



**The
MacDuffie
School**

EXCELLENCE IN EDUCATION SINCE 1890



Student Handbook 2018-2019

Table of Contents

	Parent / Student Acknowledgement Form	Page 2
Section One	Introduction Mission / Educational Philosophy / Non-Discrimination policy Contact Us / Important Dates	Page 3
Section Two	Important Information for Parents Academic Day / Tardiness and Absences / Leaving Campus Closings and Inclement Weather / Cars / Nurse's Office/ School Counselor / Parent and Guardian Responsibilities / Visitors / Respect for Diversity, Privacy, and Property	Page 8
Section Three	Academic Program Diploma Requirements / Leadership Program / Honor Roll / Tests, Exams, Standardized Testing / Academic Concern / Academic Support / College Counselling / Library	Page 18
Section Four	School Regulations and Protocols Honor Code, Code of Conduct / Standards of Behavior / Emergency Protocols / Computer and Technology / Discipline	Page 28
Section Five	Student Life Advisory / Athletics / Theater / Student Government / Student Organization and Activities / Student Center / Dining Hall / Lockers / ID cards / Lost and Found	Page 47
Section Six	Boarding Program Residential Advising / Curfews and Bedtimes / Study Hall / Privileges / Medical / Safety / Permission / Weekend activities Vacations and Boarding Trips / Visits and Visitors / Laundry / Other Regulations	Page 59

PARENT / STUDENT ACKNOWLEDGEMENT

To continue making The MacDuffie School a safe and nurturing community, and to ensure that each of our students has an enjoyable and rewarding school experience, we ask that you become familiar with the policies within this handbook.

The Student Handbook is designed for students, parents, guardians, faculty, and staff to access important information regarding the school's rules and day-to-day procedures, along with our mission and culture.

By signing the form below, you acknowledge that you have reviewed the handbook , that you support the school's rules and policies, and that you will abide by them.

Parent/Guardian Signature

Date

Student's Signature

Date

Print Student's First and Last Name

Please sign, print the first and last name of your child(ren), and return this form to Ms. Nellie Torres, Assistant to the Dean of Students, by September 15, 2018.

SECTION ONE: INTRODUCTION

Greetings! It is a great pleasure to welcome you to the 2018-2019 academic year. The faculty, staff, and administration are looking forward to assisting you in having a successful and enjoyable year. If you are new to the school, we hope that you feel like part of the MacDuffie family very soon, which is what tends to happen! As a fellow newcomer to MacDuffie, I am eager to learn as much as I can about this wonderful community.

The rules and policies listed here are guidelines for upholding the values of our community. Embracing those values allows us to treat each other with the dignity and respect each of us deserves.

This handbook is also a living document, which means that the administration may elect to make revisions to it during the course of the year. In doing so, we would allow the mission of the school to guide our actions.

Student leaders and advisors will be sharing and discussing aspects of the handbook with you on a regular basis. In the meantime, if you have any questions at all about our policies, or if you have ideas you would like to share, please let me know.

Here's to a great year ahead at MacDuffie!

Sincerely,

Trish Cox
Dean of Students

Mission Statement

The MacDuffie School is a rigorous college preparatory school whose mission is to foster in all students the intellectual habits of mind, high ethical standards, and respect for diversity required for becoming effective individuals in their personal and work lives and moral and responsible participants in the world beyond.

Non-Discrimination Statement

The MacDuffie School does not discriminate in violation of the law on the basis of race, color, national or ethnic origin, gender, gender identity, gender presentation, age, body size, citizenship, religion, sexual orientation or disability in the administration of its educational and admissions policies, scholarships, and other programs.

Contact Information

School address:

66 School Street, Granby MA 01033

Telephone:
413-255-0000

Fax:
413-467-1607

Head of School

Steven Griffin (x206)
sgriffin@macduffie.org

Darcie Mavlouganis, Executive Assistant (x207)
dmavlouganis@macduffie.org

Academic Support Coordinator

Dawn Faber (x112)
dfaber@macduffie.org

Assistant Head of School and Head of Upper School

David Ruiz (x218)
druiz@macduffie.org

Athletics

Meirion George, Director (x103)
mgeorge@macduffie.org

Business

Andrew Parker, Manager (x266)
aparker@macduffie.org

Betty Shaw, Assistant Business Manager (x216)
bshaw@macduffie.org

College Advising

Bill Morris, Director of College Counseling (x219)
bmorris@macduffie.org

Jennifer Rogers, College Counselor (x220)
jrogers@macduffie.org

Counseling

Deanne Klingensmith, Counselor (x120)
dklingensmith@macduffie.org

Dean of Boarding Life

Dina Lyman, Dean (x229)

Lucy Tew, Assistant Dean (x360)

Dean of Faculty

Dave Denno, Dean (x6428)
ddenno@macduffie.org

Dean of Students

Trish Cox, Dean (x226)
tcox@macduffie.org

Nellie Torres, Administrative Assistant (x208)
ntorres@macduffie.org

Head of Middle School

Darcy Albanese, Head (x105)
dalbanese@macduffie.org

Library

Librarian (x213)

Nurse's Office

Erica Piwocio, RN (x275)
epiwocio@macduffie.org

Office of Recruitment and Enrollment Management

Jeff Pilgrim, Director of Recruitment and Enrollment Management (x210)
jpilgrim@macduffie.org

Allyson Morin, Director of Marketing and Communications Specialist (x106)
amorin@macduffie.org

Susan Clayton, Director of Boarding Admissions (x252)
sclayton@macduffie.org

Alex Seymour, Director of Domestic Admissions (x212)
aseymour@macduffie.org

Ryan Martin, Admissions Associate (x232)
rmartin@macduffie.org

Registrar

Pat Boudreau (x217)
pboudreau@macduffie.org

Grade Team Leaders

Grades 6, 7	Lucy Tew (ltew@macduffie.org)
Grade 8	Autumn Gordon (agordon@macduffie.org)
Grade 9	Kevin Hillman (khillman@macduffie.org)
Grade 10	Angie Muzzy (amuzzy@macduffie.org)
Grade 11	David Greene (dgreene@macduffie.org)
Grade 12	Melissa Valentine (mvalentine@macduffie.org)

Important Dates

September

Mon. 03	Labor Day – NO SCHOOL
Tues. 04	First Day of Classes, Picture Day
Fri. 14	Academic Convocation
Thurs. 20	Back-to-School Night
Wed. 26	Middle School Excursion

October

Thurs. 04	Mountain Day, Candlelight (rain date October 11), Senior Sleepover
Mon. 08	Indigenous Peoples Day / Columbus Day – NO SCHOOL
Tues. 09	Early Dismissal 1:30 pm
Wed. 31	Halloween Costume Contest, sponsored by The Muse

November

Fri. 02	End of 1st Quarter
Mon. 12	Veterans Day - NO SCHOOL
Mon. 19	Fall Sports Awards
Fri. 16 - Sun.18	Fall Play
Wed. 21 - Fri. 23	Thanksgiving break - NO SCHOOL
Mon. 26	Classes resume

December

Fri. 07 - Sat. 08	Winter Dance and Music Concerts
Mon. 17, Tues. 18, Thurs. 20	Semester Exams

Wed. 19 Reading Day - NO SCHOOL
Fri. 21 Boarding students depart; Winter Break begins

January

Sun. 06 Boarding students return
Mon. 07 Classes resume
Wed. 16 8th Grade Play (tentative)
Fri. 18 2nd quarter ends
Mon. 21 MLK, Jr. Day - NO SCHOOL

February

Fri. 01 Magneto Fantastico talent show, sponsored by The Magnet
Mon. 11 - Fri. 15 Heart Week
Mon. 18 Presidents' Day - NO SCHOOL
Tues. 19 Early Dismissal 1:30 pm
Tues. 19 - Fri. 22 Visit MacDuffie Week

March

Fri. 01 - Sun. 03 Winter Musical
Tues. 05 Winter Sports Awards
Sat. 09 Boarding students depart
Mon. 11 - Fri. 22 Spring Break - NO SCHOOL
Sun. 24 Boarding students return
Mon. 25 Classes resume

April

Wed. 03 Diversity Day
Fri. 05 End of 3rd Quarter
Mon. 15 Patriots' Day - NO SCHOOL
Tues. 16 - Fri. 19 Visit MacDuffie Week
Thurs. 18 - Fri. 19 Spring Music Concert
Fri. 26 Science Fair
Fri. 26 - Sat. 27 Alumni Weekend, Run for Hope, International Student Festival, Acting Ensemble Showcase

May

Fri. 03 - Sat. 04 Spring Dance Concert and Visual Arts Show
Mon. 06 - Fri. 10 AP Exams
Tue. 07 Early Dismissal 1:30 pm
Fri. 17 - Sat. 18 Spring Sampler Plays
Sat. 18 Prom
Mon. 27 Memorial Day - NO SCHOOL
Wed. 29 8th Grade Play (tentative)
Thurs. 30 Spring Sports Awards
Fri. 31 End of 4th Quarter, Red Carpet Arts Awards

June

Mon. 03 - Wed. 05 Semester Exams

Wed. 05 Senior Tea and Banquet

Thurs. 06 NO SCHOOL, Graduation Rehearsal, 8th Grade Rite of Passage

Fri. 07 Magnolia Day, Spring Academic Convocation

Sat. 08 Commencement

Sun. 09 Boarders depart

Dates are subject to change. Please refer to the School Calendar at www.macduffie.org for updates.

SECTION TWO: IMPORTANT INFORMATION FOR PARENTS

Academic Day

Arrival and Departure Times

- All students, including seniors, are required to be at school and seated in the appropriate space by no later than 8:00 am each morning.
- Students may not arrive in the academic spaces before 7:30 am.
- Students may not leave the school until after the last class of the day without prior parental permission. Students that are required to attend Extra Help may not leave until after the Extra Help period is over.
- Seniors in good standing may sign out to leave campus during the day if they have no other school commitments at that time.
- Day and homestay students who need to remain on campus after 4:00 pm, but who are not participating in a school-sponsored activity or watching a MacDuffie sporting event, must wait for their rides in the Student Center, Library, Computer Lab, Main Floor Hallway, or Middle School Lounge (for middle school students only). Students are not allowed to be elsewhere on campus after 3:35 pm unless supervised by an authorized adult. In case of emergency, students may seek an administrator or call the boarding duty phone at [413-535-7831](tel:413-535-7831)
- All day and homestay students must leave campus no later than 5:30 pm, unless they are staying for a supervised activity. Because of the need for supervision of students remaining in the building, it is extremely important for parents or guardians to arrange for prompt picking up of students prior to 5:30 pm.
- Students who remain after 5:30 pm without authorized supervision are reported to the Dean of Students' office.
- For those day and homestay students who participate in activities that end after 5:30 pm, the supervisor of the activity must remain until the last student is picked up. Parents/guardians should pick up students immediately following these activities.
- Any special circumstances requiring late picking up must be made in advance with the Dean of Students' office. We expect that such circumstances will be the exception, not the norm.
- The hours for the main switchboard are 7:30 am – 4:00 pm.

Academic Day (Daily Schedule)

Day	School Begins	End of Classes	Extra Help	Co-Curricular Activities Program	Athletics & Theater
Monday	8:00 am <i>Assembly</i>	3:15 pm	3:15-3:45 pm	3:50-5:20 pm	<i>see school calendar</i>
Tuesday	8:00 am <i>Assembly</i>	3:15 pm	3:15-3:45 pm	3:50-5:20 pm	
Wednesday	8:00 am <i>Advisory</i>	1:30 pm	Athletics		
Thursday	8:00 am <i>Class Meetings</i>	3:15 pm	3:15-3:45 pm	3:50-5:20 pm	
Friday	8:00 am <i>Assembly/ advisory</i>	3:05 pm	Athletics Weekend Activities		

Bus Time Schedule

	W. Springfield depart	Holyoke	MacDuffie arrive		MacDuffie depart	Holyoke	W. Springfield arrive
Monday	7:00 am	7:30 am	7:50 am		5:30 pm	5:50 pm	6:15 pm
Tuesday	7:00 am	7:30 am	7:50 am		5:30 pm	5:50 pm	6:15 pm
Wednesday	7:00 am	7:30 am	7:50 am		1:45 pm	2:05 pm	2:30 pm
Thursday	7:00 am	7:30 am	7:50 am		5:30 pm	5:50 pm	6:15 pm
Friday	7:00 am	7:30 am	7:50 am		3:20 pm	3:40 pm	4:05 pm

Note: *Times are subject to change, especially during some school events. Please see the school's website or call the front office for information.*

Students using the bus service must:

- be a current student at MacDuffie. *Non-MacDuffie students will not be permitted to travel on the bus without prior permission from the Dean of Students' office.*
- 'check out' on the bus list, located in the front office, before boarding the bus after school

Tardiness and Absences

The school counts on parents/guardians to assist their children in keeping absences and tardiness to a minimum. Students who miss more than three (3) periods due to late arrival or early departure on a given day will be marked absent for the day and may have their athletic or extracurricular activities limited (see below).

Tardiness Policy

- SCHOOL
 - Any student who is tardy to SCHOOL *must* sign in at the front office with a written explanation from their parent/guardian of why they are late. If a late arrival is anticipated, a call to the school from a parent/guardian is required.
- MORNING SESSIONS
 - A student will be marked tardy to MORNING SESSIONS (assembly, advisory, class meetings, etc.) if they are not present when the bell rings. It is incumbent on all students to be sure they check in with their advisors at every morning session.
- CLASS
 - A student will be marked tardy to CLASS once the bell has rung and/or the teacher has begun the day's lesson. If a student is marked tardy, that information is recorded in RenWeb.
- UNEXCUSED TARDIES: Students who are tardy unexcused to class, a morning session, or other required activity will face the following disciplinary action:
 - Two tardies in a calendar week will result in a 1 hour detention
 - Three tardies in a calendar week will result in a 1 ½ hour detention
 - Four tardies in a calendar week will result in a 2 hour detention
 - Students who are tardy five or more times during a calendar week will serve a 2 hour detention and meet with the dean of students.
 - Ongoing unexcused tardies will result in a conversation with the dean of students and communication with a parent/guardian or RA and the possibility of an appearance before the Judiciary Council.

Absence Policy

A student who fails to show up for class or who arrives **later than fifteen minutes** after the start of class without a signed note from a teacher or administrator will be marked absent. Promptness and attendance in class is a factor in each student's grade for each course.

UNEXCUSED ABSENCE POLICY

Students who are absent unexcused from a class, morning session or other required activity will face the following disciplinary action:

- Absence from an academic class or CAP will result in a 2 hour detention.
- Absence from a 45 minute assembly will result in a 1.5 hour detention.
- Absence from advisory, class meeting or a 15 minute assembly will result in a 30 minute detention.
- Two unexcused absences from a particular class will result in a meeting with the dean of students and the appropriate division head and a letter will be sent home.
- Ongoing unexcused absences will result in a conversation with the dean of students, communication with a parent/guardian or RA and the possibility of an appearance before the Judiciary Council.
- A disciplinary zero will be given for any work missed during an unexcused absence from class.

Eligibility for After-School or Extracurricular Activities

A student who misses two or more scheduled obligations (i.e. class, assembly, study hall, etc.) in a day may not participate in any extracurricular activities on that day or evening without special permission from the Assistant Head of School, the Middle School Head or the Dean of Students. A student who is absent from school during the day, or who has gone home from school, may not participate in any extracurricular activities that day or evening.

