

NORTH  
BENNET ST.  
SCHOOL

AN EDUCATION IN CRAFTSMANSHIP

# 2023-2024 STUDENT HANDBOOK

*April 2024 v3*

617-227-0155  
INFO@NBSS.EDU

|| 150 NORTH STREET  
|| BOSTON, MASSACHUSETTS 02109

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## **ABOUT THE HANDBOOK**

### **Purpose of the Handbook**

The North Bennet Street School Handbook provides essential information about the School and its policies, and other information that is useful to students.

### **Use of the Handbook**

Please use this Handbook as a guide. The Handbook does not constitute a contract between the School and its students.

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## **ABOUT NORTH BENNET STREET SCHOOL (NBSS)**

### **Mission**

North Bennet Street School's mission is to train students for careers in traditional trades that use hand skills in concert with evolving technology, to preserve and advance craft traditions, and to promote greater appreciation of craftsmanship.

The School's intensive, hands-on training helps students from around the world to achieve meaningful lives and livelihoods. We encourage individual growth and curiosity, along with technical mastery and a commitment to excellence.

### **History**

NBSS was founded in 1881 as North Bennet Street Industrial School. Our founding mission was to enable immigrants to adjust to their new country by learning the skills needed for gainful employment.

In the past, we've offered a variety of vocational training courses, such as pottery, printing, sewing, sheet metal work, and watch repair. Though our programs may have changed, we retain our core commitment to train individuals for employment using time-honored methods and skills.

Since its founding, NBSS has contributed to the character of Boston as a city that cares about its neighborhoods, the education of its citizens, and the vibrancy of its culture. Through various social services, like childhood education, recreational activities, and pre-vocational and trade training, we've helped generations of Boston's immigrants make productive lives in their new homeland.

### **Sloyd**

Pauline Agassiz Shaw, the School's founder, was a visionary educator and supporter of the "Sloyd" system of manual training. This Swedish method focuses on the development of character, intellectual capacity, and hand

skills, which includes an understanding of tools, materials, and processes. It also encourages a great sense of care and a commitment to excellence. Ultimately, the method seeks to teach the "whole person" how to make a living and how to lead a fuller life. Today, the philosophy of Sloyd remains at the heart of the School.

## **NOTICES**

### **Policy of Non-Discrimination**

North Bennet Street School admits students without regard for religion, sex, sexual orientation, gender identity and expression, race, color, disability, sexual preference, national and ethnic origin, military or veteran status to all rights, privileges, programs, and activities generally accorded or made available to students at the School. It does not discriminate on the basis of religion, sex, sexual orientation, sexual preference, gender identity and expression, race, color, disability, national or ethnic origin, military or veteran status, or any other characteristic protected under applicable federal, state or local law in administration of its educational policies, admissions policies, scholarships and loan programs, and other School-administered programs.

North Bennet Street School does not discriminate on the basis of sex in its educational programs or activities which it operates, and it is required by Title IX of the Education Amendments of 1972 not to discriminate in this manner. Further information about this policy and its implementation can be found in the "[Rights and Responsibilities](#)" section of this handbook beginning on page 9.

### **Accreditation**

North Bennet Street School is accredited by:

Accrediting Commission of Career Schools  
and Colleges (ACCSC)  
2101 Wilson Blvd., Suite 302  
Arlington, VA 22201

A copy of the Commission's Complaint Form is available at the School and may be obtained by contacting the Receptionist or visiting [www.accsc.org](http://www.accsc.org).

## **MA Department of Professional Licensure**

The School is licensed by the Massachusetts Division of Occupational Licensure's Office of Private Occupational Schools. Any comments, questions, or concerns about the School's license should be directed to: [occupational.schools@mass.gov](mailto:occupational.schools@mass.gov) or 617-701-8719.

## **SCHOOL ORGANIZATION**

### **Board of Directors**

North Bennet Street School is a non-profit school run by a Board of Directors, which meets as a full group several times a year to make financial and policy decisions, which are recommended to it by sub-committees. The Board is the final body to which an appeal from a student is addressed and is the final authority in the School.

Go to [www.nbss.edu/about/people](http://www.nbss.edu/about/people) for a current list of the Board of Directors.

**Administrative Staff & Faculty**  
Please email staff to schedule an appointment.

**Administrative Staff**

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**President**

*Overall management/responsibility for implementation of Board policy. Overall management of the School. Financial management and supervision of all personnel.*

Sarah Turner  
[president@nbss.edu](mailto:president@nbss.edu)

**Provost**

*Overall management/responsibility for academics, career training programs, and faculty.*

Claire Fruitman, CF '96  
[cfruitman@nbss.edu](mailto:cfruitman@nbss.edu)

**Senior Director of People & Operations**

*Faculty and Staff development, HR liaison, leads DEI efforts, leads the Operations team*

Cathy Canney  
[ccanney@nbss.edu](mailto:ccanney@nbss.edu)

**Academic Administrator**

*Supports faculty, manages academic records and Full-Time student information.*

Nathan Mohney, PT '22, PA '23  
[nmohney@nbss.edu](mailto:nmohney@nbss.edu)

**Assistant to the President**

*Supports the President, Board of Directors and Board of Advisors, manages events and rentals. Notary Public.*

Marcia Michelson  
[mmichelson@nbss.edu](mailto:mmichelson@nbss.edu)

**Business Office**

*Student billing and accounts. School financial records.*

**Director of Finance**

TBA

**Office of Admissions & Student Success**

*Recruitment for full-time programs. Retention, coaching, wellness, community resources, career services.*

**Director of Admissions & Enrollment**

Rob O'Dwyer  
[rodwyer@nbss.edu](mailto:rodwyer@nbss.edu)

**Associate Director of Admissions**

Sharon Scully Stetson  
[sstetson@nbss.edu](mailto:sstetson@nbss.edu)

**Director of Student Support & Career Services**

TBA

**Financial Aid**

*Financial aid administration, grants, scholarships, veterans, and international student assistance.*

**Director of Financial Aid**

James Dergay (M, W, & Th)  
[jdergay@nbss.edu](mailto:jdergay@nbss.edu)

**Marketing & Communications**

*Social media, photography, publications, public relations, and advertising.*

**Director of Marketing & Engagement**

Kevin Derrick  
[kderrick@nbss.edu](mailto:kderrick@nbss.edu)

**Associate Director of Marketing & Communications**

Barbara Rutkowski  
[brutkowski@nbss.edu](mailto:brutkowski@nbss.edu)



### **Development**

*Fund-raising, including annual fund and special projects.*

#### **Director of Development**

Colleen Walsh Powell  
[cwpowell@nbss.edu](mailto:cwpowell@nbss.edu)

#### **Director of Institutional Support**

Annie Hayes  
[ahayes@nbss.edu](mailto:ahayes@nbss.edu)

#### **Development Coordinator**

Nicki Downer  
[ndowner@nbss.edu](mailto:ndowner@nbss.edu)

### **Store and Gallery**

*Retail store supplementing student tools, featuring alumni works, and School merchandise.*

#### **Retail & Exhibit Manager**

Kristen Odle-Devine  
[kodle@nbss.edu](mailto:kodle@nbss.edu)

### **Community Education**

*Schedules, manages, and administers Continuing Education and Youth programs.*

#### **Director of Community Education**

Brittany Carlson  
[bcarlson@nbss.edu](mailto:bcarlson@nbss.edu)

#### **Associate Director of Learning Design and Technology**

TBA

#### **Community Education Coordinator**

Chloe Benisvy  
[cbenisvy@nbss.edu](mailto:cbenisvy@nbss.edu)

#### **Community Education Technician**

Bob Miller, CF '11  
[bmiller@nbss.edu](mailto:bmiller@nbss.edu)

### **Front Desk/Reception**

*Manages front desk, visitors, calls, mail, distributes MBTA passes, office supplies, and first aid supplies.*

#### **Receptionist**

Marlow Penree  
[frontdesk@nbss.edu](mailto:frontdesk@nbss.edu)

### **Facilities**

*Building maintenance, health and safety, security, and IT. Material safety data sheets.*

#### **Director of Facilities and Technology**

Marc Dreyfus  
[mdreyfus@nbss.edu](mailto:mdreyfus@nbss.edu)

#### **Facilities Coordinator**

TBA

#### **Building Maintenance**

Ronald Santos  
[rsantos@nbss.edu](mailto:rsantos@nbss.edu)

## Faculty

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### **Bookbinding**

Jeff Altepeter BB '99, Department Head  
[jaltepeter@nbss.edu](mailto:jaltepeter@nbss.edu)

Martha Kearsley BB '95, Instructor  
[mkearsley@nbss.edu](mailto:mkearsley@nbss.edu)

Ariana Rutledge BB '22, Teaching Assistant  
[arutledge@nbss.edu](mailto:arutledge@nbss.edu)

### **Cabinet & Furniture Making**

Jamey Pope CF '06, Department Head  
[jpope@nbss.edu](mailto:jpope@nbss.edu)

Ellen Kaspurn CF '03, Instructor  
[ekaspurn@nbss.edu](mailto:ekaspurn@nbss.edu)

Nick Maraldo CF '07, Instructor  
[nmaraldo@nbss.edu](mailto:nmaraldo@nbss.edu)

Lance Patterson CF '79, Instructor  
[lpatterson@nbss.edu](mailto:lpatterson@nbss.edu)

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Aedan Fitzgerald CF '23, Teaching Assistant  
[afitzgerald@nbss.edu](mailto:afitzgerald@nbss.edu)

Lily Tilton CF '23, Teaching Assistant  
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### **Carpentry**

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[psmith@nbss.edu](mailto:psmith@nbss.edu)

Brock Leiendecker PC '16, Instructor  
[bleiendecker@nbss.edu](mailto:bleiendecker@nbss.edu)

Laurie Vance CA '23, Teaching Assistant  
[lvance@nbss.edu](mailto:lvance@nbss.edu)

### **Jewelry Making & Repair**

Tracey Jenkins Darji JM '05, Department Head  
[tjdarji@nbss.edu](mailto:tjdarji@nbss.edu)

Haley Filamond JM '20, Instructor  
[hfilamond@nbss.edu](mailto:hfilamond@nbss.edu)

Evan Cyr JM '20, Teaching Assistant  
[ecyr@nbss.edu](mailto:ecyr@nbss.edu)

**Locksmithing & Security Technology**  
Eddy Dacius LK '13, Department Head  
[edacius@nbss.edu](mailto:edacius@nbss.edu)

Christian Locke LK '22, Teaching Assistant  
[clocke@nbss.edu](mailto:clocke@nbss.edu)

### **Preservation Carpentry**

Steven O'Shaughnessy PC '99, Dept. Head  
[soshaughnessy@nbss.edu](mailto:soshaughnessy@nbss.edu)

Michael Burrey, Instructor  
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Tom Eldridge PC '21, Teaching Assistant PC II  
[teldridge@nbss.edu](mailto:teldridge@nbss.edu)

Sophie Linnell PC '21, Teaching Assistant PC I  
[slinnell@nbss.edu](mailto:slinnell@nbss.edu)

### **Piano Technology**

Debbie Cyr PA '93, Department Head  
[dcyr@nbss.edu](mailto:dcyr@nbss.edu)

Emily Townsend PT '07, PA '08, Instructor  
[etownsend@nbss.edu](mailto:etownsend@nbss.edu)

Hillary York PT '12, PA '13, Instructor  
[hyork@nbss.edu](mailto:hyork@nbss.edu)

Will Roper PT '19, Instructor  
[wroper@nbss.edu](mailto:wroper@nbss.edu)

Jenn Gold PT '23, Teaching Assistant PT  
[jgold@nbss.edu](mailto:jgold@nbss.edu)

### **Violin Making & Repair**

Roman Barnas, Department Head  
[rbarnas@nbss.edu](mailto:rbarnas@nbss.edu)

TBA, Teaching Assistant

## **RIGHTS & RESPONSIBILITIES**

### **Code of Student Conduct**

NBSS is committed to creating and maintaining an equitable environment in which all members of the NBSS community are treated with respect and dignity. All NBSS faculty, staff, and students are expected to act in accordance with this principle.

While in school, you will be safely working in close quarters with others. You may or may not become friends with all of your classmates. You will discover differences of opinion and differences in lifestyle among your fellow students. Broadening your understanding of your future colleagues in the trades is necessary for you to have a successful NBSS experience.

We understand the differences and diversity of our experiences include, but are not limited to, race, class, gender identity and expression, sexual orientation, national or ethnic origin, faith, religion, military or veteran status, and mental and physical ability.

As a member of the North Bennet Street School community, you will:

- Behave in a safe, mature, courteous, considerate, and responsible manner while on-campus, off-site, or during any virtual learning.
- Never exhibit or be complicit in disruptive, discriminatory, harassing, or bullying behavior.
- Abide by any CDC, federal, state, local, and school health and safety guidelines related to COVID-19 and other respiratory illnesses.
- Act civilly, if and when disagreement occurs.
- Be mindful about and never use words, phrases, and actions that may be offensive to others.
- Respect others, their property, their opinions, and their work.
- Be on time for class.
- Arrive at school each day prepared to work.

- Be mentally present at all times.
- Set realistic goals and follow through.
- Ask for help.
- Read the Student Handbook and adhere to all School policies.
- Report any incidents of unethical, unsafe, or hateful conduct to a faculty or staff member.

### **Diversity, Equity and Inclusion Mission Vision Statement**

In keeping with North Bennet Street School's mission and history and as leaders and stewards in craft and trade education, NBSS dedicates itself to fostering diversity, inclusivity, and equity throughout our school, community, and in the fields we serve. To engage the whole person, we must support the whole person.

We are committed to continuously cultivating and maintaining a welcoming and inclusive community where individual differences are expected, supported, respected, and valued. We embrace our obligation to improve our institution's culture, strengthen our partnerships, and positively impact the future of the industries for which we train.

This work is necessary for the School to advance trade and craft traditions and contribute to the change we hope to see in our communities. We recognize that structural social barriers are a part of all organizations, and only through work by everyone, will greater change be made. Therefore it is our responsibility to eliminate barriers to access and inclusion, and to expand opportunities to pursue a livelihood free from disrespectful behavior, harassment, and discrimination.

### **The School Community**

NBSS works best when everyone involved understands that their own welfare is best served by thinking and acting as a member of a community. This involves cooperation, courtesy, concern for the rights of others and respect for their achievements and hopes, protection of the School and its property, and

safety in the use of machines. We expect that everyone at NBSS will accept these rights and responsibilities.

Instructors are responsible for safety and security in departmental classrooms and shops. If you need to speak to someone in another program please check in with an instructor in the program you're visiting. If you need to borrow a tool from another program, your instructor should go with you to make an introduction and the request.

## **Problems and Solutions**

If you have complaints about behavior or about conditions at the School, we urge you to seek a remedy as soon as you can with the person or persons involved. Your instructor is the most helpful source for advice and help in this matter. You may feel more comfortable talking about this with the Provost, the Director of Student Support & Career Services, or another staff member. At the request of anyone involved, the discussions may include the President.

We will make every attempt, by discussion and negotiation, to help you find a solution or correct the condition. If this process does not answer your complaint, you have the right to file a written grievance as outlined in [Appendix I](#).

## **Academic Adjustments for Students with Disabilities**

Any student who is in need of a service, academic adjustment, or auxiliary aid should contact the Provost, who is the designated Auxiliary Aid & Academic Adjustment Coordinator, to make such a request. The Coordinator is committed to working with the student to arrive at a workable resolution to a student's particular needs. A full statement of the NBSS Policies and Procedures for Disabled Persons is found in [Appendix B](#).

## **Title IX of the Education Amendments of 1972**

as amended by Pub. L. 93-568, 88 Stat. 1855.

North Bennet Street School is required by Title IX of this law not to discriminate on the basis of sex in its educational programs, activities and employment. The School must not discriminate on the basis of sex in: admission, recruitment, specific curriculum content or texts, financial aid, other benefits and services, such as employment assistance, and health benefits. Similarly, the School must not discriminate in employment recruiting, employment criteria, compensation, fringe benefits, and pre-employment inquiries. The Provost has been designated as the employee responsible for coordinating the School's efforts to comply with and carry out its responsibilities under this law, including any investigation of any complaint communicated to the School alleging its noncompliance with this law or alleging any actions which would be prohibited by this law.

A grievance procedure providing for prompt and equitable resolution of student complaints alleging any action which would be prohibited by this law is listed in [Appendix J](#).

## **Harassment and Hazing**

NBSS is committed to creating and maintaining an environment in which all participants in the School are treated with respect and dignity. All NBSS staff, faculty, and students are expected to act in accordance with this principle. Harassment of any participant in the School on any basis, including race, religion, gender, national or ethnic origins, or sexual orientation or identification is detrimental to the mission of the School and will not be tolerated. Such harassment may also be a violation of the law. The School's policy on Prohibiting Sexual Misconduct is found in [Appendix C](#).

Under Massachusetts law, it is illegal to participate in conduct that is considered hazing: endangering the physical or mental health of another student. It is also illegal to fail to report incidents of hazing. A copy of Massachusetts General Laws, Chapter 269, Sections 17, 18, and 19 and the School's

disciplinary policy are in [Appendix K](#).  
**Family Educational Rights Privacy Act (FERPA)**

In the course of application, enrollment, and attendance at North Bennet Street School, the School accumulates a number of records concerning an individual. Federal law governs the handling of this information under the FERPA law. NBSS makes every effort to maintain the confidentiality of all student records and personal information. The full text of the NBSS statement in compliance with this law can be found in [Appendix D](#) of this handbook.

## **STANDARDS FOR SATISFACTORY PERFORMANCE AND PROGRESS**

### **Accreditation**

North Bennet Street School is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). The ACCSC is listed with the U.S. Department of Education as a nationally-recognized accrediting agency under the provisions of Chapter 33, Title 38, U.S. Code, and subsequent legislation. The accreditation confirms that NBSS meets an extensive set of training standards applied to post-secondary trade and technical schools throughout the United States. The Accrediting Commission has a directory which lists NBSS and other accredited schools and their tuition rates. For more information, visit [www.accsc.org](http://www.accsc.org).

### **Grading and Records**

Students are graded on performance, progress, and effort each month.

- **Performance** is based on assigned practical projects and written tests.
- **Progress** is based on overall effort, speed, and advancement.
- **Effort** is based on attendance and commitment to gaining the most from the program.

Grades are handed out at regular intervals throughout the year. Grades are recorded

monthly on a permanent record card which is retained in each student's file. A student may request a copy of this record. Students are graded as follows:

#### Letter Grade:

E = Excellent

G = Good

F = Fair

P = Poor

U = Unsatisfactory

#### Grade Point Average (GPA):

E 4.0

E - 3.7

G + 3.3

G 3.0

G - 2.7

F + 2.3

F 2.0

F - 1.7

P + 1.3

P 1.0

P - 0.7

U 0.3

### **Professionalism**

In each of the grading categories, professionalism is considered. Professionalism includes your competence, experience, and composure, as well as comportment. The definition of professional is: being distinguished from an amateur in standing, practice, and methods. Along with training you in your craft, we expect you to be professional in appearance, attitude, hygiene, and work ethic in the classroom, at your bench, and on field trips or outings.

### **Attendance**

When students are absent they miss instruction and practice. Instructors must work to catch them up later which takes time away from instruction for the rest of the class. NBSS understands that occasionally, students fall ill or have to deal with circumstances beyond their control, but multiple days and weeks of tardiness and/or absences are very frustrating for both the instructor and other

students. More importantly, it is impossible for students to move forward and complete the program if they are not here or frequently tardy.

An attendance record is kept for each student and becomes part of the permanent record. All students must check in with their instructor upon arrival to make sure they are counted as present even after using their school ID to tap in at the front desk. All absences must be excused. Absences are not encouraged and should be used only for illness or emergencies. However, students should **not** come to school if they are feeling ill or showing signs or symptoms of illness. It is important that in these cases, students communicate with the front desk or their instructor. Students are expected to phone the School on the day of an absence and speak to or leave a message for the Receptionist. Students must meet the following minimum attendance standard: 85% of the time in the first enrollment period, and, for courses longer than nine months, 85% by the midpoint of the course. Students must complete 90% of the program time for graduation. Students having difficulty meeting the attendance minimums due to issues with COVID-19 or other illnesses should contact their instructor who will notify the Provost.

Students are expected to be in class on time and stay all day. Tardiness and leaving early are accumulated and counted as absences. In case of excessive absences for which there is good reason, a student may appeal to extend the training time if 1) there is room in the course, and 2) the extra time is paid for at the current tuition rate.

Students are expected to be in class at the scheduled time. A student is tardy if they are more than ten minutes late for the scheduled class. More than one hour late is considered an absence. Leaving early is the same as a tardy. A pattern of tardiness is not acceptable.

