

2023 - 2024

# STUDENT HANDBOOK



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## **DEERFIELD ACADEMY CORE VALUES:**

**Citizenship** in a spirit of humility, empathy, and responsibility;

**Face-to-face interactions** characterized by joy  
and generosity of spirit;

**Connectedness** to our unique setting  
and the contemporary world;

**Reflection and balance**, promoting intellectual vitality  
and self-understanding;

**Pursuit of mastery** built on a foundation of  
breadth and versatility;

**Shared experiences**, large and small,  
as sources of relationships, identity, and community.

## **COMMUNITY PLEDGE:**

*I WILL ACT WITH RESPECT, INTEGRITY, AND CARE FOR OTHERS, AND I WILL  
SEEK TO INSPIRE THE SAME VALUES IN OUR COMMUNITY AND BEYOND.*

# 1. INTRODUCTION: SCHOOL VALUES

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## Respect, Integrity, and Care for Others

As members of the Deerfield Academy community, these school values should guide our day-to-day interactions, promoting a kind, caring, compassionate, ethical, and inclusive community for all.

This Handbook serves as a compass, encouraging actions that foster kindness and align with our values, while also addressing behaviors that may hinder such an environment. Additionally, there is an emphasis on the importance of growth and learning throughout these formative adolescent years. Each of us wants to contribute to and be supported in this community, and by following our school values, we can create lasting bonds and ensure healthy interactions across the school.

Over the years, this Handbook has evolved, and it will continue to adapt with the student experience. If you have clear, constructive feedback and suggestions for its next version, please let us know. We always welcome the respectful exchange of ideas.

Mr. Bicknell  
Dean of Students

## COMMITMENTS: SCHOOL VALUES IN PRACTICE

By enrolling at Deerfield, you have committed to our “Community Pledge.” Written and adopted by Student Council in 2012 and updated in 2023, it states:

*I WILL ACT WITH RESPECT, INTEGRITY, AND CARE FOR OTHERS, AND I WILL SEEK TO INSPIRE THE SAME VALUES IN OUR COMMUNITY AND BEYOND.*

You have committed to live out our Community Pledge each day in accordance with the rules and expectations that follow.

## THE MAJOR SCHOOL RULES

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Each summer and in the early days of each school year, we provide a range of opportunities designed to familiarize students with Deerfield’s rules and expectations. Students are responsible for knowing and abiding by these rules when they arrive on campus and should not expect to be advised of them

preemptively in order to be responsible for adhering to them. Fundamentally, we expect students to know the difference between right and wrong.

Although all the rules set forth in this Handbook are important, the most important of these rules—referred to as the Major School Rules—follow below in Section 1. The consequences of violating a Major School Rule are described in Sections 5 and 6.

## 1.1. Mistreatment of Others

Deerfield is committed to an educational environment in which all students are treated with respect and dignity. Accordingly, Deerfield strictly prohibits harassment or discrimination on the basis of race, color, religion, age, ancestry, national origin, sex, sexual orientation, socio-economic status, academic status, gender identity or expression, genetic information, physical appearance, disability, or any other classification protected under state or federal law or regulation. This policy also prohibits certain types of conduct, regardless of whether such conduct is sufficiently objectionable to violate any law or regulation. Behavior prohibited by this policy is unacceptable both on school premises and in any school-related setting off school premises, such as during a school-related trip or social event. For additional information regarding this policy, all community members should review Section 7: Harassment, Bullying, and Discrimination.

Deerfield does not tolerate harassment or discrimination of any form, and we will act quickly and decisively when such actions are witnessed or brought to our attention. If students experience mistreatment, they should seek out a trusted adult (advisor, faculty resident, cocurricular supervisor, teacher, counselor, Dean, etc.), who can offer support and guidance on available steps to address the mistreatment—regardless of its nature—and make it stop. Examples of mistreatment include but are not limited to the following:

- Harassment and Hazing
- Bullying
- Discrimination
- Sexual Misconduct
- Sexual Harassment
- Cyberbullying
- Retaliation

Options for addressing these behaviors include mediation through the Counseling Office and/or referral to the Student Life Office.

## 1.2. Online Behavior, Devices, and Privacy

Social media can offer each of us expressive power. We must use that power responsibly, thoughtfully, and in a way that is consistent with our school values.

To this end, students are subject to the Academy's rules and consequences for their activities online. Before sending, posting, or submitting: **PAUSE**. Despite assurances of privacy and confidentiality by online media platforms, all posts have the potential to be **PUBLIC** and **PERMANENT**. As a general guide: If the behavior would be inappropriate in person, it's probably inappropriate on TikTok, Instagram, Snapchat, and any other social media platform. In any setting, anonymous posts, posts under an alias, and posts that target others in an inappropriate manner will likely result in a response from the Student Life Office, including but not limited to a meeting from the Community Values Council.

We require that students manage their online privacy settings carefully and review the Academy's Acceptable Use Policy.

We require that students:

- Never send, solicit, or share any communication that is abusive, insulting, or degrading.
- Never access abusive, pornographic, or other inappropriate material.
- Never access the "dark web" or any of its content and services.
- Never use technology to misrepresent someone's likeness, as with "deep fakes."
- Never post anonymously.
- Report online bullying or harassing behavior to a trusted faculty member or Designated School Official (DSO) immediately.
- Never impersonate or adopt another person's identity or gain access under another user's account or identity.
- Never post sensitive information such as ID numbers, addresses, birthdates, or other details that could enable identity theft or put people at risk.
- Ask permission to record classes, meetings, or conversations.
- Become familiar with the Academy's Conscientious Speech and Expression Policy, Section 1.4.

Students should recognize that community members have varying degrees of comfort with their words and images being captured and/or shared; accordingly, students should consider others' privacy and exercise discretion when recording and sharing material. In this vein, wearable computing devices, hidden cameras, and other devices designed for surreptitious recording are prohibited and may violate the law. Students operating remotely controlled or automated cameras (e.g., GoPros and timelapses, etc.) should exercise special care to protect the privacy of others. Drones may only be

used with explicit permission from a member of the Student Life Office, obtained at least 24 hours in advance.

### **1.3. Computers and Technology Resources**

Students who misuse computers and/or technology resources are subject to a formal response from the Student Life Office, including a meeting with the Community Values Council. For the purposes of its investigation into such misuse, the Academy reserves the right to confiscate students' computers. While it is impossible to delineate all the inappropriate uses of network computing systems, common sense, and respect for others are paramount.

Misuse of computers, the school's network, or other information resources may violate school rules and can constitute a breach of integrity. Examples of misuse of computers and/or technology include but are not limited to the following:

- Gaining unauthorized access to any computer or computer system
- Tampering with any files or data stored on an individual computer or on the network
- Use of computer or network resources to the extent that it limits others' access
- Possession and/or sharing of inappropriate or offensive material
- Vandalism of computer hardware including theft, damage or disfigurement, and manipulation of computer software, especially when this impedes the academic work of others
- All of the prohibitions listed in the Online Behavior, Devices, and Privacy Policy (1.2)

### **1.4. Conscientious Speech and Expression**

Deerfield is first and foremost a place of learning, one that values openness of discussion, robust inquiry, and honesty of debate. As we write in our Vision Statement for Inclusion, "diverse perspectives fuel creative and innovative thinking." Promoting these values prepares students for life-long learning and civic engagement, cultivating student-citizens willing and able to consider views different from their own, even those that may be unpopular or that they may find offensive.

We know that our mission is best achieved by an atmosphere of intellectual diversity, respect for heterodox ideas, and the lively exchange of viewpoints, and research tells us that the most effective way to combat bias—to free ourselves from the limits of our own experiences and assumptions about the world—is to live and learn in a diverse community. This remains one of the great gifts that Deerfield offers each of us.



Each member of the Deerfield community has an obligation to create a climate that supports this kind of civility and constructive engagement, learning, and growth—for all.

To that end, we seek to practice the dispositions of thoughtfulness and respect, including: the openness to engage generously and listen deeply to others with different opinions and views of the world; the courage to embrace complexity and uncertainty; the humility to recognize the limits of our own knowledge and experience; and conscientiousness of speech.

It is not only a violation of the Academy's rules and expectations to anonymously target fellow students—on social media or by other means—it is antithetical to our values as an educational institution. The Academy will work intentionally to sensitize students and the campus community to the harms caused by language and the effects of cognitive and implicit bias.

The following should serve as a guide for all students when they seek to express their views and opinions:

- Assume good faith on the part of peers and classmates.
- Don't assume that speech is private, especially on social media.
- Weigh words and posts carefully and take full responsibility for the impact they may have on others.
- Be mindful of the potential impact your words, actions and/or postings may have on your peers. Any postings on campus must include the name of the author and, if different, the person posting. Anonymous posters, flyers and graffiti are strictly prohibited.
- Slow down. Pause. Social media moves at an extraordinarily rapid velocity; thoughtful decision-making moves much more slowly.
- Report to a trusted adult speech and action that is harassing, bullying, or threatening.

## 1.5. Honesty

Any community can survive only in an atmosphere where honesty—and the trust that results—is a guiding principle. Dishonesty is a breach of that trust.

## 1.6. Academic Integrity

Academic integrity is of the utmost importance at Deerfield Academy and must be one of the guiding principles in the life of every student. At the core of academic integrity is a bond of trust between teacher and student. By affixing their name to a piece of work, students pledge that, unless properly cited, the work is entirely their own. Students occasionally benefit from cooperative and collaborative learning; however, when work is submitted by teams or individuals, each student must be able to independently explain and defend the claims and ideas presented and must acknowledge the collaboration.

Furthermore, students should be thoughtfully cautious in providing aid to their peers—*DONORS* of unauthorized aid may also be in violation of the school's Academic Integrity guidelines.

Academic dishonesty in all its various forms can be broad and complex, and no policy on academic integrity can list and describe every possible transgression. The Academy expects that each student will work to understand this complexity and will adhere to the highest standards of honesty. If there is doubt about the guidelines for academic integrity, students should discuss questions with a teacher.

Our academic integrity policy extends to all national tests or exams that a student takes during their time at Deerfield. This includes, but is not limited to, the SAT, the ACT, and Advanced Placement (AP) exams.

### 1.6.1. Plagiarism

Plagiarism is the use of another person's or artificial intelligence (AI)-generated ideas or work without proper acknowledgment. If students need information about how to properly credit or document a source, they should consult their teacher for their preferred resource.

If ever in doubt about attributing others' words or ideas, students should document their sources.

Plagiarism usually occurs in two forms: 1) copying and 2) receiving outside writing help. The first form of plagiarism (copying) may consist of the following:

- Copying or gaining any other advantage from another student during a quiz, test, or examination situation;
- Exact copying of an author's or AI-generated text without the use of quotation marks;
- Using an author's or AI-generated words, sentences, or passages—even with omissions or changes in wording—without proper acknowledgment;
- Rearranging the words or sentences of one or more authors or AIs;
- Using an author's or AI-generated argument or points from an argument without proper acknowledgment, thereby representing them as one's own.

The source of the plagiarized material may, for instance, be another student's paper, a conversation with a peer, an exchange with a tutor or parent, an encyclopedia, a scholarly text, an internet site, or AI; the source does not change the degree or seriousness of the plagiarism.

The second form of plagiarism occurs when students receive unacknowledged help in preparing an assignment. Such outside help includes proofreading, editing, and assistance from, but not limited to, parents/guardians, proctors, tutors, classmates, or AI. While students are encouraged to discuss assignments with faculty and other students, all work and writing should be

their own. Again, when in doubt, students should acknowledge any help they receive. Students occasionally benefit from cooperative and collaborative learning; however, when work is submitted by teams or individuals, each student must be able to independently explain and defend the claims and ideas presented and must acknowledge the collaboration.

A student will receive a failing grade for any assignment in which plagiarism occurs. In order to ensure adherence to this policy and to resolve questions of authorship, the Academy reserves the right to confiscate computers and to electronically screen papers and other submitted work for authenticity.

As of Fall Term 2023, Students are discouraged from using AI-generative tools for student work unless under direct instruction from faculty to do so. If a teacher explicitly allows students to use AI, students must cite this and include all prompts they used in their process or submitted product.

### **1.6.2. Resubmission of Work for a Different Course**

When a student submits work to a teacher in a course, the teacher expects that the work has been completed and submitted only in that course. Using the same assignment for credit twice is a shortcut that provides an unfair advantage. Students are credited for completing a course only when they have met in good faith all the requirements for that course specifically.

In cases where overlap between assignments in two different courses might lead the students to perform fruitful, interdisciplinary work, they may submit the same assignment for credit only with approval from both teachers—who may attach additional expectations.

### **1.6.3. Access to Electronic/Smart Devices**

During any quiz, test, examination, or other graded work, students may not access any electronic or smart device unless explicitly allowed by their teacher or as a documented academic or medical accommodation. Prohibited devices include but are not limited to calculators, phones, tablets, computers, smart speakers, and smart wearables (watches, glasses, headphones).

## **1.7. Curfew**

When students are under the Academy's care, their health and safety are our top priorities. All students must check in, face-to-face, at curfew. Being out of the dormitory after curfew or leaving the dormitory after check-in without permission is a breach of trust and presents a safety concern. Repeated instances of tardiness for curfew may, at the faculty resident's and/or Dean's discretion, be considered a Major School Rule violation.

