

Student Handbook

2024



INDEX

IMPORTANT INFORMATION	1
SMITH PRECOLLEGE PROGRAMS	2
GENERAL INFORMATION	3
Basics	3
Living on Campus	5
Technology	8
CODE OF CONDUCT	10
Classes of Incidents and Potential Responses	13
DINING	14
HEALTH SERVICES	15
Smith Precollege Health Center	15
OFF-CAMPUS	17
Leaving Campus	17
Visitors	19
SAFETY	20
CHECK-IN, ORIENTATION, AND CHECKOUT	22
Check-In	22
Orientation	24
Check-Out and Final Days in the Program	28
APPENDIX	
Cell Phone Use for International Students	
Classroom Locations	
Slack 101	

IMPORTANT INFORMATION

Important Numbers

Tina Zorzi, Residential Manager - 413-326-6789

Mary Inge, Asst. Res Manager - 413-923-2983

Baldwin House Manager - 413-923-2567

Chapin House Manager - 413-923-1447

Gillett House Manager - 413-923-1820

Northrop House Manager - 413-923-1573

Precollege Health Office - 413-923-4132

Mandy Anderson, Program Director and Office Cell - 413-923-4609

Campus Safety — 413-585-2490 (non-emergencies) or 413-585-5555 (emergencies)

Quick Information

[Off-Campus Checkout Form](#)



Dining Hall Hours

Breakfast: 7:30 a.m. - 9:00 a.m.

Lunch: 11:30 a.m. - 1:30 p.m.

Dinner: 5:00 p.m. - 7 p.m.

SMITH PRECOLLEGE PROGRAMS

Welcome to Smith Precollege Programs. Our precollege programs serve motivated and ambitious college-bound students. Congratulations on being part of Smith Precollege Programs!

Academics

At Smith Precollege Programs, you will:

- Engage in intensive study in a single course or multiple courses and be introduced to topics not typically presented at the high school level.
- Be instructed by Smith faculty or Smith-affiliated instructors and undergraduates selected for their expertise, as well as their ability and experience in teaching.

Goals of the Program

Smith Precollege Programs programs are designed to provide all students with:

- A challenging and enriching academic experience.
- A safe environment in the residential and academic facilities as well as during all social, cultural, and recreational activities.
- Opportunities for social interaction among peers who share interests and abilities.
- An experience that will leave them with academic rewards, fond memories, and strong friendships for many years to come.

Smith Precollege Programs

Summer Science and Engineering Program (SSEP)

July 6 – August 3

Students interested in science and engineering engage in hands-on, experiential learning with top-notch instructors.

Creative Writing Workshop (CWW)

July 6 –

July 19 *Students work with published authors to lay the groundwork for a strong fiction writing portfolio and learn the steps to becoming a published writer.*

Women, Gender, and Representation (WGR)

July 21 – August 3

Courses in this program include discussions of nonbinary and transgender embodiment and grapple with the production of gender and its relationship with racialization, gender oppression, queer resistance, and structural violence. All of the courses in this program give attention to historical context and use an intersectional analytical framework.

Sustainable Futures (SF)

July 21 – August 3

Human beings eat food daily, and this necessity has led to the conversion of close to half the Earth's land surface to agricultural use. Engage with others on a journey to discover how agriculture can be transformed to not only feed us but also nurture people and the planet.

College Readiness (CR)

July 21 – July 27

Spend an intensive week working on your college application in the morning, then dive into College-Level Composition in the afternoon. This one-week program will help you prepare for college.

GENERAL INFORMATION

Basics

Attendance

Attendance at all scheduled activities for your academic program (classes, guest lectures, and class field trips) and all House Meetings is required. Only in special circumstances and with the approval of the Health Staff, Residential Manager, or Program Director may a student miss a class, academic activity, or House Meeting. Students are expected to arrive at class and at House Meetings on time. Tardiness will not be tolerated. Attendance will be taken each day.

Arrivals and Departures

For complete information on getting to and departing campus, please visit:

<https://www.smith.edu/summer/accepted.php#arrivals>

Banking and Spending Money

There are ATMs on campus and several banks a short walk into town. We encourage you to budget \$25-\$50 per week.

Birthdays

We would love to help you celebrate your birthday this summer if it falls during your time on campus! Please inform your House Manager on your first day if you would like to celebrate your birthday with us.

Lanyards

You will be given lanyards to carry your room key and key card, and you are always expected to wear or carry them. You must always wear (or have visible) your lanyard in the dining hall.

Lost Keys and Key Cards

The cost for a lost key is \$150. The cost for a lost key card is \$40. You are responsible for fees incurred if you lose your key(s).

Mail

Please share the format below with anyone who wishes to send you mail:

Student's Name

Smith Precollege Program / "House or Program Name" (i.e Baldwin or SSEP/ WGR)

100 Elm St.

Northampton, MA 01063

Your house assignment will be given at check-in. You will be in either Baldwin, Chapin, Gillett, or Northrop. Letters and packages are delayed beyond normal delivery time because all mail goes through central processing. The exceptions are UPS, FedEx, and DHL. There is no mail delivery on Saturday or Sunday. Summer Programs does NOT accept responsibility for any mail that is lost in transit. We will not track packages or follow up with you to find out if mail was received. Everything we receive is delivered to the houses on a daily basis.

Packing List

For a complete packing list, scan the QR code which leads to our Accepted Students page, or visit <https://www.smith.edu/academics/programs-courses/precollege-programs/accepted-students#clothing-0> .



Living on Campus

Activities

There are activities happening every day! Our staff team will email or Slack message you a weekly schedule that includes evening and weekend activity plans. Activities will also be posted in the houses. Please check your email and Slack regularly to ensure you don't miss any important updates.

