

## ***The Handbook***

The Handbook is a guide. It is not a contract. Middlesex School reserves the right to make changes it deems necessary and appropriate from time to time.

**In addition to supplying useful and important information about our school community - people, places, and schedules** - this *Handbook* outlines many particular expectations regarding the conduct of students throughout the school year. Some of these expectations and rules of conduct are, by necessity, explained in very specific detail. However, the one primary expectation informing all the specific rules governing life in the Middlesex community is that students will approach their activities at school with an appreciation and respect for the extraordinary opportunity it is to be a member of the Middlesex community. Relatively speaking, only a handful of students in the world have the chance to pursue their education under such pleasant, positive, and advantageous circumstances.

Each year, the School admits - and welcomes back - the many students whose past record attests to their positive and spirited contribution to the varied life of a school community. We hope that this *Handbook* helps to guide and support you as you become a part of this community. Please read the *Digest of Community Information, Regulations and Rules* carefully. Each year the articulation of our expectations changes slightly as we attempt to be more clear and direct. Also, as rules are revised and new ones added through the rules revision process, it is important that we all understand fully the current standards and expectations as we embark on a new year together. Furthermore, we encourage each student - and his or her parents - to seek the advice and counsel of the student's faculty advisor, who is, with respect to many of these matters, the personal voice of the School.

<b>Weekly Class Block Schedule</b> .....	inside back cover
<b>Mission Statement</b> .....	inside front cover
<b>Advisor Program</b> .....	4
<b>Academics</b> .....	4
Academic Philosophy .....	4
Grading System.....	5
Academic Honesty .....	8
Academic Probation.....	6
Study Hours .....	10
Study Hall .....	11
Attendance Expectations.....	9
Free Days .....	10
<b>Athletics</b> .....	12
Athletic Policy.....	12
Interscholastic Options.....	13
ISL Sportsmanship Creed .....	13
<b>Student Leadership, Activities &amp; Clubs</b> .....	15
Student Senate.....	15
Student Leaders.....	16
<b>Student Life</b> .....	15
Use of Automobiles/Driving Regulations .....	23
Parietals.....	24
Use of Tobacco.....	32
Dress Code .....	20
Use of Campus, Pond and Woods .....	23
<b>Financial and Business Matters</b> .....	17
General Fees and Expenses.....	17
Personal Expenses.....	18
Student Bank.....	19
The School Store.....	19
Mail Procedures .....	18
<b>Transportation</b> .....	20
Van/Bus Schedules and Procedures .....	20
Taxis.....	20
Vacation Travel.....	22
<b>Boarding Life</b> .....	24
Evening Hours .....	25
Weekend Procedures .....	22
Care of Rooms and Inspections .....	24
Additional Rules and Procedures.....	27
<b>Day Student Life</b> .....	27
Lockers.....	28
Evening Sign-in/out Procedures .....	28
<b>School Rules and Discipline System</b> .....	29
Expectation of Honesty.....	30
Disciplinary Procedures.....	29
<b>School Rules</b> .....	30
Rules Associated with Integrity .....	30
Rules Associated with State or Federal Laws .....	32
Rules Associated with Endangering Others.....	31
Rules Associated with Sign-outs and Dormitory Visiting .....	33

<b>Disciplinary Action</b> .....	34
Prescribed Disciplinary Action for First Infractions.....	34
Probable Disciplinary Action for First Infractions.....	34
Disciplinary Action for Second Infractions While on Probation.....	35
Disciplinary Action for Second Infractions While Not on Probation.....	36
Disciplinary Action for Third Infraction.....	36
<b>Discipline Reporting</b> .....	39
<b>Separation from School Policies</b> .....	37
<b>Additional Disciplinary Responses</b> .....	38
<b>Disciplinary Roles</b> .....	38
The Deans' Office.....	38
The Discipline Committee.....	38
Head of School.....	38
<b>Discipline Procedures</b> .....	38
<b>Discipline Records</b> .....	39
<b>The Rules Revision Process</b> .....	40
<b>Student Health and Safety Concerns</b> .....	41
<b>The Middlesex Tolerance Policy</b> .....	31
<b>The Health Center</b> .....	41
Hours and Procedures.....	41
Medical Response to Alcohol/Drug Abuse.....	43
The Sanctuary Policy.....	43
Regulations concerning Prescription Medication.....	42
<b>Counseling Services</b> .....	44
<b>The Middlesex HIV Guidelines</b> .....	43
<b>Appendixes</b> .....	
Plagiarism.....	45
Middlesex School Acceptable Use Policy.....	48
Commonwealth of Massachusetts Hazing Statute.....	50
Middlesex School Attendance Policy.....	53
Bullying Policy and Law.....	54

# ADVISOR PROGRAM

## Role of the Advisor

One of the most important roles of the faculty is that of advisor. As advisors, faculty members have three basic responsibilities:

- Supervise and monitor an advisee's academic program and progress with the oversight of the Academic Office and the Studies Committee.
- Serve as the official conduit between the School and parents. The advisor writes home two times each year to report on an advisee's academic, athletic, and extracurricular progress, to raise concerns and to applaud achievements.
- In the course of the school year, advisors and advisees often develop close personal relationships. Advisors like to be in a position to offer a pat on the back, to share a disappointment, or help resolve a difficult problem. For these reasons, an advisee should feel comfortable about sharing successes and disappointments with an advisor.

## Selection

All new students are assigned faculty advisors before students arrive on campus in September. At the beginning of the second semester each new student will have an opportunity to choose to remain with the original advisor or select a new one.

All returning students choose advisors in May for the following year. At that time, they may choose to remain with the same advisor or change to a different advisor.

In the selection process, students rank their choices of available faculty members, and the Deans of Students make the assignments.

# ACADEMICS

## Academic Philosophy

The purpose of the Middlesex academic program is to instill a love of learning and to develop the skills that are essential to education in the liberal arts, the fine arts, and the sciences. By and large, the process for developing these skills is collaborative. Learning requires a meeting of faculty and student minds. With small classes, students have the opportunity — indeed, the obligation — to participate actively in the learning process. While at times participation may entail simply listening attentively, more often participation calls for thoughtful class preparation and active involvement in class discussion or class presentations. In such circumstances teachers are best able to guide students in developing their strengths and strengthening their weaknesses. Students also share responsibility for monitoring their own progress and are expected to seek extra help whenever they find themselves confused or slipping behind.

**The formal scheme of course requirements is presented below and is given further elaboration in the *Curriculum Book*.**

All four years of a student's academic program are important. In planning an academic schedule, a student should take the most demanding courses consistent with the student's ability and interests.

Courses are offered by academic departments, such as English and Mathematics, and the departments are in turn organized into divisions which represent four major fields of liberal education, namely the Arts, the Humanities, the Math and Science, and the Social Sciences. Students are expected to meet requirements set by both the departments and the four divisions. Departmental requirements consist of specific courses which aim to develop in all students such fundamental skills as insightful reading, effective writing, critical thinking, and accurate mathematical computation which will enable those students to do the more sophisticated work at Middlesex and beyond.

During their last two years, students are expected to meet distribution requirements that are designed to provide students with a balanced exposure to the Arts, Humanities, Math and Science and Social Sciences. Having completed most of their departmental requirements by their junior year, older students are permitted more freedom to elect courses which suit their individual tastes and interests.

### The Grading System

Letter grades are given at the end of each academic quarter using the following format:

A+ = 97-99	A = 93-96	A - = 90-92
B+ = 87-89	B = 83-86	B - = 80-82
C+ = 77-79	C = 73-76	C - = 70-72
D+ = 67-69	D = 63-66	D - = 60-62
F = 50-59		

In addition, **interim grades** are given to all new students approximately one month into each semester. Quarter and semester grade reports are mailed home. [see **Letters and Comments**, P.16]

When final semester grades are computed, both exam and semester grades are recorded numerically. *Comprehensive exams*, administered in the week just preceding the December break, count one-quarter of the final average. *Final exams*, given at the end of the second semester, count one-quarter of the final semester average for all classes. A semester grade lower than 60 constitutes a failure and must be made up during the summer by a course of study approved by the Dean of Academic Affairs. Final semester averages are recorded on a student's official transcript.

### Honors

Each semester, the faculty awards "Honors" citations for two levels of academic achievement:

Honors	85.0 to 89.9
High Honors	90.0 or above

Upon completion of each semester, students achieving Honors receive a certificate; students earning High Honors are presented with a certificate and an engraved bowl that remains on display while the student is at Middlesex.

### Diplomas

The Middlesex faculty will consider granting a diploma to any student of requisite moral character who has met Middlesex School's graduation requirements. All Middlesex School Diplomas are awarded by a vote of the Middlesex faculty.

A regular Middlesex Diploma is awarded to each student whose lifetime average at Middlesex School is below 85.00. A Middlesex Diploma with Credit is awarded to each student whose lifetime average at Middlesex School is between 85.00 and 89.99. A Middlesex Diploma with High Credit is awarded to each student whose lifetime average at Middlesex School is between 90.00 and 92.99. A Middlesex Diploma with Highest Credit is awarded to each student whose lifetime average at Middlesex School is 93.00 or higher.

Any student who loses credit for a course at Middlesex School as a result of academic dishonesty (cheating, plagiarism, etc.) will not be eligible for honors attached to the Middlesex Diploma. In such cases, a student will receive a regular Middlesex Diploma upon completion of all credit requirements.

### **Extra Help**

Help outside of class is a central feature of the Middlesex program; it should be the main resource for a student clarifying his or her comprehension of course material. Middlesex teachers are available to give help outside of class. If a student is unclear on a concept, would like to review a composition, or wants some review prior to a test, the student should approach his or her teacher to schedule extra help. Additionally, both the math and modern language departments have teachers available at the end of the academic day for “drop-in” extra help.

Middlesex also has a peer tutoring program. Twenty eight faculty-selected seniors are available throughout the year, Monday through Friday evenings from 6:30-7:25 p.m. in the library, to tutor students in all major subject areas. Math, Science, and History help are offered five nights a week; English, French, Spanish, Latin and Chinese are offered two or three nights a week (depending on enrollment numbers). A schedule listing the location, time, and nightly subjects offered is posted on the School’s e-mail desktop and in the library and also around campus.

### **Subject Tutoring**

Students encountering academic difficulty in a course, despite having taken advantage of extra help, may find themselves in need of tutoring in that subject. If a student finds it necessary to meet regularly outside of class with someone other than his or her teacher, and the meetings occur on the Middlesex School campus, the arrangement must be authorized by the Academic Office. As a matter of principle, Middlesex only makes space available for subject tutoring for students who are struggling in a course and who need more than standard extra help in order to attain satisfactory marks in that class. To protect the integrity of a student’s work and ensure that each Middlesex teacher can accurately evaluate each student’s comprehension of a course’s material, tutoring on campus will be subject to approval by the Academic Office in consultation with the appropriate department head.

In addition to specific subject-matter remedial help, outside organizational tutoring can be arranged for students who need support managing the work of the School’s classrooms and who have exhausted the possibilities for help from teachers and advisors. The Academic Office has more information on this form of tutoring support.

All tutoring sessions must be arranged so as not to conflict with the School’s evening study hours.

**As a matter of law, all persons who work with students on the Middlesex campus must undergo a Criminal Office Records Investigation (CORI) background check.**

### **Tutoring for Standardized Testing**

Families who wish to pursue tutoring related to standardized testing should work through the College Office. The School has made available an on-campus course with Advantage Testing and also will help facilitate student meetings with tutors who focus on standardized testing. The College Office must approve any arrangement using the School’s facilities for SAT tutoring.

### **Academic Probation**

A student is placed on academic probation if, at the end of a semester but **not** the first semester of the Class IV year, the student’s grades include one of the following:

1. a failing grade in any course
2. two or more courses with final semester averages below 70
3. an overall semester average below 75

If a student falls into any of these three situations, the School feels there is substantial cause for concern.

When a student is placed on academic probation for the first time, the Academic Office will send a letter to the parents expressing concern. In addition, the student will consult with his or her advisor and meet with the Dean of Academic Affairs. An appropriate set of remedial measures, such as tutorials, regular counseling, study hall attendance, and changes in living and study habits will be implemented, to be supervised by the student's advisor. While a member of Class IV in his or her first semester will not be placed formally on Academic Probation, he/she will be subject to similar remedial measures.

Should a student be placed on academic probation two consecutive semesters, he or she will then meet with the Dean of Academic Affairs and the student's advisor to review the student's academic situation in depth. This meeting is intended to reinforce, in the minds of both student and parents, the increasing seriousness of the situation. At this time a student may be asked to withdraw from the School if it is determined that the student has failed to adhere to the recommendations of the School concerning action necessary to improve his or her academic standing.

Any student who is placed on academic probation for three consecutive semesters will not be permitted to return to School the following semester, subject to Academic Council review and recommendation and with the approval of the Head of School.

A student who is removed from academic probation after a single semester reverts to the status of all other students. However, a student who sustains two consecutive semesters on academic probation and whose performance the third semester improves enough to remove that student from academic probation may still be dismissed at the conclusion of the following semester if his or her performance falls back into the academic probation category. This does not apply, however, to seniors in their last semester at the School.

A student who accumulates three academic failures, either at the conclusion of the first semester or by the end of the academic year, cannot be promoted to the next semester. For that reason, the student will be dismissed from the School, subject to the approval of the Head of School.

### **Letters and Comments**

At the end of each quarter, teachers write formal comments on each student's classroom performance. Coaches write athletic comments at the end of each sport season and the dormitory faculty report on their residents twice a year. Twice a year, at the close of each semester, advisors will write to parents of their advisees, summarizing each advisee's progress in all areas of school life.

### **Information on Educational Testing and Requests for Extended Time**

Although only a small number of Middlesex students request extended time, either for in-house quizzes and tests or for standardized examinations prepared by Educational Testing Services (ETS) or American College Testing (ACT), it is important that all families understand the procedures that we use at Middlesex School, and the increasingly stringent guidelines established by ETS and ACT.

#### **Extended Time for In-House Testing**

A student who hopes to be granted extended time to complete class work, such as tests, quizzes or in-class essays, must request permission through the Academic Office. Permission may be granted, but only in conjunction with current educational testing results which document a specific learning disability and which stipulate the need for extended time. All testing recommendations are reviewed by Middlesex School's testing consultant. A list of all students who have been granted extended time for in-house testing is maintained by the Academic Office. **For Middlesex School, "extended time" means 50% more than the allotted time for a test, quiz or in-class essay.**

## Extended Time for Standardized Examinations

A student who hopes to be granted extended time to complete a standardized examination, such as the Preliminary Scholastic Aptitude Test (PSAT), the Scholastic Aptitude Tests (SAT I or SAT II) or an Advanced Placement (AP) Examination, must have current documentation on file in the Academic Office and make a request for extended time to ETS or ACT through the Academic Office. Normally, this process takes six to eight weeks. The conditions for the granting of extended time on standardized testing are independent from those of the School.

