean of Students will assign a boarding student an in-school suspension weekend. Students may receive this if they have accumulated a large number of points under the Points System, if they have not respected the Honor Code, or when an out-of-school suspension is not warranted. Families will be notified when a student has been placed on an in-school suspension weekend, although this will not be recorded in the student's permanent file. A student will not be allowed to leave campus at any time during this weekend.

Suspension

On a rare occasion, a student may be separated from the School for a period of time due to a serious violation of a School policy or rule. In the event a student is suspended, they will be responsible for all work due during and immediately following their suspension. They must be in daily contact with their teachers by email and must submit all work when it is due and in the format determined by their teachers. Late work will not be accepted. Any work that is impossible to complete while on suspension (labs, presentations, etc.) will receive no credit. This is a direct consequence of the suspension and the behavior which garnered the separation from the School. Parents/guardians will be responsible for any transportation costs associated with the separation. If it is not feasible for a student to go home on suspension, the School will arrange for a place, at an additional cost.

Expulsion

While the School is committed to helping students learn from their mistakes and continue living in the community, expulsion may be the best lesson for certain egregious or repeated behaviors. In such a case, the School will make every effort to support the student and their family in taking the next steps.

The student will not be allowed to return to Stoneleigh-Burnham School for at least one academic year. Upon demonstrated redress of the issues that led to expulsion, the student may reapply directly to the Head of School for readmission.

Withdrawal

In the event that a student withdraws from the School mid-year, written notification is required from the parent/guardian(s) before the withdrawal will be considered official.

Search and Seizure Policy

In order to protect the safety, health and welfare of the Stoneleigh-Burnham community, students shall not possess any illegal substance, object or other contraband including, but not limited to: tobacco, drugs, alcohol, guns, knives and incendiary devices. In cases where the School has reason to suspect that the community may be jeopardized in this way, a search will be conducted by the Dean of Students or the Head of School with another adult present. The families and students of Stoneleigh-Burnham School acknowledge that the School reserves the right to perform searches and to seize any illegal substance, contraband or object. In addition, the School may pursue investigation of a suspected theft with a search of a student's room.

Searches may be conducted with or without notice to the student and their family and without the consent of the student. While adhering to principles of fundamental fairness, searches may be conducted with or without probable cause and may include random unannounced searches that may be conducted at any time. A student's room, desk and computer supplied by the School and any other property supplied by the School are the property of the School and are at all times deemed to be the property of, and under the control of, the School and may be searched. A student's personal effects, including, but not limited to: cars, backpacks, purses, pockets, book bags, computer bags and personal computers may be searched by the School. All searches will be performed in the least intrusive manner possible and will be conducted in the presence of an adult witness.

BULLYING AND PREVENTION INTERVENTION PLAN

I. Introduction

Stoneleigh-Burnham School is a community that requires its students to treat one another with respect and civility. The mission statement of Stoneleigh-Burnham School describes creating a community that "inspires girls to pursue meaningful lives based on honor, respect and intellectual curiosity. Each student is challenged to discover her best self and graduate with the confidence to think independently and act ethically, secure in the knowledge that her voice will be heard." The Honor Code further encourages and expects our students to be guided by the following: "Respect for others in all my words, expressions and actions. I will be kind and polite and will refrain from hurtful remarks about appearance, race, gender expression and identity, religion, family, intelligence and sexuality."

It is the School's policy to provide and maintain a learning environment that is free of bullying – face-to-face or electronic -- and any other verbal or physical misconduct that disrupts the learning and

living environment by making it unsafe. Being a small boarding and day school affords us a learning environment that is constant, whether in the classrooms, on the athletic fields, during extracurricular activities or in the dormitories. The environment itself helps students learn more about each other in a more caring, understanding way.

The Bullying Prevention and Intervention Plan, as described below, supports the School's mission to promote a learning environment and prevent any behaviors that could impede the educational experience. This plan is consistent with the non-harassment/anti-hazing policy that appears in the Community Handbook. It is through this publication that the Plan is communicated to all members of the School community.

The Head of School and the Dean of Students are responsible for the implementation and administration of the Plan. Questions and/or concerns related to this Plan can be made directly to the Head of School and/or the Dean of Students.

Definitions under the Law: The following definitions are drawn from the Massachusetts law against bullying (*M.G.L. c. 71, § 370 and Chapter 86 of the Acts of 2014*).

Bullying: the 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 target that:

- Causes physical or emotional harm to the target or damage to the target's property;
- Places the target in reasonable fear of harm to themselves or of damage to their property;
- Creates a hostile environment at the school for the target
- Infringes on the rights of the target at school;
- Materially and substantially disrupts the educational process or orderly operation of a school.

Cyber-bullying: bullying through the use of technology or electronic devices such as telephones, cell phones, computers, and the Internet. It includes, but is not limited to, email, instant messages, text messages, and Internet postings.

Hostile Environment: a situation in which bullying causes the school environment to be permeated with intimidation, ridicule, or insult that is sufficiently severe or pervasive to alter the conditions of a student's education.

Retaliation: any form of intimidation, reprisal, or harassment directed toward a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying.

Target: the individual against whom bullying, cyber-bullying or retaliation has been perpetrated.

Perpetrator: a student or 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 who engages in bullying or retaliation.

II. Policy against Bullying, Cyber-Bullying, and Retaliation

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

Bullying and cyber-bullying are prohibited on the School's campus; at all school-related activities, both on and off campus; and in any vehicle used for school-related transportation. Bullying and cyber-bullying are also prohibited through the use of technology or any electronic device school-owned, school-leased or used at the School.

Bullying and cyber-bullying are additionally prohibited under any non-school-related circumstances if the activity creates a hostile environment at school for the target(s), infringes on the rights of such student or students at school, or substantially disrupts the educational process or orderly operation of the School. For example, a student may not assume protection when using a computer at home for purposes related to bullying; this includes being the perpetrator of a cyber-bullying message and/or being the individual who passes one along.

We recognize that certain students may be more vulnerable to becoming targets of bullying, harassment, or teasing based on actual or perceived characteristics, including race, color, religion, ancestry, national origin, sex, socioeconomic status, homelessness, academic status, gender identity or expression, physical appearance or disability, or by association with a person who has or is perceived to have one or more of these characteristics. The school will identify specific steps it will take to create a safe, supportive environment for vulnerable populations in the school community and provide all students with the skills, knowledge, and strategies to prevent or respond to bullying, harassment, or teasing.

Legal Definitions and School Policy

It is important to bear in mind that stricter standards of behavior may apply under Stoneleigh-Burnham's policies in order that we may prevent inappropriate verbal and physical conduct before a student has been subject to bullying as it is defined under the law. For example, although the law defines bullying as "repeated use" of certain expressions, acts and/or gestures, the School reserves the right to apply disciplinary measures and other corrective action in a case of a single expression, act and/or gesture if the School determines that it is of sufficient severity to warrant disciplinary or other remedial action or that the repetition of that expression, act or gesture might reasonably result in bullying as defined by the law.

III. Prevention

As with everything involving adolescents, bullying prevention starts with working to build strong relationships with and among the students. This can happen in the classroom, in advisory, on the

residential hallways, during athletics, while performing community service, and anywhere else SBS adults have the chance to interact with the students.

Student groups on campus are active in helping develop understandings among community members at the school. These groups have recently worked with goals such as building strength in diversity; raising consciousness around the difficulties experienced by gay, lesbian and transgendered students; identifying issues of race and racial identity; and introducing traditions and holidays of world cultures and religions to the community.

In addition, there are several specific programs that address the issues of bullying and related topics throughout the academic year.

Orientation

Larger group work for the entire Middle School (grades 7 & 8) begins during Orientation, continues during an early fall trip, and may be revisited as needed during weekly MOCA (Student Government) meetings. Similarly, each class in the Upper School has a “bonding trip” during Orientation. Each is designed to help the class work together in order to find commonalities that will take the students through the year together. As follow-up, class meetings occur weekly in the Upper School, during which any emerging issues may also be addressed.

Life Skills Development

The School Counselor works actively with the Middle School Dean to plan a series of activities with the 7th graders. The counselor meets with them twice a month throughout the year. These activities typically focus on building healthy friendships and negotiating conflict, with subtopics in the latter area including relational aggression, I-statements, active listening, learning how to agree to disagree, quelling gossip, and more. Topics vary month-to-month and year-to-year, depending on the needs of a specific group of students.

The School Counselor also works actively with 8th graders, meeting once a month to continue building positive group dynamics, self-awareness, and leadership skills.

Once a student enters the Upper School (grades 9-12), they are enrolled in the Leadership program, a life skills development curriculum, held weekly. Topics covered in the curriculum include internet safety, healthy relationships and communication, bullying, and being an inclusive member of a diverse community.

Other Formats

Convocation takes place on the first day of classes. In this ceremony each member of the School signs a copy of the Honor Code as an indication of their commitment to the tenets of that document. It is then framed and hung publicly as a reminder of those values here at the School.

Additionally, individual classroom teachers and houseparents watch for issues in group dynamics, and try to move quickly to handle them before they develop into deeper, more complex issues. These

concerns typically go through the student's faculty advisor. Team meetings in the Middle School, faculty meetings in the Upper School, and Resident Team meetings for both divisions provide an opportunity to take the pulse of the school and to develop as needed plans to encourage positive group dynamics using a variety of methods. These meetings may also serve to inspire topics for the School Counselor (Middle School) and Leadership teachers (Upper School). Finally, Duty Notes allow houseparents to inform other team members about what is happening on the hallway.

The curriculum, especially in the Humanities, lends itself on occasion to frank discussion about issues related to bullying and meanness as well. Building cross-cultural understandings within an international curriculum affords us multiple opportunities to draw out differing student viewpoints and share them in a safe space. It is not uncommon to hear our students sharing what is considered "the norm" in their respective cultures, thus leading to deeper understanding of difference.