Attendance is recorded on your transcript. We are educating you for employment and, for future employers, your attendance record at NBSS translates to reliability during

employment. Treat your time at School as if it is your job, arriving on-time (or early), communicating with us if you are having trouble getting here, and working hard.

## Absences

An absence from scheduled class activity is an absence, regardless of the reason, and the student has missed class and practice time. If a student is absent from class more than 10% of the time, regardless of the reason, there must be a compelling reason for the student to continue. Consequently, “excused absences” and the reasons for them are the basis for deciding whether or not a student can make up time. Regardless of “excuses,” a diploma or certificate will be awarded only to a student who has completed 90% or more of the class time.

## Excused Absences

If a student is out of the building or away from class on School-related business, e.g. picking up materials, dealing with a class-related job or job interview, they are not counted as Absent or Tardy, but must still communicate with the School as to their whereabouts.

If a student is sick or dealing with an unavoidable appointment and notifies the instructor in a timely fashion (normally early on or before the day of the absence), the instructor may call it an “Excused Absence.” However, it is still an absence. The number of “Excused Absences” will be considered if a student requests an extension. All other reasons for absence are not excusable.

## Graduation Requirements

Candidates for a diploma or certificate must complete the entire course curriculum and receive at least ‘Fair’ (70%) grades in both Performance and Progress. During the course, students must meet this minimum standard: at least Poor (60% or 1.0) by the end of the first 25% of the program, and Poor + (65% or 1.5) by the midpoint of the program.

The maximum time frame in which a student may earn a diploma or certificate shall not exceed 1.5 times the normal duration of the program length. You must speak to your instructor about the possibility and requirements of this extension of time. Any time out of class that is the result of withdrawal, leave of absence, suspension or termination will not be counted as part of the maximum time frame.

Students must fulfill all obligations to the School, including academic, financial and attendance requirements to receive a diploma. Graduation ceremonies normally occur once a year in spring (late May or early June), at which time diplomas and certificates are awarded. Upon request, students from a mid-year cohort who are completing graduation requirements at mid-year may receive a diploma before the spring graduation ceremony.

### **Remote Learning**

If and when necessary, participation during remote learning is required and will count toward program completion.

### **Academic Probation and Appeals**

A student who receives an “Unsatisfactory” monthly grade or who fails to meet the minimum Performance grade for graduation (above) will be notified. A student whose grades are “Unsatisfactory” for more than one month beyond being informed of Unsatisfactory Performance will be subject to termination. A student whose grades do not meet the minimum standard will also be subject to dismissal.

A student who is subject to termination for unsatisfactory grades may appeal in writing to the Provost for a probationary period during which they will be allowed to attain passing grades. Such an appeal will be considered on the basis of illness, death in the family, or other unusual circumstances beyond the student’s control. During this probationary period the student must attain satisfactory

grades (“Fair” or above) each month. A student will be reinstated to full status after they have received satisfactory grades for two consecutive months. A student may appeal in writing to the Provost for an extension of training:

- To bring monthly grades to “Fair” (70%) for receipt of a diploma.
- To make up training time lost due to excused absences.
- To complete required projects.

All decisions of the Provost may be appealed to the President, whose decision will be final.

### **Termination**

A student may be terminated or suspended at the School’s discretion for the following reasons: unsatisfactory academic progress; excessive absence; nonpayment of tuition; failure to comply with school rules and regulations; and unacceptable behavior.

No refund is granted for time when a student is suspended. The School’s [Refund and Cancellation Policy](#) (page 17) applies in the case of terminations. A student may appeal a suspension or termination in writing to the President for final determination. After termination, a student may apply for readmission to a program if 1) there is room in the program, and 2) there is evidence of a change in attitude or conditions that caused the original termination.

### **Withdrawal**

A student may withdraw from a program at any time by informing the School in writing. A form for this purpose is available from the Provost. The student will be responsible for tuition/expenses in accordance with the School’s [Refund and Cancellation Policies](#) (page 17).

### **Leave of Absence**

A student is expected to complete the program as scheduled. When unusual and

unanticipated circumstances require interruption of the normal schedule, a student may request a leave of absence in writing. At the discretion of the School, a student may be granted leave for a period of up to 30 days. Normally, only one leave is considered during a student's tenure. If a student must withdraw from a program for a period longer than 30 days they may apply for re-admission when an opening is available. Upon return from a leave longer than 30 days the tuition rate will be the same as the rate charged to new students entering at that time. If a student does not return from a leave of absence the normal refund and cancellation policies will apply.

#### Notes on Leaves of Absence

- Leaves of absence are reserved for the unanticipated and unavoidable health or family circumstances that can be solved in a short time, normally one month or less.
- The School will consider granting leaves longer than 30 days that may be required because of a student's disability.
- Other reasons for leaving a program, such as needing to earn money, will require withdrawal and application for re-admittance when openings occur and at the tuition rate in effect at the time of return.
- Taking time off could trigger repayment of student loans to begin. Contact the Director of Financial Aid with questions or your student loan servicer or lender to find out their policy.
- Depending on where a student is in the program when a leave of absence takes place and how long the leave lasts, they may, at the discretion of the Provost and Department Head, be placed back at the beginning of the program when returning from a leave of absence.

#### School Communications

Students are communicated with in a variety of ways including email, and occasionally text

messages, especially for weather-related cancellations or delays. **Students are responsible for reading communications sent by the School and knowing the information contained within those communications.** Please ensure that your contact information—this includes physical address as well as email and cell phone number—is up to date so that you do not miss important communications. If you need to update your information, contact the Academic Administrator.

#### Student ID Agreement

All students are issued identification cards at the beginning of the program. ID cards are used to track attendance and may be used for student discounts.

Students are responsible for the care of their ID card and to guarantee that they will not loan, transfer, give possession of, misuse or alter the card. ID cards may not be punched or exposed to magnetic surfaces. If you lose your ID card, report the loss to the Front Desk or Academic Administrator.

### FINANCIAL INFORMATION

#### Tuition Payment and Collection

A student's Registration Fee (\$150), Down Payment (equivalent to one month's tuition), and signed Enrollment Agreement are due at NBSS no more than thirty (30) business days from the date of the Acceptance Letter. The Letter is sent via email, as well as USPS, so that the student is notified on the date of the Acceptance Letter.

For students who receive their Acceptance Letter less than thirty (30) days before the start of the enrollment period, the Registration Fee, Down Payment, and signed Enrollment Agreement are due no later than the start date of the enrollment period. For students who receive an Acceptance Letter after the start date of the enrollment period, the Registration Fee, Down Payment, and signed Enrollment Agreement are due on the



applicant's first date of attendance. In certain circumstances, students receiving funding from third party sources will not be expected to pay the Registration Fee and Down Payment as described above.

The first month's tuition installment is due on or before the first day of classes. Subsequent tuition payments are due on or before the first day of each month during the academic year. Students are typically sent a statement in the preceding month to remind them of the payment. Be sure to notify the Business Office if bills should be sent to an address other than yours. Tuition payments may be made by mail, by direct payment in the Business Office or through the online [NBSS ePayment Portal](#) at nbss.edu.

If a tuition account balance becomes more than thirty (30) days delinquent, the student may be told to not return to class.

Payment plans must be negotiated with the Business Office before an account becomes thirty (30) days delinquent. When using a payment plan, all payments must be made in a timely manner as agreed upon. If a payment is one week late, the payment plan is null and void and all back tuition becomes due immediately. If payment is not made, the student may be terminated from NBSS. No late fees will be imposed in the case of Veterans awaiting tuition payments from the Department of Veterans Affairs.

**NOTE: NBSS reserves the right to increase tuition in the second and subsequent years of a program. If the School does increase tuition for a program in subsequent years, that increase will not exceed 7.5% of the previous year's tuition. Should the School exercise its right to increase tuition, the School must give the student a minimum of 90 days written notice prior to the effective dates of the increase and an amendment to the original Enrollment Agreement will be executed.**  
**Financial Aid**

Financial aid at NBSS may come from Federal, institutional and/or third party

sources. Both Congress and the Legislature of the Commonwealth have stated that parents and students are responsible for paying the costs of education if they are able. This ability to afford the cost is determined by analyzing family resources, including the parents' income and assets, if the student is under 24 years of age. The process of "need analysis" requires you and/or your parents to complete the Free Application for Federal Student Aid (FAFSA) for each year of enrollment. If necessary, the Financial Aid Office may request additional information to complete your financial aid application. For questions, see the Director of Financial Aid or the [Financial Aid section on the School's website.](#)

### **Student Financial Aid Satisfactory Academic Progress (SAP) Policy**

As outlined in Federal regulations "Satisfactory Academic Progress (SAP)" 34 CFR 668, the school will follow the procedure in monitoring student SAP toward program completion within 150 percent of the published length of the program and in determining eligibility for Federal Student Aid (FSA) funds.

**I. SAP Monitoring** - The Provost reviews SAP for all enrolled students at the end of each enrollment period (twice per year). As grading is performed on a monthly basis, programs beginning in September and February, with a 9-month academic year will be assessed for September through January and for February through May. Violin Making & Repair (a 10-month academic year) will be assessed for September through January and for February through June.

SAP will be measured qualitatively and quantitatively based on the following assessment criteria:

**Qualitative assessment:** For each grading period, students are assessed based on the system stated in the Grading and Records Policy in this Handbook.

The monthly grades are converted into a GPA at the end of each enrollment period to be used in SAP evaluations. Students must maintain a GPA of 1.7 or higher in each enrollment period to meet the qualitative measurement of SAP.

**Quantitative assessment:** Students must maintain attendance of 85% or higher for enrollment periods in the first half of their program (midpoint). After the midpoint, students must maintain cumulative attendance of 90% or higher through the completion of the program.

Students in Violin Making & Repair must maintain attendance of 85% or higher for enrollment periods in the first academic year. After the first academic year, these students must maintain cumulative attendance of 90% or higher through the completion of the program.

Attendance is tracked on a daily basis including tardies. Excused absences, unexcused absences, and tardies will be included in the quantitative measurement. Tardies are converted on a 3:1 ratio (3 tardies = 1 absence).

**II. Financial Aid Warning** - The Provost notifies the Director of Financial Aid of any students in violation of SAP standards. The Director of Financial Aid notifies students in writing that they have received a financial aid warning for their next period of enrollment. FSA eligibility is reinstated for such students for one term.

The Provost communicates with such students to outline the steps required of them to meet SAP standards in the next enrollment period, including any necessary tutoring or make-up work. The student and Provost meet during the enrollment period to assess the student's progress toward SAP as needed.

Students failing to meet SAP standards after receiving a financial aid warning, lose FSA eligibility. The Director of Financial Aid provides such students with written

notification of their status and the process for appeal.

**III. Appeal and Financial Aid Probation** - Students who fail to meet SAP standards and have lost FSA eligibility may appeal to the school for reinstatement of aid eligibility for an additional enrollment period.

SAP appeals must be submitted in writing to the Director of Financial Aid. An SAP Appeals Committee will review the appeal to determine whether or not the student should regain FSA eligibility on a probationary basis.

The Director of Financial Aid notifies students of the committee's decision in writing. The Provost meets with such students to outline the steps required of them to meet SAP standards in the next enrollment period, including any necessary tutoring or make-up work. The student and Provost will meet during the enrollment period to assess the student's progress toward SAP as needed. A student who fails to meet SAP at the end of the period of probation loses FSA eligibility.

**IV. Regaining SAP and Aid Eligibility** - Students found to be in compliance with the schools SAP standards following a period of probation regain eligibility for FSA funding.

#### **2023 – 2024 Financial Aid Disbursement Dates**

##### Fall 2023

*New and continuing students, all programs*  
Monday, September 11, 2023

##### Spring 2024

*New and continuing students, 9-month programs*  
Monday, January 22, 2024

*New and continuing students, Violin Making & Repair*  
Monday, February 5, 2024

Disbursement dates are the date that federal Title IV financial aid, NBSS grants and scholarships, and certified private loans disburse to the School and are posted to student accounts. It is not the day that

students will receive a refund check from the NBSS Business Office. When financial aid disbursement results in a credit balance on a student's account, refund checks will be available approximately one week after students have reviewed their refund and signed any necessary authorizations.

## **Cancellation and Refund Policies**

These policies will apply to students who withdraw, are dismissed, or otherwise terminate enrollment. The NBSS Cancellation and Tuition Refund Policies comply in all respects with M.G.L. Chapter 255, Section 13K.

If a student's enrollment is canceled, arrangements must be made for personal tools to be picked up within 90 days of the date of determination, unless special arrangements have been made.

### **NBSS Cancellation Policy**

Terminations which take place under any of the following scenarios will result in a cancellation of the Enrollment Agreement:

1. If the student terminates the Enrollment Agreement within five (5) days of signing and before the first day of the program start date, they will receive a refund of all monies paid.
2. If the student terminates the Enrollment Agreement more than five (5) days after signing the Enrollment Agreement and before the first day of their program, they will be responsible for the actual reasonable administrative costs incurred by the School to enroll them and process the application materials, which shall be fifty dollars (\$50.00).
3. If a student starts their program without a prior visit to the School, this Agreement may be terminated within the first five (5) days of the student's program with a full refund of tuition paid less actual reasonable administrative costs incurred by the School, as described in paragraph 2 above.
4. Pursuant to 230 CMR 15.04, you have the right to cancel this Enrollment Agreement before the completion of five (5) class days

or 5% of the program, whichever occurs first, and to receive a full refund of monies paid, less actual reasonable administrative costs, which shall be fifty dollars (\$50.00).

5. If the School allows a student to begin participation in a program while an initial award for financial aid, including student loans, is pending, and the student is subsequently denied some or all of that student loan or financial aid amount, the School shall offer in writing, an opportunity to terminate the Enrollment Agreement with a full refund of all monies paid, less actual reasonable administrative costs as defined under M.G.L. c. 255, s. 13K.

### **NBSS Tuition Refund Policy**

An enrolled student who withdraws, is dismissed, or otherwise terminates their enrollment will be processed under the following policies:

1. An enrollment period is defined as one-half the academic year. An academic year is ten months (40 weeks) long in Violin Making & Repair; therefore an enrollment period for that program is five months (20 weeks). In all other programs, the academic year is nine months (36 weeks) in length, and the enrollment period is four and one-half months (18 weeks).
2. NBSS uses the Last Date of Attendance or last participation in an instructional activity to calculate refunds. The Date of Determination is the date the student's enrollment was terminated by the School, the date the School was notified by the student that they were withdrawing, or the date the student was determined by the School to be withdrawn due to absences. Money due the applicant or student will be refunded within 30 (thirty) days after the date of determination.
3. In cases of prolonged illness, death in the family, or other circumstances that make it impractical to complete a program, the School will make a settlement reasonable and fair to both parties.
4. In the case of a student who completes academic requirements early and within 60% of an enrollment period and leaves the school as a graduate, a prorated portion of

the tuition for that period will be due, based on the time completed, rounded up to the nearest 10%. For early completion after 60% of the enrollment period, the entire period's tuition will be due.

5. If enrollment is terminated in any program, the student will owe the actual reasonable administrative costs incurred by the School to enroll them and process the application materials, which shall be fifty dollars (\$50.00), plus tuition and fees based on the following schedule.

Enrollments terminated within the first five (5) class days of any enrollment period result in zero (0%) tuition and fees charged for that enrollment period.

In a program with a nine-month academic year, if enrollment is terminated after one week but before 4.5 weeks have been completed, the student will owe 30% of the period's tuition.

In a program with a nine-month academic year, if enrollment is terminated after 4.5 weeks but before nine (9) weeks are completed, the student will owe 50% of the period's tuition.

In a program with a nine-month academic year, if enrollment is terminated after nine (9) weeks, 100% of tuition for the period is due.

In Violin Making & Repair, if enrollment is terminated after one week but before 5 weeks have been completed, the student will owe 30% of the period's tuition.

In Violin Making & Repair, if enrollment is terminated after 5 weeks but before 10 weeks are completed, the student owes 50% of the period's tuition.

In Violin Making & Repair, if enrollment is terminated after ten weeks, 100% of tuition for the period is due.

*See your current Enrollment Agreement for more detailed information.*

### **U.S. Department of Education Title IV Refund Policy**

#### **Treatment of Title IV Funds When a Student Withdraws**

Federal financial aid (Title IV aid) is posted to your account at the start of each enrollment period, however, your eligibility for those funds is earned as you progress through the enrollment period. If you withdraw during your enrollment period, the amount of Title IV program assistance that you have earned up to that point is determined by a U.S. Department of Education formula specific to Title IV funds. If you received (or NBSS or your parent received on your behalf) less assistance than the amount that you earned, you may be able to receive those additional funds. If you received (or NBSS or your parent received on your behalf) more assistance than you earned, the excess funds must be returned by NBSS and/or you.

#### **Accrual of Aid Eligibility**

The amount of assistance that you have earned is determined on a pro rata basis. For example, if you completed 30% of your enrollment period, you earn 30% of the assistance you were originally scheduled to receive. Once you have completed 60% of the enrollment period, you earn all the assistance that you were scheduled to receive for that period.

If you did not receive all of the funds that you earned, you may be due a post-withdrawal disbursement. If your post-withdrawal disbursement includes loan funds, NBSS must get your permission before it can disburse them. You may choose to decline some or all of the loan funds so that you don't incur additional debt. NBSS may automatically use all or a portion of your post-withdrawal disbursement of grant funds for unpaid tuition and fees owed to NBSS in accordance with the [NBSS Refund Policy](#). NBSS needs your permission to use a post-withdrawal grant disbursement for all other institutional charges. If you do not give your permission, you will be offered the funds. However, it may be in your best interest to allow NBSS to keep the funds to reduce your debt to NBSS.

In certain circumstances, Title IV funds that you were scheduled to receive cannot be

disbursed to you once you withdraw because of other eligibility requirements. For example, if you are a first-time, full time program student and you have not completed the first 30 days of your program before you withdraw, you will not receive any Direct Loan funds that you would have received had you remained enrolled past the 30th day.

### **Return of Title IV Funds**

If you receive (or NBSS or your parent receives on your behalf) excess Title IV program funds that must be returned, NBSS must return a portion of the excess equal to the lesser of:

1. your institutional charges multiplied by the unearned percentage of your funds, or
2. the entire amount of excess funds.

NBSS must return this amount even if it didn't keep this amount of your Title IV program funds. If the school is not required to return all of the excess funds, you must return the remaining amount. For any loan funds that you must return, you (or your parent for a Direct PLUS Loan) repay in accordance with the terms of the promissory note. That is, you make scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that you must return is called an overpayment. The maximum amount of a grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You do not have to repay a grant overpayment if the original amount of the overpayment is \$50 or less. You must make arrangements with the NBSS Business Office or the U.S. Department of Education (DOE) to return the unearned grant funds.

The requirements for Title IV program funds when you withdraw are separate and independent from the NBSS Cancellation and Refund policies. Therefore, following the post-withdrawal treatment of Title IV funds, you may still owe funds to NBSS to cover unpaid institutional charges. This

includes charges to your account that are created when NBSS is required to return Title IV funds previously disbursed to your account. Please refer to the [NBSS Refund and Cancellation Policies](#) (page 17).

### **U.S. Department of Veterans Affairs Refund Policy (Student Overpayments)**

1. The Veterans Administration (VA) determines debts resulting from benefit overpayments and the party (School or student) responsible for repayment. A debt is established on the student for tuition and fees when the student withdraws after the first day of the term or the school submits a change in enrollment to the VA.
2. When an overpayment is created, a first demand letter is sent notifying the student of the overpayment. The School does not receive copies of demand letters or any other notification regarding debts assessed on students. When the letter is received, the student should immediately contact the VA regarding the debt. The response should be sent (in writing) directly to the office sending the letter, unless otherwise stated. Responding immediately and reaching a valid repayment agreement in a timely manner could prevent future benefits from being withheld. Due process (rights to appeal or waiver) as well as time limits for each step in the process is given in the first demand letter.
3. A request for waiver must be received no later than 180 days (6 months) from the date of the initial notification of the overpayment. If a waiver request is received within 30 days of the first demand (notification) letter, no benefits will be withheld until the decision is made. If benefits were withheld and the waiver request was found to be timely, a refund will be issued. If a waiver is granted, any funds that have been applied will be refunded. Note: If a waiver is requested after the first 30 days, but within 180 days, offset of benefits will continue. If a waiver is granted, the amount collected will be

refunded.

## **School Purchase Orders**

School Purchase Orders (P.O.) are for the purchase of supplies and equipment used as part of class and shop training. If you are asked to carry a P.O. for the purchase of such tools and supplies, return copies and other invoices and packing slips to your instructor.

## **STUDENT SUPPORT & CAREER SERVICES**

### **Student Lounge**

The Student Lounge is located on 1N. Computers are available for use in the Student Lounge. Students must abide by the NBSS “Computer and Internet Use Policy” (see [Appendix L](#)) and follow all health and safety protocols when using a shared computer.

