# I. PRINCIPLES OF COMMUNITY LIFE

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I. PRINCIPLES OF COMMUNITY LIFE

A. Membership in the Simon’s Rock Community

A student’s membership in the Bard Academy at Simon’s Rock community is a privilege, not a right. Initially, the Office of Admission grants this privilege based on its assessment of prospective students’ past performance, and of their potential to benefit from and contribute to Simon’s Rock. Continued membership in the Simon’s Rock community is earned through acceptable behavior and accomplishment, both in and out of the classroom.

Leaders of the Simon’s Rock community share a common concern for the individual, as well as for creating an environment in which learning and the advancement of knowledge may be pursued through free inquiry. They understand that each member of the community has certain rights and responsibilities, and that those rights and responsibilities are fundamental to this community.

While individual rights are important at Simon’s Rock, the Academy retains the right to determine what student behavior and possessions are appropriate here. Therefore, authorized Academy personnel may enter any space owned or leased by Simon’s Rock, including student living units, at any time for the following purposes:

- To respond to emergencies
- To ensure personal safety
- To maintain acceptable health and safety standards
- To establish order
- To perform routine maintenance, scheduled or unscheduled
- To secure buildings during vacation and break periods

Authorized Security or Student Affairs personnel also may search a student’s living unit, vehicle or belongings – whether or not the student is present – if there is reason to believe a violation of Academy, state or federal regulations exists. Such searches will be conducted following well-established protocol.

In keeping with both Academy and community standards, each student is expected to read and abide by the principles and policies outlined in the most recent edition of this Student Handbook. This important document is published annually, in August, via the Academy website, where it is available to all students, parents, guardians, faculty and staff. The most recent online edition supersedes any previous version.

The Academy communicates with students via their assigned Simon’s Rock e-mail address, and/or through printed documents delivered to their assigned mailbox in the Livingston Hall Student Union. Students are expected to check their Simon’s Rock email and mailbox daily, and to manage their accounts accordingly.
The Academy reserves the right to change its policies and procedures at any time. Whenever this occurs, the campus community will be notified of such changes via campus email. The Provost of Bard College and Bard Academy at Simon’s Rock, or his or her designee, has the right and authority to revoke a student’s membership in this community if that student fails to meet and abide by the social and academic expectations required to continue studying at the Academy. For additional information on the relationship with Bard and the authority of the Provost of Bard College and Bard Academy at Simon’s Rock, see Oversight and Delegated Authority, below.

B. Valuing Diversity

Bard Academy at Simon’s Rock does not discriminate in admission, employment, education or services on the basis of race, color, sex, creed, age, gender identity or expression, sexual preference, religion, national or ethnic origin, disability, marital status, genetic information, previous military service or any other class protected under state or federal law. As a program of Bard College at Simon’s Rock, Bard Academy policy is consistent with state mandates, as well as federal statutes and regulation, including but not limited to Executive Orders 11246 and 11375 as amended, Massachusetts Executive Order 74, Section 504 of the federal Rehabilitation Act of 1973, the Americans with Disabilities Act, Title IX of the Education Amendments of 1972, and Title VI and VII of the Civil Rights Act of 1964.

The Academy, likewise, expects that no member of the Simon’s Rock community will discriminate against any other member – or any member’s guest’s – based on any of the above traits. We see all community members as interdependent, yet functioning in roles that are far from interchangeable. We believe in respecting members of the Simon’s Rock community for their differing abilities, differing backgrounds, and differing contributions. We also believe that these differences can successfully mesh for a greater common good.

Within our diverse community, members will disagree from time to time. The Academy expects that such disagreements will be addressed peacefully, through discussion and debate, rather than through force or confrontation. Therefore, while the Academy seeks to ensure the rights of all to express themselves in words and actions, it also prohibits behavior that infringes on the rights of others or that digresses from the Academy’s educational mission and purpose.

Simon’s Rock administrators and staff are committed to challenging longstanding societal assumptions in order to create an enriched community in which all ranges of opinion and belief can be expressed and debated, within behavior permitted by public law and consistent with the Academy’s mission and regulations. Toward that end, administrators and staff have created structured situations to promote inclusion, especially of voices from groups traditionally underrepresented on independent school campuses. These learning situations include but are not limited to:

● Writing and Thinking Workshop/Orientation
● Diversity Day Teach-In — a day when regular classes are replaced by mandatory
workshops led by students, staff and faculty
- Du Bois Lecture Series

Free Expression Policy

The Academy is deeply committed to having faculty, staff and students engage in free inquiry and speech in the service of the Academy’s educational mission, as described in the Statement on Academic Freedom in the Faculty Handbook and available at the Office of Academic Affairs. All members of the Simon’s Rock community have the right to express their ideas freely, both orally and in writing, provided that their method of expression does not violate any other rights affirmed by this document.

Any member of the Academy community may publish and distribute without interference, as long as publications and posted materials clearly identify all authors and such publications or distributions do not violate Academy policies. While members are not subject to prior restraint, they shall be held accountable for erroneous, malicious, or libelous statements or for violations of any other right affirmed by such documents.

In the classroom, discussion of controversial issues should and will occur. Although provocative material or language may at times lead to student feelings of discomfort, these feelings will not necessarily indicate the existence of discriminatory harassment or discrimination.

Response to Discrimination

Because the Academy takes allegations of discrimination or discriminatory harassment seriously, we will respond promptly to complaints; where it is determined that such inappropriate conduct has occurred, we will act promptly to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action where appropriate.

Any retaliation against an individual who has complained about discrimination or harassment, or retaliation against individuals for cooperating with an investigation of a discrimination or harassment complaint, is unlawful and will be investigated as a separate incident of harassment.

