mumps, rubella, tetanus, diphtheria, and hepatitis B. Students who do not meet the requirements will not be allowed to attend classes.

**REQUIREMENTS**

1. At least one dose of mumps and rubella vaccine(s) given at or after 12 months of age
2. Two doses of live measles vaccine given at least one month apart beginning at or after 12 months of age.
3. A booster dose of Td within the last 10 years
4. Three doses of hepatitis B vaccine
5. Laboratory evidence of immunity for measles, mumps, rubella, and hepatitis B is also acceptable

**EXEMPTIONS**

1. A medical exemption is allowed if a physician submits documentation attesting that an immunization is medically contraindicated.
2. A religious exemption is allowed if a student or parent/guardian, in cases when the student is under 18, submits a written statement that immunizations conflict with their sincere religious beliefs.
3. Philosophical exemptions are not allowed by law in the state of Massachusetts.

**PROCEDURES**

1. Students must fulfill all immunization requirements within 30 days of matriculation.
2. Students who do not comply with the requirements within 30 days will be fined $75. In addition, a hold will be placed on the student’s account, and no transcripts will be released. Students will not be allowed to register for their second semester classes until the immunization requirements are met.

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**NOTICES AND POLICIES**

**ACCREDITATION**

Longy School of Music of Bard College is an accredited member of the Middle States Association of Colleges and Schools. Inquiries regarding the status of Longy’s accreditation should be directed to the Dean of the Conservatory. Individuals may also contact the Middle States Association of Colleges and Schools, 3624 Market Street, Philadelphia, PA 19104-2680, (215) 662-5600.

**STUDENTS’ RIGHT TO PRIVACY**

The Family Educational Rights and Privacy Act of 1974 (FERPA), also known as the Buckley Amendment, gives currently enrolled students and alumni the right to privacy of records, files, and data held about them by the school on an official basis. In general, Longy cannot release information from a student’s record without his or her permission. However, certain types of information, termed Directory Information, can be released without permission unless a student specifically instructs Longy not to do so. Directory Information includes student’s name, local and permanent address, local and permanent phone, e-mail address, program and major, dates of attendance and graduation date/status, honors received, class schedule, and photographs and videos. The Act also gives students the right to inspect and review their educational records and to challenge any contents which they feel are inaccurate, misleading, or otherwise in violation of their privacy and other rights. A student who wishes to challenge information held in his or her record or who wishes to have a privacy hold put on his or her account should contact the Associate Dean for Academic Affairs.

**NON-DISCRIMINATION AND NON-HARASSMENT POLICY**

Harassment and discrimination are illegal. The Longy School of Music of Bard College (the “School”) supports all employees’ and students’ right to work and learn in an environment free from all forms of discrimination, including discrimination based on an individual’s race, color, age, gender identity or expression, national origin, ancestry, citizenship, religion, creed, marital status, veteran or military status, sexual orientation, mental or physical disability, genetic information, or any other protected status or characteristic under federal, state or local law. In addition, the School prohibits discrimination and harassment of any form by any student, employee, faculty member, or other person, including visitors and vendors, in connection with any School-related activity, regardless of whether the individual is a member of a protected category. The School’s property (including telephones, copy machines, facsimile machines and computers) may not be used to engage in conduct that violates this policy.

In addition to prohibiting discrimination, the School prohibits any form of unlawful harassment of students or employees. Harassment seriously interferes with our goal of creating an atmosphere in which everyone is treated with respect and dignity and will not be tolerated.

Harassment has been defined as:

Conduct that denigrates or shows hostility or aversion toward an individual because of his or her status, or that of his or her relatives, friends or associates, and that (1) has the pur-
pose or effect of creating an intimidating, hostile, or offensive working environment; (2) has the purpose or effect of unreasonably interfering with an individual's work performance; or (3) otherwise adversely affects an individual's employment opportunities.

Depending on the circumstances, the following conduct may constitute discriminatory harassment: epithets, slurs, negative stereotyping, jokes, or threatening, intimidating, or hostile acts, and/or written or graphic material that denigrates or shows hostility towards an individual or group that is circulated in the workplace or placed anywhere in the School's premises such as on an employee's or student's desk or workspace or on School equipment or bulletin boards.