<b>CURFEWS</b>	<b>Sunday-Thursday</b>	<b>Friday</b>	<b>Saturday</b>
<b>Ninth and Tenth Graders</b>	7:45 pm	10:30 pm	11:00 pm
<b>Juniors and Seniors</b>	9:45 pm	11:00 pm	11:30 pm

## DAY STUDENTS

Without approval from a Dean for late departure, day students should be off campus at their curfew. They may return after 5:30 am.

## 1.8. Dormitory and Common Room Visitation

### 1.8.1. Dorm Room Visitation

Spending time together is an important part of any healthy relationship. At Deerfield, we encourage students to visit each other, to foster friendships, and to practice the skills that lead to meaningful connections.

The Visitation Policy does not—and should not—assume that students requesting Visitation are engaged in an intimate, physical, or sexual relationship. Our Health programs cover these topics, but our rules cannot sufficiently address the complexities of intimacy and consent. Rather, they strive to create the most appropriate environment for students who range in age from 13 to 20 and who hail from a broad spectrum of cultures, values, and beliefs.

Deerfield's dorm room Visitation Policy acknowledges some students—regardless of their sex, gender identity, gender expression, or sexual orientation—are engaged in relationships that are more than simple friendships. The closeness of our community and our housing system require a degree of trust.

The following rules are guided first and foremost by a commitment to students' comfort and safety:

- Visitation privileges are granted at the sole discretion of the on-duty faculty member and may be subject to assessments of students' citizenship, room cleanliness, and other factors.
- Visitation is allowed after October 1.
  - Ninth graders may not have single-pair Visitation until January 1.
  - Single-pair Visitation between seniors and ninth graders is never permitted; they may visit in groups.

- Visitation is allowed on Friday and Saturday nights, from 8 pm until 15 minutes before the earliest curfew of any student in the Visitation.
- Study Visitation, available only to juniors and seniors during Study Hours, must adhere to Study Hall guidelines. During Study Visitation, doors are to be kept wide open, and overhead lights are to remain on.
- In visits between an older and younger student, the Visitation rules for the younger student apply, regardless of where the visit takes place.
- For ninth and tenth graders, the door must be open at least as wide as a trash can, and the room's main overhead light must be turned on.
- For juniors and seniors, the door must be open at least as wide as a shoe (sole down), and a light source (not a computer display) must be on.
- Visiting students and their hosts must check in and check out, in person, with the on-duty faculty member in the dorm.

### 1.8.2. Common Room Visitation

In the first-floor common rooms below, Visitation does not require faculty permission but is subject to the following guidelines:

- Barton
- Crow Commons
- DeNunzio
- Harold Smith
- John Louis
- John Williams
- Louis Marx
- Rosenwald/Shumway
- Simmons

Monday through Friday, Common Room Visitation is allowed from 2:00 pm until 15 minutes before curfew.

On Saturday and Sunday, Common Room Visitation is allowed from 11:00 am until 15 minutes before curfew.

## 1.9. Alcohol and Drugs

Recognizing the health risks drugs and alcohol can present, particularly to young people, the Academy forbids the use, purchase, attempted purchase, possession, distribution, and sale of alcohol and illegal drugs—in any form – even for students of legal age. Similarly, the Academy forbids the possession of equipment and paraphernalia, including vaporizers and electronic smoking devices, involved in the use of prohibited drugs. Also forbidden is any material, such as synthetic urine, designed to circumvent drug/alcohol testing protocols or results. Students who choose to remain in the presence of others who are violating this rule may be subject to a response from the Student Life Office.

Please note: While possession and/or use of marijuana/cannabinoids has been decriminalized or legalized in some states for adults over 21, including Massachusetts, the use and/or possession of marijuana/cannabinoids continues to be prohibited by Deerfield Academy.

The Community Values Council will consider possession or attempted purchase of any alcohol in excess of 1.5 liters as evidence of intent to distribute; for drugs, the Council will follow Massachusetts state guidelines.

Students who are found to have participated in the sale or distribution of alcohol or prohibited drugs on campus may be subject to immediate dismissal.

Some drugs and combinations of drugs present even greater health risks. Students who use or distribute illicit drugs including but not limited to methamphetamine, opiates, opioids, or cocaine, those who abuse prescription psychotropic drugs, and/or those who mix multiple drugs or consume such drugs and alcohol simultaneously may be subject to an elevated disciplinary response, up to and including immediate dismissal.

### **1.9.1. Prescription Drugs**

The Academy forbids the misuse or misappropriation of prescription drugs.

Misuse includes taking a prescription drug or being in possession of a prescription drug that has been prescribed for a different person.

Misappropriation includes acquiring drugs from any source other than the student's healthcare provider or the Health Center; it also includes instances when a student provides a prescription drug to another student who is not the intended recipient. No student is allowed to have in their possession a controlled substance while on campus.

Psychotropic medication, a class of medication used to treat conditions – including, but not limited to, ADHD, depression, and anxiety – requires special supervision in a boarding school environment and may only be used in strict accordance with the Psychotropic Medication Policy, which is available upon request from the Health Center.

Students taking psychotropic medications that are a controlled substance must take their medication on a dose-by-dose basis at the Health Center. Students taking psychotropic medications that are not a controlled substance may come in weekly to pick up a one-week supply. It is the student's responsibility to come to the Health Center to receive their psychotropic medications as prescribed. If a pattern of missed doses develops, the Health Center will reach out first to the student and, if the pattern persists, to their parents/guardians. Parents and guardians are encouraged to check in frequently with their children to see if they are taking their medication. As well, parents and guardians may reach out to the Health Center at any time to

inquire about their child's compliance and, if needed, to collaborate on approaches for better compliance.

### **1.10. Theft**

Theft—including using others' possessions without explicit prior permission—erodes trust and is a Major School Rule violation at Deerfield. Students must be clear on this standard and recognize that the unauthorized use of someone else's property including but not limited to personal information (including login credentials), clothes, DoorDash order, bicycle, scooter, etc. is also considered theft.

### **1.11. Vandalism**

Purposeful destruction or damage to school property or the property of any individual will not be tolerated. Included in this rule is the expectation that students will respect others' personal space and belongings.

### **1.12. Open Flame, Fire Safety Equipment**

The burning of anything (tobacco products, incense, candles, etc.) poses a serious risk to all occupants of a building and is prohibited. Open flame, including the lighting of matches/lighters, in any building, except under the supervision of an employee, is also prohibited. Inappropriate use of fire extinguishers, emergency lights, smoke or heat detectors, or fire alarms presents a significant safety risk.

Students are not permitted to possess gas grills on campus. The storage and use of charcoal grills require employee permission and supervision.

### **1.13. Weapons and Dangerous Materials**

Firearms, weapons (including knives), ammunition, fireworks, and other explosives are prohibited.

### **1.14. Fighting**

Fighting and other uses of physical force against another person to cause harm are prohibited.

### **1.15. Keys, Keycards, Unauthorized Access**

Unauthorized entry or the unauthorized use or possession of an Academy key or keycard is forbidden. Propping of locked doors to provide unauthorized access presents a security risk and is prohibited.

To ensure the security of dormitories and other shared spaces, OneCards must be deactivated immediately (via DAinfo) if lost or stolen. Replacement cards can be procured from the Finance or Security Office; there is a \$10 fee for replacement.

Out of a concern for security and safety, students should take care to protect and keep track of their keys. Those who lose their room keys will be assessed four Accountability Points and charged \$50.00 for replacement. Students who place repeated calls to Security for lockouts will be assessed two Accountability Points for each call. Seniors who do not return their keys at the end of the year will be charged \$100.

#### **LOCKED DOORS**

Secured external doors (including fire exits) may not be used by a student except during a drill or emergency. Tampering with the locked doors is prohibited.

### **1.16. Fake IDs**

Possession, distribution and/or use of false forms of identification is illegal and prohibited.

### **1.17. Repeated Failure to Meet Obligations & Expectations**

Students who repeatedly miss school commitments or display behavior disrespectful and unbecoming of the Academy may face action up to and including dismissal. When a student's general citizenship and demeanor repeatedly fall below the Academy's expectations, that student will be discussed at a meeting of the Student Review Committee. That discussion may result in a recommendation to the Head of School, Associate Head of School for Student Life, or Dean of Students for a response, up to and including suspension or dismissal.

A continued accumulation of minor infractions or incidents of personal misconduct—including the accumulation of Accountability Points—may also be considered a violation of a Major School Rule.

## **2. PERSONAL CONDUCT**

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### **2.1. Attendance**

#### **2.1.1. Classes**

The Academy places great emphasis on class attendance. We assume that students who come to Deerfield do so with purpose and that they will be



conscientious in meeting all of their obligations. Families should not schedule medical appointments, vacations, college visits, or other events that conflict with academic commitments, assessments, or standardized testing.

If a teacher is detained or not in class, students should wait for 10 minutes past the normal start time of the class and then report the faculty absence to the Dean of Faculty.

### **2.1.2. 20% Rule**

When, for any reason (excused or unexcused), a student has missed 20% or more of the course meetings (approximately two weeks) during a given term, Deerfield may withhold credit for courses for that term or may compel a student to move to pass/fail status for the term. Pass/fail status is not an option anyone may invoke; it is something the school may require. If a student repeatedly moves to pass/fail status in multiple courses due to attendance records, the school reserves the right to withhold academic credit or to place the student on Enrollment Review.

Deerfield may require a student missing more than 20% of course meetings during a given term to go on a Leave (Health or Personal) until the beginning of the next academic year. In this circumstance, no academic credit from Deerfield would be granted for the relevant terms.

Despite our strong emphasis on attendance, we understand that various events or obligations may necessitate missing days of school. When appropriate opportunities arise, Deerfield may allow students to miss class. Students should make every attempt to avoid missing a combined total of no more than eight class days (and no more than six days per term) during the academic year for college visits, Pursuits of Excellence (outlined in subsequent pages of the Handbook), or other commitments approved by the Student Life Office; these absences will count toward the 20% Rule; however, if the absences are approved, no Accountability Points will be assigned.

### **2.1.3. Conflicts**

Students must adhere to the published term-end schedule. The Academic Affairs Office will accommodate conflicts for medical reasons or emergencies as determined by the Health Center and Student Life Office. Requests for changes to the term-end schedule for personal convenience or recreation will not be approved. All term-end travel arrangements must be made to align with the completion of each term.

### **2.1.4. Cocurriculars, Meals, School Meetings, and Events**

Attendance is taken on several occasions outside of class. Cocurriculars, sit-down meals, School Meetings, and Academy Events are required for all students, as are other obligations as assigned. From time to time, with the

approval of the Curriculum Committee, faculty may designate required events as an alternative to class time.

### **2.1.5. Day Students**

If a day student must be absent due to illness, a parent or guardian must notify the Health Center prior to 8:30am.

Absences for any other reason should be communicated directly to the Student Life Office.

### **2.1.6. Attendance Taken**

All teachers submit daily online reports of student absences; they take attendance only and do not assign or excuse Accountability Points. Faculty cannot adjust attendance or eliminate Accountability Points—even when there is certainty that the absence should be excused. The Student Life Office determines which absences are excused; students should submit errors and/or requests for clearance to their Class Dean within three school days of the absence.

### **2.1.7. Excused Absences**

#### **2.1.7.1. MEDICAL EXCUSES**

##### **MEDICAL EXCUSES FOR MISSED CLASSES, MEALS, OR OTHER REQUIRED EVENTS**

Students who feel sick or are concerned they are becoming ill should call or visit the Health Center to discuss their symptoms and concerns with the school physician or a nurse. A medical excuse will be granted for any such consultation. The nurse or medical provider will determine the appropriate parameters of the excuse (e.g., a late slip as opposed to being excused for the entire class period or entire day) based on the duration of the encounter. If a class is missed, students should inform their teachers by email regarding their situation. If unable to complete or hand in any graded assignment when medically excused from class, students should notify their teachers as soon as possible to discuss when those assignments can be completed. Students who miss class due to illness or concern for illness will be instructed by Health Center staff per their clinical discretion regarding upcoming participation in classes, cocurriculars, other campus obligations and whether they need to remain in or return to the Health Center to convalesce.

##### **MEDICAL EXCUSES FOR COCURRICULAR ACTIVITIES**

Sick or injured students may be excused from cocurricular activities only by a school nurse or physician. In such cases, students are expected to communicate with their cocurricular supervisors. In certain cocurricular activities where the unexpected absence of a student may create a hardship

for the group, it is important that the student notify the appropriate adult in a timely fashion.

#### **2.1.7.2. COLLEGE VISITS AND NON-MEDICAL EXCUSES**

Students are permitted to miss a maximum combined total of eight class days (no more than six per term) for college visits, approved Pursuits of Excellence, religious observances, or other commitments approved by the Student Life Office. These absences count toward the 20% Rule; however, if the absences are approved, no Accountability Points will be assigned.

Juniors and seniors are encouraged to schedule college visits during the summer or other school vacation times. The Academy allows seniors to miss class days—of the total eight—to visit colleges. Requests require approval from the student's college advisor and Class Dean; requests should be submitted at least three days in advance by selecting "College Visit" in the electronic sign-out system. (Please note that choosing this option will automatically create an Overnight Permission request, if applicable, so students do not need to submit a separate form.)