Students should address questions or concerns about the Academy’s nondiscrimination policy to the Assistant Dean of Student Affairs, Mark Mirasol (413-644-4292), Simon's Rock Title IX Coordinator, Leslie Davidson (413-528-7245), or Deputy Title IX Coordinator Sue Lyon, (413-644-4282). For information related to sexual discrimination, sexual harassment, or other sexual misconduct, see the Sexual Misconduct section of this policy or contact any of the sources noted above.

- The Department of Education's Office for Civil Rights, 617 - 289-0111
- The Equal Employment Opportunity Commission, 800-669-4000
- The Massachusetts Commission Against Discrimination, 413-739-2145
Individual Privacy

Bard Academy at Simon’s Rock may disclose, without consent, “directory” information to select third parties. Third parties include but are not limited to the following:

- Prospective employers
- Other institutions of secondary or higher education
- Honor societies
- Licensing agencies
- Government agencies
- Lending agencies
- Insurance companies

The Academy has designated the following as directory information:

- Student name
- Address (home and email)
- Hometown
- Home telephone number
- Major or field of study
- Date and place of birth
- Full or part-time status
- Class year (e.g. 10th grade)
- Dates of enrollment
- Date of graduation (past or anticipated)
- Graduation information as published in the Simon’s Rock commencement program
- Academic awards and honors
- Most recent previous educational institution attended
II. RESIDENTIAL LIFE

Much of the student experience at Simon’s Rock revolves around time spent in the residence halls. For this reason, and because of its status as a preparatory boarding school, Bard Academy at Simon’s Rock is primarily residential in nature.

This residential character permits and encourages students to combine experiences inside and outside the classroom in support of their full personal development. Students who live off campus also are expected and encouraged to take part in activities that are central to the Academy and to the Simon’s Rock experience.

All students living on campus, and their guests, are subject to the Academy’s residential life policies. These include information in this Student Handbook as well as that in all opening, closing, break, and vacation notices, and other notices sent to all students, or to specific occupants of a residence hall, via their Academy email account. Violations are prohibited.

NOTE: All active students, regardless of residence, are required to keep their local address and contact information current with the Student Affairs Office.

A. Housing Assignment

The Academy’s residence hall, Carriage House, offers two options for accommodations: double rooms and limited singles. Carriage House has live-in Academy staff. Select upper-class students from Bard College at Simon’s Rock also work as proctors in the residence hall.

The Academy reserves the right to assign and reassign housing at will. New students’ initial assignments are made by the Student Affairs staff, under guidance from the Assistant Dean of Student Affairs.

To be eligible for housing, a student must be in good standing with the Business Office and must pay the Enrollment Deposit on time. Social probation status also may affect housing assignments.

Room Changes

Students are assigned a room for an entire academic year. Occupying a residential unit without proper assignment – or changing occupancy without prior authorization from the Assistant Dean of Student Affairs – is prohibited. Students who wish to change rooms at the end of the first semester must submit a petition to the Assistant Dean of Student Affairs.

Students are expressly forbidden to exchange room keys, even when a legal exchange of rooms is involved. Students will be fined if they return a key other than the one assigned to them. Students who make unauthorized moves, or who fail to comply with any part of the Academy’s
room change procedure, will have to return to their original rooms. Unauthorized moves may affect future housing options.

**Housing Requirement and Exception**

Bard Academy at Simon’s Rock is a preparatory boarding school. All students must live on campus, with the following approved exceptions:

- Students who commute from the primary residence of a custodial parent or guardian.

Students who fail to leave campus by a publicized closing time, or who return before a publicized opening – without express permission of the RD on duty or other member of the Student Affairs staff – will be subject to disciplinary action and/or fines.

**Right to Assign**

The Academy reserves the right to assign and reassign space at will. The Academy reserves the right to assign students’ rooms to others for special programs and events during vacation and break periods, as needed. Students whose rooms are earmarked for temporary non-student use will be notified in advance and allowed to place their personal belongings in a designated storage area before leaving campus for a break or vacation.

**Dorm and Room Access**

Student rooms will be available at the opening of the school year, as publicized. Housing is provided for students only while the Academy is in session, and students are expected to vacate their assigned living units during all scheduled breaks.

During all breaks, the Academy residence halls close and students are expected to leave campus. They are required to vacate these residences by the date publicized in the Academic Calendar and may not return before the residence halls reopen. More detailed information is distributed in a memo to all students approximately two weeks before break begins.

All students are required to vacate campus for the duration of the December break, when all Academy offices and residences are closed.

**Unscheduled Arrival/Departure**

Students who fail to leave campus by publicized closing times, or who return before announced openings, without express permission of the Assistant Dean of Student Life, are in violation of Academy policy and subject to disciplinary action and/or fines. The fine for unauthorized early or late presence on campus is $100 per night at the start of semesters and during breaks, and $250 per night at the end of spring semester. Personal property left after departure time without permission of the Assistant Dean of Student Affairs will be considered abandoned, and discarded...
at will. For additional information about unscheduled departure, see Vacating Campus for Leave or Withdrawal, above.

B. Property and Room Maintenance

Academy Property

All students living in Academy residence halls are individually and collectively responsible for Academy property. Students are expected to report to a Residence Director any damage to their assigned rooms, to rugs, common rooms, hallways, bathrooms and other areas of the residence hall, whether accidental or not, so that immediate repairs can be made. In case of a facilities emergency, contact Security at 413/528-7291 (ext. 7291 from any campus phone).

- If damage to common areas or areas outside residence halls is not reported, and the person or persons responsible for the damage cannot be determined, all occupants of the building will be charged in equal proportion for repairs. A minimum charge of $25, or the exact prorated amount per occupant, will be assessed.
- Occupants found to be responsible for damage or loss will be fined, will be subject to other disciplinary actions, and may be required to pay restitution. Anyone who commits an act of vandalism will be fined in addition to being assessed the cost of the repair or replacement.

