



The Bement School

Handbook for

Parents of our Boarding Students

2019-2020

Overview

Boarding at Bement is much more than living at the school you attend. Located in Historic Deerfield and the beautiful Pioneer Valley just minutes away from the famed Five College area that includes Smith College and Amherst College, The Bement School connects our boarding students to unique local and regional resources in a transformative residential life curriculum. Our boarding experience is designed to prepare students for seamless transition to and successful experience at the secondary schools that our boarding students want to attend. Boarding students leverage extensive time and care to elevate their knowledge, deepen their formation, and become more responsible and involved in the community.

Our boarding community for 2019-20 is comprised of 54 students, 25 males and 29 females, who come from diverse international and domestic locations. Students at a pivotal age gain an understanding of the wider world, cultivate respect, compassion, resilience and integrity, and learn both collaboration and independence. Our boarding community is immersed in, and a vital part of, our school population, resulting in deep, lifelong friendships between our day students and our boarding students. We offer a warm, nurturing, and grounded dorm environment. Each of the six dormitories feels like a real home as students and dorm parents live, study, and eat meals together, creating strong bonds and a responsibility for one another.

We aim for students to feel ownership about their living space, where they're able to make cakes from scratch in the full kitchens, study in their rooms, organize activities in the common room, and play with dorm parents' children and pets. Just as they would at home, students help care for their dorms with daily and weekly chores and attend dorm meetings. Each weekend, boarding students utilize the full campus playing sports on our fields, reading in the library, and practicing instruments in our arts barn. We strike a balance between relaxing, studying, and exploring our location in small-group outings, like biking, hiking, visiting a museum, attending a concert, dining out, skiing, or taking a day-trip to Boston. Day students often join these excursions or invite boarding students to their local homes, which establishes a caring community among all students at Bement.

TRAVEL PROCEDURES - TO AND FROM BEMENT

As you can imagine, arranging travel plans for more than fifty young people involves a good deal of care and coordination. The director of residential life coordinates the arrival and departure of boarding students at the beginning of the year, before and after each break (Thanksgiving, Winter, and Spring) and at the end of the year. Please refer to the more extensive document, Travel Dates for Boarding Students, enclosed as an addendum in the handbook, regarding dates, times and policies for transportation, especially pick up and drop off at airports, and make travel plans and reservations accordingly. Please note that students are required to remain in school until the set dismissal dates and times for boarding students and return on the designated date. Any days missed to early departure or late arrival will be counted as unexcused absences. Students must also be out of the dorms when closed and may not stay later or return earlier. There are no exceptions except in most urgent situations. The director of residential life will send an email to families requesting travel plans and itineraries approximately one month prior. Let us know if you plan to personally pick up/drop off your child at the start or conclusion of any vacation period. We will update you on the best time and location to do so. It will give your child peace of mind, too, to know that travel plans are set.

International Travel Documentation:

For international travel, many procedures are time sensitive. If your child has special needs, e.g. visas, attend to them immediately to eliminate the need for costly and time-consuming emergency action here at school.

Upon arrival at Bement, we will verify the status and validity of all SEVIS-sensitive documentation [visas, I-20s, passports, green cards, etc.] for non-U.S. citizens. Students with noncompliant documentation will not be allowed to register at Bement.

The I-20 must be kept in the passport. To enter the U.S., international students must show a valid student visa, passport, and I-20. The I-20 must be signed annually by a school official. *Note:* an F-1 student visa can be issued outside the U.S.

If you have questions regarding the visa procedure, please contact director of admission, Kim Loughlin, at the school or via email at kloughlin@bement.org.

Unaccompanied Minor Travel:

Airline travel has become more complicated as security has increased. Each airline has different regulations for minors traveling, so when purchasing tickets, parents should confirm with the airline or a travel agent what their rules are and buy tickets accordingly. If the airline requires Unaccompanied Minor (UM) status, some airlines may require that you pay the additional fee in advance and some may ask that you pay at the airport. Similarly, some airlines require that paperwork be completed ahead of time and others ask that paperwork be completed at the check-in counter. Either way, please let the director of residential life know so that the proper financial and contact arrangements can be made at the proper time.

Luggage:

When packing, please use wheeled suitcases or other types of luggage that are easily handled by airline baggage handlers, middle school students, and dorm parents. In addition, every child might benefit from a small suitcase or bag that he or she can use for shorter trips like weekend stays with friends.

Other Travel Information:

When travelling to Bement, we will provide you with the name and phone number of the driver who will greet your child in the terminal after customs and provide transportation to campus. When travelling from Bement, we will provide you with the name and phone number of the driver who will be dropping your child at the terminal. The driver will stay at the airport until the child's plane is confirmed to be in the air. The address and license number of the driver will be provided for Unaccompanied Minor status. When travelling from Bement, provide the airline with the name, address, and phone number of the person picking up your child at the destination airport, then, notify us with the same information; it needs to be confirmed at departure.

Each international student should travel with the Bement-issued travel wallet that contains the student's passport, I-20 form and important Bement phone numbers. When a student arrives on campus, these travel wallets are collected and stored safely in a safe in the director of residential life's office.

Very important tip! Reconfirm your child's flight with the airline 24 hours before departure. Believe it or not, some of our students have been denied access to their unconfirmed flights. Finally, if you need to change travel arrangements, in any way, contact the director of residential life immediately.

PACKING LIST - CLOTHING, LINENS & PERSONAL ITEMS/EQUIPMENT

A packing list with general recommendations is enclosed. As you begin packing in the summer, remember that Bement is located in New England climate. Fall is typically windy and rainy, and cold temperatures, especially at night, can arrive by mid-September. Our first snow is typical by Thanksgiving. Please pack accordingly.