After-Class and Weekend Activity Times

Weekday: 4:30 p.m. activity and 7 p.m. activity

Weekend: 1:30 p.m. activity and 7 p.m. activity

Athletic Facilities

You are welcome and encouraged to utilize the Smith College athletic facilities during your time on campus. The Olin Fitness Center, Indoor Track and Tennis facility, and squash courts are all available for use.

Olin Fitness Center Hours

Monday - Friday: 6 a.m. - 6 p.m.

Saturdays: 8 a.m. - 12 p.m.

Sundays: Closed

Tennis - Tennis courts are first come, first served. Rental rackets are not available.

Indoor Pool - *use of the indoor pool is prohibited. See more under Safety - High-Risk Activities.*

Cleaning and Household Duties

You are responsible for keeping your bedroom clean. Staff may inspect bedrooms, and you are expected to follow any requests for cleaning your room. Make an agreement with your roommate(s) regarding how tidy each person will keep the room, especially any shared areas. You are also expected to clean up after yourself in all of the common areas of the residence: the dining room, lounge, and all outside areas. You are expected to help maintain the cleanliness of shared spaces by cleaning up trash in the common areas, even if you did not leave it there. Leave places better than you found them.

If the common areas are not kept clean, there will be clearly identified cleaning tasks and a routine of cleaning up involving pairs or teams of students and counselors who are responsible for different tasks on different days. The House Manager reserves the right to close access to certain areas in the house if cleanliness is not maintained.

Courtesy Noise Levels and Quiet Hours

Everyone has the right to a peaceful living environment. All Smith Precollege houses operate with a 24/7 courtesy noise level understanding. This policy grants every resident the right to respectfully ask their housemates to lower their noise level at any time of the day. Part of communal living includes being able to hear everyday general noise from those living around you. Normal noises include things like sliding a chair

across the floor, footsteps, and laughing and talking at conversational volumes. A certain level of noise is expected in community living.

Quiet Hours: 11:00 p.m. - 8:00 a.m.

During Quiet Hours, any noise that can be heard outside a student's room when the door is closed is not permitted. All noise must be kept to a minimum after 11 p.m. No sound should be heard from outside of your door, including, but not limited to, talking and laughing loudly, FaceTime or phone calls louder than conversational volumes, moving furniture, music, or loud exercise.

Repeated offenses of the Quiet Hours policy may result in moderate to serious disciplinary action.

Curfew and In-Room Time

Curfew: 10:00 p.m. - 6:00 a.m.

- You must be back in your house by 10:00 p.m. every night.
- You must be in person for curfew check (you cannot send a text or a friend to check you in).
- A staff member in your house will be at or near the main entrance to check you in for the night.
- You may do your curfew check as early as 8 p.m.

In-Room: 11:30 p.m.

- Students must be in their assigned rooms at this time.
- Bathrooms and showers may still be accessed after 11:30 p.m. Please be respectful of quiet hours.

Curfew and in-room time may be moved earlier for individuals or residences who have not been compliant. If you are late for curfew or in-room time twice, your curfew will be moved to 8:00 p.m., and additional disciplinary action may be taken.

Environmental Awareness

You are expected to conserve energy by turning off lights and other electrical devices when not in use. Conserve water by not leaving faucets running or taking excessively long showers. Conserve paper and only print documents as necessary. Recycle all cans, bottles, and paper; all residences have recycling containers.

House Meetings

House Managers will host house meetings on Sundays and Thursdays at 8:30 p.m. for all students. The meetings will cover program updates, important announcements, and other items relevant to all students in the residence. There will also be a shared forum for house conversations regarding important issues. Attendance at these meetings is required and taken at the start of each meeting.

Kitchen Use

Label all food in the fridge/freezer with your name and the date. Remember that we are a nut-free program. Food left in the refrigerator for over one week will be thrown out. Clean up after yourself, including any spills inside appliances, on counters, and on the floor. Please don't eat someone else's food. If you use the stove or oven in your house, you are responsible for turning them off immediately following usage.

Laundry

Laundry (washers and dryers) is free and available in each residence. Staff will instruct you on using the laundry facilities. Clear instructions for operating each machine are posted above it. Please ask a staff member for assistance when needed. The program will provide generic laundry detergent. Please bring or buy your own detergent if you have allergies or specific needs.

Common courtesy is expected when using the laundry room. Please clean up after yourself, including cleaning up spills and throwing out trash. Laundry facilities are shared. Out of respect for your housemates, please note the number on the machine(s) you're using and set a timer on your phone to remind you to check on the machine(s) when they are done.

Houses may utilize the 15-minute rule. If you need a machine and see that one has completed its cycle, send a message in your house Slack channel, including the machine number(s), to let people know the laundry is done. If no one claims it within 15 minutes, you may remove someone else's laundry to use the machine. Place the laundry on the counter or the top of the machine.

Linens

Smith provides linens (bedding and towels) for all students. A bag of linens will be placed in each room (two for doubles). Please contact your House Manager or Lead Counselor if you need an extra set of linens or a fresh towel. Three and four-week students will receive new linens after two weeks. Soiled linens should be moved to a dirty linens bin in the hallway of each floor. Take care not to put soiled linens in a trash bin by mistake. You are encouraged to launder your own linens as needed.

Locking Doors

It is recommended that you keep your rooms locked when unattended. To avoid lockouts, be sure to bring your keycard and room key with you every time you leave your room. If you lock yourself out, call Campus Safety at 413-585-2490. A Campus Safety officer will enter the building and up to your room to let you back in. You must be present outside of your room to be let in when the officer arrives. Please notify an on-duty staff member if you call Campus Safety.

Residential Furniture

You are not allowed to rearrange furniture in the residences without permission from the House Manager. Any furniture that is moved must be returned to its original state by the end of the session. Students who do not comply will be identified and charged labor fees for returning furniture to its original location.

Sleepovers and Gatherings

You must sleep in your assigned room and in your assigned bed. Smith Precollege Programs staff reserve the right to move a large room gathering to common areas.