#### **2.1.7.3. OTHER REQUESTS TO MISS CLASSES**

If students must miss classes for unavoidable commitments (e.g., job interview, funeral, wedding, etc.) they should request permission by selecting "Request to Miss Classes" in the electronic sign-out system. (Please note that choosing this option will automatically create an Overnight Permission request, if applicable, so students do not need to submit a separate form.) The form should be completed as early as possible; late submissions may result in four or more Accountability Points.

#### **2.1.7.4. PURSUIT OF EXCELLENCE**

When appropriate opportunities to pursue excellence arise, Deerfield may allow students to miss class.

To consider class absences for Pursuit of Excellence, students must:

- remain in good academic standing;
- maintain solid citizenship, including strong attendance;
- demonstrate accomplishment in their areas of excellence.

In petitioning, students must establish:

- ways an event furthers their development of excellence;
- what they have done to qualify for the opportunity;
- that the opportunity has resulted from a rigorous selection process; and
- that there is no way to engage in the opportunity without missing school.

Interested students should petition by selecting "Pursuit of Excellence" in the electronic sign-out system. (Please note that choosing this option will automatically create an Overnight Permission request, if applicable, so

students do not need to submit a separate form.) The form should be completed as soon as an opportunity arises and no later than three days prior to the event; late submissions may result in four or more Accountability Points. When petitions are approved, classroom teachers are notified. Students are expected to make up all missed work and make every effort to avoid requesting extra help from teachers.

#### **2.1.7.5. RELIGIOUS OBSERVANCES**

Students missing classes or assignments for religious observances should inform teachers in advance. Teachers should set a reasonable schedule for completion of assignments and/or assessments. When students have multiple assessments during a period of religious obligation, a staggered set of due dates in the days following a holiday may be required. This policy does not apply to holidays that fall on a single day of the weekend.

## **2.2. Dress Code**

The dress code is a shared experience and an everyday practice that signals seriousness of purpose and mutual respect within our community. It promotes understanding of the often-unwritten rules for the adjustment of attire based on setting. Dress code represents a standard of formality while providing room for personal expression and inclusion of our diverse identities and cultures.

Deerfield faculty are expected to hold students to these guidelines; when students are reminded that they are out of dress code, they are expected to comply quickly and respectfully with the request to change into appropriate attire.

We are eager to support students whose cultural, religious, and gender identities extend beyond our current dress code. In addition, the Academy is ready to support students for whom the dress code imposes undue financial burden. Advisors and members of the Student Life Office are available to discuss alternatives and accommodations.

### **2.2.1. Academic Dress for Fall and Spring:**

All Deerfield students must wear:

A blazer or sportcoat (with lapel)

An appropriate top layer

- Collared shirt
- Blouse
- Dress

An appropriate bottom layer

- Pants
- Shorts

- Skirt
- Dress

With permission from a member of the Student Life Office, traditional formal wear from students' home cultures may also meet dress code requirements.

### 2.2.2. Additional Requirements

Boys are required to wear neckties with a collared shirt, tucked in; golf shirts, even with a tie, do not meet this requirement.

T-shirts and athletic tops may not serve as blouses.

Bottom layers should be of a length that supports full and comfortable participation in all school-day activities. Leggings and tights may be worn as a bottom layer if paired with shorts, skirts, or dresses.

Clothing inconsistent with a formal academic atmosphere is not permitted: this includes blue denim pants, denim jackets of any color, sweatpants, yoga pants, crop tops, and athletic attire.

Hats are not to be worn in academic buildings or in the Dining Hall at any time, except as part of a student's religious or cultural tradition.

All students are expected to adhere to basic standards of hygiene and grooming.

Academic Dress must be worn (not carried) in the Dining Hall and in all academic buildings during the entire class day—regardless of individuals' schedules.

Academic Dress may also be required on occasions designated by the Head of School or the Associate Head of School for Student Life.

### 2.2.3. Winter: Casual Dress

While Academic Dress serves to promote the principles above, we also recognize the practical challenges students and employees face as they strive to uphold dress code and maintain Deerfield's rigorous pace of life, particularly in the winter.

To assist with these challenges, we adopt a different standard of dress in the winter. During the timeframe between the end of Winter Break in January and the start of Spring Term in March, dress for all classes and meals (except Sunday dinner, which requires Academic Dress) is "Casual Dress." Students are asked simply to dress appropriately; torn or ripped garments and athletic apparel—including sweatpants and yoga pants—are prohibited. Leggings and tights may be worn if paired with shorts, skirts, or dresses. Clothing choices should allow full and comfortable participation in all school-day activities.

### **2.2.4. Free Dress**

After the class day is over, for athletics travel, and on vacation travel days, students' clothing choices are unrestricted.

## **2.3. Sit-Down Meals and Dining Hall Guidelines**

### **STUDENTS SHOULD ARRIVE ON TIME.**

- Upon arrival at the Dining Hall, students should wait in the lobby until the four main doors to the dining room are opened.
- Anyone wishing to use the salad bar must do so before the start of the sit-down meal.
- Students should be at their tables before the Director of the Dining Hall begins the meal. At this time, all motion in the Dining Hall stops; if not at a table, students should stop where they are and remain still.
- Most tables have one faculty member and nine students. If the capacity of the table is exceeded (e.g., because of the inclusion of guests), the Table Head may excuse a student to eat at another table in the Dining Room—rather than eating downstairs.

### **STUDENTS SHOULD CONTRIBUTE TO A RESPECTFUL AND WELCOMING MEALTIME**

- Students should wait to eat until everyone at the table has been served.
- Food should be passed around—not across—the table.
- Use “please” and “thank you.”
- Take one serving at a time.
- Whoever finishes a dish or beverage should offer to replenish it.
- Students should request permission to leave the table for any reason.
- Be thoughtful and considerate; conversations at the table should attempt to include everyone.

### **STUDENTS SHOULD BE DRESSED APPROPRIATELY.**

- Blazers and sportcoats may not be removed unless the Director of the Dining Hall or the Table Head grants permission.
- Second waiters may remove their blazers/sportcoats when performing waiting duties.

### **WAITING, KITCHEN DUTIES**

All students take turns waiting tables in the Dining Hall during sit-down meals. Students typically serve as waiters for at least two table rotations a year. Each rotation lasts approximately three to four weeks. Students whose dietary needs or preferences conflict with waiting or kitchen duties should speak with their Table Head or the Director of the Dining Hall.

Guidelines for waiters are as follows:

- First waiters should arrive approximately fifteen minutes before the start of the meal.

- First waiters are responsible for setting and bringing food to the table.
- Second waiters are responsible for clearing the table after the main course and dessert.
- Plates should not be scraped at the dining table; scraping should occur at the waiter stand.
- If a waiter is not present for any reason, or cannot wait, the next student on the table roster is their substitute.

## **THE PARKER ROOM**

- The downstairs dining hall (the Parker Room) is only for people not assigned to an upstairs table.
- Student dining hall crews may eat in the Parker Room before starting their work assignments.

## **DISHES**

- Meals should be eaten in the Dining Hall. Students should not remove dishes from the dining hall.

## **2.4. Possession, Use of Tobacco/Nicotine**

Students are not permitted to use or possess tobacco or nicotine of any kind in any form. If a student violates these rules:

- The first infraction will result in a Letter of Reminder and a follow-up appointment with the Health Center to review the health implications of tobacco/nicotine use and to assess its current impact. Students found to have used nicotine will thereafter be tested exclusively for that substance in accordance with the Academy's testing policy.
- A second infraction will result in a meeting with the Community Values Council.

Deerfield is a nicotine-free campus. Guests may not smoke, use nicotine pouches or use vaporizers anywhere on Academy grounds. Deerfield hosts should monitor their guests' adherence to this rule.

## **2.5. Cell Phones and Earbuds/Headphones**

Two of Deerfield's Core Values are "face-to-face interactions" and "shared experiences." Our cell phone policy is guided by those important community priorities.

Between the hours of 8:00 am and 3:00 pm on Monday, Tuesday, Thursday, and Friday, and between the hours of 8:00 am and 12:30 pm on Wednesday, students must be cell phone free.

Boarding Students must leave cell phones in their rooms; Day Students can leave their cell phones in their lockers, the Student Life Office, the Day Student Lounge, or in a friend's dormitory room.

Earbuds/headphones should not be worn when opportunities for in-person interactions might otherwise be possible.

If students do not adhere to these requirements, phones and/or earbuds/headphones will be confiscated and delivered to the Student Life Office to be picked up after 3:00 pm (M, T, Th, F) and 12:30 pm (W).

Outside of these hours, students are still required to be present, responsive, and available to others. “Heads down” or engrossing activities (calls, games, Snapchat, texting, etc.) are not permitted while walking the campus or at any time when in the presence of others except in dormitories, the Greer, the Fitness Center, the Day Student Lounge, and the Louis Café in the Koch Center.

All cell phone use in the Dining Hall is prohibited—including in the lobby and Parker Room—even during walk-through meals. (Students should leave their phones in their school bags during meals.) Use of cell phones during community gatherings (e.g., School Meeting, performances, and Academy Events) is also prohibited.

Students must respect requests to remove cell phones from situations where privacy is a concern, particularly in locker rooms and restrooms, faculty residences, the Chen Center, and others’ dorm rooms.

Students with cell phones are required to provide their numbers to the Academy for the emergency notification system. Failure to do so will result in Accountability Points.

Additionally, it is expected that all students will carry their cell phones with them when traveling beyond the Main Street of Deerfield.

## 2.6. Taking Advantage

As a community, our emphasis on character and mutual respect makes the concept of “taking advantage of someone” an unacceptable behavior. Behaviors that harm others, hinder others’ access to opportunities, or provide an unfair advantage in competitive situations are examples of this type of behavior and are unacceptable.

## 2.7. Fundraising, Sales, and Gambling

The Academy maintains relationships with several not-for-profit organizations and limits on-campus fundraising efforts only to those organizations. Academy resources—including Deerfield’s name, photographs, slogans, logos, websites, and printing/mailing facilities—should not be used to fundraise for other organizations.



Only approved Alliances, clubs, and cocurricular groups may conduct sales and fundraise on campus; all fundraising and sales activities, including those conducted by and for individual students, require approval of the Student Life Office—and both approval and supervision of the club/cocurricular advisor.

Gambling – including virtual betting (Fan Duel, Draft Kings) – for money is prohibited.

## **2.8. Alliances, Clubs and Groups**

Approved clubs at Deerfield, registered with the Student Life Office, can receive important benefits, such as:

- permission to fundraise
- ability to reserve meeting spaces
- promotional assistance
- support for supplies, food, and transportation
- assistance in sponsoring events such as documentaries, feature films, and outside speakers
- permission to distribute publications
- permission to schedule events on the Academy calendar

Groups that do not register as clubs do not have these permissions and benefits. Students should not list on resumes or college applications the names of clubs that have not been registered or that are not active. Nor should they list clubs whose meetings they do not attend regularly.

Registered clubs must have open meetings and at least one school-affiliated advisor. That advisor must attend each club meeting.

Alliances, registered each year with the Dean of Inclusion and Community Life, must follow the same guidelines as other clubs and groups.

Student publications of any kind must be reviewed and approved by a club advisor before publication and distribution.

Exclusive or secret societies are not permitted. Any student who belongs to an exclusive or secret society will be required to resign from any leadership position at the Academy and may be subject to further consequences.

## **2.9. Use of Academy Resources**

### **2.9.1. Logos, Photos, and Other Intellectual Property**

Students must request permission from the Communications Office for any use of Deerfield Academy's name, logo, seal, photographs, or other official materials.

## 2.9.2. Computers

The [Laptop Use Agreement](#) and the [Acceptable Use Policy](#) govern student usage of computers and technology on campus.

## 2.10.3 LIBRARY USE

In fairness to other users and out of respect for the institution, library materials must be recognized as common and vital property of an academic community. Hence, all rules concerning the checking out of circulating materials and limitations on journals, magazines, newspapers, and reference materials must be observed. Any action that unfairly limits access to library resources or any willful defacement or destruction of library materials is prohibited.

## 2.10. Quiet Hours, Study Hours

*QUIET HOURS* are in effect Sunday through Thursday from 7:45 pm until the start of classes the following day; during this time, access to the Lower Level and Meadows is prohibited, phone calls are discouraged, and students are expected to create an environment conducive to study. (Snacks provided by faculty or proctors from 9:45 to 10:15 pm on weeknights are excepted from Quiet Hours.)

*STUDY HOURS* are in effect Sunday through Thursday from 7:45 pm to 9:45 pm. During this time, all students should be engaged in academic work; video games and other non-academic pursuits are prohibited during Study Hours.

Juniors and seniors may choose an appropriate place of study on campus during this time.

Ninth and tenth graders are expected to be in their dormitories. Rarely, with on-duty faculty permission, they may leave the dorm for extra help during the first hour of Study Hall.

Ninth-grade lights and devices (including tablets, phones, and computers) must be turned off by 10:30 pm, and, at this time, tenth-graders must be in their rooms for the night.

## 2.11. Common Rooms and Shared Spaces

Particularly in shared spaces, students should be aware of and receptive to the feelings and needs of others. Some activities can be isolating or offensive (regardless of intent) and may create an unwelcome or threatening environment. For example, misogynist themes and racially charged language are pervasive in some video games and music; they should not occupy common spaces. Requests from others to adjust the behavior or environment should be respected.