Student occupants should email to the Residence Director a report of damage, and/or of misplaced furniture, before leaving campus each semester, even if such damage or loss is the responsibility of others. Failure to file such a report will void a student’s right to exemption from payment once bills are issued. More specific information follows:

- Damage to Academy Property in Assigned Space. When the Academy assigns students to rooms, suites or apartments, it provides furniture that ranges from new to reasonably good condition. Students are expected to return the assigned unit and its furniture in a condition similar to the original, less reasonable wear and tear. Furniture returned in unsatisfactory or damaged condition (as determined by Academy staff) is strictly prohibited.
- Misplaced Academy Property in Assigned Space. When the Academy assigns students to rooms, suites or apartments, it expects all Academy-provided furniture to remain in the same living units. Students are prohibited from moving or removing these items, which may include beds, mattresses, dressers, chairs, and desks. At the end of an academic year, such relocation will require Academy staff to find and return inventoried items, which is labor intensive and costly. If these items cannot be retrieved in acceptable condition, occupants will be charged for each one.
- Damage to Academy Property Held in Common. All occupants of an Academy residence hall share the use of and responsibility for common Academy property in their building. Students are prohibited from damaging items in these spaces.
Academy property may include but is not limited to furniture, kitchen equipment, computers, and games. When damage occurs, Physical Plant and/or Student Affairs staffs will determine violations and assess assigned residents.

- Misplaced Academy Property Held in Common. All occupants of an Academy residence all share the use of and responsibility for common Academy property in their building. Students are prohibited from moving or removing such items from these spaces. Common property may include but is not limited to furniture, kitchen equipment, computers, and games. All assigned residents will be held accountable for misplaced common property. The Physical Plant and/or Student Affairs staffs will determine violations.

**Room Condition Reports**

At the beginning of each semester, Residence Directors complete a Room Condition Report for each student room and keep it on file. If a student moves out during the year, the room is re-inspected and any damage recorded on the Room Condition Report. All rooms are inspected at the end of each semester, and any damage beyond normal wear and tear is assessed to the student(s) who occupied that room.

All residents should notify the Residence Director in writing of any damage or loss that may incur a charge, even if such damage or loss is the responsibility of someone who is not a current occupant. Such notification should be made immediately, so that charges can be properly assessed. If written notification is not submitted before the last day of a student’s occupancy, that student and any roommates will be charged, without exception.

**Personal Property**

The Academy assumes no responsibility for theft of, loss of, or damage to a student’s personal property. For security, each student receives a room key, which can be replaced on request, for a fee. Students are encouraged to take appropriate steps to safeguard and insure their property. If loss or theft occurs, students should file a theft report with Security so that an official record is available.

The Academy may require that personal furnishings be removed from a living unit if, in the judgment of the Residence Directors, they pose a fire or housekeeping hazard. For example: waterbeds are not permitted because of the strain imposed on the building structure and the danger of water damage.

All personal furnishings and belongings must be removed from student residences when they are vacated at the end of the school year. Storage space is limited, and the Academy assumes no responsibility for theft of, loss of, or damage to any items stored anywhere on campus. The Academy does not provide long-term or summer storage for students’ personal property. Items left at the end of each academic year are considered abandoned property and will be donated to charity or discarded.
**Room Maintenance**

Rooms must be maintained in adherence with health and fire safety standards. Stale food, dirty clothing, and accumulations of trash create conditions detrimental to community living. Rooms found unacceptable must be cleaned by the residents within 24 hours of notification by the Residence Director. Failure to do so will result in an infraction and may affect a student’s future housing options. A resident who refuses to maintain reasonable cleanliness or causes serious damage to his or her room may be denied Academy housing or be suspended from the Academy.

At the end of a semester, any student who leaves his or her living quarters in unacceptable condition will be charged for any necessary cleaning. Charges for cleaning and repair in common areas will be billed to individual students or divided among residents as appropriate. Students should remember that common spaces are for the use of all residents, and avoid leaving personal effects in these areas or using them in ways that preclude use by others.

**Shared Living Space**

In a shared campus living unit, each assigned occupant is entitled to equal access. Any action on the part of a resident – or a resident’s guest – that infringes on the rights of a roommate violates Academy policy.

All occupants of a shared living unit will be held responsible for any prohibited activity or illegal items discovered there. This applies whether or not all occupants are present at the time an infraction is detected. Students will have an opportunity to clarify extent of responsibility, if any, during follow-up conversations with the Dean of the Academy or Assistant Dean of Student Affairs or during the disciplinary process if they are charged with a violation.

**C. Keys, IDs, Departures from Campus/Sign-out**

**Room keys**

Room keys are issued at the Student Affairs office. Students sign for and are expected to return the specific key they were assigned. If they do not, a fee will be charged for missing, late and/or replacement keys.

**ID Cards**

Each student also is given a photo ID/key card. This ID/key card is used to access the exterior doors of a residence hall, dining services, the library, and Kilpatrick Athletic Center. Students are expected to keep the card on their person while on campus, and to present it to enter the dining hall at each meal. If this card is lost, a replacement card may be obtained at the mailroom in the Livingston Hall Student Union and a fee charged to the student account.
**Lockouts and Student ID Cards**

Students are responsible for having their dorm keys and ID cards at all times. Students will be placed on notice every time they are locked out of their rooms or fail to present their ID card at the dining hall before entering for a meal.

After the third offense in a semester, the student will be referred to the Assistant Dean of Student Life for a Failure to Comply violation. See Section H of the Code of Student Conduct for a definition of Failure to Comply.