Trash

Residents should remove the plastic trash can liner and trash from the can, tie a knot at the top, and take the bag to the house's designated trash area or outside to the dumpster. Take care not to place trash into dirty linen bins. Empty all liquids into the sink; do not put them in the trash. Please do not put personal trash in the bathroom cans—it tends to overload them. Instead, take trash directly to the designated area.

Custodial staff will remove trash daily in common areas, kitchens, and bathrooms. Please do not overfill trash bins as it creates a safety hazard for the custodial staff to pick up.

Technology

Cell Phones

You are required to have a working cell phone and domestic number for the duration of your program experience. Your cell phone must have a data plan that does not require a Wi-Fi connection to make and receive calls. We will verify that we can reach the number you have listed at check-in. If you do not have a domestic (United States) phone number, you will be required to update your cell phone with a U.S. number and new SIM card or purchase a temporary phone for use in the program. It is your responsibility to ensure that you have a cell phone that complies with this policy.

If you arrive to check in and do not have a cell phone that meets our policy, you will not be granted access to your room until you are compliant. Exceptions may be made for students who arrive unaccompanied. Unaccompanied students will be given access to their room but will not be permitted to participate in any programming until their cell phone complies with this policy.

The Precollege Team will email all international students and their parents/guardians to provide additional information and local resources to support your compliance with this policy.

Cell phones are prohibited during class time, house meetings, or other times that require your attention to be directed toward program activities (both academic and recreational) unless instructed by the activity's leader or your classroom instructor. The same rule applies to any other handheld devices.

Computer Labs and Laptop Rental

Computers are available in on-campus libraries. The computer lab is open for use during the day, evenings, and weekends.

Google Chromebook rentals are available from the Residential Manager. Coursework receives priority for computer use. If you use computers for coursework, back up your files and do not save documents to the computer's drive or desktop.

Computer Log-In Information

To log in to campus computers, such as classrooms and computer labs, you must use your unique credentials provided by the Precollege Team. Please check your email for these credentials within the first 48 hours of your arrival on campus.

Libraries on Campus

Be sure to visit the Hillyer Art Library, Josten Performing Arts Library, or the newly renovated Neilson Library. Precollege students do not have the ability to check out books; however, students may utilize the library spaces to read, study, research, or relax.

For hours, scan the QR code or visit <https://libraries.smith.edu/about/visit/hours>



Photocopying and Printing

Smith student staff can assist you with printing and photocopying. Please connect with your Classroom Assistant or an on-duty residential staff member. Please provide as much notice as possible for your printing job.

Slack

You will be invited to the program-wide Slack channels before arrival on campus. Slack is an organized group chat that helps people work together by bringing conversations and important information into one virtual space. Please check your email for log-in and setup information. Slack is our primary means of communication while you are in the program. You are required to set up Slack on your smartphone or device. Review the Slack Appendix for more information.

Wi-Fi Connection

Network: Connect2Smith

Password: sophiasmith

CODE OF CONDUCT

Students in Smith Precollege Programs Summer Programs are expected to abide by the Code of Conduct, which states:

- Students are expected to adhere to the highest standards of good citizenship, honesty, and integrity in their academic work and personal conduct.
- Students are expected to show courtesy and respect to their fellow students, to Smith College personnel, and to College visitors.
- Students shall not participate in or facilitate discrimination of any kind, including, but not limited to, discrimination based on gender, gender identity, race, national origin, ethnicity, age, religion, sexual orientation, disability, handicap, or intelligence.
- Students are expected to show respect for and take reasonable care of College property, including their residences, dining halls, classrooms, and other Smith facilities, equipment, and furnishings (for instance, course materials, computers, sports equipment, street signs, and other outdoor structures).
- Students are expected to respect the belongings of fellow students. They shall not borrow, use, or disturb items belonging to other students or Smith Precollege Programs summer staff without explicit prior permission. Students are also expected to respect the belongings of students of other programs at Smith and other Smith visitors.
- Students shall not use, possess, or distribute alcohol, tobacco, electronic cigarettes, or drugs, including cannabis. *Participation in an incident involving the substances mentioned above is cause for immediate dismissal from the program.*
- Students may not share their prescription and over-the-counter medications. *Sharing prescription medications is cause for immediate dismissal from the program.*
- Students are expected to follow the instructions of the residential staff, instructional staff, and other College personnel. Unruly behavior will not be tolerated.
- Students shall not commit acts of violence on persons or property, nor shall they threaten to commit any act of violence.
- Students shall not engage in any form of harassment or bullying. Harassment consists of conduct of any type (including but not limited to written, verbal, graphic, or physical conduct) that has the purpose or effect of unreasonably interfering with an individual's academic or work performance or which creates an intimidating, hostile, or offensive learning, residential, or working environment.
- Students shall not engage in any form of sexual harassment. Sexual harassment includes sexual conduct, or conduct with sexual overtones, which has the purpose or effect of unreasonably interfering with an individual's academic or work performance or which creates an intimidating, hostile, or offensive learning, residential, or working environment.
- Students shall uphold high standards of academic integrity through honesty, trust, fairness, and responsibility. Students are expected to demonstrate a spirit of cooperation and exploration within the academic guidelines provided by their instructors and to meet the intellectual challenges of the program through honest effort and hard work.
- Students shall abide by all federal, state, and local laws. *Breaking the law is immediate grounds for dismissal.*
- Students are expected to know and follow all rules and policies listed in the Code of Conduct, the Student Handbook, and the rules presented by the residential and instructional staff during the program.

Failure to abide by any Code of Conduct rule may result in *immediate dismissal* from Smith Precollege Programs and removal from the Smith College campus, even for first-time offenders. In addition, law violations

(for example, drug or alcohol use) will be reported to the Smith College Campus Safety. Parents or guardians will immediately be notified of any major violations.