### **2.11.1. Empty or Open Rooms**

On occasion, dormitories may contain rooms that are unassigned, empty, or await the return of a student who is away. Such rooms are off-limits.

## **2.12. Dormitory Sleepovers**

- Sleepovers are permitted only on Friday or Saturday nights and must be approved by the on-duty faculty (of both dormitories) at least one hour before the curfew of the host student.
- At their discretion, on-duty faculty may limit the number of sleepovers. A limit of three sleepovers (three students) per corridor is recommended.
- When ninth- and tenth-graders stay in a junior and senior dormitory, their earlier curfew still applies.
- Students spending the night must fill out a paper Sleepover Form, which requires signatures of faculty on duty in both the visitors' and the hosts' dorms. Copies of this pass must be posted on both visitor and host doors.
- The host dorm faculty member on duty must log the sleepover in the eSignout system on DAinfo.
- Day students must have parent/guardian permission to stay overnight in a dormitory; day-student sleepovers are permitted only on weekends, during inclement weather, or with permission of a Dean for special events (Dance Showcase, etc.).
- Occasionally, students request sleepover guests who are unaffiliated with the Academy; in this case, an Overnight Guest Form (paper) must be completed and approved by a Dean. The forms are available in the Student Life Office and must be submitted by Wednesday before the weekend visit.
- Guests of college-age (usually 18-23) are not permitted to stay overnight in Deerfield dorms.

## **2.13. Dormitory Room Guidelines**

- The following items are not permitted in student rooms: refrigerators, 3D printers, laser cutters, offensive or threatening posters/pictures, references to drugs and alcohol, and pets (except fish).
- Furniture provided by the Academy must remain in student rooms; any requests for removal must be made to the Student Life Office.
- Desk chairs are an exception: they may be removed from student rooms if they are replaced with fire-code-compliant (see Section 4.10) alternatives. To request removal of an unused desk chair, contact the Student Life Office.
- Beds may not be dismantled; nor may they be elevated on desks and bureaus.
- When rooms are unoccupied, all lights should be turned off.

## **2.14. Gaming Systems and Monitors**

- Ninth graders must store gaming systems with faculty residents. Use is restricted to weekends, in common rooms only.

- Tenth graders must store gaming systems with faculty residents. Use is restricted to weekends, in common rooms and individual dorm rooms.
- For Juniors and Seniors, possession of gaming systems in individual dormitory rooms is permitted but strongly discouraged, as use of gaming systems tends to prevent effective study for the student(s) who live(s) there.
- All students should understand that possession of large monitors (beyond 27") and gaming consoles can turn dorm rooms into social spaces, inviting frequent distractions and difficult conversations with friends.

## 2.15. Guests, Service Providers, and Family Visits

Students wishing to host guests who are unaffiliated with the Academy must first obtain permission from their Class Dean or the School Officer in Charge (SOC). Students are responsible for ensuring that their guests comply with Academy rules and guidelines.

Families visiting dormitories should contact Security (not faculty residents) for access; doors should not be propped or held open.

Service providers (e.g., cleaners, hair stylists, aestheticians, masseurs, photographers) are not permitted in dormitories at any time.

Students should notify Security if they observe unfamiliar persons inside dormitories.

## 2.16. End of Workday and Adult Availability

Students should understand that most Academy employees work Monday-Friday, from approximately 9:00 am - 4:00 pm. Students should not expect responses to requests of administrative departments or other campus services outside of these times.

After 4:00 pm, the Academy clearly defines which employees are on-duty and available to students. Students should consult the duty-rosters available on [the Bulletin](#) and should respect the boundaries of employees who are not on duty.

At all times, the current School Officer in Charge (SOC) is listed on the duty roster and the Main School Calendar, and can be reached by email and phone. In addition, Security can be contacted at any time.

### 3. LEAVING CAMPUS

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#### 3.1. Definition of Campus

The Deerfield Academy campus includes the area bounded on the west by the Deerfield River, on the east by Routes 5&10, and extending north to Round Pond Road (the Large Loop) and south to Wells Cross Road. Non-employee private residences—even within these limits of campus—are considered “off campus.”

Travel on Pine Nook Road to The Rock, and travel to Richardson’s, Bittersweet Bakery Café, and to the Williams Sugar House via Wapping Road are considered “on-campus.”

After 7:45 pm, students are not allowed on the Lower Level or in the Meadows.

#### 3.2. Cars and Local Roads

Boarding students are not permitted to operate motor vehicles unless accompanied by their parents/guardians or authorized by a Class Dean. Boarding students may not have cars on or near campus while school is in session.

A boarding student is not permitted to ride with a day student at any time, except as part of an approved overnight request. In addition, a boarding student may not ride with anyone who is under the age of 21, unless the student has received permission from parents/guardians as part of an approved overnight request.

Students may not ride bicycles, electric scooters, or other personal transportation devices on state or federal highways, including Routes 5 & 10, except when authorized by a Dean or the Associate Head of School for Student Life. Use of any motorized vehicle also requires a helmet.

Ride-sharing services (e.g., Uber, Lyft) prohibit riders under 18 as a matter of policy and, as such, Deerfield students under age 18 may not use these services. Hitchhiking and train-hopping are prohibited.

#### 3.3. Off Campus Sign-out

##### 3.3.1. Nearby Private Residences

Visits to non-employee, non-day-student residences—no matter their proximity to campus—require sign out, permission from the property owner, and also from the Class Dean for each visit.

### 3.3.2. Day Trips

Students may travel to South Deerfield, Greenfield, Hadley, Northampton, or Amherst only after properly signing out online. For trips beyond those cities, advance approval from the SOC is required. Parental/guardian approval may also be required. A violation of off campus sign-out procedures is a breach of trust, and the revocation of sign-out privileges is the minimal response.

Students traveling on approved "Pursuit of Excellence" or college visits do not need to submit an additional sign out off campus; off-campus sign out is included in the appropriate Pursuit of Excellence and College Visit forms.

#### 3.3.2.1. STUDENT ACTIVITIES TRAVEL

The Student Activities Office occasionally provides transportation for day trips to destinations such as Greenfield and the Hampshire and Holyoke Malls. For these trips, sign out is required for all students, including day students.

### 3.3.3. Weekend/Overnight Trips

Students must submit weekend/overnight requests by 10:15 pm on the Wednesday prior to their departure. As in all situations, we expect and rely on the honesty of Deerfield students; providing travel information that is false, misleading, or intentionally incomplete is a breach of trust.

- Weekend/overnight requests are submitted and approved online; they may be retrieved for printing through DAinfo.
- Approved weekend slips must be affixed to students' dormitory room doors.
- Students who are away from campus for the weekend are due back for sit-down dinner on Sunday evening.

The above procedures still apply to students travelling on approved "Pursuit of Excellence" or approved college visits.

#### EXCEPTIONS AND LATE REQUESTS

- Students who submit their requests after the Wednesday deadline but before Friday at 9:00am will receive four Accountability Points.
- After 9:00am Friday, all requests for overnights should be submitted to the School Officer in Charge (SOC) at 413-772-9070. Four Accountability Points will be assigned.
- A student may not miss class in order to accommodate weekend travel plans. Special permission may be obtained from Class Deans if unusual circumstances warrant an exception.
- Permission to return late must be obtained from the Student Life Office prior to departure for the weekend.

If students do not comply with the above procedures, they may be placed on restrictions, and/or their weekend privileges may be revoked.

#### **3.3.3.1. PARENT/GUARDIAN PRE-APPROVAL**

The Parent/Guardian Permissions and Release Form is used by the Student Life Office to confirm that a student has permission to leave campus for an overnight visit. During school vacations, when a student is required to leave campus, the Student Life Office assumes parent/guardian approval.

Every year all parents/guardians must fill out the Permissions & Release Form and return it to the Student Life Office. Until the Student Life Office has received a completed form, parent/guardian permission is needed for each overnight visit—even travel home. Such permission must be received by the Wednesday prior to scheduled departure. Parents/Guardians may change their children's Permission and Release Form at any time during the year by contacting the Student Life Office.

If Deans are concerned about a student's weekend plans, they may require specific parent/guardian authorization.

#### **3.3.3.2. ALTERED PLANS**

If plans change while away from campus—or if plans are cancelled—students must notify the SOC and/or request approval for the change.

#### **3.3.3.3. APPROVED LATE RETURNS/EARLY DEPARTURES**

When returning to campus with approval after curfew, students should go directly to the Health Center for check-in and for an escort by Security back to their dormitories.

If students wish to depart from the dormitory before 5:30am, they should secure permission from their Class Deans.

#### **3.3.3.4. SWINGING DOOR**

While on weekend leave, it is not appropriate for students to return briefly to campus and to leave again without first requesting permission from the SOC at 413-772-9070.

#### **3.3.3.5. HOTELS/MOTELS**

Except during designated school vacations, boarding students are not permitted to go to motels, hotels, or inns, or other overnight accommodations such as Airbnbs, without adult supervision, even with parent/guardian permission.

## 4. HEALTH AND SAFETY

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### 4.1. River Safety

Access to the River is permitted only during daylight hours and at the discretion of Campus Security. The River may be declared “Off Limits” at any time via a notification placed at the top of the Students Bulletin.

Also:

- Check the Students Bulletin to ensure that the River has not been declared “Off Limits.”
- Only competent swimmers should enter the water.
- Any student who arrives on campus and does not know how to swim must avoid the River and contact the Director of Aquatics to arrange for swim lessons.
- Note the location of the life ring at the River’s shore.
- Use the “buddy system” at all times.
- Be aware of water depths, floating and submerged debris, strong currents, and inclement weather.
- Wear life jackets when using watercraft.

### 4.2. Alerts

All students must submit their mobile phone numbers for inclusion in the Academy’s emergency notification system—and should store the Security phone number (413-772-9880) in their contact lists for quick access.

Upon receiving an emergency notification—via text, email, or any other medium—students must immediately comply with instructions and procedures.

Students should familiarize themselves with emergency procedures posted in all dormitories, classrooms, and campus buildings—and they should take note of the location of emergency equipment and exits.

In the event of an emergency, students should call Security 413-772-9880 first, before dialing 911.

### 4.3. Sexual Intimacy

Students are asked to treat one another with respect and to exercise thoughtful and appropriate decision-making in all their relationships. Deerfield discourages sexual intimacy among its students and prohibits sexual intimacy for children under the age of 14. Deerfield reserves the right to exercise discretion in responding to violations of this policy.



Responses to incidents of consensual sexual intimacy—including undress—are coordinated by the Student Life Office in conjunction with parents/guardians and the Health Center. The school may take action including but not limited to required counseling, meetings with advisors, and discussions with parents/guardians. Repeated disregard for the Sexual Intimacy Policy may be grounds for a documented response from the Student Life Office, including a meeting with the Community Values or the Sexual Misconduct Response Council.

Deerfield addresses sexuality in its Health Curriculum and in classrooms, in dormitories, and in one-on-one conversations. Students with questions or concerns are encouraged to have discussions with their families, school counselors, Health Center staff, and/or their advisors.

#### **4.4. Definition of Consent**

In any sexual activity, students are expected to adhere to expectations—and laws—regarding consent, which is defined as clear actions or words that represent agreement to engage in a specific sexual activity. Consent can be revoked at any time. Consent to one act on one occasion should not constitute consent for that act or any other act at any time in the future. Consent cannot be obtained by threat, coercion, or force. Sexual activity with an incapacitated person is never consensual.

#### **4.5. Statutory Rape, Unwanted Sexual Contact**

In Massachusetts, persons can consent to intercourse at age 16 and can consent to being touched in their private areas at age 14. (The state defines intercourse as the penetration of another's body cavity.) By law, students under those ages cannot consent to such activities which are therefore prohibited. Students should be aware that underage sexual activity constitutes the crimes of Statutory Rape and/or Indecent Sexual Assault on a Child. It is never legal to engage in sexual contact without another's full consent (defined above).

Any allegations of unwanted sexual contact and/or sexual contact involving underage students must be reported to the Associate Head of School for Student Life or the Dean of Students. Anytime an employee of the Academy becomes aware, directly or indirectly, of an allegation of unwanted sexual contact and/or sexual contact between underage students, the state's mandated reporter law requires that the allegation be reported to the Department of Children and Families. While anyone may do so, typically the Associate Head of School for Student Life will file reports with the Department; other adults may also be obligated to make a report.

## 4.6. Sanctuary Policy

Helping a fellow student who has been compromised by the effects of alcohol or drugs may be life-saving. The Sanctuary Policy allows students to request help (prior to the school suspecting or learning that a student has engaged in prohibited behavior) without invoking a documented response from the Student Life Office.

The Sanctuary Policy is invoked when a student or a student's peer makes the request, either in person or with a telephone call to the Health Center or Security. At any time, but especially after curfew when dormitories are locked and alarmed, students may request Sanctuary for themselves or another student. Security will escort the student(s) to the Health Center. Even if an employee intervenes at some point after the initial phone call, Sanctuary will remain intact, and no documented response from the Student Life Office will ensue.

If, during a Sanctuary admission, a student engages in additional rule violations or becomes unmanageable, disruptive, or threatening, that student may face a response from the Student Life Office—including a meeting with the Community Values Council—for those actions, regardless of Sanctuary status.

Students who bring a fellow student to the Health Center for Sanctuary will not be subject to a response from the Student Life Office, and their identities will remain confidential.