**Departures from Campus/Sign-Outs**

Prior to any departure from the Simon’s Rock Campus for boarding students, permission must be obtained by a Residence Director. Students are expected to sign-out with the on-duty Residence Director before departing campus. The on-duty Residence Director is obligated to certify the identity of the adult (all hosts must be at least twenty-one years old) taking the student from campus and the parental permissions of the student.

All sign-out information is expected to be specific, accurate, and honest. Any misrepresentation to the school of a student’s whereabouts when away from the school constitutes an illegal sign-out, the result of which is the loss of weekend departure privileges for the remainder of the semester, or for the following semester if within four weeks of the end of the academic term.

The Residence Life Office reserves the right to deny a request for an overnight leave to an unchaperoned situation, regardless of parental permission.

Students signed out for the weekend are expected to return on Sunday evening by 7:30pm. Whenever students return from an overnight away from campus, they are required to check in with the on-duty Residence Director.

**D. Guests**

**Guest Policy**

All visitors and guests of current students who are on campus must sign-in at the Security Office in the Livingston Hall Student Union. The host student must introduce the visitor to the on-duty Residence Director. Visitors and guests include individuals who do not reside on campus and are not enrolled in classes on the day of visitation. This includes alumni, former students, parents, guardians, siblings, acquaintances, and friends. All visitors and guests are subject to the same rules that pertain to Academy students. Hosts are responsible for each guest’s behavior, and if the guest violates an Academy policy, the host will be disciplined as if it were his/her own offense.
Any boarding student wishing to host a non-Academy student for an overnight visit must receive permission at least 24 hours in advance from the on-duty Residence Director.

Please note:

- Any person who is not a currently enrolled student must register with Security and provide photo identification before entering a residential building.
- Individuals who are enrolled as college students at Bard College at Simon’s Rock are not permitted as guests in Bard Academy residential areas.
- Students are limited to two overnight guests at any time and must have permission from their roommate before inviting anyone to stay in a shared living unit.
- Students must register their guests in person at the Security Office, accompanied by individual(s).
- Each guest or visitor must provide a valid photo ID when registering, and must also provide vehicle information if applicable.
- Student hosts are responsible for their guests and are expected to be with them at all times.
- Student hosts are subject to disciplinary action if they or their guests violate any Academy policy.
- The individual guest may visit up to four (4) times per semester, and thereafter must have permission from the Assistant Dean of Student Affairs. This permission should be obtained during normal business hours.

Guests who attend publicized events in public spaces on campus are not required to register for the event.

**Private Property**

The Academy is private property, and the Provost or his or her designee reserves the right to prohibit any individual from coming onto the campus, may revoke the visitation privileges of any student or guest at will, and may remove any individual from campus for any reason. The Academy also reserves the right to alter this policy at will.

Any student who is unclear about guest registration policy should contact Security at 413/528-7291.

**E. Day Students**

Day students will be placed on the 10 meal/week plan. As such, they are welcome to stay on campus to eat dinner with the boarding Academy students, or to arrive early for breakfast. Additional meals may be purchased by adding a declining balance to the student’s meal card. Payment is accepted in the mailroom.
Further, day students are welcome to study on campus during evening study hall hours. All students are expected to be academically productive as study hall hours are not meant for socializing.

Day students are welcome to spend any non-school night on campus with a boarding student. Approval must be obtained from a Residential Director as well as the boarding student’s roommate at least 24 hours in advance. Residential Directors may deny this request under certain circumstances.

In the case of inclement weather, or in order to attend a special event, day students may request to stay on campus on a school night. Permission is at the discretion of the Residence Directors.

F. Miscellaneous Guidelines

Climbing on Academy Property

Students may not climb into, out of, or on buildings, walls, windows, utility poles, machinery, or trees.

Common Areas

Common areas in residence halls are available for the use of occupants first, and then may be used by others with permission from the Residence Director.

Cooking

Students may not cook in their dorm rooms. The Academy provides kitchens for student use. To maintain safety, students are expected to be present in these kitchens at all times while they are cooking. They also are expected to clean up after themselves before leaving the kitchen, so that the area is ready for the next use. Misuse or abuse of Academy kitchens, or cooking anywhere other than in Academy kitchens, is a violation. Students are asked to report related problems to a Residence Director immediately.

Laundry

Washing machines and dryers are located in each residence hall and are available for use by all assigned students. Any machine malfunctions should be reported to a Residence Director. A rotating laundry schedule will be distributed during the first house meeting to ensure that students have a weekly time in which they should do their laundry.

Lights Out/Room Checks

Students are obligated to practice healthy lifestyle habits that includes getting an appropriate
amount of sleep.

Students are expected to be in their own rooms by 10:15pm and have their lights out by 10:30pm.

**Littering**

Littering is not permitted on the Simon’s Rock campus. The penalty for littering is 10 hours of campus service duty per occurrence.

**Noise**

“Quiet hours” are a time of no unreasonable noise in residences, common areas and parking lots, to ensure that the environment is conducive to study, work and sleep. Students should at all times demonstrate respect for others by maintaining this atmosphere.

Quiet hours will be established during the Academy’s First House Meeting each year.

Outside antennas are not permitted but indoor antennas may be used if they do not damage the walls or woodwork. Students who disregard regulations governing noise and quiet hours may be required to dismantle their audiovisual equipment and place it in storage for the duration of the semester. Headphones are strongly recommended.

**Storage**

Storage space is limited, and the Academy assumes no responsibility for theft of, loss of, or damage to any items stored anywhere on campus. The Academy does not provide long-term or summer storage for students’ personal property. Items left at the end of each academic year are considered abandoned property and will be donated to charity or discarded.

