

2026 / 2027

STUDENT HANDBOOK



This handbook does not constitute a contract nor does it create a contract in any way, including between Deerfield Academy and any parent, guardian, or student affiliated with or attending the school. The Handbook does not limit Deerfield Academy's authority to deviate from the rules and procedures included here to support the best interests of the school community (including students, employees, and families). These policies may be revised or updated periodically without notice.

Table of Contents

<i>Introduction: SCHOOL VALUES</i>	<i>8</i>
<i>COMMITMENTS: SCHOOL VALUES IN PRACTICE.....</i>	<i>8</i>
<i>1. The Major School Rules</i>	<i>9</i>
1.1 Treatment of Others	9
1.2 Online Behavior, Devices, and Privacy	10
1.3 Computers and Technology Resources	12
1.4 Conscientious Speech and Expression	13
1.5 Honesty	14
1.6 Academic Integrity	15
1.7 Curfew	18
1.8 Dormitory and Common Room Visitation	19
1.9 Alcohol and Drugs	20
1.10 Gambling & Betting	22
1.11 Theft.....	22
1.12 Vandalism	22
1.13 Open Flame, Fire Safety Equipment	23
1.14 Weapons and Dangerous Materials.....	23
1.15 Use of Physical Force and Threats	23
1.16 Keys, OneCards, Unauthorized Access	23
1.17 Fake IDs	24
1.18 Repeated Failure to Meet Obligations & Expectations ..	24
1.19 Behavior Inconsistent with Community Standards ...	24
<i>2 Personal Conduct.....</i>	<i>24</i>
2.1 Attendance	24
2.2 Dress Code	29
2.3 Sit-Down Meals and Dining Hall Guidelines	31

2.4	School Meeting and Academy Events	33
2.5	Possession, Use of Tobacco/Nicotine	34
2.6	Cell Phones, Earbuds/Headphones, and Smart Glasses ..	34
2.7	Fundraising and Sales	35
2.8	Student Advocacy, Action, and Protest	35
2.9	Campus Speakers	36
2.10	Alliances, Clubs, and Groups	37
2.11	Use of Academy Resources	38
2.12	Library Use	38
2.13	Study Hours, Quiet Hours	40
2.14	Common Rooms and Shared Spaces	41
2.15	Dormitory Sleepovers	41
2.16	Dormitory Room Guidelines	42
2.17	Gaming Systems and Monitors	43
2.18	Guests, Service Providers, and Family Visits	43
2.19	End of Workday and Adult Availability	44
2.20	Deliveries	44
3	<i>Leaving Campus</i>	44
3.1	Definition of Campus	44
3.2	Cars and Local Roads	45
3.3	Off-Campus Sign-out	46
4	<i>Health and Safety</i>	48
4.1	River Safety	48
4.2	Alerts	49
4.3	Sexual Intimacy	49
4.4	Definition of Consent	50
4.5	Statutory Rape, Unwanted Sexual Contact	50
4.6	Sanctuary Policy	50

4.7	Community Concern	52
4.8	Drug and Alcohol Testing & Assessments	53
4.9	Extended Leaves	56
4.10	Letters of Support	58
4.11	Personal Property	58
4.12	Fire Precautions and Drills	60
4.13	Anonymous Reporting	63
5	<i>Responding to Rule Violations.....</i>	63
5.1	Community Values Council	64
5.2	Interim Measures	66
5.3	Evidentiary Standard	66
5.4	Concurrent Investigations	66
5.5	Commencement Participation.....	67
5.6	Student Review Committee	68
5.7	Accountability Points (APs).....	68
5.8	Loss of Leadership Positions	70
5.9	Appeal Process	70
5.10	Head of School Discretion	71
6	<i>RESPONSES</i>	71
6.1	Non-Disciplinary Responses	71
6.2	Disciplinary Responses	72
6.3	Cocurricular Response to Major Rule Violations	74
6.4	Drug and Alcohol Assessment	74
6.5	College Notification	74
6.6	Returning to Campus	75
7	<i>HARASSMENT, BULLYING, AND DISCRIMINATION.....</i>	75
7.1	Responding to Harassment/Bullying from a Peer	76
7.2	Responding to Harassment/Bullying from an Employee ..	77

7.3	Anti-Harassment and Anti-Bullying/Hazing Policy	77
7.4	Definitions	79
7.5	Responsibilities	82
7.6	Protection Against Retaliation	83
7.7	Reporting and Resolution Process	83

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.***

INTRODUCTION: SCHOOL VALUES

Respect, Integrity, and Care for Others

At Deerfield, we aspire to be a community that allows for the respectful exchange of ideas and where students act with integrity and care for one another. We are “committed to high standards of scholarship, citizenship, and personal responsibility.”

Grounded in our Core Values and Community Pledge, this Handbook aims to help students understand the expectations of our community and to support healthy and responsible decision making.

It also addresses behaviors that undermine our shared values. At the same time, there is an emphasis on growth and learning throughout these formative adolescent years. When mistakes happen, we make best efforts to balance accountability and support in a reflective learning process.

Over the years, this Handbook has evolved, and it will continue to adapt with the student experience.

Ms. Brown

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.

1. THE MAJOR SCHOOL RULES

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. Nevertheless, 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 Treatment 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 may include, when appropriate, 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 and/or streaming platform.