Affinity Groups and Respecting Program Space

As a part of the Precollege experience, our staff will host affinity groups for students of different identities. These spaces will allow students to ask questions about fostering identity-based communities on campus, enjoy group activities with their peers, and learn more about the resources available to students on the Smith campus. In the past, the Program has hosted LGBTQ+, BIPOC, and neurodiverse affinity groups, to name a few. We ask that students respect these spaces and *only attend groups that reflect their personal identities*. There will be many opportunities for all students to enjoy activities together, and the continued commitment to respecting all spaces is greatly appreciated!

Attire

It's summertime! We want you to be comfortable yet dressed for learning in a professional college setting. Students should dress for their role that day (student, hiker, tourist, formal presentations, etc.). Students who go on field trips and work in a laboratory will be instructed by their professors on expectations for dress, which may include long pants and close-toed shoes. Our classroom spaces get *very cold* in the summer. Please bring a warm layer.

SSEP and Women, Gender, and Representation students are expected to dress in business casual clothing for any final presentations. Other programs do not participate in a final presentation.

Bullying

Bullying and cyberbullying are prohibited. Bullying is defined as the repeated use of a written, verbal, or electronic expression or a physical act or gesture or any combination that is directed at a victim and: (i) causes physical or emotional harm to the victim or damage to the victim's property; (ii) places the victim in reasonable fear of harm to self or of damage to property; (iii) creates a hostile environment at the program for the victim; (iv) infringes on the rights of the victim at the program; or (v) materially and substantially disrupts the education process or the orderly operation of the program. For the purposes of this policy, bullying shall include cyberbullying.

Drugs, Alcohol, and Tobacco

Students are prohibited from using, possessing, or distributing alcohol, tobacco, drugs, or vapes. Participation in an incident involving vaping, alcohol, tobacco, or drugs, including cannabis, is cause for immediate dismissal, even if you did not consume or intend to consume these substances.

Entrepreneurial Activity

You cannot sell goods or services during the Smith Precollege Program. You cannot gamble (including online gambling) during the program. Gambling games that are played without real money are acceptable.

Falsifying Information

Incorrect information given by a student is considered a very serious offense and will be immediately reported to the House Manager and Residential Manager.

Fire Hazards, Alarms, and Safety Equipment

You must not, at any time, tamper with the fire safety equipment on campus, including fire extinguishers, fire alarms, or smoke alarms. There is a significant fine for tampering with this equipment. Fire hazards such as candles or incense are not allowed in or around the residences.

Photographic Image Consent

If consent is not granted on the Media Consent Form, no photo or video recording or distribution of the individual student is permitted.

Pranks

Students and staff are not allowed to instigate or participate in pranks targeted toward other program students, staff, or students of other programs, as well as any other college employees or visitors.

Public Displays of Affection

All students are expected to exercise etiquette and common sense when displaying public displays of affection.

Classes of Incidents and Potential Responses

By enrolling in the Precollege Program, you have agreed to abide by the Code of Conduct. Students struggling to meet the expectations set forth in the Code of Conduct may be subject to the consequences listed below.

Failure to comply with the information provided in this handbook may result in removal from the program or other disciplinary action, including parent/guardian notification and temporary loss of privileges.

Severity	Examples	Staff Involved	Possible Courses of Action
MINOR (things with little impact on the community)	<ul style="list-style-type: none"> • Tardiness • Breaking computer or cell phone rules • Poor attitude • Not completing assignments • Not completing assigned tasks in residence 	House Managers or Classroom Instructors	<ul style="list-style-type: none"> • Loss of privileges
MODERATE (things that impact others or could lead to harm)	<ul style="list-style-type: none"> • Breaking curfew and/or in-room time • Abusive or offensive language • Not attending class activities or mandatory meetings • Repeat offense of minor infractions • Not using our sign-out procedure when leaving campus 	House Managers, Residential Manager and/or Director of Program	<ul style="list-style-type: none"> • Loss of privileges • Call to parents by Residential Management Team • Written assignment or letter of apology
SERIOUS	<ul style="list-style-type: none"> • Anything involving drugs, alcohol, tobacco. This includes those involved but not actually taking part, i.e., even if only a few students are proven to have ingested alcohol, anyone else present is subject to disciplinary action. • Theft, physical or sexual harassment, aggression, assault. • Bullying or exclusion based on race, sex, or any other identity. 	Residential Manager and Director of Program	<ul style="list-style-type: none"> • Call to parents • Call to Smith Campus Safety • Letters placed in student files and/or sent to school or home • Dismissal from the program

DINING

All students and staff will eat in the Cutter-Ziskind Dining Hall. You are not permitted to eat at any other dining hall on campus. You must always wear (or have visible) your lanyard in the dining hall.

Attendance

It is encouraged that all students attend three meals a day. Some meals during Orientation are required, but otherwise, meals are optional.

Bag Lunches

If a boxed/bagged lunch is part of the day's plan, you should be ready to prepare your lunch at breakfast with the ingredients provided by the kitchen staff. Smith Precollege Programs staff will help lead this process.

Dietary Restrictions

If you have dietary restrictions or allergies (e.g., dairy-free, gluten-free, vegan, nut allergies, or stone fruit allergies), please introduce yourself to the kitchen staff in your dining hall. The kitchen staff will be sure to accommodate your dietary needs and are provided with this information before the program starts. The kitchen staff appreciates meeting students with restrictions so they can personally notify you of options when necessary.

Etiquette

You are expected to behave maturely and responsibly in the Cutter-Ziskind Dining Hall. You must return your dishes, clean up after yourself, and treat the dining room staff and other students respectfully. Please use the provided serving utensils to serve yourself food on the buffet line; do not use your hands.

Use a fresh bowl or plate each time you return to the buffet line.

To respect dietary restrictions, please ensure you utilize the designated serving utensil for each dish served, including ice cream and dessert products.

Please use the appropriate bins for cleaning up after yourself (compost, plates, utensils, etc.). You will be shown how the bin system works during Orientation before your first meal.

