

The Handbook

The Handbook outlines many particular expectations regarding the conduct of students throughout the school year and their entire career at Middlesex. 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.

We hope that this Handbook helps to guide and support you as you become a part of this community. Please read the Student Life and Major School Rules sections carefully. Each year the articulation of our expectations changes slightly as we attempt to be more clear and direct. In addition, as rules are revised and new ones added through Rules Revision, 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 each student's parents or guardians - 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.

Non-Discrimination Policy

Middlesex welcomes students, faculty, staff, and other community members of any gender, race, color, disability status, gender identity or expression, sexual identity, social class, religion, and national and ethnic origin. With the conviction that nurturing differences among people strengthens, broadens, and enriches the community, Middlesex is wholly committed to making the School a safe and comfortable environment for all.

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STUDENT LIFE

The Student Life section of the Handbook provides rules, guidelines and expectations for how we conduct our lives as Middlesex students. The Major School Rules and the consequences for violating them are provided in the gray pages. Please pay special attention to the Major School Rules section as violations of major rules can result in immediate dismissal from the Middlesex community. The following pages not only provide the outline of School rules and conduct, but also explain how we live within the spirit of these rules and how they apply to our daily lives.

Attendance

We expect each student to commit to 100% attendance at classes and required school events. In addition to classes, assemblies, chapels and athletics, there are occasional required evening events. These include programming such as, but not limited to, Community Life Meetings, Choices, Connections, Freedom from Chemical Dependency, class chapels, and other scheduled lectures and events. Required events are on the calendar and all students and faculty are expected to attend.

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 when school is in session.

80% rule: At an absolute minimum, Middlesex requires a student to attend 80% of the scheduled classes per course to be eligible to receive any 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 Deans' Office (978-371-6546). *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 events or other important events require a student to miss school, these absences must be cleared through the Deans' Office at least two weeks 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 Deans' Office will notify parents and advisors, and parents and advisors will need to discuss the situation. Taking into consideration their 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 reviewed by the Deans 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, that student is responsible for making up the work missed. If an assessment or paper is due or scheduled 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.

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.

Middlesex School Attendance Policy

| | |
|---|--|
| 1 unexcused absence (per quarter) | loss of free day |
| 2 unexcused absences (per quarter) | Thursday detention |
| 3 unexcused absences (per quarter) | Saturday night detention / one week on bounds / parent, advisor, and HOH notified of status & further consequences |
| 4 unexcused absences (per quarter) | Saturday night detention (must check in/leave campus after) / two weeks on bounds / possibility of Dean's meeting with advisor / parent, advisor, and HOH notified |
| 5 unexcused absences (per quarter) | attendance probation for following quarter / Saturday night detention (must check in/leave campus after) / two weeks on bounds / parent, advisor, and HOH notified / five nights ECI (boarding students) / five nights ECO (day students) |
| 6 or more unexcused absences | In addition to the consequences for five unexcused absences, further disciplinary action will be taken due to not meeting the school's basic requirements and attendance obligations. This may include an appearance in front of the Discipline Committee to decide whether or not the students may remain at the School. |

- **Thursday morning detention** – Thursday morning detention is held Thursday morning from 8am to 8:40am. Detention is a study hall environment. Students are expected to arrive on time. The penalty for missing a Thursday detention is an unexcused absence as well as a Saturday detention with a dorm check-in immediately following.
- **Saturday night detention** – Saturday night detention will be held Saturday night from 7:30pm to 9pm. Detention is a study hall environment. Students are expected to arrive on time.

- **On bounds** – Boarders on bounds may not leave campus for any reason other than a Middlesex-sanctioned event; any exception must be cleared through the Deans' Office. Day students on bounds may only leave campus for the purpose of going home for the day; any exception must be cleared through the Deans' Office.
- **Day student early check-out (ECO)** – Day students may only leave campus for the purpose of going home for the day, and they are required to leave campus after their last School commitment.
- **Attendance probation** – Students who accumulate five or more unexcused absences will be placed on attendance probation for the following quarter. While on attendance probation, a student is expected to fully correct attendance negligence. If a student obtains two unexcused absences while on attendance probation, the student's parents are notified and the student and student's advisor must meet with the Assistant Dean of Students. The student and parents will be informed that another absence while on attendance probation is a violation of the probation and may result in appearing in front of the Discipline Committee.