**Telephone Service**

Intercampus phone service is available in all residence halls for on-campus and local calls. Because of the limited nature of cell phone service on campus, students are encouraged to bring a landline phone. Femtocells will not work on the Simon’s Rock wired network.

A student phone list is available to community members online at the campus portal. Students are expected to refer to the student phone list for their personal use; Switchboard and Security staff are not responsible for connecting on-campus calls. Long-distance calls must be charged to a credit card or a calling card. All students are assigned a voice mailbox on the Academy’s system and are responsible for setting up their voicemail announcement. Questions should be directed to phones@simons-rock.edu or 413/528-7371.

**House Meetings**
The purpose and role of House Meetings in residence halls is to allow students and Residence Directors a major role in defining the character of their immediate community. All boarding students are responsible for managing residence hall life and for contributing to the extracurricular life of the Academy as a whole.

At the start of each academic year, in a mandatory meeting, residence hall occupants prescribe the operating method of House Meetings within Academy guidelines.

House Meetings must include the Residence Directors and Proctors; must occur on a regular schedule; and are mandatory for all residents of the house. Minutes of these meetings must be posted in the residence hall. Residence Directors oversee a budget drawn from the student activities fee, maintaining accurate budgetary records and processing payments and reimbursements in a timely manner, in accordance with Student Affairs and Business Office practices.
III. CODE OF STUDENT CONDUCT

Outlined below is the Academy’s Code of Student Conduct. Included is a statement about legal and delegated authority; the Principles of Community Life; the processes and policies that govern our disciplinary process; the grounds and process of appeal; and the authority for final disposition of appeals in all cases.

The Academy does not attempt to anticipate or describe every act that may constitute a violation of the Code of Student Conduct. Rather, it reserves the right to respond and to make determinations on a case-by-case basis as appropriate. It also reserves the right to change Academy rules and policies at will. Official notification of any change will be made via email to current students, faculty, and staff. Non-substantive changes may be made without notification.

Currently enrolled students, faculty and staff are notified of official Academy business via Academy email addresses. It is their responsibility to read and respond as necessary to email from Academy departments and personnel. Parents and/or guardians will be emailed at the address they or their son or daughter has provided the Simon’s Rock Registrar’s Office in writing at the start of each semester. If an address changes during the academic year it is the responsibility of the student and his or her family to keep their contact information updated with the Simon’s Rock Registrar.

A. Oversight and Delegated Authority at Simon’s Rock

The Vice President of Bard College and Provost of Bard College at Simon’s Rock is the chief executive of this campus. The Provost has ultimate authority to determine what activities and behaviors are acceptable on the campus and who may be included in the community. The Provost ensures that any alleged violation (or infraction) of the Code of Student Conduct is addressed and resolved in accordance with the policies and procedures documented in this Student Handbook and the appendices that follow.

The Provost delegates enforcement and follow up responsibilities as follows:

- The Dean of the Academy addresses allegations of academic dishonesty.
- The Assistant Dean of Student Affairs or his or her designee address all other alleged violations of the Academy’s Code of Student Conduct.

The Deans are empowered to formulate and implement policy governing academic and student life, to enforce Academy regulations, and to impose such penalties as they deem reasonable and appropriate for violations of the standards of conduct detailed in this Student Handbook.

The Provost may delegate, retake, and/or re-delegate to the Simon’s Rock Community, or to any committee or to any constituent part or person thereof, such of his or her powers as s/he may determine.
B. Principles of Community Life

The Academy’s principles of Community Life are predicated on a concern for the welfare and integrity of each individual and for the community as a whole. Violations of these principles generally fall into the following three overarching categories of unacceptable behavior:

1. Lack of Respect for Individuals

Any action that jeopardizes the health, safety, well-being, or self-respect of an individual—whether oneself or another member of the Simon’s Rock community—will not be tolerated. Such acts include violence, harm, threat of harm, intimidation, sexual misconduct, discrimination, harassment, bullying, cyber-bullying, dishonesty, misconduct, unreasonable noise, and/or other endangering behavior.

2. Lack of Respect for Property

Respect for the private property of individuals—that of students, faculty, staff, or visitors—as well as the property and resources of Simon’s Rock itself (including furnishings, equipment, systems, buildings and grounds) must be maintained so that no one is denied the right to their proper use. This right applies not only to those who are now at the Academy, but also to those who will attend Simon’s Rock in the future. Therefore, disrespectful behavior toward any individual’s personal belongings or toward Academy property and/or resources is prohibited at Simon’s Rock. Lack of respect for property on or off campus will not be tolerated. Lack of respect for property includes theft; vandalism or damage; possession of stolen property; unauthorized access (to another’s living unit, office, lab, computer or computer account), misuse of keys, misuse of property, misuse or abuse of resources, improper upkeep of space, or trespassing on personal property adjacent to campus.

3. Lack of Respect for Civil or Criminal Law

While this is a private academy, we remain subject to all federal and state civil and criminal law, on or off campus. Members of the Simon’s Rock community are expected to be law-abiding citizens. Any student who violates a law on or off campus is liable for his or her actions on campus, and may be subject to civil or criminal proceedings. When the Academy receives reports or complaints of illegal and/or disrespectful behavior by students off campus, it may take disciplinary action; Academy disciplinary action is not dependent on separate civil or criminal prosecutions by police or other non-Academy authorities. The Academy’s judicial process is separate from and independent of civil or criminal prosecution or its timetables.
The Academy’s Code of Student Conduct policies and processes used to investigate and resolve alleged policy violations are provided below and in the appendices that follow. More specifically, information about the policy(s) and process(s) used to respond to allegations of:

- Academic dishonesty is outlined below.
- Sexual misconduct is outlined below.
- All other violations are outlined below.