### **The Pantry**

To provide access to healthy food items for our students in need, the pantry is located outside of the 1N elevator.

### **Student Affinity Groups**

Affinity Groups at NBSS are self-organized groups of any size of NBSS students where its members hold common interests. Students are encouraged to coordinate Affinity Groups to foster community, a sense of belonging, and facilitate greater student interaction outside of the full-time programs. Affinity Groups must follow the NBSS Code of Conduct and Student Handbook, and must be open to all NBSS students. If interested in starting or joining an Affinity Group, please contact our Director of Student Support & Career Services.

## **EMPLOYMENT, REFERENCES, AND STUDENT RECORDS**

### **Employment Assistance**

NBSS considers the employment of graduates

in their chosen trade one of its primary goals. Therefore, the following objectives are part of fulfilling our commitment to student training and education:

1. Helping students to develop job search tools;
2. Helping students to find jobs that are appropriate to their skills and interests;
3. Helping employers to find students and graduates to fill positions.

You’ll receive help from your instructor, as well as from the Director of Student Support & Career Services who has resources that can help you match your skills with an employer’s needs.

### **Business Course**

Every year during the spring term, the Office of Student Support & Career Services offers a Business Course to current students. The content of the course is useful to all students entering the workforce, especially those who are interested in starting their own business. The sessions cover topics including business planning, marketing, online portfolios, legal essentials, and small business accounting. The final two sessions—contracts & negotiation, and an alumni panel—are recommended for all students. Information about the course is sent out at the beginning of the spring term.

### **Career Skills Workshops**

In addition to the full Business Course, Student Support & Career Services offers career skills workshops. These short workshops will be scheduled so that there is little to no interruption to class time. The workshops cover topics such as networking, resume building, cover letters, elevator pitch, and interview skills.

### **Exit Interviews**

NBSS’s accrediting body requires that the School track and report the employment of all graduates. For that reason, during each student’s final semester, they are required to participate in an Exit Interview. The

interviews help NBSS understand where students are in their job search, what assistance they may need, or if they have a position secured following graduation. The Director of Student Support & Career Services will follow-up with all graduates at least twice to verify employment and provide any career assistance after graduation.

## References

Employers have a legitimate interest in knowing about the abilities and characteristics of the people whom they hire. While a resume can be helpful in providing an overview of an individual's experience, most employers in the trades are primarily concerned with a new employee's on-the-job performance and attitude. They are concerned with how each employee fits into the established work patterns of a business, and they are aware of the costs involved with making the wrong choice.

Often, employers want some kind of verbal or written reference from people who are familiar with the prospective employee's work skills and habits. That is why a good reference from an instructor at NBSS can be vital in helping the student get that first job. For students beginning careers, instructor references may be the only way an employer can gauge potential job performance. North Bennet Street School's policy is to encourage employers to talk to instructors about graduates' strengths and weaknesses in completing work that is part of the curriculum. In all cases this is done in the attempt to find the best match between a graduate and a job opportunity.

## Student Records

All written information about each student during enrollment at the School, including written references or evaluations, is part of that student's formal record. As such, it is made available to those outside the School only with the student's permission or at the student's request. After graduation, permission for access to this information

should be submitted in writing by the graduate, on a form provided by the School. (A copy of the form to be completed for release of NBSS records is included as [Appendix N](#) of this handbook or at [nbss.edu](http://nbss.edu) under the Student/Alumni Portal (see below.) This procedure is consistent with North Bennet Street School's policy under the Family Educational Rights and Privacy Act (FERPA), a copy of which is attached here as [Appendix D](#).

If, after reviewing this information, a student is uncomfortable with the NBSS policy in these matters and would like to request an exception to that policy, a request should be submitted in writing to the Provost, so that it may be included in the student's permanent record.

## Alumni

The graduates of NBSS, and their successful career progress, have established a strong reputation for the School's programs and operating philosophy. Our hope is that graduates maintain continued contact with the School, keeping us up to date with accomplishments as well as with employment and continuing education needs. Graduates are welcome to use the Jobs & Commissions Board (see below). The Director of Student Support & Career Services will follow-up with all graduates at least twice to verify employment and provide any career assistance after graduation.

## Student & Alumni Portal

The online NBSS Student & Alumni Portal is a password-protected place for students and alumni to:

- Find general School information
- Find jobs, projects, and short term contract work through the [Jobs & Commissions Listings](#)
- View items for sale, for free, scholarships, and housing requests on the [Classified and Housing Board](#)
- Request a transcript or copy of your

diploma

Logging into the Student & Alumni Portal:

- Go to [nbss.edu/portal](http://nbss.edu/portal)
- Your username is the email address that NBSS has on file for you.
- Your password is autogenerated for the first time you log in. You should have received a welcome email shortly before your start at NBSS. Click the reset password link to reset your password at any time.

If you have trouble logging in, contact [nmohney@nbss.edu](mailto:nmohney@nbss.edu).

Non-graduates and students who withdraw or whose enrollment is terminated will be deleted from the Student & Alumni Portal, effective after graduation, or the date of withdrawal or termination.

## GENERAL INFORMATION

### Hours of Building Operation

The School building is normally open from 7:00 am to 5:30 pm, Monday through Friday (with the exception of some holidays). When the decision is made to stay open late on weekday evenings and weekends (TBA) for limited use, there are special rules limiting machine use, visitors, and deliveries. Instructors will provide information about availability and any special after hours rules for each program. Tuition does not cover these extra hours. The benefit is provided when possible. Building Hours Calendars are emailed before the start of the month.

Students must have explicit permission from their Department Head to work at NBSS outside of class hours. Some programs may not allow after-class or weekend hours.

### Access to Administrative Offices & Shops

All offices and shops are accessible to students and guests who have limited mobility.

With instructor permission, students may visit

other programs. Students are permitted to have an outside guest visit the School with prior approval from their instructor. Guests must register at reception upon entering the building and be escorted by an NBSS “host”.

### Holidays and the School Calendar

The School observes Boston, Massachusetts, and federal legal holidays. A complete Academic School calendar appears as [Appendix A](#).

### Cancellation of Classes

When snow or other weather conditions make school attendance difficult or dangerous, classes will be canceled or postponed. Students will be notified via email and text message, and an official announcement will be on the School’s special announcement line which can be reached at 617-227-0155, extension 300. Such decisions are also announced starting at 5:30 am on various media outlets, such as: WBZ-CBS (Ch. 4), WHDH-NBC (Ch. 7) and WFXT- FOX (Ch. 25).

### Museum Membership and Passes

The School has memberships to the Museum of Fine Arts, Boston (MFA), [mfa.org/visit](http://mfa.org/visit), and the Peabody Essex Museum (PEM), [pem.org](http://pem.org), in Salem, which allow free admission. Students may borrow membership passes from the Front Desk for these museums overnight or for the weekend. The MFA is open on Wednesdays after 4:00 pm and certain open house days with no admission. Many museums give students an admission discount with proper identification. (student ID). Check whether the museum is open before making the trip.

### Public Transportation Passes

Students can sign up for a discounted “Semester Pass” on the MBTA transportation system. Students must sign up in August for the September-December period and/or in November for the January-May period. These passes are sent to the School monthly. Email



[nmohney@nbss.edu](mailto:nmohney@nbss.edu) for further information.

## **Parking**

The School does not have a dedicated lot. On-street parking in the North End is difficult to find. If you plan to drive, your best option is to park in the Haymarket Center Garage (Parcel 7) above the Boston Public Market and walk to the School. Students are responsible for the cost of their transportation and parking.

## **Bicycle Parking**

For those planning to ride a bicycle to school, please note that bikes are not allowed in the building. There are two outdoor options:

- A vertical bike rack in the courtyard against the wall next to the ramp to the back entrance. This bike rack can accommodate up to fifteen (15) bicycles and will be available on a first-come, first-served basis.
- Additional bike racks are accessible on North Street, just across the street from the School's front entrance.

You are strongly encouraged to use a high-quality lock (such as the Kryptonite U-Lock). NBSS is not responsible for any bikes or bike equipment that may be taken from the courtyard or the North Street location.

## **Visitors and Phone Calls**

Visitors are allowed in the building. Visiting the programs is by appointment and visitors must be accompanied by an NBSS "host."

All visitors must sign in at the Front Desk.

All visitors to NBSS—including alumni and former faculty and staff—will be received at the main entrance by the Receptionist.

Students expecting visitors will be required to come to the Front Desk to accompany their guest(s) through the School. Guests are required to sign a guest log and wear a visitor's

badge. Guests are not allowed to use tools and are not allowed to visit outside of class hours, except with permission from the Department Head, Director of Facilities, or Provost. Visitors are not allowed in machine rooms and may not use tools or do work without prior approval of Faculty and Faculty supervision at the time of the work.

Students should not expect to give visitors impromptu tours of the School. Tours are arranged through the Marketing & Engagement or Admissions Office.

Permission must be granted, by the instructor in charge, for even a brief visit to a class by an outside visitor.

Students are not allowed to receive phone calls through the main switchboard, except in cases of emergency.

## **Cell Phone Use**

Students are expected to limit their use of cell phones to breaks and lunch times. Cell phones must be silenced while in classes or shops. Anyone needing to respond to an urgent call should leave the classroom or shop. Making or returning phone calls should be done outside the building.

## **Social Media Use**

Many students use social media to track their progress while in School, share projects, and promote their work. All social media content representing NBSS should adhere to the Student Code of Conduct (see [Appendix Q](#)) and the Social Media Policy (see [Appendix S](#)) and respect the privacy of all students. Content should always reflect safe practice and tool use, and appropriate trade practice. Video recording in the machine rooms is only allowed with an instructor's permission.

Students should always ask permission of their peers if they are taking a photo or video and another student will be pictured in it, even if that student's face is not visible. If someone says no, respect their wishes. Remember to

ask every time. A student who agreed to have their photo taken/posted in the past, may change their mind at another time.

## Video and Voice Recording

Video and voice recording are not allowed without a disability accommodation.

## Student Tools

The security, care, and maintenance of personal tools are the responsibility of each student. The School makes every effort to protect tools and equipment from loss due to theft, fire and vandalism. The School will not replace any personal possessions lost or damaged while on School property.

## Deliveries

It is best for students to have mail and packages delivered to their homes. Packages that arrive at NBSS will be delivered to the front door of the program or may be held at Reception.

Please be sure your name and department are listed on deliveries. Packages with no addressee will be at Reception for pick up.

## Elevator Use

Please contact Marc Dreyfus, Director of Facilities & Technology, ([mdreyfus@nbss.edu](mailto:mdreyfus@nbss.edu)) with questions around planning elevator use.

Consider the other people in the building, especially those of limited mobility, when using the main elevator to load or unload materials and tools. Notify the Receptionist if you expect to use the elevator for more than a few minutes. Avoid large loads during high traffic periods such as lunchtime and the beginning and end of class.

Riding in the freight elevator is prohibited. Students must be escorted by an instructor, NBSS Student Worker, or someone from the Facilities Department to use the freight

elevator.

## Children

Students may not bring children to class.

## Pets

Animals are not allowed in School buildings. Exceptions will be made for service animals accompanying someone with a disability.

## Change of Address

Students must notify the Academic Administrator of changes in mailing or email address, or cell phone number. See [Appendix O](#) for the Change of Contact Form.

## Voter Registration

In accordance with the requirements of the Higher Education Amendments of 1998, the School must provide students with the opportunity to register to vote. You may use the School's computers to find out more information about registering to vote either online, or by downloading a mail-in registration form. Visit [vote.usa.gov](http://vote.usa.gov) for more information or [sec.state.ma.us/OVR/](http://sec.state.ma.us/OVR/) to register in Massachusetts.

## HEALTH & SAFETY

### COVID-19 and Respiratory Illness

Everyone is expected to follow all health and safety protocols in place at NBSS, including wearing a face mask that covers their nose and mouth when required to do so because of close contact with an infected individual or after quarantine due to illness.

Following current CDC guidelines, NBSS strongly recommends vaccination against Covid-19 for all full-time students, faculty, and staff. Vaccines are proven to be a safe, effective means for eligible individuals to prevent severe illness from Covid-19. More details such as the types of vaccines available and where to receive a vaccine can be found on

the [CDC website](#). Check the information on the [Health & Safety](#) page of the NBSS website.

## **Building Safety**

Safety and fire regulations require that the entrances, emergency exits, and halls be kept free of obstruction. If you must leave lumber or tools in the halls while unloading or loading, do not leave it for more than a few minutes. Do not leave bikes in the halls or classrooms. Additionally, the door that leads to the parking lot should never be propped open unless actively loading or unloading.

NBSS is required to be able to clear the building of all people within 90 seconds. If the fire alarm rings, leave your work and walk quickly to the fire exits indicated by your instructor. Close all doors as you pass through them. Assemble outside at the designated checkpoint for your program. Designated checkpoint maps are posted in every program. See your instructor if you have any questions.

Emergency preparedness information may be obtained from the Director of Facilities & Technology.

## **Campus Security**

Federal law requires that every institution of higher education provide a copy of the School's security policy to every student. The full text of this policy can be found in [Appendix G](#) of this handbook. During calendar year 2022, there was one auto theft on North Street. Bicycles and bicycle accessories have been taken from the NBSS courtyard and from the street in the past.

## **Occupational Safety and Health Act (OSHA)**

All employers are required to provide a safe and healthy work environment for employees. In order for everyone to be safe at NBSS, all staff, faculty, and students are expected to comply with rules established for this purpose. These rules apply to responses to

emergencies, material handling and storage, personal protection equipment, repairs to powered equipment, and guarding of equipment. Adherence to shop rules in this regard is compulsory.

In cases of pregnancy during enrollment, students should consult a doctor concerning the risks associated with continued attendance, including exposure to materials used in training. Material Safety Data Sheets for all materials used at the School are available to any student.

## **Proper Dress**

Students are expected to learn to dress as they would for a job in the field which they will enter. This involves appropriate dress when dealing with customers and when encountering safety hazards in the shop or in the field. Your instructor will emphasize safety, and there are Shop Rules governing proper dress to ensure that everyone is protected. Safety rules include eye and hearing protection equipment, protective shoes and clothing, and the control of long, loose hair, clothing, or jewelry. You must learn and comply with Shop Rules.

## **Machinery and Tool Use**

We make every effort to teach you the safe and proper use of tools and machinery. Pay attention! It is very hard to do hand work if you injure yourself. If you think that a machine or piece of equipment is not in proper working order, ask your instructor to check it before using it.

## **Safety Release Form**

You must sign the School's Safety Release Form to begin your studies at NBSS. The form releases North Bennet Street School and all of its instructors and employees from all responsibility in case of an accident incurred by a student in the course of their instruction at the School. A copy of this form can be found as [Appendix M](#) of this handbook.

## Accidents

In case of an accident, the instructor in charge will make the decision about the seriousness and the treatment of the injured person. Minor first aid supplies are available in all programs and at the front desk. Emergency treatment should be administered only by the instructor in charge or by someone at their direction. In cases of injuries requiring immediate attention or major accidents, the injured person must be transported to the Emergency Room at a local hospital. An ambulance may be called from any School phone by pressing the 911 button. The Receptionist must be notified either to call an ambulance, or direct first responders if an ambulance has already been called.

## Insurance Coverage for Accidents

The accident policy of the School covers the costs of medical treatment up to \$25,000 with the deductible of \$100 for each accident. Therefore any medical treatment for less than \$100 must be paid by the student (\$500 maximum for dental). Medication following treatment for the accident is not covered. In case of an accident, you must complete an Accident Report regardless of how serious the accident appears at the time. Accident Report forms are available from the Director of Facilities ([mdreyfus@nbss.edu](mailto:mdreyfus@nbss.edu)).

All medical bills for accidents are sent to the student's address. The student then gives the bills to the Business Office to send to the insurance company for payment.

## Health Insurance

The Massachusetts Health Care Reform Law requires most Massachusetts residents age 18 and over who can afford health insurance to have health coverage for the entire year or pay a penalty through their tax returns. Penalties accrue for each month of non-compliance.

MassHealth offers a broad range of health-care services by paying for part or all of a MassHealth member's health insurance,

or paying medical providers for services given to MassHealth members. For information on health insurance while residing in MA, visit [mass.gov/eohhs/insurance](http://mass.gov/eohhs/insurance).

## Routine Health Care

There are a variety of health centers in Boston. The NEW Health Center (formerly North End Waterfront Health Center) <https://newhealthcenter.org/> on Hanover Street is available for routine doctor visits and dental care. To make an appointment, you must choose a doctor there as your primary care physician or have a Mass General Hospital (MGH) patient ID card.

## Mental Health

From time to time anyone could be upset or struggling with mental health issues. The NEW Health Center has a complete staff for dealing with these problems (see above). The School is working on partnering with a local mental health clinic to offer weekly office hours virtually for counseling. Students are also encouraged to speak to the Director of Student Support & Career Services, who can provide support and help direct you to additional resources. A list of health and wellness support systems can be found in [Appendix H](#) to this handbook or in the Office of Student Support & Career Services.

## Drugs and Alcohol

As a requirement of federal law, in 1990 the NBSS Board of Directors issued a Drug and Alcohol Abuse Policy. The full text of this policy can be found as [Appendix F](#) to this handbook.

Alcohol is not permitted on School property, with the exception of certain pre-arranged school, Board, or fundraising events for which a professional bartending service will be obtained. During such an event, power equipment will be shut off for the remainder of the day.

On November 8, 2016, Massachusetts voters

passed Question No. 4, a ballot initiative legalizing the use of marijuana by adults 21 years of age or older. As of December 15, 2016, adults in Massachusetts can grow or possess small quantities of marijuana for personal recreational use.

As a recipient of federal funding, however, North Bennet Street School must comply with current federal drug laws, which still classify marijuana as a controlled substance.

**The use or possession of any amount of marijuana remains illegal on school property.**

Additionally,

- students who possess or use drugs, alcohol, or any controlled substance or paraphernalia as defined by law, or
- have the smell of alcohol or drugs on their breath or person, or
- who otherwise appear to be under the influence of drugs or alcohol during school hours or present on school property or at a school-sponsored event will be subject to a warning and possible disciplinary action, which may result in suspension or termination.

Matters of safety and security are of primary importance to the North Bennet Street School community. Students who do not respect the rules may jeopardize the safety of the community and their remaining time at NBSS.

No smoking or vaping is allowed in the School building. Smokers outside the building should not stand near the entrances or below windows of the NBSS facility or any neighbors. Chewing tobacco is not allowed on school property.

## Support Groups

A listing of various support groups and other helpful resources in the Boston area is included as [Appendix H](#) of this Handbook.

## MIDDLE OR HIGH SCHOOL STUDENTS

NBSS sometimes provides area Middle and High Schools with classes or tours.

Please remember:

- Be courteous but not overly friendly. The students are under time constraints and do not have time for unplanned conversations.
- Do not make loud noises in the corridors that could disturb their or our classes.
- Use language and volume in the halls and classrooms appropriate for children's ears.
- Let the Receptionist know if a middle or high school student is in an area of the School that is not dedicated for their use or is separated from their group.
- Any area in use for youth classes is not open for general NBSS use even when empty, except by special permission.

## APPENDICES

### Appendix A: Academic Calendars

#### 2023-2024 ACADEMIC CALENDAR

SEPTEMBER 4, 2023	Labor Day (holiday)
SEPTEMBER 5, 2023	New Student Orientation for Fall cohorts
SEPTEMBER 6, 2023	Classes Begin and Fall 2023 Enrollment Period Begins for 9-month cohorts
OCTOBER 9, 2023	Indigenous Peoples' Day (holiday)
NOVEMBER 10, 2023	Veterans Day (holiday)
NOVEMBER 23-24, 2023	Thanksgiving Break
DECEMBER 18, 2023- JANUARY 1, 2024	Winter Recess (no classes)
JANUARY 2, 2024	Classes Resume
JANUARY 15, 2024	Martin Luther King, Jr. Day (holiday)
JANUARY 19, 2024	Fall 2023 Enrollment Period Ends for 9-month cohorts
JANUARY 22, 2024	New Student Orientation for Cabinet & Furniture Making, Jewelry Making & Repair, and Locksmithing & Security Technology Spring cohorts
JANUARY 22, 2024	Spring 2024 Enrollment Period Begins for 9-month cohorts
FEBRUARY 2, 2024	Fall 2023 Enrollment Period ends for Violin Making & Repair
FEBRUARY 5, 2024	Violin Making & Repair New Student Orientation & Spring 2024 Enrollment Period begins for Spring cohorts
FEBRUARY 19, 2024	Presidents Day (holiday)
MARCH 18-22, 2024	Spring Break for Bookbinding, Cabinet & Furniture Making, Carpentry, Jewelry Making & Repair, Locksmithing & Security Technology, Piano Technology (Basic & Advanced), Preservation Carpentry
MARCH 18, 2024	Evacuation Day (holiday)
APRIL 15, 2024	Patriots' Day (holiday)

APRIL 15-19, 2024	Spring Break for Violin Making & Repair
MAY 27, 2024	Memorial Day (holiday)
MAY 31, 2024	Spring 2024 Enrollment Period ends for 9-month cohorts
MAY 31, 2024	Graduation
JUNE 19, 2024	Juneteenth (holiday)
JUNE 28, 2024	Spring 2024 Enrollment Period ends for Violin Making & Repair
JULY 4, 2024	Independence Day (holiday)

## Appendix B: Policies and Procedures for Disabled Students

### Policies and Procedures for Disabled Students (9/2015)

**Purpose:** North Bennet Street School is committed to maintaining a non-discriminatory environment and to providing equal access to all of its services, benefits, and facilities, regardless of any physical or mental disabilities a student may have. The School is committed to working with its students to arrive at appropriate accommodations for its students' needs, regardless of their disability.

