



# Middlesex

## Middlesex School

### Safety and Well-Being Overview

*At the heart of our responsibility to students lies our complete commitment to their safety, well-being, and security.*

Whether the issue is the trust and confidence that come from healthy relationships with teachers and friends, the watchful presence of adults, or the maintenance of buildings, student safety and well-being are our top priorities at school. To that end, Middlesex School maintains a range of measures to ensure the safety of the students, faculty and staff on the campus and in the community. Without compromising either the welcoming character of the School or the educational and developmental priority of helping our students assume age-appropriate independence, we strive to put prudent procedures in place to protect the community from everything from severe weather events and other unexpected natural phenomena to accidents or injuries that take place in the classroom, athletic fields, theater or workplace. We know that adolescence can be a time of impulsivity and experiential learning, and we seek to sustain a safe, consistent, comfortable environment in which our students can best live, learn and grow.

#### Student Life Resources

Middlesex’s community life infrastructure plays an important role in managing risk within our community. Small classes, significant co-curricular requirements supervised by faculty members, and small residential houses allow faculty members close working proximity to students. Boundary training for both adults and students is on-going as building healthy relationships is central to our work together. Advisors meet frequently, formally and informally, with students on an individual basis for discussions that include personal as well as academic updates. The Cruz Health Center, staffed 24/7 while students are on campus, provides the community with constant health support. The following faculty committees meet regularly to troubleshoot both individual student’s well-being and school culture:

- 1) Heads of House: Heads of the Day and Boarding Houses, Deans of Students, Director of Counseling, Director of Student Activities, Chief Operating Officer. This committee meets weekly to discuss all issues of community life;
- 2) The “Radar Screen” Committee: Dean of Students, Director of Counseling, Director of the Health Center, Assistant Head. This committee meets weekly to discuss concerns about individual students’

health and well-being and to initiate appropriate approaches to support and treatment.

- 3) Health Committee: Dean of Students, Directors of Counseling and the Health Center, School Physician, athletic trainers, and other faculty members. This committee discusses health and welfare issues and interfaces with the work of outside therapists and educators (nutritionist, drug and alcohol support, etc.) with the School to assure continuity of care and communication;
- 4) The Intervention Team (or I-Team): four faculty members. This group provides students with a confidential way to discuss peer use of alcohol and drugs. I-Team members approach students of concern, discuss those concerns, and connect students with school resources when appropriate. The I-Team works with the Directors of Counseling and the Health Center and with the Dean of Students.
- 5) Weekly full faculty meetings: Each week, the Head of School solicits the faculty for names of students of concern. The bulk of each weekly faculty meeting is taken up with discussions of individual students and, as appropriate, student issues with assignment of responsibility for further support, communication, and action. The faculty meets an addition 5-6 days each year to discuss students and school culture.

Additionally, the Chief Operating Officer convenes the Safety Committee and the Events Planning Committee on a weekly basis; while these committees largely focus on logistics and planning, they also continually evaluate and update policies and practices.

The School’s orientation, advising, residential life, and leadership programs are all designed to detect warning signs of students in distress and to encourage fellow students to work with adults in the community as allies in taking good care of their friends. To this end, our discipline system includes a “sanctuary” safety option which can be invoked by peers who are concerned about a friend’s safety and want to alert adults to the friend’s condition, or by any student who chooses to invoke sanctuary by approaching adults or presenting him or herself to the Health Center for care. The results of a sanctuary event include required follow-up counseling and parental notification, without disciplinary implications; while sanctuary is a one-time event for a student, it proves effective for bringing problems to light.

There is a rotating duty system for faculty members and administrators that ensures comprehensive campus coverage with multiple layers of back-up and support. In addition to the faculty members on duty in dorms, every day there is an “FIC” or “Faculty-in-Charge” faculty member who carries a specific cell

phone and is available on campus to respond to anyone in need. Backing up that “FIC” is an “AOD” or Administrator on Duty, who is physically present on campus and able to respond to anyone in need. At the first assembly each year, students are asked to program their personal phones with the cell numbers for the Head of School, Chief Operating Officer, Campus Security, the FIC phone, the AOD phone, the 24-hour staffed Health Center telephone, and the 24-hour emergency “beeper” carried by a member of our Facilities staff.