Unexcused Absences and Extracurricular Participation

Students are expected to attend each practice, rehearsal, game and performance. The following are some consequences of unexcused absences:

- An unexcused absence is one in which the coach/instructor has not been notified that the student will not be at a practice/rehearsal or game/performance. An explanation for the necessary absence must be communicated to the coach/instructor in either written or verbal form in advance of the absence.
- After a second unexcused absence, the student may receive additional consequences, e.g. sitting out the upcoming game.
- After a third unexcused absence, the student may receive further consequences, e.g. being removed from the team permanently.
- Tardiness to practice/rehearsal, except in the case of attendance at Extra Help, may also result in consequences, especially if the tardiness is repeated.

Notification of Absence

If a student must miss school for reasons that could not be anticipated, such as an illness, it is imperative that a parent/guardian call the switchboard.

Boarding students must notify an RA or staff member at breakfast and report to the nurse's office between 7:30 am and 7:45 am if they are feeling ill. If they do not report to the nurse's

office during that time, they will not be excused from assembly or advisory and must come to the nurse's office between classes or during a free block.

An explanation of the absence is required and absences of three consecutive days or more require a note from a medical doctor. Absence from school is part of the student's permanent record.

Frequent Absence Policy

While some absences are unavoidable, excessive absences and tardies are disruptive to the educational process. The MacDuffie Frequent Absence Policy accommodates a reasonable number of absences for such things as illness, consulate or court appointments, college interviews, and family emergencies, while setting limits so that excessive absences are exceptional and truly unavoidable. When possible, please schedule routine physical exams, dental check-ups, driving tests, or exploratory college visits when school is not in session.

The policy allows for a limit of ten absences during the school year. More than five absences in a semester in a course for any reason, other than school activities such as field trips and extracurricular activities, can result in the modification or withholding of academic credit for that course and may result in a student being placed on Disciplinary Warning. Excessive "unexcused" absences may result in up to a 20% grade reduction, or the loss of all credit in the most egregious of cases. Therefore, families are urged to plan college visits and other predictable events during vacations and holidays.

In cases where the maximum number of absences has been exceeded, full credit is awarded only after an appeal has been filed and approved by the School Administration in the case of extended illness or other extenuating circumstances. The School respectfully requires documentation of doctor's visits or other verification of the exceptional circumstances. Favorable appeals largely depend on the student's previous record and the extent to which absences appear to have been unavoidable.

Planned Absences

If a student is planning to be absent from school, please complete the following steps. The school should be notified at least four school days prior to the start of the absence. Planned absences are generally deemed unexcused unless there are extenuating circumstances that have received prior approval by the Assistant Head of School.

1. Parents must call the front office or submit in writing details of the absence. Boarding students must also notify the Dean of Boarding Life.
2. Students must collect a 'Planned Absence Form' from the front office and obtain the signature of either the Head of Middle School (grades 6-8) or the Assistant Head of School (grades 9-12) and the Dean of Students.
3. Students obtain the initials of each of their teachers/instructors and advisor to alert them of the absence.
4. The completed form is returned to the Head of Middle School or the Assistant Head of School once all signatures have been obtained.

5. If the absence is a planned medical absence, a physician's note must be provided which includes the dates the student is medically excused.

The following factors are considered when approving a planned absence request:

- Academic Performance
- Behavior
- Reason for the absence
- Previous absences

An anticipated medical leave should be pre-approved by the school. Medical verification is required for such leave to be considered. A request for medical leave by a parent/guardian must be submitted to the nurse, who is the point of first contact and will consult with a number of people, such as the Dean of Students, the Head of Middle School or the Assistant Head of School, the student's advisor, the School Counselor, the student's doctor and/or the parents/guardians.

Absences immediately before and after vacation time may result in GPA penalties and may incur other consequences. It is expected that all students plan their vacation around their academic obligations and schedule their travel as indicated by the school.

Assignment Completion After Absence

When a student is absent it is their responsibility to communicate with their teachers regarding any academic work missed, its timely completion, and any impact that their absence has on any current work's due date.

While it is the faculty member's prerogative to set his or her own deadlines, the school's expectation is that students may use the number of days to make-up any missed work equal to the number of days they were absent.

Early Dismissal

- A parent or guardian must submit a note, and the student must sign out at the front office.
- In order for the student to leave the school, the parent or guardian must enter the main entrance to meet their child and sign him/her out.
- If a student is ill, they must first be evaluated by the nurse. The nurse will contact the parent/guardian to determine a plan for the remainder of the day. Students will not be excused due to illness unless the nurse and a parent/guardian have spoken.

Leaving Campus During the Supervised Day

Once students arrive to campus or from their dorm rooms at the start of each day, they should stay in the supervised areas of the school. Students who leave school for any reason must have a note or verification from a parent/guardian. If they return the same day, they must sign back in. Students should bring a note from the doctor's office following medical appointments.

- **All students**

Students leaving campus must sign out/in by the front office. If students will be traveling to more than one location, those must be listed.

- **Grades 6-11**

Students may not leave campus for any reason before they are picked up at the end of their daily school obligations, without prior notification from the parent/guardian and permission of the Head of Middle School or the Assistant Head of School as is appropriate.

- **Juniors**

Junior students may leave the campus during spring exams for lunch with permission from their parent/guardian.

- **Seniors**

- Senior students in good academic standing with no disciplinary Major Infractions may leave campus during the academic day as long as they do not miss any obligations.
- Senior students who become ill at school or miss classes because of an appointment must follow the same procedures as students in grades 6-11.
- Senior students who plan to leave early or arrive late because of appointments that cause them to miss an obligation may do so only with prior notification from a parent/guardian to the Dean of Students' office.

Closings and Inclement Weather, Cancellations, Schedules, and Other Information

If weather requires a delayed opening or closing of the school, our automated "parent-reach" phone notification will be sent to all listed phone numbers. Please make sure that the school has your correct phone contact information.

Additionally, announcements are made on the following television stations and web sites: WWLP TV (22); WGGB TV (40); WHSM TV (3); WHYN 93.1 FM; www.macduffie.org.

RenWeb will also be used to notify families of schedule changes.

Parents/Guardians, please use your best judgment regarding conditions in your area and call the school if you decide your child must stay at home due to inclement weather.

Cars

- Car pools should drop-off/collect students in the North Parking Lot at the front of the school.
- Drivers should exercise extreme caution while on the campus.
- The campus speed limit is 10 mph.
- Parking is permitted only in the parking bays clearly marked at the front of the school building.

- In order to conserve energy and reduce air pollution, we ask that cars do not idle when waiting outside the school for students.
- Juniors and seniors who drive themselves to school must register their vehicles with the Dean of Students' office and park in designated parking spaces.
- Juniors who drive to school may not return to their vehicles or the parking lot until they are leaving for the day.
- Driving to school and parking a car on campus are privileges, not rights. Students who violate the speed limit or other safety practices may have their privilege suspended or revoked.
- Students may not miss school obligations to attend driving school lessons or tests.
- Boarding and homestay students may not operate a motor vehicle of any kind while attending MacDuffie.

For school-sponsored functions, MacDuffie allows students to ride in vehicles rented for school use and with faculty members in school or private vehicles, as well as those of parents of MacDuffie students.

Any MacDuffie day student wishing to *transport* a MacDuffie student who is not a member of his or her immediate family must abide by the terms of the Massachusetts Graduated Licensing Law and leave a written permission form on file in the Head of Upper School Office.

A MacDuffie student wishing to be a *passenger* in a motor vehicle driven by a MacDuffie student who is not a member of his/her immediate family must have written permission to do so from his/her parent or legal guardian on file in the Dean of Students' Office.

Nurse's Office / Illnesses at school

- A nurse is available Monday through Friday from 7:30 am until 4:00 pm.
- The MacDuffie School nurses have responsibility for maintaining pertinent student health records and for assisting students if they are ill or injured during the school day.
- Parents/Guardians of a student requiring medication during the school day must provide a physician's order, the medication in the labeled prescription bottle, and a signed parental consent form to the nurse's office. If the physician consents to having the student take the medication independently, the order must state that. Otherwise, students will go to the nurse or designated staff, as needed, to receive their medication.
- Over-the-counter medications will be dispensed to a student by the nurse or designated staff (permission is granted by completing the Permission for Medical Treatment form, available on the MacDuffie web site).
- All students who become ill during the school day must report to the nurse. In the absence of the nurse, the front office will contact parents/guardians and may ask that the student be picked up.
- Parents/Guardians must speak with the nurse or designated staff member before making plans to pick up their child.

Please note: Any student who for reasons of health has gone home, missed more than three classes, or has gone back to their dorm room may not return to school for the rest of the day and may not participate in any extracurricular activities that day or evening, except with the express permission of the Dean of Students, the Head of Middle School or the Assistant Head of School as is appropriate.

School Counselor

The School Counselor provides crisis intervention, evaluation, and short-term counseling sessions as needed at the school. Students may arrange appointments with the Counselor, or a parent/guardian, advisor, faculty member, or administrator may refer students for consultation.

The School Counselor provides advice and counsel with respect for privacy to students who find themselves in difficult personal situations. Confidentiality is always preserved unless an emergency situation warrants otherwise. If a student needs further counseling, the Counselor notifies the parents/guardians to discuss appropriate referral arrangements.

Parent /Guardian Responsibilities

- The MacDuffie School believes that a positive and constructive working relationship between the school and a student's parent(s)/guardian(s) is essential to accomplish the school's educational mission.
- Parents/guardians therefore must also adhere to the Code of Conduct (see below) and to all sections in this Handbook.
- Parents/guardians may certainly help students with homework assignments, but under no circumstances, should a parent/guardian do the homework for the student.
- The school reserves the right not to renew or terminate a student's enrollment contract if the school reasonably concludes the actions of a parent/guardian make a positive and constructive relationship impossible or otherwise seriously interfere with the school's ability to accomplish its educational purposes.
- We welcome and invite parents to many school activities! However, there are times when the best interests of all students are served by not having parents/guardians in attendance during the school day. These include but may not be limited to assemblies, class meetings, and extra help periods. When it is appropriate to have parents/guardians attend assemblies and other school day activities they will be invited either via e-mail or through the school's parent bulletin.
- When parents/guardians arrive at school during regular school hours, they are expected to sign in and indicate the reason for their visit on the clipboard outside the Head's office.
- We ask that parents/guardians give proper notice by booking an appointment if they are seeking a meeting with a member of the MacDuffie administration, faculty, or staff.
- There are times when additional staffing is needed for field trips and other activities and the Grade Team Leaders assigned to your child's grade may solicit your help. Families are a welcome part of our recruitment process, and often our students want to bring their friends to see their school. These visits should be scheduled in advance through the Office of Admissions.

Visitors

- Since the school doors are locked at all times, visitors, including recent alumni, should make arrangements prior to their visit. Visitors are generally discouraged from visiting during the school day, unless they are candidates for admission. In some cases exceptions may be made by making a prior request to the Dean of Students' office.
- A MacDuffie host must accompany approved visitors and should introduce any guests to the members of the MacDuffie community. All visitors to the school must sign in at the front office and clearly display their "Visitor" name badge for the duration of their visit.
- A student who leaves the school community through dismissal may not return to campus for two years or until their former class has graduated. MacDuffie faculty, staff and students may not associate with the aforementioned student(s) while under the school's jurisdiction.
- Students who have stopped attending MacDuffie for other reasons must request prior permission to visit the school or participate in its programs from the Dean of Students.

Respect for Diversity

The MacDuffie School prides itself on its nurturing and welcoming environment; respect for diversity is a key part of our mission. Thus, we welcome students, faculty, and staff of any race, color, national or ethnic origin, gender, gender identity, gender presentation, age, body size, citizenship, religion, sexual orientation and physical ability.

We seek to instill in all students tolerance and respect for all individuals and to find positive ways to model and encourage behavior that is respectful of all. We also pride ourselves on being a safe school, where individuals are empowered and can learn, thrive and grow to their fullest potential.

MacDuffie faculty and staff have a responsibility to ensure that our school is safe for all individuals in our community. We require the school to be free of demeaning epithets and insensitivity or disrespect toward others' personal or cultural differences.

The use of homophobic terms, ethnic slurs, or other epithets and manifestations of insensitivity are breaches of our Code of Conduct and warrant a disciplinary response.

Right to Privacy – Respect for Others' Property

- All students must respect each other's property and right to privacy. Students should only ever handle another person's possessions if that person is there and gives permission.
- Anyone who hides, destroys, or steals another person's property is violating MacDuffie's Code of Conduct and eroding the academic and social codes of the school.
- Any student who observes another student committing such an action should report this to the Dean of Students, the Head of Middle School, the Assistant Head of

School, an advisor, or other adult. Students should know that confidentiality is always maintained in such cases of reporting.

NOTE: School administrators may conduct searches of individuals, personal belongings, bags, lockers, dorms, and vehicles if there are reasonable grounds to suspect the student has violated school rules.

SECTION THREE: ACADEMIC PROGRAM

For more information about the Academic Program, please consult the The MacDuffie School Curriculum Guide located on the school's website.

DIPLOMA REQUIREMENTS

Credits

The minimum requirement for graduation from The MacDuffie School is the successful completion of twenty (20) academic credits (exclusive of physical education and health) earned while in grades 9-12. In 2018-2019 fifteen (15) of these must be "core" credits. Each semester course earns 1/2 credit. Each year-long course earns one (1) credit. Most students take five (5) or more academic courses each semester; all students in the Upper School must take a minimum of five (5) academic courses each semester. In general our graduates earn 22-24 credits before they graduate.

Core Requirements

In order to receive a MacDuffie diploma, students must accumulate the following fifteen (15) core credits while enrolled in the Upper School:

English	4 credits (excluding electives)
Mathematics	3 credits (algebra 1 or higher)
World Language	2 credits (the same language in consecutive years)
Science	2 credits (two lab sciences)
History	2 credits (excluding electives; including U.S. History or American Experience)
Art	2 credits (either visual or performing arts)

Students whose first language is other than English may substitute ELL IV for English 12 and still be eligible for a MacDuffie Diploma. In cases in which there is some doubt about which language is a student's first or predominant language, the decision will be made by the Assistant Head of School.

A **Secondary Diploma** is offered to international students who may have insufficient time to complete all of our diploma requirements. These students must accumulate a minimum of 20 credits with at least the following core credits:

English /ELL	4 credits (excluding electives) and must have attained ELL III
Mathematics	3 credits (algebra 1 or higher)

Science	2 credits (one of which must be a lab science)
History Experience	2 credits (excluding electives; including U.S. History or American
Arts	1 credit (either visual or performing arts)

Leadership Program

Every graduate of The MacDuffie School fulfills a leadership requirement, culminating in a leadership practicum. The goal for each senior student is to model our CIRCLE values and to explore what it means to be a moral and effective leader in one's community.