Although no documented response from the Student Life Office will result when students are granted Sanctuary, the Dean of Students will be notified. The Sanctuary event will not appear as part of the students' school records. Students will be required to inform their parents/guardians. In addition, they will undergo an assessment by a licensed, independent drug and alcohol counselor at parent/guardian expense. Two follow-up meetings with a member of the Counseling staff will also be required.

If follow-up drug/alcohol assessments indicate that the student has a dependence on or addiction to alcohol or drugs, the primary and sole focus of intervention will be medical support and recovery. If the Health Center cannot support the students' medical needs and/or is significantly concerned about their health and safety within a boarding school environment, additional outside resources and/or a Health Leave may be required.

### 4.6.1. Getting Help for Friends

At any time, a student may identify to a member of the Health Center or Student Life Office any other student(s) who might be struggling with drugs or alcohol—or who may otherwise be at risk. In this case, the students at risk would be referred to the Health Center under Sanctuary.

## 4.7. Drug and Alcohol Testing

To help ensure the health and well-being of our students, the Academy reserves the right to require drug and alcohol testing. Any time such testing is required by the Academy, refusal to submit a specimen will be interpreted as a positive result.

### DRUG TESTING FOR SUSPECTED USE

- When employees suspect that students, due to their behaviors or circumstances, have been drinking alcohol or using drugs, Deans or their designees may bring the students to the Health Center to administer a Breathalyzer test and/or collect a urine sample for drug screening. Further, a test will be required any time a student is found in possession of a vaporizer or other drug-/tobacco-/nicotine- related paraphernalia.
- Testing does not require the consent of parents/guardians.
- Collection of urine samples will proceed in accordance with the Health Center policy for such sample collection. Urine samples will be sent to an outside laboratory for processing, and the results will be reported to the Director of Medical Services, who will then share them with the Dean of Students.
- If the testing laboratory reports that a specimen has been tampered with or substituted in any way, the test will be considered positive.
- A positive test for alcohol or drugs will be interpreted as evidence of a Major School Rule violation, and the students will likely be subject to a meeting with the Community Values Council. Even in the event of a negative test result, a student may also be subject to a response from the Student Life Office based on other evidence of consumption.

### RANDOM DRUG TESTING AFTER A DISCIPLINE EVENT

- Random drug or alcohol testing is typically performed after an event involving drugs and alcohol.
- Parents/guardians and students are notified before testing begins, but it does not require their consent.
- Health Center staff perform the testing. Collection of urine or Breathalyzer samples will proceed in accordance with Health Center policy, and results will be reported to the Director of Medical Services, who will then share them with the Dean of Students.
- If the testing laboratory reports that a specimen has been tampered with or substituted in any way, the test will be considered positive.
- A positive test for alcohol or drugs will be interpreted as evidence a Major School Rule violation, and the student will likely be subject to a meeting with the Community Values Council. Even in the event of a negative test result, a student may also be subject to a response from the Student Life Office based on other evidence of consumption.
- The duration of the prospective testing period will be determined by the Dean of Students.

## **DRUG TESTING DUE TO COMMUNITY CONCERN**

- When a pattern of behavior or circumstances raises significant community concern that a student may be abusing drugs or alcohol, the Dean of Students may require drug or alcohol testing.
- Testing typically involves a baseline test for drugs and alcohol followed by random testing as described above.
- When testing is done due to community concern, a positive result on the baseline test will be confidential and will not incur a formal Student Life Office response. However, evidence of continued use of drugs or alcohol on subsequent random testing will be considered a violation of a Major School Rule, and the student will likely be subject to the Community Values Council process.

## **DRUG TESTING FOR MEDICAL REASONS**

- When, in the course of providing medical or mental health care to a student, the Health Center or Counseling staff becomes concerned about the possible abuse of drugs or alcohol, the Director of Medical Services may require testing for drugs or alcohol including a baseline test and random testing.
- Parents/Guardians will be notified of such testing, but it does not require their consent.
- The results of such testing will be confidential, and a positive test will be handled by the Health Center.
- The response to a positive test will focus on medical support and recovery. If the Health Center cannot support the students' medical needs and/or is significantly concerned about their health and safety within a boarding school environment, additional outside resources and/or a Health Leave may be required.

## **4.8. Extended Leaves**

The Academy recognizes that there are occasions when a student might benefit from a leave from school in order to address a personal or health matter, while still remaining in good standing. Though durations vary, Deerfield typically refers to formal "Leaves," described below, as absences from school that extend beyond one week. Such a leave may be Personal or Health and either Voluntary or Required. All decisions about Leaves (type, duration, return) are made by the Associate Head of School for Student Life in consultation with the Dean of Students and Director of Medical Services, as appropriate.

### **PERSONAL LEAVES**

A Voluntary Personal Leave may be initiated by a student and requires approval from the Associate Head of School for Student Life.

A Required Personal Leave is initiated by the Associate Head of School for Student Life, the Dean of Students, or a Class Dean.

For both Voluntary and Required Personal Leaves, the Associate Head of School for Student Life convenes a Personal Leave Committee consisting of the Dean of Students, the Dean of Studies, the student's Class Dean and Advisor. Leaves may vary in length, though longer absences are more difficult to accommodate. For any Personal Leave, Voluntary or Required, return is not automatic and is subject to review by the Personal Leave Committee based on criteria specified at the outset via a Leave Letter. In the case of an extended leave, repeating all or part of a school year may be necessary.

Informed by a recommendation of the Personal Leave Committee, the decision concerning the return from Personal Leave will be made by the Associate Head of School for Student Life in consultation with the Dean of Students, Class Dean, Dean of Studies, and, as appropriate, the Director of Medical Services.

The degree of impact of a Personal Leave on a student's academic status will vary with the amount of class time missed, the timing in the academic calendar, and the point in the student's Deerfield career. The Academy will take steps to help the student make up missed work and, when reasonable and appropriate, to adjust expectations about the work necessary to complete a given course. Parameters for the 20% Rule also apply to Personal Leaves.

It is not appropriate to use a Leave to postpone or otherwise interfere with any pending Community Values or Sexual Misconduct Response Council proceedings. The Academy reserves the right to conduct proceedings even in a student's absence.

#### **4.8.1. Health Leaves**

Health Leaves might include those for severe or prolonged physical illness, injuries, or mental health conditions that prevent students from being able to meet the basic obligations of day-to-day life at Deerfield.

As with Personal Leaves, a Health Leave can be Voluntary or Required.

For both Voluntary and Required Health Leaves, the Director of Medical Services convenes a Health Leave Committee, consisting of the Associate Head of School for Student Life or the Dean of Students, the Class Dean, the Dean of Studies, and the student's advisor. Leaves may vary in length, though longer absences are more difficult to accommodate. For any Health Leave, Voluntary or Required, return is not automatic and is subject to review by the Health Leave Committee based on criteria specified at the outset via a Leave Letter. In the case of an extended leave, repeating all or part of a school year may be necessary.

While the student is on Health Leave, the Director of Medical Services, the Director of Counseling and/or a Counselor will work with the family and, when appropriate, the student's healthcare providers at home. The Health

Leave Committee must receive updates on the student's status while away on Health Leave and, at the appropriate time, will assess the readiness of the student to return from Health Leave. Informed by a recommendation of the Health Leave Committee, the decision concerning the return from Health Leave will be made by the Associate Head of School for Student Life in consultation with the Dean of Studies, the Director of Medical Services, and, as appropriate, the Director of Counseling.

The degree of impact of a Health Leave on a student's academic status will vary with the amount of class time missed, the timing in the academic calendar, and the point in the student's Deerfield career. The Academy will take steps to help the student make up missed work and, when reasonable and appropriate, to adjust expectations about the work necessary to complete a given course. Parameters for the 20% Rule also apply to Health Leaves.

Students and families should note that all students, regardless of medical condition, are expected to comply with school rules and expectations. If a student is not well enough to comply, a Health Leave may be required.

## **4.9. Personal Property**

### **4.9.1. Automotive Registration**

Day students who drive to school must register with the Student Life Office all vehicles driven to campus. Cars should be parked in areas designated specifically for day student parking. Once parked, cars should not be moved until after the end of the academic day. Not parking in the designated area will result in Accountability Points; repeated parking violations will result in revocation of driving privileges and/or an additional response from the Student Life Office.

### **4.9.2. Bicycles, Scooters, and other Micromobility Devices**

Any student who wishes to operate a powered or micromobility device—including ebikes, electric scooters, one-wheels, and hoverboards—on campus must first receive approval from the Student Life Office. Approval will depend on the size of the motor and may require specific charging instructions and/or storage locations. State law requires operators of motorized scooters to wear a helmet at all times. If a student fails to register the motorized device and/or adhere to helmet requirements, the device will be confiscated.

Bike registration facilitates recovery if bicycles are lost or stolen. Bikes should be registered with the Security Office.

### **4.9.3. Renters Insurance**

The Academy recommends that students arrange for insurance coverage through their family's policy for belongings such as bicycles, cameras, and

electronic equipment. Deerfield Academy is not responsible for a students' personal belongings and does not carry any insurance policy that provides coverage for them.

## **4.10. Fire Precautions and Drills**

### **4.10.1. Fire Safety Procedures — Dormitories**

If students smell smoke or hear the fire alarm, they should follow the steps below:

1. Close windows, open shades, and turn on lights.
2. Feel door surfaces before opening. If the door is warm, do not open it; signal for help from the window. If the door is not warm, exit quickly.
3. Proceed immediately to the nearest exit.
4. Leave doors open. (An employee may close doors as they confirm the complete evacuation of each space.)
5. Sound alarm, if needed.
6. Go directly to the designated gathering place for roll call and instructions.
7. Upon authorization from fire marshal or designee, students may return to the dormitory.

### **4.10.2. Fire Code**

Employees (and students) have the obligation to remove—and the right to request removal of—any decoration, furnishing, or other possession that appears to compromise health or safety. This can include furniture in rooms or corridors that blocks sightlines or is arranged in such a way that it hinders direct and rapid egress. Each student may have:

#### **WALL HANGINGS**

- One bulletin board no larger than 2 feet x 3 feet.
- Four uncovered paper decorations (maximum size 2 x 3 feet). All other flammable materials (posters, prints, etc.) must be framed under Plexiglas or glass that is at least 1/16 of an inch thick.
- Nylon, plastic, and cloth wall hangings are prohibited unless framed and under glass or Plexiglas.
- Decorations in rooms may only be hung from vertical surfaces and may not be hung over windows or doorways.
- Nothing may be hung from sprinkler heads or piping.
- Flammable materials, even if fire treated or framed, are not permitted within two feet of any doorway.

#### **FURNISHINGS**

- The Academy permits one piece of stuffed, upholstered furniture (not including a padded desk chair) per room. Students found to be in violation of furniture limits will be charged for the removal and disposal of the additional furniture. Purchase of Fire Code Compliant desk chairs can be facilitated through Hitchcock House.

- All upholstered furniture, including desk chairs, must be in compliance with the State of California Bureau of Home Furnishings and Thermal Insulation Technical Bulletin Number 117. The following label must be affixed to any upholstered furniture for use in a Deerfield dorm: NOTICE: THIS ARTICLE IS MANUFACTURED FOR USE IN PUBLIC OCCUPANCIES AND MEETS THE FLAMMABILITY REQUIREMENTS OF CALIFORNIA BUREAU OF HOME FURNISHINGS TECHNICAL BULLETIN 117. Furniture without this tag will be removed and disposed of immediately by the Physical Plant and students will be charged for removal and disposal.
- Polystyrene (beanbag) chairs are prohibited.

## **ELECTRICAL APPLIANCES**

- Electrical appliances for cooking or heating (including sunlamps, hotpots, coffee makers, or space heaters) are not permitted in student rooms, corridors, bathrooms, or common rooms, unless approved by the Director of Safety and Security and the Dean of Students.
- Irons are permitted for use in common rooms only.
- Blow dryers and flatirons are permitted but should be unplugged immediately after use.
- Electrical string lights (i.e., holiday, decorative) are not allowed.
- LED string lights are permitted.
- Lava lamps are prohibited.
- Extension cords must be of heavy-gauge wire with a three-prong (grounded) plug and carry only one outlet. If additional outlets are needed, the use of a pre-wired multiple outlet strip with a circuit breaker is required.
- Halogen lamps and other high intensity lamps in excess of 100 watts are prohibited.

## **OTHER CONSIDERATIONS**

- Bicycles and other personal belongings must not be stored in corridors or stairwells.
- Dormitory room doors must be unlocked when people are in the room.

## **PROCEDURES FOR FIRE CODE INSPECTIONS:**

Designated fire code inspectors will visit student rooms and common areas regularly, but faculty residents bear principal responsibility for student adherence to the fire code. The procedure for reporting and following up on a violation is as follows:

When an inspector observes a fire code violation, the student receives a written warning, and a follow-up report is shared with Deans and resident faculty.

Upon notification, the student must correct the problem immediately. The faculty resident should confirm that the violation has been addressed.

For a repeat violation, the student receives Accountability Points that accumulate for each day that the violation continues. Ongoing violations may result in additional consequences.



#### 4.11. Anonymous Reporting

Deerfield Academy encourages the reporting of any activity that employees, students, or parents/guardians believe in good faith may violate any federal or state law or regulation. To encourage this reporting, the Academy and its Board of Trustees vow that they will not take retaliatory action against anyone who submits a report in good faith. In addition, the Academy and its Board of Trustees will not disclose the name of any individual who makes such a report except on a strict “need to know” basis.