C. Academic Dishonesty

Honesty and integrity in the performance of all academic assignments are expected of all students at Simon’s Rock. Plagiarism; giving or receiving unauthorized assistance on any examination, quiz, lab or homework assignment; and falsifying data all are serious forms of academic dishonesty and will not be tolerated. Examples of violations to the College’s policy on Academic Honesty

Plagiarism

A student who submits, without acknowledgment, work that is not his or her own has committed plagiarism. An example of plagiarism is the submission of a paper with content that is wholly or partially taken from another’s work, including that found on the Internet. Plagiarism occurs even when a single sentence, phrase, or wording is copied without attribution. Special care should be taken when engaging in research on the Internet, as there are a vast number of sources that are designed to aid students in committing academic dishonesty, or that are otherwise unsuitable for academic pursuits.

Information about the proper use and acknowledgment of source material is available in the College library and from the faculty. The library has resources available to aid students in finding appropriate materials through Internet research. It is the student’s responsibility to consult with the faculty member involved whenever there is a question about the appropriate way to handle the use of source material. An approved style manual also should be consulted to avoid unintentional plagiarism.

A first offense will result in at least a grade of F on the assignment or exam in question and may result in a semester grade of F for the course. The student will receive a written warning (although nothing will go on the student’s academic record) and parents or guardians will be notified. Any subsequent offense will become part of the student’s record and will result in further consequences, which may include academic probation or suspension from the Academy.

D. Alcohol, Smoking, and Illegal Substances
Simon’s Rock is a dry and smoke-free campus. Therefore, possession of alcohol, cigarettes, and/or illegal drugs, possession by consumption, as well as all paraphernalia used for the consumption of alcohol or drugs are strictly prohibited on the campus. Providing or selling alcohol or drugs to others is illegal and prohibited. Attendance at what appears to be a party/social gathering in which alcohol and/or illegal substances are available or appear to have been consumed is prohibited. The use of a fake ID or misrepresenting one’s identity in any way also is prohibited. The penalty for any of the above violations is suspension from Bard Academy.

Prescription medication for students who need them will be distributed on a weekly basis by the Simon’s Rock Health Center. Misuse, abuse, or distribution of prescription medication is prohibited.

The Simon’s Rock Security and Student Affairs staff have the authority to ensure the campus is safe and free of alcohol and/or illegal drugs. When a student is found to be in possession of or under the influence of alcohol or illegal substances, the Academy’s first concern will always be the physical and emotional well-being of the student. Once the safety of the student and others has been ensured, the student will be counseled on personal reflection, education, and accountability. Academy and Commonwealth sanctions may also be imposed. Any student discovered to be violating this policy will be addressed accordingly by the Dean of the Academy or the Assistant Dean of Student Affairs.

**E. Interaction with the College Program**

Bard Academy students attend high school on a college campus. Certain spaces on campus are designated for primarily or exclusively Academy use; only College students employed by the Academy as proctors or tutors will occupy or frequent these spaces. Bard Academy students are prohibited from inviting College students into Academy residential areas for social purposes.

Most areas of campus are shared between the Academy and the College. Academy students are expected to behave respectfully and in a mature fashion when using shared facilities, including the Kilpatrick Athletic Center, the Alumni Library, the Dining Hall, and the Daniel Arts Center. All Academy policies are in effect at all times and in all campus spaces.

Bard Academy students are prohibited from entering or occupying College residential buildings. Any Academy student found in a College residence will face immediate suspension.

**F. Call for Help**
If a student requires medical attention as a result of using alcohol and/or drugs – and that student or a peer contacts Security or a Residence Director (RD) stating that this is a call for help – the usual disciplinary process and consequences will not apply.

While no disciplinary sanction will be imposed, the student involved will be asked to follow up with a Student Affairs staff member. In most circumstances, his/her parent or guardian and academic advisor also will be notified of the incident, and the student may be required to seek professional help on or off campus. However, if other Academy policies were violated during an incident, such as vandalism or a threat of serious harm to one’s self or others, the individual may be held accountable for those infractions.

G. Discrimination/Discriminatory Harassment

Bard Academy at Simon’s Rock does not discriminate in admission, employment, education or services on the basis of race, color, sex, creed, age, gender identity or expression, sexual preference, religion, national or ethnic origin, disability, marital status, genetic information, previous military service or any other class protected under state or federal law. At Simon’s Rock we reaffirm our commitment each school year to a community free from discrimination and harassment. We embrace diversity, value individual differences, and work to remain open to all perspectives and contributions that enrich our individual and collective academic, intellectual, and social experiences.

The Academy may respond to Discrimination/Discriminatory Harassment with one or a combination of these actions:

- Disciplinary warning, reprimand or social probation
- Required or suggested counseling, on or off campus
- Loss of campus housing
- Loss of privileges

Major or repeat offenders will face more serious sanctions and conditions, including the possibility of immediate removal from campus via suspension or expulsion.

Allegations of discrimination and/or discriminatory harassment involving a student(s) as the alleged perpetrator, including the alleged discrimination and/or discriminatory harassment of an employee by a student, are delegated to the Assistant Dean of Student Affairs or his or her designee to investigate and adjudicate in accordance with Academy policy.

Alleged discrimination and/or discriminatory harassment by an employee towards a student or other academy employee is a personnel matter that will be referred to the Simon’s Rock’s Director of Administration and Finance to address in accordance with Academy policy.
H. Failure to Comply

Failure to comply with a reasonable request or directive from an Academy staff member in the course of performing his or her duties is not permitted. Anyone in a position of authority may ask a student to leave a building, have no contact with a fellow student, show Academy ID, or see a nurse or counselor, academic advisor, dean or some other officer of the Simon’s Rock. If a situation warrants, authorized staff may ask for additional proof of student name and enrollment.