All articles brought to the school must be plainly marked with the owner's name. It is necessary to emphasize that this means every item, not just clothing. Iron-on nametapes can be sewn in place. As a reminder for everyone's benefit, there should be no borrowing or bartering of any clothing or personal goods. Any dangerous items must be left at home. Dorm parents will confiscate any dangerous or inappropriate items at their discretion.

A commercial laundry picks up clothing once a week. (Refer to the laundry section below.) While our laundry service is very good, items can be lost, so please keep this in mind when packing. Special care items should probably be left at home.

Students sometimes accumulate many personal belongings over the course of the year, which results in having to ship, store, or donate many extra items that have not been used much during the year. Please help us manage the amount of "stuff" kids have in their limited dorm spaces by refraining from sending them lots of clothes from home or buying items from catalogs or websites.

WEEKLY ALLOWANCE AND OTHER FINANCIAL ARRANGEMENTS

Weekly Allowance:

There are two options for a student to receive a weekly allowance which can be used for items such as dorm snacks, hygiene items, school supplies, and small personal purchases.

1. **Debit/Credit Card:** We are encouraging families to secure a debit or credit card that the student would bring to campus with them in September and use for our weekly trips to the store and any additional purchases for sporting goods, clothes, additional supplies, etc. If this is possible, parents will establish guidelines for its use with their child, monitor spending and purchases, and add more money to a debit card as needed. The card can be kept in the student's room or if preferred in a safe in the director of residential life's office and distributed each weekend or as needed. In instances where cash is needed, the director of residential life will distribute money to the student, and charge the family's Smart Tuition account at the end of the term.
2. **Weekly Cash Allowance:** Knowing that option 1 may be difficult for some families, Bement also offers a weekly cash allowance system. Families that select this option will be charged \$300 at the beginning of the year to start the student's allowance account. Each Thursday night, these students will request an amount for that week's allowance based on the weekend schedule or any other needs. Activities and meals are covered for the weekend, so cash would be for dorm snacks, hygiene items, school supplies, small personal purchases, etc. The base allowance is \$10 per week. Students can request up to \$20 more for a total of \$30 without their parents' approval if parents grant permission to do so at the beginning of the year. Some parents ask that any amount over \$10 is approved each week. For all students, any allowance request greater than \$30 total needs parental approval. Parental permission is generally confirmed by the dorm parent via email or text. The director of residential life distributes

the requested funds to dorm parents on Friday afternoon who then distribute it to the students. Each withdrawal is recorded and when a student's weekly allowance balance drops below \$50, an additional \$300 will be requested by the director of residential life through the business office, and the amount will appear as a charge to the family's Smart Tuition account. Any remaining balance on the student's weekly allowance account at the end of the year will appear as a credit on the family's account. If a student needs to purchase something at a greater expense, such as cleats or a helmet, a representative of the boarding program will purchase it and the amount will be charged to the family's Smart Tuition account. This is where lessons in budgeting come into play! We are more than happy to work with you and your spending restrictions or limitations. Students are not obligated to request money each week, and the balance remains available to them throughout the year.

For security reasons, no student should keep more than \$20 in a dorm room. If a student arrives on campus with more than \$20 in cash, we will secure the money in a safe in the director of residential life's office.

Also, some families may make arrangements for special considerations requiring additional charges such as athletic training, music lessons, tutoring, transportation, etc. In the case of such optional services (those not part of the Bement educational program), the school does not take responsibility but may be able to assist with arrangements where advance payment has been arranged.

DORMITORY LIFE

Dormitories are family away from home. Students are expected to participate in dorm life and to follow guidelines for safety, health, cleanliness, respect for one another, and responsibility for belongings and the buildings themselves. All students contribute to a caring, supportive environment in the dorms that feels like coming home.

Bicycles/Skateboards/Scooters:

Students may ride bicycles, skateboards and scooters to and from campus and at the dorms. All students who choose to ride a must first participate in a safety class and pass a safety exam that includes an accompanied ride to campus. Students must wear a bike helmet at all times while riding, and lights in the front and back when riding in the dark. Bicycles, skateboards and scooters must be stored properly when not in use. Violation of safety rules will result in loss of privilege for a period of time and/or confiscation.

Chores and Cleanliness of Dorms:

Before leaving for school each morning, students are responsible for presenting a clean, organized room according to a checklist. Boarding students are expected to make their beds daily and change all linen weekly. To help the dorm run smoothly and instill a sense of responsibility for the dorm's well-being, boarding students participate in weekly and daily chores.

Contact with Parents:

Regular contact with home is important, and boarding students will be encouraged to communicate regularly with families. In addition to use of personal devices at set times in designated places, parents are able to use the landline in the dorm to contact their son or daughter. Phone numbers are provided below and will also be distributed upon arrival to campus. To allow open access to the dormitory phones, calls should be kept brief on the communal line. When you call the dormitory phone, please state your name and relationship to the student. Please make sure your entire family follows this procedure.

Counseling Services

Our school counselor supports student formation and development. Our counselor is available to meet with an individual student as an impartial, neutral adult to discuss what is going well and what is difficult, and to provide resources and strategies for handling certain situations. Our counselor is also available to mediate a conflict between roommates, or to facilitate discussion for a particular group of students. The director of residential life may request that a student check in with our counselor.

Parents may also email the counselor in confidentiality regarding a student's well-being and/or request that their child check in with the counselor. After conversation with the student, the counselor may assess and recommend that more regular therapy is warranted, which will be discussed with the parents. An additional fee will be charged for regular therapy.

Decorations/Electrical Appliances in Dorm Rooms:

Fire regulations restrict certain decorations and electrical appliances in the dorm rooms. Irons, curling irons, electric blankets, heaters, hotpots, and electric teapots/kettles are not allowed in a dorm room. Dorm parents have a clothing iron if needed. Extension cords must be no more than six feet long and of a design approved by the Deerfield Fire Department. Posters and paper wall decorations must fit on the bulletin board provided for each student. Additionally, posters and paper wall decorations, including wall decals, must be considered appropriate for a kindergarten through ninth grade school and must be contained to the provided bulletin boards. Decorations and appliances which violate these guidelines or otherwise constitute a fire hazard will be confiscated.