Hours

Smith Precollege Programs is given specific windows of time for meals each day; the times below are when the dining halls begin and stop serving food. On high-traffic days, you may be given a shorter window to eat in the dining hall. When the lights are off on the buffet line in the dining hall, the buffet line is closed.

Breakfast: 7:30 a.m. - 9:00 a.m.

Lunch: 11:30 a.m. - 1:30 p.m.

Dinner: 5:00 p.m. - 7 p.m.

Nut-Free Program

Smith Precollege is a nut-free program. We do not permit peanuts or tree nuts in our houses, dining halls, or other program spaces. You cannot have snacks or meals with nuts in these spaces.

HEALTH SERVICES

Smith Precollege Health Center

Our on-campus Health Center for Smith Precollege Programs is located on the first floor of Chapin House. Upon check-in, you can meet with our Health Team, which consists of our Health Supervisor and Health Assistants, to discuss your medical needs and medication.

Hours of Operation

Sunday - Saturday: 8:00 a.m. - 5:00 p.m.

First Aid Kits

First aid kits are located in all houses. We also take first aid kits on all field trips. Many of our Smith Precollege Programs staff are trained in First Aid. We understand you may come with a small, personal first aid kit (Band-Aids, sunscreen, insect repellent, etc.). We encourage you to come to the Health Center for treatment and monitoring of your minor injury.

Medications – Prescription, Over the Counter, Supplements

You are responsible for taking your medications and supplements, keeping your prescription and over-the-counter medications and supplements safe, and managing your medications.

The Precollege Health Center keeps a limited stock of over-the-counter medications. Please feel free to visit the Health Center during operating hours if you need over-the-counter medications and do not have them. Health Center staff, the Program Director, the Residential Manager, and the Assistant Residential Manager are trained on medication delegation of over-the-counter medications. Other staff are prohibited from distributing any medication.

If you come with emergency medications (inhalers, EpiPens, etc.), you can keep an extra in the Health Center.

All prescription medications must be submitted in the SchoolDoc portal. Your parent/guardian must provide consent in the SchoolDoc portal for any Health Center over-the-counter medications. If we do not have parent/guardian consent for a medication that we stock, we cannot provide it to you.

The Health Center staff and general staff cannot take responsibility for your self-administration of medication.

For more information or questions, please contact summerhealth@smith.edu.

Off-Campus Health Services

If non-emergency care is needed outside of the scope of our on-campus Health Center, we will bring you to a local urgent-care facility.

In an emergency, our local Emergency Medical Service provides transportation to the Cooley Dickinson Hospital in Northampton. If you call Campus Safety directly with a physical or mental health emergency, Campus Safety must ensure your transport to the local hospital.

If you have a serious illness, injury, or mental health concern and visit the local hospital or urgent-care facility, our health staff or senior residential team will notify your parents/guardians as soon as possible.

OFF-CAMPUS

Leaving Campus

Checking In and Out of Your House

Students must use the Google Form procedure for sign-outs when going off campus, regardless of the time of day. You may sign out between 6 a.m. and 9:45 p.m. seven days a week.

You do *not* need to fill out the form if:

- You are attending a program-approved trip.
- You are attending a class field trip.

However, you must still fill out the form if:

- You have received parent or guardian consent to travel outside of the boundary.
- A parent or guardian is picking you up.
- You are using a rideshare service (e.g., Uber, Lyft, taxi, etc.).

All program rules, including the Code of Conduct, apply off-campus. Failure to comply with these expectations, missing curfew, or missing a house meeting may result in consequences, including loss of off-campus privileges or dismissal from the program.

- When you return to campus, you must check in in person (not a friend or a text). You may check in with a staff member on duty in *any house*.
- Remember to return in time for any mandatory meetings (including program-specific talks, activities, and house meetings).
- If you are leaving campus with a parent/guardian, they are required to email our Residential Management Team (precollegeresteam@smith.edu) 24 hours prior to your departure. The Google Form sign-out must be completed in addition to the parent/guardian email.
- Scan the QR code to access the Off-Campus Checkout form.



General Safety

1. Be aware of bicycles downtown, both on and off the sidewalk.
2. If you're in an uncomfortable situation with **anyone on or off campus**, use the de-escalation and safety tactics listed below.
3. Call your House Manager or Residential Manager if you need support when on or off campus. You can reach out to your residential team for support at any time.
4. If you feel you are in immediate danger or have an emergency, you can dial 911 when off campus.

Public Transportation

Students are permitted to use public transportation, including buses and trains. Students who are legally age-eligible may also use ride-sharing services (e.g., Uber, Lyft, taxi, etc.).

Travel Boundaries

Students are not permitted outside of Western Massachusetts, which includes the counties of Hampden, Hampshire, Franklin, and Berkshire.

Students are only permitted outside of this area with a parent/guardian or an approved legal adult (see above) or if a parent/guardian sends written permission with at least 24 hours' notice to the Residential Management Team. The email must state the purpose of travel outside of the boundary, the mode of transportation, and the emergency plan if the student is stranded. The Residential Management Team reserves the right to deny requests.

Unhoused Neighbors

Downtown Northampton and other areas are home to unhoused people, like any other town or city. When approached by an unhoused neighbor, here are some things to remember:

1. **Always remember that our unhoused neighbors are also human beings—treat them with respect.** However, kindness should *never* be put ahead of personal safety or well-being.
2. **Trust your instincts.** If an interaction gives you a bad feeling or escalates in an uncomfortable or dangerous way, don't be afraid to leave that situation and/or seek help. Local businesses are often a good place to enter if you feel unsafe, and the Northampton Police Department is located in the heart of downtown on Center Street and often has officers in the area already.
3. **Don't feel pressured to give.** Often, unhoused neighbors will ask for money, food, water, or other resources they don't have access to, but you are not required to fulfill that need if you're uncomfortable doing so. A firm, polite 'no' is always acceptable, and if you are continually asked, establishing that you're uncomfortable and will be leaving the conversation usually puts an end to the requests. If it persists to an uncomfortable degree, seeking the above resources for support or help is always an option.
4. **Policing is not always the answer.** While the police are one tool for protection, it's important to also consider the safety of the unhoused person. It is *not* appropriate to call the police on an unhoused person who is simply eating, sleeping, or asking for resources on the street, if you or others are not in danger.