Among those leadership traits to be studied would be the following:

- Serving others
- Working with integrity
- Showing respect
- Being consistent
- Displaying accountability
- Modeling shared values

Components

- Required course work: either 1/2 credit in Public Speaking or a full credit in Acting
- Community Service: A 10-hour requirement, consisting of both on- and off-campus service
- Leadership Practicum
 - Seniors will work in advisory sessions during the fall to define leadership for themselves and to choose a school-related area of interest on which to focus.
 - Each senior will declare a leadership activity, and will work to identify a way to explore leadership through that activity.
 - Leadership activities could include--but are in no way limited to--the following:
 - Elected leadership (Student Government, JC, etc.)
 - Sports captaincies
 - Running a club
 - Arts performances
 - Peer tutoring
 - Diversity Day presentations
 - Exploring aspects of difference
 - Community Service
 - Note: An acceptable leadership activity does NOT require that a particular student title or position (such as captain or editor) be involved.
 - Seniors will be assisted by their advisors through the process, as well as by the Dean of Students.
 - Students will write a reflection on the activity, and they will be evaluated by

- their advisor on the quality of the experience.
- Students will track all of their progress through each component in a Leadership Portfolio.
 - They will present a reflection on their leadership journey during the spring of their senior year.
 - Over the course of their 11th and 12th grade years, students will attend talks focused on matters relating to leadership. These may form the basis of discussion during weekly advisory sessions.
 - The School will award the top student of the graduating class an award based on the quality of the leadership experience and the growth that the student has displayed during their journey.

Physical Education is required of all students at MacDuffie. Participation in a competitive MacDuffie team sport, a competitive after school sports offering (for Upper School students) or dance meets this requirement during that particular season. Students must pass physical education each year in order to graduate from MacDuffie.

HONOR ROLL

The MacDuffie School schedules students in classes based on their intellectual abilities, past performance, and their ability to meet the individual course requirements. With this in mind, the honor roll serves to recognize students who have achieved noteworthy grades and effort in their course work. The honor roll is determined each semester based on the grades earned during that semester. The year-end honor roll is based on the overall (annual) GPA, and all final grades. Students in grades 6-11 who have been awarded year-end honor roll will be announced at Academic Convocation and will receive pins based on their level of recognition. (Seniors will receive ropes)

MIDDLE SCHOOL HONOR ROLL

All major courses (including Art courses) which receive a letter grade are included when determining the Honor Roll. A student who has an average of B+ or higher will receive Maximum Honors. A student who has an average of B or higher will receive High Honors. A student who has an average of B- or higher will receive Honors. Any student with a grade below B-, or any student with less than the 5 courses will be ineligible for the honor roll. International students who receive grades of EP, GP, IP, NP or NG are only eligible for the Effort Honor Roll. In order to receive recognition for the Effort Honor Roll, a student must have effort grades of 2 or better in all their courses.

UPPER SCHOOL HONOR ROLL

In order to be eligible for honor roll, students must carry at least five (5) credit-bearing courses each semester and must pass all their courses. Students must be enrolled in the course from the end of the drop-add period until the end of the semester in a semester-long course or until the end of the year in a year-long course. Students who drop a course after the drop-add period are eligible for the honor roll if they still carry at least a five (5) course load.

Courses with fractional credit are weighed when determining the grade point average (G.P.A.) Honors courses receive one step in the G.P.A. when determining honor roll status. Advanced Placement courses receive two steps in the G.P.A.. All credit-bearing courses are used in determining the honor roll status as defined below.

Maximum Honors – 3.67 G.P.A. and no grade below B
High Honors – 3.33 G.P.A. and no grade below B-
Honors – 3.0 G.P.A. and no grade below C+
Effort Honors – Effort grades of 2 or better in all courses

Please note: Students in honors or AP courses will receive a step in the letter grade for honor roll determination.

EXEMPTION FROM FINAL EXAMINATIONS

Students who take an Advanced Placement examination may, in some cases, receive an exemption from taking the final examination in the course. In certain instances, and only with the express permission of the Assistant Head of School (in consultation with the Curriculum Committee), seniors may arrange to do a final project in lieu of a final examination. The course teacher and the Assistant Head of School must review and approve arrangements for such projects. Seniors who have an overall yearly average of A- or better at the end of the 4th quarter **may be** exempt from taking the final exam. This policy is at the discretion of the teacher for that class.

Please note: In no case are students exempted from class at the end of the year. Students must continue in the class after taking the AP examination. Such students often present projects in the period between the AP examination and the end of the school year.

THE TWO-TEST RULE

The maximum number of tests (an exercise of more than 30 minutes in length) that a student is required to take in a given day is two. In the case where more than two are scheduled, students are responsible for taking the initiative to communicate with the involved teachers in a timely fashion to reschedule any tests beyond the first two.

STANDARDIZED TESTS

Standardized testing requirements for college admission vary from institution to institution. However, most colleges and universities require applicants to take at least one of the following standardized tests to complete their application:

- 1) ACT
- 2) SAT I (Reasoning Test)
- 3) TOEFL (English Proficiency)
- 4) IELTS (English Proficiency)
- 5) SAT II (Subject Matter Tests)

Students typically begin testing during the fall of the sophomore year with the PSAT. The PSAT is similar to the SAT; however it is not typically reported to colleges. The PSAT is used to gauge how a student will perform on the SAT and how much, if any, SAT preparation is needed. The PSAT is also used to qualify for the National Merit Scholar Competition.

Sophomores may also begin taking SAT II's during the spring if they have completed the appropriate course work. It is generally in a student's best interest to take the SAT II after completion of the corresponding course work.

The spring of junior year is generally a good time to begin all other standardized testing and should typically conclude prior to January 1st of senior year. It also may be in a student's best interest to take SAT II exams in areas in which they may do well or feel most proficient. High achievement on the SAT II may help offset lower SAT I scores or further strengthen an applicant's profile. Some colleges or universities may require students to take the SAT II, so close attention should be paid to each university's testing policies.

For non-native English speakers with fewer than five years of English in the United States, generally the TOEFL or IELTS is required. For exact requirements please check each university's testing requirements which are published online.

Further questions regarding testing should be directed to College Counseling.

ACADEMIC CONCERN

The MacDuffie School has an Academic Concern policy to support students who demonstrate a need for additional structure and assistance.

Students are placed on **Academic Warning** if they have non-recommending quarter grades (anything below a C-) and/or an effort grade of 4 or 5. For international Middle School students, a grade of NP (No Progress) is also considered a non-recommending grade.

It is expected that students on Academic Warning will take advantage of the steps put in place to improve their standing. Students who are on Academic Warning and continue to fall short of expectations may not be able to meet the academic rigors of the school.

If a student is placed on Academic Warning, the following applies:

1. The advisor and the Head of Middle School or the Assistant Head of School develop an educational support plan that includes academic goals for the following term (quarter). This plan may include some or all of the following:
 - a. Assignment to Evening Study Hall
 - b. Assignment to Study Halls during free periods.
 - c. Required after school extra help
 - d. Loss of privileges which may include restriction to campus.

- e. The student may be restricted from participating in extracurricular activities including sports and arts programs for a specific or extended period of time.
 - f. The student may be placed on weekly progress reports.
2. The student's progress toward the established goals is closely monitored and formally reviewed at the conclusion of each quarter by the Head of Middle School or Head of Upper School. Parents receive formal feedback from teachers on the progress made toward the goals.
 3. If the student meets the goals, their Academic Warning status is removed.
 4. If the student does not meet the goals in the time allowed, their Academic Warning status may be elevated to **Academic Probation**, and the educational plan is reviewed regularly and modified as deemed necessary.
 5. In the event a student is not able to meet or sustain the established goals, their enrollment status at MacDuffie is reviewed.

Academic Good Standing

In order to be eligible to play on an athletics team or participate in other extracurricular activities, a student must have all grades of "C-" or above and all effort grades of "3" or better, or permission from the Assistant Head of School.

ACADEMIC SUPPORT:

The Study Skills Program

Academic Support Services offers support services to students who may need to further develop their study skills. Candidates for the Study Skills program include students who:

- need coaching on organization and time-management
- feel overwhelmed by the volume of homework
- need help learning how to prepare for tests
- have difficulty starting and completing long-term assignments
- are struggling with note-taking or keeping organized notebooks

MacDuffie is pleased to offer this program at no additional cost. Instruction is provided within small group settings, and sessions are scheduled during free blocks or after school. Frequency and the number of sessions are determined by the needs of the student. Students are referred to this program through the student's advisor after consulting with individual teachers. Study Skills sessions can be initiated any time during the school year. Typically, students receive this instruction over a six-week period and are expected to carry out the skills they have been taught.

The Guided Study Program

- The Guided Study Program provides academic support to MacDuffie students who have deficits or gaps in their academic skills. Students within this program often have psychological-educational evaluations identifying areas of weakness, or they may be students who have experienced long-term learning difficulties in specific subject areas.
- This program is individualized to meet the student's needs, with instruction conducted within a one-on-one setting during the school day. Once enrolled, an educational

plan is guided by the recommendations provided by educational assessments, as well as input from the student, parents and teachers. Within this program, specific learning strategies and skills are targeted and a student's academic progress is closely monitored.

- Support areas may include:
 - Writing development
 - Reading comprehension
 - Critical thinking skills
 - Organization and time management
 - Note-taking
 - Test preparation
- This is a fee-based program. Please feel free to contact the Director of Academic Support if you need help deciding whether this program is appropriate for your child or need advice about choosing the appropriate number of sessions.
- Students are enrolled in the program one semester at a time and are reviewed at the end of each semester regarding continuation in the program.

Extra Help

Extra Help takes place on Monday, Tuesday, and Thursday afternoons from the end of classes until 3:45 pm. It is an important feature of the MacDuffie program, and we strongly recommend that all students take advantage of this extra time with their teachers.

Teachers frequently require students who may be having some difficulty to attend Extra Help. This obligation comes first, before going to extracurricular activities. Students and parents should arrange pickup times to allow students to take advantage of Extra Help opportunities.

Private Tutoring

Academic Support Services has a list of private tutors who may be available to offer instruction in specific subjects. The Director of Academic Support may be able to assist families in finding an available tutor and helping to coordinate the tutoring schedule. The Academic Support room may be available for tutorial sessions during the school day and/or after school. Private tutors determine their own rates and work directly with parents in regard to billing and the collection of fees.

Peer Tutoring

Peer tutoring is a program of extra academic help in the form of tutoring for students by students. This program: provides opportunity for students in need to have peers tutor them; allows for students to give back to their community by tutoring their peers, and provides opportunities for students to earn service and leadership hours. Opportunities for tutoring depends on availability of students willing to tutor and students needing tutors. Once tutors and students are identified, the Director of Academic Support will match students and tutors and give direction to tutors. Tutoring pairs will last as long as needed or schedules permit.

Study Hall

Study Hall is an assigned and supervised period during the day, when students may work on homework, class projects, and research. Time properly spent in Study Hall is an effective way of improving academic grades. In assigning a Study Hall, we consider the student's best interests, other obligations, and daily schedule.

Please note: any student assigned to Study Hall must be there at the designated times. Failure to attend is equivalent to cutting a class and results in the same disciplinary action.

Students using the Study Hall need to work in peace and quiet; therefore, all students must closely observe the Study Hall rules:

- arrive promptly and prepared with all necessary study materials, books, notebooks, etc.;
- work diligently and quietly during the study period; limit talk to that related to homework or study;
- remain in Study Hall for the class period, except with permission to leave from the adult on duty.

The adult in charge is responsible for making sure students abide by these rules.

Middle School Study Hall

All middle school students start the school year assigned to a supervised study hall. Students should come prepared to keep themselves occupied with homework or a book to read if they are current with all their coursework. Study hall is a quiet study time. Texting, gaming, video streaming and other similar activities are not permitted. Students may listen to music with permission so long as it is only audio and not so loud that it can be overheard by neighboring students. Sharing ear pieces is not allowed.

Upper School Study Hall

The Assistant Head of School may assign Upper School students to Study Hall in cases where their academic performance necessitates a structured study environment.

All new students in grade nine begin the year assigned to a Study Hall. Students who achieve the Honor Roll (academic and effort) in the first marking period may drop the Study Hall.

Accommodation Policy

Academic accommodations are offered to students who have diagnoses that warrant assistance in order to best access learning. Accommodations do not modify the curriculum or change course expectations, but they may alter the setting, assessment, mode of presentation, or timing. Diagnoses may be educational, medical, or mental health related. Accommodations may be temporary (due to illness or concussion) or longer term (due to a learning disability or a mental health issue). Students who have a 504 Accommodation Plan or an Individual Educational Plan will be accommodated based on the resources of the school.

Typical accommodations include preferential seating, extra time for assessments, audio books, extended due dates for medical reasons, computer use, or a separate testing

location. They do not include reduced assignments or reduced mastery, open book exams or special projects in lieu of assignments or assessments, or flexible deadlines.

A diagnosis must originate from a professional educational evaluator or from a physician which includes recommendations for accommodations and/or specific reasons to accommodate. Academic accommodations may be in conjunction with medical accommodations. Such documentation must be provided to the Director of Academic Support and/or the nurse.

Classes at MacDuffie are smaller than those in public schools so some recommended accommodations are naturally in place, such as preferential seating or frequent check-ins with students. Students are often given a significant amount of extra attention when it is perceived that they would benefit from it. Extra help is offered to all students and a peer tutoring program is in place for all students.

AP exams follow the guidelines of the College Board. Students need to register with College Board and then request accommodations. This is most easily accomplished by submitting a request to the Director of Academic Support at MacDuffie. Typical accommodations include extra time (usually time and a half) for assessments, including the AP exam, minimal distraction setting for assessments, and the use of a computer for essay writing. On some occasions, writing directly into the test/exam booklet is allowed. There are no reductions or adaptations in course expectations.

COLLEGE COUNSELING:

The College Counselors help all students, offering increased attention during their junior and senior years, with the process of choosing and applying to colleges. The College Counselors encourage students and their families to learn about colleges and universities, meet with representatives from colleges and universities at MacDuffie, and informs students about standardized tests.

It is also the function of this office to give colleges a description of each student's personal and academic qualities, the student's official transcript, a description of the school's marking system, a profile of the school, and information about any changes in status or qualifications after the student has applied to the college.

Students and their parents/guardians may request to see the student's official school file. Letters of recommendation are not included in this file. Such letters are the personal correspondence of the individuals who write them and may be released only by them.

LIBRARY RULES AND POLICIES:

- The MacDuffie Library is open Mondays, Tuesdays, and Thursdays from 8:15 AM until 5:00 PM; the hours on Wednesdays are 8:15 AM - 1:30 PM, and Fridays 8:15 AM - 3:40 PM.
- It is a place of calm and relative quiet for creating, reading, researching, studying, thinking, or writing. Parent volunteers are most welcome and appreciated. Please

contact the Librarian if you would like to volunteer, donate materials, or help in other ways.

- **Borrowing**

- There is no fee to borrow a book. The book loan period is two weeks. Materials may be renewed unless needed by another patron. Materials must be checked out before removing them from the library.
- Overdue reminders are sent for items not returned on time, however there are no fines.
- Items not returned or lost will generate a bill for the replacement cost and a \$5.00 processing fee. A lost item will be charged to the person whose name appears on the checkout for that item, regardless if it was subsequently lent to someone else.
- Students are also invited to request a Granby Public Library Card.

- **Environment**

- It is essential that everyone contribute in maintaining the library as a peaceful, productive environment, caring for the materials and resources, and for each other by behaving prudently with consideration for one another's learning styles.
- Small study groups, please be mindful of individuals, teachers and students who are sharing the room.
- Water in capped bottles is allowed, but please NO food or soda. There are other designated areas in the building for dining or snacking.
- Students must remove all personal belongings when they leave the library.
- Saving space at tables is not responsible behavior because other students or teachers may need the area.
- If any group uses the library for a special activity, they must return the library to its original state.
- Since the library is particularly busy at lunch time, students should show consideration and respect for others and be most vigilant to reduce noise and disturbances.

