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 for the appeal, 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