**Section 504 Coordinators:** Section 504 of the Federal Rehabilitation Act of 1973 was designed to eliminate discrimination on the basis of disability in any program receiving Federal financial assistance. North Bennet Street School has designated two Section 504 Coordinators whose duties will include coordinating academic adjustments and auxiliary aids as well as inquiries, grievances and the School's efforts to comply with Section 504 of the Rehabilitation Act. The Section 504 Coordinators are as follows:

Auxiliary Aid and Academic  
Adjustment Coordinator  
Claire Fruitman  
Provost  
North Bennet Street School  
150 North Street  
Boston, MA 02109  
(617) 227-0155 x200  
[cfruitman@nbss.edu](mailto:cfruitman@nbss.edu)

Grievance Coordinator  
TBA  
Director of Student Support & Career Services  
North Bennet Street School  
150 North Street  
Boston, MA 02109  
(617) 227-0155

### Auxiliary Aid and Academic Adjustment Coordinator

Any student who is in need of a service, academic adjustment or auxiliary aid should contact the Auxiliary Aid & Academic Adjustment Coordinator to make such a request. The Coordinator is committed to working with the student to arrive at a workable resolution to a student's particular needs. The Coordinator will take the student's request under consideration and will provide a reply to the student within a reasonable time. Students may be required to provide documentation of their disability to verify the need for academic adjustments or auxiliary aids requested. The Coordinator may request permission of the student to speak with that student's physician, social worker, or other health care provider in order to arrive at an appropriate accommodation. A copy of the Auxiliary Aid and Academic Adjustment request form can be found as Appendix P of this handbook.

### Grievance Coordinator and Grievance Procedure

Any student who believes that the School has failed to provide them with necessary services, academic adjustments or auxiliary aids or who believes they have been discriminated against on account of a disability, has the right to file a grievance with the School. The grievance procedure is as follows:



1. The aggrieved student shall submit a grievance, in writing, to the Grievance Coordinator. The complaint should set forth, in as much detail as possible, the basis for the claim or requested accommodation.
2. If the grievance involves a claim of discrimination by a fellow student or faculty or staff member, the student should be prepared to identify the individual(s) involved so that the Grievance Coordinator can undertake an investigation. If the grievance involves a claim of denial of a requested accommodation, the student should submit any documentation in support of their request.
3. After receiving the complaint, the Grievance Coordinator will take the grievance under consideration. If the grievance involves a claim of denial of a requested accommodation, the Grievance Coordinator will review the prior decision of the Academic Adjustment Coordinator and may speak with the student's physician, social worker or other health care provider to evaluate the requested accommodation. If the grievance involves a claim of discrimination by another student or faculty or staff member, the Grievance Coordinator will undertake an investigation into the circumstances surrounding the allegation(s) of discrimination.
4. The School recognizes that charges of discrimination can be extremely sensitive and will make every effort to ensure confidentiality of all parties involved. However, the School cannot guarantee such confidentiality.
5. The Grievance Coordinator shall have the authority to take appropriate remedial action against any individual who has been found to have discriminated against the grievant. The Grievance Coordinator shall also have the authority to overturn or modify any decision of the Academic Adjustment Coordinator involving an academic adjustment or auxiliary aid or service.
6. After the investigation of a claim of discrimination or reconsideration of a denial of an academic adjustment or auxiliary service, the Grievance Coordinator will issue a written report which outlines the investigation undertaken and the reasons for the Grievance Coordinator's decision. In a charge of discrimination by a fellow student, staff or faculty member, the report shall contain the measures taken, if any, against the alleged offenders. If the Grievance Coordinator finds there has been no discrimination, the coordinator shall set forth the findings in the report.
7. The decision of the Grievance Coordinator may be appealed to the Executive Committee of the Board of Directors of North Bennet Street School within two academic weeks of the written decision of the Grievance Coordinator. The Executive Committee may (1) overturn the decision of the Grievance Coordinator; (2) remand the matter for further investigation; or (3) affirm the decision of the Grievance Coordinator.

## **Summary**

North Bennet Street School is committed to complying with both the letter and spirit of Section 504 of the Federal Rehabilitation Act of 1973. If any student would like further information on the School's policies or procedures they should contact the President.

**Appendix C: Policy Prohibiting Sexual Misconduct  
(01/2022)**

**NORTH BENNET STREET SCHOOL**

**POLICY PROHIBITING SEXUAL MISCONDUCT**

This Sexual Misconduct Policy is the mechanism by which North Bennet Street School (“NBSS”) adjudicates allegations of sexual misconduct, as defined in the *Definitions* document found here: [page 43] (\*Note that this *Policy* and the *Definitions* document may be updated to reflect legal and regulatory changes, as well as to provide clarity if the NBSS community expresses confusion over any defined terms or processes in the Policy, so please refer back for the most updated content.)

NBSS follows through on its commitment to respond appropriately to sexual misconduct in different ways, as appropriate to the case at hand. This includes a formal complaint process, as well as an informal resolution process, in which parties can seek to resolve their concerns outside of a more formal process. These processes are discussed below, but you are encouraged to discuss these different processes with the Title IX Coordinator or the Deputy Title IX Coordinator. [listed below]. It is important to understand that if you share personal experiences with certain individuals on campus, they, in turn, may be required to share specific information with the Title IX Office. You may also discuss this process with a confidential resource as defined in the *Definitions* document found here: [page 43], and that individual would not need to report anything you share with them. You should also feel free to ask the Title IX Office any questions, provided you do not provide specific personal information before you are ready to file a report.

**Title IX Coordinator**

Claire Fruitman  
Provost  
North Bennet Street School  
150 North Street  
Boston, MA 02109  
(617) 227-0155 x200  
[cfruitman@nbss.edu](mailto:cfruitman@nbss.edu)

**Deputy Title IX Coordinator**

TBA  
Director of Student Support & Career Services  
North Bennet Street School  
150 North Street  
Boston, MA 02109  
(617) 227-0155

## PROCESS FOR ADJUDICATING ALLEGATION OF SEXUAL MISCONDUCT

The following process describes how NBSS will investigate a report that an individual has engaged in prohibited conduct that could violate the *Policy Prohibiting Sexual Misconduct*.

### I. **Initial Steps**

After receiving a report of conduct that could fall under the Policy, the Title IX Coordinator will take a number of initial steps; these initial steps are not an investigation. Rather, these initial steps will enable NBSS to assess the need to take any immediate action to address the safety and health needs of the parties involved in a matter and to help the parties determine the next appropriate steps, whether under this Policy or another policy or process. These initial steps may include, but are not limited to, the following:

- A. **Initial Contact.** The Title IX Coordinator will contact the party making the initial allegation (the “Reporting Party”) and encourage them to meet virtually or in person to discuss the nature and circumstances of the reported conduct and review relevant information that is available, and describe the various options and resources available.
- B. **Supportive Measures.** Regardless of whether a Reporting Party decides to file a Formal Complaint or not, they may be entitled to supportive measures. Supportive measures may include changes to schedules, stay-away orders, or other temporary and non-disciplinary measures to ensure the safety of the parties.
- C. **Interim Restrictions.** During the pendency of an investigation and hearing (discussed below), NBSS reserves the right to explicitly prohibit either party from entering upon NBSS’s property or participating in any activities absent written authorization from an appropriate NBSS official. The failure of either party to comply with an interim restriction such as this may lead to additional disciplinary action that can be determined under this or separate policies, as appropriate. The decision to impose interim restrictions will be communicated by the Title IX Coordinator or their designee in writing and parties will be informed of any appeal rights. NBSS may be limited in its notification in certain situations when student or employee privacy issues limit disclosures.
- D. **Discussion of Process.** The Title IX Coordinator will describe the Sexual Misconduct Policy and related process. The Title IX Coordinator will also explain the right to report, as well as the right to delay or decline to report the matter to NBSS. The Reporting Party may also choose to report such conduct to local law enforcement if the conduct is potentially criminal in nature. Such a report will not change NBSS’ obligation to potentially investigate the matter, but it may briefly delay the timing of the investigation if a law enforcement agency requests that NBSS delay its process for a reasonable amount of time to allow it to gather evidence of criminal conduct. BSS will typically not consider a criminal proceeding on the same facts in its investigative process because NBSS does not use the same process or standard of proof as a criminal process. Typically, NBSS will only inquire about criminal processes to the extent they may impact an individual’s ability to access or utilize NBSS’ process. In

no instance will an adverse inference follow the fact that either party is involved in the criminal justice system, but certain information may be relevant for NBSS to consider in limited situations, *e.g.*, if a court enters a separate restraining order, that may be considered while NBSS determines the restrictions of the parties on campus to maintain the *status quo* pending investigation.

- E. **Formal Complaint.** If the Reporting Party wishes to move forward with a formal complaint under this Policy, the Reporting Party must provide a statement in writing and sign that statement in person or electronically. If, at this time, the Reporting Party requests that the process not move forward or move forward under a different policy, NBSS will weigh that request against the obligation to address any risk of harm to the Reporting Party, the Responding Party, or other individuals in the community given the nature of the allegation(s). NBSS reserves the right to move forward with a formal complaint process unilaterally by signing a complaint or statement of allegations against another Responding Party. This will be utilized in limited situations in which NBSS has a concern related to the safety of the broader NBSS community. In such situations, NBSS will not be a party to the action, and both the Reporting Party and Responding Party will receive notice, as set forth in Section II.
- F. **Initial Review and Dismissal or Referral, if Necessary.** Upon reviewing any written complaint materials submitted, if the Title IX Coordinator determines that the conduct would, if proven, be prohibited by this Policy, they will move to the next phase of this process. If the conduct, if proven, would not be prohibited by this Policy, the Title IX Coordinator may dismiss the matter without limiting the individual's ability to provide additional information. The Title IX Coordinator may also refer the matter directly to the staff that is charged with executing any other relevant policy that may be implicated. For example, a claim of harassment that is based on race or disability status, even if proven, would not violate the Sexual Misconduct Policy. NBSS could, in that circumstance, refer the matter directly to the process prohibiting these other forms of harassment.

## II. The Investigation Phase

- A. **Notice of an Investigation.** If it is determined that an investigation is appropriate, the Title IX Coordinator will prepare a written notice to both the Reporting Party and the Responding Party. The notice will include a description of the allegations as they are understood at the time, the name(s) of the parties, the date(s) and location(s) of the conduct in question, the portions of the Policy that are alleged to have been violated, any interim or supportive measures in place of which either party must be made aware, and a statement that the Responding Party is presumed not responsible for the alleged conduct. This written notice does not constitute a finding or a determination of responsibility. Further, the written notice will be updated or amended if new allegations are learned and accepted for investigation throughout this process.
- B. **Designation of Investigator.** The Title IX Coordinator will designate at least one investigator to conduct a prompt, fair, and impartial investigation of the reported conduct and prepare a report of investigative findings (the "Investigative Report"). All investigators will be selected from a group of qualified and trained individuals employed by or engaged by NBSS for the purpose of conducting investigations under the Sexual Misconduct Policy. The Title IX Coordinator will provide the parties

with the name of the person(s) assigned to investigate the reported conduct. As soon as possible, but no later than three (3) calendar days after delivery of the identity of the Investigator(s), the parties shall inform the Title IX Coordinator (in writing) of any conflicts of interest with regard to the selected Investigator(s). The Title IX Coordinator will consider the nature of the conflict and determine if different individuals should be assigned as Investigator(s). The Title IX Coordinator's decision regarding any conflicts is final. The Title IX Coordinator may consult with other NBSS personnel to discuss any conflicts of interest.

- C. **Information about Advisors in Connection with this Policy.** In connection with an allegation of prohibited conduct under this Policy, and as defined in the *Definitions* document [page 43], each party may have a single advisor of their choice present during any formal disciplinary proceeding, including any related meeting, interview, or hearing, held pursuant to the Policy. Except to the extent expressly permitted in the hearing process outlined below, the advisor may advise their respective party privately, but cannot act as a speaking advocate. NBSS staff and/or investigators may delay or terminate meetings or hearings, remove or dismiss advisors, and/or proceed with the investigation if an advisor is disruptive or otherwise refuses to comply with the requirements of this Policy. An advisor is subject to the same confidentiality expectations applicable to others in attendance as outlined in the Student Handbook. Accommodations, including unreasonable scheduling changes, generally will not be made for any advisor if they unduly delay the process. The advisor is not permitted to attend a meeting or proceeding without the party they are advising being present without the prior approval of the Title IX Coordinator, at their discretion. NBSS reserves the right to take appropriate action regarding any advisor who disrupts the process, or who does not abide by the restrictions on their participation.
- D. **Nature of the Investigation.** The investigation provides an opportunity for fact-finding and will include separate interviews with the Reporting Party, the Responding Party, and any relevant witnesses. The Investigator(s) will provide the parties with advance notice of meetings at which their presence is required. Advance notice will be provided to allow the individual sufficient time to prepare for the meeting.
- E. **The Parties' Identification of Potential Witness and Documentation.** The parties have the opportunity (and are expected) to provide the Investigator(s) with the identification of potential witnesses who have specific information about the reported conduct and with whom they would like the Investigator(s) to speak. The parties also have the opportunity (and are expected) to provide the Investigator(s) any documentation or other items or questions they would like to be considered. All information described in this section must be presented to the Investigator(s) in writing and include a brief description as to how the persons, documents, and/or items are relevant to the reported conduct. This information must be provided to the Investigator(s) during the Investigation Phase and without delay upon becoming aware of it. The Investigator(s) will exercise discretion in their determination of what information to consider and which potential witnesses can provide relevant information to the investigation. Further, the Investigator(s) have the right to interview any member of the NBSS community that may have specific information about the incident that has been reported.

- F. **Investigation Prohibitions.** At no point will the investigation require both parties to be in the same room. At no point will either party be permitted to question or cross-examine the other party directly during the investigation, adjudication, or appeal process. The parties may ask questions of the other party and/or witnesses at the Determination Hearing, described below, but all such questions must be asked through the party's advisor. Additionally, the Investigator(s) generally will not gather or consider information related to either party's sexual history unless deemed relevant to the incident in question.
- G. **Responding Party Voluntary Agreement to Policy Violation.** At any point prior to convening a Determination Hearing a Responding Party may agree in writing to the alleged violation(s) of the Sexual Misconduct Policy and may also accept a sanction as proposed by Title IX Coordinator or designee, as appropriate.
- H. **Other Informal Processes.** At any time at least 48 hours prior to convening a Determination Hearing, either party may request an informal resolution of a complaint rather than an investigation and/or hearing by contacting the Title IX Coordinator. The Title IX Coordinator will assess the request for informal resolution against the severity of the alleged violation and the potential risks to campus community members. All parties and the Title IX Coordinator must agree in writing to informal resolution for this option to be used. The Title IX Coordinator will designate a NBSS employee or outside service provider to facilitate a dialogue with the parties in an attempt to reach a resolution. The Title IX Coordinator can end such a process if it becomes unproductive or abusive. The allegation will only be deemed resolved when the parties expressly agree to an outcome that is acceptable to them and which is approved by the Title IX Coordinator in consultation with other appropriate NBSS administrators. Either party may withdraw from the informal resolution process at any time and, unless resolution is reached, the matter will continue through the process. The informal resolution process will be conducted in accordance with procedures specified by the Title IX Coordinator, as determined in their sole discretion.
- I. **Investigative Report.** At the conclusion of the Investigation Phase, the Investigator(s) will prepare an Investigative Report, which should include a summary of the factual information presented during the Investigation Phase, a separate section where the Investigator(s) point out relevant consistencies or inconsistencies (if any) between all sources of information, and a separate optional section describing the Investigator'(s) assessment of the credibility of parties and witnesses with regard to the Investigator(s) interactions with them. The Investigator(s) will provide any relevant evidence gathered, whether inculpatory (*i.e.*, proving the responsibility of a party) or exculpatory (*i.e.*, proving that a party did not commit the conduct alleged). The Investigative Report will not include a determination as to whether a party has violated the Sexual Misconduct Policy or what sanctions may be appropriate. These determinations will be made by the Determination Officer, as described below.

## J. Review by the Parties

1. NBSS will inform both parties of their opportunity to review the entire Investigative Report and that they may submit written comments and/or questions about the content of the Investigative Report to the Title IX Coordinator within ten (10) calendar days of the date they are notified that the Investigative Report is available for review. This review will take place at a secure location and/or in a secure manner determined by NBSS. The time to submit written comments can be extended for a brief period if the Title IX Coordinator concludes, in their sole discretion, that the additional time is warranted. In circumstances where an extension is provided to one party, it will be provided to the other party, as well. Each party may have their advisor present as they review the Investigative Report, but NBSS reserves the right to create appropriate procedures to protect the privacy and sensitivity of the materials in question.
2. Photographs or any other copies of the Investigative Report are not allowed by either party or advisor. The comments submitted by the parties may not exceed ten (10) double-spaced pages unless a higher page limit is otherwise determined to be necessary and appropriate in the sole discretion of the Title IX Coordinator. After reviewing the submissions, if any, from the parties, the Investigator(s) may determine that either additional investigation is required or no further investigation is needed.
3. If, at any point in this review process or the prior investigation, it becomes apparent that a witness will not take part and subject themselves to examination in the Adjudication Process described in Section III, NBSS will review federal guidance and applicable federal law in the jurisdiction to determine if the regulations allow it to examine the information as part of the adjudication process. If not, the Investigator may revise the Investigative Report to remove that information so as not to impact the hearing. If this decision is made prior to the parties' review, it will be noted in a cover memo to the Investigative Report. If the decision is made following the parties' review, it will be communicated to the parties and they will be informed in writing of any information that will be removed prior to the hearing.
4. The Investigative Report will then be submitted to the Title IX Coordinator for review and compilation for the adjudication process. Any submissions made by either party pursuant to this section, as well as any other documentation deemed relevant by the Investigator(s), will be attached to the Investigative Report. When the Investigator(s) have completed any additional fact finding, both parties will be permitted to review the entire Investigative Report as it will be submitted to the Determination Officer, although no further information will be added at this point.

## III. Adjudication Process and, if Necessary, Sanction Process

- A. **The Determination Officer.** The Title IX Coordinator will inform the parties of the identity of the Determination Officer. As soon as possible, but no later than three (3) calendar days after delivery of the identity of the assigned Determination Officer, the parties should inform the Title IX Coordinator (in writing) of any conflicts of interest in regard to the selected Determination Officer. If a conflict of interest is raised, the Title IX Coordinator will consider the nature of the conflict and determine if

different individual(s) should be assigned to hear the matter. This decision regarding any conflicts is final. The Title IX Coordinator will then provide the Determination Officer with the Investigative Report and set a subsequent date for the Determination Officer to hold a hearing to determine responsibility.