- **Library Computer Access and Copyright**

- The Library computers are available for academic purposes only. Students must follow MacDuffie's Acceptable Use Policy.
- Everyone is expected to follow the Code of Conduct, especially regarding Intellectual Property and Copyright legalities. Copyright is a protection provided by United States law (Title 17, U.S. Code) to the authors or creators of literary, dramatic, musical, artistic and other intellectual works. *For explanation, see Columbia University's quick guide:*
<http://copyright.columbia.edu/copyright/copyright-in-general/copyright-quickguide/>
- There is a limitation for making copies of print or digital materials, books or music whether using a school copier or other device. The making of a copy may be subject to copyright law.

SECTION FOUR: SCHOOL REGULATIONS & PROTOCOL

HONOR CODE

MacDuffie's Honor Code establishes that every member of the community will embrace the pursuit of truth, will support the school's mission, and will conduct themselves with care for both self and others. The Honor Code embraces both the Code of Conduct and the CIRCLE values, as described below:

Code of Conduct

Every member of the MacDuffie community is responsible for upholding the Code of Conduct. The Five Basic School Standards of Behavior are:

Consideration of Others	Carefully considering the feelings, rights, and property of others; showing concern and tactfulness.
Cooperation	Understanding and demonstrating the ability to cooperate with other members of our community; displaying helpfulness and a positive attitude.
Common Sense	Using logical thinking in considering options and consequences before making a decision; respecting safety, values, and using good judgment.
Truthfulness	Using honesty and respectfulness in dealing with others and self; showing trust, pride, and self-esteem.
Respect	Valuing and showing concern for other individuals; treating others with dignity and sensitivity; caring for others' and the school's property with thoughtfulness

CIRCLE Values

Our school's core beliefs, the CIRCLE values, are as follows:

Community, Integrity, Respect, Creativity, Leadership, Excellence.

We promote these values every day, both in and out of the classroom.

STANDARDS OF BEHAVIOR

- Members of the community always carry with them the responsibility of maintaining not only their own reputations but also the reputation of their community.
- Respect, kindness, and sympathetic behavior add to the school's reputation. Arrogance, rudeness, crude language, or verbal/physical teasing damage the school and each of its citizens.
- MacDuffie students are expected to be able to decide for themselves what conduct is appropriate in circumstances not directly covered by a specific rule. This responsibility has equal weight on and off campus, since they represent the school at all times.

Note: When addressing MacDuffie employees, students are expected to use appropriate titles such as, "Dr., Mrs., Miss., Ms., Mr., or Coach."

Behavioral Expectations on School Grounds

Maintaining a safe, warm, and nurturing environment for all is the responsibility of each member of the MacDuffie community.

Some general guidelines for behavior follow:

Bullying

- Bullying of any kind has no place at The MacDuffie School. This includes verbal or physical harassment and inappropriate exchanges on the internet, cell phones or other electronic communications (cyberbullying).
- Individuals should be sensitive to camera use and how others may feel about images of them being taken. Individuals should not be filmed without their prior approval. Such acts may constitute harassment, whether intentional or unintentional, since the victim feels uncomfortable because of inappropriate remarks or actions.
- Showing respect for one another means that students do not make disparaging remarks based on race, ethnicity, religion, sexual orientation, or other personal characteristics.
- The MacDuffie School will adhere to The Commonwealth of Massachusetts Anti-Bullying Law. In accordance with the Law, the school has implemented a Bullying Prevention and Intervention Plan, which is available through the school's website.

Intimate sexual activity

Intimate sexual activity is not permitted anywhere on campus, during school outings, or at school-sponsored activities/events off campus. Evidence of such activity is referred to the Dean of Students' Office; the Dean would then proceed in conjunction with the student or students' families along with Division Heads, advisors, the counselor, and the nursing staff.

The safety and integrity of each student at MacDuffie is always a first concern. Families are generally the first recommended place for discussion of sexuality. At school, we may discuss issues of human sexuality through advisory, in class discussions, in our dorms, and in one-on-one conversations where adults are moderating in an age-appropriate, thoughtful and intentional manner.

Weapons

The possession of weapons of any kind by our students is not allowed. A weapon is here defined as any implement or device designed or used for inflicting bodily harm or physical damage, including but not limited to: all firearms, air guns and soft air guns; knives and swords; as well as striking weapons, such as clubs and stun batons.

Drugs, Alcohol and Smoking

MacDuffie is a drug-free, alcohol-free and non-smoking campus.

- The use, sale, possession, or transfer of controlled substances, prescription medications not prescribed to a student in possession of the medication, and illegal drugs, are strictly prohibited and against the law.

- Non-permissible substances also include natural or synthetic products for sale legally in this or another country, or the inappropriate use of any substance or material, that is deemed harmful by the school.
- It is the student's responsibility to confer with the school nursing staff about the use of any substance that is not available for purchase over the counter in the state of Massachusetts and permissible by school rule for the student to have.
- Alcohol is strictly forbidden anywhere on campus. In the United States, the consumption or procurement of alcohol is against the law by persons under the age of 21.
- Inappropriate use of substances such as inhalants and cleaning fluids is prohibited.
- Due to the hazards of smoking, including vaporizers and e-cigarettes, both to the student's health and to the safety of the residences, there is absolutely **NO SMOKING** allowed anywhere on campus.
- It is illegal in the United States for children under the age of 18 to purchase tobacco products.
- If a student is discovered using tobacco in any of its conveyances, serious consequences will follow. Among these, a cessation program may be required with the cost of the program being the responsibility of the student's parent/guardian.

It is an infraction of our Honor Code to be willingly in the presence of someone who is drinking alcohol, taking illegal drugs, or using smoking and/or tobacco-related materials for any length of time.

Open Flame Policy

- candles, matches/lighters, and halogen lamps are strictly forbidden on school property because they are fire and safety hazards.

Respect for property, public space and safety

- Students should behave in a courteous and an orderly manner to all members of the community and should treat the school's property with care and respect. The school building and grounds are shared community space that must serve everyone.
- Accordingly, it is incumbent upon all community members to keep common areas clean. The school may charge families for damage to property that goes beyond normal wear and tear or that is deemed to be malicious in nature.
- Students should keep all books and personal effects either in their lockers, cubbies or in a backpack. Backpacks must be with the student at all times, placed in lockers, or secured in areas where they will not interfere with foot traffic or create safety concerns.
- Any items left unattended in unauthorized places or during unauthorized times are removed and placed in the lost and found. Repeated offenses may receive consequences.
- Students may not endanger the personal safety of others or themselves by behaving recklessly, e.g. throwing objects.
- Elevators may only be used by students who have express permission from an appropriate teacher or administrator.

Hazing

- The term hazing means 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.
- The M.G.L. Chapter 269, sections 17-19, as amended by Chapter 665 of the Acts of 1987, requires all secondary schools to distribute copies of the anti-hazing law to student groups, student teams or organizations.
- A copy of the legislation is on file with the Dean of Students' office and is distributed to student leaders at the beginning of every school year. The full text of the law is also available through RenWeb / ParentsWeb.

Hazing Policy

- The MacDuffie School takes allegations of hazing seriously and responds promptly to complaints of hazing. Should we determine that such inappropriate conduct has occurred, we act promptly to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action where appropriate.
- Please note that while this policy sets forth our goals of promoting a school environment that is free of hazing, the policy is not designed or intended to limit our authority to discipline actions that we deem unacceptable, regardless of whether that conduct satisfies the definition of hazing.
- Any incident of hazing would be considered a serious breach of the school's rules and should be reported immediately to an adult. Such matters would always be brought to the Dean of Students, the Assistant Head of School, the Head of Middle School, or Head of School in confidence of the complaint.
- Upon receipt of a hazing complaint, the school promptly investigates the allegation in a fair and expeditious manner. The investigation maintains confidentiality to the extent practicable under the circumstances. Our investigation may include a private interview with the person(s) filing the complaint and with witnesses. We will also likely interview the person(s) alleged to have committed hazing. When we have completed our investigation, as appropriate we inform the person(s) filing the complaint and the person(s) alleged to have committed the conduct of the results of that investigation.
- If we determine that inappropriate conduct has occurred, we act promptly to eliminate the offending conduct, and if/when it is appropriate we also impose suitable disciplinary action.
- Disciplinary action may range from counseling to expulsion, and may include such other forms of disciplinary action as we deem appropriate under the circumstances.

Sexual Harassment

The MacDuffie School takes allegations of sexual harassment seriously and responds promptly to complaints of sexual harassment. Should we determine that such inappropriate conduct has occurred, we act promptly to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action where appropriate.

Please note: while this policy sets forth our goals of promoting a workplace and school environment that is free of sexual harassment, the policy is not designed or intended to limit our authority to discipline or take remedial action for conduct which we deem unacceptable, regardless of whether that conduct satisfies the definition of sexual harassment.

Definition of Sexual Harassment

In Massachusetts, the legal definition of sexual harassment means *sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature when:*

Submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of employment or as a basis for employment decisions, or, Such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's school performance by creating an intimidating, hostile, humiliating or sexually offensive school environment.

Under these definitions, direct or implied requests by an administrator, teacher or student for sexual favors in exchange for actual or promised school benefits such as favorable reviews, unearned grades, or other favorable treatment, preference, or continued enrollment constitutes sexual harassment.

The legal definition of sexual harassment is broad and in addition to the above examples, other sexually-oriented conduct, whether intended or not, that is unwelcome and has the effect of creating a school environment that is hostile, offensive, intimidating or humiliating to male or female students may also constitute sexual harassment.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct that is unwelcome and may constitute sexual harassment depending upon the totality of the circumstances including the severity of the conduct and its pervasiveness:

- Unwelcome sexual advances - whether they involve physical touching or not;
- Sexual epithets, jokes, written or oral reference to sexual conduct, gossip regarding one's sex life; comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures, cartoons;
- Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments;
- Inquiries into one's sexual experiences;
- Discussion of one's sexual activities.

Complaints of Sexual Harassment

- A student or parent/guardian acting on a student's behalf, who believes that he or she has been subjected to sexual harassment, has the right to file a complaint with the school. This may be done in written or oral form.
- Students wishing to file a complaint may do so by contacting or having his or her parent/guardian contact in confidence any of the following persons, depending on with whom the student feels more comfortable discussing the matter: the Dean of

Students, the Head of Middle School, the Assistant Head of School, the School Counselor, the student's advisor, or another trusted adult. These persons are also available to discuss any concerns the student may have and to provide information to him or her about our policy on sexual harassment and our complaint process.

Sexual Harassment Investigation

- Any of the persons receiving a complaint of sexual harassment filed by a student shall immediately notify the Head of School in confidence of the complaint.
- Upon receipt of a sexual harassment complaint, the school promptly investigates the allegation in a fair and expeditious manner. The investigation maintains confidentiality to the extent practicable under the circumstances.
- Our investigation may include a private interview with the person filing the complaint and with witnesses. We will also likely interview the person alleged to have committed sexual harassment. When we have completed our investigation, to the extent appropriate we inform the person filing the complaint and the person alleged to have committed the conduct of the results of that investigation.
- If it is determined that inappropriate conduct has occurred, the school acts promptly to eliminate the offending conduct, and if/when it is appropriate also imposes suitable disciplinary action.

Emergency Protocols

MacDuffie has developed a series of emergency protocols and drills as part of its Emergency Management Plan, which are explained to and practiced with students periodically during the school year. The School works closely with the emergency services in providing regular training for all members of our community. Emergency drills such as 'Lock-Down' and 'Shelter in Place' are rehearsed at regular intervals throughout the year. The purpose of such drills is to protect students in the case of a serious emergency.

Fire Drills

Fire drills occur as frequently as needed to ensure everyone's preparedness for an emergency, according to the following procedures:

During the academic day:

- If the fire alarm sounds, all must leave immediately through the exit nearest the room.
- Teachers, administrators, and staff make sure all students are out of the rooms, lights are out, and windows and doors are closed.
- Everyone proceeds to the area immediately in front of the gymnasium and lines up quietly by advising groups. Advisors take attendance and report to the Dean of Boarding Life.

After school, evenings and weekends:

- If the fire alarm sounds, all must leave immediately through the exit nearest the room.
- RAs make sure all students are out of the dorms, lights are out and windows and doors are closed.
- Everyone proceeds to the area immediately in front of the gymnasium and lines up quietly by dorm. RAs take attendance and report to the point person.

Dress Code

MacDuffie fosters self-expression and the individuality of its students. Our school is enriched by its cultural diversity and its promotion of tolerance. We strive for a blend of both values and standards in our dress code that serve as both a teaching opportunity and guideline for communal understanding.

When preparing for their day at MacDuffie, each student is asked to consider how they intend to be a part of the community, how they will improve it, and what they hope to gain from it. The choices they make in terms of how they will present themselves are a part of this thinking.

- Values
 - Respect
Is my dress showing respect for self? Am I being sensitive to what may be considered off-putting by others. How might my dress affect both others and my ability to focus on our academic goals?
 - Integrity
Is the clothing chosen for this day appropriate in terms of space, safety, and weather?
 - Community
What am I trying to express when I choose these clothes? What message might my clothes send to others, and is this the message I want to send? Does my dress reflect MacDuffie well to all others?

If a day student does not comply with the dress code after being addressed by an adult, that student may be sent to the Dean of Students' office to make arrangements for a parent/guardian to deliver appropriate clothing. In certain situations, students should be prepared to wear temporary clothing provided by the school. Boarders will be sent to their dormitory room to change.

Students will not be permitted to attend classes or other school activities until they are appropriately dressed. Absences will be unexcused and may result in academic consequences and/or disciplinary action. Students who repeatedly violate the dress code may receive more serious disciplinary consequences.

School Dress Code

Clothing should:

- Provide opaque coverage of all skin in the torso area from armpits down to the ends of one's hands when shoulders are relaxed and arms are fully extended down.
- Be held in place and worn appropriately.
- Be clean, well-fitting, appropriate for the occasion and not unnecessarily revealing (body areas that should be covered must not be visible).
- Cover all undergarments so they are not visible.

- Be tops that have straps, of any type or width, for the purpose of providing secure coverage.
- Be bottoms (pants or shorts) that have a button or zipper fly.
- Be skirts or dresses of an appropriate length to cover the torso area as described above unless tights are worn under them.
- Be in good repair and neatly hemmed; not ripped, torn or stained.
- Be devoid of images or messages that may be considered offensive, obscene or violent (e.g. depicting weapons, alcohol, tobacco, drugs or foul language).
- Not be sleepwear (including pajama pants) unless approved for a given Spirit Day.

Middle School Dress

Middle School students will follow the same dress guidelines as Upper School students in addition to the following:

- All shirts/dresses should have either sleeves or straps that run over the shoulders, connecting front to back. Halter-like tops should not be worn.
- Shirts should be long enough to provide coverage when hands are raised above the head.
- Middle School students should wear shoes with heels less than two inches in height.

Footwear

- Dress sandals are allowed until Thanksgiving Break and after students return from Spring Break. That said, special footwear requirements for classes (dance, phys ed, science, etc.) must be observed.
- Slippers and flip-flops are not permissible.
- Students may wear high heels of three (3) inches or less, but may not wear stiletto or platform-style shoes for safety purposes.
- Cleats are never allowed to be worn indoors.

