

Apple Hill Center *for* Chamber Music

Javier Caballero, Executive Director | Apple Hill String Quartet, Artistic Directors

SUMMER CHAMBER MUSIC WORKSHOP POLICIES

The Three Values of Apple Hill

1. Everyone is accepted
2. Everyone has an expressive voice
3. Everyone deserves to be encouraged and supported equally

Apple Hill does not discriminate based on race, ethnicity, religion, age, disability, gender identity, sexual orientation, or national origin.

Covid-19 Health and Safety Plan

- Vaccinations, including boosters, are strongly encouraged but not required.
- Policies may change at any point. Updates and current information will be available on our website: <https://applehill.org/covid-protocols/>

General

The following are **prohibited** for students, faculty, and staff at Apple Hill:

- Illegal drugs.
- Guns and other weapons.
- Fireworks.
- Smoking or lighted flames in AHCCM buildings. Smoking is allowed, for those over age 18, outside next to the recycling shed/dumpsters.
- Alcoholic beverages for CDs, CWs, or anyone under age 21.

Required:

- Students and faculty must attend all meals and after-meal announcements.

Students, faculty, and staff who identify as transgender or gender non-conforming are welcome and accepted in the Apple Hill community. Housing facilities are separated by age and gender identity, with students under age 18 in a cabin with a counselor worker. Bathhouse facilities are also separated by gender identity, with private spaces for showers and changing. Everyone in the Apple Hill community is welcome and encouraged to use the facilities that affirm their gender identity.

Behavior

Students and faculty should treat each other with respect.

- The following behaviors are prohibited at Apple Hill: verbal or physical bullying; sexual harassment/assault; acts of violence; anything that violates local, state, or national laws; or any other actions that disrupt another community member's safety and peace of mind.
- Anyone with concerns should talk with the ED, SWAD, CD, or CW.
- The ED is responsible for addressing any of the above behaviors, and will decide on the proper course of action; all other community members should act in accordance with the Director's decision.

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- The ED reserves the right to expel any student from the Workshop should their behavior be sufficiently threatening.

Supervision of Minors at Apple Hill

- Students under age 18 will be accompanied by a CD or CW anytime they leave campus.
- Swimming for those under the age of 18 may occur only in the company of a CD or CW.
- Faculty or staff who bring their children to campus are responsible for their care, supervision, and safety, including preventing any damage to the property, facilities, and instruments of Apple Hill and other students, faculty, and staff.

Cabins and Curfews

Curfews are established and enforced at Apple Hill so that students—including CDs and CWs—can be well-rested and productive during coachings, concerts, and activities.

- Quiet hours: Midnight—7:30am.
- Curfew for students under age 18: Midnight.
- Everyone is required to sleep in their assigned cabin. Public buildings, Rehearsal and Concert Barns, Hoffman Auditorium, Sugar House, and Farmhouse are off limits for sleeping.
- The Winter Rehearsal Room and Farmhouse lounge are available for quiet late-night activities for those over age 18. The Sugar House will close at midnight.

Driving

- CDs, CWs, and any other drivers will drive safely, carefully, and responsibly - (10-25mph) on Apple Hill Road, will not text or use any handheld devices while driving, will ensure that all passengers are wearing seat belts, and will follow all speed limits and other NH state driving laws.
- Students under the age of 18 may be transported only in AHCCM vehicles by licensed, AH-approved drivers over the age of 21.
- Only CDs, CWs, and designated AHCCM staff who are over age 21, have a valid driver's license, and are approved by the ED and SWAD are authorized to drive the AHCCM vans. All drivers must have their drivers' licenses submitted to the Apple Hill insurance company before driving a vehicle.
- Seat belts must be worn at all times in AHCCM vehicles.

Parking

- Lower parking lot: For students, faculty, or staff living off-campus, or anyone needing accessible parking.
- Sugar House parking spots: For kitchen staff only.
- Upper lot: For all other students, faculty, and concert attendees.
- Fire lanes: No parking along Apple Hill Road or next to cabins except while unloading.

Pets

- Dogs or any other pets are not allowed on the grounds.
- Contact us if you require a service animal while on campus.

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Instrument Storage/Care

- Store instruments and music in the rehearsal barn cubbies.
- Close and cover pianos and harpsichords when not in use.
- Personal items should be stored in your cabin, bathhouse cubby, instrument or music cubby— not in common areas.

Food

- Apple Hill is a nut-free campus. Students, faculty, and staff may not bring any nuts or food containing nuts on campus.
- No food whatsoever is allowed in the cabins.
- Any snacks brought by students or faculty must be stored only in the designated bins in the breezeway or the fridge/freezer in the kitchenette.

Staff Offices, Phones, Computers, and Copiers

- The farmhouse offices and phones are for staff use only.
- The copy machines and computer printers can be used with staff permission.

Sugar House

- The Sugar House is the designated storage area for student* and faculty alcoholic beverages.
*students over age 21 who are not CDs or CWs.
- The Sugar House will close nightly at 12:00 am with the exception of Tuesday night Faculty Concerts and Saturday night Student Concerts (1:00 am closing).
- The Sugar House cannot be used for cooking or sleeping.

Infirmary

- The infirmary is for health care and emergencies.
- It is not available for practicing, rehearsing, or sleeping.

Library

- The music library is open at all times.
- Please follow the procedures posted in the library for checking out music.

Guests

- Guests are welcome to attend Tuesday night concerts and final student concerts.

Conservation and Recycling

- Please conserve energy by turning off all lights when leaving any room or cabin.
- Please use the compost for food waste. Meat, fish, dairy, and citrus cannot go in the compost.
- The air conditioning in the rehearsal barn and Hoffman Auditorium are pre-set; please do not adjust the temperature.

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- AHCCM relies on a well for water, so it is important to conserve water so that the well doesn't run dry. Take short showers and make sure all water faucets are turned off completely. Please report any leaks to the Facilities Manager.

Consensual Relationship/Non-fraternization Policy

Staff and faculty members should always conduct themselves professionally in their dealings with co-workers, students, and others. Apple Hill expects its staff and faculty to exercise discretion and maturity in the manner in which they relate to each other at work. Professionalism within Apple Hill demands that those with authority not abuse, nor appear to abuse, the power with which they are entrusted. Romantic relationships that might be acceptable in other circumstances are inappropriate when they occur between any supervisor and subordinate, including student employees. These relationships are fundamentally asymmetric and can lead to abuses of power and other difficulties. Even when persons in positions of power are not supervising staff or faculty members, they should be aware that they might unexpectedly be placed in a position of such responsibility. Moreover, a romantic relationship between a supervisor and subordinate may affect the morale of co-workers by creating actual or perceived favoritism. Therefore, this policy prohibits supervisors from pursuing romantic relationships with subordinates they supervise recognizing that such relationships pose a professional conflict of interest that may make it difficult, if not impossible, to carry out their roles as supervisors.

In the event that such a relationship does develop, Apple Hill may alter the work responsibilities of the individuals in order to limit their professional contact. In addition, neither party to a romantic relationship will be allowed to participate in formal or informal supervision or performance appraisal of the other. In the context of a complaint of sexual harassment, there will be no assumption that the relationship was welcome.

Faculty members are expected to demonstrate maturity and good judgment in their relationships with students. An inherent imbalance of power exists between a faculty member and any student, even those whom the individual may not supervise. The appearance of favoritism or impropriety, real or imagined, can be damaging to an individual's reputation and to that of Apple Hill, and may make the faculty member vulnerable to sexual harassment charges. Romantic relationships between faculty members and students are strongly discouraged.

Policies updated March 10, 2023