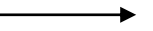
The Student Handbook sets forth all of the policies for leaving campus and for having visitors on campus, as well as the rules of the community. From bullying to boundaries and relationships to acceptable use, the Handbook provides a comprehensive guide for students about life at School. Prior to the start of each school year, students as well as their parents are required to sign a form stating that they have read, understood, and accepted the policies, practices, and rules set forth in the Handbook.

Finally, we live the “it takes a village to raise a child” maxim every day. With the exception of our FLIK dining service employees, two technology consultants and our security officers, all staff members are Middlesex employees. These staff members have significant and important interactions with our students, and they act with the same interest in our students’ well-being as do our faculty members.

#### Safety Summary

*On an annual basis, all school employees undergo mandatory training on hazing, harassment, bullying, and appropriate professional boundaries and standards. In addition to reference checks, all employees are subject to CORI (Criminal Offender Records Inquiry) and SORI (Sex Offender Registry Information) checks upon hire and every three years thereafter, as well as MVR (Motor Vehicle Record) checks. Middlesex School also requires all employees to undergo a fingerprint-based background check, in accordance with Massachusetts law and to provide references from current employers, which we check. The Faculty and Staff Handbooks outline all requirements for ongoing documentation for employability at Middlesex School. Supervisors for both faculty and staff members regularly review employees’ performance, and all evaluation processes reinforce expectations for professional standards and conduct in the School community.*

The Chief Operating Officer (“COO”), under the direction of the Head of School, is responsible for the safety and security of the campus. This work includes compliance with all local building/fire codes; policies and procedures for visitors and guests; the School’s CORI and SORI background checks for new employees, tutors, and vendors; relationships with the Concord Fire Department, Concord Police Department and the Concord Public Works Department, including drills and training; and maintenance of the campus security team.



The COO works closely with the Chief Financial Officer, the Director of Facilities and Operations, the Assistant Director of Facilities and Operations, the Dean of Students, the Heads of Houses, the Safety Committee and the Events Planning Committee to monitor and maintain best practices in these areas.

The School engages the services of a security services vendor. Each day from 6pm-6am, 365 days per year, an un-armed, uniformed security guard patrols the Middlesex campus both on foot and in a marked security vehicle. His role is to engage with visitors, investigate campus disturbances, and monitor various building management systems to ensure that heat, light, power and waste water treatment systems are functioning properly.

During the academic year, this professional security force is supplemented by members of the Middlesex faculty in addition to the faculty assigned to duty in the dorms, library and campus buildings to ensure that students are in appropriate public spaces (and not in inappropriate places); to monitor campus events and activities; and to provide a supervisory presence. Faculty “roamers” report issues and request support from either the Faculty-in-Charge or the Administrator-On-Duty who carry School-issued cell phones and are on duty each evening. In all cases, faculty, staff and the security personnel are instructed to call Concord Police immediately if a situation appears to present imminent danger to the community.

**Personal and Vehicle Access**

The School maintains a card-key access system for each of the nine residential houses on campus and high-traffic public spaces. The School provides each student and faculty member and staff member a unique electronic access card at the beginning of each academic year. A time-stamped log of each card-key access is reviewed weekly by the Assistant Director of Facilities and Operations and delivered to each Head of House for review.

The card-key access system also controls the security gate along the access road at the North Campus Gate. This gate is closed from midnight until 5am each evening; only drivers with appropriate access cards may enter through that gate during those times. During that same time period, the School’s main gate is blocked by a chain. The use of this chain and of the back gate has been approved by the Concord Fire Department which has unfettered access to the campus 24/7.

The School maintains several video monitoring cameras to monitor vehicle traffic at both gates and visitor activity at the Atkins Athletic Center and the Orr Gym.