Hats and Head coverings

- May be worn only for religious purposes and should be pre-approved.
- Students wearing tops with a hood may not wear the hood when indoors.

Miscellaneous

- Sunglasses may not be worn indoors (unless written medical permission is given).
- Earphones / earbuds
 - Are not allowed during the academic day, during meal times, or during assemblies and other school events.
 - They are permitted in the Student Center and the locker room.
 - Any exceptions (as in a classroom, for example) must come with the express permission of the faculty or staff member in charge.
- Hair dying, jewelry, exposed tattoos, and piercings are allowed as long as they are in keeping with our shared values and standards.

Dress for Formal Occasions

(Formal dinners, Convocation, award assemblies, student government elections, and similar events)

- Student dress for these occasions should fall along the lines of “business neat” to “formal” dress and should not be confused with dress one might wear to go to a club or a party. For instance:
 - Students who identify as female wear dresses or blouses with skirts or dress pants
 - Students who identify as male wear dress shirts with ties and slacks.
- Students should ask for guidance if unclear about appropriate dress for a given special occasion

Dress for Commencement

- Underclass Students
 - Students who identify as female wear white dresses or white blouses and skirts. White shoes are preferred.
 - Students who identify as male wear dark slacks, white shirt, and maroon tie, and dark socks and shoes.
- Seniors
 - Students who identify as female wear white dresses and white shoes.
 - Students who identify as male wear navy blue blazers, white slacks, white shirts, maroon ties, and dark socks and shoes.

Phones

Phone use is restricted during the academic day. We expect all students to respect other members of our community. Students are not permitted to talk on phones, play music/videos or any other use that can be deemed distracting to others, while in common use areas, such as the gym, hallways, etc.

While students are permitted to have phones in their possession, they must not be a distraction to others. They may only be used:

- In the Student Center (except during assemblies, meetings, etc.)
- In the Middle School Lounge
- In the Library
- Outside of the school buildings
- In the Dining Hall, however:
 - Actual phone calls are not permitted.
 - Phone use is not permitted in the lunch lines
 - students must not exclude others at the dining table through phone usage.
- With prior permission from a teacher during class

At all other times students must receive permission from a staff/faculty member before using their phone. Failure to comply may result in the confiscation of the phone by any faculty or staff

member until the end of the school day; in such a case, the incident would be treated as a Minor Infraction. A second offense would receive more serious disciplinary action.

If a student requires active use of a phone for medical reasons, the student's parent/guardian must submit a formal request to the Head of Upper School along with confirmation from the student's physician of the medical condition. Such a student may not use their phone during the day for non-medical reasons.

Students should tell an adult of any emergency and ask for permission to use their phone, or to use a school phone to call home. The school assumes no responsibility for personal items at any time.

Food and Drinks

- Students should consume food in appropriate places, such as the Dining Hall, Student Center, or outside the school buildings. Food and drink should not be brought into assemblies and other all school events.
- Students should comply with each individual teacher's classroom policies regarding consumption of food and drink.
- There should be no unsupervised consumption of food inside the building, including the corridors, classrooms and offices.
- Students are responsible for disposing properly of all wrappers and uneaten food.
- Food, and drinks in open containers, must not be taken out from the cafeteria.

Rollerblades and Skateboards

- Students wishing to use rollerblades on campus must bring appropriate safety equipment, including but not limited to a helmet, along with a note of permission from their parent/guardian.
- Students may not use rollerblades inside the school buildings. Skateboards are only allowed on campus with special permission from the Dean of Students.

Hoverboards

For safety reasons, hoverboards of any type or manufacture are not allowed to be brought onto campus for any reason.

Drones

Students may not possess and/or use drones on campus without express permission from either Division Head or the Dean of Students.

COMPUTERS AND TECHNOLOGY

- The MacDuffie School has networked computers (PCs) available for student use in the Computer Lab and the Library. Students may have access to these PCs for school-related projects during their free periods and before and after school. Each student is provided with a network user account, email account and storage space. School PCs are to be used solely for school work and under the supervision of school personnel.

- The MacDuffie campus has Wi-Fi coverage in most areas. Connections to the Wi-Fi network are encrypted and require a passphrase. This may be obtained from the Network Administrator, Librarian, RAs and most School Personnel.

Students at MacDuffie must comply with the standards set forth in the Acceptable Use Policy (AUP). The AUP describes the rules, guidelines and appropriate use of MacDuffie computers and network resources. Students must sign and return the AUP before they may use the school's computers or network services.

Following are some general notes and guidelines pertaining to computer use at MacDuffie:

- Access to the Internet is available from all PCs on campus. Students may not use school computer resources for personal use. Students should use the school computers only with permission and only under supervised conditions, in accordance with the School's AUP.
- MacDuffie PCs are mostly Microsoft Windows based, but may also be Chromebooks or Chromeboxes.
- All School Windows PCs have software installed that deletes any changes made to the system when they are rebooted. This means any files stored on a user PC will be deleted at the end of each day, if not sooner. Users must save their work to their Google Drive.
- Files stored on and communications routed through the MacDuffie network are not strictly confidential.
- Software may not be copied from school systems without express permission.
- Students are expected to provide their own removable storage devices (e.g. flash drives, CDs).
- Those using the School's PCs are responsible for leaving the work area and equipment in a clean and orderly state. which includes pushing in chairs and turning off the computer.
- No food or beverages are to be consumed on or around the School's PCs. Any beverages brought into the Computer Lab needs to be placed on the floor and not the computer desks.
- Violations of the AUP may result in disciplinary consequences.

Computer & Technology Acceptable Use Policy

This policy creates a framework for users of these resources for acceptable and appropriate use at The MacDuffie School. It is based on the MacDuffie Honor Code and the principles of honesty and respect that are expected from each member of the MacDuffie community.

This policy applies to all users, software and equipment of The MacDuffie School's computing resources. Acceptable use rules apply to individually owned hardware that is connected to the school's network or used on school property. All students must read this document before entering into any online activity. Any use of The MacDuffie School technology resources implies agreement to abide by this policy.

Authorized Use

An authorized user is any person who has been granted authority by The MacDuffie School to access its computing and or network systems and whose usage complies with this Policy. Unauthorized use is strictly prohibited. By accessing the school's network using school-owned or personally-owned equipment, you have consented to the school's exercise of its authority and rights as set out in this Policy and others with respect to any such equipment, as well as with respect to any information or communication stored or transmitted over such equipment.

Privacy

We reserve the right to inspect the content of student accounts in the event of suspected misuse, including current and archival files. Due to the public nature of computer networks, all data and files, including email, cannot be guaranteed to be secure and private. Users of the network may be monitored and have their files inspected by an authorized systems administrator if they are believed to be in violation of policies set forth in this statement, general policies of The MacDuffie School, or applicable state and federal laws.

SYSTEM USERS HAVE A LIMITED PRIVACY EXPECTATION IN THE CONTENTS OF THEIR PERSONAL FILES ON THE SCHOOL SYSTEM. The school reserves the right to examine and take action on any information found on a device on school property, personal or school-owned, regardless of the purpose of the search during which it was initially found. Behavior identified in this process that is suspected to violate the Acceptable Use Policy will be investigated. The contents of student macduffie.org e-mail accounts are ultimately the property of the MacDuffie School. All information created or stored on school resources is subject to review by school administration. Users are strongly encouraged to maintain a private email account for use with non-school related activities.

Electronic data may become evidence in legal proceedings. Messages or data may also be inadvertently viewed as a result of routine systems maintenance and monitoring. Any individual monitoring, except as required by law or in situations perceived as emergency, must be authorized in advance by the Director of Information Technology or the Director of Information Technology's designees.

All forms of electronic messaging facilitate the dissemination of information, often beyond intended recipients. Students should be aware that any message may end up in public view; accordingly every email, video, Facebook post, IM, or other electronic correspondence should be crafted with care.

Expectations and Responsibilities

Students must adhere to the following guidelines when using technology resources provided by The MacDuffie School. The examples are not EXHAUSTIVE; when in doubt about the appropriateness of an action, one should apply the MacDuffie Honor Code.

Students must assume the following responsibilities:

- Follow the policies as stated in this Acceptable Use Policy (AUP).
- Check email at least once every twenty-four hours.

- Use only the provided email address and create a secure password.
- Maintain the privacy of their email address and password and respect the privacy of others.
- Students are responsible for any activity originating from their account or personal computer.
- Have updated virus protection software on their computers when connecting to the network.
- Use caution when opening email attachments or other Internet files which may contain malicious software received from unknown sources.

Functionality and Availability

To ensure functionality and availability of the system for the whole community, students must not:

- Circumvent or alter software or physical protections or other restrictions placed on computers, networks, programs, files or Internet web sites in an attempt to access restricted content.
- School-owned technology resources may not be taken from the Computer Lab without express permission.
- Consume computer and network resources for downloading or sharing music, movies, software, or other files not academically related.
- Consume computer and network resources for viewing or posting to social networking sites not academically related.
- Send frivolous or excessive messages, including chain letters, junk mail, spam, and other types of broadcast messages, either locally or over the Internet.
- Intentionally or irresponsibly introduce any computer viruses, worms, spyware, malware, or other rogue programs to school systems or networks.
- Use resources for entertainment or personal purposes that negatively affect academic uses for others.
- Inappropriately access the network, including but not limited to, the obtaining or sharing of passwords and access to data points (see below).
- Use Torrents, as they may be infringing copyright laws and may be subject to fines from the copyright holders (the student will be responsible for these charges).

Computer Accounts and Information Security

Students are provided individual user accounts for the MacDuffie network, email and collaboration systems as well as personal and shared storage space. Personal accounts and any information saved under these accounts are the sole responsibility of the assigned student and may be subject to review by network administrators. Students are responsible for all actions that occur under their accounts. To ensure security and accountability, students must not:

- Allow others to use their user accounts.
- Use others' accounts, even if given permission.
- Share logins, passwords, or any other authentication information.
- Use appliances or programs which capture other users' information or network traffic.

- Engage in any activities for commercial, purchasing, financial gain or illegal purposes.

Personal Information, Security and Safety

Students should be cautious if they chose to make information about themselves and others available on the Internet. MacDuffie cannot protect students from invasions of privacy, identity theft, and other possible dangers that could result from the individual's distribution of personal information.

Students should assume that any information posted on the Internet can be viewed by the general public and therefore *should refrain from*:

- Posting personal information including name, address, phone number, age, email address, or school on Instagram, Twitter, Facebook, and other online communities.
- Meeting with someone they have met online without their parent's approval and participation.
- Sending or posting personal pictures or videos to websites or online communities.
- Initiating or accepting a social network contact with teachers or staff outside the educational setting.
- Using a false identity in any communications or work.
- Using personally-owned modems, wireless access points, hubs, switches, routers and other network devices.
- Altering electronic communications to hide your identity or impersonate another person.

Bullying, Harassment, and Unethical Behavior

Students must abide by the MacDuffie Honor Code at all times while using MacDuffie technology resources.

Students must be careful not to:

- Misrepresent or disparage the MacDuffie School, including its students, faculty or administration.
- Post, publish, or display defamatory, abusive, libelous, obscene, embarrassing, sexually oriented, racially offensive, harassing, or threatening material in any form.
- Access or transmit pornographic, sexually explicit, or other inappropriate material; if in doubt contact a network administrator.
- Post messages and attribute them to other users, or otherwise misrepresent themselves online.
- Use or transmit obscene, vulgar, socially offensive, sexist, or profane language while using MacDuffie technology systems.

Personal Computers, Laptops, Cell Phones, Notepads and Tablets

- Students are permitted, with restrictions, to use personal devices while on campus and may connect to the school wireless network.
- If the device does not have current operating system patches and up-to-date anti-virus software, it will be denied access to network resources until all problems are remediated.

- These checks may occur automatically every time a device is connected to the network.

Administration and Implementation

- While respecting confidentiality and privacy, MacDuffie reserves the right to examine all school and privately owned and operated equipment, computer systems, electronic and digital resources and data stored on those systems. This includes the right to remotely monitor and record, without notification, all activity on systems connected to the network and use video monitoring in public spaces.
- MacDuffie also reserves the right to restrict users' navigation of the MacDuffie network and the Internet in order to improve security and protect users.
- MacDuffie may restrict the use of its computers and network systems for electronic communications if faced with evidence or suspicion of violation of school policies, federal and/or local laws. In addition, violations of this policy related to the school Honor Code will be treated as described in this handbook.

BYOD (Bring Your Own Device)

Students may use their own devices to access the internet and collaborate with other students.

- A device is sole responsibility of the student who brought it to school. The school is not responsible for troubleshooting a student's personally owned device. The Acceptable Use Policy remains in effect even when you are using your own device.
- For the purposes of BYOD, "Device" means a personal laptop (Mac, Windows or Chromebook) that can connect to a WiFi network and will work with **G Suite for Education**.
- Tablets and smartphones are not permitted as primary academic devices.

Students are responsible for charging their own devices overnight before school so that they are fully charged at the beginning of the school day. They may bring the device's AC adapter if necessary; however, outlets may not be available in every classroom.

DISCIPLINE

All students are expected to represent the school well by adhering to its community standards and following its rules at all times. Our school supports the idea of restorative justice. When possible, students who make serious mistakes in judgement will be given the opportunity to make amends for those mistakes in accordance with the infraction.

The disciplinary system is designed to:

- Help students develop self-discipline and a sense of commitment to fulfilling their obligations;
- Teach students the importance of self-reflection and accountability;
- Provide consistency, fairness, and as immediate a response as possible;
- Create an environment conducive to growth, where individuals learn from their mistakes.

Major and/or repeat minor infractions may be referred to the Judiciary Council, which will honor the precepts listed above in their deliberations and rulings.

In the case of an extreme infraction of the rules, however, the Head of School may elect to pursue an immediate ruling that could result in a student's suspension or expulsion. In such a case the Judiciary Council would still be informed of the proceedings and may be called upon to assist and advise the administration.

Judiciary Council

The Judiciary Council (JC) is a body of students and faculty that convenes to deliberate cases involving infractions of the Honor Code. It is designed to provide a balanced response to infractions and provide recommendations for consequences. When possible, the JC offers the students before it with an opportunity to reflect on their behavior and earn back the community's goodwill.

- The JC consists of: five student members, two/three junior class members and two/three senior class members (with at least one day student and one boarding student representative), two faculty members, and the Dean of Students.
- Each year, elections take place in the spring to meet the full complement of student and faculty positions on the council.
- Junior members and faculty members serve for two-year terms.
- All members of the JC sign a Confidentiality Pledge.
- The JC may hold a hearing in response to Major Infractions of the Honor Code. These include, but are not limited to, the various infractions discussed in this Handbook.
- The JC makes recommendations concerning their findings to the Dean of Students who brings them to the Head of School. The Head of School makes final disciplinary decisions.
- The student's advisor or another trusted adult may be present during any JC hearing as a support.
- Parents, legal counsel or others who are not part of the JC may not attend the JC meeting.
- At the JC hearing, in the presence of the suspected student, the Dean of Students will present the circumstances of the infraction; witnesses, victims or complainants may be called to speak; and any evidence may be presented.
- The suspected student or any JC member may question any person testifying, and may inquire about, or rebut, any of the evidence. The suspected student will then be given the opportunity to state his/her side of the issue, and may be questioned by the JC.
- The suspected student will then leave the room, and the suspected student's advisor or trusted adult may speak on that student's behalf. The advisor/trusted adult and the Dean of Students will then leave the room for the JC to deliberate.
- There are no appeals to the JC's recommendation. The JC may reconvene if there is substantial new information.