Moreover, we require that students manage their online privacy settings carefully and review the Academy's Technology Acceptable Use Policy, and we require that students:

- Never access the "dark web" or any of its content and services.
- Never post anonymously or under an alias.
- Never impersonate or adopt another person's identity or gain access under another person'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, or use this information in any AI prompt or search.
- Always report online bullying or harassing behavior to a trusted faculty member or Designated School Official (DSO) immediately.
- Always secure permission before recording 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' need for 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 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.

1.2.1 Misuse of AI

Artificial intelligence (AI) is a powerful, rapidly growing technology that has a variety of capabilities. Its misuse can cause harm to others, violate our community expectations, and violate state or federal law.

The Misuse of AI includes, but is not limited to:

- Creating, sharing, or threatening to share deepfakes: Making or distributing altered images, videos, or audio clips meant to deceive others, especially if they portray someone saying or doing something they did not actually say or do.
- Impersonation: Using AI to mimic another person's voice, writing style, or appearance in a way that misleads others.
- Spreading misinformation: Deliberately using AI to create or share false information.

- Creating sexually explicit content: Using AI to create, edit, or share sexually explicit images, videos, or audio of any person.
- Academic dishonesty: Using AI tools to complete assignments, essays, or assessments without permission or proper attribution (See Academic Integrity 1.6 for more details).

1.2.2 Wearable Technology (Wearables)

Wearable glasses, goggles, and virtual reality headsets (like Meta Glasses, Vision Pro goggles, Meta Quest, etc.) are not permitted anywhere on campus, including in dormitories.

Students are prohibited from using any type of wearable technology (glasses, watches, headphones, etc.) to create audio and video recordings without the explicit consent of those who are being recorded. This includes—but is not limited to—all classroom conversations and presentations.

As well, students are prohibited from using wearable technology to access content, of any kind, query AI, text, and/or make voice or video calls during classes, assessments, or in any other academic setting.

Using wearable technology to violate, enable violation, or facilitate violation of other school rules—including those that apply to cell phones—is also prohibited.

1.3 Computers and Technology Resources

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. 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 of, sharing, and/or threatening to share 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
- Students are expected to use their Deerfield-issued laptops for all academic work. Deleting or otherwise obscuring internet search histories, or wiping a computer of its memory is not permitted and will be considered a breach of academic integrity.
- All prohibitions listed in the Online Behavior, Devices, and Privacy Policy (1.2).
- For the purposes of its investigation into such misuse, the Academy reserves the right to confiscate students' computers and personally-owned devices that are connected to the campus network.

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 written in the Framework, students should be distinct individuals, "skilled in the habits of independent thought, conversant with the norms of disciplined inquiry, and empowered to discover, develop, and courageously express their own political and civic commitments." 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.

Academic integrity is a precondition for deep learning, a fact made obvious since the proliferation of generative artificial intelligence tools. While AI holds great promise for business productivity and advanced research, it can disrupt the acquisition of foundational skills required for success in professional life. While businesses and many professions prize speed, efficiency, and perfection, learning requires contemplation, friction, and mistakes. Deerfield teachers craft educational experiences made effective only through productive struggle and deep engagement. While using AI to complete an assignment may appear a smoother, faster means to an end, it instead leads away from true learning and the riches of a Deerfield education.

To protect student learning, Deerfield prohibits the use of generative AI tools (including AI-powered editing services) to prepare or complete academic work except in a small number of upper-level, “AI-integrated” courses or in the AI Lab, when given explicit permission from the teacher. Violations of this policy will be treated as academic dishonesty.

In AI-integrated courses or in the AI Lab, students may use AI tools only as instructed by their teachers. Confidential, sensitive, or personally identifiable information must never be entered into AI models, including, but not limited to names, birthdates, social security or ID numbers, passwords, addresses, phone numbers, and personal health data.

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 member of the faculty.

Our academic integrity policy also extends to college applications, personal essays, leadership applications, and 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.

Deerfield expects students to understand and work within the guidelines described below. Violations of the letter or the spirit of these guidelines will be reported to the Dean of Studies and will be grounds for a formal response.

The examples that follow are for explanatory purposes and not to be assumed to be all-inclusive.

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 or other school-related work. 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.

Students are prohibited from using AI-generative tools for academic 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 and in their submitted product.

Again, if ever in doubt, students must acknowledge the help they receive.

1.6.2 Submission of the Same Work for Two Courses:

When a student submits work to a teacher in a course, the teacher expects the work to be completed and submitted for credit only in that course. If a student attempts to submit the same work or substantially the same work in two different courses, this dual submission violates the teacher's trust. Using the same assignment for credit twice is a shortcut that gives an unfair advantage to that student. Just as a writer cannot submit the same piece for publication in two separate magazines, a student cannot receive credit for a single assignment twice. A student is credited for completing a course only when they have met in good faith all the requirements of and for that course specifically.

In cases, however, where overlap between assignments in two different courses might lead the student to perform fruitful, inter-disciplinary work, the student may submit the same assignment for credit provided that the student obtains advance approval from both teachers. In this situation, the teachers might reasonably attach additional expectations reflecting the assignment fulfilling two courses' requirements. Likewise, when assignments in two courses seem redundant, both instructors might agree in advance to accept the same work for credit but again, the teachers may decide to increase expectations regarding the length and scope of the assignment.

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 by a documented academic or medical accommodation. Prohibited devices include—but are not limited to—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, including overnight guests, 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 a Dean’s discretion, be considered a Major School Rule violation.