- B. **Role of the Determination Officer.** The Determination Officer will preside over the hearings and make all decisions by a preponderance of the evidence as to whether or not the Responding Party violated the policy provisions at issue. The Determination Officer has broad authority to determine the process, timing and conduct of a hearing. For example, the Determination Officer will determine the order of presentation and timing of the different hearing components. The Determination Officer will also determine what evidence is relevant and what information and questions are relevant and/or permissible.
- C. **Role of Advisors at the Hearing.** Each party may have an advisor of their choice present at a hearing for the limited purpose of conducting witness examinations on behalf of that party. Advisors may be, but are not required to be, attorneys. If a party does not have an advisor of their choice present at a hearing, NBSS will, without fee or charge to the party, provide an advisor of NBSS's choice for the limited purpose of conducting witness examinations on behalf of that party. No later than ten (10) calendar days before the hearing, parties should inform the Title IX Coordinator of the identity of any advisor of choice who will accompany them to the hearing, so that NBSS will know whether or not it needs to arrange for the presence of a NBSS-provided advisor.
- D. **Hearing Process: Advisor Examinations.** At a time and manner deemed appropriate by the Determination Officer, the advisor for each party will be permitted to ask the other party and any witnesses all relevant examination questions and follow-up questions, including those challenging credibility. Except for that limited role, advisors may not participate actively in the hearing and may not speak or otherwise communicate on the part of the party that the advisor is advising. However, the advisor may consult privately in a non-disruptive manner with their advisee during and/or at a recess in the hearing. Scheduling accommodations generally will not be made for advisors if they unduly delay the process. NBSS reserves the right to take appropriate action regarding any advisor who disrupts the process or who does not abide by the restrictions on their participation as determined in the sole discretion of the Determination Officer. In limited situations, this may include exclusion of the advisor from the hearing and the appointment of an alternate NBSS-provided advisor.
- E. **Hearing Process: General Restrictions.** Questions and evidence about sexual predisposition or prior sexual behavior are generally not relevant, unless such questions and evidence about the prior sexual behavior are offered to prove that someone other than the Responding Party committed the conduct alleged, or if the questions and evidence concern specific incidents of the Reporting Party's prior sexual behavior that are offered solely to prove consent.
- F. **Hearing Process: Privileged Information.** Information protected under a legally recognized privilege (such as, for example, privileged communications between a party and their physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in a treatment



capacity, or privileged communications between a party and their attorney), are not admissible unless the person holding the privilege has waived the privilege in writing.

- G. **Hearing Process: Virtual Option.** At the request of either party, NBSS will provide for the hearing to occur with the parties located in separate rooms with technology enabling the hearing officer and parties to simultaneously see and hear the party or the witness answering questions. Live hearings may be conducted with all parties physically present in the same geographic location or, at NBSS's discretion, any or all parties, witnesses, and other participants may appear at the live hearing virtually, with technology enabling participants simultaneously to see and hear each other.
- H. **Hearing Process: Examination Requirement.** Under prior federal guidance, if a party or witness did not submit to examination at the live hearing, the Determination Officer were not allowed to rely on any statement of that party or witness in reaching a determination regarding responsibility. The current state of the law is unclear, so NBSS reserves the right to revisit this requirement and apply applicable federal guidance or federal case law in the jurisdiction at the time of the hearing to determine whether an individual's information can be considered if they do not agree to take part in the hearing. The Determination Officer will not draw an adverse inference regarding responsibility based *solely* on a party's or witness's absence from the live hearing or refusal to answer examination or other questions.
- I. **Sanctioning Consistency.** In the instance that the Determination Officer determines that a party is responsible for violating this Policy, they may then request from NBSS information on prior sanctioning decisions in factually similar matters so that the Determination Officer can apply a consistent sanction in the matter at hand.
- J. **Notification of Decision.** Upon reaching a determination of responsibility, the Determination Officer will provide a written notification of the decision and rationale to the Title IX Coordinator. The notification will consist of a summary of the allegations and determination(s) made by the Determination Officer with respect to responsibility and any sanctions that are imposed. The notification will also include the procedures for either party to appeal, as set forth in Section IV, below. NBSS reserves the right to inform other NBSS officials with a legitimate educational interest about the outcome of the finding. This could include, but is not limited to, notice to administrators charged with executing the sanction, athletic team coaches, or others that may have a role in carrying out the sanction or any ongoing supportive measures for either party.
- K. **Record of Hearings.** NBSS will create an audio or audiovisual recording, or transcript, of any live hearing and make it available to the parties for inspection and review. It will not be provided for distribution and NBSS will provide the same protective measures as used in Section II regarding the parties' review of investigative reports.

#### IV. Appeals

- A. **Grounds and Timing for Appeals.** The following process applies to all appeals. Within five (5) business days of the delivery of the decision, either party may appeal the decision by submitting to the Title IX Coordinator a letter stating why they believe the decision was inappropriate based on one or more of the following limited grounds:
1. Procedural error that materially prejudiced the outcome; and/or
  2. Newly discovered material information that was not known/available to the Investigator(s) or the Determination Officer and which likely could have changed the finding of responsibility or the sanction imposed had it been available.
  3. Bias or a conflict of interest with regard to the Title IX Coordinator, Investigator(s), or Determination Officer that materially impacted the outcome or the sanction.
- B. **Form of Submission.** The party submitting the appeal must set forth in detail the grounds for review and must attach all materials that they wish to have considered in the appeal process. Following the submission of an appeal by either party, the appeal will be provided to the other party and they may give a limited response to the appeal that must be submitted within three (3) business days.
- C. **Extensions of Time.** Extensions of time to respond must be requested with the Title IX Coordinator and will be provided in the sole discretion of that person. The request should state explicitly the reasons for the requested extension. Any extension of time granted to one party will be automatically extended to the other party. Both parties will be informed of the extension in writing and simultaneously.
- D. **The Appellate Officer.** In the instance of an appeal, the information is forwarded to the Title IX Officer or their designee. Both parties will be provided with the name of the Appellate Officer prior to the materials being provided to them. As soon as possible, but no later than three (3) calendar days after delivery of the identity of the Appellate Officer, the parties should inform the Title IX Coordinator in writing of any conflicts of interest in regard to the assigned person. The Title IX Coordinator will consider the nature of the conflict and determine if different individual(s) should be assigned to review the appeal.
- E. **Sanctions Pending Appeal.** Sanctions of all types (including, but not limited to, suspension, dismissal, or separation) may be imposed while an appeal is pending at the sole discretion of NBSS.

#### V. Additional Issues

- A. **Disability Accommodations.** NBSS is committed to ensuring that all community members, and applicants, have an equal opportunity to participate in all of its programs and activities. If any person

requires an accommodation, because of disability, to access any part of this process, they may make that request to Claire Fruitman at [cfruitman@nbss.edu](mailto:cfruitman@nbss.edu). Any accommodations will be provided to ensure they do not impact the rights or protections of any party or witness.

- B. **Duty of Honesty.** All parties and witnesses are obligated to be completely honest during the course of the entire process set forth under this Policy. Any person who knowingly makes a false statement—either explicitly or by omission—in connection with any part of the process may be subject to separate disciplinary action. A report made in good faith, however, is not considered false merely because the evidence does not ultimately support the allegation of a violation of the Policy.
- C. **Duty of Cooperation.** All parties and witnesses are obligated to cooperate with the Title IX Coordinator and any persons charged with implementing the Policy. Any person who knowingly interferes with the actions taken to implement the reporting, investigation, or resolution of matters under the Policy may be subject to separate and/or additional disciplinary action. Please note that the Duty of Cooperation will not be utilized to undermine an individual’s decision not to take part in this process if it would force them to forfeit any constitutional rights in a criminal investigation involving the same or similar facts and circumstances.
- D. **Special Situations.** NBSS retains the right to determine, in its sole discretion, if it will address a report of conduct under this Policy administratively and outside of the process described herein when the safety of NBSS community is at risk, if there are extenuating circumstances involving either of the parties, or if the Title IX Coordinator, in consultation with appropriate administrators, determines it is in the best interest of NBSS and/or NBSS community to do so. If NBSS utilizes this provision to alter the process set forth in this Policy, it will clearly communicate change to the parties in a reasonable and timely manner.
- E. **Delegation.** Where the Title IX Coordinator or any other NBSS official or employee is listed as the designated point of contact for any role in the Policy, the Title IX Coordinator may designate another qualified member of the NBSS community to assume the role at issue, as necessary and appropriate. Any delegation must be approved by the Title IX Coordinator and the appointed individual will be identified to the parties.

## **DEFINITIONS FOR THE POLICY PROHIBITING SEXUAL MISCONDUCT**

The following definitions supplement the North Bennet Street School’s (“NBSS”) Policy Prohibiting Sexual Misconduct (“Policy”) and the related Process. Section One provides general definitions that help elucidate the Policy; Section Two defines the conduct specifically prohibited by the Policy.

NBSS reserves the right to update the definitions in this document to create more clarity for our community. Similarly, NBSS may be required to update or change such definitions in response to state and federal laws.

### **Section One: General Definitions**

#### **Actual Knowledge or Notice**

NBSS has actual notice of alleged Title IX prohibited conduct only if a report concerning the conduct is made to NBSS’s Title IX Coordinator, a Deputy Title IX Coordinator, or to one of the following NBSS officials who have authority to institute corrective measures on NBSS’s behalf.

#### **Advisor**

A person chosen by a party, who may be an attorney, who provides support and advice to the party during any stage of the process set forth in the Policy. Any person serving as a party’s advisor is prohibited from publicly disclosing private information learned during this process, including information protected under the Family Educational Rights and Privacy Act (“FERPA”) or other state or federal laws. Parties and advisors are expected to maintain the privacy and respect the privacy concerns of all parties and witnesses to the greatest extent possible. If any advisor is concerned about violating this assurance of privacy to gather evidence, they should raise such concerns with the Title IX Coordinator immediately so that it can be appropriately addressed to protect the sensitivity of the information without limiting the ability of either party to find and present relevant evidence.

#### **Confidential Resource**

Anyone who has confidentiality by licensure or profession, for example, licensed mental health counselors, medical providers, and pastoral counselors.

#### **Consent and Related Concepts**

NBSS defines consent and the related concepts as follows:

- **Consent**
  - Consent occurs when all parties agree to engage in sexual activity. Consent should always be mutual, voluntary and given without pressure, intimidation, or fear.
  - Consent must be freely and affirmatively communicated in order to participate in sexual activity or behavior. It can be expressed either by words or clear, unambiguous actions. It is the

responsibility of the person who wants to engage in sexual activity to ensure consent of their partner(s).

- Consent must be obtained at each step and be present throughout the sexual activity. A participant can withdraw consent or communicate that they no longer consent to continuing the activity. If there is confusion as to whether anyone has consented or continues to consent to sexual activity, it is essential that the participants stop the activity until the confusion is clearly and mutually resolved.
- Silence, lack of protest, or lack of resistance does not indicate consent.
- Consent is not present if it results from the use of physical force, threat of physical force, intimidation, coercion (see below), incapacitation (see below), or any other factor that would eliminate an individual's ability to exercise free will to choose whether or not to have sexual contact.
- A current or previous dating or sexual relationship, by itself, is not sufficient to constitute consent. Even in the context of a relationship, a willingness to engage in sexual activity must be freely and affirmatively communicated each time.

- **Coercion**

- Coercion is the use or attempted use of pressure and/or oppressive behavior, including express or implied threats, intimidation, or physical force, which places a person in fear of immediate harm or physical injury or causes a person to engage in unwelcome sexual activity. A person's words or conduct cannot amount to coercion unless they wrongfully impair the other's freedom of will and ability to choose whether or not to engage in sexual activity. Coercion also includes administering or pressuring another to consume a drug, intoxicant, or similar substance with the intent to impair that person's ability to consent prior to engaging in sexual activity.

- **Incapacitation**

- Incapacitation is defined as the inability, temporarily or permanently, to give consent, because an individual is mentally and/or physically helpless, unconscious, or unaware that the sexual activity is occurring. This may or may not be due to alcohol or other drugs (see below).
- An individual who is incapacitated cannot consent to sexual activity.

- **Alcohol or Other Drugs**

- NBSS considers any sexual contact while under the influence of alcohol or other drugs to be risky behavior. Alcohol and drugs impair a person's decision-making capacity, awareness of consequences, and ability to make informed judgments. Being intoxicated or impaired by drugs

or alcohol is never an excuse for sexual harassment, misconduct, or violence and does not diminish one's responsibility to obtain consent. If there is any doubt as to the level or extent of the other individual's intoxication or impairment, the prudent course of action is to forgo or cease any sexual contact or activity.

- The use of alcohol or drugs can limit a person's ability to freely and clearly give consent. Similarly, the use of alcohol or drugs can create an atmosphere of confusion over whether or not consent has been freely and clearly sought or given. It is especially important that anyone engaging in sexual activity be aware of the other person's level of intoxication. If there is any doubt as to the level or extent of the other individual's intoxication or impairment, the prudent course of action is to cease any sexual contact or activity.
- Warning signs of incapacitation may include, but are not limited to, one or more of the following: slurred speech, vomiting, unsteady gait, combativeness, emotional volatility, and/or sleeping.
- The perspective of a reasonable person will be the basis for determining whether a Responding Party (see below) should have been aware of the amount of the ingestion of alcohol or drugs by the Reporting Party, or of the extent to which the use of alcohol or drugs impacted a Reporting Party's ability to give consent.

### **Educational Program or Activity**

Locations, events, or circumstances in which NBSS exercises substantial control, as well as in any building owned or controlled by a student organization that is officially recognized by NBSS.

### **Formal Complaint**

A document filed by a Reporting Party alleging that another individual engaged in conduct prohibited by this Policy (*see Section Two*, below) and requesting that NBSS investigate the allegation. In exceptional situations, the Title IX Coordinator may sign a complaint in place of a Reporting Party. If the Title IX Coordinator signs a formal complaint, the Title IX Coordinator is not a party to a matter and the party who has standing to be a Reporting Party under this Policy shall receive the rights afforded under this Policy. Similarly, the Responding Party will receive the name of the Reporting Party and other information that constitutes requisite notice.

### **Parties**

Both the Reporting Party and the Responding Party. Note that NBSS will typically address communications to the parties and not to any advisor (even an attorney-advisor) or parent.

### **Standard of Proof: Preponderance of the Evidence**

NBSS uses the preponderance of the evidence standard (*i.e.*, it is more likely than not that the reported incident and/or behavior violated NBSS policies). Therefore, all findings and determinations of responsibility under this Policy will be made using this preponderance of the evidence standard. Please note:

- The preponderance of the evidence standard is not the standard used for criminal culpability in most jurisdictions and a determination of responsibility under the Policy does not equate with a finding of a violation of criminal laws;
- Conversely, lack of a prosecution, dismissal, or lack of a criminal conviction does not necessarily imply that NBSS' Policy was not violated. The two procedures are significantly different and utilize different standards for determining violations.

### **Relevant/Relevance**

As used in these procedures, “relevant” refers to a fact, witness, or other piece of information that a reasonable person could conclude makes a material disputed fact or event more or less likely to be true. Information about an individual’s sexual predisposition or prior sexual behavior is generally not considered relevant and will not be considered in the grievance process. An example where information about past sexual behavior may be considered relevant is if offered to prove that someone other than the Responding Party committed the conduct at issue.

### **Reporting Party**

A person who, at the time they file a formal Complaint, is currently participating in, or attempting to participate in, NBSS’s domestic educational programs or activities and who alleges they experienced Prohibited Conduct, as defined below. If an individual is a student or employee at another institution and makes an allegation against an individual who is a student or employee at NBSS, the Title IX Coordinator may exercise discretion in signing a complaint for the aggrieved party. In such situations, the parties will be duly noticed in accord with the Policy and NBSS will not be considered a party to the matter, though it will maintain the burden of proving that any individual violated NBSS Policy.

### **Responding Party**

A person reported to be the perpetrator of conduct that could violate a form of prohibited conduct set forth in Section Two.

### **Sanctions**

Punitive or educational measures imposed by NBSS in response to a determination that a Responding Party has violated this or another NBSS policy. Sanctions may include, but are not limited to: expulsion, termination, suspension, probation, reprimand, warning, restitution, education/counseling requirement; restrictions on participation in a program or activity; loss of privileges; loss of leadership opportunities or positions; and/or restrictions on employment by NBSS. If a Responding Party is found to have violated this Policy, a determination of appropriate sanctions will include consideration of the nature and circumstances of the misconduct; the impact of the misconduct on the Reporting Party and/or on others in NBSS community; the disciplinary history of the Responding Party; and any other mitigating or aggravating circumstances.

### **Supportive Measures**

Non-disciplinary, non-punitive individualized services, offered as appropriate, as reasonably available, and without fee or charge to either the Reporting Party or the Responding Party before or after the filing of a formal complaint or where no formal complaint has been filed. Supportive measures are designed to restore or preserve equal access to NBSS's educational programs or activities, and they will be designed so as not to unreasonably burden the other party. Supportive measures may include but are not limited to: counseling; academic accommodations, such as extensions of deadlines or other course-related adjustments; course changes or drops; modifications of work or class schedules; mutual restrictions on contact between the parties; changes in work locations; leaves of absence; increased security and monitoring of certain areas of the campus; and no trespass notices, among others. Factors to be considered in determining reasonable supportive measure may include the following:

- the specific need expressed by the party;
- the severity and/or pervasiveness of the allegations;
- any continuing effects on the party;
- whether the parties share the same class, extracurricular activities, transportation and/or job location; and
- whether other judicial measures have been taken to protect a party or the parties.

## **Section Two: Definitions of Prohibited Conduct**

### **Sexual Misconduct**

NBSS prohibits all forms of sexual misconduct. Sexual misconduct refers to a broad spectrum of behavior encompassing sexual harassment and all forms of non-consensual sexual activity. Sexual misconduct affects individuals of all genders, gender identities, gender expressions, and sexual orientation, and does not discriminate by racial, social, or economic background.

### **Sexual Assault**

Having or attempting to have sexual intercourse or sexual contact with another individual without consent. This includes sexual intercourse or sexual contact achieved by the use or threat of force or coercion, where an individual does not consent to the sexual act, or where an individual is incapacitated. Sexual assault may include, but is not limited to, the following:

- Penetrating or attempting to penetrate another individual without their consent. This includes vaginal or anal penetration, however slight, with a body part or object, or oral copulation by mouth-to-genital contact.
- Having or attempting to have sexual contact with another individual without consent. Sexual contact includes kissing, touching the intimate parts of another, causing the other to touch one's intimate parts, or disrobing of another without permission. Intimate parts may include the breasts, genitals, buttocks, mouth, or any other part of the body that is touched in a sexual manner.



### **Sexual Exploitation**

An act or acts committed through non-consensual abuse or exploitation of another person's sexuality for the purpose of sexual gratification, financial gain, personal benefit or advantage, or any non-legitimate purpose. Examples include, but are not limited to: observing another individual's nudity or sexual activity or allowing another to observe consensual sexual activity without the knowledge and consent of all parties involved; non-consensual streaming of images, photography, video, or audio recording of sexual activity or nudity, or distribution of such without the knowledge and consent of all parties involved; prostituting another individual; knowingly exposing another individual to a sexually transmitted disease or virus without his or her knowledge; and inducing incapacitation for the purpose of making another person vulnerable to non-consensual sexual activity.

### **Intimate Partner Violence**

Intimate partner violence incorporates dating violence, domestic violence, or relationship violence, and includes any act of violence or threatened act of violence against a person who is or has been involved in a sexual or dating relationship with that person. It may involve one act or an ongoing pattern of behavior. Intimate partner violence can encompass a broad range of behavior, including, but not limited to threats, assault, property damage, violence or threat of violence to one's self, one's sexual or romantic partner, or to the family members or friends of the sexual or romantic partner. Intimate partner violence affects individuals of all genders, gender identities, gender expressions, and sexual orientation and does not discriminate by racial, social, or economic background.

NBSS will not tolerate intimate partner violence of any form. NBSS also recognizes that certain forms of sexual harassment, sexual assault, sexual exploitation, stalking, harm to others, emotional and psychological abuse, harassing conduct, and retaliation may all be forms of intimate partner violence when committed by a person who is or has been involved in a sexual, dating, or other similar relationship of a romantic or intimate nature with the Reporting Party. In such situations, all potential charges may be included, as appropriate.

### **Sexual Harassment**

Sexual harassment is a form of discriminatory harassment occurring within an employment or educational context that federal and state law addresses with very specific provisions. In cases where sexual harassment is alleged, NBSS has a duty to act promptly, so as to assure that if such harassment is, in fact, occurring or has occurred, corrective action is taken and further harm is prevented.

Unwelcome sexual advances, requests of sexual favors, and/or other verbal or physical contact of a sexual nature constitute sexual harassment when:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's academic or employment success (also known as quid pro quo harassment), or
- submission to or rejection of such conduct by an individual is used as the basis for academic or employment evaluation and decisions affecting such an individual (also known as quid pro quo harassment), or

- such conduct has the purpose or effect of substantially interfering with an individual's work performance, or creating an intimidating, hostile, or offensive living, learning, or work environment (also known as the creation of a hostile environment).

The effect of sexual harassment will be evaluated based on the perspective of a reasonable person in the position of a Reporting Party. A single or isolated incident of sexual harassment may create a hostile environment if the incident is sufficiently severe. The more severe the conduct, the less need there is to show a repetitive series of incidents to provide a hostile environment, particularly if the harassment is physical. However, under the new federal regulations, behavior must be severe and pervasive, as well as subjectively and objectively offensive. That is, not only must the Reporting Party feel that the behavior is offensive, but a reasonable person similarly situated must also consider such behavior to be offensive.