Professional development opportunities for faculty and staff, whether sending them off campus to conferences or doing informal work on campus, are also scheduled. Diversity, equity and inclusion work is a priority for the school, and all employees will receive training throughout the year.

Through these activities, and through advisors' communication with families, we work to maintain a high level of awareness of what is happening in the Middle and Upper Schools, build positive group dynamics, and quickly respond to potential issues before they have a chance to spiral into something larger.

Student Leadership: Training at the start of the year

As a part of before-school training, all Resident Assistants (junior and senior leaders) learn their responsibilities in the dorms; this includes an understanding of their role in deterring bullying behaviors and in reporting any egregious behaviors witnessed. Similarly, members of the Student Council and the OEKs (eight senior leaders) understand their part to act as role models and help create an environment in which bullying is not tolerated.

New Students / Mid-Year Student Enrollments

New students meet at the start of each year in order to ensure students learn about Stoneleigh-Burnham School culture as soon as possible. Included in these meetings is conversation to explain the School rules and policies in great detail.

In January the School reviews the School's policies (including that regarding bullying) through advisory groups so that any newly enrolled student may have a clear sense of the School's stance on issues such as bullying, and more.

Assessing Needs and Resources:

At least once every four years, beginning in the 2015-2016 school year, the School will administer a state-designed survey to assess school climate and the prevalence, nature and severity of bullying in our School. Additionally, the School will annually report bullying incidents to the Massachusetts Department of Elementary and Secondary Education.

IV. Reports of Bullying, Cyber-Bullying or Retaliation

Any student who is the target of bullying or cyber-bullying is strongly encouraged to promptly report the matter orally or in writing to the Head of School or Dean of Students or to any faculty or staff member with whom the student is comfortable speaking.

Any student who has witnessed an incident of bullying or cyber-bullying or otherwise has relevant information about bullying or cyber-bullying prohibited by this policy is expected to promptly report the matter orally or in writing to the Head of School or Dean of Students or to any faculty or staff member with whom the student is comfortable speaking.

The parent of a student who is the target of bullying or cyber-bullying or of a student who has witnessed or has relevant information about bullying is strongly urged to notify the Head of School or Dean of Students. A parent should also report any incident of retaliation in violation of this policy to the Head of School or the Dean of Students.

Any parent, guardian or student may make reports of bullying or retaliation anonymously, if desired.

Any member of the faculty and staff who has witnessed incidents of bullying or cyber-bullying, or has been told of such an incident, is **required by law** to report them to the Head of School or Dean of Students. A member of the faculty or staff may not make promises of confidentiality to a student or parent who informs them of an allegation of bullying, cyber-bullying or retaliation. Faculty and staff are explicitly directed NOT to try to facilitate mediation between target and aggressor; only the Head of School or the Dean of Students should be dealing with follow-up. Similarly, once an investigation has begun, only the person conducting the investigation should be in contact with the students and families involved until the investigation is complete.

Faculty and Staff may not make reports under this policy anonymously. While the School cannot promise strict confidentiality, because information must be shared in order to conduct an effective investigation, the School releases information concerning complaints of bullying, cyber-bullying and retaliation only on a legitimate need-to-know basis.

V. Responding to a Report of Bullying, Cyber-bullying, or Retaliation

A. Preliminary Considerations: When a complaint of bullying, cyber-bullying and/or retaliation is brought to the attention of the Head of School, the Dean of Students or any other member of the School community, an assessment is made as to whether any initial steps need to be taken to protect the well-being of students and to prevent disruption of their learning environment while the investigation is being conducted. When appropriate, increased supervision may be implemented to prevent further bullying, cyber-bullying or retaliation during an investigation.

B. Obligation to Notify Parents: It is the policy of Stoneleigh-Burnham School to notify the parents/guardians of any student who is an alleged target of bullying, cyber-bullying, or retaliation and the parents/guardians of any student who may have been accused of engaging in such behavior promptly after a complaint has been made. **Further, the School will inform the parents/guardians of**

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 determination:

Any parent wishing to file a claim/concern or seeking assistance outside the School may do so with the Massachusetts Department of Elementary and Secondary Education Program Resolution System (PRS). That information may be found at <http://www.doe.mass.edu/prs/>, emails may be sent to compliance@doe.mass.edu or individuals may call 781-338-3700. A hard copy of this information may be obtained in the Dean of Students or Head of School office.

C. Investigation: The following is a guideline of procedures used once a complaint has been brought to the attention of the Head of School or the Dean of Students:

The Head of School and/or the Dean of Students conduct an impartial investigation of the complaint. That investigation may include (but will not necessarily be limited to) interviews with the person who made the complaint, with the student who was the target of the reported bullying, cyber-bullying, or retaliation, with the person or persons against whom the complaint was made and with any students, faculty, staff or other persons who witnessed or who may otherwise have relevant information about the reported incident.

Depending on the circumstances, the person conducting the investigation also may choose to consult with other teachers and/or the School Counselor. Concrete forms of evidence, such as copies of electronic commentary, may also be brought into consideration.

D. Resolution, Notification and Follow Up

Following interviews and any other investigation undertaken, the Head of School and/or the Dean of Students will determine whether and to what extent the allegation of bullying, cyber-bullying or retaliation has been substantiated. If it is determined that the policy set forth in this Plan has been violated, the Head of School and/or the Dean of Students will determine what disciplinary action and/or other remedial action is appropriate and how it will be implemented.

The goal of an investigation and any subsequent disciplinary or remedial process is to correct the situation to the extent it is reasonably possible and to take such steps as can be taken to prevent there being a repetition of the incident and to prevent the target(s) and others who participated in the investigation from being subject to retaliation. This includes support for the alleged or disciplined aggressor who remains in the School community.

Consequences resulting from a determination that this policy has been violated may include any response deemed appropriate, up to and including dismissal from school. In appropriate circumstances, such as when a crime may have been committed or a child may have been subject to abuse or neglect of the type that is reportable under Section 51 A of the Massachusetts laws, law enforcement or another appropriate government agency may be notified.

Upon completion of the investigation, the Head of School and/or the Dean of Students who conducted the investigation will meet individually with the target(s) of the alleged incident and the student or students against whom the complaint was made and their parents/guardians to report the results of the investigation and, where disciplinary or other corrective action is determined to be appropriate, to inform the parties of the steps that will be taken to correct the situation. Confidentiality laws protecting student records may limit the amount of information provided in these meetings.

Follow-up conversations will be made with any target and their parents/guardians to inquire as to whether there have been any further incidents in violation of this policy.

VI. Conclusion

This plan is intended to (1) prevent bullying and cyber-bullying among our community members, (2) to encourage community members to have confidence in the School's procedures and to come forward promptly whenever a student is subject to conduct that is prohibited by this or any other School policy; and (3) to implement appropriate discipline and other corrective measures when they are found to be warranted.

Voted into policy by the Board of Trustees, December 2010

Amended August 6, 2014

HARASSMENT, HAZING, & TITLE IX POLICIES

Non-Harassment/Anti-Hazing Policy

Stoneleigh-Burnham School supports an environment of mutual trust and promotes the recognition and protection of the rights and sensitivities of its members. Concomitantly, Stoneleigh-Burnham School has a strict policy prohibiting harassment of its students, staff members, teachers, administrators and trustees (hereinafter collectively referred to as "members"), including implied or expressed forms of sexual harassment. Sexual harassment, like any other form of harassment, is member misconduct and cannot be tolerated. Such conduct has the purpose or effect of substantially interfering with individuals' work, academic performance or extracurricular participation and creates, de facto, an intimidating, hostile or offensive working or learning environment.

As used here, harassment means any verbal, written, visual or physical act that is offensive, intimidating, unwelcome or what might be perceived to be objectionable in nature. Because each of us has different sensibilities about what is acceptable and unacceptable behavior, all members of the School community are urged to be mindful of this fact and avoid any action or statement which could be perceived as harassment.

Sexual Harassment

Sexual harassment is any unwelcome sexual advance, request for sexual favors or any verbal, physical or suggestive misconduct of a sexual nature.

This type of behavior may be between students or between a student and any adult member of the Academy community.

This type of harassment may include but is not limited to the following:

- Unwelcome, offensive and unnecessary touching.
- Spreading false rumors or accusations of a sexual nature.
- Pressuring someone for sexual activity.
- Suggestive or explicit sexual comments about a person's anatomy, behavior or clothing.
- Engaging in unwanted and sexually suggestive letters, messages (including those sent via e-mail, computer systems or the Internet) or phone calls.
- Displaying sexually offensive materials or wearing offensive articles of clothing.
- Inappropriate personal questions.
- Any coerced sexual relations.

Abuse of the dignity of anyone through ethnic, racist or sexual slurs or comments or through any other derogatory or objectionable conduct is offensive behavior and may result in disciplinary action up to and including separation from School. Offensive behavior also includes physical advances or intimations, sexual or otherwise, and uninvited suggestive remarks. Any member who joins in or condones harassment or abuse of another is also subject to disciplinary action.

Stoneleigh-Burnham School strictly forbids any action or behavior that constitutes hazing as defined by the Massachusetts Anti-Hazing Law. The term hazing is defined by law as "any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to weather, forced consumption of food, liquor, beverage, drug or other substance or any 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."

Any student who feels that they have been subjected to harassment or hazing of any type by any member of the School community should, without fear, report the incident promptly to the appropriate teacher, department head, dean or Head of School as circumstances dictate. All complaints will be investigated in a strictly confidential manner and where investigation supports an allegation, prompt corrective action will be taken by the Head of School. In no case shall the name of the reporting party be used without their permission.

Statutory Rape

Stoneleigh-Burnham School is required by law to notify all students that they are subject to the statutes of the Massachusetts Statutory Rape law. Statutory rape occurs if a person has sexual intercourse or "unnatural" sexual intercourse with a child who is under 16. In statutory rape the minor's consent to the sexual act is irrelevant.