Students should call 833-619-4400 (24 hours a day, 7 days a week) to report questionable activity. This number is staffed by non-Academy personnel. Reports will be referred to the Chair of the Trustee Audit, Risk Management and Technology Committee who, along with the President of the Board, will investigate. Reports will be dealt with promptly and discreetly. The investigation of anonymous reports will necessarily be limited by the inability to consult with the individual who filed the report.

Please note that the Academy’s Anti-Harassment and Anti-Bullying Policy (Section 7) lists additional reporting requirements and protections for those who report bullying and harassing behavior.

### 5. RESPONDING TO RULE VIOLATIONS

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At Deerfield, we hold students to a high standard—and we expect them to adhere to the Community Pledge: I will act with respect, integrity, and care for others, and I will seek to inspire the same values in our community and beyond. We also understand that missteps and lapses in judgment are a natural and predictable part of adolescence. Our approach to mistakes is grounded in this understanding and focuses intently—though not exclusively—on opportunities for growth and learning.

Ours is a “high trust” model that assumes Deerfield students want to do well and make good choices. We trust that, in the right conditions with a supportive community around them, students will invest in this post-mistake learning.

#### PROCESS

## 5.1. Community Values Council

The Community Values Council (CVC) is responsible for upholding the Academy's values and standards as well as its Major School Rules. It can serve a fact-finding function, but it is not designed to be a court of law or a judicial mechanism. Rather, a meeting with the CVC is an educational process meant to help students understand the rules, the reasons for them, the need for consequences when those rules are broken, and the opportunities for growth that should come from mistakes.

Students who, in the judgment of the Dean of Students or Dean of Studies, may have broken a Major School Rule (other than a violation of Deerfield's Sexual Misconduct Policy) will likely be required to meet with the Community Values Council.

The Community Values Council is composed of the following:

- Dean of Students (for non-academic infractions) or Dean of Studies (for academic infractions), who chairs the Council;
- Class Dean; and,
- three students and two faculty members selected from a pool of CVC representatives. (Students meeting with the CVC may identify up to one student member of the pool whom they wish to exclude from selection.)

The Associate Head of School for Student Life, Dean of Academic Affairs or their designees may be present for a CVC hearing.

The Dean of Students or Dean of Studies votes only in the case of a tie among the other members of the Council. A student's Advisor, though present throughout the meeting and discussion, does not vote. Any students meeting with the Council have the option of selecting a community member to serve as an Advocate during the meeting. After the student has offered their statement and the Council has heard the facts, the student and Advocate leave the meeting. Based on the preponderance of the evidence presented, and by majority vote, the Council decides whether a Major School Rule has been broken. In consultation with the Council – and based on the scope, severity and/or impact of the mistake – the Dean of Students or Dean of Studies determines whether the matter will move forward in a disciplinary or non-disciplinary manner. Based on that determination, the Council then, again by majority vote, formulates a response for consideration by the Dean of Students or Dean of Studies.

The Associate Head of School for Student Life, the Dean of Students or Dean of Studies may alter this procedure and the constitution of the Council when practical considerations—such as privacy, safety, or logistics—interfere.

Typically, meetings of the CVC include a requirement for the creation of a Growth and Learning Plan, authored by the student – with the support of their

Advisor and members of the Student Life Office – and approved by the Dean of Students or Dean of Studies and Grade Dean. Upon approval, the student has no less than the equivalent of one academic term and no more than one calendar year to complete their Plan. This timing is determined by the Dean of Students or Dean of Studies on a case-by-case basis. At the designated interval, the Dean of Students or Dean of Studies reconvenes the original members of the CVC (as possible) to speak with the student and to learn about their progress. A final decision about successful completion is made by the Dean of Students. For non-disciplinary Warning, failure to complete the Plan by the designated time will likely result in Disciplinary Probation. For disciplinary responses (Probation, Enrollment Review), failure to complete the Plan in the time allowed may result in dismissal from school.

Students engaged in the CVC process and/or facing possible separation from school may be required to stay under the care of the Health Center for a period of time designated by the Associate Head of School, the Dean of Students, or the Dean of Studies.

When asked by colleges, universities, scholarship agencies, and other organizations about *disciplinary* action—including Disciplinary Probation—all Deerfield students are expected to answer truthfully.

## 5.2. Sexual Misconduct Response Council (SMRC)

Deerfield understands that students may explore their first physically intimate relationships during high school. The newness of those relationships can be both exciting and challenging as couples navigate boundaries, nuanced communication, and intense emotions. If actions outpace communication, problems can arise, and trust can erode. Our Sexual Misconduct Policies are grounded in this understanding and offer a formal resolution process for some instances of sexual misconduct.

If a student is suspected to be in violation of the Sexual Misconduct Policy, a Sexual Misconduct Response Council (SMRC) is convened to speak with the student.

The SMRC is composed of the following:

- Dean of Students, who chairs the Council;
- Class Dean; and
- three trained faculty members.

The Dean of Students votes only in the case of a tie among the other members of the Council. At the request of the student involved, their Advisor may be present throughout the meeting and deliberations but does not vote. Any students meeting with the SMRC also have the option of selecting an adult community member to serve as an Advocate during the hearing. Advocates

who attend a meeting must agree that all matters discussed there are confidential.

When facts are in dispute—or when the Associate Head of School for Student Life and Dean of Students determine it appropriate—the Academy may engage a third party to investigate the matter. In such instances, the third party's findings are reviewed in the meeting with the SMRC.

After a meeting has convened and the Council has heard the facts, the student and Advocate, if present, leave the meeting. Based on the preponderance of the evidence presented, and by majority vote, the Council decides whether the Sexual Misconduct Policy has been violated. In consultation with the Council—and based on the scope, severity and/or impact of the conduct—the Dean of Students determines whether the matter will move forward in a disciplinary or non-disciplinary manner. Based on that determination the Council then, again by majority vote, formulates a response for consideration by the Dean of Students and the Associate Head of School for Student Life.

The Associate Head of School for Student Life and/or the Dean of Students may alter this procedure and the constitution of the Council when practical considerations—such as privacy, safety, or logistics—interfere.

Typically, meetings of the SMRC include the additional requirement for the creation of a Growth and Learning Plan authored by the student—with the support of their Advisor—and approved by the Dean of Students and Grade Dean. Upon approval, the student has no less than the equivalent of one academic term and no more than one calendar year to complete their Plan. This timing is determined by the Dean of Students. At the designated interval, the Dean of Students reconvenes the original members of the SMRC (as possible) to speak with the student and learn about their progress. A final decision about successful completion is made by the Dean of Students. For non-disciplinary Warning, failure to complete the Plan by the designated time will likely result in Disciplinary Probation. For disciplinary responses (Probation, Enrollment Review), failure to complete the Plan in the time allowed may result in dismissal from school.

Students engaged in the SMRC process and/or facing possible separation from the school may be required to stay under the care of the Health Center for a period of time designated by the Associate Head of School or the Dean of Students.

When asked by colleges, universities, scholarship agencies, and other organizations about **disciplinary** action—including Disciplinary Probation—all Deerfield students are expected to answer truthfully.

### **5.2.1. Interim Measures**

In the time between a report of sexual misconduct and the Sexual Misconduct Council meeting, the Dean of Students or Associate Head of School for Student Life may establish and implement “interim measures” for the parties involved. These measures may include but are not limited to adjustments to daily schedules, course changes, and other requirements designed to protect reporting students without premature assignment of responsibility or any assumption of guilt. Interim measures may also continue for a period of time after the SMRC meeting.

### **5.3. Evidentiary Standard**

Deerfield uses the “preponderance of the evidence” standard in its Community Values and Sexual Misconduct Response Council meetings. This means it is more likely than not that an event or certain conduct occurred. The preponderance of the evidence is defined as “the greater weight of evidence”—evidence that is more convincing than the evidence offered in opposition.

When investigations are needed, students are required to cooperate. A failure to cooperate would likely result in a meeting of the Community Values Council (CVC).

Any student who is untruthful, deliberately misleads, or deliberately misrepresents in documents or statements submitted or used as part of the school's response may be subject to dismissal.

### **5.4. Concurrent Investigations**

Students are required to cooperate – fully and honestly – with the Academy's processes, including investigations. Failure to fully cooperate could result in a response from the Student Life Office, including a meeting with the CVC or SMRC.

Some alleged behaviors can trigger reporting obligations (to the Department of Children and Families and the police, for example) and may, in some instances, subject students to criminal investigation. In these concurrent cases, the Academy has the discretion to allow a student to elect not to fully participate in its internal process if participation might jeopardize their rights in any concurrent criminal proceeding. In such instances, the school will proceed with its process taking into consideration the available information.

### **5.5. 16 Day Rule**

Seniors forfeit the privilege of being on campus during Commencement Weekend if they:

- are found to have violated a Major School Rule during the final weeks before graduation; traditionally this interval has been 16 days, but the exact duration is at the discretion of the Dean of Students.
- have not fulfilled the academic requirements for graduation by the deadline for submission of senior spring term grades.

In such cases, the student must depart campus by 5:00 pm on the Friday of Commencement Weekend.

In the 48 hours preceding Commencement, time constraints may preclude the convening of a Community Values or Sexual Misconduct Response Council; in such circumstances, an ad hoc group identified by the Dean of Students will be called to determine whether a Major School Rule has been violated.

In addition, the Head of School, at his discretion, may choose to delay the awarding of diplomas to students found in violation of the 16 Day Rule. He may also choose to fully withhold the diploma of a senior who departs campus before the school has addressed a possible rule violation.

## 5.6. Walking Privileges at Commencement

Seniors who fail to meet their academic obligations during Spring Term may lose the privilege of walking at graduation.

At spring midterm, a committee—composed of the Dean of Students, Class Dean, Academic Affairs Office representatives, and members of the Curriculum Committee—convenes to discuss seniors.

If that committee identifies serious concerns, a formal communication is sent to the student and parents/guardians, setting expectations that must be met for the student to walk at Commencement.

The committee convenes again near the end of the term and makes a recommendation to the Head of School. Seniors who have not fulfilled the academic requirements for graduation by the deadline for submission of senior Spring Term grades must depart campus by 5:00 pm on the Friday of Commencement Weekend. In the case of a borderline failure that might be remedied by a make-up exam or exercise, the student must return to campus to complete the specified work.

## 5.7. Student Review Committee

Student Review is held at the end of each term (and as needed) to discuss students who have experienced difficulties—academic and/or other—in that term. The Student Review Committee is co-chaired by the Dean of Studies and the Dean of Students and is composed of the Assistant Dean of Studies, the Dean of Academic Affairs, the Class Deans, the Associate Head of School

for Student Life, the Dean of Inclusion and Community Life, the Director of Medical Services, the Director of Counseling, the Director of Athletics and the Cocurricular Program, and the Dean of Admission and Financial Aid. Other faculty who work closely with the students being discussed may also be invited to attend. The Student Review Committee recommends ways to support students and, in some instances, set requirements for continued enrollment. The Academy, at the recommendation of the Student Review Committee, reserves the right to dismiss a student at any time.

## 5.8. Accountability Points (APs)

The Accountability Point values include *BUT ARE NOT LIMITED TO* the following:

- Lost key (not keycard): 4
- Academic obligation: 4
- Academy Event: 4
- Absence from a specially scheduled assessment or standardized test: 4
- Cocurricular obligation: 3
- Failure to register cell phone number with Student Life Office: 3
- Sunday sit-down dinner: 3
- Waiting on table responsibility: 3
- Sit-down meal: 2
- School Meeting or other required meeting: 2

The failure to meet other obligations (e.g., submitting a required form, returning equipment, reporting for a work assignment, etc.) may also result in the assignment of APs. Additional Accountability Points may be assigned at the discretion of employees, who are encouraged to address students directly about expectations for behavior.

Students, advisors, and faculty residents (including associates) are notified when APs are assigned. Students are allowed three class days to contest APs with their Class Deans.

Repeated or excessive accumulation of APs may be treated as a violation of a Major School Rule and escalated to the Community Values Council for response.

### 5.8.1.1. LIMITS

APs are totaled daily. At the end of each term AP totals reset to zero; Limits, however, carry over to the succeeding term when appropriate.

#### LEVEL I — 12-16 APS PER TERM FOR NON-SENIORS — 17-21 APS FOR SENIORS

Students who reach Level I Limits are required to attend either Friday study hall and/or hours – over two consecutive weekends – spent in service to the school community. Parents/Guardians receive a copy of the Level I Limits memorandum.

## **LEVEL II — 17-24 APS PER TERM FOR NON-SENIORS — 22-29 APS FOR SENIORS**

Students who reach Level II Limits receive an additional two weekends of Friday study hall and/or hours spent in service to the school community (to commence after the Level I Limit is over). Parents/Guardians receive a copy of the Level II Limit memorandum. Students who reach Level II Limits may also be required to meet with their cocurricular supervisor to review their status.

## **LEVEL III — 25+ APS PER TERM FOR NON-SENIORS — 30+ APS FOR SENIORS**

Students who reach Level III Limits meet with their Class Deans to examine the problem, form a solution, and set a ceiling for the remainder of the term. Upon reaching Level III Limits, students may also face cocurricular consequences. The details of these consequences are provided by departments. Further, students must fulfill the following conditions:

- Required weekend study halls
- Two weeks' early check-in for boarders (early departure for day students): 7:45 pm Sunday through Thursday, 8:00 pm on Saturday
- Weekly meetings (4) with their Class Dean and/or Advisor.