Vendors and other non-admissions visitors to the School are required to check in at the Facilities and Operations Building to receive a Middlesex Visitor badge and lanyard which they must display for the duration of their stay on campus.

**Emergency Management**

The School’s Emergency Management Team (“EMT”) is comprised of the Head of School, Chief Financial Officer, Chief Operating Officer, Assistant Head of School, Dean of Students, Assistant Deans of Students, Director of the Cruz Health Center, Director of Counseling, Chief Technology Officer, Director of Facilities and Operations, Assistant Director of Facilities and Operations, and Transportation Coordinator. This group meets several times per year and conducts “table top” drill during which the team practices responses to various campus emergencies. This exercise, performed under the supervision of a trained facilitator, provides important feedback and helps troubleshoot potential issues.

In the event of an emergency of any nature that demands the resources of the entire School, the Head of School will activate the Emergency Management Team and gather in the Health Center or other appropriate meeting places to plan and manage the School’s response.

Specific roles include:

Head of School	Overall leadership; communications; spokesperson
Chief Operating Officer	EMT Coordinator; liaison to Town of Concord and Flik
Chief Financial Officer	Coordinator of incoming communications; staff contact
Assistant Head of School	Faculty assignments and coverage
Deans of Students	Student communications; coverage by House
Facilities and Operations	Campus infrastructure; liaison with Concord Municipal Light Plant and National Grid, Concord Fire Dept., Stillian Electric and security team
Communications	My Backpack Parent communications; web site postings, web site
Chief Technology Officer	Campus phone and technology infrastructure and disaster recovery
Health	Campus triage and coordination with external providers, counseling
Transportation	Liaison with Dee Bus; transportation coordination

The School utilizes Blackboard Connect as an emergency notification system. Voice, text or email messages can be delivered to all segments of the Middlesex community (students, faculty, staff and parents) immediately in the event of a campus emergency. The EMT can also utilize the School’s Gmail system, as well as the My Backpack application of Senior Systems to send e-mail updates to all constituencies.

The School’s website, [www.mxschool.edu](http://www.mxschool.edu), is housed at an off-campus network operations center with 24x7x365 power backup and support coverage, and can be used to post messages. The School also has emergency alert beacons at key locations around campus to allow emergency notifications to be broadcast in the event of a campus emergency.

In addition to these internal teams, the School works with a variety of outside partners to monitor and implement best practices in the area of safety and security. Middlesex School belongs to Middlesex Partnerships for Youth. The School’s property and casualty and general liability insurance broker, Fred C. Church, Inc., offers “Risk Management Roundtables,” often in conjunction with United Educators. ISCC, a captive insurance consortium to which the School belongs for workers’ compensation coverage, and Meadowbrook TPA, the administrator of that program, also run conferences. The School is also in close contact with our law firm, Holland & Knight, LLP.

As noted above, the School has also established a close working relationship with the public safety officials in the Town of Concord. Concord’s Chief of Police and Community Services Officer Detective Scott Camilleri are the School’s key liaisons. Each school year, Officer Camilleri also presents at all-school assembly.

In conjunction with the Concord Fire Department, the School also conducts mandatory fire evacuation drills in all dormitories and public buildings. Middlesex works closely with Concord’s Fire Chief to stay abreast of new initiatives.

On campus, the School maintains a 260 KW emergency generator, housed adjacent to Ware Hall which provides uninterrupted power for Ware Hall (dining hall, health center and student activities center), Robert Winsor House and Memorial Chapel (auxiliary emergency space.) In the event of a sustained power outage or other emergency, these locations will serve the temporary needs of the School. Should a situation arise that would require Middlesex to relocate students for safety reasons, the School also has developed relationships with a local hotel and bus company to facilitate such a move.

With student safety and well-being as our top daily priority, and recognizing the complex human chemistry that gives life to our School, we continue to evaluate our procedures and constantly seek to improve the quality of life and work in our school community.