**Families should note that for all ETS and ACT examinations the documentation of a specific learning disability must be completed within five years of the standardized testing date.** ETS and ACT further stipulate that the documentation state the specific disability, provide complete educational, developmental and relevant medical history, describe the comprehensive testing and techniques used to arrive at the diagnosis, describe the functional limitations supported by the test results, describe the specific accommodations requested, and establish the professional credentials of the evaluator.

Questions should be addressed either to the Academic Office or the College Office. Information may also be obtained through the ETS Website: <http://www.ets.org/disability.html>

## Academic Honesty

### Honor Pledge

“Trust and integrity are fundamental values of Middlesex School.  
As a member of the Middlesex School community,  
I pledge that I will not lie, cheat or steal,  
and that I will uphold the values of trust and integrity in all that I do.”

Middlesex expects honesty of all its students at all times. It is assumed that each Middlesex student will be responsible for his or her own work in accordance with the principles teachers establish for each course. Students must understand that, should they hand in work that is for any reason not substantially their own, they may be accused of academic dishonesty.

**Any Middlesex student who is guilty of academic dishonesty (that is, plagiarism or cheating) places his or her Middlesex career in jeopardy and may be expelled.**

The faculty has agreed on the following procedures:

1. Any instance of academic dishonesty will, in consultation with the department head, be reported by the teacher to the Dean of Students and the Dean of Academic Affairs who may refer it to the Discipline Committee (D.C.).
2. The D.C.’s response to cases of academic dishonesty on exams, tests, and papers will be **failure of the course and six months full school warning. A second breach of honesty during a student’s career will result in expulsion unless there are extraordinary mitigating circumstances.**
3. Dishonesty on quizzes and homework may call for a meeting with the D.C. in order to determine the appropriate punishment from a range which might but will not necessarily include a failure in the course.

4. Failure of a course for academic dishonesty will result in the following: the designation of “no credit” on the student’s transcript; and the requirement that the student take an academic course to make up the lost credit. The course must be approved in advance by the Dean of Academic Affairs, and it must be taken during the summer.
5. Any student who fails a course for academic dishonesty will be ineligible to receive honors or high honors during that semester. Upon that student’s graduation from Middlesex School, he or she will receive a regular Middlesex Diploma.
6. Cases of “wandering eyes” will be reported to the Dean of Students so that a record may be kept and acted on if a pattern appears.
7. In all cases of academic dishonesty, the D.C. represents the faculty.

## Attendance

We expect each student to commit to 100% attendance at classes and required school events. This includes residential life programming such as but not limited to Choices and Freedom from Chemical Dependency. Foreseeable and predictable appointments should be scheduled during our generous vacations. While unforeseen events, illness, and injury can complicate a student’s capacity to attend classes, the integrity of the academic program requires significant commitment to attending class whenever it is not impossible.

**At an absolute minimum, Middlesex requires a student to attend 80% of the scheduled classes per course to be eligible to receive credit for the course based on the student’s graded performance. If attendance is below 80%, a vote of the faculty is required for course credit.**

Illness and injury: When a student is too ill to attend class, or suffers a serious injury, the absence must be excused by the Health Center (for boarding students) or by a call from the student’s parent to the Dean’s Office. *Even though the absence is excused, the student is disadvantaged by missing class, so we urge students and parents to work to keep all absences to a minimum. To the extent possible and advisable, boarding students should try to manage short-term illness through the Health Center, rather than leaving campus for extended lengths of time.*

Other absences: When family or other important events require a student to miss school, these absences must be cleared through the Deans Office prior to the event. In the case of an emergency, the student’s advisor will work with the Deans Office.

### Consequences of numerous absences:

When a student is marked absent (including excused absences) from **25 required events in any semester** (classes, chapels, athletic commitments, etc.), the Dean’s Office will notify parents and advisors, and parents and advisors will need to talk about the situation. Taking into consideration his/her academic standing, students who miss 25 required events may need to reconsider attendance at optional events taking them away from school such as tournaments or Model Congress/UN events. Advisors will organize this discussion, and any request for absences will be review by the Deans and Dean of Academic Affairs with an eye to overall attendance.

If a student is marked absent (including excused absences) from **50 required events in any semester** (classes, chapels, athletic commitments, etc.), the student and his/her parents must meet with the student’s advisor and with the Dean of Students to determine whether there is an appropriate fit between the school’s requirements and the student’s capacity to meet those requirements.

When a student misses a class, he or she is responsible for making up the work missed. If an assessment or paper is at issue on the date of the absence, the student should contact the teacher for a date and time to make up the missed assessment. This make-up date will be as close to the original date as possible, to prevent a student's falling behind in the course.

In addition the School expects that students be punctual for classes and has adopted the following response for tardiness:

Faculty members record all absences and tardies from School obligations and the Deans' Office keeps track of a student's attendance report. The Deans Office notifies students daily of their absences. Only the Deans' Office can clear an unexcused absence after it has been recorded.

**The full attendance policy and response to unexcused absences is detailed in Appendix IV of the handbook.**

### **Travel Days**

Please adhere to the policies regarding vacation travel that have been enumerated in the correspondence sent earlier this summer. To reiterate, the School does not officially grant travel days before or after vacations except in the most extraordinary circumstances. In these situations, please make a request for early departures or late arrivals well in advance to The Deans.

### **Free Days**

A student who has no unexcused absences for School commitments for the previous semester, no course grade below an 80 for the previous semester, *and* no more than 20 total class absences for the previous *or current* semester, may request a free day.

- A student may take only one per semester;
- The student must obtain from the Deans' Office a permission form to be initialed by the student's advisor and all of the student's teachers and one's Head of House and then returned to the Deans' Office;
- A student who has been granted permission for a "special event" absence will forfeit his/her free day;
- No free days may be taken during the week immediately preceding an examination period or the last week of a semester;
- Students are responsible for academic material missed during their absence.

A student who has been suspended, placed on school warning, or has accumulated a third unexcused absence may not use a free day during the semester or earn one for the next.

### **Study Hours**

Sunday-Thursday Study Hour Procedures:

Formal study hours are held from 7:30 to 9:30 p.m, Sunday through Thursday. Friday hours are 7:30 to 9:00. Students must not schedule any extracurricular meetings during these hours. Faculty may schedule a meeting during this time only with permission from the Academic Office.

All students in dormitories during study hours are expected to respect the atmosphere of study. Video games, computer games, videos and televisions are not to be used during these hours. Members of Class I with televisions and video games are responsible for insuring these procedures are obeyed; failure to do so may result in the loss of the privilege. Members of Classes III and IV must get permission from the person on duty in the dormitory to use their computers during study hours. Members of Classes II, III and IV should use their computers exclusively for academic purposes during study hours.

Day students in Classes II, III and IV who choose to remain on campus in the evening are required to be engaged exclusively in academic pursuits. They should be in the Library or at an academic commitment. After 7:30 p.m., any day student in Classes III or IV who chooses to remain on campus must be in the Library or at a school commitment. Any student (boarding or day) asked to leave the library for disruptive behavior will lose library privileges for a period of time.

No member of Class II, III or IV may visit another dormitory during study hours except to visit a faculty member and, for boarding students, with permission of the person on duty in the dormitory. Members of Class I may only visit with members of their own class.

Boarding members of Class II may be absent from their dormitory during study hours only by signing out in the house sign-out book to the Library or another academic destination.

Boarding members of Classes III and IV not assigned to proctored study hall are required to spend study hours in their own rooms. If for any reason they feel it necessary to leave their dormitories after 7:30 p.m., they must speak personally with the faculty member on duty to receive specific permission.

Any member of the faculty wishing to remove any students not in Class I from study hours for any reason must clear such a request in advance with the Academic Office. Students must not schedule any extracurricular commitments during study hours; exceptions should be cleared in advance by the Deans' Office.

### **Study Hall**

After each marking period, the faculty will compile a list of students who must attend proctored Study Hall. Attendance may also be required of other students, either at the request of their advisors or at their own request. A student will be granted permission to be absent from Study Hall only with the permission of the Dean of Academic Affairs.

### **Sunday Evening**

All weekends end at 7:30 p.m. Regular study hour procedures and sign-outs are in effect. **Vacation breaks or long weekends end at 8:30 p.m. when boarding students are due back in their dormitories.**

# ATHLETICS

Athletics are a significant part of a student's experience at Middlesex. It is the School's aim to provide a successful and educational program through which students can grow and learn by developing a sense of commitment to a team and by coming to recognize the value of effort, sacrifice, competition, and sportsmanship. All students participate in interscholastic sports on a variety of levels. Alternative programs are available to members of Classes I and II during at least one of the three athletic seasons.

A **physical examination** is required each year. All necessary medical forms **must** be in the Health Center upon registration in the fall. These forms are sent to students in the early summer. The School's Physician, Nurse, or Athletic Trainer are the only persons allowed to excuse a student from athletics because of a physical incapacity.

**In conjunction with the Independent School League, Middlesex strongly discourages specialization in a specific sport for more than one athletic season per year. Thus, playing one sport in more than one season or using an alternative athletic project to prepare for an upcoming season is not allowed.**

**Athletics at Middlesex provide opportunities in a variety of sports at levels appropriate to individual ability. The School does not encourage participation on teams outside the School when school is in session.**

Before and after sports, students are asked to dress and shower in the Gym. Dormitory facilities are not to be used for this purpose. A laundry service for athletic clothing is available in the athletic center at no charge. For all sports, students are required to wear Middlesex 'athletic issue' which is also provided.

## Athletic Policy

**Class I:** Students in Class I are required to participate in at least **one** season of interscholastic team sports. During one or both of the other seasons, students may elect an alternative program or may petition the Athletic Project Committee for a project. Some type of exercise program supervised by a faculty member is required in conjunction with a project.

**Class II:** Students in Class II are required to participate in at least **two** seasons of interscholastic team sports. They may elect to participate in an alternative program or petition the Project Committee for a non-athletic project during the one remaining season. An exercise program is required in conjunction with a project.

Note: It should be understood that alternative programs, whether recreational or special projects, do not count as interscholastic participation.

**Classes III and IV:** Students in Classes III and IV are required to participate in **three** seasons of interscholastic team sports. Dance is considered a team sport.

**Team Managing and Videotaping** in any one of the three seasons fulfills an interscholastic sport requirement for members of all classes.

In certain sports, there may be team-size limits, which may require students to select another interscholastic sport during that season.

### Athletic attendance:

**Attendance at required athletic commitments, including recreational fitness and managing**

**responsibilities, is mandatory, and 100% attendance is expected.** Long-term injuries or illnesses will fall into a special category for conversation with the Athletic Director, the advisor, and the student. All such excuses will require supporting medical documentation, and *only the athletic trainer or Director of the Health Center can excuse a student from an athletic commitment.*

If a student fails to meet his/her athletic requirement because of poor (unexcused) attendance, that student will be required to “make up” the season. *In the case of manager responsibilities, that student will no longer be allowed to manage and will be required to play an additional season on a team to make up the season missed.*

### INTERSCHOLASTIC SPORTS PROGRAM

(for coaches and team information <http://athletics.mxschool.edu>)

	Boys	Girls
Fall	Football Soccer X C Running	Field Hockey Soccer X C Running
Winter	Alpine Skiing Basketball Dance Hockey Squash Wrestling	Alpine Skiing Basketball Dance Hockey Squash
Spring	Baseball Crew Golf Lacrosse Tennis Track	Softball Crew Golf Lacrosse Tennis Track

Classes I & II will have the option of a newly designed fitness program coordinated by our strength and conditioning coach, community service, or the option to work with a faculty sponsor in a “project”, in addition to their game assignment support.

Students are expected to participate fully in the academic, athletic, and residential life of the School. While demands on a student’s time and energy are significant, students are expected to fulfill all of the School’s commitments.

#### The Independent School League

As a member of the Independent School League, Middlesex supports fully the League's "Sportsmanship Creed," adopted in the spring of 1994.

The ISL is proud of the behavior and sportsmanship displayed by its players, coaches, and fans. We value spirited and fair play as well as positive support for our players and teams. In order to ensure that our expected level of decorum continues each season and each game, we ask that all members of the ISL community continually renew their efforts to abide by the ideals of our league.

## ATHLETIC COMPETITION IN THE ISL IS GUIDED BY THE FOLLOWING IDEALS:

Players shall at all times represent themselves and their school with honor, proper conduct, and good sportsmanship. They shall understand that competitive rivalries are encouraged but that disrespect for opponents is unsportsmanlike and lessens the value of the rivalries. They shall confine the competitiveness of the game to the field, and in particular behave properly on the sidelines and in the locker rooms both before and after games.

### THE PLAYERS AND COACHES

Players and Coaches shall comply fully with the rulings of the officials. In no way, either by voice, action, or gesture, shall they demonstrate their dissatisfaction with the decisions made. Players must never forget that they represent their school.

### THE SPECTATORS

ISL schools will not tolerate at their athletic contests any spectator, either student or adult, whose behavior is disrespectful towards players, officials, coaches, or other spectators. Nor will ISL schools permit any type of spectator behavior that either detracts from the proper conduct of the game or disadvantages a player or team.

### EXAMPLES OF UNACCEPTABLE BEHAVIOR

Some examples of unacceptable behavior during competition under guidelines of the ISL Heads' and Athletic Directors' Committee:

1. Use of profanity or displays of anger that draw attention away from the game.
2. Booing or heckling an official's decisions, criticizing officials in any way, or displaying temper with an official's call.
3. Trash talk or yells that antagonize opponents.
4. Verbal abuse or intimidation tactics.
5. Disrespectful or derogatory yells, chants, songs, gestures, signs, posters, or banners.
6. Any distracting activity such as yelling, waving arms, or feet stomping during an opponent's free throw attempts.
7. Use of artificial noisemakers of any kind. (Legitimate pep-bands, however, are encouraged.)

These guidelines apply equally to players, coaches or fans. The ISL asks officials to apply these guidelines strictly, especially with regard to players and coaches.

# STUDENT LIFE

## STUDENT LEADERSHIP

The student leadership program is designed to help our student leaders develop within themselves some of the skills that fit the overall mission of the School: a sense of leadership, responsibility, altruism, service to the community, pride, and self-confidence. Student leaders are expected to set strong examples of self-discipline and behavior appropriate to a school community that supports scholarship, extra curricular activities, and a healthy social life.

### THE SENATE

#### Purpose

According to the Senate Constitution, the purpose of the Senate shall be to:

- Provide a formal channel for communication among students, faculty, and administration;
- Consider such matters as involve the general welfare of the School community;
- Serve the School at all times by helping students and faculty to fulfill their mutual responsibilities to the School;
- Help with the formulation of School policies;
- Oversee and coordinate the activities of the various committees, either established or appointed by the Senate;
- Recommend to the Head of School such procedures and programs as may seem appropriate.