For additional support, counseling may be required. Students who fail to meet obligations after reaching Level III Limits will be liable for further consequences, up to and including dismissal. Students who reach Level III Limits for a second time will meet with the Community Values Council—and may risk dismissal—for Repeated Failure to Meet Obligations and Expectations.

### **5.9. Loss of Leadership Positions**

Titled student leaders should be aware that they set an example for the community. Titled student leaders found in violation of a Major School Rule may lose or be suspended from their leadership positions.

### **5.10. Loss of Other Privileges**

At any time, and at their discretion, faculty may remove personal property or privileges or assign duties from/to students to help them learn from their mistakes. Examples of this include:

- Confiscation of cell phone
- Requirement for early check-in
- Loss of privileges to study outside the dormitory
- Assignment of Friday restrictions

### **5.11. Appeal Process**

If students feel that the Community Values or Sexual Misconduct Response



Council process was procedurally flawed or that new and salient information has come to light, they may—within seven days of the conclusion of either process – ask the Associate Head of School for Student Life to initiate an appeal.

If an appeal is granted for a CVC, the CVC Appeal Committee will be convened. That committee is composed of four faculty CVC members, four senior student CVC members, the student's Advisor, and the Associate Head of School for Student Life, who chairs the meeting. The Associate Head of School for Student Life determines the school's response based on the Committee's recommendation.

If an appeal is granted for a SMRC, the SMRC Appeal Committee will be convened. That committee is composed of three faculty SMRC members, the student's Advisor, and the Associate Head of School for Student Life, who chairs the meeting. The Associate Head of School for Student Life determines the school's response based on the Committee's recommendation.

## **5.12. Head of School Discretion**

At any time, the Head of School—in consultation with the Associate Head of School for Student Life and the Dean of Students—may respond to inappropriate behavior by immediately dismissing a student or by imposing a different response.

# **6. RESPONSES**

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Though Deans and members of the Community Values and Sexual Misconduct Response Council refer to precedent and strive for consistency, they also consider evolving norms and individual circumstances—including scope, severity, intent, impact, age, and number of years at the Academy—for each student in each case.

The manner in which students comport themselves—the accountability and honesty they show during the investigation and process that follows—are considered demonstrations of contrition and will be weighed in determining the appropriate response.

## **6.1. Non-Disciplinary Responses**

### **6.1.1. Reminder**

At the recommendation of the Community Values or Sexual Misconduct Response Council, or at the discretion of a Dean, a student may receive a formal, documented Reminder in response to their minor mistake or

misbehavior. A copy of the Reminder is placed in the student's file; parents/guardians receive a copy. A subsequent violation of the same or related rule would likely result in a meeting with the CVC or SMRC and an elevated response.

### **6.1.2. Warning**

At the recommendation of the Community Values or Sexual Misconduct Response Council or at the discretion of a Dean, a student may be placed on Warning for violation of a Major School Rule that—based on its scope, severity, and impact—does not, in the opinion of the Dean of Students or Dean Studies, require a disciplinary response. Students may also be placed on Warning for a serious lapse in judgment, or for a series of lesser infractions. Warning typically includes the requirement for a Growth and Learning Plan authored by the student—with the support of their Advisor—and approved by the Dean of Students or Dean of Studies and Grade Dean. A copy of the Warning letter is placed in the student's file; parents/guardians receive a copy. A subsequent violation of the same or related rule(s) would likely result in dismissal from the Academy.

Failure to craft and complete their Growth and Learning Plan by the designated time will likely result in Disciplinary Probation.

## **6.2. Disciplinary Responses**

### **6.2.1. Probation**

At the recommendation of the Community Values or Sexual Misconduct Response Council, a student may be placed on Probation for the violation of a Major School Rule or for an accumulation of minor infractions. Probation typically includes the requirement for a Growth and Learning Plan authored by the student—with the support of their Advisor—and approved by the Dean of Students or Dean of Studies and Grade Dean. A copy of the Probation letter is placed in the student's file; parents/guardians receive a copy. Probation typically includes a period of suspension from school.

Failure to craft and complete their Growth and Learning Plan by the designated time may result in dismissal from school.

After one calendar year from the initial disciplinary decision, students on Probation may have the opportunity to petition for a transition to Warning. In collaboration with the student, the Dean of Students and Grade Dean set requirements for those petitions on a case-by-case basis. To petition for this status change, students on Probation must submit a written reflection and their updated Growth and Learning Plans to the Dean of Students. The Dean of Students then reconvenes, as possible, the adult members of the original Community Values or Sexual Misconduct Council to review the reflection, the

updated Growth and Learning Plan, and to hear directly from the student. Based on this review and discussion, the Dean of Students, sometimes in consultation with the Dean of Studies, will make a decision regarding removal from Probation and a shift to Warning.

While on Probation, violation of a Major School Rule would likely result in another meeting with the CVC and likely dismissal from school.

If a student successfully shifts from Probation to Warning, a subsequent violation of the same or a related rule would likely result in dismissal from school. Violation of a different rule would result in a meeting with the CVC and a likely return to Probation.

### **6.2.2. Enrollment Review**

At the recommendation of a Community Values or Sexual Misconduct Response Council or at the discretion of the Associate Head of School for Student Life and the Dean of Students or Dean of Studies, a student may be placed on Enrollment Review at any point in the year for a repeated and ongoing failure to meet Deerfield's expectations. A copy of the Enrollment Review Letter is placed in the student's file; parents/guardians receive a copy.

An Enrollment Review Committee (the adults in the community who work most closely with the student) is formed by the Dean of Students to monitor the student during this time. The specific nature of the concerns will determine the exact composition of the group; typically, some or all of the following adults are included: classroom teachers, faculty resident and/or Advisor, cocurricular supervisor, Dean of Studies, and Class Dean. The duration of a student's time on Enrollment Review will vary.

The progress of a student placed on Enrollment Review will be discussed by their Enrollment Review Committee at predetermined intervals. At the end of the designated period, the Enrollment Review Committee will make a recommendation for further action to the Associate Head of School for Student Life and the Dean of Students or Dean of Studies.

A student on Enrollment Review is asked not only to change the negative behaviors and attitudes that caused concern, but also to actively, positively, and demonstrably contribute to the school community. Failure to respond to this requirement will likely result in the student's dismissal. Similarly, students who violate a Major School Rule while on Enrollment Review will likely be dismissed.

### **6.3. Cocurricular Response to Major Rule Violations**

When found in violation of a Major School Rule, students may also face cocurricular consequences. Those consequences depend on the cocurricular and will be administered by the heads of each department.

## 6.4. Drug and Alcohol Assessment

Recognizing the health risks of drugs and alcohol – particularly during adolescence – the school requires a drug and alcohol assessment by a licensed, independent drug and alcohol counselor after any event involving drugs or alcohol. The drug and alcohol counselor typically comes to campus to speak with the student. A written report is generated and shared with parents/guardians. Follow-up meetings with a member of the Counseling staff are required to discuss and/or implement the recommendations of the assessment.

A drug and alcohol assessment is also required after a Sanctuary admission to the Health Center (see Sanctuary Policy).

From time to time, the Counseling staff or a Dean may have concerns about a student and require an alcohol/drug assessment even if a violation of a school rule concerning alcohol or drugs has not been documented.

Whenever a drug and alcohol assessment is required by the Academy, compliance with all assessment recommendations is mandatory.

## 6.5. College Notification

Deerfield Academy maintains and benefits from a relationship with colleges, universities, and other educational programs that is based on openness and trust. When an application asks whether a student has a disciplinary infraction at any time during their high school career, the student will answer the question honestly. Disciplinary actions include Probation, Suspension, Enrollment review, and Dismissal.

Some colleges ask students to report disciplinary actions; some choose not to. For as long as Deerfield Students are enrolled at the Academy, Deerfield will not notify colleges, universities, and scholarship programs of internal disciplinary action (subject to the exception described below) unless requested by students in connection with their notifications to colleges. If students withdraw before the school has addressed a possible rule violation or if students are required to withdraw by the school, Deerfield will communicate that change in status.

For serious infractions, the Academy reserves the right to communicate with colleges or other programs regardless of the particular application's requirements.

## 6.6. Returning to Campus

Students who withdraw (with discipline pending) or who are dismissed may not return to campus for one calendar year, except with the explicit permission of the Dean of Students.

## 7. HARASSMENT, BULLYING, AND DISCRIMINATION

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Deerfield is committed to an educational environment in which all students are treated with respect and dignity. Accordingly, Deerfield does not tolerate harassment or discrimination of any form, and we will act quickly and decisively when such actions are witnessed or brought to our attention. If students experience mistreatment, they should seek out a trusted adult (advisor, faculty resident, cocurricular supervisor, teacher, counselor, etc.), who can offer support and guidance on available steps to address the mistreatment—regardless of its nature— and make it stop.

The trusted adult to whom a student discloses mistreatment may be able to maintain the student's privacy; in some cases, however, employees are required to report the behavior directly to the Department of Children and Families or to a member of the Student Life Office, who will then file a report.

If students feel that they are being harassed or bullied by another student in any way:

1. Safety is a primary concern: if students feel in jeopardy, they should go to a safe place and/or contact Security.
2. If able to do so safely, the affected student should address the situation immediately—verbally or in writing: communicate that the behavior is unwelcome and must cease immediately.
3. Students should talk to someone they trust beyond friends, such as a faculty resident, advisor, teacher, coach, proctor, peer counselor, a member of the Student Life Office staff, or the Head of School.
4. In addition, students may find it helpful to write down what happened. Students should be as specific as possible, recording direct quotations, actions and witnesses.
5. Our Sexual Misconduct Response Resource offers a list of resources for victims.

Further responses vary depending on source of the bullying or harassment:

- For harassment or bullying from another student, refer to Section 7.1: Responding to Harassment/Bullying from a Peer.

- For harassment or bullying from an employee of the Academy, refer to Section 7.2: Responding to Harassment/Bullying from an Employee.

## **7.1. Responding to Harassment/Bullying from a Peer**

When facing harassment or bullying from a peer, students have two options to pursue:

1. Collaborate with a representative from the Chen Health and Wellness Center, which provides a forum to speak about possible responses to harassment or other kinds of mistreatment. This process may—but does not necessarily—preclude a response from the school.
2. Report the situation to the Student Life Office, at which time a Community Values Council may be convened to hear the allegations. In some cases, the Head of School, Associate Head of School for Student Life, Dean of Students, or Class Dean may choose to form an ad hoc committee (including at least one member of the Community Values Council) to hear the allegations and to assist in formulating a response. This ad-hoc process may—but does not necessarily—preclude the usual process and response.

## **7.2. Responding to Harassment/Bullying from an Employee**

If a student believes that an employee is basing decisions or actions on whether a student is willing to participate in sexual or intimate conduct, the student should immediately confide in an adult or report the matter directly to the Associate Head of School for Student Life, the Dean of Students, the Dean of the Faculty, or the Head of School, who will initiate an investigation. Deerfield will fulfill its mandatory reporting obligations when required.

After investigation, the school will take action in substantiated cases of harassment. Depending on the circumstances and the severity or repetition of the offense, the response may range from reprimand up to and including termination of employment. Disciplinary actions from the Academy do not preclude responses from civil, legal, or other authorities, including law enforcement.

Deerfield seeks to assure any individuals who raise substantiated complaints that they will not be subject to any further forms of harassment. Therefore, the school will also take action in cases of retaliation toward someone making a complaint about harassment. Depending on the circumstances, the response may range from reprimand up to termination of employment. Disciplinary actions from the Academy do not preclude responses from civil, legal, or other authorities, including law enforcement.

## 7.3. Anti-Harassment and Anti-Bullying/Hazing Policy

### 7.3.1. Goals

Deerfield is committed to a learning environment that is free from all forms of harassment and bullying, and where community members treat one another with respect. Our Harassment Policy and Anti-Bullying is central to these efforts. It is designed to promote learning; to eliminate all forms of violent, harmful, and disruptive behavior; and to enable students to achieve their personal and academic potential.

Deerfield recognizes that all students may be vulnerable to harassment, bullying, hazing, or teasing based on actual or perceived characteristics—including race, color, religion, age, ancestry, national origin, sex, sexual orientation, socio-economic status, academic status, gender or expression, genetic information, physical appearance, disability, or any other classification protected under state or federal law or regulation—or by association with a person who has or is perceived to have these characteristics. Trained student leaders and in-dorm residential faculty are uniquely positioned to identify and support members of the school community who experience mistreatment. All community members will take specific steps to foster a safe, supportive environment. Deerfield will provide students with the knowledge, skills, and strategies to prevent and respond to harassment, bullying, hazing, harassment, and inappropriate teasing.

In addition, the Commonwealth of Massachusetts has specific standards: Chapter 269 of the General Laws, Section 17-19 mandates the reporting of cases of hazing. From Massachusetts General Laws, Chapter 269:

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

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

Whoever knows that another person is the victim of hazing 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.

Deerfield will promptly investigate all reports and complaints of hazing, bullying, and harassment and will attempt to end that behavior and prevent its recurrence. These actions may include referral to a law enforcement agency, disciplinary action, and notice to the student's parents or guardian. A student who knowingly makes a false accusation of bullying or retaliation may be subject to disciplinary action.

