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.

CAMPUSSMOKINGPOLICY
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.

ANTIHAZINGPOLICY
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.

DRUGANDALCOHOLPOLICY
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 no contest or no contemper) 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
same to maintain a drug-free campus and to provide the high quality performance essential to accomplish the goals of the School.

Substance abuse is potentially harmful to health. For information about substance abuse prevention and treatment, call the Massachusetts Department of Health, Bureau of Substance Abuse Services at (800) 327-5050.

**CAMPUS SECURITY REPORTING**

Pursuant to the Campus Security Act of 1990, Longy School of Music of Bard College is required to publish information related to the safety of its campus. This information is distributed annually to its students, faculty, and staff. The information deals with both Longy policies and procedures regarding safety and security and the statistics concerning crimes committed on Longy's campus. This report is available to all Longy applicants by contacting the Admissions Office.

**SAFETY AND CRIME AWARENESS**

Longy strives to ensure the safety of its students and its facilities. However, the School’s location in an urban setting requires that students be aware of potentially dangerous situations and take prudent steps to avoid threats to their personal safety or to their belongings. It is not advisable to leave valuables unattended at any time, and Longy is not responsible for items that are lost or stolen.

Reporting crimes and other emergencies: Any type of crime or unusual activities in or around Longy’s facilities should be reported to the evening security guard or the Facilities Manager as soon as possible. In the case of an emergency, report immediately to a Longy staff member, who will call 911 for assistance. The public pay telephone in the lower Pickman Hall lobby may be used for emergency calls as well.

Campus facility access: Longy monitors access to the building when it is open. All students, faculty, and staff are issued ID cards and are required to produce them upon demand by any school official. After 5:00 p.m. all persons entering the building must sign in at the security desk.

Any problems with security personnel, lighting, or maintenance that may compromise personal safety or that of the building should be reported to the Facilities Manager.

Description of security awareness and crime prevention programs: Students are encouraged to report any thefts or suspicious actions and are warned not to leave any possessions unattended or unsecured for any reason. Longy gives timely notice of crimes which are considered a threat to students and employees to aid in the prevention of similar occurrences through notices posted throughout the building and e-mail alerts.

**ELECTRONIC COMMUNICATION SERVICES POLICY**

The School utilizes various forms of electronic and digital communications, including e-mail, voicemail, computer networking and Internet access services (together, the School’s “Electronic Communication Services” or “ECS”). This policy is designed to help students understand our expectations for the use of these resources and to help students use them responsibly.

The School’s ECS are business tools for the School, provided at significant cost. Therefore, we expect students to use the ECS access primarily for School-related purposes. Students have no privacy rights in electronic and digital communications transmitted through or stored on the School’s ECS. All computer files, software, data, documents and messages received, transmitted, or stored on the School’s ECS, regardless of the format or place of origin of such files, are subject to access and inspection by the School at any time, without prior notice, at Longy’s sole discretion. Even electronic tracks or messages that have been deleted remain subject to Longy’s review.

Students are prohibited from using Longy’s ECS to transmit harassing, off-color, or otherwise inappropriate messages or remarks; any breach of this prohibition may subject a student to disciplinary measures. To ensure an environment free from discrimination and harassment, Longy reserves the right to review and monitor student usage of the School’s ECS, as stated above. In addition, such data is discoverable by opposing parties in litigation.

All existing School policies apply to students’ Internet and e-mail conduct, including, without limitation, those that deal with non-discrimination and non-harassment and use of School property. Students may never use the Internet or e-mail in any manner that violates the law of the United States or the applicable laws of another nation, state, city, province, or other local jurisdiction. Students may not utilize the Internet or e-mail for gambling, trafficking in stolen property, or illegally using copyrighted material. Additionally, Longy prohibits students from viewing, storing, printing, or transmitting any form of offensive, derogatory, inappropriate, or sexually explicit information via the Internet or e-mail.

While our direct connection to the Internet offers a variety of benefits, it can open the door to some significant risks to our data and systems if we do not follow appropriate security discipline. The overriding principle here is that security must be everyone’s first concern.

Students are prohibited from downloading and/or installing any software programs or data (including, but not limited to, copyrighted material). No student shall use Longy’s Internet resources to upload or pirate any software licensed to the School. Students are also prohibited from using Longy’s Internet resources to propagate any virus, worm, Trojan horse, trap-door, or similar program or code. Students may not use Longy’s Internet resources to disable or overload any computer system or network, or to circumvent any system intended to protect the privacy or security of another user.

Longy-issued user IDs and passwords help maintain individual accountability for Internet resource usage. Any student who obtains an ID and password for Internet access must keep that password confidential. School policy prohibits the sharing of user IDs and passwords obtained for Internet usage.

**AUDIO AND IMAGE RECORDING POLICY**

By registering for classes and/or lessons at Longy, you grant the Longy School of Music of Bard College, and those acting on its behalf, the authorization to: Record all students’ participations and appearance on video media, audio media, film, photograph, or any other medium. Along with audio and video recordings, Longy reserves the right to stream via the web students’ performances in ensemble and class concerts. Record all students’ work, including musical compositions, on video media, film, photograph, or any other medium.

Use all students’ names, likenesses, voices, and biographical materials in connections with these recordings. Students who may have commitments