If a student is placed on attendance probation twice in a twelve month period, *or* three times in the student's Middlesex career, that student will appear in front of the Discipline Committee with the possibility of being suspended or dismissed.

- **Tardies** – The first seven tardies equal one absence in a quarter. A student's advisor will be notified if seven tardies are accumulated. Following the first seven, five tardies will equal an absence. 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. However, students should make every effort to attend any part of a class.
- **Cleansing of record** – after every quarter, a student's attendance record will be cleared.
- **80% rule** – In order to get credit for a course, each student must be in attendance for 80% of the course meetings.

Automobiles

Boarding students: Boarding students may not keep a car on campus or in the local area, drive a car to campus, or drive a car on campus. Boarding students who have left campus for a weekend may not bring or drive an automobile onto the campus for any reason. This prohibition includes travel days when students depart or return from vacation. Any boarding student who brings a car to campus without the express permission of the Deans' Office will be placed on bounds and may appear in front of the Discipline Committee. While on a weekend, boarding students who are licensed drivers may operate a motor vehicle only under the care of a parent or guardian or of an approved adult host.

Day students: Day student cars – no matter whether a student drives or is driven by someone else - may only enter and exit through the North Gate (back gate) and must park in the Acorn Lot (adjacent to the Athletic Center). Students are never allowed to drive or park on the Circle at any time, nor are they allowed to drive to or park at the dorms, library, theater, or turf fields. Middlesex does not maintain an "open campus"; unless they have specific permission to leave campus, day student drivers arriving on campus in the morning will remain until their obligations are over and they return home.

Day students who park 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.

Day students from Class III or IV may not drive off-campus until all their obligations are complete; once their obligations are complete, they may only leave campus to depart for home. Once they leave campus they may not return until the following day. Day students from Class III and IV 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.

Students are not permitted, at any time, to congregate in parked cars. There are myriad locations in which students may socialize together, but a parked car is not one of them. If students are found congregating in a parked car, they will be asked to leave the car and issued a warning. Second and subsequent offenses will be dealt with by the Deans' Office. In the event that rules are being broken in a parked car, the consequences will be consistent with the rules that are being broken.

Day time driving permissions:

Members of Class I and Class II may request permission to leave campus in a car driven by a day student in Class I or Class II. These request must be made face-to-face, and each student, driver and passenger(s), must fill out a driving form on Moodle at the time the permission is given. These permission only cover travel within the area (Acton, Bedford, Burlington, Concord, Carlisle, Lexington, Lincoln, Sudbury or Westford). Permission to travel beyond this area can only be granted by the Deans' Office and pending verbal permission from parents. Please note that faculty members reserve the right to deny permission.

Members of Class I may request permission to leave campus for lunch (as long as all those going have a common block free either before or after lunch) or after the academic day. Members of Class II may request to leave campus after the academic day. All drivers and passengers must return prior to study hours or by early check-in on evenings when there are no study hours. Should day students in Class I or II need to leave campus during the academic day for reasons other than going to lunch, they still must receive permission from a faculty member and successfully complete an electronic sign out form on MX Moodle. Such permission will be granted sparingly and only in situations where it appears no reasonable alternative exists.

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

NOTE: Hitchhiking is not permitted.

Bikes, skateboards and scooters

Students are permitted to have and use bikes, skateboards and scooters on campus. Middlesex is an active campus with a fair amount of traffic throughout the day; students who wish to use bikes, skateboards, scooters, and rollerblades do so at their own risk, and the School suggests that those students wear a helmet. Bikes, skateboards, scooters, and rollerblades may not be used indoors.

Campus Safety and Security

All members of the community need to feel safe, comfortable, and secure in their lives at School. To that end, Middlesex 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 responsible 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.

The School's safety and security procedures include various alarm systems, cameras and other monitoring devices, and an ID card reader system on all Middlesex dormitories and nearly all public buildings. **Students should be aware that the Middlesex ID card that they are issued at the beginning of each school year is theirs alone.** Use of another student's or faculty member's ID card will be considered an integrity violation. Likewise, students are issued keys (in the case of boarding students, a room key and mailbox key; in the case of day students, a mailbox key). These keys are only for the use of the student to whom they are issued. Although a significant spirit of trust permeates the entire Middlesex community, students should take care to lock their rooms when they are not present and to utilize the individual safes in each room to store money and important papers and personal items. **Students found to be in possession of any campus key which they were not specifically issued will face disciplinary consequences.**

Campus, Pond and Woods

Middlesex has 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 are not supervised. Students may not swim or take a boat out after dark. Middlesex does not allow any other recreational or flotation devices in the pond.