### **7.3.2. Application**

This policy applies to all students, employees, independent contractors, school volunteers, parents and legal guardians of students, and to Deerfield visitors. It applies to conduct that occurs on school premises or in school-related activities (whether or not on school grounds) and school-related transportation. It does not apply to conduct that occurs exclusively between employees of Deerfield.

### **7.3.3. Formal, Disciplinary and/or Corrective Action**

Violators of this policy will be subject to formal, disciplinary, and/or corrective action designed to end the conduct, to prevent its recurrence, and to protect the target from future hazing, harassment, bullying, and retaliation.

## **7.4. Definitions**

### **7.4.1. Sexual Misconduct**

Sexual misconduct is a broad category of prohibited behaviors that includes but is not limited to sexual harassment, unwanted touching, and any other nonconsensual sexual behavior.

### **7.4.2. Sexual Harassment**

Sexual harassment is offending behavior of a sexual nature that is uninvited and/or unwanted. It can be subtle and ambiguous, as well as direct and overt. It is NOT social or courting behavior. Sexual harassment may include:

- Inappropriate personal questions;
- Sexually stereotyped or sexually charged insults, humor, or verbal abuse;



- Sexually explicit or suggestive remarks about a person's physical attributes, clothing, or behavior;
- Leering at or ogling a person's body;
- Unwelcome touching;
- Any demeaning sexual propositions;
- Pressure exerted for sexual activity or for a relationship that takes on a sexual or romantic coloring, exceeding the limits of a healthy adult-student or student-student friendship; and
- Physical assault or any coerced sexual relations.

### 7.4.3. Harassment and Hazing

Harassment is any abuse of an individual or group based on race, color, religion, age, ancestry, national origin, sex, sexual orientation, socio-economic status, academic status, gender identity or expression, genetic information, physical appearance, disability, or any other classification protected under state or federal law or regulation. It includes both easily identified acts of oral, written, or physical abuse – such as derogatory comments, abuse, ridicule, derogatory nicknames, and verbal threats – as well as other less-obvious but equally damaging forms of harassment, such as remarks of “humor” or any behavior that contributes to the creation of a hostile environment in which to live and learn.

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

Any incidents involving sexual or any other harassment, racial, religious, or ethnic intolerance, physical injuries or threats, and fighting will be dealt with as disciplinary matters. Furthermore, the community does not tolerate humiliating or potentially harmful “rites of passage” or “initiations,” and such behaviors will be treated as disciplinary matters.

### 7.4.4. Bullying

Bullying is any written or verbal expression, physical acts or gestures directed at another person to intimidate, frighten, ridicule, humiliate, or cause harm where the conduct is not related to the person's membership in a protected class (e.g., race, sex). Bullying may include but is not limited to repeated taunting, threats of harm, verbal or physical intimidation, cyber-bullying, pushing, kicking, hitting, spitting, or taking or damaging another's personal

property. Bullying is a form of aggression that involves a power imbalance between the bully and victim, where the bully has actual or perceived physical, social, and/or psychological power over the target(s) of the behavior. Bullying generally involves a pattern of conduct that is directed at a victim, rather than a single isolated incident. Bullying behavior may also constitute a crime.

#### 7.4.5. Cyberbullying

Cyberbullying is bullying through the use of technology or any electronic communication. It includes but is not limited to any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted virtually through electronic means. Cyber-bullying can occur via e-mail, internet communication, social media app, instant message, or any other electronic or network system. It also includes (a) the creation of a web page or blog in which the creator assumes the identity of another person or (b) the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions noted in the definition of bullying. Cyber-bullying also includes the electronic distribution to more than one person—or posting of material on an electronic medium accessible by one or more persons—if the distribution or posting creates any of the conditions noted in the definition of bullying.

#### 7.4.6. Discrimination

Discrimination is the mistreatment of a person based on actual or perceived characteristics—including race, color, religion, age, ancestry, national origin, sex, sexual orientation, socio-economic status, academic status, gender or expression, genetic information, physical appearance, disability, or any other classification protected under state or federal law or regulation.

Deerfield is committed to an educational environment in which all students are treated with respect and dignity. Accordingly, **Deerfield does not tolerate discrimination of any form, and we will act quickly and decisively when such actions are witnessed or brought to our attention.** If members of the Deerfield community experience or witness any discrimination by students or employees, they should report the incident to an employee or the Student Life Office. Such incidents violate the ideals of Deerfield and may warrant a response from the Student Life office and/or a meeting with the Community Values Council.

#### 7.4.7. Retaliation

Retaliation is any form of intimidation, reprisal, or harassment by a school community member directed against another school community member for reporting or filing a complaint, for aiding or encouraging the filing of a report or complaint, for cooperating in an investigation under this Policy, or for taking action consistent with this Policy.

#### **7.4.8. Target**

A target is any person who complains about conduct covered by this Policy; in other words, the alleged victim of the conduct.

#### **7.4.9. Reporter**

A reporter is a person reporting an incident who is a third party and not the victim of the alleged policy violation

### **7.5. Responsibilities**

To comply with this policy, all school community members must:

- Ensure that they do not harass, bully, or haze another person on school grounds or in a school-related activity (whether or not on school grounds);
- Ensure that they do not retaliate against any other person for reporting or filing a complaint, for aiding or encouraging the filing of a report or complaint, or for cooperating in an investigation of hazing, bullying, or harassment; and
- Cooperate in the investigation of reports or complaints.

All school employees, independent contractors, and school volunteers must also:

- Respond appropriately and intervene, if able to do so safely, when witnessing harassment, bullying, or hazing on school grounds or in a school-related activity (whether or not on school grounds);
- ▪ Cooperate with Deerfield's efforts to prevent and respond effectively to harassment, bullying, or hazing; and
- ▪ Promptly report to a Designated School Official all information they know about possible harassment, bullying, or hazing occurring on school grounds or in a school-related activity (whether or not on school grounds).

### **7.6. Protection Against Retaliation**

Deerfield will take appropriate steps to protect from retaliation any person who takes action consistent with this Policy or who reports, files a complaint of, or cooperates in an investigation of a violation of this Policy. Threats or acts of retaliation—whether person-to-person, by electronic means, or through third parties—are serious offenses that will subject the violator to formal, disciplinary, and/or other corrective action.

### **7.7. Reporting and Resolution Process**

#### **7.7.1. Designated Officials for Reporting/Designated School Officials**

The Associate Head of School for Student Life, Dean of Faculty, Dean of Students, and Class Deans are responsible for receiving reports and

complaints of violations of this Policy and sharing them with the Head of School.

#### **7.7.2. Reporting Procedures**

- Any Deerfield employee, independent contractor, or school volunteer who becomes aware or has a reasonable belief that harassment, bullying, hazing, or retaliation has occurred on school property or in a school-related activity (whether or not on school grounds) must promptly report the alleged incident(s) to a Designated School Official.
- Any student or other person (who is not a school employee, independent contractor, or school volunteer) who becomes aware or has a reasonable belief that harassment, bullying, or hazing has occurred on school property or in a school-related activity (whether or not on school grounds) is strongly encouraged to promptly report the incident(s) to a Designated School Official. In situations where a student or other person does not feel comfortable reporting the incident to a Designated School Official, the student or other person may report the incident to a trusted school employee, who must then promptly share the report with a Designated School Official.
- Parents and/or legal guardians are notified of any report involving their children.

#### **7.7.3. Investigation Process**

- After Designated School Officials receive a complaint or report, they or their designee must investigate to determine if the allegations can be substantiated and whether to resolve the complaint through Formal or Informal Proceedings, including referral to the Health Center, the Sexual Misconduct Response Committee, or the Community Values Council.
- The nature and duration of an investigation will depend on the circumstances, including the type, severity, and frequency of the alleged conduct. The goal of an investigation is to obtain an accurate and complete account of all incidents and circumstances deemed relevant to the allegations of the complaint. No complaint is considered frivolous; on the other hand, culpability is never presumed. These procedures are intended to protect the rights of a victim and the rights of an accused individual.
- When a violation of the Policy has been reported by a third party and the alleged victim fails to cooperate with the investigation, or denies the incident occurred, disciplinary and corrective action may be precluded, or limited, depending on the circumstances and the availability of information from other sources.

- Any person who makes knowingly false charges or brings a malicious complaint is subject to disciplinary and/or corrective action.
- Allegations that (a) appear to place the target or any other person at physical risk, (b) result in a criminal charge, or (c) involve a referral to the Department of Social Services will likely result in a Formal Proceeding under Section 8.7.5.

#### 7.7.4. Informal Proceedings

Although Informal Proceedings may also include a response from the Student Life Office, their primary focus is resolution through non-disciplinary corrective action.

Upon the initiation of an Informal Proceeding, the Dean of Students will, in a timely manner, meet separately with the target and the subject of the complaint. He will contact their parent(s) or guardian(s) to tell them about the nature of the complaint and the Informal Proceedings process, and to explain the prohibition against retaliation.

The Dean of Students will explain that the investigation will be kept as confidential as possible, but that Deerfield cannot promise absolute confidentiality and may not be able to withhold the target's identity from the subject of the complaint, since such an assurance could interfere with school's ability to enforce its Policy, conduct a fair and thorough investigation, and respond appropriately.

If appropriate, after adequate investigation, the Dean of Students will propose a resolution and discuss it with the target, or he will refer the matter to the Community Values Council.

A designated faculty member will monitor the situation and will follow up with the target to determine whether there are further incidents or concerns.

If at any time after resolution the faculty member determines that the problem is not corrected, Deerfield may commence a Formal Proceeding.

**FILE RETENTION:** For as long as all parties involved are associated with the Academy, the Dean of Students will maintain a confidential file with information obtained through inquiry and investigation and with the resolution, if any.

#### 7.7.5. Formal Proceedings

Formal proceedings typically involve a disciplinary and/or corrective action.

Upon the initiation of a Formal Proceeding, the Dean of Students will, in a timely manner, meet separately with the target and the subject of the complaint. He will contact their parent(s) or guardian(s) to tell them about

the nature of the complaint and the Formal Proceeding process, and to explain the prohibition against retaliation.

The Dean of Students will explain that the investigation will be kept as confidential as possible, but that Deerfield cannot promise absolute confidentiality and may not be able to withhold the target's identity from the subject of the complaint, since such an assurance could interfere with school's ability to enforce its Policy, conduct a fair and thorough investigation, and impose disciplinary and corrective action.

If the complaint is substantiated, the Dean of Students will decide, based on his investigative findings, on the appropriate action. In Formal Proceedings, he will refer the matter to the Community Values Council or the Sexual Misconduct Response Committee for findings. In this instance, the processes set forth in Section 6 shall govern the proceedings.

The Dean of Students, the Community Values Council, or the Sexual Misconduct Response Committee will determine whether a particular action or incident constitutes a violation of this Policy. The determination will be based on all the facts and surrounding circumstances, including the context, nature, frequency, and severity of the behavior, how long the conduct continued, where the incident(s) occurred, the number of persons involved in the wrongful conduct, the ages of and relationships between the parties, past incidents or patterns of behavior, whether the conduct adversely affected the education or school environment of the victim or other school community member, and other factors that might be applicable.

Formal, disciplinary, and/or corrective actions concerning a student may include but are not limited to an apology to the victim; awareness education (to help students understand the impact of their behavior); participation in empathy-development program; cultural diversity, anti-harassment, anti-bullying, or intergroup relations training; mandatory counseling; a written warning; classroom or dorm transfer; short-term or long-term suspension; exclusion from participation in school-sponsored functions, and/or extracurricular activities; limiting or denying access to a part or area of a school; expulsion; and/or referral to law enforcement.

The Dean of Students will oversee the imposition of any disciplinary or corrective action.

A report of the incident and its resolution will be placed in the violator's student file. The Dean of Students will monitor the situation closely to ensure that the corrective action imposed has been effective.

**FILE RETENTION:** In a confidential file, Deerfield will maintain the original complaint statement, investigatory interview notes and reports, findings made, the results of the investigation (including any decision for action), and other relevant investigatory materials for five years after the parties have

disassociated themselves with Deerfield. Nothing in this Policy limits Deerfield from taking immediate interim disciplinary action as set forth in the school's disciplinary code, policies, or practices. Any right of appeal from a disciplinary decision is governed by the Student Handbook.

#### **7.7.6. Action Concerning Other School Community Members**

Corrective actions concerning any other school community member, including visitors and students' parents and legal guardians may include but are not limited to a warning, counseling, employment termination, exclusion from the campus and limiting, or denying the parent, guardian, or visitor access to school premises or school-related activities or other sanctions that are warranted under the circumstances.

## SCOPE, JURISDICTION, AND REPORTING

These rules apply to students when they are on campus and when they are off campus for school-sponsored activities, but the school reserves the right to respond to misconduct that occurs elsewhere if that misconduct disrupts school operations or jeopardizes the welfare or reputation of the Academy or other Deerfield students.

If a potential rule violation occurs during a school vacation or other break in operations, the Academy will likely begin its investigation when classes and/or operations resume.

Students should note that faculty and staff are obligated to report rule violations and student misconduct—regardless of circumstance or method of discovery.

These rules are not a legal contract, nor do they grant any additional rights or guarantees to any person.