#### Membership

##### Student Representation

1. Class I School President\*
2. Class I School Vice-President\*
3. Class II President
4. Class II Secretary to the Senate
5. Two Class III Senators
6. Two Class IV Senators
7. Two Senators from each dormitory
8. Four Day Student Senators two male, two female

\*The Class I President and Vice-President must be opposite genders

##### Faculty Representation

1. Four Faculty Senators
2. One Faculty Senator from the Administration

The remaining Student Senators will be elected in the fall according to the procedures outlined in the Senate's Constitution. The Faculty Senators will be appointed by the Head of School in consultation with the School President.

**ALUMNI AMBASSADORS:** The ambassadors act as liaisons between the current student body and alumni. They work with the Development office and are hosts at receptions on and off campus

**COMMUNITY SERVICE OFFICERS:** The Community Service Officers work with Mrs. Gleason to plan and participate in various services both on and off campus.

**CHAPEL TRUST OFFICERS:** The Chapel Trust Officers assist Mr. Scheibe with planning and organizing Chapel programs

**DIVERSITY OFFICERS:** The Diversity Officers work with the Director of Diversity and the larger faculty/staff diversity group to discuss inclusion and diversity at Middlesex. Students seek ways to keep these issues central to community, residential and student life and focus on practical applications of these important topics on campus. They also help plan the all school diversity day, other events throughout the year and are responsible for their welcome group comprised of new students to Middlesex.

**HEAD TOUR GUIDES:** Head Tour Guides are responsible for organizing the Tour Guides, scheduling, and assisting the Admissions Department in a variety of important ways.

**PEER SUPPORT:** This group generates and facilitates discussions of topical, generic, and emotional issues. It also responds to the peer community in one to one encounters.

**PEER TUTORS:** These students have been trained by the faculty to tutor their peers in certain academic disciplines.

**PROCTORS:** Proctors work with their Head of House to help to establish and maintain a sense of well-being among the students in their houses. Proctors are expected to set the proper tone during study hours whether in the dormitory or in the Library by helping keep quiet. Furthermore, the boarding proctors will offer assistance by helping the adults settle the dormitories after 10:15 p.m., making it possible for others to sleep or study quietly.

**STUDENT ACTIVITIES OFFICERS:** The Student Activities Officers work with Mrs. Herter to help plan and implement weekend activities and special events (such as the senior prom) throughout the year.

**TEAM CAPTAINS:** Elected Captains of Athletics are considered student leadership positions. Elected Captains have significant responsibilities for their team and the athletic program in season and meet with the Captains' Council monthly throughout the year.

\* Heads of Student Clubs and extracurricular programs are considered leadership positions within the student life program. Some positions (Editor of the Anvil, Choral Officer, etc.) require considerable time, responsibility and student participation.

In order for us to maintain an environment that allows us to do all that we do, the School has put into place a number of rules, regulations and expectations governing student life and behavior that we hope will promote learning and growth. The richness of life here as a boarding or day student cannot be described fully by what follows, but through the articulation of particular expectations, we hope to create a more general sense of how life is to be lived here. Although it may seem quite negative to describe student life in terms of rules, we hope that these rules stated below will soon be invisible to you as you become a member of this community.

## A DIGEST OF COMMUNITY INFORMATION, REGULATIONS AND RULES

The lives of our boarding and day students are increasingly intertwined in informal ways just as they are in the formal School programs, and most of the School rules and procedures apply to both. What follows is an **alphabetical listing** of topics and the rules, regulations and expectations that pertain to them.

### INFORMATION

#### **Bicycles**

Students are permitted to have bicycles, but the School assumes no responsibility for bicycles brought to campus. Students are urged to record serial numbers of their bicycles. Whenever possible, bikes should be kept locked when not in use and shouldn't be kept in the hallways or entryways of the dormitories. Middlesex requires the wearing of protective helmets both off-campus and in the woods.

#### **Changing Day or Boarding Status**

The Board of Trustees of Middlesex School affirmed in January, 1997, their desire that Middlesex continue to serve both its student day population and its boarding population. To that end, they believe that the day student population should not exceed 25% of the student body.

Accordingly, switching student status *from boarding to day* is difficult, and permission to do so will be granted only in extraordinary circumstances. To petition to be considered for this switch, a family must write both the Dean of Students and the Director of Admissions no later than February 15th of the year preceding the requested switch. The School will then respond to the family as soon as possible.

To switch *from day to boarding* status, families must make a formal written request to the Director of Admissions and the Dean of Students. The student's name will then be placed on a waiting list, and should beds become available, the School will try to fill them in the order of the requests. Extenuating circumstances can be a factor in determining who is offered a bed.

#### **Financial and Business Matters**

In the past few years, Middlesex has tried to reduce the number of "extras" which may appear on a student's monthly school bill and/or store statement. There are certain School expenses which are not common to all students and which are therefore charged to a student's account. Listed below are those items which may be charged directly to these accounts:

- Books and supplies purchased in the School Store;
- Personal athletic equipment; purchased in the school store or athletic equipment room
- Personal athletic equipment purchased through outside vendors;
- Supplies used in various Art courses (photography, woodworking, *etc.*);
- Individual tutoring in language or math (as authorized);

- Individual music instruction (voice or instrument);
- Taxi use;
- Testing fees (SAT, Achievement tests, Advanced Placement exams, *etc.*);
- Overdue Library fees;
- Prescriptions
- Tickets to School-sponsored off-campus events (plays, athletic events, *etc.*);
- Various other miscellaneous expenses.

### **The Grill:**

The Grill is located in Stu-Fac and is open Monday - Saturday evenings for snacks, fast food and beverages. Students may come to The Grill during free time. Students have two options to purchase food; they may use a credit card or they may charge purchases to their Student Bank balances. If your child is going to use the Bank, please maintain a balance in this account, and discuss with your child an appropriate spending policy.

### **Mail and the Mailroom**

The mailroom is located downstairs in Eliot Hall, at the north end of the long hallway. Outgoing mail is picked up daily (Monday through Saturday) about 9:30 a.m. Incoming mail is delivered and is usually sorted by noon.

Each student is assigned a mailbox and is given a key by the Physical Plant Department. A replacement for a lost key will incur a minimal cost.

Packages are delivered to School along with the mail. They may be picked up from the School's Postmaster, Paul Torres.

Students are not permitted inside the mailroom without adult supervision.

### **Media Policy**

Parents and students should be aware of the School's policy governing student participation in press interviews about the School or any of its students, administration, faculty or programs:

- Students are free to talk with the press about any issue affecting the School, but only with the written permission of a parent in each instance.
- Any parent who wishes to grant permission may do so by sending a note, by email, FAX or US mail, to Mrs. Giles, Head of School. The note should indicate the name of the journalist seeking the interview, the publication for which he or she writes, and the general subject matter expected to be discussed.

This press policy exists for the protection of students who may not fully appreciate the consequences of statements they make to the press. It is intended to encourage dialogue with parents and other adults who may be able to provide perspective and advice. The School is not responsible for any statements made by students to the press, or any consequences arising from such statements.

### **Personal Expenses**

Personal expenses will vary according to a student's age, spending patterns, and probably most importantly, according to the agreement each student has with his/her parents. For the most part, Middlesex provides a student's necessities, but students will need money for such things as snacks, occasional meals downtown, clothes, and other incidentals.

For safety, in room safes are available for student valuables (passports and other key documents; cash; plane tickets; jewelry and electronics and laptop). Safe rental charges will be added to the student bill.

## Proximity Cards

Whether day student or boarder, proximity cards are issued to every student upon registration. No one can enter a Middlesex dormitory or other specific locations on campus without a proximity card. All student proximity cards grant equal access to every student dormitory and other locations where proximity cards are used and students are permitted access. Students are responsible for their own proximity card and are not allowed to use another student's card to access dormitories. Students found using a proximity card that is not their own will be reported to the Deans office and face a violation of integrity. If a student's proximity card is lost they should report it to the facilities office. Facilities will issue the student another proximity card and the cost of a replacement card will be billed to the student.

## Publicity

From time to time, the School's publications editor may use the names of Middlesex students in press releases detailing student activities and/or honors. Releases may be sent to Concord, Boston and students' hometown newspapers. However, the School requires parental permission for release of student information in school-related news. A permission form is included in a School mailing and can be returned to the Director of Publications. Our Coordinator of Publications and Public Relations is responsible for all aspects of the School's publicity.

## The Student Bank

To help parents and students safeguard monies needed during the school year, the School maintains a "Student Bank." This bank is similar to a commercial bank: money can be deposited and withdrawn by filling out and signing a bank slip. Each student has an individual account, and students are expected to "manage" their own money. In addition, personal checks can be cashed at the bank. The student bank is open in conjunction with school store hours.

## School Store

The School Store is located on the first floor of Ware Hall between the Barron Room and the Student/Faculty Center. The School Store stocks textbooks, pens, pencils, paper, note books, and other necessary supplies. The store also stocks personal necessities such as soap, toothpaste and stationery as well as clothing items.

### School Store Hours

Monday through Friday	7:50 a.m. to 3:00 p.m.
Saturday	CLOSED
Sunday	CLOSED

Note: At the beginning of each semester, the Store will be open on the first Saturday of the semester.

The student bank will be open each day during final exams, excluding the weekend.

## Storage & Shipping:

Middlesex School is happy to receive deliveries for new and returning students in August prior to the start of the school year. Packages will be stored and will be available for pick up at a designated location on move-in day. For shipments which need to be sent prior to August, please contact the UPS store in Concord, MA at 978-369-5570. They can arrange for storage and delivery to the School.

At the end of the school year, The UPS Store in Concord will be available on campus to assist students in shipping items home, or storing them for the summer. There is no storage available in dormitories during the summer months.

## Transportation

Middlesex is accessible by public transportation. The MBTA's Acton-Fitchburg line runs commuter service to Concord from Boston's North station or one can transfer from the Red line (red line service runs through South Station) at Porter Square. Once arriving in Concord, a student can take the town shuttle back to campus (contact Paul Torres for shuttle schedule), use taxi service or contact their advisor to arrange a ride.

## Ultimate Livery Car Service

Telephone: (617) 437 8800

E-mail: <http://ultimateshuttle.hudsonltd.net/res> (If you are not directed to the Middlesex home page, please type 'Middlesex' into the frequent user / group log in)

\* Students may charge their student account for Ultimate Livery service.

\*\* Please cancel an existing reservation at least 24 hours in advance.

## Sunshine Taxi (for local trips)

Telephone: (978) 567-9149.

## Middlesex Town Shuttle

Shuttle van (service to Concord)

*Weekdays (Monday through Friday)*

Leaves from the Ware Hall Student Center making round trips to Concord beginning at 4:30 p.m. The last van run returns from Concord at 7:00 p.m.

*Weekends*

Van service will be available to Concord and Concord Depot on Saturdays beginning at 11:45 a.m. A complete schedule of the departure and return times for these van runs will be posted in the fall. On Sundays, in addition to vans driven by the Faculty-in-Charge (FIC) to town and other destinations as arranged by the Student Activities Office, there will be bus transportation to the Burlington Mall and Alewife Station. This schedule will be posted in the fall.

## Trains

Trains run regularly from Concord to Cambridge and Boston. Our daily and weekend shuttle vans are scheduled to coincide with local train service wherever possible.

## REGULATIONS

### **Dress Code**

Middlesex students are expected to dress cleanly and neatly and in such a way as to bring credit to the School and themselves. While individual tastes and fashions make it most difficult to articulate a dress code, we have attempted to create a dress code that allows students to dress informally but neatly and appropriately. The School reserves the right to ask a student to leave class or a meal to change if his/her dress is deemed inappropriate. Below are some guidelines for daily dress:

**Classroom dress** is expected from breakfast until the end of the last class period.

The following clothing is considered inappropriate and wearing them will result in a dress code violation.

**Blue jeans (no blue jeans, blue denim skirts or shorts)**

**Ripped or torn clothing**

**Athletic clothing (including yoga, fitness, exercise and sweat pants)**

**T-shirts with graphics or large logos**

**Shirts or dresses with spaghetti straps**

**Halter and tube tops**

**Clothing with tobacco or alcohol logos or advertisements**

In addition, the torso must be fully covered. Skirts and shorts should be an appropriate length for classroom dress – they must be no shorter than your fingertips when your arms are at your side. Boys must wear collared shirts. Sweatshirts are acceptable; boys must wear collared shirts underneath. Girls may wear nice, plain t-shirts.

Hats may not be worn in the dining hall, the Terry room, the theatre auditorium, or the Chapel at any time. Hats should be removed as soon as one enters these spaces.

At breakfast and dinner everyday, and at lunch on Saturday, dress is a bit more relaxed. Ripped or torn clothing is still not acceptable, but one may wear blue jeans or t-shirts. Students should shower after sports and before coming to dinner, if at all possible, but athletic wear (**except hats**) is accepted though discouraged at these meals. Relaxed dress is also acceptable during final semester exam periods.

At Sunday brunch, students are allowed to wear what they would like as long as they have footwear, and decency reigns.

On formal occasions or when visiting other schools, boys may be asked to wear coats and ties and girls appropriate dresses or skirts.

As mandated by state law, shoes must be worn in all School buildings, on buses, and in the Town of Concord.

### **Dress Code Violations**

Faculty who observe a student in violation of the dress code will address the student directly when possible and inform the Deans' office, and the student will have detention.

### **iPod's / MP3 players**

Middlesex students are expected to engage fully in the life of the School and enthusiastically participate in the shared endeavor of learning. The School feels strongly that central parts of this development are the conversations and interactions that students have with faculty and peers throughout the course of the day.

To this end, iPods, MP3 players and any instrument (including iPhones / cell phones) that play music and / or require earphones are not permitted during the academic day. These instruments are never allowed in the dining hall, and though their use is permitted after the academic day, use of them is strongly discouraged in Ware Hall, Eliot Hall (especially the Terry Room) and the Warburg Library.

Students who are using these items during the academic day will be asked to cease use of them, put them away and the matter will be reported to the Deans. A second offense warrants detention and continued use will result in further disciplinary consequences.

## Vacation travel

**Students and their families should not make plans to leave the School until after all obligations are met.** Only under extraordinary circumstances will permission be given for early departures or late returns. Permission must be requested in writing and be submitted to Deans' Office. **Students may be liable for the disciplinary consequences of missing academic, athletic or extra-curricular responsibilities without permission.**

**SCHOOL RECESS:** All students must depart campus for Thanksgiving, Winter and Spring recesses. The Deans office assists students that need transportation to any of the local area transportation hubs (Logan airport, South Station, Manchester airport, etc) during their day of departure and return to campus. Students must provide the Assistant Dean of Students with all travel information, including cell phone number, and service will be provided for a \$35.00 charge<sup>1</sup>.