Skating on the pond 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 7pm, whichever comes first, and 6am.

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 Deans of Students.

Changing Day or Boarding Status

Permission to change student status **from boarding to day** will be granted only in extraordinary circumstances such as prolonged illness or family crisis. 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 boarding status.

Communication

Communication in the Middlesex community happens primarily through announcements in assemblies, email and mailboxes. Students are expected to check email and their physical mailbox at least once a day. Students may call teachers, dorm parents or advisors, but should not use texting or social media as a means of communication.

Daily Schedule

The academic day:

| Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|---------|------------|-------------|------------|---------|-------------|
| 8AM-3PM | 8AM-3:10PM | 8AM-12:25PM | 9:15AM-3PM | 8AM-3PM | 8AM-11:30AM |

Athletics take place after classes and before dinner in the fall and spring. In the winter, athletic practices also occur in the evenings. Dinner generally goes from 5:30pm to 6:45pm. Choral groups, community service and club activities often take place between dinner and study hours. Study hours begin at 7:30pm Sunday through Friday

Students 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 extracurricular responsibilities without permission.**

Dress Code

The purpose of our dress code is to reflect respect for the discipline and seriousness of purpose we associate with academic pursuits and other occasions requiring "class dress," as well as the School's values: kindness, respect, courage, honesty, and gratitude. Thus, we require that students dress in clean and neat attire during the academic day, as specified below. Because fashions change rapidly, these principles govern the appropriateness of any item of dress, regardless of a specific listing below. The Deans are happy to provide guidance or answer questions about particular attire and its appropriateness.

Class dress (to be worn throughout the class day) is defined as follows: dress shirt*; sweater or sweatshirt; dress; ethnic attire; pants, slacks, skirt or shorts.

**Dress shirt is defined as a blouse, polo shirt, collared shirt, or dressy T-shirt (i.e., plain, no large graphics).*

NO athletic wear (i.e., leggings worn as pants, yoga pants, sweatpants, mesh shorts, athletic T-shirts or tops), with the exception of sweatshirts, may be worn as class dress.

NO blue jeans (jeans of other colors and fabrics are acceptable) may be worn as class dress.

Casual dress: Though there is not a specific dress code outside the academic day, respect and decency reign. Clothing should not be ripped, revealing, or offensive. Athletic attire is allowed in the Dining Hall for breakfast, dinner, and brunch.

Formal dress: On rare occasions, formal dress will be required. Formal dress can be described as jacket and tie or blouse, dress pants, skirt or dress, religious and/or traditional formal attire.

All attire must meet the following general guidelines (or should be left at home):

- All hemlines must be at least fingertip length.
- All clothing must be clean and in good repair (not torn, frayed or cut off).
- No strapless tops or tops with straps less than two inches wide, no exposed lingerie or undershirts/shorts, or apparel that reveals the midriff, buttocks, or chest.
- No clothing with offensive or obscene writing or graphics.

Hats: Hats of any kind (except those that are religious and/or traditional) may not be worn in the Dining Hall, the Theatre, the Chapel, and the Terry Room. Teachers may decide on an individual basis whether they allow hats to be worn in their class.

Footwear: Though there are no specific guidelines for footwear, bare feet are not permitted in any non-residential School building.

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. The student will receive a warning for the first offense, and a detention for each subsequent offense.

ID Cards

ID cards (often called Zebra or prox cards) are issued to every student upon registration. No one can enter a Middlesex dormitory or other specific locations on campus without an ID card. All student ID cards grant equal access to every student dormitory and other locations to which students are permitted access. ID cards are also associated with student Grill Accounts and can be used to charge food at the School's Grill in Stu-Fac. Students should report a lost ID card to Facilities and Operations. Facilities will issue the student another ID card and the cost of a replacement card will be billed to the student. **Using another student's ID card is considered an integrity violation and will be dealt with by the Deans' Office. Purchasing items with another student's ID card is also considered an integrity violation, and, in all likelihood, will result in the offending student appearing in front of the Discipline Committee.**

Financial and Business Matters

In the past few years, Middlesex has tried to reduce the number of "extras" that 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:

- 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 courses;
- Individual music instruction (voice or instrument);
- Taxi, airport shuttle, and car service use (including doctor visits arranged through the Health Center);
- 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.