Day Students:

The Bement School encourages interaction between our day students and boarding students outside of the regular school day. The opportunity to visit the home of a day student, to accompany the family of a day student on an outing, or to attend birthday parties and other celebrations of day students adds much to the boarding experience. Such invitations are often communicated by the parent of the day student to the director of residential life, who will then speak to the boarding student and determine if the timing works for the boarding schedule. Day families are especially encouraged to host boarding students for long weekends in October and February. Any overnight invitations extended to a boarding student will need be communicated to and approved by the director of residential life.

If you receive and approve an invitation from the parent of a day student for your child to spend time off-campus with the student or family, please contact the director of residential life or a dorm parent as soon as possible to check about arrangements. Given that dorm parents are responsible for upwards of ten boarding students, it may be difficult for a dorm parent or the director of residential life to provide transportation to and from homes, outings, parties, or other events. We will contact the day family to explore possible arrangements. Similarly, boarding students are able to invite day students to the dorms and on dorm outings just as any day student would be able to invite another student to their home. This also includes invitations for sleepovers in the dorms. Such invitations should be initiated by the boarding student after discussing it with the dorm parent and/or director of residential life.

Dress Code:

The details of the dress code are spelled out in the Bement Family Handbook. Free dress (T-shirts, sweat shirts, shorts, jeans, etc.) is permitted at dinner and studyhall. Free dress must respect accepted norms and be acceptable to dorm parents. A dorm parent may ask a boarding student to change clothing that is not appropriate, either due to weather or to the dress code, before leaving the dorm in the morning before breakfast or for activities off campus, or at anytime within the dorms.

Food in the Dorms:

Students are permitted to keep food in the dorm in the storage space in the kitchen designated for their items. If space is not sufficient, unopened packages may be kept in small plastic storage containers in a student's room. Students are encouraged to make healthy snack choices during weekly town runs. No candy, soda or sugared drinks (Monster, Red Bull, Powerade, Gatorade), coffee, or hot chocolate may be brought into the dorm except by dorm parents as a special treat. Water and seltzer are preferred alternatives. Desserts should be kept to a minimum (one (1) suggested serving per day is reasonable). No open food or drinks, except water, are allowed in the dorm rooms. Because of ants and mice, this rule must be enforced.

Hygiene:

While poor hygiene can be a difficult and awkward issue to confront with maturing adolescents, boarding students are expected to maintain healthy hygiene. These include clean clothes, fresh linens, teeth brushing and regular showers (with soap and shampoo!), as well as gender specific hygiene issues.

Language:

English is the common language at The Bement School. Students are expected to speak English at all times, especially in dorm rooms, classrooms, and in any common space where students gather. Our dorm parents will remind students to speak only English in public spaces to promote an inclusive environment and develop language mastery.

Laundry:

All families pay a one-time fee at the beginning of the year for E&R laundry service. Dirty laundry is picked up each Thursday morning and delivered clean on Monday. On Wednesday evening, students will fill out the E&R laundry slip and fill the laundry bag provided at the beginning of the year. Boarders should inventory their returned laundry using the saved slip, and put it away. If they encounter any discrepancies or damaged items, they should report them to the dorm parent immediately, who will assist them in filling out a report sheet. The discrepancy report is then forwarded by the dorm parent to the business office, where a claim is pursued with E&R. Damaged items may need to accompany the report.

Long Weekends:

There are two long weekends on the Bement School calendar for 2019-20 in which school the dorms are closed while school is not in session (October 11-14 and February 4). On these weekends, boarding students are typically picked up by friends or family or spend the weekend with a day student's family. Bement does not arrange airport transportation for boarding students for the long weekends. Three weeks prior to the long weekend, the director of residential life will inquire about student plans and arrange a home stay with a local family for students who do not have any plans arranged. Please note that there is a long weekend in April in which local homestays are encouraged though the dorms remain open.

Long Weekend - Bement Day in October:

The long weekend in October includes Bement Day which is scheduled for Friday, October 11. All parents are invited for a program at the school including musical selections from our band and orchestra and an opportunity to meet teachers and observe classes. Parent-Teacher Conferences will be scheduled that afternoon for parents of our boarding students. Afterwards, students depart with their parents and return to campus Monday, October 14 between 4-6 p.m.

Mail and Packages:

Boarders' mail and packages for boarding students is first delivered to the school and then distributed to students when they return to the dorms in the evening. Students should not check Barton House for the mail as it is a busy workplace for the admission and the business offices. A student expecting an urgent package can alert the director of residential life who can check during the day and deliver it to the student on campus. Outgoing mail from boarders should be given to a dorm parent, who delivers it to the business office. There the postage will be affixed and charged to the student's Smart Tuition account.

Movie Ratings:

Our boarding community will watch movies in the dorms, on campus, or in theatres. Students are not allowed to watch R-rated movies at any time. Students 13 and above are able to watch PG-13 movies as are students under the age of 13 who have permission from parents to watch.

Religious Services:

Arrangements can be made for students who wish to attend worship services of any faith denomination. For example, one of our faculty members drives interested boarding students to a Christian service each Sunday morning in Amherst, MA. Please contact the director of residential life to inquire about arrangements.

Roommates:

Getting along with roommates is a valuable benefit of boarding. Students are intentionally assigned roommates from another country to further cultural exchange and diversity and strengthen language mastery for our students who are English language learners. There will inevitably be conflicts between roommates during the course of the year. Dorm parents and the director of residential life are available to facilitate resolutions if needed after student efforts have not moved forward. The school counselor is also available to mediate rooming situation. It is rare and only in extreme circumstances that roommates are reassigned.