Types of infractions

Our school places student discipline concerns into two categories: **Minor** and **Major Infractions**.

Minor infractions

These include--but are not limited to--the following:

- Dress code
- Tardiness to class or school
- Using a cell phone where it is not permitted
- Misuse of technology
- Offensive language
- Disrespect
- Missed class
- Failure to pick up after oneself
- Unauthorized use of the elevators
- Not following school norms in common spaces
- Failure to comply with an adult's reasonable request

Major Infractions

These include--but are not limited to--the following:

- Sexual harassment
- Academic dishonesty
- Alcohol possession, transfer, or use
- Bullying
- Hazing
- Leaving campus without permission or being out of bounds
- Lying
- Smoking / vaping / other tobacco possession, transfer, or use
- Lighting a fire of any kind, including for use with candles
- Drug possession, transfer, or use
- Possession of weapons
- Vandalism
- Fighting
- Stealing
- Any action that seriously interferes with the school's ability to accomplish its mission

Minor infractions are generally handled internally by the Dean of Students' Office and either the Head of Middle School or the Assistant Head of School, as appropriate. An accumulation of two minor infractions (other than those pertaining to tardiness and class absences) within a two week period will result in a one hour detention. A third infraction in a two week period would result in a two hour detention and a conversation with the dean of students. Repeated infractions will result in a conversation with the dean of students and communication with a parent/guardian or RA and potentially an appearance before the Judiciary Council.

Major infractions are handled by the Dean of Students' Office and the Judiciary Council. The Judiciary Council makes a recommendation to the Dean of Students who then brings it to the

Head of School. The Head of School reserves the right to make final judgments about consequences for Major Infractions.

Disciplinary actions may include, but are not limited to:

- Loss of privileges and other restrictions
- Placement on Disciplinary Warning
- Detentions
- Disciplinary Probation, which is reportable to colleges
- Suspension, which is reportable to colleges
- Expulsion from the school, which is reportable to colleges

Disciplinary Warning

- A warning raises serious concerns about a student's ability to manage the school's expectations, respect its rules and support the learning environment.
- A student on Disciplinary Warning may not run for any school office.
- A subsequent Major Infraction (or an accumulation of Minor Infractions) will move the student to Disciplinary Probation status.
- In the event that a senior is placed in Disciplinary Warning, the consequences may include loss of senior privileges.

Disciplinary Probation

- Once a student is placed on Disciplinary Probation, signs of continuing disregard for the standards of the school may lead to suspension or dismissal.
- The probationary period may extend to the end of the current school year, to a following year, and/or to the date of the student's intended graduation from MacDuffie.

Academic Dishonesty

The following are among the forms of academic dishonesty for which disciplinary actions are appropriate:

- Use of books, notes, unauthorized or copied computer files or information, tests from previous years, or other materials during an examination, unless expressly permitted by the teacher;
- Copying others' work or unauthorized cooperation in doing assignments or during an examination; i.e. enabling others to cheat in any way;
- Use of essays, term papers, or preparatory research for such papers, purchased or not, written by someone else;
- Passing in work as one's own that was originally done by someone else;
- Passing in the same written work in more than one course without prior written approval from the teacher (s) involved;
- Borrowing from published works (in print and/or electronic form), whether material is taken "word for word" or with minor alterations, without proper and/or sufficient acknowledgement;
- Cheating: the sharing, giving, or receiving of academic information whether on tests, homework, or any other assigned exercise unless such collaboration has been explicitly authorized by the teacher. Cheating also means claiming someone else's

work or answers (on a homework assignment, quiz, test, exam or paper, for example) as one's own, from whatever source, without proper citation/attribution.

- Plagiarizing: a specific form of cheating which involves the unacknowledged use of another person's words, ideas, or method, no matter what the source (publication, internet, etc.). The most common occasion for committing plagiarism is on written exercises or oral presentations that require the student to do research. Except for "common knowledge" such as the major dates and events of the past, all information encountered in one's research must be cited appropriately. If an author's opinions, but not his or her words, are used, the proper citation for each opinion is still necessary. If an author's words themselves are used, they must be set off in quotation marks and cited appropriately. If a student has any question about when or how to credit/cite research, it is her/his responsibility to ask her/his teacher for guidance.
- Dishonesty in requests for either extensions on papers or makeup examinations
- Falsification of experimental data or results.
- Violating the integrity of the teaching/learning environment

The primary responsibility for maintaining standards of personal integrity and honor in academic activities rests with the individual student. Any student who violates these standards is subject to disciplinary action.

Disciplinary Action for Academic Dishonesty Upper School

First offense

- Students receive a disciplinary zero for work on which they violated the Academic Honor Code, including cheating and plagiarism, regardless of what other consequences they may receive.
- The incident is reported to the Department Chair.
- The incident is brought to the attention of the Assistant Head of School, who will notify the Dean of Students. The Head of Upper School will meet with the student and determine the next course of action. The student's advisor will be notified.
- The Assistant Head of School sends a letter to the parents/guardians of the student.
- The student is placed on Disciplinary Warning for at least one full semester.

Second offense

- Procedures are followed as with a first offense. In addition:
- The student receives a one-day internal suspension.
- The student writes an essay reflecting on how to make reparations for their actions.
- Those reparations are made.
- The student is placed on career Disciplinary Warning specific to academic honesty.
- The student may be brought before the Judiciary Council.

Third offense:

- A third offense constitutes a violation of Disciplinary Warning.

- The student will be brought before the Judiciary Council.
- The student's enrollment in the school may be in jeopardy. If the student is permitted to stay, that student will be on Disciplinary Probation for the remainder of their time at MacDuffie.

Middle School

- Incidents of academic dishonesty involving Middle School students will be brought by the teacher to the Head of Middle School.
- The Head of Middle School will evaluate incidents on a case-by-case basis. The student's advisor and the Dean of Students will be notified.
- The Head of Middle School may consult with the Assistant Head of School.
- When appropriate, an isolated incident may be viewed as a teachable moment, but a student may still need to make reparations for their actions.
- Consequential action will follow for subsequent offenses. In such cases, a Middle School student can be brought before the Judiciary Council.

SECTION FIVE: STUDENT LIFE

ADVISORY

The purpose of advisory is to help each student take advantage of all the academic, social, and extracurricular opportunities offered by the school, and thus to receive the full benefit of the MacDuffie experience.

Advisory guides the students in accepting and adopting the core values expressed in the MacDuffie CIRCLE – Community, Integrity, Respect, Creativity, Leadership, and Excellence – and plays a valuable role in supporting the educational and developmental goals expressed in our Mission Statement. Community Service Learning is a key component of our program in both Middle and Upper Schools.

- **Middle School**
Middle School advisory is centered on the exploration of the CIRCLE values and three pillars. Students engage in role-playing, cooperative problem solving, and community building exercises during their study of these values. Throughout the year students are asked to be introspective and ask questions like, "In what ways do the CIRCLE values fit into and shape my daily life?" or "How do my actions impact myself, my community, and people I may not even know?"

By being responsible and aware individuals, who are able to articulate their thoughts and opinions, and share them with their peers, MacDuffie is preparing students to be future leaders.

- **Upper School**
Upper School advisory builds upon the skills mastered in Middle School advisory and provides a scaffold for new and returning students to grow and to challenge

themselves in a supportive environment. Each year of Upper School focuses on the CIRCLE values while preparing students to fulfill our Leadership Requirement over the course of their junior and senior years.

In both Middle and Upper School, MacDuffie advisors:

- Monitor the overall social and academic progress of their advisees.
- Support each advisee and serve as the liaison between classroom teachers and parents/guardians.
- Have regular meetings with advisees.
- Write comments on advisees as needed.
- Are involved in all conferences about an advisee.
- Attend all class meetings and help the class officers run orderly and productive meetings.
- Assist students to plan and implement class activities.
- Monitor attendance.
- Serve as a trusted adult with whom students can share their questions, worries, joys, and triumphs.

In Middle School, students generally stay with the same advisor for 6th and 7th grade. As 8th grade is an important transitional and developmental time, those students have a new advisor for the final year of Middle School.

Students in 9th grade have new Upper School advisors. When possible, students stay with the same advisor through all four years until graduation.

- **Class Meetings**

Class meetings are held at regularly scheduled times that offer students an opportunity to meet as a class to plan activities and events and to discuss any matters of concern. Meetings are generally led by the class leaders, assisted by the Grade Team Leaders and other faculty advisors.

- **Duty**

Duty is an in-house service program run through advisory. It allows all of our students to feel invested in making the campus as welcoming as possible; Duty also helps to strengthen bonds within advisory groups and between different parts of the community.

On a rotating basis, Middle and Upper School advisory groups are responsible for assisting in the upkeep and cleanliness of our school. Regular duty responsibilities might include such tasks as cleaning teachers' whiteboards, sorting the recycling bins, straightening up the Student Center and the Locker Room, and helping Food Services with tasks such as wiping tables, supporting the Student Prefects with monitoring lunch lines, or working on composting.

During their assigned weeks, students are expected to perform Duty before attending

after school activities. Students may not be excused from Duty without permission. Prefects will assist with overseeing Duty and ensuring that students have fulfilled their Responsibilities.

The Head Duty Prefect oversees the operation of the Duty Program with the support and supervision of the Dean of Students.

ATHLETICS AND TEAM SPORTS

Athletics and Physical Education are an integral part of our students' growth. We require all students to participate in Physical Education classes or interscholastic athletics.

Note: Students who are selected as members of Varsity teams, as well as those who participate in Upper School Dance and/or Health, are not required to take P.E. classes during that athletic season.

Athletics

The athletics program provides opportunities for students to learn a competitive sport, become part of a cohesive group of students across grade levels, and to compete at progressively higher levels of play over the course of the season.

MacDuffie's Varsity program provides a competitive team experience where outcome and achievement are a high priority; however, all students are encouraged to participate, regardless of their skill level.

MacDuffie Athletics is committed to promoting the ideals of sportsmanship, respect, leadership, and integrity. To that end, if a student's academic status or behavior is a cause for concern their participation in athletics may be curtailed so they may more effectively focus on a problem area and eventually achieve balance across all of their pursuits and obligations. Overall, our goal is to help students build their individual athletic ability, increase their physical fitness, and gain a sense of community.

At the Middle School level, students typically can play on a sports team, with or without prior experience in that sport, assuming they are committed to working hard to learn the game and to improving their skills.

MacDuffie fields as many teams as possible below the Varsity level in order to provide a meaningful experience for each student. If a Junior Varsity or thirds team is not offered in a particular sport, students still have the opportunity to enhance their skills during Physical Education classes.

If teams at the Varsity level become too large, coaches select players based on talent, experience, motivation, and in some cases academic performance. Students not selected to play on a particular Varsity team may participate as a team manager.

The following sports may be offered this year:

- Fall
 - Cross Country (Boys' and Girls')
 - Soccer (Boys' and Girls')
 - Volleyball (Girls')
- Winter
 - Basketball (Boys' and Girls')
 - Swimming (Boys' and Girls')
 - Table Tennis (Boys' and Girls')
- Spring
 - Badminton (Boys' and Girls')
 - Baseball (Boys')
 - Crew (Boys' and Girls')
 - Golf (Boys' and Girls')
 - Lacrosse (Girls')
 - Tennis (Boys' and Girls')
 - Track and Field (Boys' and Girls')
 - Ultimate Frisbee (Boys' and Girls')

Cancellations, Schedules, and Other Information

For game-day information, practice and game schedules, and cancellations, please check the athletic calendar on our website, www.macduffie.org or call the Athletic Office.

Attendance and Commitment

Students who participate in interscholastic athletic teams should understand that they are expected to attend every practice and every game. In extenuating circumstances, a student should speak in advance to his or her coach and/or the Director of Athletics to be excused. Repeated unexcused absences may lead to consequences, such as being benched and/or not being permitted to play in a practice or game, or being asked to leave the team.

Game Day Travel

MacDuffie's athletic teams travel in school vehicles. When traveling to away contests, student-athletes are representing The MacDuffie School community and should dress in uniform or neat casual dress.

NEPSAC Guidelines for Behavior at Sports Events

MacDuffie is a member of the New England Private School Athletic Council (NEPSAC) and the Connecticut Independent School Athletic Conference (CISAC). NEPSAC recommends the following guidelines for conduct at athletic games:

- **Proper Conduct and Good Sportsmanship**
 - At the heart of this matter lie several terms which are often hard to define - yet no more important task confronts teachers and coaches than to set standards that are fair and honorable. Throughout this Code, when such terms as "proper conduct" and "good sportsmanship" are mentioned, they refer to such standards as these:

- Treat other persons as you know they should be treated, and as you wish them to fairly treat you.
- Regard the rules of your game as agreements, the spirit or letter of which you should not evade or break.
- Treat officials and opponents with respect.
- Accept absolutely and without quarrel the final decision of any official.
- Honor visiting teams and spectators as your own guests and treat them as such. Likewise, behave as an honored guest when you visit another school.
- Be gracious in victory and defeat; learn especially to take defeat well.
- Be as cooperative as you are competitive.
- Remember that your actions on and off the field reflect on you and your school.

Guidelines for Players:

- Players shall at all times represent themselves and their school with honor, proper conduct, and good sportspersonship. They shall understand that competitive rivalries are encouraged, but that disrespect for opponents is unsportsperson-like and lessens the value of the rivalries. They shall confine the competitiveness of the game to the field, and in particular behave properly on the sidelines and in the locker rooms both before and after games.
- They shall comply fully with the rulings of the officials. In no way, either by voice, action or gesture, shall they demonstrate their dissatisfaction with the decisions made.
- Players will not deface property or remove equipment of any kind from their own or another school.

Guidelines for Spectators:

- Spectators should bear in mind that the opposing team and their spectators are our opponents, not our enemies. All school rules pertaining to good citizenship, the Code of Conduct, and representing the MacDuffie community well at all times should be kept in mind - always.
- Spectators - whether students, faculty, parents, alumni or friends - bear important responsibilities to the school for the atmosphere and conduct of games, whether home or away.
- Spectators should watch games from those areas defined by each school as spectator areas. They must not run up and down sidelines, call to players, coaches or officials in an unsportsperson-like manner, go onto the field of play, or deface property. Any action that detracts from the ability of coaches, players and officials to do their best is not acceptable.
- Faculty members should remember that their responsibilities for student discipline and behavior extend to disciplining and controlling students who misbehave as spectators.
- The use of artificial noisemakers is not permitted.
- Spectators should cheer for the good play of their team and not for mistakes or poor play of the opponents.

- The use of alcohol and illegal drugs is strictly prohibited at all athletic events.

NEPSAC and MacDuffie thank all athletes and spectators for meeting these standards.

Athletic Facilities

- **Gymnasium**

- The gym is for the use of MacDuffie students, only when school is in session and an adult supervisor is present. For reasons of security and liability, we restrict the use of MacDuffie athletic facilities when school is not in session to MacDuffie faculty, staff, and their immediate families when accompanied by MacDuffie personnel. The Athletic Director is responsible for scheduling the gymnasium.
- Street shoes may not be worn in the gymnasium at any time. All students must have clean low-top athletic shoes for exclusive use in the gym. Visitors to the gym for any reason must either remove their street shoes or must stay on the sidelines at all times.