Visitors

Personal visitors from outside the program are **never** permitted inside the houses (other than on check-in and check-out days).

You can be picked up by a parent/guardian or an approved visitor. If you plan to leave campus in a private vehicle driven by someone other than your parent/guardian, your parent/guardian must make a request in writing to the Residential Management Team, at least 24 hours ahead of time, sent to precollegeresteam@smith.edu.

The email must include the visitor's first/last name, cell phone number, and relation to you. Students will be checked out of their house by a staff member on duty. Students must still fill out the Off-Campus Checkout form when leaving campus with a visitor.

If you are staying within program county boundaries and are taking rideshare transportation (e.g., Lyft, Uber, Taxi), you do not need to email parent permission to the Residential Management team. Rideshare transportation (e.g., Uber, Lyft, taxi, etc.) is considered public transportation and does not require parental consent, but students must still use the Off-Campus Checkout form.

You are not permitted to visit any campus residences outside of the Smith Precollege Program houses for privacy and respect for other residents on campus. This policy includes the common areas on the first floor of Cutter and Ziskind Houses.

SAFETY

Bicycles, Rollerblades, Roller Skates, Skateboards

Bicycles, rollerblades, roller skates, and skateboards are permitted during Smith Precollege Programs, but may only be utilized *on campus*. Downtown Northampton and surrounding areas are high-traffic areas and are not safe for these forms of transportation. You must always wear a helmet and other personal protective gear, such as knee and wrist pads. Smith Precollege Programs staff reserve the right to deny such transportation in certain circumstances (i.e., inclement weather).

Campus Safety

Smith College has 24/7 Campus Safety coverage throughout the summer. All Campus Safety officers have been through state training. Students can dial 413-585-2490 for non-emergencies (including lockouts of their dorm room). If you feel at any point you are in danger while on campus or have an emergency, dial 413-585-5555.

Emergency Support from Campus Safety: 413-585-5555

Non-Emergency Support from Campus Safety: 413-585-2490

Fire

In case of fire, notify a staff member immediately. Listen to the instructions your staff will provide.

Remember to:

- Remain calm.
- Only take with you what is essential.
- Do not re-enter a room where there is fire.
- Swiftly find the nearest exit and do not use elevators.
- Meet outside of your house at the predetermined meeting space.
- Be quiet and listen for instructions.
- Do not re-enter the building under any circumstance.

If you are in a building on or off campus without a staff member and hear the fire alarm, exit the building immediately. Do not re-enter the building under any circumstance. Do not return to the building until it is cleared.

Fire Drills

A fire drill will be held at each residence within the first 48 hours of a program start date.

On the first day, your House Manager will share the outdoor location where the house will gather in case of a fire. Your House Manager (or their designee) will lead all drills and emergencies.

High-Risk Activities - Prohibited Activities

The Northampton Department of Public Health deems the following activities high-risk: horseback riding, hiking, scuba diving, rock climbing, firearms, archery, challenge courses, climbing walls, watercraft, and aquatic activities (including swimming and boating). You are prohibited from participating in any high-risk activities on or off campus at any time during the program.

Lock Down/Active Threat Procedures

Should you be aware of an active threat to campus, call the Campus Safety emergency line if it is safe to do so. If off-campus, dial 911 to reach local police. In the face of an active threat, remember the three options recommended by the FBI: run, hide, and fight.

- **RUN**
 - Have an escape route and plan in mind.
 - Keep your hands in plain sight for your safety and the safety of responding police.
- **HIDE**
 - Hide in an area, room, or closet out of the assailant's view.
 - Lock the doors. If the door cannot be locked, block or wedge the door shut from inside.
 - Move away from windows and pull down blinds/shades.
 - Leave cell phones on, but turn the volume off so you can continue to receive messages.
 - Do not open the door for anyone identifying themselves as a police officer or other rescuer. The police will gain entrance using keys or after an "All Clear" is sent.
- **FIGHT**
 - As a last resort, when your life is in danger, FIGHT!
 - Any object or substance—such as coffee, chemicals, pens and pencils, or furniture—can be used as a weapon to incapacitate an assailant.

Unexpected Individuals

If a person not affiliated with the Smith Precollege Program enters a house or location where an activity is being held, notify a staff member immediately. Please note that Smith College Facilities employees may be in the houses doing maintenance work throughout the day. All Smith College employees wear Smith College-identifying uniforms. When in doubt, do not hold the door for someone who looks unfamiliar to you.

Weather

In case of severe weather, seek indoor shelter as soon as possible. In case of a tornado warning or damaging winds, you may be directed to seek shelter in the basement of houses or buildings. Use common sense - do not travel outside if there is a thunderstorm or heavy rain. Wait until the weather clears to travel.

Who to Call

Upon check-in, you will be provided seasonal cell phone numbers for our Health Center, Residential Manager, House Managers, and Office Staff. Please always carry these numbers with you in case you need to contact someone for assistance.

CHECK-IN, ORIENTATION, AND CHECKOUT

Session One Check-In – Saturday, July 6th, 12 p.m. - 4 p.m.