Study Halls:

In addition to any study halls in the school schedule, all boarding students participate in a 75-minute supervised and supported evening study hall from 4:35-5:50 p.m. on Monday through Thursday with optional time on campus after dinner until 7:45 p.m., except on Tuesday, to complete assignments, read, collaborate on projects, practice instruments, study SSAT or TOEFL, receive tutoring, or other work. An additional study hall is offered each Sunday from 3:45-5:20 p.m. and additional study hall time may be scheduled as needed. Students are responsible for completing all homework as assigned and may require additional time on homework when they return to their dorms. Students may use the Mac computers and Google chromebooks in the library to complete assignments and conduct research. Headphones are not permitted unless a student is viewing an academic video that has been assigned for homework. Personal computers are not allowed in the study hall before dinner and may be used for non-school assignments in the study hall after dinner with specific permission from the director of residential life.

TOEFL/SSAT Tests:

Transportation will be provided for students who register for TOEFL and SSAT tests at local sites within a 30 minute drive from Bement. The preferred site for TOEFL testing is Holyoke Community College. The entry registration and other information should be sent to the director of residential life with advanced notice.

Transportation to Practices or Lessons Off-Campus:

Please note that it may be difficult for a dorm parent or the director of residential life to provide transportation for individual students to participate in athletic practices, instrument lessons, or other outings and events given schedules and coverage in the dorms. Once contacted, the director of residential life and dorm parents will determine possible options for transportation.

Weekdays:

A typical weekday schedule for our boarding students is full. Students are woken by dorm parents between approximately 6:45-7:00 a.m. and walk from the dorms to campus to arrive at the dining hall by 7:45 a.m. for breakfast. Boarding students are not permitted to return to their dorms during the school day. On an occasion that they left something in the dorm, they may ask a dorm parent or director of residential life for assistance. The school day ends at 4:30 p.m. At this time, boarding students report to studyhall from 4:35-5:50 p.m. and then eat dinner in the dining hall from 6:00-6:30 p.m. Students may return to their dorm after dinner or remain on campus for additional study and enrichment. Though times differ based on grade level, all students enjoy a period of freetime in the evening, followed by time designated for getting ready for bed and the next day, quiet time in dorm rooms, and lights out. Refer to the daily weekday schedule provided below.

Weekends:

It is important that all boarding students actively participate in the full life of the boarding community at Bement. The expectation is that boarders will eat meals and participate in activities together. Participation in the boarding program develops social skills, provides leadership opportunities, builds independence, and strengthens language mastery. Extensive time away from the dorms on the weekends compromises learning and development. Parents who are planning to pick up their child for time off campus for any part of any weekend are asked to email the director of residential life by Thursday evening to inform him of your plans. A list of students leaving campus for any part of the weekend is communicated to dorm parents who are able to plan accordingly and minimize disruptions to weekend schedules and activities. Boarders must secure permission from a dorm parent before leaving dormitories and face-to-face contact with a dorm parent is required when picking up or dropping of your child.

Weekends for boarders are carefully planned in advance. Typical weekend activities include trips to local points of interest, sporting events, plays, malls, movies, and other indoor activities in the Pioneer Valley. Outdoor activities may include hikes, bicycle trips, and informal sports contests. Activities are age appropriate, and 8th and 9th graders may have more opportunity for choice and independence. We strongly encourage all boarders to participate in as many weekends as possible, as these weekends are an important way to build relationships with peers and adults at Bement.

Our weekend schedules aim to balance downtime for students to relax and unwind in the dorms after a week of school and time for students to be active with sports, arts, and fun pursuing interests and experiencing new activities. It is important that all boarding students are participating in dorm life. Each student's presence in the dorms and at meals and activities is important. There are several weekends during the school year that all students are expected to remain on campus to foster relationships with other students and dorm parents. Group activities will be scheduled for these weekends.

Tutoring:

From time to time, your child may require tutoring and/or additional support beyond that provided by extra help sessions with teachers. Tutoring and/or additional support may be requested for academic subjects, language development, preparation for SSAT or TOEFL, secondary school applications, and other enrichments. All inquiries regarding arranging a tutor through Bement must go through Amanda Howe, the director of learning services. Bement maintains a list of approved and vetted tutors for academic subjects, organizational skills, and study strategies. SSAT and TOEFL preparation are also available. These tutors will be scheduled to meet students on campus. For boarding students, the timing of the tutoring will be coordinated by the director of residential life. Additional fees for tutoring will be billed through the Business Office and charged to the families SMART Tuition Account.

If you prefer to pursue an outside tutor who will work with your child either off-campus or on-line, we ask that you schedule the tutoring within the following windows of time: Saturdays or Sundays from 8:00-10:00 a.m. or Mondays, Wednesdays, or Thursday from 6:45-7:45 p.m. Parents should inform the director of residential life of any tutoring sessions who in turn will communicate with dorm parents.

STUDENT FORMATION & DISCIPLINE

At The Bement School, we believe that positive, proactive student formation is the most effective approach to discipline. Within a caring, supportive environment that identifies and honors the unique presence and positive influence of each student, all students know they belong here and are significant to our school community. We aim to instill in each student the values and skills that form healthy habits necessary for long-term success. Our core values of Respect, Resilience, Compassion, and Integrity provide a framework and language for formation as students practice and develop valuable skills pertaining to conflict resolution, leadership, self-awareness, and community building. These habits are reinforced with clear, purposeful expectations that are consistently set in our school and boarding program and to which all members are accountable. More than to merely function as a group, our expectations are meant to push, challenge, and inspire one another to realize our best potential as individuals and as a community. We aim to reward and recognize those students who are leading the way. Our school counselor is a valuable resource to talk and strategize about challenges and difficulties that the student may be experiencing and is available for any boarding student to meet for a single time or on a regular basis.