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 free day exempts a student from the class day only.** Athletic and evening commitments the day of the free day must be fulfilled.
- 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 semester.

The Grill

Located in Stu-Fac, the Grill serves snacks, fast food and beverages, and is open during certain evening and afternoon hours, as posted. Students have two options to purchase food; they may use a credit card or they may charge purchases to their My SchoolBucks account. If a student is going to use his/her My SchoolBucks account for Grill purchases, there must be a positive balance in this account. Parents should discuss an appropriate spending policy with students.

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) at about 2:00pm. Incoming mail is delivered and is usually sorted by 1:00pm. Each student is assigned a mailbox and receives a key at registration. Minimal cost will incur should a replacement key be requested. Packages are delivered to School along with the mail. They may be picked up in the School's mailroom in Eliot Hall during the academic day.

When sending mail or packages to a student, please use the following format:

Student Name
1400 Lowell Road
Concord, MA 01742

The School reserves the right to inquire about and investigate anything mailed or delivered to the School that School personnel believe to be suspicious or inappropriate in any nature. When such suspicion arises, the Dean of Students and Head of School will be notified, and the student may be asked to open the package in question in their presence. **All students are responsible for knowing the contents and makeup of items and/or packages that arrive to their mailbox.**

No medication or substance requiring a prescription should be mailed to the School without notifying the Director of the Cruz Health Center.

Students are not permitted inside the mailroom without adult supervision.

Middlesex students are not permitted to own or use a local off-campus Post Office box.

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 the Head of School. The note should indicate the name of the journalist seeking the interview, the publication for which that journalist 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 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, we supply in-room safes for student valuables (passports and other key documents; cash; plane tickets; jewelry and electronics and laptop).

We advise students not to possess large amounts of cash on campus. If international travel or other circumstances necessitate a student's needing large amounts of on-hand cash, we advise that you work with the School's Business Office to find a solution. Given the ease of online banking and various local branches in Concord, students have great access to obtain and deposit cash when needed.

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.

School Store

The School Store is located on the first floor of Ware Hall between the Business Office and the Student/Faculty Center. The School Store stocks pens, pencils, paper, note books, and other

necessary supplies. The store also stocks personal necessities such as soap, toothpaste and stamps as well as clothing items.

School Store Hours

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| Monday through Friday | 8:30am to 3:30pm |
| Saturday | CLOSED |
| Sunday | CLOSED |

Note: The Store will be open on the first Saturday of each semester. Please also note that funds in a student's School Store account may not be accessed for cash by the student.

Snow days and inclement weather

As a boarding school, Middlesex School has very few “snow days”. In the event school is cancelled or dismissed early, the Chief Operating Officer or Head of School will notify all students, faculty, and staff through the automated messaging system, the Middlesex School website, and e-mail. Day students and their parents should use their best judgment regarding commuting conditions in the case of inclement weather. No student will receive an unexcused absence if weather conditions hinder the student’s ability to travel to school. Likewise, in the event Middlesex does cancel activities and ask day students to travel home or stay at home, they should do so. Even if classes or other activities are cancelled due to inclement weather, residential supervision, meal service and other core campus functions will continue.

The Student Bank/Grill Account

To help parents and students safeguard monies needed during the school year, the School maintains a "School Bank" which is located and managed inside the School Store. Parents can fund their child's student bank account via credit card by setting up an account with My SchoolBucks (www.myschoolbucks.com), using the student's school ID. Having funds in this account allows students to withdraw cash, as well as purchase items at the Grill and purchase items sold at fundraisers (i.e., t-shirts, wrist bands, bake sales, etc.). Funds deposited to My SchoolBucks by 10am will be available that day. The School Bank is open during the hours of 8:30am to 2:30pm Monday-Friday.