- **Fitness Center**

- The fitness center consists of a variety of cardiovascular and weight resistance machines, together with a good selection of free weights. The fitness center is open for Upper School students and staff after they receive training in the proper use of the equipment, and upon arrangement with the Athletic Director or adult supervisor.
- Students may only use the fitness center with approved adult supervision.

THEATER

The school presents several main stage productions each year. Any student may try out for parts, provided that they are in good academic standing. Students who take any role in a play accept the obligation to come to required special evening and weekend rehearsals.

STUDENT GOVERNMENT

MacDuffie is strongly committed to the goal of encouraging students to develop their potential for leadership. As a result, students enjoy a great deal of responsibility related to student life at the school. Opportunities for leadership exist in every extracurricular activity and also in student government, which performs various essential functions.

- **Elections**

- The student body elects its officers in the spring and fall.
- Individuals wishing to be candidates must declare their candidacy according to the calendar for elections to the Head of Middle School or Dean of Students, as appropriate.
- Students should be officially enrolled for the academic year in which they wish to serve.

- In general, students need a 'C' or better in all courses and effort grades of '3' or above in order to be eligible to stand for election or hold office. Any student with grades below these standards may seek the permission of the appropriate division head.
 - Students who are not in good disciplinary standing will be reviewed on a case-by-case basis and may not be permitted to run.
 - In order to be eligible to stand for elections, students need the permission of their parent(s)/guardian(s).
 - All declared candidates must discuss their speeches and appropriate dress for the election with the Head of Middle School or Dean of Students, as appropriate, no fewer than three days before the election.
 - Any student official who violates the Honor Code may be asked to step down.
 - If a position becomes vacant, the first runner-up in the voting is offered the position.
- **Student Advisory Council (SAC)**
 - SAC meets periodically to discuss pertinent issues and upcoming events regarding student life and the school community. SAC generally comprises the Dean of Students, the Head of Middle School, the Head of Upper School, President of the Student Body, Vice President of the Student Body, Class Presidents of grades 9 - 12, and Middle School Senate President.
- **Officers**
 - **President of the Student Body**
 - The President is the highest student officer in the school and assumes responsibility for generally overseeing all student activities. Specific duties include running weekly Student Government meetings and attending SAC meetings, along with leading regular assemblies. The entire student body elects the President of the Student Body.
 - **2018-2019 President:** Talia Wiesel '19
 - **Vice President of the Student Body**
 - The Vice-President of the Student Body has responsibility for school spirit and for upholding and honoring MacDuffie's traditions and educating the student body about the school's traditions. The entire student body elects the Vice-President of the Student Body.
 - **2018-2019 Vice President:** Arhum Shaikh '19
 - **Middle School Senate**
 - The Middle School Senate meets weekly to discuss pertinent issues regarding student life and the Middle School community. It provides leadership opportunities and training for Middle School students.

- The 8th grader who has been elected President of the Middle School Senate heads this group.
- **2018-2019 Middle School President:** Reece Tramazzo '23

- **2018-2019 Upper School Class Presidents**
 - Grade 12: Mengqi “Niki” Sun
 - Grade 11: TBD
 - Grade 10: Dima Aboukasm
 - Grade 9: Michael Aboukasm

- **2018-2019 Upper School Class Vice Presidents**
 - Grade 12: Quynh Huong “Hailie” Le
 - Grade 11: TBD
 - Grade 10: Jackson Skibel
 - Grade 9: TBD

- **2018-2019 Middle School Co-Consuls**
 - Grade 8: William Platt
 - Grade 7: Emily Parnicky
 - Grade 6: TBD

Judiciary Council (JC) Elections

- Students
 - To hold positions on JC, students must be fully committed to maintaining the highest of community standards.
 - Each spring, elections are held to meet the full complement of members for the following year. Students self-nominate for JC.
 - Students who are on, or have been on probation, or have committed serious infractions of the honor code, will not be permitted to run for JC.
 - Candidates self-nominate by writing a detailed statement of declaration. Faculty, administration, and current JC members review each application and vote on which students will be permitted to pursue election.
 - The approved candidates will be placed on ballots as part of the All-School Elections. Students who plan to run for other positions in student government are not barred from membership on the Council, although these other positions will be considered during the Council nomination process.
 - The junior class members of the Council will automatically continue as senior members the following year.
- Faculty
 - Faculty candidates must be a student advisor with a minimum of two years of experience at MacDuffie.

- The candidates must self-nominate during a faculty meeting in the spring. If there are more candidates than there are available positions to be filled, there will be an election.
- The term is for two years and the terms of the two faculty members overlap, so as to provide continuity between years.
- The first year of their term, a faculty member serves as secretary; the second year of their term, a faculty member serves as chair.
- **2018-2019 Judiciary Council Members**
 - Students
 - Avery Anderson '19
 - Mikhail Galaktionov '19
 - Chenxi "Ariel" Pu '19
 - Ian Hua '20
 - Nhung "Rose" Nguyen '20
 - Faculty
 - Dennis Wilcox (chair)
 - Anna Cressotti (secretary)

Prefect Program

- Prefects help to maintain the quality of life for both boarding and day students. Modeling an attitude of mutual trust, openness, fairness, empathy, and cooperation, prefects share with faculty/staff members specific management duties in dormitories and other campus facilities, as well as general supervisory and leadership responsibility on the campus at large.
- All rising juniors (11th grade) and seniors (12th grade) are eligible for consideration in the prefect selection process that begins each spring.
- Interested students are encouraged to apply for the position by putting their name forward for vetting. Leadership skills and are emphasized throughout their tenure.
- Prefects are an integral part of our service-based Duty program. They supervise the students performing Duty tasks on a daily basis, and they work to support the efforts of the Head Duty Prefect.
- Prefects serve as ushers at Commencement.
- Prefects help organize and/or supervise on-campus activities on special community days such as Registration/Ice Cream Social and Magnolia Day.
- Note: Boarding Prefects have significant responsibilities outside of the academic day. As a result, Boarding Prefects may have fewer supervised Duty and other tasks assigned to them than the Day and Homestay Prefects.
- **2018-2019 Prefects**
 - Class of '19
 - Aurora Basnet
 - John Bellingall
 - Jesse Bordenca
 - Asmaa Chaudhry

- Nicolette Peterson
 - Chenxi “Ariel” Pu
 - Olivia Ramirez (Head Duty Prefect)
 - Sarah Scott
 - Talia Wiesel
- Class of ‘20
 - Sofia Akhmechet
 - An “Andrew” Cao
 - Ian Hua
 - Alison Jackson
 - Madeleine LaChance
 - Maya Lidonde
 - Nhung “Rose” Nguyen
 - Savannah Richard

STUDENT ORGANIZATIONS AND ACTIVITIES

- The MacDuffie School believes in teaching to the whole student. Therefore, participation in extracurricular activities is an important part of the MacDuffie experience. However, such participation should not prevent a student from maintaining solid academic performance.
- To be eligible for participation in a major extracurricular activity or performance that is not a course requirement, a student needs the permission of his/her parent(s)/guardian(s). Due to the time commitment that such extracurricular activities require of students, it is important for the parent(s)/guardian(s) and the student’s advisor and/or the Assistant Head of School to discuss such participation.
- Students whose academic standing puts their promotion in jeopardy will have their participation in all activities reviewed by the Head of School.

Activity Expenses

Students at MacDuffie have many opportunities to participate in extracurricular activities on and off campus. Student tuition partially covers the cost of required activities and special events. The school charges an activity fee that will cover most extra expenses such as field trips, though there may be exceptions. The school is also careful to keep these costs reasonable but understands that there may be a hardship for some. Families are encouraged to speak to the Business Office in such circumstances.

Tickets and Transportation to MacDuffie Events

Students attending an event that MacDuffie sponsors must get their tickets through the school and go on school transportation unless they obtain explicit written permission from their parent/guardian for other transportation. If a student is being transported privately, and her/his ride is more than ten minutes late, the student is required to use school transportation.

Clubs

MacDuffie's student clubs are an important part of the life of the school. Their success depends largely on the initiative and sustained effort of student leaders. In addition to gaining interesting opportunities to develop a vocation, students who are active members of clubs get leadership opportunities and learn the value of commitment. Any student in grades 6-12 who is free to attend meetings is encouraged to join a club.

Club offerings may change from year to year. Recent clubs have included the following:

- The Magnet (student newspaper)
- The Muse (student literary magazine)
- The Magnolia (student yearbook)
- Key Club
- Admissions STARS
- WEE (Women's Empowerment and Education)
- MOSAIC
- MTB (MacDuffie Thinks Big)
- Advertising Club
- Chess Club
- Fishing Club
- Popping Club
- Film Club
- Robotics Club
- Chinese Student Association
- Queer/Straight Alliance

Students wishing to form new clubs are encouraged to do so, but must consult with the Dean of Students and secure a faculty advisor in advance of forming the club. Students will be able to sign up for pre-established clubs during Club Fair on the morning of Mountain Day.

Social Dances

Students and their guests must adhere to the following rules:

- Dance times are usually as follows:
 - Middle School: 7:00 pm - 9:30 pm
 - Upper School: 8:00 pm - 11:00 pm
- Students who come to the dance must remain at the dance and are not permitted to return to the dance once they have left.
- MacDuffie students may usually invite two additional guests and must be present at the check-in table when the guest(s) arrive(s). Each visitor receives a visitor's pass at that time. The MacDuffie student is responsible for the actions of his or her visitor(s).
- MacDuffie's Code of Conduct and regulations apply to all students and guests.

Guests At MacDuffie Events

MacDuffie activities (excluding dances at MacDuffie) are arranged for MacDuffie students and the students of other schools who have been specifically invited. Those who are not specifically invited may not participate.

STUDENT CENTER

The Student Center is an area for students to relax between classes and after school.

Additionally, boarding students have access to the Student Center during the evenings and weekends.

Conversational tones are encouraged here, but all rules are still in effect in the Student Center. Students are reminded that this area is part of their shared space and should demonstrate communal respect in keeping with the school's Code of Conduct and CIRCLE values. Students can access the center's speakers wirelessly, but volume **MUST NOT** be too loud for conversation, especially during the academic day. Also, all songs played over the speakers must be clean versions.

DINING HALL

Meals are served daily in the dining hall. Boarding Students will receive breakfast, lunch and dinner each day, while Day Students will receive lunch during the school day. All Students are expected to behave responsibly at all times.

- Students must only attend the lunch block that they have been assigned to on a given day.
- All students are responsible for clearing their own tables of trash and dishes etc. All used dishes and silverware should be taken to the washroom window with all uneaten food put in the trash barrel. All dishes should be placed inside the opening and away from the edge, and silverware in the tray. Please use a clean plate when re-visiting the food serving areas.
- Mealtime should be an opportunity for students to converse and to further strengthen the bonds of community. As a result, the following rules are observed:
 - No hats/head coverings to be worn, except for religious purposes
 - No ear buds/headphones to be worn or visible.

LOCKERS

- Lockers are provided to each student in grades 6-12 for the storage of books and other belongings when they are not needed between classes. The Middle School locker area is located by the Middle School Lounge.
- The Upper School lockers are located on the ground floor of the north wing.
- Entryways and corridors must be kept clear of clothing and bags etc., for reasons of safety and appearance.
- The senior students' cubby area is located in the balcony of the Student Center.
- Under no circumstances should students tamper with anyone else's belongings left in lockers or cubbies. Students should only bring a minimal amount of money to school if needed. Items of considerable value should not be brought to school.

- Students are responsible for the condition of their lockers, cubbies and surrounding area. They may not deface them in any way: no stickers, markings, etc. Lockers should be in the same condition at the end of the school year as in the beginning.
- Students must use the locker assigned to them and are strongly encouraged to have their own lock for their locker.

ID KEY CARD

All Students are issued an ID Key Card. This card is issued specifically to individuals that serve as a key to access various parts of the school building. Students are responsible for having their ID Key Card on them at all times. Students are not permitted to exchange cards with another student. Lost ID Key Cards should be reported immediately to the IT Department. If necessary, a replacement ID Key Card will be issued at the student's expense.

LOST AND FOUND

Students should put their name on all books, clothing, and other personal items. Every effort is made to return to students any items that contain their name. All lost items with no clear owner identification will be retained until a school recess. Students may check the Lost and Found or ask at the office of the Assistant to the Dean of Students. The school reserves the right to place any student's belongings left in the hallways in the appropriate collection location. The school assumes no responsibility for personal items at any time. All unclaimed items in good repair will be donated to charity or otherwise discarded.

SECTION SIX: BOARDING PROGRAM

The office of the Dean of Boarding Life oversees all aspects of the boarding program.

Resident Assistants (RAs) are responsible for assisting the boarding students with their academic and social adjustment.

Caswell Hall: Victoria Brown, Natalia Perez
Lemire Hall: Allyson Morin, Taylor Sherman

Castle Hall: Matthew Castle, Matthew Knezovic
Tiff Hall: Ruben Del Rosario, Ryan Donovan, Wanjiang Zhou

Rutenber: Alexander Breault, Zachary Hamel

Curfews and Lights-Out

Weekday Nights (Sunday – Thursday)

- All students except those living in Rutenber House are to remain in the main building after evening study hall. Rutenber students must move directly between the main building and their dorm after evening study hall.

- Weekday night curfew requires underclassmen and middle school students to be on their dormitory hall by 10:00 pm, with “lights-out” at 10:30 pm for middle school students and 11:00 pm for all other grades.
- Seniors in good standing academically and behaviorally may remain off their dormitory hall until lights-out at 11:00 pm.
- After lights-out, students are expected to be in their own rooms with the overhead light(s) off and should be studying or sleeping. There should be no music, gaming, loud talking, showers, or disruptive behavior after lights-out.
- Middle School students are expected to turn in their electronic devices, including cell phones, to their RAs at lights-out. They may retrieve these items in the morning before they go to breakfast.

Weekend Nights (Friday – Saturday)

- Weekend night curfew requires underclassmen and middle school students to be on their dormitory hall by 11:00 pm, with “lights-out” at 11:30 pm for middle school students and midnight for all other grades.
- Seniors in good standing academically and behaviorally may remain off their dormitory hall until lights-out at midnight.
- After lights-out on weekend nights, students are expected to be in their own room with the overhead light off. There should be no music, gaming, loud talking, showers, or disruptive behavior after lights-out until 11:00 am the next morning.

Evening Study Hall (ESH)

- All students are required to observe a period of study on Sunday – Thursday evenings from 7:30 – 9:30 pm.
- Students in good academic standing are expected to study in their own dormitory rooms, while students of academic concern may be assigned to proctored evening study hall in a central location. Proctored study hall is assigned by the Head of Upper School and the Head of Middle School.
- During evening study hall, an environment conducive to study is expected.
- During this time, students are to be in their own rooms with the lights on and doors open; video gaming, watching video media, or use of social media are not allowed; and students should not make or accept phone calls, shower, sleep, or leave their dormitory halls.
- Exceptions to these rules may be granted by a student’s RA on a case-by-case, evening-by-evening basis. For example: A student wishing to study with one or more classmates (either in an individual dorm room or in a common space) may seek permission from their RA to do so; however, all students involved must receive permission from their respective RAs.

Quiet Hours

- “Quiet hours” are times at which students are expected to be considerate of their peers and engage only in behavior that is non-disruptive such that others may study or sleep.