Our students are in a critical stage of social-emotional development and are always learning how to live positive, safe, healthy lives as individuals and with others. We know that at times even well-defined boundaries will be breached and that clear expectations will not be met. While our response will be firm to reinforce that the particular behavior is unacceptable and not permitted, we will also be kind as to leave no doubt that we care and love each student unconditionally. Our core values prioritize a language for how we respond to and talk with our students. Furthermore, consequences are given out in such a way that are in line with the infraction and allow the child to do the necessary repair work, with the opportunity to learn from the experience. Depending on the seriousness and/or frequency of the infractions, consequences may include loss of privileges such as technology, activities, cooking in the dorm, bicycles, free-time, etc. For more severe situations or repeated offenses such as but not limited to physical assaults, verbal abuse, harassment, disrespect of adults, dishonesty, theft or intentional destruction of property, use or possession of weapons, drugs, alcohol, or nicotine, consequences may include in-school suspension, permanent loss of privileges or for a longer duration, removal from the dorms, or expulsion from school. The head of school, director of residential life and/or dorm parents will communicate concerns and consequences with parents.

TECHNOLOGY

As a guiding principle of a Bement education, we seek to prepare students with the skills and mindset to thrive today and tomorrow and to root our students' growth and development in established, foundational norms, some of which may run counter to what is becoming widely acceptable today. Technology continues to evolve and when used properly enables incredible advancement in professional fields and personal lives. Inappropriate use of technology, however, can have detrimental effects to the growth and development of young people. While we cannot expect our rules and approach to address every situation, we believe these guidelines form the basis of a healthy approach for our boarding students.

Our *Family Handbook* outlines policies about technology at school. Boarding students, like day students, are not permitted to carry or use devices in school. They may only use school-owned devices to connect to the internet during school hours, and they may only do so under the direct supervision of a teacher. Phones and devices are not permitted at meals, sporting events, field trips as they interfere with the natural connections, growth and learning. Permissions may be granted for special circumstances. Boarding students may bring personal computers for use in studyhall after dinner for academic purposes though these computers must remain in their backpacks until that time.

In the dorms, student use of personal devices is limited to specific time periods on both weekdays and weekends. 7th-9th grade may use personal devices from 7:45-9:00 p.m. from Monday through Thursday. Permission for additional time may be granted if a student has pressing school work to complete. This time is 7:45-8:45 p.m. for 6th graders and 7:15-8:15 p.m. for lower schoolers. Since screen use negatively impacts sleep and sleep cycles, we end technology use well before bedtime for students of all ages, allowing them time to wind down and prepare for lights out. Times will vary on weekends depending on our weekend schedule though generally students have 1-2 hours of access to personal devices per day for personal use. 7th-9th grade students may be granted additional time for homework assignments, secondary school applications, and other academic needs such as SSAT or TOEFL prep. Each dormitory also has a computer that is connected to the internet. The landline phone and computer are communal, so individual use is limited to no more than fifteen minutes at a time if someone is waiting.

Outside of these specific time periods, personal devices are locked in a technology cabinet. Boarding students who use devices during the specifically allowed time periods do so in the common room where they are supervised by a dorm parent, with only very rare exceptions. Nothing with a screen or access to internet will be allowed in the room after lights out including Apple Watches. If a student enjoys listening to music at bedtime, he or she may use a simple music player such as an iPod Shuffle or MP3 [player or other basic music device. The music player may not be used while walking from the dorms to campus unless special permission is granted.

When our boarding students participate in excursions or activities away from school, we emphasize participation in that shared experience. Therefore, students are not permitted to bring devices along, unless they have permission from a dorm parent if they need a phone to remain in contact with a dorm parent or for a particular purpose. Web-enabled devices and/or devices that can play videos are not allowed in rooms. Cell phone calls may be made in the common room, kitchen, hallways, or other locations depending on the dormitory.

Social media use (Facebook, Instagram, Snapchat) is not allowed for students under 13 years old (per the companies' own policies) and is only allowed for those 13 or older if they are able to use it responsibly.

The use of video and computer games is allowed, however, the rating on the game must be **E for Everyone** and boarding students are not able to play any single- or multiple-shooter games on any device or computer while in the dorms.

Boarding students who violate our rules on technology use policy including use of personal devices in restricted spaces, use of personal devices outside of acceptable hours, possession of additional personal devices, and use of social media, video games, or electronic communication of any kind in an unkind or irresponsible manner including prohibited content are subject to restrictions or further disciplinary action. A violation will result in the loss of technology privileges for non-academic purposes for six weeks, except to remain in contact with family. Continued violation will result in the loss of technology privileges for the remainder of the year.

At Bement, we value time spent together and the relationships built in our boarding community. In an effort to protect and promote face- to-face interactions and the life-long connections that these interactions help forge, there are set guidelines and boundaries around technology use. We are also trying to promote independence and responsibility. Therefore, we strive to maintain reasonable limits regarding the use of technology for communication and entertainment purposes. For this reason, access to devices such as cell phones or any device that allows access to the internet is restricted to specific times and public spaces. This is an intentional decision on the part of the adults in the community to help students manage the technology in all of our lives and give them the tools necessary to moderate their own technology use in the future. Bement prides itself on judicious use of technology and providing a space for students to develop in-person relationships. Technology use is consciously minimized, and we appreciate your understanding and support as we try to help our students learn to responsibly use technology.

MEDICAL INFORMATION

Student Injury or Illness:

Prompt medical care is the priority in the event of a student injury or illness. In the event of an injury, including a possible concussion, and at the first signs of illness, dorm parents and boarding staff contact The Bement School nurse for advice. A recommendation may be made to contact the Deerfield Academy Health Center especially with a fever greater than 100 degrees or before dispensing of medications. Parents are notified of any injury or illness as soon as reasonably possible. Parents are notified immediately if a student is kept at the Health Center overnight, for which there is an additional charge to the family.