Parents may also fund their child's student bank by check or money order, made out to Middlesex School, and sent to the School's address: Middlesex School, attn: Business Office, 1400 Lowell Road, Concord, MA 01742. Please indicate that funds are earmarked for the student bank. Funds deposited via check will be credited to the student's account upon receipt in the Business Office.

There is also an ATM on campus to offer another alternative for students to access cash. The machine is owned and operated by First Republic Bank. ATM fees will apply if students are accessing an account from another bank.

Study Hours

Sunday-Friday Study Hours Procedures:

Formal study hours are held from 7:30pm to 9:30pm, Sunday through Thursday, and from 7:30pm to 9:00pm on Friday. Any extracurricular meetings or off-campus meetings during these hours must

be cleared by the Deans' Office. Faculty who wish to schedule a meeting or bring students off campus during this time may do so only with permission from the Academic Office.

All students in dormitories during study hours are expected to respect the atmosphere of study. Phones, video games, computer games, social media, videos and televisions are not to be used during these hours. Members of Class I with televisions, video monitors, or game systems are responsible for insuring these procedures are obeyed; failure to do so may result in the loss of the privilege. Members of Classes II and III should use their computers and technology exclusively for academic purposes during study hours. Members of Class IV should turn their phones into the on-duty faculty member at the beginning of study hours, and may collect their phones at the end of 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 must be in the Library or at an academic commitment. In addition to the Library, day students in Class II are permitted to be in the Terry Room, the Tech Center, The Rachel Carson Center, or the Clay Centennial Center lobby provided they are engaged exclusively in academic pursuits.

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 who live in a dorm of the same gender.

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, Terry Room, Tech Center, or Clay Centennial Center lobby. Misrepresenting the destination of a sign-out is an integrity violation and will be reported to the Deans' Office.

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 7:30pm, they must speak personally with the faculty member on duty to receive specific permission.

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. Proctored study hall is a school obligation. Attendance is taken and students will receive absences for unexcused attendance. 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 7:30pm. Regular study hours procedures and sign-outs are in effect. Boarding students are expected to have their rooms neat, organized and clean by 7:30pm on Sundays. **Vacation breaks or long weekends end at 8:30pm when boarding students are due back in their dormitories for the remainder of the evening.**

Technology – phones and other personal electronic devices

Middlesex students are expected to engage fully in the life of the School and with those around them. The School values an environment that feels friendly and welcoming, and creating this atmosphere requires personal recognition and engagement. We believe that the central elements of this atmosphere are the conversations and interactions, formal and casual, that students have with faculty members and peers throughout the course of the day.

To this end, students should use electronic devices with discretion, following these guidelines:

- No one should use a phone, or other portable device while walking around campus during the day. This behavior is the opposite of engagement and prevents the kind of friendly, personal acknowledgement upon which we depend.
- If a person needs to make or receive a phone call, that person must do so outside the building in a stationary position.
- Never use phones or any media in class, during chapel, or during a school assembly.
- Mealtimes are ideally for social interaction and engagement, and therefore we hope students will limit their use of phones and other portable devices in the Dining Hall.

Students who are using portable electronics while walking around will be asked to cease use of them. Students who are using portable electronics during class, chapel, or school assembly will have those devices confiscated; the matter will be reported to the Deans' Office; and they will be assigned to detention. The students may retrieve their phone from the Deans' Office at the end of the day. Persistent infractions of these policies by any one student may result in further disciplinary consequences.

Use of camera and video functions:

No student should take a photo or video of someone else without that person's knowledge and consent. No student should be taking photos or videos for any purpose in classrooms, locker rooms, bathrooms, the training room, the fitness center, or any other place, situation, or circumstance in which there is a reasonable expectation of privacy. Failure to abide by this policy will be considered at least direct disobedience and will be dealt with by the Deans' Office or the Discipline Committee.

Note: Students are not permitted to have or operate a drone on campus.

Transportation

Middlesex Town Shuttle (service to Concord)

Weekdays (Monday through Friday)

Leaves from the Ware Hall Student Center making round trips to Concord beginning at 3:30pm

The last shuttle departs from Concord at 7:10pm.

Weekends

Saturday shuttle service to Concord begins at 12:00pm making round trips with the last shuttle departing Concord at 7:10pm. On weekends there may also be vans or buses to local towns or attractions.