An Act Prohibiting the Practice of Hazing (M.G.L. c. 269, sections 17 - 19)

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 wilfully 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 target 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. 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.

Stoneleigh-Burnham School Title IX Statement:

It is the policy of Stoneleigh-Burnham School to comply with Title IX of the Education Amendments of 1972, which prohibits discrimination (including sexual harassment and sexual violence) based on sex in the School's educational programs and activities. Title IX also prohibits retaliation for asserting or

otherwise participating in claims of sex discrimination. SBS has designated Title IX Coordinators to coordinate SBS's compliance with and response to inquiries concerning Title IX. A person may also file a complaint with the Department of Education's Office for Civil Rights regarding an alleged violation of Title IX by visiting the US Department of Education's website https://www2.ed.gov/about/offices/list/ocr/docs/tix_dis.html

Title IX of the Education Amendments of 1972 is a federal law that provides: No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity receiving Federal financial assistance.

- Title IX prohibits sex discrimination in all school programs and activities, including, but not limited to, admissions, recruiting, financial aid, academic programs, student services, counseling and guidance, discipline, class assignment, grading, recreation, athletics, housing, and employment.
- Sexual harassment and sexual violence are forms of sex discrimination prohibited by Title IX.
- Title IX also prohibits retaliation against people for making or participating in complaints of sex discrimination.

For more information about Title IX:

- U.S. Department of Education's website.
- To file a complaint or to ask questions about Title IX please contact:
For Student Issues: Shawn Durrett, Title IX Coordinator (sdurrett@sbschool.org)
Or
For Staff, Faculty & Vendor Issues: Robert Brainin, Assistant Title IX Coordinator (rbrainin@sbschool.org)

Any employee must report any harassment, hazing, or violation of Title IX complaint to the Title IX coordinator(s), the School will act on any allegation, and will investigate all allegations.

STUDENT SERVICES

Independent schools are well known for creating and maintaining a strong and vibrant community. Stoneleigh-Burnham School is no exception. There are many resources available to students to support their full involvement in the community. The following people/groups of people are formally in place to support and guide students through their time at Stoneleigh-Burnham School.

Dean of Students: Sara Gibbons

The Dean of Students oversees the non-academic life of all students at Stoneleigh-Burnham School including tone, climate, attendance, disciplinary issues, student vacation travel, off-campus event transportation and permissions. The Dean also oversees the residential and advisory programs and student activities.

Academic Dean: Lauren Cunniffe

The Academic Dean has oversight of all academic issues at the School, including the master schedule, students' schedules, and academic placement in appropriate courses.

Advisors

Advisors act as the primary point of contact for students, families, houseparents, and teachers regarding the daily life of their advisees. Advisors are concerned with the whole person and help ensure that each student is doing well in the school environment.

Class Deans

Class Deans oversee their respective class program, coordinating with the Dean of Students and the Academic Dean. Class Deans plan all orientation activities for their class and help maintain a working knowledge of developmental issues and best practices relative to the respective grade level. They also help to develop leadership capacity in class officers and aid them in preparing for and running class meetings and projects.

Seventh Grade:	Bill Ivey
Eighth Grade:	Karen Suchenski
Ninth Grade:	Apple Gifford
Tenth Grade:	Hannah Richards
Eleventh Grade:	Paolamantina Grullon Livingstone
Twelfth Grade:	Sara Gibbons

Houseparents

Houseparents are responsible for the care, supervision, and support of boarding students. They help ensure that there is a healthy and productive climate in the dorms and that all issues are handled directly with compassion and thought.

Jason Brown	Ravi Pillalamari
Rose Chaffee-Cohen	Miriam Przybyla-Baum
Sara Gibbons	Nick Roosa
Apple Gifford	Morgan Rubin
Emily Gorki	Lindsay Sattin Torres
Paolamantina Grullon Livingstone	Cat Wagner

Director of Counseling Services: Ellen Carter, LICSW

The Director of Counseling Services is available to speak with students to help facilitate educational, social and emotional support, on an as-needed basis. The counselor can and may make referrals to outside therapists when it is appropriate for the student to be involved in individual therapy outside of school. Parents/guardians are notified when a psychiatric consultation or outside therapy is warranted.

Conversations between the student and the Director of Counseling are confidential except in cases where a student is at risk of harming themselves or others. In these situations, information is shared with the

Student Services Committee, who will collaborate with the Director of Counseling and the family to provide the appropriate support or referral.

The School Counselor also contributes to a life skills curriculum for all seventh and eighth graders, coordinating with the MOCA advisors.

Director of Health Care Center: Jen Potee

The Director of the Health Care Center is responsible for overseeing and supporting the medical and health care needs of students. The Director and a team of nurses are available to meet with students and examine their health concerns and when appropriate to have follow up care with outside professionals, such as the School's physician or a medical specialist in the area.

Support Our Students (SOS)

Stoneleigh-Burnham School recognizes that students who are struggling with risky behavior may not always seek support for fear that they may be punished, rather than helped. Raising an SOS concern with an adult in the community provides a non-disciplinary procedure through which students can get help for themselves or encourage their peers to do so. It also functions as a clearinghouse for concerns raised by faculty and students alike about students with potential substance abuse and other problems. Members of the community who are worried about themselves or the behavior of another student are encouraged to contact a faculty or staff member with whom they feel comfortable. The name of the person raising the concern and the names of those about whom concerns have been raised are kept confidential. However, appropriate adults such as the student's family, the Student Services Committee, the Director of Counseling, the Director of the Health Center, or another appropriate adult will be notified to ensure appropriate care and support of the student.

ADVISORY SYSTEM

Middle School Advisory System

Advisors act as the primary point of contact for students, families, houseparents and teachers regarding the daily life of their advisees. Advisors are concerned with the whole person and help ensure that each student is doing well in the school environment. Middle School advisory groups meet several times a week to engage in activities that develop connectedness, competence and confidence. Students work on setting and achieving goals, preparing for family conferences, learning about themselves and others and learning about the world. Additionally, students may ask for, or be asked to attend, individual conferences for individualized help and support.

Upper School Advisory System

Every student has an advisor who guides them in all areas of School life. This includes a meeting every week to review academic progress and grades, develop goals, and suggest strategies for achieving these goals. In addition, the advisor helps the student maintain a balanced program so that they are able to successfully complete their academic work as well as enjoy the other important aspects of growing up: participating in athletics, contributing to the community, having time for friends and pursuing areas of

personal interest. These conversations often happen informally. The advisor serves as a support person to each advisee and as a point of contact for families.

Families are encouraged to reach out to their child's advisor for any academic, athletic, or social concerns. If a family feels they need support in addition to (or beyond) their child's advisor, they should contact the Dean of Students Office.

Advisor comments, which summarize a student's progress throughout the term, are sent to families three times per year as follows:

- Late November Following fall end-of-term reports
- Early March Following winter end-of-term reports
- Mid-June Following spring end-of-term reports

DRESS GUIDELINES

Stoneleigh-Burnham students are expected to dress for the jobs they have that day while upholding the values within the SBS honor code:

- Respect for myself in everything I do.
- Respect for others in all my words, expressions and actions.

Classroom attire is casual, and teachers may ask students to wear specific clothing for safety precautions in class (science labs and some art courses, for example). Athletic and equestrian attire would be expected for practices and lessons. Students with athletic contests are encouraged to wear their uniforms on those days. Students are encouraged to wear SBS attire on Admissions visit days. Nudity and offensive graphics are prohibited.

Special Days Attire

Elevated Dress

For most special occasions, elevated dress is required. Elevated dress is similar to "business casual". Students often wear a dress, skirt or pair of nice pants with a collared shirt or blouse. Elevated dress is required for occasions such as Junior Ring ceremony, Middle School moving up ceremony, and community dinners.

Formal Dress

For the biggest events of the year – 100 Nights, graduation, and other similar occasions – students are required to dress more formally. Suggested attire includes a fancy dress or pants suit, dress pants or skirt with elegant top and appropriate shoes.

Graduation (for seniors)

Graduation is a formal, mid-morning event; choice of attire for Seniors should reflect the occasion.

Guidelines are as follows:

- Seniors may choose to wear a dress or formal white pants suit.
- Clothing must be white or off-white.
- Shoes need to be light in color and heels should be no more than three inches high.
- Hemlines of dresses should be within four inches above or below the knee.
- Clothing should be appropriately modest without revealing full back, cleavage or midriff.
- Tops cannot be strapless.

All graduation attire must be approved by the Senior Class Dean by the last week of April. Marshals wear a knee-length white dress or white pants and a fancy, white top. Ushers are to be dressed in appropriate event attire.

RESIDENTIAL LIFE

The goal of the Stoneleigh-Burnham School residential program is to provide a close, caring, and safe environment for all students, while supporting the academic endeavors of the School. Each member of the community is encouraged to develop a flexible and humane sense of boundaries with an awareness of rights and responsibilities to self and others within a diverse community.

Residential life is a crucial part of a student's involvement with the School, their peers and the faculty. Thoughtful decisions and interactions geared toward the best interests of adolescent students form the basis of the residential life program. Houseparents, Resident Assistants (RAs) and administrators respond throughout the year to issues as they arise and work collectively to create an atmosphere that allows each student to recognize that they are important in the day-to-day life of the boarding community. Please keep in mind that our hallways are home to students and faculty families alike.

Mutual trust is an important part of the Stoneleigh-Burnham School community. The most important guideline to be followed on the hallway is consideration. Keeping this in mind:

- Every student has the right to personal boundaries, including physical, mental, psychological, and spiritual boundaries.
- Students should not be in another student's room when that student is not in the room.
- Borrowing without permission is not allowed.
- Students are strongly encouraged to keep valuables at home or in the School safe. The School is not responsible for the loss of personal possessions.
- Doors should be locked when students are away from their rooms.