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

1.7.1 Day Students

Without approval from a Dean, the SOC, or a faculty member for late departure, day students should be off campus at their curfew. Ninth- and tenth-grade day students may stay on campus until 8:45 pm on Sundays-Thursdays without Dean approval for academic purposes such as group projects and extra help. Day students may return to campus 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 curriculum and our wellness 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 may be 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 guidelines outlined in this section:

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

Monday through Friday, Common Room Visitation is allowed from 8:30 am until 15 minutes before curfew.

On Saturday and Sunday, Common Room Visitation is allowed from 11 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 prohibited 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 substances. 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, including Massachusetts, for adults 21 and over 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 required to go on a Health Leave and/or be subject to an elevated response, up to and including 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 and Neurologic Medication Policy, which is available upon request from the Health Center.

Students taking prescribed controlled substances for a medical condition must take their medication on a dose-by-dose basis under the supervision of and at the Health Center. Students taking prescribed medications with psychotropic or neurologic effects that are not controlled substances may go to the Health Center weekly to pick up a one-week supply. It is the student's responsibility to go 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 Gambling & Betting

Most forms of gambling and betting in the state of Massachusetts are illegal for individuals under 21 and present a range of risks. On Deerfield's campus, gambling and betting—including virtual betting (Fan Duel, Draft Kings) and prediction markets—are prohibited for all students, regardless of age.

1.11 Theft

Theft—including using others' possessions without explicit prior permission—erodes trust. 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 log-in credentials), clothes, DoorDash order, bicycle, scooter, etc. may also be considered theft.

1.12 Vandalism

Purposeful destruction or damage to property will not be tolerated. Included in this rule is the expectation that students

will respect others' personal space and belongings. This includes but is not limited to the use of noxious spray and gases.

1.13 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 present a significant safety risk and is prohibited.

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

1.14 Weapons and Dangerous Materials

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

1.15 Use of Physical Force and Threats

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

1.16 Keys, OneCards, Unauthorized Access

Unauthorized entry or the unauthorized use or possession of an Academy key or OneCard 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 (via DAinfo) immediately if lost or stolen. Replacement cards can be procured from the Finance or Security Office; there is a \$25 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.

1.16.1 Locked Doors

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

1.17 Fake IDs

Possession, distribution and/or use of false forms of identification—including but not limited to any altered, borrowed, or illegally obtained identification document used to misrepresent one's age or identity—is illegal and prohibited.

1.18 Repeated Failure to Meet Obligations & Expectations

Students are expected to be present, engaged, and communicative at all times and, specifically, when it comes to academic obligations, required meetings, and other required and/or expected responsibilities. A continued accumulation of minor infractions or incidents of personal misconduct—including the accumulation of Accountability Points, particularly reaching Level III Limits for a second time—demonstrates a pattern of behavior inconsistent with these expectations.

1.19 Behavior Inconsistent with Community Standards

Students who display behavior that is disrespectful, rude, reflects poorly on the Academy, or otherwise runs counter to the school's expectations, may face action up to and including dismissal. This includes persistent patterns of conduct that, while not amounting to harassment, bullying, or threats, nonetheless undermine the values expected of all community members.

2 PERSONAL CONDUCT

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 their obligations. Families should not schedule medical appointments, vacations, college visits, or other events that conflict with academic commitments, or assessments. 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 grading 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 (or portions of 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.

Please note that teachers are not expected to provide remote access to class meetings if a student is absent for any reason. Students are expected to stay current with course assignments and work with their teachers to stay as current with their work as possible.

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 8:30 am; absences for any other reason should be communicated 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 visit and severity of any illness. If a class is missed, students

should communicate with their teachers about their absence. 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, physician, or athletic trainer. In such cases, students are expected to communicate with their cocurricular supervisors and/or coaches. 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 Non-Medical Excuses

Students are permitted to miss a maximum of eight (8) combined class days for Pursuits of Excellence, College Visits, or other approved reasons each academic year (no more than six days missed per term).

Partial days, missing at least one class period, are considered full days (i.e., missing one or two classes on three separate days is considered three days of the eight-day maximum), so students should make requests with this calculation in mind.

Exceptions to the eight-day limit must be approved through the Academic Affairs Office. Requests must be received at least three (3) days prior to the event. Late requests result in four APs. All requests must go through the appropriate form on DAinfo via e-signout and be approved by the Academic Affairs Office (approves Pursuits of Excellence), College Advising Office (approves College Visits), or Student Life Office (approves other reasons for absences).

A student's parent or guardian must contact the Student Life Office via email or phone for any plans that prevent the student from attending a required event (class, meal, meeting,

cocurricular). Approval of any Request to Miss Classes cannot be granted until this permission is in place. To ensure timely approval of requests, students should ensure that their parent or guardian contacts the Student Life Office as soon as possible.

Students are responsible for informing their teacher(s) of their upcoming approved absence(s) and arranging to make up missed work. If a student's absence falls near or during the last two weeks of the term, they should also be aware that they must complete all their class work by the end of the term (incompletes will not be granted for College Visits, Pursuits of Excellence, or Other Requests to Miss Classes).

2.1.7.3 Pursuit of Excellence

A Pursuit of Excellence request is a request to miss classes for a non-school-sponsored event that furthers a student's desire to seek improvement in an avocation. To be eligible to petition for a Pursuit of Excellence, students must:

- Remain in good academic standing
- Maintain solid citizenship
- Demonstrate extraordinary accomplishment in their areas of excellence
- Receive invitations to pursue extraordinary opportunities

In petitioning, students must establish:

- In what 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
- That there is no way to engage in the opportunity without missing school

A Pursuit of Excellence form must be filled out at least three (3) days in advance and, ideally, ten (10) days prior to the event. The Academic Affairs Office reviews all requests and consults with advisors and department chairs as needed. Students should note that partial days missed are considered part of the eight-day tally and plan accordingly.