### **Stalking**

A course of conduct directed at a specific person that would cause a reasonable person to: fear for their safety or the safety of others; or suffer substantial emotional distress. This includes cyber-stalking, a particular form of stalking in which electronic media is used to pursue, harass, or make unwelcome contact with another person. Stalking may involve individuals who are known to one another or have an intimate or sexual relationship, or may involve individuals not known to one another.

### **Retaliation**

Acts or attempts to retaliate or seek retribution against the Reporting Party, Responding Party, or any individual or group of individuals involved in the investigation and/or resolution of an allegation; including subjecting a person to an adverse employment or educational action because they made a complaint under any portion of this policy or responded to, assisted or participated in any manner in an investigation under this policy. Any individual or group of individuals, not just a party, can retaliate against another person. Retaliation may include continued abuse or violence and other forms of harassment.

Retaliation allegations may be consolidated with other forms of prohibited conduct under this Policy if the facts and circumstances significantly overlap. If the facts and circumstances do not significantly overlap, then NBSS retains discretion to adjudicate the allegation under a different but appropriate policy.

## **Appendix D: Family Educational Rights and Privacy Act (FERPA)**

### **North Bennet Street School's Policy Under the Family Educational Rights and Privacy Act (FERPA)**

#### **Definitions**

For purposes of this policy, the School will use the following definitions or terms:

**Student:** Any person who attends or has attended this School.

**Education Records:** Any record (in handwriting, print, tape, film, digital or other medium) maintained by the School, or an agent of the School, which is directly related to a student except:

1. A personal record kept by a staff member, if it is kept in the personal possession of the individual who made the record, and information contained in the record has never been revealed or made available to any other person except the maker or their temporary substitute;
2. The records of an employee who is also a student, but whose employment is not contingent on the fact that they are a student. Only records used solely in relation to the individual's employment are excluded under this provision;
3. Records which contain information about the student only after they are no longer in attendance at the School, and the records do not relate to the person during the period of being a student.

#### **Annual Notification**

1. Students will be notified of their FERPA rights annually in the Student Handbook.
2. First-year students will be provided notification of their FERPA rights by means of the Student Handbook.

#### **Procedure to Inspect Education Records**

Students may inspect and review their educational records upon request to the custodian in charge of the desired record. The custodian will make the needed arrangements for access as promptly as possible and notify the students of the time and place where the records may be inspected. In no case will the requested meeting be more than thirty days from the receipt of the request. When a record contains information about more than one student, the student may inspect and review only those records that relate to the student.

#### **Right of School to Refuse Access to Records**

This institution reserves the right to refuse the student the right to inspect the following records:

1. The financial statement of the student's parents;
2. Letters and statements of recommendation for which the student has waived their right of access, or which were placed in the file before January 1, 1975;
3. Records connected with an application to attend this institution, or a branch of this institution, if that application was denied;
4. Those records which are excluded from the FERPA definition of educational records. These include those defined at the top of Appendix D, and include personal records of instructors, alumni records, etc.

## Refusal to Provide Copies of Records

This institution reserves the right to deny transcripts or copies of records in any of the following situations:

1. The student has an unpaid financial obligation to the School;
2. There is an unresolved disciplinary action against the student;
3. The student did not complete the academic requirements necessary for graduation.

## Type, Locations, and Custodians of Educational Records During Student's Enrollment (The address for all of the below is that of the institution.)

Type	Location	Custodian
Admissions Records	Provost Office	Academic Administrator
Cumulative Academic Records	Provost Office	Academic Administrator
Financial Aid Records	Financial Aid Office	Director of Financial Aid
Placement Records	Career Services Office	Director of Student Support & Career Services
Progress Records (In-School Office)	Instructor/Provost Office	Instructor or Provost

## Disclosure of Educational Records

This institution will disclose information from a student's educational records only with the consent of the student, except:

1. To school officials who have legitimate educational interest in the records. A school official is:
  - A person employed by the School in an administrative, supervisory, academic, research, or support staff position;
  - A person employed by or under contract to the School to perform specific tasks, such as an auditor, consultant, or attorney.

A school official has a legitimate educational interest if the official is:

- Performing a task that is specified in their position description, or by a contractual agreement;
  - Performing a task relating to the student's education;
  - Performing a task relating to the discipline of a student;
  - Providing a service or benefit relating to the student or student's family, such as counseling, job placement, or financial aid.
2. To officials of another school upon request if the student seeks or intends to enroll at that institution. These records will be forwarded upon request.
  3. To certain officials of the office of the United States Attorney General, United States Department of Education, the Comptroller General, State and local educational authorities in connection with State or Federally supported educational programs.
  4. In connection with the student's request for, or receipt of, financial aid necessary to determine the eligibility, amounts or conditions of the aid.
  5. If required by state law requiring disclosure that was adopted before November 19, 1974.

6. To organizations conducting certain studies for or on behalf of the institution.
7. To accrediting commissions to carry out their functions.
8. To parents who claim the student as a dependent for income tax purposes; or when the student is younger than 21 years of age, in cases of violation of laws or policies governing the use or possession of alcohol or a controlled substance.
9. To comply with a judicial order or lawfully ordered subpoena.
10. To appropriate parties in health or safety emergencies.
11. To the victim of an alleged perpetrator of a crime of violence or non-forcible sex offense, the outcome of prior disciplinary proceedings.

### **Record of Request for Disclosure**

This institution will maintain a record of all requests for and disclosures of information from a student's educational records. The records will indicate the name of the party making the request, and the additional parties to whom it may be disclosed, and the legitimate interest the party had in requesting or obtaining the information. This record may be reviewed by the student.

### **Directory Information**

This institution designates the following information as directory information. (Directory information is that information of a general nature, the release of which is not considered to violate privacy rights.) The institution may disclose any of these items without prior, written consent, unless notified in writing to the contrary within two weeks after the student has begun school.

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>• Student's name</li> <li>• Address</li> <li>• Telephone Number</li> <li>• Date and place of birth</li> <li>• Program of study</li> </ul> | <ul style="list-style-type: none"> <li>• Participation in officially recognized activities</li> <li>• Dates of attendance</li> <li>• Degrees and certificates awarded</li> <li>• Most recent, previously attended school</li> </ul> |
|--|---|

### **Correction of Educational Records**

Students have the right to ask to have records corrected which they believe are inaccurate, misleading, or in violation of their privacy rights. The following are the procedures for the correction of records:

1. A student must ask the President in writing to amend a record. As part of the request, the student should identify the part of the record they want changed, and specify why they believe it to be inaccurate, misleading, or in violation of their privacy rights.
2. The institution may either amend the record or decide not to amend the record. If it decides not to amend the record, the institution will notify the student of its decision and advise the student of the right to a hearing to challenge the information believed to be inaccurate,

misleading, or in violation of the student's privacy rights.

3. Upon request, the institution will arrange for a hearing and notify the student reasonably in advance of the date, place, and time of the hearing.
4. The hearing will be conducted by a hearing officer who is a member of the Board of Directors. The student shall be afforded a forum for the opportunity to present evidence relative to the issues raised in the original request to amend the student's educational records. The student may be assisted by other people, including an attorney.
5. The institution will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence and the reasons for the decision.
6. If the institution decides that the challenged information is not inaccurate, misleading, or in violation of the student's privacy rights, it will notify the student that they have the right to place in the record a statement commenting on the challenged information, and/or a statement setting forth the reasons for disagreeing with the decision. The statement will be maintained as part of the student's educational records, as long as the contested portion is maintained. If the institution disposes of the contested portion of the record, it must also dispose of the statement.
7. If the institution decides that the student is correct in alleging that the information is inaccurate, misleading, or in violation of the student's right of privacy, it will amend the record and notify the student in writing that the record has been amended.

## Appendix E: AIDS Policy

### AIDS INFORMATION AND POLICY (8/1995)

North Bennet Street School provides information to the student body and others on Acquired Immune Deficiency Syndrome (AIDS). Information is provided through publications and personal referral. As an educational institution, NBSS is committed to distribution of accurate information. Education is currently considered by public health experts to be the best method of preventing the spread of AIDS.

North Bennet Street School prohibits the discrimination against students with disabilities, including AIDS, or ARC (AIDS-related complex). Therefore, persons with AIDS or ARC will be treated medically and granted the privilege of enrollment, just as is the case of any student with life-threatening illness that cannot be transmitted through casual contact.

Since persons with AIDS or ARC may be perfectly able to continue their work, a diagnosis of AIDS or ARC need not indicate a decision to leave school. NBSS and its appropriate offices will advise and support students with AIDS or ARC wishing to remain enrolled at NBSS. Every effort will be made to assure students of the privacy and confidentiality of this information, while at the same time providing for the safety and well-being of the rest of the School community.

In addition, the School has formulated the following policies:

**Admissions:** Since AIDS cannot be transmitted through casual contact, no admission restrictions will be applied. No effort will be made to identify persons with AIDS, ARC or test positive for Human Immune Deficiency (HIV) virus antibody prior to an admission decision.

**Classroom:** Since all of the training at NBSS involves hand and power tools and all students face the risk of accident that may involve loss of blood, all first aid procedures will be designed to deal with medical, safety and other potential hazards faced by any student, including the student with AIDS or ARC, and those who may render assistance in cases of accident.

**General School activity:** There is no justification for restricting the access of students with AIDS, ARC or seropositivity to any general School activity.

**Protocol:** Any student who has been diagnosed as having AIDS, ARC or seropositive for HIV may choose to make their needs known to the Provost (or to a faculty member on an individual basis) so that academic adjustments can be made. Administrative protocols and academic adjustments, if necessary, are the responsibility of the Provost. The Provost may seek professional consultation as deemed appropriate and will be guided by information available from the Centers for Disease Control, the Massachusetts Department of Public Health and the Governor's AIDS Action Committee.

## Appendix F: Drugs & Alcohol Policy

### DRUG AND ALCOHOL ABUSE POLICY (9/2015)

The Federal Government has passed a law (P.L. 101-226) which requires all institutions of higher education to have a Drug and Alcohol Abuse Prevention Program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. While the possession, use, or distribution of illicit drugs and alcohol has never been a problem at North Bennet Street School, the School's Board of Directors fully endorses the concept of a Drug and Alcohol Abuse Policy and requests your full attention and adherence to the material presented herein.

#### STANDARDS OF CONDUCT

The unlawful possession, use, or distribution of illicit drugs and alcohol are strictly forbidden at North Bennet Street School. This prohibition applies to all NBSS students and all employees, while they are on School property or a part of any School activity.

Use of illegal drugs and alcohol can have serious risks to your safety and health. All of these substances affect your judgment and ability to react in emergencies. They have no place when tool and machines are in use.

Any student who is required to take prescription medication that is, or contains, a controlled substance, or which could impair bodily functions, should notify their instructor. Any staff member who is required to take any such prescription medication should notify their supervisor.

1. Matters of safety and security are of primary importance to North Bennet Street School community. Students who do not respect the rules may jeopardize the safety of the community. Due to this fact, violations will be addressed through serious sanctions, including removal of a student from School.
2. No person may possess, use, serve, or consume alcoholic beverages on School property, with the exception of certain pre-arranged school, Board, or fundraising events for which a professional bartending service will be obtained.
3. No person under the age of 21, the legal drinking age in Massachusetts, may possess or use alcoholic beverages on School property, even at prearranged events such as those listed above. No individual may serve or otherwise provide alcohol to persons under the legal drinking age at prearranged events such as those listed above.
4. The consumption of alcohol during prearranged events will be restricted to designated rooms, in which School staff is present.
5. During and after prearranged events such as those listed above, at which alcohol is consumed, power equipment throughout the School will be shut off for the remainder of the day.
6. None of the above rules shall limit the School's right and responsibility to suspend or terminate any person for irresponsible behavior, including inconsiderate, discourteous and unsafe behavior, on School property or as part of any School activity.

As a requirement of federal law, in 1990 the NBSS Board of Directors issued a Drug and Alcohol Abuse Policy.

Alcohol is not permitted on School property.



On November 8, 2016, Massachusetts voters passed Question No. 4, a ballot initiative legalizing the use of marijuana by adults 21 years of age or older. As of December 15, 2016, adults in Massachusetts can grow or possess small quantities of marijuana for personal recreational use.

As a recipient of federal funding, however, North Bennet Street School must comply with current federal drug laws, which still classify marijuana as a controlled substance.

The use or possession of any amount of marijuana remains illegal on school property.

Additionally,

- students who possess or use drugs, alcohol, or any controlled substance or paraphernalia as defined by law, or
- have the smell of alcohol or drugs on their breath or person, or
- who otherwise appear to be under the influence of drugs or alcohol during school hours or present on school property or at a school-sponsored event will be subject to a warning and possible disciplinary action, which may result in suspension or termination.

Matters of safety and security are of primary importance to the North Bennet Street School community. Students who do not respect the rules may jeopardize the safety of the community and their remaining time at NBSS.

No smoking or vaping is allowed in the School building. Smokers outside the building should not stand near the entrances or below windows of the NBSS facility or any neighbors. Chewing tobacco is not allowed on school property.

## COUNSELING, TREATMENT, REHABILITATION

The Director of Student Support & Career Services is a resource within the School for students and employees to receive confidential assistance for referral to counseling, treatment and rehabilitative services. Appendix H provides a basic list of counseling, support group and other human services in the Boston area. The Director of Student Support & Career Services can seek other and more specific services as individual situations demand. For drug, alcohol and related mental health assistance, the North End Waterfront Health Center is within easy walking distance of the School.

For people wishing to seek information and assistance apart from the School, one could start with one of the regional centers for healthy communities covering the cities and towns throughout Massachusetts. For a list see:

[bmc.org/about/affiliates/BostonHealthnet-community-health-centers.htm](http://bmc.org/about/affiliates/BostonHealthnet-community-health-centers.htm)

They attempt to promote physical, emotional and social health and well-being. You also may contact the following community-based organizations:

Metro Boston East	Mount Auburn Hospital (Cambridge)	(617) 492-3500
Metro Boston West	Wayside Youth and Family Support (Framingham)	(508) 879-9800
Merrimack Valley	Greater Lawrence Family Health Center (Lawrence)	(978) 686-0090
Metro Boston S.E.	Health Imperatives (Brockton)	(508) 583-3005
Western Mass	Holyoke Health Center (Holyoke)	(413) 420-2200

## INSTITUTIONAL SANCTIONS

The importance of keeping North Bennet Street School drug free is such that the School wishes to make quite clear its sanctions concerning the unlawful possession, use, or distribution of illicit drugs and alcohol.

- Any student or staff member found to have violated a School policy concerning the prohibition of illicit drugs and alcohol will be given a disciplinary hearing and a written warning that will call for a suspension and/or termination for a second offense. A copy of the warning will be placed in their file.
- Anyone issued a formal warning for a violation of a School rule, may request a hearing with representatives of the NBSS Board of Directors to appeal this action. Such a request must be made to the President within 48 hours of the warning.
- Any student or staff member found to have violated federal, state or local laws pertaining to drugs or alcohol will be suspended immediately, and will be given a written notice of the suspension.
- Anyone suspended for violation of federal, state or local laws, will remain suspended until a formal disciplinary hearing is held (normally within three days) to determine final action. Usually this will involve termination of enrollment or employment, as well as notification of authorities for appropriate legal action.

## LEGAL SANCTIONS

It is also important to clearly understand the legal sanctions for possession and distribution of illegal drugs. The following are Federal penalties and sanctions for illegal possession of a controlled substance.

1st conviction: Up to 1 year imprisonment and fined at least \$1,000 but not more than \$100,000, or both. After 1 prior drug conviction: At least 15 days in prison, not to exceed 2 years and fined at least \$2,500, but not more than \$250,000, or both. After 2 or more prior drug convictions: At least 90 days in prison, not to exceed 3 years and fined at least \$5,000 but not more than \$250,000, or both. Special sentencing provisions for possession of crack cocaine: Mandatory at least 5 years in prison, not to exceed 20 years and fined up to \$250,000, or both, if (a) 1st conviction and the amount of crack possessed exceeds 5 grams; (b) 2nd crack conviction and the amount of crack possessed exceeds 3 grams; (c) 3rd or subsequent crack conviction and the amount of crack possessed exceeds 1 gram. 21 USC 844 (a) Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than 1 year imprisonment. 21 USC 853(a) (2) Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance. 21 USC 881(a) (4) Denial of federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to 1 year for first offense, up to 5 years for second and subsequent offenses. 21 USC 853(a)

In addition to Federal sanctions, the Commonwealth of Massachusetts has passed a law also called the Controlled Substances Act (Chapter 94C) which defines five classes of controlled substances, issues regulations for their use when prescribed by medical authorities, and specifies the penalties and sanctions for the unlawful possession, use, or distribution of controlled substances.

This law is far too lengthy to summarize fully here but can be accessed at [malegislature.gov/Laws/GeneralLaws/PartI/TitleXV/Chapter94C](http://malegislature.gov/Laws/GeneralLaws/PartI/TitleXV/Chapter94C). Any student or staff member wishing to review the law may request a downloaded copy from the Director of Student Support & Career Services.

As stated at the beginning of this policy, NBSS has never had a problem with the possession, use, or distribution of illicit drugs and alcohol. Adherence to the standards of conduct specified in this policy, and utilization of the resources available to students and staff for assistance if there is personal need, should ensure that NBSS continues to be a drug free school. An annual review of these policies and procedures will be made to monitor the progress of this Drug and Alcohol Abuse Policy, so that adjustments may be made as needed. The Board of Directors appreciates the attention placed on these important matters by NBSS students and staff. Suggestions related to drug and alcohol abuse prevention are welcome from everyone and can be transmitted through the Director of Student Support & Career Services.

## Appendix G: Campus Security Policy

### CAMPUS SECURITY POLICY AND PROCEDURES (8/2015)

The Student-Right-to-Know and Campus Security Act, Public Law 101-542, as amended in November, 1990, now requires each institution of higher education to publish policies and procedures concerning campus security. Although North Bennet Street School has had minimal difficulty with criminal acts, it is best practice for our School community to have published security policies and procedures, particularly since school campuses have experienced increased criminal activity in recent years. It is important that all of us in the NBSS community work effectively together for our collective security, and to this end we have established the following policies and procedures.

#### **A) Reporting and responding to criminal actions:**

The Director of Facilities is responsible for coordinating emergency response, reporting to police, and collecting information for internal records. The Receptionist will coordinate communication in emergencies. The Director of Facilities will maintain a file of all criminal activity.

**In emergency circumstances, staff members or students may use the 911 button on any NBSS phone to call for emergency services. The Receptionist must also be called to either call emergency services or direct them when they arrive. It is essential for the Receptionist to be the center of communication.**

To report a criminal act, students should speak immediately with their instructor or another staff member. Staff members should report criminal actions immediately to the Director of Facilities (or, in his absence, to the Provost or President) and should complete a written report with one of them. A complete description of what happened should be provided by the student and written down by the staff member. Quickly documenting the incident is important for subsequent reporting, follow-up actions, and record keeping. The Director of Facilities will maintain a file of all written reports on criminal activity.

Following a report of criminal activity, the Director of Facilities will determine what further response is necessary, which will include information gathering and requesting help from the Boston Police Department. In addition to the appropriate city, state, and federal legal actions that may result from criminal activity, the School's administration will determine what additional actions the School may take as a result. This will include informing staff and other students about the incident as quickly, fully, and accurately as possible. If a student or staff member becomes the victim of a criminal act, the School will attempt to provide support and assistance for that person, to the best of its ability.

In the unlikely event that a student or staff member is apprehended for a criminal offense, an immediate suspension will occur. This will be followed by a disciplinary hearing for final action. Such action may involve termination of enrollment or employment.

#### **B) Building access and security:**

Normally, the front door is unlocked from 7:00 am until 5:30 pm, Monday through Friday, except holidays. Other doors are alarmed, and for emergency use only. (People already in the

building can exit until 5:30 pm.) The building is occasionally open during the evening and on weekends. This information will be in the building calendar which is updated monthly.

- When the facility is not open, it is alarmed with a variety of security devices. Only designated staff members have keys and access to the security system. No one should attempt to enter the building except when it is officially open, unless they are with a staff member who is authorized to disarm the system.
- During normal operating hours, a staff member will be at the Front Desk to assist students, staff, and visitors to the School. When visitors are permitted, all visitors to the School must stop at Reception to sign in. Visitors will be issued a Visitor badge to be worn during their stay. Should a student or employee see an unaccompanied and unfamiliar person in the building without a Visitor badge, an administrative staff member should be alerted immediately.
- Students and employees are requested to leave the building no later than 5:30 pm each day so that it may be completely locked and the security system armed. At 5:30 pm the doors will be locked so that people may leave the building, but no one may enter. Only if extended hours are posted or by special arrangement, may people remain in the building after 5:30 pm.
- Entrances to the building, particularly the door leading to the parking lot, should never be propped open, except when actively loading or unloading.