Time	Activity
12 p.m. - 4 p.m.	<p>CHECK-IN! Students will go directly to their houses to check in. House addresses have been provided. Students may have family/friends helping them. Refreshments will be available in each house. The following will happen at Check-In:</p> <ul style="list-style-type: none"> • Verification of email and domestic phone number • Ensure Slack setup • Lanyard/keys provided • Polaroid photo taken of the student • Luggage to room <p>The communication table for cell phone policy support will be located in the Museum Atrium.</p>
12:30 p.m. - 4 p.m.	<p>Campus Tours for students and families leave approximately every 30 minutes from the Museum Atrium.</p> <p>The last tour leaves at 3:45 p.m. and will have students back at their houses by 4:15 p.m. to say goodbye to family and get ready for Orientation, which starts at 4:30 p.m.</p>
4 p.m.	<p>Parents/guardians and family members must leave the house by this time. Exceptions may be granted for students who had to arrive late.</p>

Session Two Check-In – Sunday, July 21st, 11 a.m. - 2 p.m.

Time	Activity
11 a.m. - 2 p.m.	<p>CHECK-IN! Students will go directly to their houses to check in. House addresses have been provided. Students may have family/friends helping them. Refreshments will be available in each house. The following will happen at Check-In:</p> <ul style="list-style-type: none"> • Verification of email and domestic phone number • Ensure Slack setup • Lanyard/keys provided • Polaroid taken of the student • Luggage to room <p>The communication table for cell phone policy support will be located in the Museum Atrium.</p>
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2 p.m.	<p>Parents/guardians and family members must leave the house by this time. Exceptions may be granted for students who had to arrive late.</p>

Check-In FAQs

Q - Can I check in before check-in officially starts? Unfortunately, we cannot check you into the program prior to the start of check-in. We appreciate your understanding. You are welcome to explore campus or go downtown while you wait.

Q - May I leave my luggage in my room while I wait for check-in to start? We cannot give you access to your room, but you are welcome to leave your luggage in the house's common area. If you choose to do this, please note that it may be unattended, and Smith College can not be held responsible for lost or stolen items.

Q - Can I eat lunch on campus? Students' first meal is dinner on their check-in day (unless a student is a planned early arrival from the day before). Lunch in our dining hall is not available, but you are welcome to eat lunch off-campus.

Q - Can I change my room or roommate? We do not permit room changes on check-in day. There is a 48-hour freeze on all room change requests unless there is a safety concern with your room. This freeze means we will not consider your request until 48 hours after your arrival. Please contact your House Manager, and they will discuss your request with the Residential Management Team.

Q - Can I have a roommate? If you have not already been assigned a roommate, it is unlikely you will have one in the program. Smith has as many single rooms as double rooms, so we appreciate your understanding.

Q - Can I stay off-campus with my parents at their hotel? No. Once you check in to your house, you are required to live on campus for the duration of your program.

Q - Are we allowed to hang things on the walls of our room? Yes, you can hang things on the walls, but you must use command strips. Refer to your Student Handbook for more information.

Q - Do I need to check out to go off campus if I want to get lunch with my family and I have already checked in? Yes. As soon as you check in to your house with your house team, you are required to utilize the off-campus form until the end of your program.

Q - Do I still need to go on the campus tour during Orientation if I already went on a tour during check-in? Yes. All students must attend the campus tour with their orientation group. The tours during check-in are optional.

Orientation

Purpose

The goal of Orientation is to allow enough time for students to familiarize themselves with the campus and start to make connections with other students before the start of classes. Students will have opportunities to introduce themselves to each other through icebreaker activities, passive activities, and larger sessions, where they will learn how the program works. During this time they will do small group activities with their orientation group and larger sessions with the whole program and their academic program.

Orientation groups will consist of 15-20 students and one Orientation Leader. Roommates will be in the same orientation group. Just like housing, the groups will be based on program and age/grade.

Name Tags and Lanyards

Students must wear their lanyards on campus during Orientation so we can start to identify each other. Lanyards do not need to be worn while off campus (though they should be with students at all times), and they may need to be removed for some of the more active orientation activities.

Students must wear a name tag on campus during Orientation. Name tags will be provided at check-in and should be worn throughout the orientation period. Extra name tag materials will be provided in each house if students need to replace their name tags.

Session One Orientation – July 6th - July 7th

All activities are required for students unless otherwise noted as “optional.” We follow a “challenge by choice” for team-building activities.

Saturday	Activity
4:30 p.m. - 5:15 p.m.	First Meeting with Orientation Leader and Group - see Orientation Locations for your location assignment. Facebook-making, welcome, and basics of the program.
5:30 p.m. - 6:30 p.m.	Baldwin and Chapin - Dinner - Orientation Groups eat together. Northrop and Gillett - Campus Tour - see Orientation Locations for where to meet.
6:40 p.m. - 7:30 p.m.	Northrop and Gillett- Dinner - Orientation Groups eat together. Baldwin and Chapin - Campus Tour - see Orientation Locations for where to meet.
8:15 p.m.- 9:15 p.m.	First House Meeting
9:30 p.m. - 11 p.m.	House Activity (<i>optional</i>)

Sunday	Activity
7:30 a.m. - 9:30 a.m.	Breakfast <i>(optional)</i>
8:30 a.m. - 9:30 a.m.	Morning Activities <i>(optional)</i> Breakfast with House - Meet in your house's living room. Tie-Dye - Meet behind Lamont House. Bring your white item or select from ours. Yoga - Meet on Chapin Lawn. Yoga mats are provided. All levels are welcome.
10 a.m. - 10:45 a.m.	All-Program Welcome - Weinstein Auditorium in Wright Hall
11 a.m. - 12 a.m.	SSEP - Weinstein Auditorium in Wright Hall for SSEP Welcome CWW - Facilitated activities with your Orientation Group. See your schedule for activity and location.
12 p.m. - 1:30 p.m.	Lunch <i>(optional)</i>
1:30 p.m. - 2 p.m.	Free Time
2 p.m. - 3 p.m.	CWW - Weinstein Auditorium in Wright Hall for CWW Welcome SSEP - Facilitated activities with your Orientation Group. See your schedule for activity and location.
3 p.m. - 4:30 p.m.	Free Time
3:15 p.m. - 4:30 p.m.	Optional Activities - Come to the location to join the activity. Frisbee - Chapin Lawn D&D - Northrop Dining Hall BIPOC Affinity Group - Gillett Basement LGBTQ+ Affinity Group - Baldwin Living Room
4:45 p.m. - 5:30 p.m.	Final Orientation Group Activity - Personal and Group Bucket Lists. See Orientation Locations for your location assignment.
5:30 p.m. - 7 p.m.	Dinner <i>(optional)</i>
8 p.m. - 9 p.m.	Second House Meeting

Session Two Orientation – July 21st - July 22nd

All activities are required for students unless otherwise noted as “optional.” We follow a “challenge by choice” for team-building activities.