**LONG WEEKENDS:** Students may leave campus during long weekends. Since many students remain on campus, the Deans Office is available to assist with transportation needs as requested. If students and families wish to coordinate transportation to and from Middlesex on their own, Middlesex maintains a long standing relationship with Ultimate Livery for private car service. Before arranging for tickets, be sure to check vacation schedules; rebooking purchased tickets can be difficult at best, impossible at worst. Students needing special assistance in making vacation travel plans should speak with Mr. Brian Smith in the Deans' Office.

## Weekends

Five weekends of the year are designated **campus weekends**. **Campus weekends** require boarding students to spend Saturday night on campus. Also, prom weekend requires all prom attendees (boarding seniors and their boarding dates) to be on campus. Weekends that consist of more than one free night (there are four this year) are designated **open weekends** and may be taken by all students who have permission to leave (they will not be counted in the allotments listed below).

Of the available weekends during the semester students may choose to leave campus provided they do not exceed the following limits:

Class	# Weekends During the Fall Semester	# Weekends During the Spring Semester
Seniors (Class I)	6	unlimited
Juniors (Class II)	6	6
Sophomores (Class III)	4	5
Freshmen (Class IV)	4	4

A student wishing to take a weekend must ask permission from the Head of House and electronically submit a weekend form via MX Moodle detailing the student's plans for the weekend. In addition a phone call is always required, whether it is from the parents or the adult host, or in some cases both. No student is allowed to take a weekend, other than in the company of his/her parents, without the signed parental permission form on file.

It is the student's responsibility to see that permissions are cleared by the Head of House before leaving campus. A student is expected to go directly to the stated destination immediately upon leaving Middlesex, and to check-in with his/her parents or host. He or she may go to another destination only after this contact has been made. If, under extraordinary circumstances, a student's weekend plans change after leaving campus, he/she must notify his/her Head of House immediately of these changes.

<sup>1</sup>Price is subject to change

While on a weekend, the student remains answerable to the School if the student's actions while away from the School adversely affect the School's reputation or if the student's integrity or basic honor is brought into question.

## RULES

### **Automobiles**

Middlesex does not maintain an "open campus"; it is our expectation that day students arriving on campus in the morning will remain until their obligations are over and they are returning home.

**Boarding students may not keep a car on campus or in the local area;** nor may they operate a motor vehicle while under the School's jurisdiction. While on a weekend, a boarding student may not operate a motor vehicle, unless the student has received a verified invitation from an adult host and has actually been in the presence of this host. Boarding students on weekends may not bring an automobile onto the campus.

Ninth and tenth grade day students may not drive off-campus until all their obligations are complete and they are departing for home. Once they leave campus they may not return until the following day. Ninth and tenth grade students may not accept rides from day student drivers in any situation. Ninth and tenth grade day students may only ride with other day students when a car pool arrangement for commuting has been agreed upon by their parents and approved by the Deans' Office.

Should day students in Class I or II need to leave campus during the academic day, they must receive permission from one of the Deans or Heads of Day Students and sign out in a book maintained in the Deans' Office. Such permission will be granted sparingly and only in situations where it appears no reasonable alternative exists. However, senior day students may request permission to leave campus for lunch and take with them other seniors with appropriate driving permission as long as all those going have a common block free either before or after lunch. No day student may give a boarding student a ride unless permission has been obtained from the Deans' Office.

Under no circumstances may day students permit boarding students to operate their motor vehicles.

Day students who park in the Day Student Parking Lot or other parking areas on campus do so at their own risk. The School assumes no liability or responsibility for damage to vehicles parked on campus. The School expects students, Faculty and Staff to use the same courtesy they would in a public parking area, and notify vehicle owners if they have inadvertently bumped another vehicle.

NOTE: Hitchhiking is not permitted.

### **Campus, Pond and Woods**

The Middlesex setting has unusually attractive recreational resources in its pond and several square miles of woods. Students are encouraged to take advantage of these resources, though safety and other considerations call for some regulations in their use.

**Swimming and boating** are permitted only for those who have written parental permission. Swimming and boating is not supervised. Students may not swim or take a boat out alone or after dark.

**Skating** is permitted only when the School has officially announced that the ice is safe. Students may not skate alone or after dark.

**The woods and the dock** are off limits to all students between sunset or 7 p.m., whichever comes first, and 6:00 a.m.

**Roofs** of campus buildings are especially hazardous areas and are off limits to all students at all times.

Because of the special concern the School has for potential dangers in these areas, any violations regarding swimming, boating, skating, or being on roofs of buildings will be dealt with directly by the Dean of Students.

### **Parietal Procedures**

Students are permitted to visit and host friends of the opposite sex in their rooms under the following conditions:

<b>Host</b>	<b>Visitor</b>	<b>Day</b>	<b>Time</b>
Senior or Junior *	Senior or Junior	Monday - Thursday	9:30 - 10:10 PM
Senior, Junior or Sophomore *	Senior, Junior or Sophomore	Friday	9:00 - 10:10 PM
Freshman **	Freshman	Friday	9:00 - 10:10 PM
Senior, Junior or Sophomore *	Senior, Junior or Sophomore	Saturday	8:00 - 10:45PM
Freshman **	Freshman	Saturday	8:00 - 10:45 PM

\*Parietals for will begin after school has been in session for two weeks.

\*\* Parietals will begin after Winter Break.

Parietals are not intended to accommodate sexual intimacy between students. Thus, the School requires those using the room visitation privilege to leave doors completely open and lights on and to refrain from inappropriate behavior.

All guests must check in and out with the faculty member on duty, and faculty members on duty during room visitation hours are responsible for assuring that these procedures are fully observed and must be physically present in the dorm for the duration of the visit. If there is an all school event, parietals may be canceled for that evening.

The Head of House may suspend this privilege for the entire house any time he or she becomes aware that students may not be observing the letter or the spirit of this system.

## **BOARDING LIFE**

An important part of a Middlesex boarding student's life is his or her dormitory.

Each of the nine dormitories at Middlesex houses between 23 and 32 students, usually from all classes. Students are expected to respect the rights of others in the dormitory. Consideration must always be given to those trying to study or sleep. A student's room is to be regarded as personal property; therefore, no student shall enter another's room unless the owner is present. **Topics regarding boarding life are discussed alphabetically below.**

### **Care of Rooms and Inspection**

Students may decorate their rooms with appropriate pictures, posters, *etc.* Wall coverings should not exceed 30% of the total wall space. It is not permissible to hang anything from the sprinkler pipes.

Tape, fun-tack, nails, *etc.* may not be used on painted surfaces, but push pins are permissible and are available at the School Store. Beds must be kept on bed ends, off furniture and the floor. Furniture must be arranged for easy access and exit in case of fire.

All essential furniture, mattresses and pillows are supplied by the School. Students may bring small articles and window curtains if they wish. Families should supply bedspreads, blankets, bed-linens and towels, all of which should be clearly marked. The mattress size is 36" x 80" [extra long]. Students may also wish to bring a good study lamp since, in most cases, rooms have only one overhead light.

**Note: Halogen lamps are not permitted because they produce a dangerous amount of heat.**

Doors are supplied with safety dead-bolts; keys are available at Facilities & Operations. The locks are designed to secure personal belongings. Students are not permitted to lock themselves or others in their room. Tampering with a student room lock is in violation of the fire safety rule of the School will result in a fine of \$200.00 as well as possible disciplinary action.

Liquor bottles/cans of any sort and materials that may be offensive to others may not be used as room decoration. Dormitory faculty reserve the right to ask students to remove room decorations that may be offensive or otherwise inappropriate.

Students are responsible for the condition of their rooms and will be charged for damage beyond normal wear and tear.

The School expects students' rooms to be kept neat at all times; the House faculty and the faculty members on duty each evening are expected to ensure this is, in fact, the case. A more thorough inspection will take place on Sunday at a time determined by the House faculty member on duty. In the interest of maintaining a safe campus and living environment for all boarding students and resident Faculty, Middlesex School reserves the right to conduct random health and safety room inspections periodically during the year. Under ordinary circumstances these health and safety checks will be conducted with the knowledge of the occupant and in the company of a student proctor.

Security on campus is an ongoing concern. We warn students and parents alike that the School does not insure the property of its students. Any articles brought from home are brought at the student's own risk.

### Fire Safety

Because of the threat of fire, individual students are not permitted to have irons, electric blankets, halogen lamps in their rooms. Small appliances, such as hot pots, and irons may be kept in the dorm kitchen area. Each room is equipped with a smoke detector; tampering with these devices is against the law and is a violation of the Fire Safety Rule of the School. **Please carefully review the Fire Safety Rule in the next section of the Handbook.**

### Laundry

Each dormitory is equipped with a coin operated washer and dryer. A professional laundry service is also available. Laundry is picked up in the dormitories weekly and returned the following week. All clothing must be marked. Any lost items should be reported to Facilities. Dry cleaning requested through this service is an additional charge and must be sent out through Facilities and Operations.

### Evening Hours

On Monday through Thursday, freshman and sophomore students must be checked into their dormitories by 7:30 p.m. (10:00 pm for sophomores during the spring semester), juniors by 10:15, and seniors by 10:30. On Friday all students are free to leave their dorms at 9:00, check-in for juniors, sophomores and freshmen is 10:15 and for seniors 10:30. All students are required to be in their dorms by 11:00 p.m. on Saturdays. On Sundays, check-in for juniors and seniors is 10:00 p.m. (in the spring sophomores have 10:00 p.m. check-in as well).

Freshmen and sophomores must be in their rooms by 10:30 on weeknights. Freshmen must have their lights out by 10:30 p.m. Occasional requests for one half hour of “late lights” may be made to the faculty member on duty.

Juniors and seniors are to be quiet and out of the halls after 10:30 p.m. Sunday through Friday. They may visit in the rooms of members of other juniors or seniors as long as they are quiet. Juniors and seniors must be in their rooms at midnight.

### **Sign-out Procedures**

All members of the community must be able to rely on the information in the House books. Therefore, students should be especially conscientious about observing sign out procedures. Each student is responsible for his/her own sign outs. Under no circumstances should a student sign in or out for another or misrepresent where they are going. Misrepresenting a sign-out is a violation of the School’s major rule concerning honesty and integrity.

### **Nightly**

All students must be on campus by 7:30. Monday through Thursday; 7:30-9:30 and Friday; 7:30 to 9:00 p.m. are to be dedicated to academic pursuits. All students in dormitories are expected to respect the atmosphere of study. Freshmen and sophomores must be studying in their dormitory rooms at 7:30; juniors must be studying in their dormitories unless signed out in the House book to a specific academic destination. Study hours are not an appropriate time for social gatherings, and video games, computer games and televisions are not to be used during this time. In addition computer use for freshmen and sophomores is prohibited during study hours unless a student has special permission from the faculty on duty. Seniors do not have to be at a specific location on campus; however, they must either check-in in person with the faculty member on duty by 7:30pm or sign out to a specific location in the House book. Saturday evenings, students must check in personally with the faculty member on duty both by 7:30 p.m. and at the final check-in at 11. Leaving campus after the 7:30 p.m. check-in on any evening without permission is considered a violation of the School’s sign-out rule.

### **Off Campus Evening Forms**

All students may request permission to be off campus during a school night with the approval of their advisor. Students obtain the form from the Deans’ Office and must return the form with all necessary signatures of approval. Students are expected to return to school by 10:30pm. Students who do not expect to return by 10:30 pm must also complete forms and obtain approval designating where they are spending the night. All academic, athletic, and artistic obligations must be observed. Seniors may take two off campus evenings each semester (at least a month apart). Juniors may take one off campus evening each semester. Sophomores and freshmen may take one off campus evening a year.

### **Off-Campus Sign-outs**

No student may leave the campus if the trip conflicts with a scheduled School activity unless the student has specific permission from both the person in charge of the activity and the House faculty member on duty.

**Concord:** All students **must sign out** in their House books **and sign in** when they return. Students must be back on campus and signed in by 7:30 p.m.

**Boston/Cambridge/outside the Concord area** - Boarding students wishing to go to Boston/Cambridge or other locations outside of the Concord area must ask for and receive permission from their Head of House. In the case of younger students, the Head of House may require travel in a group. Students must sign or check in when they return.

### **Music / Stereos**

Students are allowed to have stereos in their rooms. They are asked to be considerate of others by keeping the volume low. Speakers must not be directed out of the windows. During study hours and after evening check in, students who wish to use their stereos should use headphones. Music must not be audible outside of a student's room during study hours.

### **Telephones**

Each student may have a telephone in his/her room. Students will be able to make local phone calls, and long distance calls with a credit card. The phones will be shut off during study hours and at 10:30 for freshmen and sophomores and at 12 midnight for juniors and seniors during the week. While on campus cell phones may be used only in a student's dorm room and only during specified phone use hours. Cell phone abuse will result in the confiscation of the phone.

### **Televisions, Refrigerators and Video Game Systems**

Only members of Class I may have televisions, refrigerators and video game systems. Refrigerators must be no larger than 2 cubic feet and televisions must not be larger than 30 inches. All appliances brought to the School must be approved by the Head of House.

### **Video Games**

The School reserves the right to limit or prohibit the use of video games in any situation the School feels is proving detrimental to those involved. In no case should video games be played during the evening Study Hours.

### **Visitors from Outside the School**

Room visits from friends outside the Middlesex community must be cleared in advance by a House faculty member or the Head of House. Visitors on week nights are not welcome.

It is not appropriate for college students to spend the night in dormitories.

## **DAY STUDENT LIFE**

Day students make up one quarter of the total student population at Middlesex, and in their significant and varied contributions to the total life of the School, they make their presence felt disproportionately to their numbers. Day students are valued members of the community and, in most cases, are indistinguishable from their boarding counterparts. Faculty heads of the day student house are Chris Coffin, Kerry Magee, Joe Mallen and Ashok Pillai.

### **Arrival at School**

All day students should arrive via the back gate of the School. Parents should drop-off students at the Atkins Center parking entrance and all day students must use this parking area.

### **Absence from School**

If a day student has to miss school obligations, parents should call **Katie Enlow** as soon as possible in the Deans' Office at 978-371-6546.

Day students who become ill during the day and who feel it necessary to go home must first check out with the Health Center. Any student who misses two or more obligations due to illness during an academic day may not participate in athletics that day.

### **Study Hours**

Day students may leave after their academic and athletic commitments are over for the day. Junior day students who choose to remain on campus for study hours (7:30 to 9:30 PM) are expected to study in the library. Freshmen and sophomore day students are encouraged to study at home, but if they do choose to stay, they, too, must study in the library.