- Loud music, talking, and other disruptive behaviors are not acceptable at these times.
- Quiet hours are observed throughout the school's dormitories between curfew and lights-out every night and from lights out until 7:00 am Sunday through Friday morning. They may also be observed on special days and particular times throughout the school year. Additionally quiet hours are observed Friday and Saturday night from curfew to 11:00 am.
- Students are expected to be on their dormitory halls for hall meetings at 7:30 pm on Sunday evening. Study hall will run from 7:45-9:30 pm.

Hall Meetings

- Hall meetings are opportunities for dormitory residents, student leaders, and RAs to come together to discuss matters related to residential life.
- Hall meetings occur every week on Sunday evening at 7:30 pm. Attendance at hall meetings is mandatory.
- Students wishing to address a particular topic during a hall meeting should speak with an RA or prefect from their hall ahead of time.

Restricted Network Access Times

Boarding students are restricted from accessing the Internet during the following times:

- **Grades 6-8:** Sunday - Thursday 10 pm - 5 am, Friday - Saturday 11 pm - 5 am
- **Grades 9-11:** Sunday - Thursday 11 pm - 5 am, Friday - Saturday 12 pm - 5 am
- **Seniors, prefects and student leaders:** Sunday - Thursday 12 am - 5 am, Friday - Saturday 1 am - 5 am

Boarding Prefects

- **Responsibilities**
 - General
 - Model exemplary behavior and citizenship as students and members of our residential community
 - Work with residential staff to uphold community standards
 - Serve as a liaison between students and residential staff (RAs)
 - Specific
 - Assist in running weekly hall meetings
 - Assist in morning wake-up checks (7:30am)
 - Remind those assigned to hall cleaning duties to pick up supplies from RA
 - 9:30-10:00 pm on Sunday prefects supervise assigned students as they clean the common rooms, microwaves and refrigerators.
 - Assist in the running of two Community Development Initiatives (CDIs) per semester; take lead in running one CDI per semester (total involvement in three)
 - Meet with hall RAs weekly to discuss hall matters and hall meeting agendas

- **Privileges**

- Late lights and visitation (assuming productivity, not recreation)
- Junior prefects may observe senior privileges so long as they do not conflict with prefect responsibilities.
- Greater input in programming and influence within community

Medical

- Documentation of a yearly physical exam and a complete Massachusetts state-required immunization record must be submitted in order for students to attend school. If students arrive at school without being fully immunized, the student's parents/guardians will be responsible for the cost of the required vaccines. Arrangements will be made for students to receive those immunizations.
- Students requiring non-emergency medical care will be transported by staff to a local medical facility arranged by the nurse or Dean of Boarding Life. Urgent care will be available at local facilities AEIOU and/or Baystate Medical Center. Scheduling and transportation for routine appointments will be arranged by the School Nurse. The travel insurance carried by the student does NOT cover the cost of all medical care. Students/guardians will be responsible for any fees associated with care provided.
- Massachusetts law states that all students requiring medication must provide a physician's order, the medication in the labeled prescription bottle, and a signed parental consent form to the nurse's office. If the physician consents to having the student take the medication independently, the order must state that. Otherwise, students will go to the nurse or designated staff, as needed, to receive their medication.
- Students must bring all over-the-counter and prescribed medications to the nurse's office at the start of the year. Nurses or designated staff members may search a student's belongings/room/person if there is a suspicion that there are medications being held inappropriately. If a student does not have a physician's order and permission to self-medicate on file, the medication will be confiscated and held in the nurse's office.
- Consequences for having medications without an associated prescription will be determined by the Dean of Students in consultation with the Dean of Boarding Life and School Nurse as appropriate.
- Ongoing skilled nursing services are not routinely available. If prolonged skilled nursing services are required during the school year, parents/guardians will be responsible for the cost of that service.

Dorm Self-Help Program

Students are to keep their rooms neat and clean at all times. Students make their beds and put away their belongings every morning. In an effort to conserve energy, each student must turn off all lights before leaving for classes. The Dean of Boarding Life inspects all student rooms each week. There are frequent admission tours of the dormitories and student rooms are expected to be picked up and ready for viewing at all times.

Residence Hall Privileges

- During the academic day, boarding seniors in good academic and behavioral standing have the privilege of spending their free periods in their rooms. Day student seniors of the same gender may go into a boarding senior's room provided they go together and stay together.
- Underclass boarding students may not go back to their residence halls during the academic day.
- No student or visitor of the opposite sex is allowed in any residence hall.
- Boarding students may have day or homestay student guests of the same gender back to their dorm after school until 5:30 pm provided they go together and stay together. On weekends, the same applies from noon until 6:00 pm.
- No unaccompanied day or homestay student is allowed in the dorms at any time. Being in this situation may result in a full loss of the privilege of visiting dorms for that student.

Safety

The safety of all students is paramount at the school, and the school has a special responsibility to consider the welfare of those students who reside on campus. It is impossible to list every circumstance that might present itself; however, below are some rules and guidelines to follow.

- Each student receives an identification key card for entering their residence. Under no circumstances should a student share this key card with another student or individual.
- Boarding students may leave campus for a weekend overnight with prior permission from the Dean of Boarding Life. They must turn in an overnight form (found in the Student Center) to the Dean of Boarding Life by the end of the first class block on Thursday. Their parent or guardian must call or email the Dean of Boarding Life granting permission. An invitation from the host or hostess is required, as well.
- All boarding students must check out in person at the duty desk in the Student Center. When no one is at the duty desk they must call the duty phone before they leave the building **each time they wish to leave campus without a MacDuffie chaperone after the school day or on weekends**. The duty phone number is 413-535-7831.
- The only place students may walk to that is off-campus is Cindy's Ice Cream Parlor.
- Students must never walk along School Street or Route 202. Students are expected to be on campus no later than 7:30 pm for Study Hall on Sunday through Thursday.
- Students must immediately comply with all emergency notifications such as flashing lights, alarms, sirens, text messages, and public address announcement.
- If a student wishes to go for a run or walk on campus out of sight of the main building, that student must check out in person at the duty desk or call the Duty Phone, if no one is at the desk, at 413-535-7831.
- Boarding students may call for a licensed taxi only from the list provided to them by the school.
- The use of Uber, Lyft or similar ridesharing services is not allowed.

- Boarding students should always sign out on the clipboard at the main entrance or check-out with the duty phone if they go off campus during the academic day without a MacDuffie adult.
- Students walking on campus must stay within the tree line.
- Students must keep fire exits clear and may use them only in an emergency.
- Students may not use the elevators without express permission from an adult.
- Candles, matches, lighters, halogen lamps, space heaters and electrical appliances of any kind are strictly forbidden in the residence halls. Fans, hair dryers and curling irons are acceptable.
- MacDuffie does not permit students to stay overnight in hotels without parental approval.
- Students may not leave campus if school is cancelled due to inclement weather. All scheduled trips are cancelled if classes are cancelled due to inclement weather.
- Whenever thunder is heard all individuals are expected to take shelter inside a school building immediately and remain there until 30 minutes after the last sound of thunder.

Furniture and Other Amenities, including Electrical Appliances

- The school provides a bureau, desk, chair, and twin size bed and mattress for each boarding student. These items are not to be removed from the rooms without special permission from Dean of Boarding Life. Similarly, the arrangement of furniture in the student rooms is not to be altered without special permission from Dean of Boarding Life.
- Each student is personally responsible for the care of these items as well as for the condition of the room itself. Nothing may be attached to the ceiling or to the walls or furniture that is not removable or that might damage those surfaces. Students and their families will be responsible for any damage to school property that goes beyond normal wear and tear.
- Students are required to supply the following items:
 - Bedspreads or comforters
 - Pillows
 - Blankets
 - 2 sets of sheets and pillow cases
 - Towels
 - Mattress pads
 - Flashlights

Boarding students are allowed to have the following appliances only:

- personal computers, with screens less than or equal to 24 inches
- printers
- alarm clocks
- curling irons
- hair dryers
- lamps (no halogen)
- radios

- fans
- hair straighteners

Please note: Any other electrical appliance is not permitted and will be confiscated. These items would include--but would not be limited to--televisions, refrigerators, space heaters, electric blankets, clothes irons, coffee makers, and electric cookware.

Valuables in the Residence Halls

- Boarding students should keep only minimal amounts of money in their rooms. This money **MUST** be kept in the lockable space provided by the school.
- The Business Office can provide safe storage for money, passports and important immigration documents.
- Items of considerable value should **NOT** be brought to school.
- Articles of clothing and linens should have the student's name clearly indicated.
- The school assumes no responsibility for personal items at any time under any circumstances.
- Families are strongly encouraged to cover their student's personal belongings under their home insurance policy. Students are asked to provide serial numbers for their most valuable electronics after their arrival to campus.
- Students have closets or wardrobes that can be locked.
- The doors to their rooms can be locked.

Storage of Belongings

In the spring, students who are returning to MacDuffie for another year must store their personal belongings with an off-campus storage facility. The details regarding this off-campus storage and the cost will be available in April. Student belongings left on campus for the summer will be donated to charities.

Permission to Leave Campus from the Dean of Boarding Life

- Students are expected to secure permission before leaving campus or participating in any activity outside of the regular school day. This does not include school-sponsored trips.
- In order for Residential Advisors to appropriately address the preferences of a student's parents/guardians, all social and other permission forms must be in place *before* the student starts school.
- Students must submit the Overnight Sign-out Form to the Dean of Boarding Life for approval no later than the end of the first class block on Thursday, in order to depart that weekend. Permission from the parents/guardians and an invitation from the host must be received by the Dean of Boarding Life no later than 8:00 am on Thursday, as well.
- Once approval has been granted, a student may leave campus on Friday after school, but the student **MUST** return from a weekend away by 7:30 pm on Sunday to attend the hall meeting. Students who have Sunday detention will not be granted weekend leave.

- In addition, the Dean of Boarding Life or other staff may deny a student permission to go off-campus. Some examples of reasons may include, but are not limited to, the following:
 - Academic concerns, whether or not the student is on Academic Warning;
 - Chores not done;
 - Student's room not clean;
 - Weekend sign-out paper incomplete or handed in after the deadline.
- **It is mandatory for students to check out in person at the duty desk in the Student Center when they leave campus and to check in at the duty desk immediately upon their return to campus. If no one is at the duty desk check in by calling the duty phone before leaving the building and immediately upon return to campus.**

Visitation Permission

- Students in grade 6-9 must have individual parental/guardian permission for any non-MacDuffie visitors prior to each occasion. Parent(s)/guardian(s) of older students may grant their sons/daughters wider latitude in receiving non-MacDuffie visitors.
- No boarding student may entertain a guest in a resident hall occupied by members of the opposite sex at any time for any reason.
- Significant others of the same sex may not visit each other in their dormitory rooms at any time.
- No off-campus visitors are permitted after 5:30 pm Monday-Thursday. Visitors may arrive at 12:00 pm on Saturday and Sundays. The host must check the visitor in at the duty desk in the Student Center. On Friday, Saturday and Sunday all guests must leave by 6:00 pm.
- Students wishing to have an overnight guest on the weekend must fill out an Overnight Guest Sign-In form (available in the Student Center) and return it to the Dean of Boarding Life for approval no later than the end of the first block class on Thursday. Overnight guests may not stay on campus on school nights.
- The hosting student must call the duty phone at [413-535-7831](tel:413-535-7831) upon the arrival of their guest and upon their departure.

Weekend Activities

Boarding students are required to stay on campus during Closed Weekends and cannot leave campus overnight. There are a number of Closed Weekends for boarding students during the school year. During Closed Weekends boarding students participate in group activities that are especially planned for the boarding community.

These activities may include orientation, an overnight trip, day trips, a cultural performance, or social events on or off campus. The weekends just before semester exams are also closed to overnight plans. Boarding students are also encouraged to participate in other organized weekend activities such as college visits, going to the movie theater, bowling, mall trips, museums, trips to Amherst, Northampton, etc., and social community events such as the Semi-Formal and Prom. Students who have been assigned academic or behavioral

consequences may not participate in any weekend activity that conflicts with their assigned consequence.

Whenever a student participates in a school sponsored activity or outing, he/she is expected to depart and return with the group on the transportation provided for the outing. The student is expected to be a part of the activity at all times. He/she may not go off on his/her own, do something else, or not participate.

Co-curricular Activities Program (CAP)

The Co-curricular Activities Program (CAP) offers boarding students an opportunity to participate in a variety of activities throughout the year. Boarding Students are required to participate in one activity per season (school sport, CAP, or performing arts) with the exception of the senior boarders who must participate in two out of the three seasons.

Students on school sports teams will not be required to participate in a CAP during the same season. Day students may be able to participate in a CAP if space is available. CAPs meet on Mondays, Tuesdays and Thursdays from 3:50 pm - 5:20 pm each season.

Vacations

The school has four vacations: Thanksgiving Break in November, Winter Break in December, Spring Break in March and the Summer Vacation/Recess. During these vacation periods **students are required to leave the MacDuffie campus**. Students who need help with travel arrangements/plans for the vacations should contact the Dean of Boarding Life at least 6-8 weeks before the vacation starts.

***Important:* Students must fill out their school break forms (with attached travel itinerary and parent/guardian permission) and return them to the Dean of Boarding Life no later than 4 weeks before the break starts.**

Students are expected to depart by 6:00 pm on the day following the last class day of school before vacation. Students must return by 8:00 pm the night before the day when classes resume. Transportation to and from the Amherst Center bus stop, Springfield's Union Station (Amtrak), or Bradley (BDL) airport is provided by the school only when the student's travel plans occur during the school-prescribed dates.

The school strictly discourages early departures and late returns from school vacations, as missing classes can jeopardize a student's academic progress. Early departures and late returns may result in GPA penalties and may incur other consequences. If an early departure is planned, the *Planned Absence Procedure* must be followed.

In December and May, it is imperative that all students complete their exams according to the exam schedule prior to leaving for the break. *Students are not permitted to take exams early or late around breaks and may receive a "0" for any exam missed due to early departure.*

All boarding students are expected to leave their bedrooms and common area in clean condition before each school break. Rooms will be inspected by the Residential Advisors before students depart. Any previously unreported damage may incur a repair charge.

Long Weekends

Typically, the school has several long weekends. All boarding department trips are planned for these weekends and all full-time boarding students are expected to attend these trips. Students will observe quiet hours and have earlier curfews on the nights preceding these trips.

Visits and Visitors

In keeping with the atmosphere of an educational living-learning community, boarding students are encouraged to visit other MacDuffie boarding, homestay, and day students. No off-campus visitors are permitted after 5:30 pm Monday-Thursday and 6:00 pm on Sunday. No boarding, homestay, or day student-- or other guest--may enter a dormitory occupied by members of the opposite sex at any time for any reason. Boarding students may host a guest on the weekends for an overnight visit in their residence hall by following the prescribed process for gaining permission as described in the Visitation Permission section.

Laundry

Commercial laundry and dry cleaning services are required of all boarding students.

Motor Vehicles

Boarding students may not operate a motor vehicle while under the guardianship of The MacDuffie School. Accordingly, they may not keep a vehicle on campus. The school does not support or facilitate in any way boarding students who wish to obtain a US driver's license. In addition, the school will not permit students to miss class time, or school events, to attend meetings or lessons related to obtaining a driver's license.

Exercise Equipment and Fitness Center / Gymnasium

Boarding students may use the Fitness Center or Gymnasium only under approved adult supervision.

Pets

Students may not have pets on campus.