2.1.7.4 College Visit

A College Visit is a request to miss classes to visit a prospective college for a tour, overnight visit, or co-curricular recruitment (official or unofficial). College Visits are approved through the College Advising Office for 11th and 12th graders. Prior to 11th grade, the request goes to the Student Life Office as outlined below.

2.1.7.5 Other Request to Miss Classes

The “Other” or simply “Request to Miss Classes” category is used for all other (non-health related) requests to miss class. Requests in this category may include family events, such as weddings and funerals, college visits prior to 11th grade, religious observances, job/internship interviews, etc. The Student Life Office reviews these requests.

Please note that the Request to Miss Classes Form is not intended for medical absences or family emergencies. Any absence related to medical issues (such as doctor’s appointments, injury, surgery, or chronic illness) must be approved through the Health Center. Parents or guardians are asked to call the Health Center directly (413-774-1600) to discuss their child’s plans. For emergencies (such as the passing of a family member) that will affect a student’s attendance, please call the Student Life Office (413-774-1452).

2.1.7.6 Religious Observances

Students missing classes or assignments for religious observances should inform teachers in advance. Teachers should set a reasonable schedule for completion of missed assignments and/or assessments. When students have multiple assessments during a period of religious observation, 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 a 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.

Advisors and members of the Student Life Office are available to discuss gender, cultural, religious, or other alternatives and accommodations.

2.2.1 Academic Dress:

All Deerfield students must wear:

A blazer or sportscoat (with lapel)

An appropriate top layer

- Collared shirt
- Blouse
- Dress

An appropriate bottom layer

- Pants
- Shorts
- Skirt
- Dress

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, and athletic attire.

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.

Hats should not be worn in buildings other than the Athletics Complex.

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 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

Sit-down meals at Deerfield are a vital community-building tradition and thus are required.

STUDENTS SHOULD ARRIVE ON TIME.

- Upon arrival at the dining hall, students should wait in the lobby until the 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—not in the Employee Dining Room.

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.
- Hats are prohibited.

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 the Director of the Dining Hall upon receiving their assignment so a different arrangement, if appropriate, can be made.

GUIDELINES FOR WAITERS:

- 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.
- First waiters must line up in the order in which they are called. Cutting the line is prohibited and may result in additional waiting responsibilities or other consequences, as determined by the Director of the Dining Hall and/or the Dean of Students.

- 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 waiting cart.
- If a waiter is not present for any reason, or cannot wait, the next student on the table roster is their substitute.

EMPLOYEE DINING ROOM:

- The Employee Dining Room is meant for employees and their families. Students should not eat meals there unless they receive explicit permission from a program leader and/or the Student Life Office.

DISHES:

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

2.4 School Meeting and Academy Events

School Meeting and Academy Events are important opportunities for community engagement and learning. Students are expected to be present and engaged for any School Meeting or Academy Event. Agendas for School Meetings vary in content and tone. Students should be able to appropriately manage and shift their reactions as presentations differ in purpose and content.

To demonstrate respect for presenters, performers, and/or speakers, students should:

- Arrive on time.
- Put away all screens, devices, and schoolwork. Phones, laptops, and iPads are not permitted in the audience.
- Listen attentively, avoid side conversations, and stay awake.
- Participate appropriately when invited to do so.
- Avoid behavior that distracts from the presentation or interferes with the experience of others.

2.5 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.

Nicotine free pouches and other nicotine-free alternatives (such as herbal vaporizers) designed to mimic nicotine use are prohibited and could result in drug testing, per the school policies.

2.6 Cell Phones, Earbuds/Headphones, and Smart Glasses

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

With the exceptions of off-campus travel, independent exercise in the Fitness Center, and running for exercise, boarders' cell phones must remain in their dorms at all times. Day students' phones must remain in a friend's room, a locker, car, with Security, or in the Student Life Office. Earbuds/headphones should not be worn during the cell phone free periods or 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 available for pickup in the Student Life Office after 2:50 pm the following academic day. Repeated confiscations will likely receive a formal response from the Student Life Office.

The Academy offers additional structures for ninth and tenth graders. Details can be found under Study Hours, Quiet Hours (2.11).

Wearable glasses, goggles, and virtual reality headsets (like Meta Glasses, Vision Pro goggles, Meta Quest, etc.) are not permitted anywhere on campus, including in dormitories.

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

Students are required to provide their cell phone 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.

2.7 Fundraising and Sales

The Academy maintains relationships with a small number of 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/mailling 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.

2.8 Student Advocacy, Action, and Protest

2.8.1 Off-Campus

In responding to student requests for participation in political and social cause advocacy, Deerfield is guided by its institutional commitment to nonpartisanship, open inquiry, and freedom of expression, by the policies in our Student Handbook, and by student safety.

To this end, the school does not sponsor, condone, or support—via school resources like transportation, publicity, and staffing—off-campus advocacy, action, or protests.

As with any off-campus activity, students are expected to follow all procedures, rules, and expectations (for attendance, travel, and sign-out, for example) listed in this Student Handbook. The consequences for a failure to follow those expectations can also be found in this Student Handbook.

To preserve the school's non-partisan stance and to promote an environment where diverse viewpoints are openly exchanged, off-campus advocacy for and protest against specific social causes should take place under the care of approved adults who are not school employees.