Room Assignments

Each student is assigned a double room with a roommate. Students should plan to bring the following items for their rooms:

- sheets (standard-size twin)

- blankets & bedspread
- pillows
- towels
- throw rug
- laundry bag
- shower caddy
- wastebasket
- hangers
- desk lamp and/or floor lamp (halogen lamps are not allowed)
- power strips or extension cords (must be UL certified)

Decorations

Students are encouraged to decorate their rooms to feel as much like home as possible, although good judgment in room decorating should be used. The following items are not permitted in rooms and are subject to confiscation and disposal at the discretion of the School:

- Candles, matches/lighters, incense, or strings of decorative lights
- Cigarettes, drugs, alcohol, and related paraphernalia
- Curtains or tapestries not treated with fire-retardant material
- High-intensity lamps (especially halogen)
- Popcorn poppers, toaster ovens, coffee or tea makers
- Television sets
- Refrigerators (except for RAs)
- Irons
- Space heaters
- Air conditioners

Possession of any of these items will result in disciplinary action, up to and including dismissal.

Only tapestries which are properly stamped or certified fireproof are to be hung from the molding slots or strips and must fit flush against the wall. They may not obstruct any window or exit. **Tacks, nails or tape are confined only to the molding strip or slot.** Nothing should be hung from the ceiling, smoke detector or sprinkler head. Adhesive putty that will not damage the paint is available from the School Store.

Students are allowed to have hot pots as long as the heating element is not exposed and they have been approved in advance by the Dean of Students.

Furnishings

Each room is furnished with a bed, mattress, desk, desk chair, closet, and dresser. Furniture in student rooms is not to be removed without permission of the houseparents. Mattresses are to remain on the bed frames. At the beginning of the year, houseparents inspect and inventory School property in the rooms. At the end of the school year, the process is repeated to see that each student has maintained their room and its furnishings in the proper manner.

Each student must clean their room at the end of the year before handing in their keys. The student is responsible for any damage to their room and will be assessed for cleaning, repair, or replacement.

Pets

With the exception of fish, students are not allowed to have pets of any kind on campus. Students must make arrangements for fish to be cared for over vacations.

Room Changes

Stoneleigh-Burnham believes that learning to live with others and dealing with differences is an important part of residential life. Although the School does not encourage room changes, there are times when that course of action is the only solution. All room changes are at the discretion of the Dean of Students. A student who occupies a double room as a single (with the exception of Resident Assistants) may expect a roommate at any point during the year.

Room Inspections

Students are expected to make their beds and keep their rooms tidy and clean. The housekeeping staff is not responsible for cleaning up after students. Houseparents will check that rooms are neat and clean and meet safety regulations on a regular basis. If a student's room is deemed unreasonably messy, the student may be restricted to their room or to campus until the room has been neatened.

Students have access to cleaning supplies for their rooms and suite bathrooms on every hall.

Locks and Keys

Room keys for dorm rooms are provided for student use at the beginning of the school year with the following rules and restrictions:

- Students are expected to lock their rooms when they are not in them.
- If a key is lost during the school year, the student should contact the Dean of Students' office for a replacement. There is a charge of \$10.00 made to the student's Smart Card account.
- At the end of the school year, each student is expected to return their key to the houseparent. Failure to do so will result in a \$25.00 charge.
- If a student changes their room during the course of the year, they are expected to return their original key to the Dean of Students and will not receive a new key until the original is turned in.
- At no time should duplicate keys be made and provided to individuals outside of the School.

Sexual Activity Policy

Students may not engage in sexual activity on campus. Individuals are ultimately responsible for their own actions, and the School will respond to any behavior that is considered to be inappropriate.

LIFE IN THE DORM

The individuals who live on each hallway must work together to make the hallway a comfortable, safe and productive place for all. There are some general boarding rules and schedules that all students are expected to follow.

Middle School Boarding Schedule

Middle School Weekday Schedule

- Electronic devices available 7:00 a.m.
- Breakfast 7:30 - 7:55 a.m.
- Academic classes 8:00 a.m. - 3:50 p.m.
(Thursday classes begin at 8:55 a.m. and Wednesday classes end at 12:00 noon)
- Lunch 11:30 a.m. - 12:45 p.m.
- Athletics/Riding/Community Service 4:00 - 5:30 p.m.
- Dinner and check-in 5:30 - 6:30 p.m.
- Free Time 6:30 - 7:10 p.m.
- Check-in on hallway by 7:10 p.m.
- Evening Hours 7:30 - 9:00 p.m.
- Check-in, turn in electronic devices, and in rooms by 9:00 p.m.
- Lights out at 9:30 p.m.

Middle School Weekend Hallway Check-ins

- Friday/Saturday curfew back to campus 9:45 p.m.
- Friday/Saturday night on hallway 10:15 p.m.
- Friday/Saturday night in rooms 10:30 p.m.
- Sunday night check-in by 7:10 p.m.
- Sunday night evening hours 7:30 - 9:00 p.m.

Weekend Meals

- Saturday and Sunday brunch 9:00 a.m. - 12:00 noon (continental begins at 8:00 a.m.)
- Saturday and Sunday snack 3:30 - 4:15 p.m.
- Saturday and Sunday dinner 5:30 - 6:30 p.m.

Upper School Boarding Schedule

Upper School Weekday Schedule

- Breakfast 7:00 - 8:15 a.m.
- Academic classes 8:00 a.m. - 3:50 p.m.
(Thursday classes begin at 8:55 a.m. and Wednesday classes end at 12:00 noon)
- Lunch 11:30 a.m. -12:45 p.m.
- Athletics/Riding 4:00 - 5:30 p.m.

- Dinner 5:30 - 6:30 p.m.
- Club meetings 6:30 - 7:15 p.m. (some evenings)
- Study Hours (grades 9-11) 7:30 - 9:00 p.m.
- Quiet Hours (grade 12) 7:30 - 9:30 p.m.
- Check-in electronics on hallway (9th grade - 9:45 p.m. & 10th grader 10:00 p.m.)
- In room with lights off (grades 9 and 10) 10:30 p.m.
- In room and quiet for (grades 11 and 12) 11:00 p.m.

Upper School Weekend Hallway Check-ins

- Friday/Saturday night curfew back to campus by 11:00 p.m.
- Friday/Saturday night on hall and quiet by 11:00 p.m.
- Saturday/Sunday brunch check in 10:00 - 12:00 p.m.
- Sunday night check-in 7:15 p.m.
- Sunday night study hours 7:30 - 9:30 p.m.
- Sunday night on hallway 10:30 p.m.

Weekend Meals

- Saturday and Sunday brunch 9:00 a.m. - 12:00 noon (continental at 8:00 a.m.)
- Saturday and Sunday snack 3:30 - 4:15 p.m.
- Saturday and Sunday dinner 5:30 - 6:30 p.m.

Evening Study Hours

7th and 8th Grades

Middle School evening hours are held from 7:30-9:00 p.m. Sunday through Thursday in the Middle School dorm. During evening hours, Middle School students are supervised by houseparents and Resident Assistants as they study in their rooms, quietly socialize or relax on their own, engage in a hobby, talk to family members by phone, and perform activities related to maintaining good health and hygiene. Students may consult with a teacher or work with a peer tutor during this time as well, and are welcome to ask the houseparent, Resident Assistant, or a classmate for assistance at any time. Informal activities will also be offered in the common room to help students wind down and process their day.

9th and 10th Grades - Study Hall

Study hall begins at 7:30 p.m and ends at 9:00 p.m. Completing homework for every class each day is an important contributor to academic success. During the evening study period, 9th and 10th grade students study in the dining hall. With permission, students may also study in the library or computer labs, consult with a teacher, work with a peer tutor or with another student. Houseparents and Resident Assistants supervise evening study hall. Students in 10th grade transition to in-room study hall in the spring trimester.

11th Grade - Study Hall

Study hall begins at 7:30 p.m and ends at 9:00 p.m. Completing homework for every class each day is an important contributor to academic success. During the evening study period, 11th grade students study in their rooms. With permission, students may also study in the library or computer labs, consult with a teacher, work with a peer tutor or with another student. Houseparents and Resident Assistants supervise evening study hall. Students in 11th grade transition to quiet hours in the spring trimester.

12th Grade - Quiet Hours

12th grade students participate in quiet hours in the dorm for the full academic year. Quiet hours prevail Sunday through Thursday, 7:30-9:00 p.m. When quiet hours are in effect, all students should be able to work in undisturbed quiet. Students may study in the library or computer labs, consult with a teacher, work with a peer tutor or with another student.

Students may use the student lounge or cafe to study, with the knowledge that these are also spaces reserved for students to watch t.v. and socialize. If a student wants to have a quiet space to work, they should relocate to the library, computer labs, or their dorm room.

Students on academic probation or who are determined to need additional academic guidance should expect to be assigned to supervised evening study halls for more adult oversight and guided supervision.

STUDENT PERMISSIONS

Leaving Campus

Whenever a student leaves campus for any reason or destination, they must sign out at Reception. Failure to sign out or signing out without the proper permissions will result in disciplinary action.

Students are allowed to walk or bike off campus during free periods bearing they have proper permissions and have signed out. Safety is important and the School asks that students do not travel alone when venturing off campus.

Day students may leave for the day after their last School commitment. When leaving for the day, day students sign out at Reception. Students may leave campus during the following times with permission:

Monday-Thursday	3:00 p.m. - 6:00 p.m.
Friday	3:00 p.m. - 11:00 p.m.
Saturday	9:00 a.m. - 11:00 p.m.
Sunday	9:00 a.m. - 6:00 p.m.

In order to sign out, a student must:

- Have a permission form signed by parents/guardians on file in the Dean of Students office.
- Obtain the proper permission from an authorized adult.
- Sign out in the notebook at Reception noting time of departure and time of expected return.