**Nightly Departure**

Day students must depart campus each night at the same time that boarding students are due in their dormitories. 9<sup>th</sup> and 10<sup>th</sup> grade students who remain on campus for study hours must be in the library until they leave. They must leave by 9:30 p.m, 11<sup>th</sup> grade students must leave by 10:15 and seniors by 10 30.They may not remain on campus after that time for any reason. We prefer students be picked-up in the Atkins parking entrance. However, if a student is leaving late he/she may be picked up in front of Ware Hall.

**Automobile/Driving Policies**

Ninth and tenth grade day students may not drive off campus until all their obligations are complete. They may not accept rides from other student drivers except when a car pool arrangement has been made. Juniors and seniors may drive to School provided that they register their car in the Deans' Office and follow the rules outlined in the Handbook and listed on the driving permission form.

**Day Student Parking**

Parking spaces will be assigned to students when they arrive in September. Therefore, students may only park in designated areas and any illegal parking will result in the loss of driving privileges. As noted above, vehicle owners park at the School at their own risk and the School assumes no liability for damage to vehicles parked on campus.

**Day Student Lockers**

Each new day student has an assigned locker in the Student Center in Ware Hall. Returning day students may request a locker.

# SCHOOL RULES AND REGULATIONS

Middlesex School expects honesty and good sense from all its students. Indeed, all the rules and guidelines outlined below are based on the expectation that students and faculty will be honest and direct with one another. In a community such as ours, it is impossible to establish guidelines for every event or situation, yet we have attempted in this **Handbook** to cover as many areas of *potential* misunderstanding as possible. We consider our rules to be reasonable and necessary for the smooth running of our small community. We expect our students to uphold both the letter and the spirit of the rules presented below.

In general, a student will be subject to disciplinary action up to and including dismissal from the School or a decision not to permit subsequent enrollment, whenever the School determines that the student has violated the published rules of the School or has engaged in conduct that demonstrates a lack of honor, integrity or honesty or that risks the safety of the student or others, or has otherwise acted in a manner that would discredit the student or the School. Conduct that is subject to discipline includes both acts and omissions, and disciplinary action may be imposed whether the offense occurs on or off School premises and whether it occurs during or outside School hours.

The School's determination of whether misconduct has occurred is based solely on the facts of the incident in question. Determination of the appropriate response to misconduct is based on several factors, including the severity of the offense, the student's past disciplinary record and any other mitigating or aggravating circumstances that are relevant.

## DISCIPLINARY PROCEDURES

In most cases, the Deans of Students (in consultation with a student's advisor) will deal directly with a student's first infraction of a **single** major rule. With respect to particularly serious, more complicated infractions, especially those concerning a student's integrity, or second infractions, the Dean may turn to the Discipline Committee for action. Notwithstanding the foregoing, the Head of School reserves the right at all times to deal directly with any disciplinary matter with or without consultation with any other person or group.

Disciplinary action by the Deans or the "DC" is always subject to the approval of the Head of School. In unusual cases, the Head of School may seek the opinion of the entire Faculty.

*Student rooms and lockers are the property of the School and the School reserves the right to conduct searches at its discretion.*

*In addition, in order to maintain the safety and security of the Middlesex School campus, the School may, as conditions warrant, search student backpacks, pocketbooks, gym bags, and automobiles. During the course of a discipline investigation, the School may also confiscate and search all student electronic devices (including PDAs, cell phones and laptop computers), as well as electronic or on-line communications created, accessed, downloaded, stored or transmitted on the School's network infrastructure or e-mail system.*

*Under ordinary circumstances the procedure for searches is as follows:*

- *the search will be conducted by the Head of House or the Dean of Students along with another faculty member and a student proctor;*
- *the student whose property is being searched must be present and lucid;*
- *a student is liable for appropriate punishment for any contraband discovered during a search.*

*If it is necessary to conduct a room search when the above procedures cannot be followed, the School will try to enlist the help of two proctors.*

## The Major Rules

The following four rules are of paramount importance to this community. Violations of these major community rules will result in formal disciplinary action unless there are extraordinary mitigating circumstances. We hold in highest regard the principle of honesty and integrity and the maintenance of a drug free community that also ensures the health and safety of all of its members. This is a community which also supports and nurtures the differences among people and strives to make the School a safe and comfortable place for all, regardless of race, gender, religion, social class, or sexual orientation.

The rules set forth serve one or more of the following basic purposes:

- to protect a member of the School community from having his or her rights infringed upon by others;
- to help a student make responsible decisions about behavior which may affect the student's own life;
- to aid in the effective operation of the Middlesex community;
- to protect the reputation of the School.

Occasionally, a student's unwillingness or inability to fulfill the School's expectations may clearly manifest itself in the breaking of major school rules or else in the accumulation, over time, of an unacceptable academic record. Such a student may well be asked to leave the School or be dismissed from it. However, a running record of individually minor offenses - frequent neglect of academic assignments, repeated tardiness, unruly behavior in the classroom, the dormitory, or on the playing field, along with other inappropriate conduct - may just as clearly call into question a student's willingness to appreciate the opportunity to be a member of this community. *At the discretion of the Head of School, that student may be asked to leave Middlesex.*

No student will be retained in the School if the Head of School and the faculty believe his or her dismissal is desirable for the best interest of the student or the School.

### THE FOUR MAJOR SCHOOL RULES

#### I HONESTY AND INTEGRITY

##### Honor Pledge

**“Trust and integrity are fundamental values of Middlesex School.  
As a member of the Middlesex School community,  
I pledge that I will not lie, cheat or steal,  
and that I will uphold the values of trust and integrity.”**

The following all constitute violations of this rule:

- ◆ Dishonesty of any kind, including lying, cheating, stealing, plagiarism (see Appendix I on Plagiarism);

- ◆ Unacceptable use of resources (see Appendix II regarding the policy on acceptable use of technology);
- ◆ Attendance of scheduled obligations (see Appendix IV regarding attendance policy)
- ◆ Improper removal of Library materials;
- ◆ Misrepresenting a sign-out;
- ◆ Other conduct at any time of the year, on or off campus, that demonstrates a lack of honor, honesty or integrity, or that tends to bring discredit to the student or the School.

## II RESPECT FOR SELF, OTHERS AND COMMUNITY

Students, faculty, staff members, and others connected with Middlesex School should expect to be treated with consideration and respect. As a community enriched by its diversity, we recognize and respect differences in culture, race, ethnic origin, religion, gender, and sexual orientation.

To preserve and protect the health of the community and those differences among individuals, the School will not tolerate harassment of any kind and is prepared to respond with appropriate discipline, including dismissal. In addition, as required by state law, the School will refer cases of reported child abuse to appropriate authorities. (see Appendix III regarding the policies for hazing, harassment and sexual harassment.)

The following all constitute violations of this rule:

- ◆ Actions dangerous to the health, safety, or well-being of other persons including:
  - the expression of intolerance relating to race, ethnicity, religion, gender and sexual orientation and other forms of willful and malicious harassment;
  - the infliction or threat of personal injury; (See Appendix III on harassment and hazing)
  - bullying (See Appendix V)
  - the creation of fire hazards including
    - smoking in any School building or in the School woods (the area immediately outside of the Theatre/Arts Building is considered part of the School woods);
    - use or possession of cooking equipment or irons except in designated areas;
    - use of candles, incense or other flammables in a School building;
    - use or possession of fireworks;
  - Driving passengers when not legally permitted by Massachusetts State Law; whether by age or time having license.

Furthermore, by vote of the Rules Revision Committee *in the spring of 1999*, any student who kindles a flame or ignites a vaporizer for any reason in a dormitory building, a faculty home or Ware Hall *will be dismissed unless there are extraordinary mitigating circumstances*. The real threat of a devastating fire in our dormitories and the safety of faculty, their families and possessions, along with the safety of all students in the dorms motivated students and faculty on this committee to recommend this strong and unequivocal statement concerning fire safety.

- ◆ Direct disobedience of a faculty or staff member;
- ◆ Vandalism or the willful destruction of property;
- ◆ Possession of weapons;
- ◆ Facilitating rule breaking of any kind;
- ◆ Other conduct, committed at any time of the year, on or off campus, which risks the safety of the student or others.

It is important to remember that actions can and will be judged regardless of intent; much of the harassment in schools is unintentional and the result of ignorance, and though it can be understood in this way, this behavior is never acceptable and will be addressed.

### III ALCOHOL, TOBACCO AND OTHER DRUGS

Middlesex School expects all students to be completely drug, alcohol and tobacco- free during their tenure at the School, and does not believe that experimentation in these areas is a necessary part of a secondary school education. The School's "two strike" policy in some discipline instances is based on the varying levels of maturity, impulse-control, and decision-making capacity that our students work through during their adolescence.

All the following constitute violations of this major school rule:

- ◆ Alcohol or drug procurement, possession, distribution, use or sale (including prescription medications);
- ◆ Possession of drug paraphernalia (including but not limited to seeds, pipes, Rolling paper, resin) or use of any ordinary substance for mind altering purposes.
- ◆ Tobacco and tobacco product possession or use;
- ◆ Knowingly and voluntarily remaining in the presence of others using alcohol, tobacco or other drugs.

Drug paraphernalia knowingly kept in a room will be presumed to be in the possession of the room resident(s). Empty liquor bottles/cans knowingly kept in a room will be presumed to be the possession of the room resident(s).

A breathalyzer is kept in the Health Center to be used if a student who appears to be under the influence of alcohol insists that he or she has not been drinking. The breathalyzer will only be used when an administrator of the School is present. If the student refuses to use the breathalyzer, he/she will be judged to be guilty of violating a major School rule.

*A student who is found to be in possession of illegal substances (alcohol, marijuana, hard drugs, seeds, and/or paraphernalia will be subject to an immediate search of her/his room and personal property (or the room will remain locked until the student is capable of participating in the search). This includes athletic lockers, lockers and/or cars for day students. The purpose of the search is not to acquire additional evidence against the student, but to dispose of properly any other contraband; therefore, the student will be given the opportunity to clean out her/his room, car and/or locker before the search by placing all contraband in a container to be discarded by an adult. Any additional illegal items found after the student has cleared her/his room, car and/or*

*locker will be dealt with according to the Handbook. Any student caught “in the presence of” the rule violation also may be subject to a search.*

#### IV DORMITORY VISITATION

No student may enter the dormitories of members of the opposite sex except in first floor entry hallways and in those areas designated as first floor common rooms (except during visitation hours), nor may students invite or accept the presence of visitors of the opposite sex during unauthorized hours. Additionally, no student, regardless of gender, may enter another dormitory during unauthorized hours (after check-in to 6:00 AM).

*Students must, of course, comply with all applicable State and Federal laws.*

### OTHER RULES AND REGULATIONS

Apart from the four Major School Rules, there are several other regulations that govern conduct on and off campus.

#### Sexual Intimacy

Because intimate sexual contact carries potential health and emotional risks for adolescents, the School strongly discourages all students from engaging in intimate sexual contact. If students are discovered engaged in intimate sexual contact, or if the circumstances imply intimate sexual contact, the School will respond to any such incident by informing the parents or guardians of the students, by requiring counseling and, if appropriate, by imposing discipline up to and including expulsion.

In addition, General Laws chapter 265, Section 23 prohibits “sexual intercourse or unnatural sexual intercourse” with a person under 16 years of age. Should the School learn that a student under 16 had been engaging in legally prohibited sexual activity, the School will report that information, including the name of the student’s partner, to the Department of Children and Families and will also notify the student’s parents or guardians.

#### Off-campus Gatherings

Gatherings of Middlesex students without adult supervision are a matter of concern for the School. During the academic year, except during the Thanksgiving, December, and March breaks, presence at such a gathering involving the illegal use of alcohol or drugs will be considered a violation of School rules, regardless of whether the participants are day students or boarders signed out for a weekend at the time. **Such incidents will be treated under exactly the same rules that apply to alcohol or drugs on campus.**

#### Off-campus Sign-outs

Misrepresenting or changing of off-campus plans without notifying one’s Head of House or the faculty member on duty, or any misuse of weekend procedures will result in suspension of the weekend privileges for a duration to be determined by the Head of House and the Dean of Students. There is a strong likelihood that an incident of this sort would be regarded as deliberate deception, in which case the DC would also consider the case.

#### Nighttime dormitory hours

No student may leave the dormitory without permission between the hours of 10:15 p.m. (10:30 Class I) and 6 a.m., Sunday through Friday, or after Saturday night check in. Students may not violate the security of a dormitory by unlocking access doors during these hours.

**Evening Hours**

No boarding student may leave campus after the 7:30 p.m. check-in without specific permission from a member of the Faculty and without notifying his or her Head of House. *On Saturday evenings, boarding students are required to check-in with the faculty member on duty in the dormitory by 7:30 p.m. to let them know that they are on campus. Students may not leave campus after this check-in unless they have permission of the faculty member on duty.*

**Responsibility for Rule Violations**

Any student who gives tacit approval by knowingly and voluntarily remaining in the presence of any punishable offense (hazing, bullying, theft, etc.) may be referred to the Discipline Committee. The Committee’s range of response may include treating such participation equally with the committing of the offense itself.

**DISCIPLINARY ACTION**

**1<sup>st</sup> Infractions**

Violating a major School rule, even for the first time, may result in immediate dismissal depending on the nature and severity of this first offense. It should be noted that several rules may in fact be violated in a single incident; for example, if a student smokes marijuana in a School building and subsequently lies about it, three rules (Alcohol and Drugs, Fire Safety, and Honesty and Integrity) have all been broken in a single case. In less-than-straightforward first infractions of a major rule, the Dean of Students will refer the case to the Discipline Committee (DC) which serves as the voice of the Middlesex School community. Certain other first offenses may also go before a DC. Furthermore the following will, in all likelihood, lead to dismissal:

- Use, possession, or procurement of hard drugs (drugs other than marijuana);
- Improper use or sharing of prescription drugs;
- Alcohol or marijuana procurement and resale, or providing alcohol or marijuana for use by others.
- Driving under the influence of alcohol and/or illegal substances
- Gross unacceptable use of technology or resources

The following also may lead to dismissal or, depending on the circumstances, to suspension and an official School Warning:

- Behavior detrimental to the School;
- Physically harming, harassing, or hazing another student;
- Theft;
- Dishonesty of any kind;
- Vandalism.

Otherwise, most first offenses will be dealt with directly by the Deans, who will administer the standard disciplinary response of a four day suspension, a required parent conference and six months’ full school warning. For example, a student caught drinking for the first time will most likely be suspended for four days by the Dean, return to have a conference with parents (in person or by phone when absolutely necessary), the advisor, the Dean of Students and the School counselor, be placed on a six month full school warning period. In addition to the full probation, during which any violation of any School rule, major or minor, may result in immediate dismissal or dismissal, a student will be placed on an additional and more limited career school warning status relating specifically to the rule that was violated.