#### **C) Law enforcement at School facility:**

Although NBSS may use third party security personnel at its facility, we must still seek assistance from the Boston Police Department if the need arises. In this regard, for our collective security, it is extremely important that everyone works quickly and efficiently to report all crimes promptly and accurately.

#### **D) Promoting campus security:**

Once each year, all students and staff members will receive copies of the current statement concerning Campus Security Policies and Procedures. At student orientations and staff meetings, students and staff members will be encouraged to understand these policies and procedures clearly, so that in the event of a crime, everyone is prepared. Should a criminal act occur, the entire School community will be informed about it and what actions have been taken, so that we can work collectively to avoid a recurrence in the future. If these campus security policies and procedures need to be changed, students and staff will be notified of those changes immediately. Students and employees may be notified of security emergencies by text. Please make sure that the Academic Administrator has any updated contact information necessary such as cell phone number as well as email address, so that we may add you to the emergency text and email system.

#### **E) Prevention programs:**

The most likely crimes that might occur at the NBSS facility or at NBSS field sites are the theft of individual's tools or personal effects, or the burglary at night of the NBSS facility to steal tools and equipment. The School's security devices are designed to prevent the latter. To protect each person's property, instructors will discuss prevention steps with each class of students. In general, it is important for everyone to get to know people in the School, particularly in one's program, and to communicate well. In this way a stranger can be identified easily and asked to leave the building quickly if they do not have a legitimate reason for being here.

Students and staff are expected to always respect other people's property and to never use something owned by another person without permission. Furthermore, students are responsible for keeping track of their own tools and storing them in a secure location.

**F) Statistics on criminal acts:**

The Federal Government requires that statistics be recorded, and made available to staff, students, and applicants for enrollment or employment as may be requested, on the following criminal activities that might occur at the School facility and as a part of School field work, trips or other activities: murder, rape, robbery, aggravated assault, burglary, and motor vehicle theft. The Director of Facilities will maintain such statistics which will be made available upon request.

**G) Off-campus activities:**

These policies and procedures apply to field work, field trips and any other activities sponsored by the School which may be away from the facility.

**H) Statistics on drug, alcohol and weapons violations:**

The Federal Government also requires that statistics be recorded and made available to staff, students and applicants for enrollment or employment as may be requested, on violations and crimes concerning the unlawful possession, use, or distribution of illicit drugs, alcohol or weapons at the School's facility or at any other School sponsored activity. The Director of Facilities will maintain such statistics, which will be made available upon request.

**I) Policies regarding weapons, drugs and alcohol:**

1. The possession of a weapon, whether legal or not, is strictly forbidden at NBSS facilities.
2. The unlawful possession, use, distribution, or odor of alcohol and illicit drugs, including marijuana, is strictly forbidden at NBSS as well.
3. These above prohibitions apply to all NBSS students and all NBSS employees, while they are on School property or a part of any School activity.
4. A separate Drug and Alcohol Abuse Policy document ([Appendix F](#)) is issued to all students and employees on an annual basis, which covers standards of conduct, health and safety risks, counseling, treatment, rehabilitation, institutional sanctions and legal sanctions related to the unlawful possession, use, or distribution of illicit drugs and alcohol. This policy is an important companion to the document on Campus Security Policies and Procedures.

Please note: Emergency preparedness information may be obtained from the Director of Facilities & Technology.

## Appendix H: Health and Support Service Providers

### Boston Area Information: A Listing of Health & Support Service Providers for Students in the Boston Area

#### Support Groups

Alcoholics Anonymous: support group for alcoholics seeking sobriety. 617-426-9444 | [aaboston.org](http://aaboston.org)

The Samaritans: an organization dedicated to preventing suicide, and providing support to those who have lost a loved one to suicide. Helpline: 877-870-4673 Information: 617-536-2460 | [samaritanshope.org](http://samaritanshope.org)

The Hill Center for Women at McLean Hospital: center offering psychiatric and psychological services for women with histories of trauma and related disorders, borderline personality, mood, and anxiety disorders. 617-855-2595 | [mcleanhospital.org/programs/hill-center-women](http://mcleanhospital.org/programs/hill-center-women)

#### Basic Needs and Community Support

Catholic Charities Greater Boston: offering basic needs support such as shelter, elder services, interpretation support, and family care. | [ccab.org](http://ccab.org)

#### Lifeboat Boston

A community market food pantry that provides fresh, nutritious food to anyone experiencing food insecurity.

<https://www.lifeboatboston.org/>

#### Health and Counseling

Massachusetts Health Connector: the state's marketplace for health and dental insurance. Shop for and enroll in insurance plans. You can also find out if you are eligible for any programs that help you pay for health insurance premiums and lower your out-of-pocket health care costs. | [mahealthconnector.org](http://mahealthconnector.org)

Center for Disease Control (CDC): provides AIDS, STD, Immunization Information, and HIV counseling and testing numbers. 800-232-4636 | [cdc.gov](http://cdc.gov)

AIDS Action Committee: providing prevention programs and services for people living with HIV. 617-437-6200 | [aac.org](http://aac.org)

Bay Cove Human Services: provides care to individuals with developmental disabilities, mental illness, and drug and alcohol addiction. 617-371-3000 | [baycove.org](http://baycove.org)

Boston Area Rape Crisis Center: free counseling and support groups for victims of sexual assault. 800-841-8371 | [barcc.org](http://barcc.org)

Massachusetts Substance Abuse Helpline: provides free and anonymous information and referral for alcohol and other drug abuse problems. 800-327-5050 | [helpline-online.com](http://helpline-online.com)

Cambridge Health Alliance: offers mental health services and a range of medical services to income-eligible applicants at no fee. 617-665-1000 | [challiance.org](http://challiance.org)

Emerge: provides counseling and education to stop domestic violence. 617-547-9879 | [emergedv.com](http://emergedv.com)

Faulkner Hospital's Addiction Recovery Program: offers both inpatient and outpatient programs for people with substance abuse problems. 617-983-7474 (outpatient), 617-983-7060 x2 (inpatient) | [brighamandwomensfaulkner.org/programs-and-services/addiction-recovery-program](http://brighamandwomensfaulkner.org/programs-and-services/addiction-recovery-program)

Fenway Community Health Center: offers comprehensive medical services to enhance the wellbeing of the lesbian, gay, bisexual and transgender community and all people in our neighborhoods and beyond through access to the highest quality health care, education, research and advocacy. 617-267-0900 | [fenwayhealth.org](http://fenwayhealth.org)

National Alliance on Mental Illness (NAMI) Massachusetts: operated by peers and family members who have dealt with these issues first hand. Navigators are available to answer a wide range of questions and refer to NAMI support & education programs and other community resources. Monday through Friday, 9am-5pm 617-704-6264 or 1-800-370-9085 or [compass@namimass.org](mailto:compass@namimass.org) | [namimass.org/nami-mass-compass-helpline](http://namimass.org/nami-mass-compass-helpline)

North Charles Institute: mental health and substance abuse treatment services. 617-864-0941 | [northcharles.org](http://northcharles.org)

NEW Health (North End Waterfront Health Center): provides medical, podiatry, dental, optometry, mental health services, home care, x-rays. Sliding fee available. Counseling available on a regular scheduled basis. Evaluation and referral. Insurance counseling for Health Connector sign up. 617-643-8000 | [newhealthcenter.org/](http://newhealthcenter.org/)

Respond, Inc.: provides services for battered women, men and their children. 617-623-5900 | [respondinc.org](http://respondinc.org)

Sexual Assault Crisis Center at Beth Israel Deaconess Hospital: 24-hour emergency room treatment and support and follow-up counseling. 617-667-8141 | [bidmc.org/centers-and-departments/social-work/center-for-violence-prevention-and-recovery/sexual-assault](http://bidmc.org/centers-and-departments/social-work/center-for-violence-prevention-and-recovery/sexual-assault)

Tufts Dental Clinic: an undergraduate and graduate level clinic staffed by students under the supervision of licensed faculty dentists. 617-636-6828 | [dental.tufts.edu/patient-care](http://dental.tufts.edu/patient-care)

Women's Center: phone referral resources for counseling, health problems, legal matters, and women's issues. Job listings, housing to share listings, women's support groups, incest survivor groups, programs for lesbian and bisexual women, programs for transgender women who identify themselves and live as women, and more. 617-354-8807 | [cambridgewomenscenter.org](http://cambridgewomenscenter.org)

### **Child Care**

Massachusetts Office of Child Care Services: information on licensed daycare providers and child care centers in MA. 617-988-6600 | [mass.gov/edu/government/departments-and-boards/departments-of-early-education-and-care](http://mass.gov/edu/government/departments-and-boards/departments-of-early-education-and-care)

### **Sitters For Scholars**

Provides free babysitting sessions to low-income parents enrolled in college or certificate programs. <https://www.sittersforscholars.org/>



**Helpful Information**

MBTA: maps, schedules and information, 617-222-3200 | [www.mbta.com](http://www.mbta.com)

Boston City Hall: 617-635-4000 | [www.cityofboston.gov](http://www.cityofboston.gov)

Gay, Lesbian, Bisexual and Transgendered Help Line: 617-267-9001; toll-free: 1-888-340-4528.  
Peer Listening Line (for ages 25-years-old and younger): 1-800-399-7337 |

American Student Assistance: private nonprofit dedicated to educating students about the way they approach, finance, and repay their higher education. 1-866-493-5563 | [asa.org](http://asa.org)

Greater Boston Legal Services: information/free or reduced-fee legal services on civil cases. 617-371-1234 | [gbls.org](http://gbls.org)

Volunteer Lawyers for the Arts of Massachusetts: reduced-fee and pro-bono legal services. 617-350-7600 | [artsandbusinesscouncil.org/volunteer-lawyers-for-the-arts/](http://artsandbusinesscouncil.org/volunteer-lawyers-for-the-arts/)

Massachusetts Tenants Rights and Responsibilities:  
[mass.gov/courts/case-legal-res/law-lib/laws-by-subj/about/landlord.html](http://mass.gov/courts/case-legal-res/law-lib/laws-by-subj/about/landlord.html)

**Disability Services Information**

New England INDEX: an information center for locating appropriate disability services. 800-642-0249 | [disabilityinfo.org](http://disabilityinfo.org)

**Veterans Services**

Massachusetts Department of Veterans' Services: Information and links to benefits available through a variety of organizations. | [mass.gov/orgs/massachusetts-department-of-veterans-services](http://mass.gov/orgs/massachusetts-department-of-veterans-services)

## Appendix I: Grievance Procedure

### Grievance Procedure

Any student who believes that their complaint has not been addressed by discussion and negotiation (as outlined in “Problems and Solutions” on page 10), has the right to file a grievance with the School. Except for those circumstances covered by other specific policies in the Student Handbook, the general grievance procedure is as follows:

1. The student shall submit their grievance, in writing, to the Director of Student Support & Career Services, NBSS, 150 North Street, Boston, MA 02109, phone (617) 227-0155. The complaint should set forth, in as much detail as possible, the basis for the claim, the steps taken to reach accommodation and the evidence that those steps have failed to satisfy the grievant.
2. If the grievance involves a claim about a fellow student or faculty or staff member, the grievant should be prepared to identify the individual(s) involved so that the Director of Student Support & Career Services can undertake an investigation. Any documentation of the complaint should be submitted at the same time.
3. After receiving the complaint, the Director of Student Support & Career Services will take the grievance under consideration and review any documentation submitted. The Director of Student Support & Career Services will undertake an investigation into the circumstances surrounding the allegation(s) presented by the grievant.
4. The School recognizes that such charges in writing can be extremely sensitive and will make every effort to ensure confidentiality of all parties involved. However, the School cannot guarantee such confidentiality.
5. The Director of Student Support & Career Services shall have the authority to take appropriate remedial action against any individual who has been found to have taken action against the grievant. The Director of Student Support & Career Services shall also have the authority to overturn or modify any prior decision or action by another NBSS staff person.
6. After the investigation of the claim, the Director of Student Support & Career Services will issue a written report which outlines the investigation undertaken and the reasons for the Director of Student Support & Career Services’ decision. The report shall contain the measures taken, if any, against the alleged offenders. If the Director of Student Support & Career Services finds there has been insufficient basis for the complaint, they shall set forth their findings in the report.
7. The decision of the Director of Student Support & Career Services may be appealed to the President.
8. Final appeal may be made to the Executive Committee of the Board of Directors of North Bennet Street School within two academic weeks of the written decision of the President. The Executive Committee may (1) overturn the decision of the President; (2) remand the matter for further investigation; or (3) affirm the decision of the President.
9. If a student does not feel that the School has adequately addressed a complaint or

concern, the student may consider contacting the Accrediting Commission. All complaints considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the School for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to: Accrediting Commission of Career Schools and Colleges, 2101 Wilson Blvd., Suite 302, Arlington, VA 22201 or 703-247-4212 or [accsc.org](http://accsc.org). A copy of the Commission's Complaint Form is available at the School and may be obtained by contacting the Provost or online at [accsc.org](http://accsc.org)

10. The School is licensed by the Massachusetts Division of Professional Licensure's Office of Private Occupational School Education. Any comments, questions or concerns about the School's license should be directed to [occupationalschools@mass.gov](mailto:occupationalschools@mass.gov) or 617-701-8719.

## Appendix J: Title IX Grievance Procedure

**Grievance Procedure - Title IX of the Education Amendments of 1972** as amended by Pub. L. 93-568, 88 Stat.1855.

North Bennet Street School is required by Title IX not to discriminate on the basis of sex in its educational program, activities and employment. Any student who believes that they have been discriminated against on the basis of sex has the right to file a grievance with the School. The Provost has been designated to coordinate and carry out responsibilities under this law.

1. The student shall submit their grievance, in writing, to the Provost, NBSS, 150 North Street, Boston, MA 02109, phone (617) 227-0155. The complaint should set forth, in as much detail as possible, the basis for the claim, any steps taken to reach accommodation and the evidence that those steps have failed to satisfy the grievant.
2. If the grievance involves a claim about a faculty or staff member, the grievant should be prepared to identify the individual(s) involved so that the Provost can undertake an investigation. Any documentation of the complaint should be submitted at the same time.
3. After receiving the complaint, the Provost will take the grievance under consideration and review any documentation submitted. The Provost will undertake an investigation into the circumstances surrounding the allegation(s) presented by the grievant.
4. The School recognizes that such charges in writing can be extremely sensitive and will make every effort to ensure confidentiality of all parties involved. However, the School cannot guarantee such confidentiality.
5. The Provost shall have the authority to take appropriate remedial action against any individual who has been found to have taken action against the grievant. The Provost shall also have the authority to overturn or modify any prior decision or action by another NBSS staff person.
6. After the investigation of the claim, the Provost will issue a written report that outlines the investigation undertaken and the reasons for the Provost's decision. The report shall contain the measures taken, if any, against the alleged offenders or to change offending policies or practices. If the Provost finds there has been insufficient basis for the complaint, she shall set forth her findings in the report.
7. The decision of the Provost may be appealed to the President.
8. Final appeal may be made to the Executive Committee of the Board of Directors of North Bennet Street School within two academic weeks of the written decision of the President. The Executive Committee may (1) overturn the decision of the President; (2) remand the matter for further investigation; or (3) affirm the decision of the President.

## **Appendix K: Hazing Law and Disciplinary Policy**

### **GENERAL LAWS OF MASSACHUSETTS**

#### **Chapter 269: Section 17. Hazing; organizing or participating; hazing defined.**

Section 17. Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.

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

Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action. *(Amended by 1987,665.)*

#### **Chapter 269: Section 18. Failure to report hazing.**

Section 18. Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars. *(Amended by 1987, 665.)*

#### **Chapter 269: Section 19. Copy of sections 17-19; issuance to students and student groups, teams and organizations; report.**

Section 19. Each institution of secondary education and each public and private institution of post secondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution’s compliance with this section’s requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution’s recognition or endorsement of said unaffiliated student groups, teams or organizations.

Each such group, team or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgment stating that such group, team or organization has received a copy of this section and said sections seventeen and eighteen, that each of its members, plebes, pledges, or applicants has received a copy of Sections 17 and 18, and

that such group, team or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full time student in such institution a copy of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post secondary education shall file, at least annually, a report with the regents of higher education and in the case of secondary institutions, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams or organizations and to notify each full time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students. The board of regents and, in the case of secondary institutions, the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such report. (Amended by 1987, 665.)

#### **REPORTING AND DISCIPLINARY ACTION IN CASES OF REPORTED HAZING**

1. Any student who is the victim of hazing or anyone with knowledge of the hazing of another student, should report the alleged activity to the Provost or another staff member with whom they feel comfortable. Any person receiving such reports must notify the Provost without screening or investigating the report or complaint.
2. The Provost shall immediately investigate, or authorize another person to investigate, the report or complaint. This investigation may consist of personal interviews with those directly involved and those who have direct knowledge of incidents related to the alleged hazing. The investigation may also include other methods of investigation and documents deemed pertinent. Based on this investigation, the Provost will determine the facts and circumstances of the alleged hazing.
3. The School may take immediate steps, at its discretion, to protect the alleged victim of hazing.
4. The School will take such action, as appropriate, based on the results of the investigation, including, but not limited to, reporting possible violations of applicable state and federal law to appropriate authorities. The School will take such disciplinary action it deems necessary and appropriate, including warning, suspension or immediate discharge to end hazing and prevent its recurrence.
5. The Provost will file a written report of any such investigation and action taken pursuant to this policy. The report will document any disciplinary action taken as a result of the report or complaint.

## Appendix L: Computer & Internet Use Policy

### Policy on student use of NBSS computer terminals and internet access

This document formalizes the policy for student use of computers, printers, and other peripherals, programs, data, School internet access and local/wide area networks.

- I. **User Responsibilities:** It is the responsibility of all students to read, understand and follow this policy. In addition, all student users are expected to exercise reasonable judgment in interpreting this policy and making decisions about the use of this equipment and software. Failure to observe this policy may subject individuals to disciplinary action, including termination of enrollment.
  
- II. **Acceptable Uses:** The School believes that computers and School-hosted internet access empower students and make their work and educational experience more fulfilling. These tools have been made available to further educational and career goals. This includes job searches, research in our fields of training and in related fields, and composition of resumes and cover letters. The use of School computers and Internet access for personal email and internet activity should be limited to brief periods.
  
- III. **Unacceptable Uses of School Computers and Internet Access:** Unless such use is reasonably related to the intended primary educational and vocational purposes above, it is unacceptable for any student to use the School's computers and internet access. Unacceptable uses include:
  - In the furtherance of any illegal act, including the violation of any criminal or civil laws or regulations, whether state or federal;
  - For any political purpose;
  - For any commercial purpose;
  - To send threatening or harassing messages, whether sexual or otherwise;
  - To access or share sexually explicit, obscene, or otherwise inappropriate materials;
  - To infringe any intellectual property rights;
  - To gain, or attempt to gain, unauthorized access to any computer or network;
  - For any use that causes interference with or disruption of network users and resources, including propagation of computer viruses or other harmful programs;
  - To intercept communications intended for other persons;
  - To misrepresent the School or a person's role at the School;
  - To distribute chain letters;
  - To access online gambling sites;
  - To libel or otherwise defame any person;
  - To monopolize or inhibit others from using the School's internet access.
  
- IV. **Copyright Protection:** Computer programs are valuable intellectual property. Software publishers can be very aggressive in protecting their property rights from infringement. In addition to software, legal protections can also exist for any information published on the internet, such as the text and graphics of a website. As such, it is important that users respect the rights of intellectual property owners. Users should exercise care and judgment when copying or distributing computer programs or information that could reasonably be expected to be copyrighted.

- V. **Computer Viruses:** All computer users should exercise reasonable precautions in order to prevent the introduction of a computer virus into the local or wide area network. No software should be downloaded from the internet or obtained from any questionable source.
  
- VI. **No Expectation of Privacy:** The computers and internet access at North Bennet Street School are the property of the School and are to be used in conformance with this policy. When reasonable and in pursuit of legitimate need for supervision and control, the School retains the right to inspect any computer, any data contained in it, and any data sent or received by that computer. Use of the School's computers and hosted internet access constitute express consent for the School's network administrator to monitor and/or inspect any data that employees or students create or receive, any messages they send or receive, and any websites that they access.



**Appendix M: Safety and Publicity Release Forms and Health and Safety in relation to COVID-19 and other illnesses: Acknowledgement and Release Form**

**NORTH  
BENNET ST.  
SCHOOL**

**SAFETY RELEASE FORM**

\_\_\_\_\_  
Date

Program (circle one):  
BB CA CF JM LK PA PC PT VM

I hereby release North Bennet Street School and all of its instructors and employees from all responsibilities in case of accident incurred by me either on or off the premises, in the course of my instruction at North Bennet Street School.