Automobiles and Driving

Boarding students are not permitted to have cars on campus or in the local area. Day students are permitted to drive and park a vehicle at Stoneleigh-Burnham School. Once the vehicle is parked at School, it may not be operated again until the end of the school day unless permission from parents/guardians and the Dean of Students has been granted. The student's family must complete a Car Registration form and turn it into the Dean of Students office before parking on campus. Students with a vehicle will be assigned a parking sticker to be placed on the bottom corner of the rear window. Students are expected to observe posted speed limits. Parking at Stoneleigh-Burnham School is a privilege and can be revoked through repeated violations of community and/or driving guidelines.

Weekend Permissions

All students are free to go off campus on weekends provided they have the appropriate permissions on file and they are not restricted to campus for academic or disciplinary reasons. All students wishing to take an overnight on Friday, Saturday, or both nights must complete an Off-Campus Permission form by 12:00 noon on Thursday prior to the weekend. Students need to complete this form even if a parent/guardian has requested permission in advance. A student may only leave after full approval has been given and all obligations have been met. It is the student's responsibility to make sure their permissions are complete.

The Dean of Students, Student Life coordinator and houseparents will grant all permissions for weekends in accordance with the most up-to-date permission slip completed by parents or guardians. Teachers and coaches may not excuse a student from classes or sports so that they may leave early for a weekend. Students are expected back to campus by 7:00 p.m. Sunday; students may return later with prior permission.

Students visiting homes other than their own must have an invitation from the host family in advance of leaving campus. Students should not return to school during their weekend away unless they have a School commitment and permission.

All students must sign out at Reception before leaving campus for the weekend, and they must sign in at Reception upon their return. Failure to do either of these will result in disciplinary action.

The School will appreciate cooperation from families in not asking for exceptions to the weekend rules except in an emergency situation. Students may not leave early or return late for reasons of convenience or for travel plans. Missing a travel connection will not be considered an excused absence. Families who insist upon taking their child out of school for family vacations or other reasons are jeopardizing their child's progress; missed work or examinations may not be able to be rescheduled or made up.

Limitations

The School reserves the right to deny or modify a student's weekend permissions or activities. In consultation with a student's advisor, Class Dean, teachers and houseparents, the Dean of Students may

restrict a student to campus if they have work outstanding, is on an in-school suspension or falls in the reduced or restricted category in the Points System.

During School vacations, including the Long Winter weekend, the dorms and the Dining Hall are closed and students may not remain on campus unless registered for a School-sponsored trip or program. Students must arrange their travel early in order to comply with the published School calendar. It is the student's responsibility to ensure that their travel plans do not conflict with their commitments at School. All travel arrangements must be shared with the Dean of Students office and a special form is circulated to each student prior to a vacation; students must also have permission from parents/guardians. Please consult the School calendar when making a student's travel plans to determine exact times when students are allowed to leave and by what time they need to return.

ADDITIONAL RESIDENTIAL LIFE POLICIES

Guests

It is expected that students will make a conscious effort to assist guests in arriving on campus. Families of students are welcome at most times. Other guests may visit on the weekends only. If a student wishes to have a guest during the week, prior permission must be granted by the Dean of Students.

Students are permitted to have female guests in the dormitory on Friday and Saturday nights. Guests must register with the Receptionist upon arrival and are expected to conform to the same rules and regulations applicable to SBS students. Students are responsible for the behavior of their guest(s).

Guests need no special permission to be at meals and in the "downstairs" areas according to the schedule listed below. At all other times, permission must be obtained in advance either from the Head of School or the Dean of Students.

Guests of boarders are welcome on campus during the following hours when students are not involved in sports practices or other School activities:

Friday	6:00 p.m. - 10:00 p.m.
Saturday	10:00 a.m. - 10:00 p.m.
Sunday	12:00 p.m. - 6:00 p.m.

All guests sign in at Reception immediately upon arrival to campus and sign out upon departure. Male guests may be entertained outside or in the Blue Room, Capen Room, Student Center, or Student Cafe. Male visitors are not allowed in student rooms or anywhere on the second floor. Vehicle parking is permitted only in the main parking lot. Students are responsible for seeing that their guests follow all School rules and policies while on campus.

Families in Dorms

In order to maintain the integrity of the boarding program and to alleviate any inconvenience to roommates, families are not permitted to spend the night in the dormitories. Families must check in at Reception upon arrival and departure and should not be in the dormitories before 9:00 a.m. or after 7:00 p.m.

Dorm Chores

All students in the dorm participate in a weekly cleaning of their hallways and common room. Students are responsible for vacuuming the hallway and picking up the common room. Each hallway determines its own cleaning schedule at the beginning of the year which is posted in a central location. The Resident Assistants and houseparents are responsible for maintaining the cleaning schedule. Cleaning supplies are available on each hallway.

Food Delivery

Students are allowed to have food delivered to the school during the week and on weekends. Orders should not be placed during study hall hours for grades that observe study hall or after evening check in.

The school promotes healthy eating habits, and our dining facility provides many healthy and well balanced food choices. When a student demonstrates that they are unable to make good eating choices, and is ordering takeout food in excess, a conversation will be had with that student and their family.

Summer Shipping

Stoneleigh-Burnham School avails itself of the services of The UPS Store for shipping items that students wish to have sent home or to college at the end of the school year. The UPS Store picks up boxes, trunks and other items and ships them via UPS. The UPS Store contacts each family prior to shipping to secure shipping approval and to arrange for payment. Students are responsible for packing and addressing items they wish to ship as well as filling out all necessary forms. The UPS Store ships the packages and charges the student's family; additional charges are assessed if The UPS Store packs boxes for students.

Summer Storage

Students may store some belongings at the School over the summer in the storage attic on Upper Mary Burnham if they are attending SBS the following year. All belongings should be marked clearly with the student's name and year of graduation. Students are responsible for taking their belongings to the attic at the end of the school year and retrieving them in the fall. If boxes are left out of the attic, the student will be charged for the labor to move them to the attic. Any items left in the attic or the student's dorm room should be retrieved by the student or their family or the family will be charged for the cost of shipping items to a forwarding address. Once a student has graduated or otherwise left the School, any belongings left behind will be given to charity the following academic year.

Television and Music

A television with cable is available on every residential hallway as well as in the Student Cafe and Lounge. Television sets are not permitted in student rooms. Students are free to listen to music on the hallway provided it cannot be heard outside of their room. Members of the community may ask a

student to turn down their music if it is too loud. Music, technology, and lights should not be left on when a student is not in their room.

Valuables

Students are advised not to keep jewelry, large sums of money or other valuable items in their rooms. Passports, I-20s and other valuable travel/residency documents must be submitted to the Admissions Office upon arrival to campus. The Admissions Office will safely and securely store student documents. Large sums of money should be deposited into a student's account. Students are strongly encouraged to label all belongings clearly; the Technology Department owns an etching pencil which students may use to label computers, cell phones and portable music devices. Students are considered to be responsible for any and all belongings, including money, in their possession. Students are encouraged to secure valuables in personal lockboxes.

RESIDENT ASSISTANTS (RAS)

Juniors and seniors who have been selected to become Resident Assistants play an important role in the boarding community. They act as friends, counselors, role models, and liaisons between the students and houseparents. They are also responsible for managing much of the day-to-day life on the hallway with the houseparents. Becoming a Resident Assistant is a privileged position in the School. Each spring, the applicants undergo interviews and are selected by houseparents and the Dean of Students.

Resident Assistant (RA) Expectations and Duties

- To serve as a role model for other students
- To abide by all SBS rules and regulations including the Honor Code
- To help enforce all SBS rules and regulations through proactive dialogue, listening, reinforcement and one-to-one counseling
- To support the houseparents by sharing issues and concerns as they develop
- To counsel students about an RA's role and their relationship with houseparents and administration
- Duty begins at 7:00 p.m. weeknights on the hallway. The RA serves on the hallway or library and will spend the evening helping to monitor the hallway/library and assisting the houseparent on duty with check-ins, lights out and general running of the hallway.
- To attend scheduled training sessions
- To meet with houseparents and other RAs regularly
- To participate and encourage student participation in campus and weekend events
- To create and make sure all students have name signs on their doors throughout the year
- To oversee hallway chores

Resident Assistants have the following privileges during their time as an RA:

- Unlimited Internet use
- A refrigerator in their rooms
- A single room (when possible)

DAY STUDENTS

Day students are an integral part of the Stoneleigh-Burnham community and are encouraged to participate in as much of the School's life as possible. While day students live at home, they acknowledge that they are expected to participate in all mandatory School events including, but not limited to: community dinners, performances, opening weekend events, graduation week events and occasional scheduled events such as the Poetry Festival.

Day students are expected to arrive on time for their first class and not leave campus until their last obligation is fulfilled, unless special permission to leave early has been granted by the Dean of Students. All day students must sign out when leaving campus. The sign out form is located at Reception.

If a day student will be late or absent, the student's family is responsible for notifying the Attendance Office by 8:00 a.m. Please call 413-774-2711 x. 200 or email attendance@sbschool.org. If the absence is due to an outside appointment, 24 hours notice to both the Health Care Center and the Attendance Office is appreciated.

Day students are allowed to stay in the dorm with advance permission of the Dean of Students. The Dean of Students' office must receive a note or phone call from the day student family giving their child permission to stay overnight. The School reserves the right to refuse an overnight if it is in the student's or School's best interest to do so.

Day students will be assigned a dorm room to share with other day students on grade-appropriate hallways. It is expected that they keep their room clean, neat, and ready for weekly inspection.