The DC has within its purview the ability to recommend to the Head of School for the full range of disciplinary responses. These might include a letter of reprimand placed in a student’s file to dismissal, depending on its assessment of the circumstances in a particular case.

**2<sup>nd</sup> Infractions**

A second violation of the same major School rule will result in dismissal unless there are extraordinary mitigating circumstances. These cases, in most circumstances, will be adjudicated by the DC and recommendations for action made to the Head of School.

**2<sup>nd</sup> Infractions: ON SCHOOL WARNING**

**While on school warning, a student will normally be referred to the Discipline Committee if the student commits a second infraction of a major School rule:**

1. **While on school warning, in the absence of extraordinary mitigating circumstances, a student will be dismissed for:**
  - Alcohol (use, possession, or remaining in the presence of);
  - Marijuana (use, possession, or remaining in the presence of);
  - Other Drugs, including improper use or sharing of prescription medication or ordinary substances (use, possession, or remaining in the presence of);
  - Possession of drug paraphernalia (including but not limited to seeds, pipes, Rolling paper, resin)
  - Smoking/Chewing on the School grounds or off-campus (unless 18 years or older and in a legal smoking area off campus);
  - Possession of firearms or weapons;
  - Creating a fire hazard;
  - Possession of tobacco products;
  - Visiting a dorm of the opposite sex after late-evening check in and before 6:00 a.m., or inviting or accepting the presence of such a visitor during unauthorized hours;
  - Attending unsupervised gatherings involving alcohol or drugs during the academic year (as described earlier).
  
2. **While on school warning, a student is liable for dismissal or a lengthy suspension for:**
  - Dishonesty;
  - Disobedience;
  - Cheating/Plagiarism;
  - Physically harming, harassing, bullying or hazing another student;
  - Theft;
  - Vandalism;
  - Inviting or accepting a visitor to a dormitory of the same sex, after hours;
  - Improper removal of Library resources;
  - Leaving a dorm after the final check in hour;
  - Changing weekend plans without notifying the faculty member on duty or not going directly to the adult host accepting responsibility, unless other arrangements have been cleared in advance through the Head of House;
  - Breaking of the rules that govern the visiting of dormitories of the opposite sex between 6:00 a.m. and the evening check-in;
  - Other behavior that would tend to bring discredit on the student or the School.
  - Failure to meet attendance obligations
  - Unacceptable use of technology and/or resources

While many of the infractions in the second category are more serious in nature, their severity varies from one circumstance to another. It is the burden of the Committee to determine the nature of the infraction and to recommend an appropriate response.

**2<sup>nd</sup> Infractions: NOT ON SCHOOL WARNING**

1. **A student no longer on school warning is liable for dismissal or a lengthy suspension for:**
  - Cheating/Plagiarism;
  - Dishonesty;
  - Disobedience;
  - Marijuana (use, possession, or remaining in the presence of);
  - Alcohol (use, possession, or remaining in the presence of);
  - Tobacco products (use, possession or remaining in the presence of);
  - Other Drugs, including improper use or sharing of prescription medication or ordinary substances for mind altering purposes (use, possession, or remaining in the presence of);
  - Possession of drug paraphernalia (including but not limited to seeds, pipes, Rolling paper, resin) or use of any ordinary substance for mind altering purposes.
  - Attending unsupervised gatherings involving drugs or alcohol;
  - Physically harming, harassing, bullying or hazing another student;
  - Possession of firearms or weapons;
  - Theft;
  - Vandalism;
  - Creating fire hazards;
  - Leaving a dorm without permission after the final check in hour and before 6:00 a.m.;
  - Visiting a dorm of the opposite sex; inviting or accepting the presence of such a visitor during unauthorized hours;
  - Other behavior that would tend to bring discredit on the student or the School.
  - Unacceptable use of technology and/or resources
  - Failure to meet attendance obligations
  
2. **A student no longer on school warning is liable for one week’s suspension and probation for the remainder of his/her Middlesex career for:**
  - Improper removal of Library resources;
  - Inviting or accepting a visitor to a dormitory of the same sex, after hours;
  - Change of weekend plans without notifying faculty member on duty.

**3<sup>rd</sup> Infractions**

After breaking *two different major School rules*, a student is on school warning for the duration of his/her career and will be dismissed for the violation of any major school rule, subject to the recommendation of the DC, with the Head of School’s approval.

**Senior Spring Rule**

A senior who breaks a major School rule after March break will receive the prescribed response for the infraction. In addition, the student will leave campus after his/her last obligation has been met and may not attend graduation. The diploma will be mailed home.

**Leadership Understanding**

It is assumed that student leaders and those desiring to attain student leadership positions will not only live within the school rules, but, do the utmost to promote the spirit of the School’s rules.

Therefore, any student leader caught in violation of a school rule will be immediately stripped of the position. Any student in violation of a school rule may not apply for a certain leadership positions (class or school officer) for the following academic year.

## SEPARATION FROM SCHOOL

In circumstances when students leave School before the date of their expected graduation, one of the following categories will apply:

### Dismissal

A student may be dismissed from the School, with or without the option to reapply, subject to the approval of the Head of School, or by action of the Disciplinary Committee, the Academic Council, or by vote of the faculty.-

A student who is dismissed with the option of reapplying will be notified in writing at the time of the student's dismissal from the School, and the conditions under which a reapplication might be entertained will be made clear. A reapplication for admission will be considered by a group designated by the Head of School. It must be clearly understood that there is no guarantee that such a reapplication will, in fact, result in readmission to the School. Seniors may be dismissed under this category even though they will not be reapplying; this is the less severe of the two categories of dismissal.

A student dismissed with no option to reapply may not participate in graduation ceremonies, receive a diploma at any subsequent date, or have the privilege of hanging a plaque. A student dismissed under the provisions of this category may not be present on campus without permission from the Head of School or the Dean of Students.

### Suspension

A suspension, in most cases, will include at least four class days; the time of suspension may be deferred to allow for examination or vacation periods.

### End of Year Reviews

In the end of year faculty meetings, students are discussed who are on academic or disciplinary probation or who have been suspended during the year or who have a running record of minor derelictions. At this time, the faculty can recommend to the Head of School that a student not be allowed to return to school the following year, or that the student be allowed to return with specific conditions. If the Head of School accepts a faculty recommendation changing a student's status, the Head will communicate that decision to the student and family.

### Voluntary Withdrawal

A student withdrawing voluntarily during or at the conclusion of an academic year must provide the School with written notification signed by the student's parent or guardian.

The School will not accept the voluntary withdrawal of a student involved in an incident currently being adjudicated by the Discipline Committee.

In the case of a student in good standing voluntarily withdrawing from the School prior to graduation, the Head of School will submit to the faculty at the time of the withdrawal a recommendation concerning circumstances, if any, under which the student could, at a subsequent date, request readmission.

### Leaves of Absence

*An absence longer than three class days for any reason will require the approval of the Director*

*of the Health Center or Director of Counseling AND the approval of the Dean of Students and Head of School.* If the leave is for medical reasons, prior to re-entry the student must be cleared by his/her doctor and by the Director of the Health Center, who will need confirmation from the treating physician. If the leave is for mental health reasons, prior to re-entry to the student must be cleared by his/her doctor and by the Director of Counseling, who will need confirmation from the treating therapist.

During the student's leave, teachers will continue to forward work and students should make their best effort to complete work and stay current as their individual situations allow.

If a student is on leave for any reason longer than 15 consecutive class days, the student's advisor and parents will meet with the Dean of Academic Affairs and Dean of Students to determine whether the student will be able to complete credit the semester. Absences longer than three weeks cannot be routinely handled by faculty on a long-distance or correspondence basis. Such absences may require the student to engage outside tutorial support while on leave, repeat courses, or engage in summer make-up work.

## ADDITIONAL DISCIPLINARY RESPONSES

### OTHER RESTRICTIONS

As appropriate, the Deans, Disciplinary Committee or dormitory faculty may restrict boarders to detention, campus bounds, evening dormitory bounds, loss of parietal privileges, weekend bounds, a special work program, and/or censure. Day students may be restricted to early daily departure or no week end activities on campus, and/or required to participate in Thursday morning detention. Day students who violate the car policy could lose their driving privileges.

## DISCIPLINARY ROLES and PROCEDURES

The Discipline Committee will not make any recommendations regarding the prolonged suspension (more than four days) or dismissal of a student without providing the student with prior notice of the charges against the student, an explanation of the evidence in support of the charges, and an opportunity to appear with a faculty member of his or her choice, usually the advisor, and present evidence in his or her favor.

## ROLES

### DEAN OF STUDENTS

The Dean administers the discipline system by investigating all alleged violations of rules, presenting the information to the Discipline Committee and supporting students who have encountered the disciplinary system. The Dean also adjudicates all routine first offenses.

### HEAD OF SCHOOL

The Head of School reserves the right at all times to deal directly with any disciplinary matter with or without consultation with any other person or group.

### THE DISCIPLINE COMMITTEE

The Discipline Committee is authorized by the faculty to deal with students breaking certain first and all second major school rules during their career or when an offense involves multiple infractions of major School rules.

Procedures:

- The Dean of Students will interview the student in order to determine the facts of the case.
- The Dean of Students will present the facts of the case to the DC. The student is ordinarily present with his/ her advisor at this time in order to answer any questions from the Committee. When the Committee is satisfied that it knows the facts of the case, the student, if he/she has chosen to attend will be excused.
- The student’s advisor will be stay to answer any further questions, but will be excused before the Committee begins its deliberations.
- The Committee makes its recommendation to the Head of School who may accept, modify or set aside the Committee’s recommendation.
- The Discipline Committee will make their findings and recommendations in writing at the conclusion of such proceedings.
- The School’s final response to the infraction will be posted in Eliot Hall for the benefit of the School Community.

Membership is comprised of the following:

- A faculty member who will serve as Chair, who votes only in case of a tie;
- The Dean or Assistant Dean of Students (non-voting);
- Three faculty members appointed by the Head of School;
- President of the School;
- Vice-President of the School;
- President of Class I;
- Class II officers will serve as student alternates;
- If the student’s advisor is a member of the DC, the faculty member should play the advisor’s role in the deliberations. Another member of the faculty will be asked to serve temporarily on the DC until the case is decided.

DISCIPLINE RECORDS

The Dean of Students will file and share with the DC a student’s past disciplinary record as part of the Committee’s deliberations. A student’s disciplinary record will never be released without the permission of the student in writing.

POLICY ON REPORTING DISCIPLINE CASES

Middlesex reports Disciplinary Committee decisions to the full School community in keeping with our core belief in honesty, responsibility for each other in a residential school community, and mutual trust. Violations of those expectations and the rules associated with them, affect the entire School, and it is important for students and Faculty to know both the truth of the facts and the careful reasoning that goes into discipline decisions.

Many post-secondary applications ask if a student has been suspended from School. Middlesex values honesty; both the student and the counselor will report to all colleges that ask, all suspensions prior to senior year. Also, all suspensions that occur in the senior year will be reported regardless of when during the year the offense occurs. The college office will send a letter approximately two weeks after the Discipline Committee and/or the Head of School has passed judgment on the case. Prior to the mailing of the letter, seniors will be urged to contact all colleges to which they have applied or will apply to inform them of the infraction

Honest reporting is essential because:

1. it is in line with the ethics of Middlesex School.
2. the colleges with whom we deal need to know that we are providing them with the information they require. Adhering clearly to our policy assures them of this, maintaining our credibility.

3. our practice also protects our students; in the sometimes small world of independent schools and competitive colleges, for a college to learn of an infraction through informal means without the student and counselor having reported it can be quite damaging to the student's candidacy.

While disciplinary matters are of a concern to colleges, our experience is that they understand that young people make mistakes. Admission committees are typically more concerned with the manner in which students respond to disciplinary sanctions than the actual event leading to sanctions. A mature and graceful response to a discipline infraction can illustrate a student's growth and development as a young adult.

## THE RULES REVISION PROCESS

At Middlesex, students are involved in the process of changing the School's rules through the Senate and the Rules Revision Committee. However, until a rule is changed, it is the responsibility of all students to follow both the letter and the spirit of School regulations.

The Rules Revision Committee is charged to review rules and procedures annually and to make recommendations for revisions to the Head of School during the month of May.

The membership of this Committee is constituted as follows:

- The Dean of Students (who will serve as chair);
- The Senior Master;
- One representative from the boarding Heads of Houses;
- One of the Day Student Heads of House;
- A representative from the Academic Council;
- The Assistant Dean of Students;
- The Chair of the Discipline Committee;
- One additional member of the Faculty chosen by the Head from among the younger members of the Faculty;
- The current President of the School;
- A student representative from the Senate;
- A student representative from the proctors;
- A student representative from the day students.

At the beginning of the second semester, the Dean of Students will ask the community to make suggestions for possible changes to the rules and procedures. The deadline for submission of proposals for rules revisions will be no later than the end of April. All such revisions will be forwarded to the Deans Office.

The Committee will deliberate and inform the community of its recommendations for rules revisions before the end of the academic year. The Committee will send its recommendations to the Head of School for consideration. The Head may approve these changes, modify them, veto them, or return specific proposals to the Committee for further review. It is not envisioned that the Head would take these revisions to the entire faculty or the Senate for their approval.

# STUDENT HEALTH and SAFETY

## Health and Counseling Services

The Staff of the Health Center, our Certified Athletic Trainer, and our Counseling Staff provide health care to Middlesex students. We are here to help students with all nature of health concerns, including advocacy and prevention, offering health teaching and counseling, illness and injury care, consultation, risk assessment and referral. As facilitators of health in the School community, we ask that you keep us informed with changes in your child's health and treatment programs which are determined or initiated while she or he is away from School, as well as any changes in your health insurance. This includes day students as well as boarders so as to care as fully and competently for your child as possible. All clinical information is handled confidentially. Given the residential nature of the school, however, there may be conditions and situations of which others in the School need to be aware (such as advisors, dorm faculty, coaches, administrators, etc.).

### CRUZ HEALTH CENTER

The Cruz Health Center, located in the basement at the south end of Ware Hall, is a resource for all students. Please seek non-emergency treatment between 7:30 am and 10:15 pm. Emergency services are available at all times, with a registered nurse on duty 24 hours a day, seven days a week. Beds are available for daytime or overnight care. **When School is in session, the Health Center can be reached at (978) 371 6583.**

Students may see the Nurse Practitioner (both walk-in and by appointment) who is at the Health Center full-time throughout the week, or the School Physician (by appointment) at the Health Center; they are able to refer to medical specialists when appropriate. Every effort is made to schedule appointments during students' free blocks.