Failure to comply with widely advertised, mailed, or emailed departmental notices, bulletins, alerts or announcements is also a violation of Academy policy. Such information is intended to be useful and to acquaint the community with important issues, deadlines, or concerns. Academic Affairs, the Registrar’s Office, Security, the Financial Services Office, Student Affairs, and other Academy departments and offices may issue these. Examples include vacation or break announcements, registration deadlines, and security alerts.

The Academy’s response to such violations may include disciplinary warning, reprimand, or social probation. It may also include any combination of the following:

- Campus service
- Required or recommended counseling, on or off campus
- Loss of privileges
- Fines and costs of restitution

Major or repeat offenders will face more serious sanctions.

I. Fire and Life Safety

Simon’s Rock, the Great Barrington Fire Department (GBFD), and the Commonwealth of Massachusetts take fire and life safety very seriously. The Simon’s Rock Security, Physical Plant, and Student Affairs staffs make daily rounds in Academy buildings, checking and monitoring life safety systems, and maintaining order. All students are expected to help maintain a safe environment. At the start of each semester, Residence Directors will communicate fire safety concerns to students and identify gathering points in the event of a real fire or other emergency.

Examples of fire and life safety violations include the following:

- Open Flame or Smoke. Burning of candles, incense, or any other material in or near Academy buildings is strictly prohibited. Burning anything on campus without prior written permission from the director of security is forbidden.
- Smoking. See the Smoking below.
• Flammable Material. Possession of highly flammable material, including but not limited to candles; incense or related paraphernalia; smoking paraphernalia; excessive wall coverings or ceiling hangings; open-coil appliances; indoor possession of fuel, gas, cleaning solvents and/or fuel-fired devices, and explosives is prohibited.

• Fire Hazard. Creating a fire hazard, which includes but is not limited to blocking any means of egress, propping fire doors, overloading electrical outlets or creating unreasonable mess, is prohibited.

• False Alarm. Setting off smoke or fire alarms in the absence of smoke or fire, regardless of intent, is prohibited.

• Tampering. Tampering with smoke alarms, sprinklers, fire extinguishers, wiring or other equipment on the campus is prohibited. This includes but is not limited to electrical, telecommunication, computer, security, or life safety devices.

• Cooking. The misuse or abuse of Academy kitchens – leaving ovens or stoves unattended, or cooking anywhere on campus other than in Academy kitchens – is a violation of Academy policy that may result in fines and/or infraction. Kitchens should be kept safe, clean, and functional for the use of all. Any problems should immediately be reported to a residence director.

• Appliances. For fire safety reasons, space heaters, air conditioners, immersion heaters, hot plates, open-coil appliances, electric bedding materials, fuel-run appliances, halogen lamps, and/or other potentially dangerous appliances are not allowed on campus. Students who are not sure whether a particular appliance is permitted should get written permission from the Assistant Dean of Student Life before bringing the item to campus.

• Lofts. Loft material, other than that provided by the Academy, is not allowed. Students in double rooms who would like to have their beds bunked must submit a request to their Residence Director. Only Physical Plant staff members are allowed to assemble and disassemble bunk beds.

The Academy’s response to fire and life safety violations often includes sanction – disciplinary warning, reprimand or social probation – and any combination of the following:

• Campus volunteerism
• Required or recommended counseling, on or off campus
• Loss of privileges
• Fines and costs of restitution

Major or repeat offenders face more serious sanctions, including the possibility of immediate removal from campus. The Academy welcomes the aid and support of the GBFD and once on campus, they may cite students for violations of law. Note that the Great Barrington Fire Department cites and fines the Academy for nuisance alarms (resulting, for example, from burnt toast, burnt popcorn, tobacco smoke) and/or fire safety violations; the Academy will pass these charges directly on to the student(s) cited whenever possible.
J. Hazing

Hazing is illegal in the Commonwealth of Massachusetts and is prohibited at Simon’s Rock. Such illegal acts may result in criminal proceedings against both participants and the Academy. Massachusetts requires that the text of its law prohibiting hazing be posted at every academy in the state:

Massachusetts Prohibition of Hazing

§2540 The Commonwealth of Massachusetts, 1985: An Act Prohibiting the Practice of Hazing

Chapter 269 of the General Laws is amended by adding the following three sections:

Section 17. 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 $1,000 or by imprisonment in a house of correction for not more than 100 days, or by both such fine and imprisonment. The term hazing as used in this section and in Sections 18 and 19 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 that is likely to adversely affect the physical health or safety of any such student or other person, or that subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest, or extended isolation.

Section 18. Whoever knows that another person is the victim of hazing as defined in Section 17 and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to him or herself 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 $500.

Section 19. Each secondary school and each public and private school or college shall issue to every group or organization under its authority or operating in conjunction with its campus or school, and to every member, plebe, pledge, or applicant for membership in such group or organization, a copy of this section and Sections 17 and 18. An officer of each such group or organization, and each individual receiving a copy of said sections 17 and 18, shall sign an acknowledgment stating that such group, organization, or individual has received a copy of said Sections 17 and 18.

Each secondary school and each public and private school or college shall issue to every group or organization under its authority or operating in conjunction with its campus or school, and to every member, plebe, pledge, or applicant for membership in such group
or organization, a copy of this section and Sections 17 and 18. An officer of each such
group or organization, and each individual receiving a copy of said Sections 17 and 18,
shall sign an acknowledgment stating that such group, organization, or individual has
received a copy of said Sections 17 and 18.