ADDITIONAL SCHOOL SERVICES AND INFORMATION

Transportation

We understand the difficulties families encounter making travel arrangements that coincide with our School calendar and especially the necessity to purchase airline tickets well in advance. To assist with that task, we provide families with a list of travel dates that specifies departure and arrival times for each break period. The School does not purchase airline tickets or arrange transportation for break periods. **Unless excused by the Dean of Students, students traveling outside the requested travel dates will receive unexcused absences for commitments missed.**

It is important to take into account the times that dorms open and close and the distance from the airport, as the School is not able to accommodate students arriving or departing when the dormitories are closed. Please plan accordingly when scheduling departures and returns to School. **The School will not accommodate students who make travel plans that conflict with mandatory school commitments.**

Before and after vacation/break, the Dean of Students' office will offer transportation for students on a first come, first served basis to:

- The bus station (Greenfield, MA) - 10 minute trip
- The train station (Greenfield, MA) – 10 minute trip

Students who wish to leave campus at other points in the year have these transportation options available to them:

- School weekend shuttle bus to local places at no charge.
- Local transportation companies that will transport students for a fee (a list of transportation companies can be located on the School’s website).
- *Car permission:* In order to ride in a car other than that driven by one’s own parent/guardian, a student must have permission to ride in a vehicle on file--this includes day students wishing to carpool. If a student does not have permission, they will be required to call a parent/guardian before they may leave campus in a car. Students may ride with any Stoneleigh-Burnham employee at any time.
- *Bicycles:* Students may bring bicycles to School. All bicycles are stored in the bike shed on campus. The School provides racks, but students are responsible for their own locks and helmets. SBS has several bicycles and helmets available on campus for students to sign out and use between the hour after sunrise and an hour before sunset. In accordance with Massachusetts law, students are required to wear helmets when riding their bicycles.

Dining Services

Stoneleigh-Burnham School is proud of the quality of the food it provides to our community. We serve students, faculty, staff and, on occasion, guests of the School. If we are to maintain the high quality of service currently provided, we request that the following guidelines be observed:

- Day students are welcome at all school meals during the week and on weekends throughout the school year.
- Food, dishes, glasses, and silverware should not be removed from the Dining Hall. **Any beverages taken out of the Dining Hall should be in a closed container.**
- With regard to guests, we ask that people exercise discretion and sensitivity to the issues of planning and costs involved with providing meals to a large group. When possible, please alert Dining Services when guests are expected.

Birthday Cakes

Families may order a birthday cake from Dining Services to celebrate their child’s birthday while they are at school. Order forms are available on the School’s website and should be submitted at least two weeks in advance. A \$25.00 check may accompany the order or the cost may be charged to the student’s Smart Card Account.

Community Dinners

Generally once each month, SBS holds community dinners. These occasions provide an opportunity for faculty and students to share a meal and conversation. Dress for these occasions is occasionally more

formal than regular meals and seating is assigned. Attendance for community dinners is required of all students and full-time faculty members. Students will share serving responsibilities throughout the year. Changing of assigned tables is not permitted. Specific dates may be found [on the school's online calendar](#).

The Student Lounge and Student Cafe

These rooms are dedicated spaces for students to gather during the day for group meetings, to watch television, listen to music, share a meal (cafe only), or host student activities. It is the School's expectation that these spaces be kept tidy. Everyone who uses these public spaces is responsible for their upkeep and care. Occasionally these spaces may be used for formal gathering or meetings.

Laundry Facilities

Students have access to coin-operated washing machines and dryers in three locations in the building. The School provides access to a laundry service through E&R Laundry Service.

Mail

Each student is assigned a mailbox located on the first floor. Students receive their mailbox combinations at Registration in the fall. As a general rule, mail is sorted after lunch. Students are notified of a package via email. Packages may be picked up at Reception between 8:30 a.m. and 4:00 p.m. Students must identify themselves to receive their package. To receive mail, students should instruct family and friends to address the mail as follows:

Student Name
Stoneleigh-Burnham School
574 Bernardston Road
Greenfield, MA 01301
United States

Fax

Students may receive and send faxes via the Stoneleigh-Burnham School fax number which is 413-772-2602. Students need to ask the Receptionist to help them send a fax. Faxes received for students will be distributed in student mailboxes.

The School Store

The School Store is open Monday through Friday with scheduled hours. Students may purchase textbooks, notebooks, stamps, phone cards and a variety of school supplies needed for all courses. The Store also stocks clothing, cards, small gifts and personal items. All store items may be charged to a student's Smart Card Account or paid for by cash or check.

The Smart Account

It is an important part of each student's education to plan and work within a prescribed budget as determined by the student and their family. With this in mind, the School requires each student to have a Smart Card Account, a multipurpose prepaid debit account.

At the start of each year, the student and their family fill out a Smart Card worksheet prescribing their weekly allowance as well as School Store and other spending limitations. Funds should be deposited at the start of each term to cover the student's estimated expenses for that term, to be disbursed according to the restrictions determined on the worksheet.

Students may not overdraw their account; if sufficient funds are not available, they will not be permitted to make a withdrawal and should make sure they have enough money in the account to cover all needs. In order for any student to take advantage of athletic options and school trips that require an additional financial commitment, all account balances must be up-to-date.

Additional deposits into a student's debit account, as well as changes to spending limits, can be made by the parents at any time throughout the school year. ([See the Smart Card Information page](#), online, for complete details.

STUDENT LEADERSHIP AND GOVERNMENT

Part of the student experience at Stoneleigh-Burnham is to provide students with opportunities to step into formal and informal leadership roles. While the school currently has a variety of leadership roles for students, having more formal leadership roles embedded in specific areas of school life provides more distribution of leaders throughout the school, and creates greater support for areas of community life.

OEKs - Eight Senior Heads of School

The OEKs are our eight senior elected leaders and hold the highest student leadership positions at Stoneleigh-Burnham School. OEK stands for *Okto Ellinika Kefalia*, or "Eight Greek Heads," and was chosen to honor the school's mascot, Athena the Owl, by the inaugural OEKs in 2016-2017. The role of the OEKs is to work together to set the tone of the student body. This group of seniors work together to impact and influence school culture and wellness.

The following leadership roles are for 12th grade students only. This core group of leaders is supervised by the Dean of Students and the faculty member or administrator who corresponds to the area of interest. The group as a whole meets regularly with the Dean of Students. Elections are held each spring through speeches shared at House Meeting, and all members of the community are invited to vote.

- Head of Student Body (also President of StuCo) - StuCo advisors
- Head of Academics - Academic Dean
- Head of Athletics - Director of Athletics
- Head of Bigs and Littles - 12th Grade Class Dean
- Head of Community Alliance - DEI Coordinator
- Head of Health and Wellness - Director of Counseling and/or Health Center
- Head of Service (Community and Environmental Stewardship) - Community Service advisor
- Head of Student Activities - Student Life Coordinator

Additional Information

- Students can only hold one of these positions
 - But they can run for more than one position
 - Once they are elected to a position, they cannot run for another OEK position
- To best support our students, elected leaders will work closely with their advisor and the Dean of Students to look holistically at their entire workload to ensure it is healthy, realistic and balanced.

Student Council (StuCo)

As the governing student body of Stoneleigh-Burnham Upper School, Student Council members are involved in assessing and improving student life. The elected OEK position for the Student Head of School is the leader of Student Council (StuCo). The Student Council works closely with all the OEKs and the administration to ensure the best possible and most meaningful experience for our students while at Stoneleigh-Burnham School. The eight senior OEKs meet with StuCo on a biweekly basis.

StuCo meets once each week to discuss issues brought forth from each class or issues that the administration wishes StuCo to examine. Any StuCo member who is involved in disciplinary action resulting from a Disciplinary Review Board will automatically be removed from their position. Membership is determined as follows.

In the Upper School, class presidents are elected by their classes in spring for the following year and class vice-presidents are elected by their classes in the fall. In the Middle School, 8th graders also elect a president in the spring and a vice-president (or co-president) in the fall, but these officers only serve from September to December. Similarly, 7th graders elect in the fall a representative to serve from September to December. Both 7th and 8th graders elect new officers in December, to serve from January through the end of the year.

MOCA (Middle School Office Caring for All) is the Middle School student government. All Middle School students participate in MOCA where they plan events, design programs and create policies. MOCA is actively involved in planning Founders' Day, trips off campus, special days involving the whole School, events with local middle schools, SBS weekend activities and fundraisers.

INTERNATIONAL PROGRAM

Stoneleigh-Burnham School welcomes students from all over the world who come here not only to learn, but also to share their cultures and customs. The International Program encompasses many levels of commitment to multicultural education. Our goal is to foster a global community in which all our students learn to be compassionate and collaborative in a global society. The academic curriculum incorporates international issues and cultural awareness in all disciplines, and many events at the School are coordinated with this goal in mind. The international student coordinator connects with international students on campus to provide support.

Travel

The School makes every effort to publish each year's calendar early enough to facilitate travel arrangements for the following academic year. All students are required to follow our published calendar with regard to arrival and departure dates. Please note these dates when making travel arrangements. Any late returns or early departures, unless for an emergency, will not be excused. The calendar may be found in the appendix of this handbook or on the School website.

Passports and I-20s

Passports, I20s, and other valuable travel/residency documents must be submitted to the Admissions Office upon arrival to campus. The Admissions Office will safely and securely store student documents.

CLUBS AND ORGANIZATIONS

One of the great benefits of attending a small independent school is the wealth of extracurricular opportunities available to students. Stoneleigh-Burnham School is proud of the many and diverse offerings for students; many students participate in a wide variety of extracurricular opportunities over their tenure at the School and develop leadership skills through their participation in an activity they love. We encourage all students to join clubs and activities to expand their interests and passions.

New clubs may be formed if there is interest after the submission and approval of a proposal to the Student Council. Attendance is taken and the club advisor(s) and officers evaluate ongoing individual membership.

SCHOOL TRADITIONS

Traditions are a big part of life at Stoneleigh-Burnham. While some of the following traditions have been a part of Stoneleigh-Burnham life for over a hundred years, others are more recent, generated by students whose ideas and efforts will be handed down to those who enter Stoneleigh-Burnham in future years. Here are some of the traditions that make life at Stoneleigh-Burnham special:

- *Convocation* – Traditionally held the first day of classes, Convocation is the formal opening of the school year and a welcome to all members of the SBS community. The program culminates in all students and community adults signing their names to the Honor Code.
- *Founders' Day* - Planned by and for Middle School students, this spring day typically includes breakfast, a movie, a variety of field day activities such as Capture the Flag and tie-dyeing t-shirts together.