Students who use the town shuttle or participate in school-sponsored weekend trips off campus need to sign out in their House books prior to departure.

Trains and car service

The Acton-Fitchburg line of the MBTA runs regularly from Concord to Cambridge and Boston (North Station). The Acton-Fitchburg line connects with the Red Line at Porter Square (access to South Station and Logan Airport via South Station), and with the Green Line and Orange Line at North Station. **Students planning to take an MBTA train into Boston must get permission from their Head of House/on-duty faculty prior to leaving campus and sign out in their House book. Depending on the level of parental permission indicated on each student's permission form, students might also need permission from a parent or guardian.**

Go Boston Shuttle (formerly called Ultimate Livery) Car Service: Telephone: 888-437-4379

website: <http://www.gobostonshuttle.com/> (Type 'Middlesex' into the group ID / discount code box to be directed to the School's page)

* Students may charge their School account for Go Boston Shuttle service.

Taxis and hired cars:

Students who wish to arrange transportation off campus via taxi (including Uber, Lyft, etc.) must follow protocol as determined by their permission form. Please know that the School cannot assume responsibility for students who choose to use these types of services. We recommend, however, that students and parents review carefully the terms of service of any provider so engaged.

Vacation and School Recesses

All students must depart campus for Thanksgiving Break, Winter Break, and Spring Break, and the end of the School year in June. During these periods, students do not have access to dorm rooms or certain school buildings. The access that ID cards provide is suspended during this time except for the fitness center, which local students may continue to use. Faculty are on break as well and families can expect limited communication. Any emergent situations that occur during this time should be directed to the Deans' Office. Following Thanksgiving, Winter, and Spring Breaks, all boarding students are expected to return to the dorm by 8:30pm and are in for the night. Parents are asked to be free and clear of the dorms by 8:30pm as the dorms are shared spaces and students are preparing for the return of the School's normal schedule. Continued late return of students to school is a problem. Please make every effort to return students to school by 8:30pm. **Students must depart and return on the exact dates indicated on the School Calendar. Any variation from these published dates must be cleared through the Deans' Office well in advance.**

Vacation Travel

All boarding students must fill out a Vacation Travel Form on MX Moodle for each of the three major breaks. On this form, students can sign up for School transportation to any of the local area

transportation hubs (Logan airport, South Station, etc), or for the chartered bus to Connecticut and New York City. The costs for services are published in the POND.

The School Calendar and the Planner indicate the days that students depart and return to campus. Any travel outside of those days must be cleared through the Deans' Office. **Students cannot be accommodated outside of these dates as the dormitories and Health Center are not staffed. However, students traveling long distances who have special concerns related to travel and the School calendar should consult with the Deans' Office.**

Visitation Procedures

Visitation is the procedure of visiting and hosting friends from a dorm or day house of another gender in a student's room. After the first two weeks of school, students may request visitation according to the chart under "Evening Hours" in the Boarding Life section of the Handbook. During visitation, doors must remain completely open and lights must remain on.

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, visitation may be canceled for that evening.

The Head of House may suspend this privilege for the entire house if students are not observing the letter or the spirit of this system.

Visitation ends at 10:10pm on Monday through Friday (9:55pm for members of Class III) and at 10:45pm on Saturday. It is the host's responsibility to end visitation on time.

Visitation does not accommodate sexual intimacy. Our expectation is that students will not engage in sexually intimate behavior in dorms or anywhere on campus. Please see the Major School Rules section for more information on School policies around sexual intimacy.

Students may visit and host friends from a dorm or day house of another gender in the main common room of each dorm between the hours of 3pm and 7:30pm (11am to 7:30pm on Sundays and long weekend days). During such visits, the common room must remain a welcoming space for all – lights must remain on and doors, when applicable, must remain open. This does not include downstairs recreation areas, study rooms, or first floor residential hallways.

Weekends

Five weekends of the year are designated **campus weekends**. **Campus weekends** require boarding students to spend Saturday night on campus and for day students to attend the weekend's events. 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 are designated **free weekends** and may be taken by all students who have permission to leave, and they will not be counted in the allotments listed below.