I understand that it is my responsibility to know and understand all safety precautions in the use of hand and power equipment used both on and off the premises, in the course of my instruction at North Bennet Street School.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Printed Name

**PUBLICITY RELEASE**

I agree to have my name, accomplishments, and hometown listed in publicity or press releases about the School. Occasionally, the School arranges for photographs or videos for publicity and other purposes. I hereby agree to allow North Bennet Street School to include me and/or my work in any photographs or video taken during the course of my training.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Printed Name

**POST-GRADUATION PUBLICITY RELEASE**

I give permission for NBSS to use my name, pictures of me, and any approved profile information or testimonial in print and online material used to promote the school once I graduate.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Printed Name

**SCHOLARSHIP PUBLICITY RELEASE**

I give permission for NBSS staff to contact me about any scholarship support received through the School.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Printed Name

**HEALTH AND SAFETY IN RELATION TO COVID-19 and other illnesses:  
ACKNOWLEDGEMENT AND RELEASE**

North Bennet Street School's current health and safety protocols are available at [nbss.edu/student-life/health-safety](https://nbss.edu/student-life/health-safety). Please read and familiarize yourself with this information before completing the following form. You may have already completed this form on the Incoming Student Information Form, which can be found at: <https://nbss.edu/admissions/new-student-info/>

---

North Bennet Street School will implement practices and protocols consistent with applicable federal, state, and municipal guidelines for physical distancing, health, and safety to reduce the spread of COVID-19 and other respiratory illnesses; however, I understand that NBSS cannot guarantee that I will not become infected with COVID-19 or other respiratory illnesses. I acknowledge the contagious nature of COVID-19 and other respiratory illnesses and voluntarily assume the risk that I may be exposed to or infected by COVID-19 or other respiratory illnesses by attending NBSS.

I understand that the risk of infection by COVID-19 or other respiratory illnesses may result from the actions, omissions, or negligence of myself and others and I voluntarily agree to assume this risk and hold harmless NBSS, its employees, agents, and representatives in the event that I contract COVID-19 or other respiratory illnesses.

I agree to abide by the practices and protocols that NBSS has or will be established to protect the community from COVID-19 and other respiratory illnesses.

---

Signature of Student

---

Printed Name

---

Date

## Appendix N: Transcript Request Form

### TRANSCRIPT REQUEST

Please email, mail, drop off, or fax this completed form to North Bennet Street School:  
*\*Please allow at least five (5) business days to process your request.*

Email: [info@nbss.edu](mailto:info@nbss.edu)

Mail: ATTN: Academic Administrator  
North Bennet Street School  
150 North Street  
Boston, MA 02109

Fax: 617-227-9292

*Note: All written information about a student during their enrollment at the School, including written references or evaluations, is part of that student's formal record. As such, it is made available to those outside the school only with the student's permission or at the student's request. This procedure is consistent with North Bennet Street School's policy under the Family Educational Rights and Privacy Act (FERPA), a copy of which is attached as [Appendix D](#) to the Student Handbook.*

#### Requested By:

Name: \_\_\_\_\_

Program (circle one): BB CA CF JM LK PA PC PT VM

Graduation Year: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Last 4 digits of SS#: \_\_\_\_\_

Current Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Current Phone: \_\_\_\_\_ home/cell

Current Email: \_\_\_\_\_

#### Transcript Recipient:

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed and Sealed?: Yes No (circle one)

Date needed by\*: \_\_\_\_\_

*Please use additional pages if additional transcripts are needed.  
\*Please allow at least five (5) business days to process your request.*

## Appendix O: Change in Contact Information Form

### CHANGE IN CONTACT INFORMATION

Please email, mail, drop off, or fax this completed form to North Bennet Street School:

Email: [info@nbss.edu](mailto:info@nbss.edu)

Mail: ATTN: Academic Administrator  
North Bennet Street School  
150 North Street  
Boston, MA 02109

Fax: 617-227-9292

*Note: All written information about a student during their enrollment at the School, including written references or evaluations, is part of that student's formal record. As such, it is made available to those outside the school only with the student's permission or at the student's request. This procedure is consistent with North Bennet Street School's policy under the Family Educational Rights and Privacy Act (FERPA), a copy of which is attached as [Appendix D](#) to the Student Handbook.*

#### Updated Student Information:

Full Name: \_\_\_\_\_

Program (circle one): BB CA CF JM LK PA PC PT VM

Graduation Year: \_\_\_\_\_

Current Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Current Phone: \_\_\_\_\_

Current Email: \_\_\_\_\_

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

## Appendix P: Auxiliary Aids and Academic Adjustments Request Form

### AUXILIARY AIDS and ACADEMIC ADJUSTMENTS

North Bennet Street School is committed to maintaining a non-discriminatory environment and to providing equal access to all of its services, benefits, and facilities, regardless of any physical or mental disabilities a student may have. The School is committed to working with its students to arrive at appropriate accommodations for its students' needs, regardless of their disability.

Any student who is in need of a service, academic adjustment or auxiliary aid should contact the Auxiliary Aid and Academic Adjustment Coordinator, Claire Fruitman, Provost, to make such a request. The Coordinator is committed to working with the student to arrive at a workable resolution to a student's particular needs. The Coordinator will take the student's request under consideration and will provide a reply to the student within a reasonable time. Students may be required to provide documentation of their disability to verify the need for academic adjustments or auxiliary aids requested. The Coordinator may request permission of the student to speak with that student's physician, social worker, or other health care provider in order to arrive at an appropriate accommodation.

Requested By: \_\_\_\_\_ Date: \_\_\_\_\_

First name: \_\_\_\_\_

Last name: \_\_\_\_\_

Program (circle one): BB CA CF JM LK PA PC PT VM

Current Phone: \_\_\_\_\_

Current Email: \_\_\_\_\_

Please detail your reasonable requests for auxiliary aids and/or academic adjustments on the second page of this form and attach necessary documentation.

#### For office use only

Notes:

\_\_\_\_\_  
Auxiliary Aid and Academic Adjustment Coordinator Signature Date

\_\_\_\_\_  
Faculty Signature Date

**AUXILIARY AIDS and ACADEMIC ADJUSTMENTS (page 2)**

Please detail your reasonable requests for auxiliary aids and/or academic adjustments below and attach necessary documentation to this form.

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

Submit form to Claire Fruitman, Auxiliary Aid and Academic Adjustment Coordinator, via email or mail:

Email: [provost@nbss.edu](mailto:provost@nbss.edu)

Mail: Claire Fruitman, Provost  
North Bennet Street School  
150 North Street  
Boston, MA 02109

## Appendix Q: Code of Student Conduct

### NBSS Code of Student Conduct

NBSS is committed to creating and maintaining an equitable environment in which all members of the NBSS community are treated with respect and dignity. All NBSS faculty, staff, and students are expected to act in accordance with this principle.

While in school, you will be safely working in close quarters with others. You may or may not become friends with all your classmates. You will discover differences of opinion and differences in lifestyle among your fellow students. Broadening your understanding of your future colleagues in the trades is necessary for you to have a successful NBSS experience.

We understand the differences and diversity of our experiences include, but are not limited to, race, class, gender identity and expression, sexual orientation, national or ethnic origin, faith, religion, military or veteran status, and mental and physical ability.

As a member of the North Bennet Street School community, you will:

- Behave in a safe, mature, courteous, considerate, and responsible manner while on-campus, off-site, or during any virtual learning.
- Never exhibit or be complicit in disruptive, discriminatory, harassing, or bullying behavior.
- Abide by any CDC, federal, state, local and school health and safety guidelines related to COVID-19 and other respiratory illnesses.
- Act civilly, if and when disagreement occurs.
- Be mindful about and never use words, phrases, and actions that may be offensive to others.
- Respect others, their property, their opinions, and their work.
- Be on time for class.
- Arrive at school each day prepared to work.
- Be mentally present at all times.
- Set realistic goals and follow through.
- Ask for help.
- Read the Student Handbook and adhere to all School policies.
- Report any incidents of unethical, unsafe, or hateful conduct to a faculty or staff member.

Questions? Contact Director of Student Support & Career Services, or Provost Claire Fruitman.

## Appendix R: Disciplinary Process - Student Code of Conduct

### I. Warning Process:

The student will receive verbal or written notice, after an appropriate review by the School, that the Student Code of Conduct has been violated. A notation of the warning may be reflected in the student's education record. Depending on the violation, immediate sanctions may be put in place. Future violations may result in progressively severe disciplinary actions.

Disciplinary actions consistent with the warning process may include loss or restriction of privileges, which may be discussed verbally and will be outlined in writing for the student and may be reflected in the student's education records. Failure to abide by the loss or restriction of privileges may result in further disciplinary action. The School reserves the right to combine the warning and probation processes, depending on the severity or seriousness of the conduct in question.

### II. Probation Process:

The student will receive notification of probation in writing, and may be notified at the same time as notification of a warning, including the parameters of the probation (i.e. length and terms of probation), which will be determined on a case-by-case basis and depending on the review conducted by the School and/or the individual's disciplinary record. If a student is placed on probation, the student may continue enrollment at the School during the probationary period, although enrollment may be suspended for a period of time or terminated completely if the student is found to have additional violations of the Code of Conduct during their probationary period. A notation of the probation may be reflected in the student's education record.

### III. Restoration of Good Standing:

Unless stated otherwise, at the end of the probationary or temporary suspension period, the student may resume work in their program. The student will be notified if there is any reason why they may not resume their work.

### IV. Dismissal:

If it is determined that a student has violated a School rule as set forth in a policy or the Handbook, the School retains the right to dismiss them in accord with the relevant policy. If an individual creates an immediate threat to anyone in the School community or to the security of the School, and/or School property, or if the student's behavior is so disruptive that work cannot continue with the student present, the Administrator or Faculty member in charge may temporarily suspend the student from the School facility or worksite until an appropriate process can occur. The conditions under which a student may return to their School program, if appropriate, will be identified promptly based on the conduct at issue. A notation of temporary suspension may be reflected in the student's education record.

In the case of termination of enrollment, after termination and potentially during any interim suspension, a student may not enter the School facility or worksite without the



permission of the President or Provost and with a designated school escort.

A student whose enrollment is terminated due to a violation of the Code of Conduct may be barred from enrolling in all programs, including Community Education and Public Programming, virtual or in-person.

No refunds are made for time missed due to temporary suspension or termination of enrollment due to a violation of the Code of Conduct.

#### V. Appeals process:

Within five (5) business days of the delivery of a decision about sanctions, the sanctioned party may appeal the decision by submitting a letter to the Provost, or the President if the Provost determined the sanctions in question, stating why they believe the decision was inappropriate. Sanctions of all types (including, but not limited to, temporary suspension or termination) may be imposed while an appeal is pending at the sole discretion of the School. The decision of the Provost or President, as applicable, is final.

If an appeal is successful, and the decision and/or sanctions are reversed, the notation may be removed from their education record.

## Appendix S: NBSS Policy on Political Activity and Lobbying

### NBSS Policy on Political Activity and Lobbying (3/2020)

#### I. Statement Concerning Political Activity

With election campaign season in progress, and in light of IRS mandates regarding political activities of tax-exempt 501(c)(3) organizations, such as North Bennet Street School ("NBSS" or the "School"), it's a good time for us to review the rules regarding political activity that should guide NBSS employees and students.

#### Internal Revenue Code § 501(c)(3) - Tax Exempt Organizations

The Internal Revenue Code requires, as a condition for tax-exemption, that 501(c)(3) organizations, including NBSS, "not participate in, or intervene in (including the publishing or distributing of statements), any political campaign on behalf of (or in opposition to) any candidate for public office." This prohibition is absolute, and includes distribution of statements prepared by others that favor or oppose any candidate for public office. In addition to loss of tax-exempt status, NBSS runs the risk of having excise taxes imposed on both NBSS and its responsible managers, as well as the risk of federal or state government lawsuits, audits, and investigations.

It is important to keep in mind that the test for "participating or intervening" in any election is one that looks at the totality of activities that occur at the School, on School property, and/or using School resources and to be aware that "implied endorsement" of a candidate can be just as problematic as explicit endorsement.

#### Guidelines

1. In order to ensure that participation in political activity by a member of our community is not attributable to NBSS, it is imperative that no School resources be made available to political candidates or any individuals/organizations involved in a political campaign. Below are guidelines to help ensure compliance with this directive (note that these guidelines are only examples of prohibited and permitted activities – please be cognizant of any activities not specifically listed that might be misconstrued as impermissible political activity by the School):
  - Employees may not make statements that favor or oppose candidates or political parties at any NBSS event or meeting or in any NBSS official publication, including (but not limited to) the NBSS website.
    - Hyperlinks from the NBSS web page to web pages of other organizations must be carefully scrutinized. If the link leads to a page that contains a political endorsement, the School could lose its tax-exempt status. Hyperlinks to the web pages of ALL candidates for a particular office, if listed in a non-biased manner and if part of an overall "voter education" effort, are acceptable.
  - Employees may not post comments that favor or oppose candidates or political parties on any NBSS social media accounts, including our blogs, Facebook pages, Twitter accounts (including staff accounts that are associated with NBSS).
  - Employees and students may not use NBSS letterhead in connection with campaign activities.

- Employees and students must avoid using the School's support services, supplies, resources and facilities (secretarial, duplicating, messenger, computing, e-mail, campus notices, School property, etc.) in connection with campaign activities. This includes posting signs in the building or on School property. In no case should such services, supplies, resources or facilities, including access to NBSS mailing lists, be provided to a candidate, campaign, political party, or political action committee (PAC) or the like.
  - Students may wear or display campaign materials on their person while at School, but should not engage in disrespectful behavior towards persons with opposing views. The NBSS Student Code of Conduct is always in effect.
2. Use of School space for electoral activities will pass the IRS test if such use is exclusively for academic purposes or if the property is offered for lease or use on equal terms to all candidates/parties. However, it is NBSS's practice not to offer space for electoral activities or other political purposes. If there is an academic reason to invite someone who is a political candidate to speak at the school, please contact the office of the Provost or President prior to extending the invitation. Administrators and faculty should take special care with regard to such activities, in order to avoid the appearance of institutional endorsement.
  3. Student organizations are not prohibited from pursuing their normal activities consistent with the academic nature of their endeavors. However, because NBSS does not have student political organizations, should a student organization invite one or more candidates to speak, the organization would be doing so solely for academic—rather than political—reasons and would be inviting the individual in their non-candidate capacity.
  4. If an individual who is otherwise running for a political office is invited to speak in a non-candidate capacity, the organizers of the event should: (a) clearly instruct any invited candidates that they are appearing in and exclusively educational, non-candidate capacity and that they must not mention their candidacy at the event; (b) introduce the speaker in a manner that does not mention his/her candidacy and that explains the capacity in which he or she is speaking; and (c) ensure that no political fundraising takes place at the event. In short, a "non-partisan atmosphere" should be maintained during the event.
  5. Employees who desire to participate in campaign activities during the hours they normally work must take vacation time or leave without pay to do so. Employees may not campaign or advocate for candidates during working hours or while at work—this includes the display of campaign materials in offices or on your person. Employees are not prohibited from engaging in off-hours political activity, provided that, if NBSS is thereby identified (i.e. "I'd like to welcome Jane Doe, faculty member at NBSS"), an express statement **MUST** be made by the employee that she is conveying her own personal opinions, not the opinions of the School.

If you have any questions concerning these guidelines, or specific activities, or regarding activity among faculty, staff, or students that may come to your attention, please contact the office of the Provost or President.

## II. Statement Concerning Lobbying

Distinct from political campaign activities, lobbying consists of activities designed to influence decisions of legislators for or against a particular issue. Lobbying or attempting to influence federal, state, or local legislative action (including a ballot measure) or a legislative or administrative official or staff member by using the name of the School may only be authorized by the President or their designee. Any lobbying activity, even when authorized, must be conducted in compliance with applicable law. No person may use federally funded contract or grant money received by the School for lobbying activities. Except as otherwise authorized by the President or their designee, no person may use School property or resources for lobbying activities. Note, however, that individuals may individually attempt to influence the legislative process and use their School title for identification so long as such actions or writings are accompanied by a statement that the person is speaking as an individual and not as a representative of the School. (e.g. “The opinions expressed in this letter are those of the individual(s) signing below and not an official opinion of North Bennet Street School or its trustees.”)

## Appendix T: NBSS Policy on Student Use of Social Media

### NBSS Policy on Student Use of Social Media (1/2022)

North Bennet Street School understands the important role social media plays in enhancing interactions with your communities. We also understand that social media can be a fun and rewarding way for students to share their school work with family, friends, colleagues, and counterparts around the world.

To assist students in making responsible, appropriate decisions about their use of social media, the School has established these policies.

- **Pause before posting.** All social media content where NBSS (or its programs, people, work, etc.) is represented should adhere to the Student Code of Conduct. Content should always reflect safe practice and tool use, and appropriate trade practice. Before you post, pause to consider whether your post is in keeping with these guidelines.
- **Respect others.** Do not post defamatory comments about the School or its students, vendors, or employees. Rules prohibiting the unlawful harassment of colleagues, for example, are within the School's domain when it comes to students' on-line activities. Students should always ask permission of their peers if they are taking a photo or video and another student will be pictured in it, even if that student's face is not visible. If someone says no, respect their wishes. Remember to ask every time. A student who agreed to have their photo taken/posted in the past, may change their mind at another time.
- **Social networking sites should not be considered private.** Generally, information posted on social media should be considered public. Students should expect that even with the use of certain privacy settings, what the student posts on social media may be seen by others outside the intended group of viewers, including potential employers.
- **Protect confidential information.** Do not share or disclose private or personal data, or proprietary information. This applies to information about yourself, the School and school employees, classmates and other students, alumni, and so on. Note that in some cases, this may be a violation of federal law.
- **Be clear about the source.** Without permission, employees and students are not authorized to make statements, comments, or press releases on behalf of the School. In some instances, it may be appropriate to add in this language to your post: "The views expressed on this 'site' are my own and do not reflect the views and opinions of NBSS."
- **Respect copyrights, trademarks and fair use.** Remember to respect the copyrighted materials owned by others, and reference the sources used. Never distribute copyrighted materials (such as videos, photos, books, etc.) online as copyright infringement and plagiarism laws apply to posts on the internet.
- **Stay productive, and safe.** Social media sites should not be used during class hours. This includes both posting and commenting. Live streaming during class hours is strictly forbidden, as this is a distraction to you and your colleagues, which could result in safety, security, privacy, and other issues.
- **Use social networking responsibly.** Students should always review the applicable privacy and security settings so that they understand how much or little information they are comfortable sharing.

## Appendix U: Affinity Groups at NBSS

### NBSS Policy on Student Use of Social Media

Affinity Groups at NBSS are self-organized groups of any size of NBSS students with members who share a social identity, shared characteristics, or life experiences. Students are encouraged to coordinate Affinity Groups. Examples of groups include but are not limited to: Veterans, LGBTQ+, AAPI, Students of Color, International Students, Women in the Trades, Kning Club, Book Club, and the like. Supporting Affinity Groups is an initiative of the Faculty-Staff DEI Committee and their purpose is to foster community, a sense of belonging, and facilitate greater student interaction outside of the full-me programs. Affinity Groups must follow the NBSS Code of Student Conduct on pages 9 and 78 of the NBSS Student Handbook, the [NBSS Student Handbook](#) and [all health and safety protocols](#).

Student Affinity Groups are inclusive and must be open to all NBSS students.

### Guidelines

- Students wishing to start an Affinity Group should have the group's point person contact the Director of Student Support & Career Services. After meeting with the appropriate administrator, the student will fill out a [simple application form](#), to communicate the focus of their group. This form will explain how to request funds and other school resources (space, supplies, AV equipment, etc) if needed.
- Members of the Faculty-Staff DEI Committee will review the applications and give approval. The Committee has the authority to approve or withdraw support from affinity groups at any time. The School can assist with publicizing events and activities internally at the School, via signage, announcements, and emails.
- Affinity groups cannot use academic time for their activities. If utilizing the facility at 150 North Street, any Affinity Group activity must be held during regular building hours (but outside of class time).
- Information about where and when students can meet inside the building will be communicated to groups once approved.

### Funding for Affinity Groups

- There are limited funds available to groups. Groups can request a modest amount of funding for food, speakers, and the like. Requests for funding will be reviewed by the Student Support & Career Services Office on a case-by-case basis.
- School funds intended to support Affinity Group activities may not be used for activities not open to all, for personal gain, nor to directly support outside organizations, scholarships, or charities. At this time, Affinity Groups are not permitted to do fundraising of any kind. The DEI Committee will review requests on a case-by-case basis if special situations arise.
- Affinity Groups are expected to notify the Director of Student Support & Career Services in advance of incurring expenses to request the funds, confirm the expenses are appropriate and that funding is available.

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