2.8.2 On Campus

Deerfield's approach to on-campus advocacy, action, and protest is guided by the same priorities that guide our off-campus policy and also by our Conscientious Speech and Expression Policy. Venues like The Forum and Open Table seek to surface a diverse range of ideas and to respectfully test those ideas against others that might differ or offer a new perspective.

Beyond school-sponsored initiatives like these, Deerfield does not dedicate resources to on-campus social advocacy, action, or protest. This includes announcements, meetings, materials and supplies, and staffing. Students who wish to express their views and act on behalf of those views should do so through approved channels like those named above and in accordance with the Conscientious Speech and Expression Policy.

All students are prohibited from engaging in independent social advocacy and protest efforts that disrupt or threaten to disrupt school operations.

2.9 Campus Speakers

In support of robust dialogue and the free exchange of intellectually diverse viewpoints, Deerfield invites speakers to campus each year. Our policy for these invitations is grounded in the values of courageous expression, intellectual diversity, and non-partisanship outlined in the *Framework for Schools*. When speakers visit our campus and share their perspectives, we create learning opportunities for students to practice the habits

of mind required for respectful listening, independent thought, and open-minded discourse.

Our visiting speakers often share their expertise on public issues. Some of the issues and perspectives they discuss with students in classrooms or on our stage have clear counterpoints or alternative arguments. Other, and often more nuanced issues, do not. While the Academy attempts to present a range of perspectives, this is not always feasible. Deerfield Academy does not promote or endorse any singular perspective, and our speakers do not represent the views of the school.

2.10 Alliances, Clubs, and Groups

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

- 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
- permission to fundraise

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 Director of Student Engagement, 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.

2.11 Use of Academy Resources

2.11.1 Logos, Photos, and Other Intellectual Property

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

2.11.2 Computers

The Laptop and Accessories Use Agreement and the Technology Acceptable Use Policy govern student usage of computers, networks, and technology on campus.

2.11.3 Wireless Network

When on campus, students should access the internet only through the Academy's wireless network. Use of VPNs presents security risks and is prohibited.

2.12 Library Use

As a shared academic resource, the Boyden Library relies on mutual respect and responsible use. Library spaces are used for class, meetings, individual study, and collaborative work. Librarians provide research support by helping students locate sources, develop research strategies, answer citation questions, troubleshoot database access, and use library technology and equipment. While using the Library, students are expected to contribute to an environment conducive to study, be mindful of others, and leave spaces tidy. Students whose behavior repeatedly distracts others or interferes with the intended use of the library may be asked to relocate or leave the space, and ongoing disruptive behavior or inappropriate use of the space may lead to temporary or long-term loss of library privileges.

2.12.1 Library Noise Zones

Boyden Library utilizes three Noise Zones. Outside of class time, students should select the most appropriate floor for their planned use of the space. Students may be asked to move to

a different floor if their activity is not aligned with the Noise Zone for that area.

- Second Floor = Silent Study: This zone is for focused, individual work.
- First Floor = Quiet Shared Study: This zone is for quiet conversation and independent work.
- Lower Level = Collaborative Study: This zone is for group work and discussion.

2.12.2 Community Time

Community Time is an opportunity for students in the library to study, read, and meet with peers. Students should keep voices at a reasonable level for the Noise Zone and remember that the library remains an academic space during this period.

- If the number of students exceeds the capacity of a given area, students may be asked to find alternate spaces.
- All food, beverages, and trash must be disposed of properly.
- Large furniture should not be moved and wheeling chairs and desks should be returned to their original location.

2.12.3 Evening Study Hall

During evening study hall, juniors and seniors/PGs may use the library for academic purposes. Video games and other non-academic pursuits are prohibited during Study Hours. Ninth- and tenth-grade students may only access the library for collaboration on group projects during the first hour of Study Hall, if supervised by their teacher.

2.12.4 Library Spaces

- Rooms and study carrels are available on a first-come, first-served basis.
- Student Alliances, clubs, and groups should ask faculty advisors to reserve meeting/event space.
- Students are not permitted to drop off their belongings unattended as a means of reserving tables or study rooms.

- The library's iLab in Room B11 is a space for creating two-dimensional projects for both academic and personal use. Materials may not be removed from the iLab, and students are expected to clean up after themselves.

2.12.5 Borrowing Library Materials

Students can borrow library materials including books, magazines, technology equipment, Art Bins, and other resources by checking items out from the Circulation Desk. Library materials must be returned by their due date or renewed if additional time is needed. Borrowed chargers/power cords can only be used in the library.

2.13 Study Hours, 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. 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.)

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.

Quiet Hours are in effect Sunday through Thursday from 9:45 pm until the start of classes the following day.

Ninth-grade lights and devices (including tablets, phones, and computers) must be turned off by 10:30 pm, and, at this time, cell phones must be turned in to the on-duty faculty member in the dorm. Students can retrieve their phones starting at 5:30 the following morning.

Tenth-graders must be in their rooms for the night at 10:30 pm, and, at this time, cell phones must be turned in to the on-duty faculty member in the dorm. Students can retrieve their phones starting at 5:30 am the following morning.

2.14 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 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.

Likewise, students should recognize that their dormmates, dorm faculty, and housekeeping staff will have varying degrees of comfort with undress and nudity. Students should take special care to be clothed in shared residential spaces.

2.14.1 Empty or Open Rooms

On occasion, dormitories may contain rooms that are unassigned, empty, or await the return of a student who is away. In general, empty rooms should be locked and considered unavailable.