Sexual harassment is a particular form of discrimination that violates both the law and the School policy. Sexual harassment is defined as:

Unwelcome sexual advances, propositions or flirtations — whether they involve physical touching or not;

Requests for sexual favors in exchange for actual or promised job benefits, financial aid, or other benefits such as favorable reviews, salary increases, better grades, promotions, increased benefits, continued employment, or scholarship support;

Sexual jokes; use of sexual epithets, written or oral references to sexual conduct, gossip regarding one's sex life; comments on an individual's body; comments about an individual's sexual activity, deficiencies or prowess;

Displaying sexually suggestive objects, pictures, cartoons;

Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments; Inquiries into one's sexual experiences; Discussion of one's sexual activities; and Assault or coerced sexual acts.

While the School hopes that any student or employee who believes that he/she has been harassed or discriminated against will immediately bring the matter to the attention of the School, students and employees also have the right to contact the Massachusetts Commission Against Discrimination (MCAD) and the Equal Employment Opportunity Commission (EEOC), which can be contacted at the phone numbers and addresses listed below. Any complaint of sexual or other harassment or discrimination must be filed with the EEOC or MCAD within three hundred (300) days of the alleged harassing or discriminatory act.

Unwelcome sexual advances, propositions or flirtations — whether they involve physical touching or not;

Requests for sexual favors in exchange for actual or promised job benefits, financial aid, or other benefits such as favorable reviews, salary increases, better grades, promotions, increased benefits, continued employment, or scholarship support;

Sexual jokes; use of sexual epithets, written or oral references to sexual conduct, gossip regarding one's sex life; comments on an individual's body; comments about an individual's sexual activity, deficiencies or prowess;

Displaying sexually suggestive objects, pictures, cartoons;

Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments; Inquiries into one's sexual experiences; Discussion of one's sexual activities; and Assault or coerced sexual acts.

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Internal Complaint of Discrimination or Harassment

The School will investigate promptly, thoroughly, and with utmost seriousness cases of discrimination and harassment. Faculty members, administrative staff members, and students are encouraged to report promptly any behavior perceived as discrimination or harassment, and are invited to utilize the grievance process outlined below. They may also report such behavior and consult with the following representatives in order to address an incident of alleged discrimination or harassment:

Name: Kalen Ratzlaff
Title: Chief of Staff
Longy School of Music of Bard College
27 Garden Street
Cambridge, MA 02138
(617) 876-0956, ext. 1562

Name: Elvira Reyes
Title: Director of Student Financial Assistance
Longy School of Music of Bard College
27 Garden Street
Cambridge, MA 02138
(617) 876-0956, ext. 1530

Filing a formal complaint is not required in order to pursue relief from any form of alleged discrimination or harassment.

It is unlawful to retaliate against any individual for filing a complaint of harassment or discrimination or for cooperating in any investigation of such a complaint. The School will not tolerate any retaliation against anyone who in good faith reports or cooperates in an investigation of incidents of alleged harassment or discrimination. If an individual is found to have violated this policy, he or she may be subject to disciplinary action, including, where appropriate, expulsion or termination of employment.

Student Grievance Procedures

Longy expects that faculty members, students, and administrative staff members will make good-faith efforts to resolve their differences and concerns through direct and open communication.

When a Conservatory student (hereafter “student”) has a conflict or dispute with a faculty or administrative staff member, to the extent practicable, the student is advised to resolve the issue directly with that faculty or administrative staff member. In addition, students are always encouraged to consult informally with their primary studio instructor or department chair when they have a conflict or dispute. Students are also advised to use and take seriously the course/lesson evaluation forms as a means of communicating an academic concern and providing constructive
feedback.

When a complaint cannot be resolved informally, the School has a formal review process detailed below that will allow for a timely and fair resolution of such issues. While the School will strive to treat all grievances as discreetly as practicable, confidentiality cannot be guaranteed.

When embarking upon the grievance process, the student must follow the steps set out below.

Step 1: The student may present his/her concerns verbally or in writing to the appropriate department/program chair or supervisor (the “supervisor”). The supervisor will explore the situation and issue a determination in a timely fashion. If the student is not satisfied with the supervisor’s solution, he/she may proceed to Step 2.