Sunday	Activity
2:45 p.m. - 3:30 p.m.	First Meeting with Orientation Leader and Group - see Orientation Locations for your location assignment. Facebook-making, welcome, and basics of the program.
3:45 p.m. - 4:45 p.m.	Activities with Your Orientation Group - See your schedule for activity and location.
5 p.m. - 5:50 p.m.	Baldwin and Chapin - Dinner - Orientation Groups eat together. Northrop and Gillett - Campus Tour - See Orientation Locations for where to meet.
6 p.m. - 7 p.m.	Northrop and Gillett- Dinner - Orientation Groups eat together. Baldwin and Chapin - Campus Tour - See Orientation Locations for where to meet.
7 p.m. - 8 p.m.	Free Time
8 p.m. - 9 p.m.	First House Meeting
9:30 p.m. - 11 p.m.	House Activity (<i>optional</i>)

Monday	Activity
7:30 a.m. - 9 a.m.	Breakfast <i>(optional)</i>
8 a.m. - 9 a.m.	Morning Activities <i>(optional)</i> Breakfast with House - Meet in your house's living room. Tie-Dye - Meet behind Lamont House. Bring your white item or select from ours. Yoga - Meet on Chapin Lawn. Yoga mats are provided. All levels are welcome.
9:15 a.m. - 10 a.m.	All-Program Welcome - Weinstein Auditorium in Wright Hall
10:10 a.m. - 10:55 a.m.	SSEP and Sustainable Future - Weinstein Auditorium in Wright Hall for Program Welcome WGR - See your schedule for activity and location.
10:10 a.m. - 12 p.m.	College Readiness - Program Orientation and Morning Session in McConnell 102
11 a.m. - 11:45 a.m.	Final Orientation Group Activity - Personal and Group Bucket Lists. See Orientation Locations for your location assignment.
11:45 a.m. - 1:30 p.m.	Lunch <i>(optional)</i> College Readiness, Sustainable Futures, and SSEP students must be in the Cutter-Ziskind Dining Hall by 12:45 p.m. to meet with their Classroom Assistant and walk to class.
1 p.m. - 4 p.m.	College Readiness, Sustainable Futures, and SSEP in Class
1:30 p.m. - 4 p.m.	WGR Program Welcome - Graham Hall in Hillyer
4:30 p.m. - 5:30 p.m.	After Class Activities <i>(optional)</i>
5:30 p.m. - 7 p.m.	Dinner <i>(optional)</i>
7 p.m. - 7:45 p.m.	Evening Activities <i>(optional)</i>
8 p.m. - 9 p.m.	Second House Meeting

Check-Out and Final Days in the Program

Student Surveys

Students will be asked to complete two surveys before they leave the program - Academic and Residential.

The Academic survey will be taken during one of the last classes. The Residential survey will be taken in your house during the last day or two of the program.

The Day Before Check-Out

Houses may opt to have an additional house meeting the last night if it is not the evening of a regularly scheduled house meeting.

Students checking out must start packing and cleaning their room no later than after class on their last night of the program.

Students are responsible for:

- Packing all of their belongings in their luggage.
- Cleaning their rooms and throwing out any unwanted items.
- Ensuring they know their departure plan and setting an alarm if they have an early departure.
- Retrieving any emergency medications they may have stored at the Health Center.
- Returning their keycards and hard keys to their House Manager prior to leaving campus. Lost keys will incur a charge.
- Checking out with their House Manager – if students are leaving early, they must still go through the checkout process with their HM.

Session One Check-Out – Friday, July 19th, 1 p.m. - 3 p.m.

Time	Activity
8:45 a.m.	Students must have all their items packed in their luggage and labeled with a luggage tag placed in the common room of their house.
8 a.m. - 12 p.m.	Precollege staff will check all rooms and relocate lost-and-found items to the common area of each house. Housekeeping will begin cleaning rooms at 9 a.m. A Precollege staff member will remain in the house at all times to monitor luggage.
9 p.m. - 12 p.m.	Morning Classes
12 p.m. - 1 p.m.	Lunch (last meal for students checking out)
1 p.m. - 3 p.m.	Check-Out. Parent/guardian picking up must supply photo ID before leaving with their student. Students may also leave via Smith airport shuttle to Bradley Airport, private ride-share vehicle, bus, or train.

College Readiness-Only Check-Out – Saturday, July 27th, 9 a.m. - 11 a.m.

This only impacts College Readiness Students.

Time	Activity
7:30 a.m. - 9 a.m.	Breakfast (last meal for students who are checking out)
9 a.m. –11 a.m.	Check-Out. Parent/guardian picking up must supply photo ID before leaving with their student. Students may also leave via Smith airport shuttle to Bradley Airport, private ride-share vehicle, bus, or train.

Session Two Check-Out – Saturday, August 3rd, 9 a.m. - 11 a.m.

Time	Activity
TBD	Airport Shuttles to Bradley start in the morning. Grab-and-go breakfast items will be available.
7:30 a.m. - 9 a.m.	Breakfast (last meal for students)
9 a.m. –11 a.m.	Check-Out. Parent/guardian picking up must supply photo ID before leaving with their student. Students may also leave via Smith airport shuttle to Bradley Airport, private ride-share vehicle, bus, or train.