Medications:

Boarding students are not permitted to keep medications, either prescription or over-the-counter, including cough medicine, Tylenol or Ibuprofen, in their rooms without permission of the school nurse. All medications must be brought to the school nurse who will ensure they are available to the student according to school and Massachusetts Department of Public Health policy. An Epipen and first aid kit stocked by The Bement School nurse are located in each dorm. Dorm parents should be aware of any student taking vitamins and is available to assist with distribution. Any medication, supplement, or vitamin packaged in a language other than English is not allowed on campus or in the dorms. Any unapproved medication will be confiscated and disposed. Please see the *Medications* section in the *Family Handbook*.

COMMUNICATION WITH SCHOOL

One important focus for our boarding faculty and staff is communication with families. It is our goal to establish convenient, timely, and effective lines of communication about your child and the boarding program overall. The director of residential life and/or dorm parents will email, text, and call parents individually to communicate both concerns and positive moments. We will also communicate news and announcements and post photos and descriptions from our weekend activities that impact all parents or particular groups of parents. Dorm parents also email parents throughout the year to highlight your child's strengths and accomplishments, and suggest areas of growth.

Please check with the school's communication manager to assure we have the most updated contact information and easiest way to contact each parent. Be sure to update any address or contact information (cell phone and email included) in your profile listed in the Parent Portal section of the web site.

We also want you to feel comfortable calling, faxing, or emailing us to ask questions or to discuss concerns as partners in your child's education working together to best support on-going growth, and development. We ask that you direct your comments and concerns to the appropriate person. If they cannot effectively deal with the issue, they will help you contact the appropriate individual.

- Terry Shields, director of residential life, is available via email at tshields@bement.org or by calling or texting his cell phone at 339-235-5373.
- Megan O'Brien, assistant director of residential life, is available via email at mobrien@bement.org or by calling or texting her cell phone at 978-314-0424.
- Christopher Wilson, Head of School *cwilson@bement.org*
- Kimberly Loughlin, Director of Admission *kloughlin@bement.org*
- Amie Keddy, Head of Upper School *akeddy@bement.org*
- Emily Lent, Head of Lower School *elent@bement.org*
- Dylan Korpita, Director of Finance and Operations *dkorpita@bement.org*
- Toni Costa, Registrar *tcosta@bement.org*
- Ellen Carter, School Counselor *ecarter@bement.org*
- Amanda Howe, Director of Learning Services *ahowe@bement.org*

Bement School:	413-774-7061
Bement Fax:	413-774-7863
Jackson House 1 (first floor, girls' dorm)	413-773-3315
Jackson House 2 (second floor, girls' dorm)	413-773-3166
Jiayi House (first floor, boys' dorm)	413-773-3411
Blydenburgh House (second floor, boys' dorm)	413-774-4529
Red Saltbox House (108 Old Main Street)	413-223-5195
Haas House (North End)	413-223-5144

Contact information (email and cell phone) for dorm parents will be distributed for each dorm at the start of the year. Please consider the following guidelines when contacting your dorm parents. Email is preferred for non-urgent situations. Text is preferred for more immediate concerns. Given that our dorm parents are responsible for 10 students in a dorm in addition to other responsibilities at Bement, dorm parents may not be available to immediately respond to your text, call, or email. Our dorm parents are most accessible from 5-9 p.m. eastern time on the days they are on duty.

Travel dates for boarders

The Bement School will provide transportation to and from campus for all travel occurring on the designated dates and within the designated times from designated airports as listed below. It is the responsibility of the parent to arrange and pay for transportation to and from campus on other dates, at other times, and from or to other airports.

Arrival for the Start of School

All boarding students are expected to arrive on **Tuesday, September 3**

- All new boarders should be accompanied by parents and plan to arrive on campus between 1-4 p.m.
- All returning boarders who are accompanied by parents are asked to arrive between 1-4 p.m.
- Bement will arrange transportation for all returning boarders who land on September 3 at the following airports at the times below:
 - Arrive at JFK in New York City between 9:00 a.m. and 4:30 p.m.
 - Arrive at Logan Airport in Boston between 8:00 a.m. and 6:00 p.m.
 - Arrive at Bradley Airport in Hartford between 8:00 a.m. and 6:00 p.m.
- Parents will be responsible for arranging their own transportation for flights departing from other airports, on other dates or at other times than that stated above. A list of local transportation companies is provided below.
- Orientation for new lower school students and new upper school students, including any returning students entering grade 6, is scheduled for both students and parents on Wednesday, September 4. Time and more details will be announced in the summer.
- There will be activities for all returning boarding students, except those entering grade 6 who will be in upper school orientation, during the day on September 4.
- Boarding orientation for all boarding students will be held from 4:00-7:30 p.m. on Wednesday, September 4.
- The first day of school for all students is Thursday, September 5.

Long Weekend in October

The dorms will be closed from Friday, October 11 at 7:30 a.m. to Monday, October 14 at 4:00 p.m.

Bement Day, scheduled for Friday, October 11, consists of school performances, classroom visits, parent-teacher conferences and sporting events. All boarding students are expected to be picked up from campus by a parent or guardian by 3:00 p.m. Staying in the dorms that weekend is not an option. Boarding students who are not spending the weekend with parent(s) stay locally with a friend's family or are matched with a Bement family interested in hosting a boarding student. Bement does not arrange transportation to airports for weekend travel. All boarding students are expected to return to the dorms between 4:00-6:00 p.m. on Monday, October 14.

Thanksgiving Break

Please note that the dorms are closed from 4:00 p.m. on Friday, November 22 until 4:00 p.m. on Monday, December 2.

Travel date for departure: **Friday, November 22**

Bement will arrange transportation for boarders departing on November 22 from:

- JFK Airport in New York City (NY) with a flight time between 10:30 a.m. and 6:00 p.m.
- Logan Airport in Boston (MA) with a flight time between 10:00 a.m. and 6:30 p.m.
- Bradley Airport in Hartford (CT) with a flight time between 8:00 a.m. and 7:00 p.m.