**Before the School can accept responsibility for any student, all required health forms and permission must have been received by the Health Center.** Physical examinations are required each year. The School will not accept physical examination forms signed by the student's parent or guardian, even if that individual is a physician or other clinical provider. Health forms and policies are available on the parents' log-in section of the Middlesex website ([www.mxschool.edu](http://www.mxschool.edu))

If a student is too ill to attend classes or other obligations, he/she must stay in the Health Center. Any student who misses two or more obligations due to illness during an academic day **may not** participate in athletics that day.

Any day student who, having come to School, feels too ill to attend further classes, must report to the Health Center and be evaluated by the nurse on duty before leaving campus to return home. Missed classes will not be excused unless this procedure has been observed.

If a student needs to visit the Health Center after 10:15 p.m., he/she **must** inform the Head of House and must be accompanied by a faculty member or another adult. Please telephone the Health Center **before** arrival between 10:15 p.m. and 7 a.m.

### Emergency Services

Emerson Hospital is the nearest emergency service. Emerson is a 177-bed full-service non-profit community hospital located 10 minutes from campus. When necessary, other facilities in the Boston area can be accessed for emergency services.

## Sports Injuries/Training Concerns

Certified Athletic Trainers will examine sports-related injuries and supervise rehabilitation in the training room of the Orr Gymnasium. They also help athletes understand and prevent injuries, and consult with the NP, School Physician or an orthopedist as necessary. Visits to outside specialists will be scheduled through the Health Center.

## Head Injuries

Due to the potentially serious consequences of a head injury, Middlesex School has adopted conservative and proactive guidelines for the management of students with head injuries. These guidelines aid in ensuring that students are identified, treated and referred appropriately, receive follow-up care, including academic oversight, and are fully recovered prior to returning to activity. These guidelines are stated in our Head Injury Policy and are implemented via the Nurse Practitioner, Athletic Trainer and health center staff. Although an outside provider or specialist may be involved in the care of a student the final decision for sports clearance will be given by the Middlesex school health team.

## Nutrition Services

Individual consultation with a nutritionist is available for students at School. Appointments can be made and take place in the Health Center. If more than two visits are needed or desired, further consultation would be contracted between the family and the nutritionist directly.

## Allergy

**Nut aware campus:** In order to maintain an inclusive environment for those with nut allergies, all foods that are served in the dining hall are made without nuts, nut oils or other nut products. Peanut butter is offered in single serving containers but a separate toaster and nut-free service station is maintained in the dining hall with appropriate signage. We also ask for parents' help when bringing food in for special events that they do not contain peanuts or other nut products. All food and drug allergies must be indicated on our required health forms submitted by parents. Food allergy information will be shared with advisors, heads of house and with our dining service vendor.

## Prescription and Over the Counter Medication

The School does not permit students to keep prescription drugs in their possession without the knowledge and consent of the Health Center. Boarding students who have been prescribed drugs by health providers not connected with the School must notify the Health Center of this fact in order to determine the level of supervision necessary for the distribution of this medication. Parents are asked to ensure that students do not return to School with prescription drugs without checking in at the Health Center upon arrival. Certain prescription medications, such as Ritalin and other stimulants, are circulating dangerously in school communities because some students believe that it can aid them in their studies. The potential dangers of a student ingesting some medications without medical supervision are profound. Parents should not put their children in the position of being custodians to such medications. The comprehensive **Medication Policy** is available to download from the parents' portal of the Middlesex website and on request. Please understand that failure to observe the rules around medication may result in disciplinary action.

While students are permitted to have over the counter medications, we strongly recommend that they keep only small supplies of such medicine. A false sense of safety surrounds preparations purchased without a prescription; misuse and overuse of such medications is a very real problem. The Health Center has a variety of such medication available for those in need.

While we take issues of confidentiality and privacy very seriously, for safety reasons, information regarding students who are on various medications may be shared with other adults in the community on a need to know basis. This may include, but is not limited to, Heads of Houses, advisors, and the Director of Counseling.

### **Medical Response to Alcohol/Drug Use**

The School realizes that use of drugs and/or alcohol can produce immediate threats to the physical health and safety of students. The primary concern in such circumstances is the welfare of the student. All students are encouraged to seek help from any adult or peer to remove a fellow student from a potentially dangerous situation. No student will be allowed to drive if it is known that he/she has been using drugs or alcohol nor will any student be allowed to spend the night in a dormitory following the ingestion of drugs or alcohol. Since recognition of potentially dangerous levels of drug and/or alcohol ingestion is often difficult, any student who has been using drugs and/or alcohol should go or be taken to the Health Center for appropriate care which will include an evaluation by the clinical staff and a follow up program of counseling.

### **The Sanctuary Policy**

All occasions in which student rule breaking has created a potentially dangerous situation and student initiated or aided action has brought the matter to the attention of an adult, will result in a modified disciplinary response. The specifics of this modification are as follows:

1. If a student comes to the Health Center either alone or with another student, the matter will be treated as a special health concern. The student will be evaluated and will stay the night if necessary. The Dean's Office will be informed and a specific follow up program of counseling will be instituted. The student's parents and advisor will be informed, but no formal disciplinary action will be taken. Our reason for this policy is to encourage students to assist actively students who are in trouble as a result of drug and/or alcohol use. If appropriate, the student may be required to continue to see a counselor or attend a specific drug and/or alcohol rehabilitation program outside the School community.
2. If a faculty member receives information from a concerned student, parent, or other "third party" that a particular student is in need of help as a result of drug or alcohol use, the student will be treated as specified above.
3. Protection from normal disciplinary procedures will be granted only once in a student's career. Any student admitted to the Health Center for the second time will be subject to disciplinary action according to the student's current disciplinary status.
4. Students who are apprehended for infractions of our rules will not be granted protection from normal disciplinary procedures. However, as outlined above, that student will be brought to the Health Center for clinical evaluation and care, and will be required to pursue follow up counseling.

### **The Intervention Team**

This team under the supervision of the School Counselor is comprised of faculty members chosen by the community who work with a student's advisor to ascertain the level of the student's involvement with drugs and/or alcohol. Concerns about students can be referred to the intervention team by any member of the community. Work of this team is not linked to the discipline system.

### **Sexual Intimacy**

Because of the emotional and physical risks involved for high-school aged teenagers, the School believes that this is neither the time nor the place for intimate sexual relations and will do what it can to discourage such activity. The Health Center does provide a safe environment in which to get health information, care and counseling regarding a variety of health concerns, including various aspects of sexuality.

### **Confidentiality**

Our goal is to provide a safe and open environment in which our students can seek appropriate guidance and care. Unfortunately, many teenagers are concerned that their conversations with our health care staff will be reported to their parents. Without an assurance of confidentiality, these teenagers may not get the support they need. Consequently, to enable us to be most effective in

working with students, we respectfully suggest that parents give the School permission to provide information, counseling, examination and/or treatment with respect to substance abuse and sexual activity on a confidential basis. We truly believe that assuring confidentiality promotes responsible communication and treatment.

Rest assured, we will always encourage students to speak with their parents in addition to working with our staff. We recognize and appreciate the critical importance of dialogue between teenagers and their parents. And we will, of course, initiate communication with parents of students who are minors when we become concerned about a student's welfare. Please note that as a matter of state and federal law, students who are 18 years of age or older control the confidentiality of their educational records, which include health and academic records maintained by the School. Thus, for a student 18 years of age or older, care provided by the School's Health Center is kept confidential in the absence of the student granting permission to the School to communicate with his/her parents. A request for permission to provide confidential care was sent home with the Health Center packet; it is also available on the Middlesex website.

### COUNSELING SERVICES

The counseling office is located near the student mailboxes in office #5 in Eliot Hall. Our school counselor, is on campus 5 days a week (M-F). You can drop in to set up an appointment, call or email. Family consultation is also available. Issues for which students seek support include but are not limited to: stress, sadness, homesickness, organizational problems, family problems, sleep problems, relationship problems, sexual identity and more. Outside referrals can be set up through the counseling office. In addition, our consulting psychiatrist regularly meets with students on the Middlesex campus. A peer support program made up of Middlesex students is available to those who may wish to discuss an issue with another student.

### TELEPHONING

All student rooms are equipped with telephone lines. The phones will be shut off during study hours (7:30 to 9:30 p.m.) and at 10:30 for freshman and sophomores and at midnight for juniors and seniors during the week. **Boarding students may only use cell phones in their rooms or in dorm entryways while on campus during the assigned hours.**

Parents of Day students may leave phone messages for their children by calling (978) 369 2550 between 8:30 a.m. and 4:30 p.m. Monday through Friday and 8:30 a.m. to 12:00 noon on Saturday. **Day students may use cell phones outside the Library, and on the outside steps of Eliot and Ware Hall during the day.**

In addition, a voice mail system is available enabling students to receive messages in their "mailboxes" from telephones in their dormitories and elsewhere on campus. Families may choose to use the system for a service charge of \$50.00 per academic year.

When the School's switch board is not open, parents may leave a message on the answering machine.

NOTE: **In an emergency**, parents should try to call their child's advisor first, Head of House next, or one of the following:

- ⇒ Mrs. Beaton (978) 371-2753 (h)
- ⇒ Mrs. Giles (978) 371-0922 (h)

# APPENDIX I

## PLAGIARISM

“Plagiarism” refers to the act of passing off as one’s own work the words, ideas, thoughts, theories, or philosophies of another. It is the height of academic dishonesty.

**Any Middlesex student who is guilty of academic dishonesty (that is, plagiarism or cheating) places his or her Middlesex career in jeopardy and could be dismissed.**

The faculty has agreed on the following procedures:

1. Any teacher who finds an instance of academic dishonesty will, in consultation with the department head, report the case to the Discipline Committee
2. The D.C.’s response to cases of academic dishonesty on exams, tests, and papers will be: **failure of the course and six month’s full probation. A second breach of honesty during a student’s career will result in dismissal unless there are extraordinary mitigating circumstances.**
3. Dishonesty on quizzes and homework will call for a meeting with the D.C. in order to determine the appropriate punishment from a range which might but will not necessarily include a failure in the course.
4. Cases of "wandering eyes" will be reported to the Dean of Students so that a record may be kept and acted on if a pattern appears.
5. In all cases of academic dishonesty, the D.C. represents the faculty.

There are many different forms of plagiarism; all must be guarded against. The most obvious form is when one submits another’s exact words without setting them off in quotation marks and acknowledging one’s debt with a footnote. This can even happen inadvertently when one takes notes from a source *verbatim* and then copies these notes directly into one’s paper. BEWARE!

However, there are other, less obvious but equally serious forms. It is also plagiarism to use another’s ideas or theories without acknowledging the fact, even if you place these ideas or theories in your own words. It is your responsibility to recognize when you are paraphrasing another’s work in your own paper. There is nothing wrong with borrowing ideas, as long as again you acknowledge the debt with proper citation.

Also watch out for seizing upon a particularly apt phrase or expression used by another author and incorporating this into your work without properly acknowledging it.

### SUGGESTIONS FOR CITATION IN RESEARCH PROJECTS

When writing research papers at Middlesex, students should remember that foot notes serve several important functions.

1. They protect the writer from accusations of plagiarism.
2. They add authority to a particular statement or assertion by providing additional proof. In effect the writer is saying, “Well, if I don’t convince you, are you willing to argue with Professor Hofstadter?”
3. They permit the reader to evaluate the validity of the writer’s sources and overall research.
4. They allow a subsequent researcher to build upon the work of those who have gone before rather than having to start from scratch, repeating the work .

## WHAT SHOULD BE FOOTNOTED?

1. a direct quotation set off by quotation marks. Even if the author of the particular quotation is obvious from the text, it is still necessary to provide citation for all direct quotations.
2. an indirect quotation or a paraphrase of another's words or ideas.
3. a conclusion or opinion of another person which you work into your paper.
4. statistics which are important to your overall thesis.
5. factual material not commonly known which might possibly be challenged by the reader.
6. charts, pictures, and other graphics taken from other sources.

In addition, footnotes may be used to include additional information which you don't feel it necessary to include in the body of your paper. These are called "textual foot notes."

If you have any questions concerning proper format for citation, either footnotes or bibliographic entries, see *The Middlesex School History Department Survival Guide*.

Middlesex feels particularly strongly about the issue of academic integrity. All incidents of plagiarism and/or cheating must be reported to the Faculty as a whole; no special arrangements may be made between an individual member of the Faculty and the student or students involved.

## PLAGIARISM AND COMPUTER SCIENCE

(The following material is based in large part on "Rules and Regulations concerning Computer Use" published by Harvard College, May 22nd, 1982.)

Middlesex School has adopted the following policy concerning work assigned in computer science courses:

"A computer program written to satisfy a course requirement is, like a paper, expected to be the original work of the student submitting it. Copying a program from another student or from any other source is a form of academic dishonesty, as is deriving a program substantially from the work of another. A student who knowingly permits his or her work to be so plagiarized will be treated as equally culpable as the student handing in the plagiarized program."

Some people not familiar with computer programming can be confused about how the concept of plagiarism can be applicable to computer courses. They equate programs with numbers, and assume that correct solutions to a programming assignment will inevitably be extremely similar, if not identical. However, this is not the case in all but the shortest assignments. Two students solving the same problem may adopt radically different approaches, each equally valid. The likelihood of two programmers creating identical programs is as slim as of two history students, each charged with analyzing the effectiveness of the New Deal, writing identical papers. Programmers quickly develop their own idiosyncrasies of style and vocabulary; these are as personal to them as writing styles to an author.

Paraphrasing is as possible, and as dishonest, with programs as with papers. Simply changing the names of variables or the format of a few lines does not alter this. Simply stated, you may not submit as your own work a program based upon the work of another! Violation of this rule is plagiarism; and it will be treated as such by the School.

There are two "exceptions", both obvious. Sometimes an assignment will specifically call for you to use a particular approach, or even particular program lines, in creating a program. In this case, obviously, it is expected that parts of programs submitted by various students will be similar or

identical. Also a computer science course expects students to build upon previously learned material; there is nothing wrong in “copying from one self;” that is, using previously submitted work to create a new, expanded program.

A difficult question remains. How much help can one receive before going over the line between being assisted and plagiarism? Any help you receive from a member of the Faculty or one of the more advanced students specifically assigned by a Faculty member to help in the computer science laboratory is legitimate; however, their goal is to help you understand how to solve the program yourself, not to solve it for you. When you seek help from other students, you move onto much thinner ice. It is perfectly acceptable to ask for simple factual information, the kind of things which could be found in a manual. However, the more your request moves into the area of how to solve a particular problem, rather than for specific factual information, the more unacceptable it is.

It is to be assumed that any collaboration in the completion of programming assignments is prohibited, unless explicitly permitted by the teacher. If two or more students have collaborated in reaching a particular solution, this should be clearly stated when the assignment is submitted. When collaboration is not explicitly permitted by an instructor, the student who provides help will be treated as culpable as the student submitting the plagiarized work.