Each secondary school and each public or private school or college shall file, at least
annually, a report with the regents of higher education and in the case of secondary
schools, the board of education, certifying that such institution has complied with the
provisions of this section and also certifying that such school has adopted a disciplinary
policy with regard to the organizers and participants of hazing. The board of regents and
in the case of secondary schools, the board of education, shall promulgate regulations
governing the content and frequency of such reports, and shall forthwith report to the
attorney general any such institution that fails to make such a report.

K. Immediate Threat of Harm

Any act that poses what a reasonable person would consider an immediate threat of harm, to
oneself or to others, is strictly prohibited on the Bard Academy at Simon’s Rock campus.
Examples include but are not limited to overt or implied threats of violence, harm, sexual
misconduct, discriminatory harassment, bullying, cyber-bullying, intimidation, or endangering
behavior directed toward oneself, others or the property of others.

Academy administrators’ primary concern will be to restore the safety and well being of
everyone involved. Only then will the Provost or his/her designee consider disciplinary action,
based on Academy guidelines.

L. Network – Acceptable Use

The Bard Academy at Simon’s Rock computer network is for the use of members of the Simon’s
Rock community – students, faculty, staff, and associates of the Academy. Simon’s Rock
community members are given access to the network under the terms of the Academy’s
acceptable use policy and the general policies of the Academy as published in the Course
Catalog, this Student Handbook, and other policy documents.

The current version of this policy is available at the Information Technology Services (ITS)
website. Any student who does not understand this policy, or does not believe s/he can comply
with it, should arrange a discussion with ITS staff before using the network.

Violation of this policy may lead to restriction or revocation of network access, or to disciplinary
proceedings and removal from campus.
M. Sexual Misconduct

Sexual Misconduct is a broad term which encompasses, but is not limited to, sex or gender discrimination, sexual assault, sexual violence, rape, sexual harassment, gender-based harassment, sexual exploitation, coercion, and intimidation. The Academy is committed to providing a safe, healthy, and respectful living and learning environment for all students, and sexual misconduct is incompatible with the values and standards of the campus community.

Bard College at Simon’s Rock adheres to Title IX of the Higher Education Amendments of 1972, which prohibits discrimination based on sex in educational programs and activities. Simon's Rock has developed policies and procedures that prohibit such sex discrimination in all of its forms.

Simon's Rock policies and procedures are set forth in detail in the Sexual Misconduct Policy: http://simons-rock.edu/_documents/student-handbook-2015-2016.pdf. Instances of sexual misconduct involving Academy Students will be addressed under this policy, in conjunction with the additional guidelines and information provided in this handbook. Questions, concerns, or complaints may be addressed to Simon's Rock Title IX Coordinator, Leslie Davidson (413-528-7245), leslied@simons-rock.edu, Blodgett House, second floor, or Deputy Title IX Coordinator Sue Lyon, (413-644-4282), slyon@simons-rock.edu, College Center, first floor).

N. Sexual Intimacy

Academy students are prohibited from engaging in sexual intimacy and are asked to exercise thoughtful and appropriate discretion in all of their relationships.

Students who are discovered engaging in sexual activities of any type, or whose physical situation strongly implies sexual contact (e.g., unclothed together in a room or bed) will be subject to discipline, including but not limited to expulsion. All forms of sexual activity, including oral sex and any activity involving deliberate genital contact, whether clothed or unclothed, is a violation of this policy. In addition, excessive display of public affection can be distracting or offensive to others in a learning or housing environment and is also prohibited by this policy.

These prohibitions apply equally to students of all gender identities, sexual identities, and sexual preferences.

The Academy provides education, counseling, and support services to help students address all aspects of sexuality, including sexual identity and expression. The services offered are intended to foster thoughtful decision-making and help students create safe and healthy boundaries for their relationships.
Students with questions or concerns are encouraged to have discussions with their families, counselors, health services staff, or advisors.

Under Massachusetts law, the age of consent for participation in sexual intercourse is sixteen. The age of consent for touching another's private areas is fourteen. Such actions, even if consensual, violate the law and are strictly prohibited by the Academy.

School authorities are considered "mandated reporters" under state law and required by law to report suspected abuse of minors, including sexual abuse, to the Massachusetts Department of Children and Families ("DCF"). If there is reasonable suspicion that a student under 16 has engaged in intercourse, the Academy has a legal obligation to report to DCF. The Academy will cooperate fully with whatever investigation is deemed necessary.

O. Weapons Possession

Any item used with the intention of threatening or causing harm or damage to an individual or to property will be considered a weapon. Simon’s Rock views any such item as a potential threat to the safety and well-being of this community and will take whatever action is necessary to eliminate danger and remove such items from the campus. This includes but is not limited to guns and firearms of any kind, ammunition, knives, daggers, machetes, swords, mace, pepper spray, slingshots, paintball rifles and/or supplies, fencing foils, martial arts equipment, explosives, fireworks, or fuel of any kind. The Academy does not consider any of these items decorative or necessary on our campus, and therefore they are strictly prohibited.

P. Disciplinary Procedures

Any student who receives an infraction for violating a policy stated in the Student Handbook will be subject to disciplinary action. Disciplinary action will be carried out at the discretion of the Dean of the Academy or the Assistant Dean of Student Affairs depending on the severity of the violation. In most cases, disciplinary action will consist of the following:

- First Offense: Meeting with Dean of the Academy and/or Assistant Dean of Student Affairs
- Second Offense: Student is given formal notice and placed on social probation (with possible loss of certain privileges)
- Third Offense: Student’s right to continue with Bard Academy is reviewed (possible suspension or expulsion)

Bard Academy promotes a culture of restorative justice. So, violations affecting other students will be addressed in an appropriate manner that focuses on the recovery of the offenders through reconciliation with their victims and the community, when possible.