Some dorms may have assigned day student rooms. Day students must communicate with the Residential Head about gaining access to that space.

2.15 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. Students spending the night must ask and receive permission from the faculty on duty in both the visitors' and the hosts' dorms. The on-duty faculty will communicate with one another to approve or deny this request.
- If the sleepover is approved, both students must have a note on their doors acknowledging the sleepover. Copies of this pass must be posted on both the visitor and host doors.
- 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.
- 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. Potential guests' age, school enrollment, and relationship to the host will be considered in approving or denying the request. The forms are available in the Student Life Office and must be submitted by Wednesday before the weekend visit.

2.16 Dormitory Room Guidelines

Boarding students should treat their dorm rooms with care, noting that a peer will occupy that space in the upcoming year. Families may incur an end-of-year charge for damage to the room beyond the normal “wear and tear.” With this in mind—and out of respect for the community members who tend to rooms after students depart —the following requirements are in place:

- Peel-and-stick wallpaper is prohibited in student rooms.
- Students may not use adhesive to hang LED lights. Students who do not comply with these rules will be charged for any related repair.
- The following items are not permitted in student rooms, including but not limited to: refrigerators, 3D printers, laser cutters, offensive or threatening posters/pictures, references to drugs and alcohol, toasters, toaster ovens, coffee makers, hot pots, ice makers, rice cookers, blenders, water kettles, candles and candle warmers, 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 on “Fire Code”) 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.

2.17 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.

2.18 Guests, Service Providers, and Family Visits

Students wishing to host daytime 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.

2.19 End of Workday and Adult Availability

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

After 4 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.

2.20 Deliveries

To help ensure campus safety, DoorDash, UberEats, and other deliveries must be directed exclusively to Chen Health Center vestibule outside Campus Safety and Security no later than 15 minutes before curfew. Drivers should be directed to 53 Old Main Street. Use of false names and/or delivery directly to the dorm or a different on-campus location will likely result in a formal response from the Student Life Office.

Packages sent to Shipping and Receiving should be picked up in a timely manner.

3 LEAVING CAMPUS

3.1 Definition of Campus

Deerfield Academy has an Upper and Lower Campus.

Upper Campus is the perimeter around Academy buildings. Upper Campus also includes Old Main Street to the convenience store.

Lower Campus extends west to the Deerfield River, north to Round Pond Road (the Large Loop), east to Routes 5&10, and south to Wells Cross Road. Non-employee private residences—even within these limits of campus—are considered “off campus.”

Destinations on Pine Nook Road, The Rock, Richardson’s, Bittersweet Bakery Café, and the Williams Sugar House are considered “off-campus” and require sign-out.

After 7:45 pm, students are not allowed beyond Upper Campus without permission.

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, the Associate Head of School for Student Life, or the SOC. Use of any motorized vehicle also requires a helmet.

The use of ride-sharing services (e.g., Uber, Lyft) is only permitted when students are traveling to and from campus for school breaks and only in accordance with company policies.

The Academy recognizes that families may choose to utilize authorized ride-sharing services designed for minors, such as Uber Teen and Lyft Teen, where permitted by law and consistent with Academy policies.

Use of any ride-sharing service is voluntary and is solely the responsibility of the student’s parents and/or guardians. The Academy does not arrange, supervise, monitor, endorse, or assume responsibility for any transportation provided by a ride-sharing service or its drivers.

Parents and/or guardians who elect to authorize their student to use a ride-sharing service must establish and maintain the student's account in accordance with the ride-sharing provider's requirements and ensure that all applicable eligibility requirements, terms of service, and safety features are followed. 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.

3.3.2.1 Student Activities Travel

The Student Life 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 11:59 pm on the Wednesday prior to their proposed 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 am will receive four Accountability Points.
- After 9 am Friday, all requests for overnights should be directed 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 Limits, their weekend privileges may be revoked, and/or they may be subject to a formal response from the Student Life Office.

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 must secure permission from their Class Deans and Security.

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, inns, or other overnight accommodations such as Airbnb, without adult supervision, even with parent/guardian permission.

4 HEALTH AND SAFETY

4.1 River Safety

Access to the River is permitted only during daylight hours before 7:45 pm 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. Students may only access the River via Lower Campus (as defined in 3.1).

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.
- Diving is not allowed.
- 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 address these situations with required counseling, meetings with advisors, and discussions with parents/guardians.

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).

When an employee learns of any allegations of unwanted sexual contact and/or sexual contact involving underage students, they must report it to the Associate Head of School for Student Life or the Dean of Students, who may consult with and/or file a report with the Department of Children and Families. Students who experience or become aware of unwanted sexual contact and/or sexual contact involving underage students are encouraged to seek out a trusted adult.

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 (prior to the school suspecting or learning that a student has engaged in prohibited behavior). 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 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 as confidential as possible.

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.

Per the discretion of the Director of Medical Services, the Health Center will administer a breathalyzer test and/or collect a urine, blood, hair or saliva sample to screen for alcohol, drugs or other substances. Students will be required to inform their parents/guardians of the Sanctuary event. In addition, they will undergo an assessment by a certified substance abuse counselor. The written assessment by the certified substance abuse counselor will be forwarded to the Director of Medical Services for review. At least 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 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, Student Life Office, or a trusted adult, any other student(s) who might be struggling with ongoing use and/or abuse of 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 Community Concern

Similar to Sanctuary, Community Concern offers a way for individuals within the community to care for one another—particularly when it is unclear where to turn. Concerns about a student can be shared confidentially with Counseling by anyone in the community, including peers, Peer Counselors, Proctors, faculty, staff, parents, or others connected to Deerfield. The identity of the individual who shares a concern is always kept confidential.