Of the available **open weekends** (neither campus weekends nor free 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 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. Both the weekend form and the parent phone call should be completed by 3:00PM on Friday. No student is allowed to take a weekend, other than in the company of a parent or guardian, 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. A student on a weekend may go to another destination only after arrival at the destination designated on the weekend form. If, under extraordinary circumstances, a student's weekend plans change after leaving campus, that student must notify the Head of House immediately of these changes.

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

Long Weekends

Students may leave campus during long weekends, though many students choose to remain on campus. The School does not provide any shared transportation on long weekends - students and families must coordinate transportation to and from Middlesex on their own. Students needing special assistance in making travel plans should speak with the Deans' Office.

Under normal circumstances **no student is permitted to stay in a hotel unaccompanied while on a weekend or during school vacations.** In extraordinary cases – such as that of an international student or student who lives very far away during school vacation – the School requires a parent phone call to the Deans' Office to give permission and explain the circumstances that merit such an unusual event.

Work Permits

Middlesex does not provide youth employment permits. Students who wish to obtain youth employment permits for summer jobs or other employment should contact the superintendent of public schools in their place of residence. More information can be found at: <http://www.mass.gov/lwd/labor-standards/dls/youth-employment/>.

BOARDING LIFE

The dormitory is an important part of a Middlesex boarding student's life. Each of the nine dormitories at Middlesex house between 23 and 37 students from all classes. The ability to live together, both as housemates and roommates, is a critical facet of the School's residential philosophy. **Each year around 40% of Middlesex students will live in a double; students should expect to live in a double during one or more of their years at the School.** Students are expected to respect the rights of others in the dormitory. Consideration must always be given to those trying to study or sleep. The dorm should be quiet enough for study or sleep after check-in and in the morning before classes. During exams, the dormitory should be quiet enough for study or sleep at all times. No one should be in a student's room unless the student resident is present. Parents and families should not be in dormitories during study hours or after check-in, nor should they be in the dormitories when their child is not present. Visits outside of Parent Weekends should be coordinated with dorm faculty.

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 ceiling, light fixtures, pipes or smoke detectors. 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" [twin 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 disciplinary action.

Decorations may not display nudity, drug use, violence or profanity, nor may they advertize or promote drugs or alcohol. Dormitory faculty reserve the right to require 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 will ensure that this is the case. A more thorough inspection will take place on Sunday at a time determined by the faculty member on duty.

The School does not insure the property of its students. Any articles brought from home are brought at the student's own risk.

Because of the threat of fire, individual students are not permitted to have irons, electric blankets, halogen lamps, or any device that involves combustion in their rooms. Small appliances, such as hot pots, and irons may be kept in the dorm kitchen area. Curling irons and hair straighteners must be used in the bathrooms only. All heat-producing appliances should be unplugged when not in use.

Hover boards, most cooking equipment, and other items that ignite flame or pose a risk of combustion are strictly forbidden from dorms and other school buildings at all times. 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 review carefully the Fire Safety Rule in the next section of the Handbook.**

Health and Safety Checks: 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.

Evening Hours

| MONDAY THROUGH THURSDAY | | | |
|--------------------------------|--|--|---------------------------------|
| | 7:30pm - 9:30pm | 9:30pm | Check in |
| Class IV | Study Hours in room | Free time in dorm begins | 10:00pm 10:30pm (lights out) |
| Class III | Study Hours in room | (fall) Free time in dorm begins (spring) Free time on campus begins (spring) Visitation allowed with Class I - III | 10:00pm 10:30pm (in room) |
| Class II | Study Hours in dorm or academic location | Free time on campus begins Visitation allowed with classes I- II (spring) Visitation allowed with Classes I-III | 10:15pm 12:00am (in room) |
| Class I | Must be on campus | Free time on campus continues Visitation allowed with classes I- II (spring) Visitation allowed with Classes I-III | 10:30pm 12:00am (in room) |
| FRIDAY | | | |
| | 7:30pm - 9:00pm | 9:00pm | Check in |
| Class IV | Study Hours in room | Free time on campus begins (spring) Visitation allowed with Class IV | 10:15pm 10:30pm (lights out) |
| Class III | Study Hours in room | Free time on campus begins (spring) Visitation allowed with Class I - III | 10:15pm 10:30pm (in room) |
| Class II | Study Hours in dorm or academic location | Free time on campus begins Visitation allowed with Classes I- III | 10:15pm 12:00am (in room) |