Parents will be responsible for arranging their own transportation for flights departing from other airports, on other dates or at other times than that stated above. A list of local transportation companies is provided below.

Travel date for return: **Monday, December 2**

Bement will arrange transportation for boarders arriving on December 2 into:

- JFK Airport in New York City (NY) between 9:00 a.m. and 4:30 p.m.
- Logan Airport in Boston (MA) between 8:00 a.m. and 6:00 p.m.
- Bradley Airport in Hartford (CT) between 8:00 a.m. and 6:00 p.m.

Parents will be responsible for arranging their own transportation for flights arriving from other airports, on other dates or at other times than that stated above. A list of local transportation companies is provided below.

Winter Break

Please note that the last day of mini-term is Friday, December 20. Boarding students flying home or to other destinations are asked to travel on that day. Boarding students being picked up by their parents or other guardians will be dismissed at 3:30 p.m. Dorms are closed from 4:30 p.m. on Friday, December 20 until 4:00 p.m. on Sunday, January 5.

Travel date for departure: **Friday, December 20**

Bement will arrange transportation for boarders departing on Friday, December 20 from:

- JFK Airport in New York City (NY) with a flight time between 10:30 a.m. and 6:00 p.m.
- Logan Airport in Boston (MA) with a flight time between 10:00 a.m. and 6:30 p.m.
- Bradley Airport in Hartford (CT) with a flight time between 8:00 a.m. and 7:00 p.m.

Parents will be responsible for arranging their own transportation for flights arriving from other airports, on other dates or at other times than that stated above. A list of local transportation companies is provided below.

Travel date for return: **Sunday, January 5**

Bement will arrange transportation for boarders arriving on Sunday, January 5 into:

- JFK Airport in New York City (NY) between 9:00 a.m. and 4:30 p.m.
- Logan Airport in Boston (MA) between 8:00 a.m. and 6:00 p.m.
- Bradley Airport in Hartford (CT) between 8:00 a.m. and 6:00 p.m.

Parents will be responsible for arranging their own transportation for flights departing from other airports, on other dates or at other times than that stated above. A list of local transportation companies is provided below.

Long Weekend in February

The dorms will be closed from Thursday, February 6 at 7:30 a.m. to Monday, February 10 at 4:00 p.m. All boarding students are expected to be picked up from campus by a parent or guardian by 3:30 p.m. Staying in the dorms that weekend is not an option. Boarding students who are not spending the weekend with a parent(s) stay locally with a friend's family or are matched with a Bement family interested in hosting a boarding student. Bement does not arrange transportation to airports for weekend travel. All boarding students are expected to return to the dorms between 4:00-6:00 p.m. on Monday, February 10.

Spring Break

Please note that the last day of Winter Term is Friday, March 6. Boarding students being picked up by their parents or other guardians will be dismissed at 3:30 p.m. Boarding students flying home or to other destinations are asked to travel on Saturday, March 7. Dorms will be open the evening of Friday, March 6 and closed from 9:00 a.m. on March 7 until 4:00 p.m. on Sunday, March 22.

Travel date for departure: **Saturday, March 7**

Bement will arrange transportation for boarders departing on Saturday, March 7 from:

- JFK Airport in New York City (NY) with a flight time between 10:30 a.m. and 6:00 p.m.
- Logan Airport in Boston (MA) with a flight time between 10:00 a.m. and 6:30 p.m.
- Bradley Airport in Hartford (CT) with a flight time between 8:00 a.m. and 7:00 p.m.

Parents will be responsible for arranging their own transportation for flights departing from other airports, on other dates or at other times than that stated above. A list of local transportation companies is provided below.

Travel date for return: **Sunday, March 22**

Bement will arrange transportation for boarders arriving on Sunday, March 22 into:

- JFK Airport in New York City (NY) between 9:00 a.m. and 4:30 p.m.

- Logan Airport in Boston (MA) between 8:00 a.m. and 6:00 p.m.
- Bradley Airport in Hartford (CT) between 8:00 a.m. and 6:00 p.m.

Parents will be responsible for arranging their own transportation for flights arriving from other airports, on other dates or at other times than that stated above. A list of local transportation companies is provided below.

End of School

Please note that the final day of classes is Wednesday, June 3. All students, both day and boarding, are expected to participate in Baccalaureate and Farewell Evening on Thursday, June 4 and Commencement on Friday, June 5 which ends at noon. All boarding students being picked up by their parents or other guardians will be dismissed on June 5 at noon. Boarding students flying home or to other destinations are asked to travel later that afternoon and evening or on Saturday, June 6. Dorms will be closed for the summer starting at 9:00 a.m. on June 6.

Travel dates for departure: Friday, June 5/Saturday, June 6

Bement will arrange transportation for boarders departing from:

- JFK Airport in New York City (NY) with a flight time between 9:00 p.m. on Friday, June 5 and 4:00 p.m. on Saturday, June 6.
- Logan Airport in Boston (MA) with a flight time between 7:00 p.m. on Friday, June 5 and 3:00 p.m. on Saturday, June 6.
- Bradley Airport in Hartford (CT) with a flight time between 3:00-10:00 p.m. on Friday, June 5.

Because of the later departure window on the final day of school, Bement may need to arrange overnight hotel accommodations with a driver and chaperone near JFK Airport for students whose flights depart during the day on Saturday, June 6.

Parents will be responsible for arranging their own transportation for flights departing from other airports, on other dates or at other times than that stated above. A list of local transportation companies is provided below.

List of Transportation Companies:

If you need to arrange transportation for your child, we encourage you to contact one of the two options below, which service many of the private schools in the Pioneer Valley.