The existence of computers at Middlesex and their increasingly extensive utilization by many of us in the community bring up other concerns which should be mentioned.

Information saved by an individual on a computer system, be it on a floppy disk or in a file stored on the timesharing system, is the private property of the individual who created it. Examination or utilization of that information without the knowledge or permission of that individual is unacceptable, similar to taking another’s class notes or diaries. This means that a student should never be snooping in another user’s files, even if they have been left unprotected. And one should certainly not ever try to crack protection locks placed on files. Equally unacceptable is picking up listings of programs of others from wastebaskets .

Attempting in any way to gain passwords, either to administrative accounts or to student files is also prohibited. The School has a good deal of sensitive information stored in various files, and much of it must remain confidential. Any student found accessing any of these accounts will be dealt with as if he or she had deliberately broken into a School office and gone into confidential file drawers.

Certain commercial software packages (word processing and PASCAL for instance) will occasionally be distributed as part of a course. These may not be duplicated nor used on any non Middlesex computer. To violate either of these dictums will be considered a serious offense, as the ability of the Computer Science Department to provide needed software would be jeopardized by such activity.

Finally, the computer equipment available in the computer laboratory is expensive and sophisticated. Vandalism and destruction of equipment cannot be tolerated and will be treated as intentional damage to property.

Our computers must be treated with care and respect so they remain functioning for all of us. Our Technology Center has relatively limited space and many users and visitors; consideration for others should be the motto! And it is the obligation of everyone using the room to keep it neat enough to be used efficiently.

# APPENDIX II

## Middlesex School Acceptable Use Policy

“Trust and integrity are fundamental values of Middlesex School.  
As a member of the Middlesex School community,  
I pledge that I will not lie, cheat or steal,  
and that I will uphold the values of trust and integrity.”

Middlesex School provides access to and oversight of technological resources for the benefit of the community. Developing and applying clear and sound standards online is a matter of personal safety, as well as a matter of disciplinary concern. Special notice should be given to the following points, elaborated at greater length below:

- **Use of technology, both school-owned and personally-owned is a privilege and not a right.**
- **There can be no expectation of privacy in use of technology.**
- **School expectations, rules, and consequences applying to in-person behavior apply to onlinebehavior.**

The following policy is meant to supplement, not supersede, the rules and guidelines of Middlesex School. Due to changes and shifts of technology, no policy will be able to anticipate or articulate every possible area of risk or responsibility. Nevertheless, as a guiding principle, the same standards of judgment, accountability, and citizenship articulated in the School Handbook apply to the use of technology, “respect for self, others and community” foremost. In sum, technology use of any kind while a member of the Middlesex community is subject to School rules and procedures.

In order for technological use to serve the community well, the following principles must govern use.

**1. ACCESS: Use of technological resources is a privilege, not a right, and will be denied or limited as deemed appropriate by the School.** Technological use is intended to allow individuals to pursue academic enterprise and execute the business of the School in a responsible manner. Both technological resources owned and maintained by the School and technological resources owned and maintained by individuals are subject to School oversight. While the School supports reasonable use of technology for entertainment and personal purposes, such use can compromise school resources and thus is subject to regulation. If a user’s online habits and behavior violate School standards, the user’s access to technological resources may be limited or suspended.

**2. PRIVACY AND OVERSIGHT: There can be no expectation of privacy for users of online media or technologies.** All online expressions are public due to the nature of information technology. Given the potential consequences, it is worth emphasizing risks in the areas of electronic communication, social networking, file-sharing, and gaming. The School provides oversight of online activity for the good standing and well-being of both community and individual while ensuring that technological use aligns with the School’s expectations and objectives. Since the use of online resources involves the possibility of accessing material inappropriate to a residential school caring for minors, Middlesex School employs a filtering and monitoring device. Such limits and controls are not intended to inhibit legitimate academic uses.

**3. DISCIPLINARY CONSEQUENCES: Violations of the School’s Acceptable Use Policy are subject to both internal discipline and external responses.** The School as an institution and all of its members are accountable both to internal rules and to state and federal law. Since internet activity is public, it reflects upon student and School. All electronic communications must be constructed so that their broadcast is acceptable in a public forum. All downloading and file-

sharing must conform to legal standards, particularly with regard to copyright. Inappropriate online activity is subject to both legal scrutiny and the full range of responses in the School Handbook.

### **Disciplinary Procedures Concerning Acceptable Use**

**Possession, procurement, or creation of materials that would be unacceptable in person, in print, or in a public forum are unacceptable through technological means as well.** It is imperative that students understand that anything they express online is subject to the same degree of concern and responsibility as in-person behavior. To express online is to publish, and to publish online is to make public. Furthermore, material generated online is by nature permanent and subject to external judgment, regardless of intent. As in other areas of the Handbook, rules and guidelines pertaining to the use of technology are designed to preserve the safety and good standing of both individuals and the community.

All violations of school rules and standards generated or portrayed online fall under the purview of the disciplinary system as administered by the Dean's Office. As with other expectations, guidelines, and rules, it is not possible to list every potential violation of the School's Acceptable Use Policy subject to disciplinary action. For the purposes of clarity and illustration, however, actionable violations of the School's Acceptable Use Policy include , but are not limited to the following:

- Bullying, harassing, or insulting others
- Sending or displaying offensive messages or pictures
- Using obscene language or vulgarities
- Publishing or disseminating material damaging to the School or contrary to Middlesex standards and rules
- Violating copyright laws through illegal file-sharing or through any other means
- Viewing, downloading, or distributing material prohibited to minors
- Using others' accounts or passwords or assuming the identity of others
- Trespassing on others' equipment, work or files (including those of the School)
- Damaging computers, computer systems, or computer networks or any form of vandalism
- Intentionally modifying network software configuration without approval of the Technology Office
- Intentionally wasting limited network resources
- Employing the network for individual business and commercial purposes

Students in violation of acceptable use as outlined in this document face a range of possible consequences, from loss of account privileges to separation from School. Violations involving the possibility of formal school warning and/or separation from School will be adjudicated by the Disciplinary Committee. As with other disciplinary measures, a first offense may make a student liable for suspension. Furthermore, some first offenses of an especially severe nature may lead to dismissal.

This Acceptable Use Policy is subject to review and revision at any time.

Revised: 5/4/11

# APPENDIX III

## ON HAZING

### THE COMMONWEALTH OF MASSACHUSETTS: AN ACT INCREASING THE PENALTIES OF HAZING

*Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:*

Chapter 269 of the General Laws is hereby amended by striking out sections 17 to 19, inclusive, and inserting in place thereof the following three sections:

Section 17. Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or by both such fine and imprisonment.

The term "hazing" as used in this section and in sections eighteen and nineteen, shall mean 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. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

Section 18. Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.

Section 19. Each institution of secondary education and each public and private institution of post secondary education shall issue to every group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams or organizations.

Each such group, team or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually, to the institutions an attested acknowledgment stating that such group, team or organization has received a copy of this section and said sections seventeen and eighteen, and that such group, team or organization understand and agrees to comply with the provisions of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full time student in such institution a copy of this section and sections seventeen and eighteen. Each institution of secondary education and each public or private institution of post secondary education shall file, at least annually, a report with the regents of higher education and in the case of secondary institutions, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams or organizations and to notify each full time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students. The board of regents and, in the case of secondary institutions, the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such report.

Approved January 5, 1988.

### **ON HARASSMENT and SEXUAL HARASSMENT**

Students, faculty, staff members, and others connected with Middlesex School should expect to be treated with consideration. As a community enriched by its diversity, we recognize and respect differences in culture, race, ethnic origin, religion, gender, and sexual orientation.

To preserve and protect the health of the community and those differences among individuals, the School will not tolerate harassment of any kind and is prepared to respond with appropriate discipline, including dismissal, under the same School rules as those governing physical abuse, hazing, or behavior detrimental to the School. In addition, as required by state law, the School will refer cases of reported child abuse to appropriate authorities.

Harassment is not to be confused with honest and constructive criticism or a respectful and even energetic expression of differences of opinion; such behavior is of value to the goals of the School.

Harassment is uninvited and unwanted physical or verbal behavior that creates an intimidating, hostile, or demeaning environment for education or employment. Such behavior is detrimental to the community. Examples of such inappropriate behavior include:

- uninvited pressure for sexual activity;
- verbal or physical abuse;
- obscene or physical abuse;
- uninvited pressure to participate in illegal activities such as smoking or the use of alcohol or drugs;
- public display of explicitly offensive or demeaning materials;
- comments or actions demeaning to race, religion, ethnic origin, gender, or sexual orientation;
- intentionally false accusations of harassment;
- retaliation towards someone making a complaint about harassment.

Students or adults experiencing harassment should follow any or all of these measures.

1. If you are comfortable and do not feel seriously threatened, let the offender know you want the behavior to stop. Say, "No!" Be direct and clear. Do not apologize.
2. Make a record of when, where, and how you have been mistreated; include witnesses (if any), direct quotes, evidence.
3. If you are a student, notify the Deans of Students as soon as possible; if you are uncomfortable doing so, ask your advisor, a member of the counseling staff, another adult, a senior proctor, or a student friend to help you.
4. If you are an adult, notify the Head of School, Dean of Faculty, Business Manager, or Staff Department Head as soon as possible.

As soon as possible, the adult notified will report the complaint to the Head of School. The Head of School will notify the Department of Children and Families as required by law.

For all complaints of harassment, the Head of School may direct appropriate administrators to investigate and make a recommendation for appropriate action. If the case involves student misconduct, the Head of School may refer the case to the Discipline Committee for deliberation and recommendation. The Head of School will take administrative and disciplinary recommendations into consideration before making a decision concerning consequences and responsibility.

Either party in the complaint may ask the Head of School for a review of the decision.

Revised June 28, 2005

# APPENDIX IV

## Middlesex School Attendance Policy

<b>1 unexcused absence</b>	<b>loss of free day</b>
<b>2 unexcused absences</b>	<b>Thurs. detention / advisor notified</b>
<b>3 unexcused absences</b>	<b>Sat. night detention (may go out after) /1 week on bounds/ parents notified of status &amp; further consequences</b>
<b>4 unexcused absences</b>	<b>2 weeks on bounds with Sat. night detention (must check in after) while on bounds</b>
<b>5 unexcused absences</b>	<b>attendance probation for following quarter / parent conference / 1 week censure</b>
<b>6 unexcused absences</b>	<b>Disciplinary committee with understanding that dismissal from the school is possible due to not meeting the school's basic requirements and attendance obligations.</b>

- **Saturday night detention** – Saturday night detention will be held Saturday night from 7:30 to 9pm. Students are expected to bring work or something academic to bide their time. After receiving a third absence, a student will be assigned a Saturday night detention and they may attend the night's activities following detention. A student who receives a fourth absence or more will be assigned a Saturday night detention and must check in to their dorm immediately following detention. Students who leave their dorm after checking in following Saturday night detention will receive further disciplinary action for disobedience. Day students are expected to leave campus following Saturday night detention.
- **Attendance probation** – Students who accumulate the stated number of absences warranting attendance probation will remain on such for the following quarter. While on attendance probation, a student is expected to fully correct their attendance negligence. If a student obtains 2 unexcused absences while on attendance probation, their parents must come for a conference with administration. Parents will be informed that another absence while on attendance probation will result in appearing before the disciplinary committee. Students on attendance probation 3 quarters in their MX career will have a meeting with the Head of School, parents and administration regarding dismissal from MX.
- **Censure** – Any student placed on censure may not attend any extracurricular activities or those not part of the students' basic program for the time mandated. Students must remain in their dorm for the time on censure. This means students are to only attend their academic classes, athletics, and arts related activities scheduled by a MX faculty member. Students are not to attend any club meetings, social activities, or any such activity not part of their basic schedule.
- **Guidelines** – 7 tardies equals one absence / 12 equals 2 / 17 equals 3, etc. Faculty may assign an absence if a student is more than 20 minutes tardy to any class or the student has missed a significant part of a lesson.
- **Cleansing of record** – after every quarter, a students' attendance record will clear.

# APPENDIX V

## AN ACT RELATIVE TO BULLYING IN SCHOOLS

Massachusetts' new anti-bullying law broadly defines bullying as “the repeated use by one or more students of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a victim that: (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 himself or of damage to his property; (iii) creates a hostile environment at school for the victim; (iv) infringes on the rights of the victim at school; or (v) materially and substantially disrupts the education process or the orderly operation of a school.” The definition specifically includes “cyber-bullying.”

### ***Bullying Prohibited Beyond School Grounds and Online***

As of May 3, 2010, bullying is prohibited on school grounds or property immediately adjacent to school grounds, at school-sponsored or school-related activities, or through the use of technology or an electronic device owned, leased or used by the school. Even bullying conducted off school property or with technology not owned or leased by the school is prohibited if the bullying creates a hostile environment at school for the victim, infringes on the rights of the victim at school, or materially and substantially disrupts the education process or the orderly operation of the school. By including conduct that occurs electronically and outside of school, the new law recognizes that bullying can be just as harmful when it occurs via email, on Facebook or through Twitter.

The anti-bullying law also prohibits retaliating against any person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying.

As required by the statute, Middlesex School finalized a School Bullying Prevention Plan and distributed it to the Community prior to December 31, 2010. The current plan has been published on the school’s website which should be consulted for full details.

### ***Immediately Report Incidents of Bullying or Retaliation***

As of May 3, 2010, school staff members must report immediately any instance of bullying or retaliation that they learn of or witness. Reports should be delivered to the principal or the responsible school official identified in the anti-bullying plan. Pursuant to Massachusetts General Laws c. 119, sec 51A, reports of bullying may require the School to make a report to the Department of Children and Families, and may result in disciplinary action up to an including dismissal of any student determined to have engaged in bullying or retaliation.

### ***Promptly Notify Other Schools When Necessary***

If a bullying or retaliation incident involves students from more than one school, the school first informed of the incident must, consistent with state and federal law, promptly notify the appropriate administrator of the other school. If a bullying or retaliation incident occurs on school grounds and involves a former student under the age of 21 who is no longer enrolled at the school, then the school informed of the bullying or retaliation must contact law enforcement when criminal charges may be pursued.

***Promptly Investigate Reports of Bullying or Retaliation***

As of May 3, 2010, upon receipt of a bullying or retaliation report, the principal or designee must promptly conduct an investigation. If the principal or designee determines that bullying or retaliation has occurred, he/she must: (1) notify the local law enforcement agency if he/she believes that criminal charges may be pursued; (2) take appropriate disciplinary action; (3) notify the parents of the perpetrator; and (4) notify the parents of the victim, and to the extent consistent with state and federal law, notify them of the action taken to prevent any further acts of bullying or retaliation.