A Community Concern may be submitted when there is worry about a student's health, mental well-being, social interactions, or when something simply feels off and a student needs support.

Concerns can be shared in several ways: by emailing the Director of Counseling, visiting the Health Center to request a conversation with a Counselor, approaching a Counselor on campus, or—during urgent situations after hours—calling or visiting the Health Center to speak with the Counselor on Call. Students can also speak with a trusted adult.

Once a concern is received by Counseling, the student's existing support network is reviewed, along with the nature and urgency of the concern. If the student is not already well known to Counseling, a trusted adult may be contacted to gather additional context. Based on this assessment, appropriate next steps are identified. These may include meeting with the student, consulting with campus adults, or contacting the student's family. To maintain confidentiality and privacy, updates are not provided to the individual who submitted the concern.

4.8 Drug and Alcohol Testing & Assessments

To help ensure the health and well-being of our students, the Academy reserves the right to require drug and alcohol testing, which may include a breathalyzer test, and/or collect a urine, blood, hair or saliva sample to screen for alcohol, drugs or other substances. Any time such testing is required by the Academy, refusal to submit a specimen will be interpreted as a positive result.

In the case of a positive result, regardless of the reason for testing, a student will undergo an assessment by a certified substance abuse counselor. The written assessment by the certified substance abuse counselor will be forwarded to the Director of Medical Services for review.

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. This may include a recommendation for continued support by a licensed counselor. If the Health Center cannot support the students' medical needs and/or is significantly concerned about their health and safety additional outside resources and/or a Health Leave may be required.

DRUG TESTING FOR SUSPECTED USE

- When employees suspect that students, due to their behaviors or circumstances, have been drinking alcohol or using drugs or other illicit substances, Deans or their designees may bring the students to the Health Center to administer a Breathalyzer test and/or collect a urine, blood, hair or saliva sample to screen for alcohol, drugs or substances. Further, a test may 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, but parents/guardians will be notified that a test was conducted.

- 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 appears to have 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. 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.

TESTING AFTER VIOLATING THE DRUG AND ALCOHOL POLICY

- Students who are found to have violated the school's Drug and Alcohol Policy are subjected to periodic and unannounced drug and alcohol testing thereafter. This testing is intended to support students in making healthy choices and to help them remain accountable.
- Testing will occur at an interval to be determined by the Dean of Students; including but not limited to upon return to school after being off campus or on school break.
- Testing does not require the consent of parents/guardians, but parents/guardians will be notified that a test was conducted.
- 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 appears to have 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 second Major School Rule violation for Alcohol and Drugs (1.9). 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.
- A positive test result from alcohol or drugs consumed off campus, including over school breaks, is also considered a Major School Rule Violation.
- The duration of the prospective testing period will be determined by the Dean of Students.

DRUG TESTING DUE TO ONGOING CONCERN

- When, in the opinion of the Student Life Office, a pattern of behavior or circumstances raises significant concern that a student may be abusing drugs or alcohol, the Dean of Students may require drug or alcohol testing, even in the absence of a specific report or observed use.
- Testing typically involves a baseline test for drugs and alcohol followed by random testing as described above.
- Testing does not require the consent of parents/guardians, but parents/guardians will be notified that a test was conducted.
- A positive result on the baseline test will not incur a formal Student Life Office response, but the Dean of Students will be notified.
- In the case of a positive result, students will be subject to periodic and unannounced drug and alcohol testing thereafter. Evidence of continued use of drugs or alcohol on subsequent random testing will be considered a violation of a Major School Rule.

DRUG TESTING FOR HEALTH 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.

- Testing does not require the consent of parents/guardians, but parents/guardians will be notified that a test was conducted.
- 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. If the Health Center cannot support the students' health needs and/or is significantly concerned about their health and safety, additional outside resources and/or a Health Leave may be required.

4.9 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.

4.9.1 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 proceedings. The Academy reserves the right to conduct proceedings even in a student's absence.

4.9.2 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 and/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 and determined by the Associate Head of School for Student Life 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 off-campus healthcare providers. 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.

4.10 Letters of Support

When a student exhibits health-related behaviors that do not rise to criteria for a Health Leave but are nonetheless disrupting their educational experience, the Associate Head of School for Student Life, Director of Medical Services, and if appropriate the Director of Counseling may develop curricular, extracurricular, residential and/or therapeutic requirements that support a student's health and wellbeing while they continue to attend the Academy and/or during an upcoming school break. The Academy's concerns and requirements would be summarized in a Letter of Support and sent to the student and their parents/guardians. If a student cannot adhere to these expectations, a Health Leave may be required. Please note that a Health Leave may be required or requested at any time and does not require a precedent Letter of Support.

4.11 Personal Property

4.11.1 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.

4.11.2 Bicycles, Scooters, and Other Micromobility Devices

Other than electric bikes, electric scooters, electric skateboards, and one-wheels, motorized bicycles and scooters are prohibited on campus. Any student who wishes to operate an electric micromobility device must first receive approval from the Student Life Office. Approval will depend on the maximum speed of the device.

If a student fails to register their approved electric micromobility device with the Student Life Office, does not exercise good judgment while riding (i.e. one rider at a time, maintaining a safe speed, etc.), and/or does not adhere to helmet and storage and charging requirements, the device will be confiscated, and the student will likely lose the privilege of using a micromobility device on campus.