Green River Transportation:

- Website: <http://www.ridegreenriver.com/>
- Email: info@ridegreenriver.com
- Phone: 413-883-6352

Valley Transporter:

- Website: <http://www.valleytransporter.com/>
- Email: vt@valleytransporter.com
- Phone: 413-253-1350

BEMENT BOARDING PACKING LIST – Clothing, Linens & Personal Equipment/Items

Minimum/Basic Clothing Needs:

- 1 navy blue blazer with Bement patch
- 6 pairs of pants–2 khaki
- 4 skirts or dresses–2 khaki skirts
- 2 ties
- 2 white dress shirts or collared blouses
- 8-10 short- and long-sleeved collared shirts or turtlenecks for school
- 2 sweaters
- 2 belts
- 12 pairs of socks, tights, or pantyhose
- 1 pair of school dress shoes
- 2 pairs of sneakers
- 6-8 days of sports clothing (shirts & shorts)
- 1 bathing suit
- 6-8 days of casual clothes for weekend & afterschool (t-shirts, shorts, jeans/pants)
- 2 pairs of winter gloves or ski mittens
- 1 warm hat
- 10 pairs of white athletic socks
- 3 pair heavy-weight socks
- 1 lightweight jacket or fleece
- 10 sets underwear
- pajamas
- 2 sets of long underwear
- 1 warm bathrobe
- 1 pair of winter boots
- 1 pair of slippers for dorm
- 1 pair of slides for shower
- 1 pair of sturdy shoes/hiking boots
- 1 pair of rain boots or shoes
- 1 ski/winter jacket
- 1 pair of snow pants
- 1 waterproof raincoat with hood
- 1 umbrella

Linens:

Our commercial laundry service furnishes bedspreads, blankets, sheets, pillowcases, towels and student laundry bags. If you choose not to utilize them, we require each boarder to have two sets of sheets and pillow cases. If providing own linens, we suggest bringing at least:

- 2 face cloths
- 2 towels
- 2 XL twin sheet sets
- blanket(s)
- 2 pillows
- 2 pillowcases

If families would like their child to purchase bed linens after their arrival at Bement, dorm parents can help with that purchase on the first weekend and the students can make use of the linens from our laundry service for the first few nights.

Personal Items/Equipment:

Students should bring all of their own toiletries/hygiene items such as comb/brush, shampoo, conditioner, lotion, soap, toothbrush/toothpaste, deodorant, etc. Additional suggested articles are desk lamp, hangers, books, clock, watch, games, camera, musical instrument, sewing kit, tennis racket and balls, ice skates, and bicycle with helmet. Students may also bring a laptop computer and a tablet or phone, but their use is restricted in terms of time and purpose (refer to our Technology section in our boarding handbook.) Students may wish to bring photos of family and friends to decorate their bulletin board.

DAILY WEEKDAY SCHEDULE - UPPER SCHOOL STUDENTS

6:45 a.m.	Wake up! Good morning! Get ready for school Are you in appropriate school dress? Do you have everything you need for the day? Homework? Sports? Arts? Is your personal area clean according to check-list ?
7:20 a.m.	"10 minutes until check-out" warning
7:30 a.m.	Check out of dorms and walk to dining hall.
7:45-8:00 a.m.	Breakfast. All boarding students should be in dining hall by 7:45 a.m.
8:10 a.m.	School day begins. Boarders are not allowed to return to dorms during school day.
4:30 p.m.	School day ends for all Bement students <i>Please note: On Friday, the school day ends at 3:30 p.m.</i>
4:35 p.m.	Studyhall begins in library. Students should have everything they need (books, notebooks, assignment notebook, hand-outs, pens, pencils paper) and be ready to work quietly and independently.
6:00 p.m.	Dinner in dining hall.
6:30 p.m.	Students may choose to remain on campus for study, practice, and/or collaborative work, or return to dorms tech-free until 7:45 p.m. though dorm TV and computer may be used.
7:45 p.m.	All students return to dorm for free-time or further study.
7:45-9:00 p.m.	Free-time. Students are able to cook and eat snacks. Students have access to technology including phone and personal computer. Boarders are able to visit other dorms until 8:30 p.m.
9:00 p.m.	Get ready for bed. Technology is placed into cabinet. Kitchen cleaned and food stored. Backpacks ready for next day. Bathroom use for showering, brushing teeth, and washing face. <i>Note: 6th graders start getting ready for bed at 8:45 p.m. with quiet time by 9:15 p.m. and lights out at 9:30 p.m.</i>
9:30 p.m.	Quiet time in rooms (reading, writing, quiet conversation with roommate) for 7th-9th graders
10:00 p.m.	Lights out for 7th-9th graders

DAILY WEEKDAY SCHEDULE - LOWER SCHOOLERS

6:45 a.m.	Wake up! Good morning! Get ready for school Are you in appropriate school dress? Do you have everything you need for the day? Homework? Sports? Arts? Is your personal area clean according to check-list ?
7:20 a.m.	"10 minutes until check-out" warning
7:30 a.m.	Check out of dorms and walk to dining hall.
7:45-8:00 a.m.	Breakfast. All boarding students should be in dining hall by 7:45 a.m.
8:10 a.m.	School day begins. Boarders are not allowed to return to dorms during school day.
3:30 p.m.	School day ends for lower school. Lower school boarders go to after school group.
4:30 p.m.	After school group ends for lower school boarders. Lower school boarders go to Drake House for studyhall.
6:00 p.m.	Dinner
6:30 p.m.	Return to dorms for screen-free free-time.
7:30 p.m.	Students have access to technology including phone and personal computer. Students are able to eat a snack.
8:20 p.m.	Get ready for bed. Technology is placed into cabinet. Kitchen cleaned and food stored. Backpacks ready for next day. Bathroom use for showering, brushing teeth, and washing face.
8:40 p.m.	Quiet time in rooms (reading, writing, quiet conversation with roommate)
9:00 p.m.	Lights out!