- *Junior Ring Ceremony* - A special evening to celebrate the junior class as they receive their school rings, the Junior Ring Ceremony begins with a community dinner followed by a formal all school ceremony in which families of eleventh graders are encouraged to attend.
- *Mountain Day* – The date is a surprise and classes are cancelled. Bigs treat their Littles to breakfast and the entire community travels to a nearby mountain for a day of hiking and activities, relaxing, enjoying a cookout and having fun together.
- *Moving Up Ceremony* - This ceremony honors eighth graders at the end of the year for their talents, growth and contributions to the Middle School and the greater community.
- *Spearth Day* – A combined celebration of Earth Day and spring. The day begins with Littles treating their Big to breakfast, followed by community service work for students and faculty. The afternoon brings a talent show and student-led fair to celebrate good weather, fun and friendship.
- *Spirit Week* - Sponsored by the Student Council in mid-winter, Spirit Week dictates a different focus for dress each day and ends the week with “Color Wars,” a competition among classes that takes place at Housemeeting. It’s a fun way to ward off the winter doldrums!

SECTION IV: HEALTH SERVICES

Rules and Regulations

All health reports, authorization of treatment, insurance forms and medication forms should be returned to the Health Care Center by the published date. All immunizations required by the Commonwealth of Massachusetts must be up-to-date. State law requires that students not be permitted to attend classes or participate in sports or activities until immunizations and the health exam are completed. A health exam is valid for 12 months. Students who arrive on campus without having submitted or brought health forms with them will see the school's doctor for a physical at the cost of \$125.

Health Services

Health services are provided through the Health Care Center. A nurse is on duty in the Health Care Center from 7:45 a.m. until 7:00 p.m., Monday through Friday. Evening medications are distributed at 9:30 p.m. On weekends, the Health Care Center maintains a limited schedule of hours. In order to meet the needs of our students, a nurse is always on-call when the Center is closed. At times when there is no nurse in the Center, students should contact the reception desk during the academic day or houseparent on duty in the evenings and on weekends.

Students are encouraged to bring their health concerns to the attention of the Health Care Center staff, where confidentiality will be maintained unless their welfare or the safety of others is in question.

Appointments and Absences

The school contracts with a medical provider who comes to campus once a week at a mutually agreed upon time to see students who are in need of medical evaluation and/or treatment. Appointments for outside specialized medical and dental needs are scheduled through the Health Care Center. **Families who make appointments for their child during school hours should notify the Health Care Center in advance so the necessary paperwork may be completed and transportation arranged.** All routine dental and other treatments of a non-emergency nature should be scheduled while the student is home on vacation and on non-school days.

A nurse or athletic trainer must excuse all absences due to illness or injury prior to missing an academic or athletic commitment. No excuse will be given after a commitment has been missed. Any student too ill to attend class or sports will rest in the Health Care Center. When ill during the day, boarding students may not leave campus that evening. If two or more days are missed, families will be notified and the student may be required to stay on campus for the weekend to rest. If classes are missed on a Friday, students may not sign out Friday evening, and weekend activities may also be curtailed. Day students who are excused by the Health Care Center after arrival at school are to return to their homes as soon as families are notified and transportation has been arranged.

Health Insurance

All students must have United States-based health insurance that covers them during their academic year at Stoneleigh-Burnham School. Health insurance is available for purchase through

Stoneleigh-Burnham School for international students only. If the parent's/guardian's current plan is a managed care plan or HMO (especially students from the eastern region of Massachusetts or out-of-state), the parents/guardians should check with their insurance provider to ensure coverage for their child. Parents/guardians may have to file their own insurance claims for treatment, depending on the provider their child sees at SBS. The Health Care Center will inform the family of any outside appointments. It is the parent's/guardian's responsibility to notify their primary care physician for referrals.

Emotional Distress

A student exhibiting emotional or psychological distress or threatening to hurt themselves or others will be assessed by the Director of Counseling and the Director of the Health Services. A plan for the student's safety will be determined by a team of administrators including, but not limited to, the Director of Counseling, Director of Health Services, Dean of Students and the Head of School. Families will be notified immediately.

Compliance with Medication

All students are expected to take their medication as prescribed. Students are to report to the Health Care Center before classes for their morning medication, unless otherwise noted by their physician. Students who need to be continually reminded to report to the Health Care Center will be referred to the Dean of Students for disciplinary action.

All over-the-counter and prescription medications (including Tylenol, Advil and nutritional supplements) must be kept in the Health Care Center rather than in student rooms - boarding or day. Failure to comply will result in disciplinary action/ unless they have permission from the Health Care Center. The Health Care Center is well stocked with many over-the-counter medications. If it is necessary for families to mail medications to a student, they must be sent to the attention of the Health Care Center and not to the student directly. Students are reminded that they should never share medication. Students need to inform the Health Center of any supplements or vitamins they have at school.

Heating pads are available for student use. Students' Smart Card accounts will be charged for any unreturned heating pads.

Medical Leave

Any student might, during the course of the academic year, face a serious psychological or medical situation requiring an extended absence (beyond three days) from the School. The determination of the medical leave will be made by the Student Services team and health professionals. Students who take a medical leave must be under a doctor's, psychologist's or therapist's care while on medical leave. If the student is placed on new or adjusted medications, the student must remain at home under a physician's care until stabilized.

Students **may not return** until cleared by health professionals and the SBS Student Services team. All reports from the student's doctor, psychologist and/or therapist should be made available in writing and

should be received in advance of any decision-making process. Such reports allow the School to judge the advisability of the student's return as well as to outline any continuing treatment programs. Re-entry will be determined after communication between SBS health professionals and the attending physician, review of medical reports provided and a meeting between the student, their family and SBS personnel.

All academic matters will be coordinated through the advisor and the Academic Dean, and the academic study program will be revisited every two or three weeks during the extent of the leave. However, as a medical leave is an indication that a student's health has for the time being precluded attention to all or most other matters, it is likely that an extended medical leave will limit a student's ability to learn as much as they otherwise would, in some cases possibly affecting grades or even credit awarded. While the faculty is happy to help students away from School try to keep up with their class work, such work remains the individual student's responsibility.

SECTION V: TECHNOLOGY

TECHNOLOGY ACCEPTABLE USE POLICY

Mission Statement

The mission of the Stoneleigh-Burnham School Technology Department is to aid community members in the effective use of technology, implement and maintain programs and systems to meet the institution's academic, administrative, residential and infrastructure needs, as well as to plan and prepare for future use.

CLASSROOM AND RESIDENTIAL TECHNOLOGY POLICY

iPads / Laptops

- Devices are in use only at the request of the teacher.
- If a device is in use at the start of class it goes on the teacher's desk until needed, or the end of class.
- If a device is used improperly in a classroom, i.e. not as directed by the teacher, or used surreptitiously, it will be collected by the teacher and must be picked up later at the Dean of Students' office.

Cell Phone Guidelines

- Cell phones may not be used anywhere on the first floor during the academic day. Similarly, cell phones may not be used in Jessor, Geissler, or any other academic space during the academic day. Cell phone use is allowed on the second floor and outside during the academic day.
- Student cell phones are not allowed in the dining hall at any time.
- Cell phone use, including texting and other features, is not allowed during class, athletic and School obligations including evening study hall, and after 11:00 p.m.
- Students violating this policy will have their phones confiscated for 24 hours. Repeated offenses could result in loss of cell phone privileges.
- Middle School boarders turn in their cell phones every night at 9:00 p.m. to the houseparent on duty to be stored and charged. The phones are returned the next morning.
- Boarders in grades 9 and 10 turn in their cell phones Sunday-Thursday at 9:45 p.m. (grade 9) and 10:00 p.m. (grade 10). The phones are returned the next morning.

Watches etc. and other Wearable Tech

- If a student is found to be employing a wearable device for texting or other prohibited activity in an academic space during the academic day they will no longer be permitted to wear that device.

User Rights and Responsibilities

- Users must adhere to school policies for continued access to the School's technological resources.
- Users have the right to be informed in a timely manner about personal information collected on them and have the right to review such information.

- Users must comply with all relevant laws and school policies, including those pertaining to privacy, conduct, copyright and licensing.
- Users must respect each other's right to privacy. Users must not share personal information about other community members, including but not limited to names, home or school addresses, phone numbers, images and videos, etc.
- Users may not use the Internet to access content that would be deemed objectionable or offensive by any reasonable standard.
- Users must report incidents of inappropriate behavior to a faculty member or school administrator.
- Users must not share their accounts or passwords with anybody for any reason.
- Users must not use the network for commercial ventures or advertising without express permission of the school administration.
- Users must follow School Computer Use Rules as outlined in the Community Handbook and/or posted in Faculty/Staff and Student Announcements and Computer Labs.
- Users must abide by the SBS Honor Code.

School Rights and Responsibilities

- Stoneleigh-Burnham School retains the right to monitor use of the system and to discipline any user who violates school policies.
- Stoneleigh-Burnham School will take appropriate steps to ensure the security of personal information pertaining to both individual users and the School.
- Stoneleigh-Burnham School will comply with all local, state and federal laws, including those pertaining to privacy, conduct, copyright and licensing.

Forums and Groups

Members of Forums and Groups may only post information that is both relevant and appropriate to all members of the group. AllSchool, AllEmployee, Faculty-Meeting, and class groups all fall within this protocol. Responses to Forum emails should be directed to the individual sender, not to all. In general, all users should be conscious of cluttering SBS email.

Members of Forums and Groups will only have access to post to the forum/group while a member of the SBS community. Students who graduate or withdraw from the school will have a limited period of time to access their SBS email account and are encouraged to move any electronic documents or other content to a personal email address.