Repeated violations or confiscations will likely result in a formal response from the Student Life Office and could lead to a permanent loss of micromobility privileges.

All micromobility devices should be charged outside of dorm rooms and using an outdoor charging port or a basement outlet.

All bikes, scooters and other transportation devices should be registered with the Safety and Security Office. Registration facilitates recovery if bicycles are lost or stolen.

4.11.3 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.

4.12 Fire Precautions and Drills

4.12.1 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.

4.12.2 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. Students should refer to the following requirements:

4.12.2.1 Wall Hangings

- One bulletin board no larger than 2 feet x 3 feet is permitted.
- Student may have four uncovered paper decorations (maximum size 2 x 3 feet).
- One nylon, plastic, or cloth wall hanging no larger than 3 feet x 5 feet is permitted.
- 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.

4.12.2.2 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 comply 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 (regardless of bulletin 117 compliance).

4.12.2.3 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.

- The following items are prohibited in student dorm rooms: Air conditioners of any kind (window/portable); incandescent string lights (i.e., holiday, decorative); lava lamps, wax melters, candle heating lamps/melters; halogen lamps and other high intensity lamps in excess of 100 watts
- Irons are permitted for use in common rooms only.
- Blow dryers and flatirons are permitted but should be unplugged immediately after use.
- LED string lights are permitted.
- 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.

4.12.2.4 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 Residential Heads 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 the Residential Head.

Upon notification, the student must correct the problem immediately. The Residential Head 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 including but not limited to a Letter of Reminder or Letter of Warning depending on the nature and frequency of the violation.

4.13 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, seven 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, and/or their designee, 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

At Deerfield, we hold students to a high standard—and we expect them to adhere to, among other rules and expectations, 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, standards, and Major School Rules. Though it can occasionally serve a fact-finding function, 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 may be required to meet with the Community Values Council.

The Community Values Council is composed of the following:

- Dean of Students (for potential non-academic infractions) or Dean of Studies (for potential academic infractions), either of whom chair 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.

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 conduct an investigation and/or engage a third party to investigate the matter. In such instances, the Dean of Students may share the third party's findings with adult members of the CVC.

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. 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 an escalation to 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 Interim Measures

In cases involving reports of sexual misconduct, harassment, physical violence, or threats, 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 the involved students without premature assignment of responsibility or any assumption of guilt.

5.3 Evidentiary Standard

Deerfield uses the “preponderance of the evidence” standard in its Community Values Council meetings. This means that the greater weight of the evidence supports that an event or certain conduct occurred.

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.

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 Commencement Participation

Seniors who fail to meet their academic obligations during spring term may lose the privilege of participating in Commencement exercises.

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 participate in Commencement exercises

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 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.

To help ensure seniors' positive finish to the year, the Dean of Students will put the following policies into effect. This typically occurs within three weeks of Commencement.

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

- are found to have violated a Major School Rule.
- have not fulfilled the academic requirements for graduation by the deadline for submission of senior spring term grades.

Students who have forfeited the privilege of being on campus during Commencement Weekend must depart by 5 pm on the Friday of Commencement Weekend.

During the 48 hours preceding Commencement, time constraints may preclude the convening of a Community Values 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 these circumstances, the Head of School, at his discretion, may choose to delay the awarding of diplomas. 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 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 Director of Academic Support, the Dean of Academic Affairs, the Class Deans, the Associate Head of School for Student Life, the Dean of College Advising, the Director of Student Engagement, the Director of the Arts, the Director of Medical Services, the Director of Counseling, and the Director of Athletics, and the Director of the Arts. 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.

5.7 Accountability Points (APs)

The Accountability Point values include but are not limited to the following:

- Lost key (not keycard): 4
- Late sign-out form: 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
- Sit-down meal: 2

- School Meeting or other required meeting: 2
- Repeated Security calls for room lockout: 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.

5.7.1.1 LIMITS

Accountability Points 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 pm on Saturday
- Weekly meetings (4) with their Class Dean and/or Advisor.

Additional adult support 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.

5.8 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.

5.8.1 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 or gaming system
- Requirement for early check-in
- Loss of privileges to study outside the dormitory
- Assignment of Friday restrictions

5.9 Appeal Process

If students feel that the Community Values Council process was

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

If an appeal is granted, the 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 input from the Committee.

5.10 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

Though Deans and members of the Community Values 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.

Students' comportment—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 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 and an elevated response.

6.1.2 Warning

At the recommendation of the Community Values 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 an escalation to Disciplinary Probation.

6.2 Disciplinary Responses

6.2.1 Probation

At the recommendation of the Community Values 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 may include 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.

While on Probation, violation of a Major School Rule would likely result in another meeting with the CVC and likely 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 Plan to the Dean of Students. Based on 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.

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 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 varies.

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 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.

6.2.3 Dismissal

In rare cases of flagrant and egregious behavior, students may be dismissed or required to withdraw from school. Students may also be dismissed for violating the terms of their existing Warning, Probation, or Enrollment Review status.

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 must 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

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.

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 Health 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 or that employee is creating a hostile educational environment, 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 and Anti-Bullying Policy 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, or hazing.

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, cyberbullying, 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. Cyberbullying 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. Cyberbullying 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, and/or a meeting with 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. She 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 she 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. She 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 her investigative findings, on the appropriate action. In Formal Proceedings, she will refer the matter to the Community Values Council for findings. In this instance, the processes set forth in Section 6 shall govern the proceedings.

The Dean of Students and/or the Community Values Council 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.