Step 2: The student may submit a written or verbal appeal to the Dean of the Conservatory or other appropriate senior staff member. The appeal must contain a complete description of the grounds for appeal, supporting evidence, and any other materials that may provide appropriate information regarding the appeal. The dean or senior staff member will exercise his/her sole discretion on what additional steps, if any, may be taken to address the appeal. The dean or senior staff member will render a final, binding decision that will then be communicated in a timely manner to all appropriate parties.

While the above procedures should be followed for all grievances, students should review the School’s non-discrimination and non-harassment policy if they feel that they have experienced discrimination or harassment. If the above procedures have not been effective or are not practicable to address a case of discrimination or harassment, the student may bring the matter to the attention of the representative designated in the non-discrimination and non-harassment policy. In addition, the School, at its discretion, may initiate an investigation of alleged discrimination or harassment without utilizing the grievance procedure.

**CAMPUS SMOKING POLICY**

There is no smoking allowed inside Longy’s buildings or directly outside of the buildings’ entrances and exits. The designated smoking areas are by the benches located outside of Edward M. Pickman Hall and the Rey-Waldstein building parking lot. Smokers are asked to refrain from smoking anywhere else on the grounds and to place cigarette butts in the receptacles provided.

**ANTI-HAZING POLICY**

The Massachusetts Board of Higher Education requires all institutions of post-secondary education to comply with its anti-hazing policies, as stated in Massachusetts General Law, Chapter 269, Sections 17-19. Hazing is there defined as “any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person.” The Longy School of Music of Bard College will not tolerate any hazing activities. Violators will be subject to disciplinary action, possibly including expulsion. A full copy of the relevant statutes is available from the Associate Dean for Academic Affairs.

**DRUG AND ALCOHOL POLICY**

Longy is concerned about drug and alcohol abuse with its far reaching effects on individuals, communities, and workplace performance and safety. The School also complies with the federal Drug-Free Workplace Act, which requires an employer who contracts with or receives grants from the federal government to certify to the contracting or funding agency that it maintains a drug-free workplace. In addition, under the requirements of the federal Drug-Free Schools and Community Act, educational institutions must provide drug-free learning environments to students. As part of a good faith effort to comply with these laws, the School has adopted the following policy:

The School expects its students and employees to be free of the influence of drugs and alcohol while they are on campus. It is the School’s intent and obligation to provide a drug-free, healthful, safe, and secure environment. The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in or on School premises, in vehicles owned or operated by the School, or at any work site or location at which School duties are being performed by a School employee or student. Common examples of controlled substances, as defined by law, include, but are not limited to, cocaine, marijuana, LSD, and heroin.

The Drug-Free Workplace Act makes strict compliance with this policy a condition of employment for School employees. Any employee who is convicted of a violation (which includes a plea of nolo contendere) of any criminal drug law occurring in the workplace must report that conviction to his or her immediate supervisor within 5 days after such conviction.

Within 10 days after receiving notice from an employee or otherwise learning of a drug conviction resulting from workplace activities of any individual engaged in work under grants or contracts funded by a federal agency, the School shall notify the relevant contracting or funding agency that a violation of this policy has occurred.

Any student or employee who engages in prohibited activity, comes to work under the influence of any controlled substance and/or alcohol, or is convicted of any criminal drug law is subject to immediate disciplinary action up to and including immediate termination, as well as possible legal consequences, which may include serious criminal sanctions consistent with federal, state, and local laws. The School also may require students or employees who violate this policy to participate satisfactorily in a drug/alcohol treatment program, counseling, or education program as a condition of reinstatement or continued employment with the School.

Through educational activities and programs or referral to appropriate resources, the School will communicate to the School’s students and employees the dangers of drug and alcohol abuse in the workplace and give information about treatment and counseling options available.

The School recognizes alcohol dependency as an illness and a major health problem. It also recognizes drug and/or alcohol abuse as a potential health, safety, and security problem. Students or employees needing help in dealing with such problems are strongly encouraged to seek appropriate treatment.

Seeking, obtaining, and cooperating in treatment programs for drug or alcohol abuse is the responsibility of the individual. Participation in such treatment programs does not relieve the individual of his/her other responsibility to meet expectations, nor is the School required to pay for any special treatment.

The School takes its obligations under these laws very seriously and expects each student and employee will do the