ACADEMIC TECHNOLOGY REQUIREMENTS

Students in all grades are required to have an iPad to access digital content and complete required assignments. Any current iPad model, 32GB or higher, full size or mini, will meet students' school needs. All students will be expected to arrive at class each morning with their iPad fully charged and with sufficient free space for required assignments. The school will provide a selection of required apps for student use. Please note, eTexts and ebooks, as well as subject-specific apps will be billed to student accounts.

In order to meet the broad range of academic computing needs, Stoneleigh-Burnham students also have access to four computer labs as well as additional classroom sets of computers situated throughout the School.

In addition to their iPad students may bring another computer for personal use. To access the wifi system students must register their computers with the Technology Department and must comply with all applicable rules and regulations. A student's computer must be in English, or capable of being switched to English by the student, in order to be added to the school wifi system.

Please note: As the primary purpose of our wifi network is academic use student phones are not added to the system.

Whenever possible the SBS Technology staff will make an effort to assist students with personal computer issues and, as necessary, help to arrange for outside service and repairs.

Disclaimer

Stoneleigh-Burnham wishes to make potential system users (and parents/guardians thereof if users are under 18 years old) aware that the system administrators and the School do not have control of the content of the information residing on the Internet. Users and parents/guardians of users under 18 are advised that some Internet systems may contain defamatory, inaccurate, abusive, offensive or illegal material. Stoneleigh-Burnham School does not condone the use of such materials and does not permit usage of such materials in the School environment. Students knowingly bringing such materials into the School environment, or breaking any local, state, or federal laws, will be subject to disciplinary action up to and including appearance before a Disciplinary Review Board. Administrators may be required to report such infractions to appropriate legal authorities.

While Stoneleigh-Burnham School supports the privacy of electronic mail, account users must assume that this cannot be guaranteed.

The user (or parents/guardians thereof if the user is under 18) specifically agrees to indemnify Stoneleigh-Burnham School for any losses, costs or damages, including reasonable attorney's fees incurred by the School related to or arising out of any breach of the above guidelines.

SECTION VI: FIRE PREVENTION AND COMMUNITY SAFETY

FIRE PREVENTION AND RESPONSE POLICY

The major potential threat to life in a dormitory is fire. Every precaution should be taken to prevent dormitory fires. Each student will be instructed in the procedure to be used in case of fire. Fire drills will be carried out throughout the year at the discretion of the Dean of Students, the Maintenance Department and the Greenfield Fire Department. When the alarm sounds, all students should leave via the closest exit and proceed to the Upper Riding Ring (unless directed otherwise) and check in with their houseparents. Doors to student rooms should be left open with the lights on. All fire alarms should be treated as real fires and not assumed to be a drill with all the procedures followed.

Rooms should be decorated appropriately and safely. Dormitory hallways must be kept free of clutter and garbage at all times. Students are responsible for keeping all of their belongings in their rooms. Nothing should be attached to the sprinkler systems in the rooms. Massachusetts state fire regulations restrict wall coverings as well. **Open flames are a danger to the entire School community, and, therefore smoking, the use of candles or incense and any other open flame in students' rooms are strictly forbidden and will incur serious disciplinary action. Halogen lamps, coffee makers, popcorn poppers and other similar appliances are not allowed in student rooms. Possession of any such item will result in disciplinary action, up to and including, dismissal.**

Since fire prevention apparatus (smoke detectors, fire extinguishers, sprinklers and fire alarms) are for the protection and safety of the entire community, students found tampering or playing with such apparatus will be subject to serious disciplinary action. Inappropriate discharge of a fire extinguisher will also result in disciplinary action and a fine which will be charged to the student's account.

In the event of an actual fire, the procedure is as follows:

- **If the alarm is not sounding, pull the nearest firebox and call 911.** This will automatically sound an alarm at the Greenfield Fire Department, Police Station and throughout the School.
- The nearest adult should be notified immediately as to the location of the fire.
- If a smoke detector is heard in any room, the nearest alarm box should be immediately pulled and 911 called.
- Students should evacuate the main building by the nearest exit and should report to the Upper Riding Ring.
- Houseparents should quickly check every student room and bathroom and proceed to the Upper Riding Ring.
- Houseparents will do a roll call of students reporting names of missing students to the Dean of Students or the Campus Phone Duty team member who will inform the firefighters of anyone missing.
- The Dean of Faculty and department heads (Maintenance, Dining, etc.) will take attendance, reporting names of missing community members to the firefighters.
- The person in charge of attendance (Dean of Students or Campus Phone Duty team member) shall release two faculty members to inspect the Gym, Art Center and Bonnie's House as well as

calling the Barn (773-8333) to find out who is there. If the barn does not answer, an adult must be dispatched there to see if any missing students/staff are there.

- Under no circumstance should anyone go back into the building.
- Students and employees may return to the building once the Fire Department has given the okay.
- Communication: If possible, the Head of School authorizes release of a mass email to let all know the School is safe.

It is absolutely necessary for all students, employees and resident family members to leave the building whenever the alarm sounds. It should never be assumed that it is just a drill.

DANGEROUS WEAPONS AND FIREARMS

Stoneleigh-Burnham School, like all schools in Massachusetts, is a dangerous weapons and firearms-free zone. All employees, students, families and visitors must follow State law when on campus.

According to Massachusetts State law:

“For the purposes of this paragraph, ‘firearm’ shall mean any pistol, revolver, rifle or smoothbore arm from which a shot, bullet or pellet can be discharged.

Whoever, not being a law enforcement officer and notwithstanding any license obtained by the person pursuant to chapter 140, carries on the person a firearm, loaded or unloaded, or other dangerous weapon in any building or on the grounds of any elementary or secondary school, college or university without the written authorization of the board or officer in charge of the elementary or secondary school, college or university shall be punished by a fine of not more than \$1,000 or by imprisonment for not more than 2 years or both. A law enforcement officer may arrest without a warrant and detain a person found carrying a firearm in violation of this paragraph.

Any officer in charge of an elementary or secondary school, college or university or any faculty member or administrative officer of an elementary or secondary school, college or university that fails to report a violation of this paragraph shall be guilty of a misdemeanor and punished by a fine of not more than \$500.” [Mass. Gen. Laws ch. 269, § 10(j)]

TOBACCO, NICOTINE, AND SMOKE FREE CAMPUS POLICY

Stoneleigh-Burnham School is a tobacco, nicotine, and smoke free campus. The use or possession of tobacco or nicotine products, including chewing tobacco, cigarettes, and electronic cigarettes (or similar devices) is prohibited by students, employees, and visitors to the school.

ASBESTOS MANAGEMENT PLAN

A copy of the Stoneleigh-Burnham School Asbestos Management Plan is available for review in the Director of Finance and Operations' office during normal business hours.

INTEGRATED PEST MANAGEMENT PLAN

A copy of the Stoneleigh-Burnham School Integrated Pest Management Plan (both indoor and outdoor) is available for review in the Director of Finance and Operations' office during normal business hours. The plan lists all possible chemicals that may be used in pest management at the School.

SECTION VII: OUR CAMPUS

Stoneleigh-Burnham School is located in Pioneer Valley of Western Massachusetts, just a short drive from the five colleges (Smith College, Mount Holyoke College, Amherst College, UMass Amherst and Hampshire College.) Students regularly attend cultural and athletic events at the colleges and throughout this vibrant region. Stoneleigh-Burnham School's breathtaking 100-acre campus has exceptional facilities for academics and athletics. Our facilities include:

- **Main Building** – administrative offices, Blue Room, Capen Room, classrooms, dining hall, dormitory rooms, Macalaster Library, residential apartments, Student Lounge and Cafe
- **Jesser Science Center** – biology, chemistry, and physics laboratories and math classes
- **Art Center** - Geissler Gallery, visual arts studios, performing arts classroom for vocal music
- **Bonnie's House** – performing arts classroom for music lessons, big band, rock band, etc.
- **Emerson Hall** – dance studio, fitness center, gymnasium with basketball and volleyball courts, performing arts stage
- **Equestrian Center** – barn, bridle path, derby field, indoor and outdoor riding rings, indoor viewing lounge, paddocks
- **Athletic Fields** – cross country running course, softball diamonds, soccer field, tennis courts

Important Phone Numbers

Head of School - Stephanie Luebbers	(413) 774-2711 ext. 210
Academic Dean – Lauren Cunniffe	(413) 774-2711 ext. 280
Assistant Head of School for Community and Program - Shawn Durrett	(413) 774-2711 ext.216
Assistant Head of School for Enrollment and Strategy - Kristen Mariotti	(413) 774-2711 ext. 255
Associate Dir. of Admission and Dir. of Financial Aid -Sharon Weyers	(413) 774-2711 ext. 257
Athletic Director - Scott Gray	(413) 774-2711 ext. 251
Dean of Students and Dir. of Residential Life - Sara Gibbons	(413) 774-2711 ext. 241
Director of Academic Center - Apple Gifford	(413) 774-2711 ext. 283
Director of College Counseling - Lauren Cunniffe	(413) 774-2711 ext. 280
Director of Counseling Services - Ellen Carter	(413) 774-2711 ext. 308
Director of Development and Alumnae – Susan Mattei	(413) 774-2711 ext. 247
Director of the Equestrian Program – George Halkett	(413) 774-2711 ext. 363
Director of Health Services – Jenny Potee	(413) 774-2711 ext. 265
Director of Technology - Tod Pleasant	(413) 774-2711 ext. 299
Middle School Dean - Bill Ivey	(413) 774-2711 ext. 325

Important Residential Phone Numbers

Residential Hallway Phone Numbers

7/8 Houseparent on duty	(413) 834-3197
9/10 Houseparent on duty	(413) 834-3122
11/12 Houseparent on duty	(413) 824-9371
Security (6:00 p.m. - 6:00 a.m.)	(413) 824-9568
Reception	(413) 774-2711

Stoneleigh-Burnham School
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