| | | | |
|-----------------|--|--|---------------------------------|
| Class I | Must be on campus | Free time on campus continues Visitation allowed with Classes I-III | 10:30pm 12:00am (in room) |
| SATURDAY | | | |
| | 7:30pm* | 8:00pm-10:45pm | Check in |
| Class IV | must be on campus and checked –in | (spring) Visitation allowed with Class IV | 11:00pm |
| Class III | must be on campus and checked –in | Visitation allowed with Class I - III | 11:00pm |
| Class II | must be on campus and checked –in | Visitation allowed with Class I - III | 11:00pm |
| Class I | must be on campus and checked –in | Visitation allowed with Class I - III | 11:00pm |
| SUNDAY | | | |
| | 7:30pm - 9:30pm | 9:30pm | Check in |
| Class IV | Study Hours in room | Free time in dorm begins | 10:00pm 10:30pm (lights out) |
| Class III | Study Hours in room | (fall) Free time in dorm begins (spring) Free time on campus begins | 10:00pm 10:30pm (in room) |
| Class II | Study Hours in dorm or academic location | Free time on campus begins | 10:00pm 12:00am (in room) |
| Class I | Must be on campus | Free time on campus continues | 10:00pm 12:00am (in room) |

*Students who wish to go out to dinner with family members or family friends on Saturday evening may obtain permission from their Head of House or the on-duty dorm faculty member to extend Saturday evening check-in time to 8:30pm.

-Regardless of class, dorm activity should be quiet after 10:30pm. Members of Class I and Class II who wish to congregate after 10:30pm (and before 12am) must congregate inside rooms and do so quietly so as not to disturb other members of the house.

-Visitation ends at 10:10pm on Monday through Friday for Classes I and II, and 9:55pm for Class III.

Late Lights

Members of Class IV who need more time to finish school work may ask for “late lights.” This request should be made only on occasion and only if the student has spent study hours working and will generally be granted for thirty added minutes.

Laundry and Kitchen

Each dormitory is equipped with a coin-operated washer and dryer. For an added fee, 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.

Each dormitory has a kitchen area with microwave oven and refrigerator for general student use.

Music

Students are allowed to play music 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 listen to music should use headphones. Music must not be audible outside of a student’s room during study hours.

Off Campus Evening Forms

All students may request permission to be off campus during a school night with the approval of their advisor and their parents. 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 10:30pm must also obtain approval designating where they are spending the night. All academic, athletic, and artistic obligations must be observed. Members of Class I may take two off campus evenings each semester. Members of Class II may take one off campus evening each semester. Members of Class III and IV may take one off campus evening a year. **Student who wish to miss study hours for a recurring commitment (i.e. club athletic practices, religious education, etc.) should have a parent or guardian make that request to the Deans’ Office.**

Pets

Pets and other animals may not be kept in dorms or other School buildings.

Safes

Each dormitory room is equipped with a safe for small valuables. Students are encouraged to use the safe for money, passports or other valuables. Students are not allowed to store items in safes that are against the school rules. During Health and Safety Checks, all safes are opened for inspection. Students who are not able to gain access into their safe after receiving the code should contact their Head of House, Facilities, or Chief Operating Officer.

Sign-out Procedures

On campus:

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 he or she is going. Misrepresenting a sign-out is a violation of the School's major rule concerning honesty and integrity, and will be reported to the Deans' Office.

All students must be on campus by 7:30pm Monday through Friday. The two hours between 7:30pm-9:30pm (and 7:30pm-9:00pm on Friday) are to be dedicated to academic pursuits. All students in dormitories are expected to respect the atmosphere of study. Members of Classes III and IV must be studying in their dormitory rooms at 7:30pm; members of Class II must be studying in their dormitories unless signed out in the House book to an approved academic destination (Library, Terry Room, Tech Center, Rachel Carson Center, Clay Centennial Center lobby). 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. Members of Class I 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. On Saturday evenings, students must check in personally with the faculty member on duty both by 7:30pm and at the final check in at 11pm. Leaving campus after the 7:30pm check in on any evening without permission is considered a violation of the School's sign-out policy.

Off campus: (See also the Transportation heading in the Student Life section)

No student may leave the campus if the trip conflicts with a scheduled School activity unless the student has specific permission from the Deans' Office.

- **Concord town shuttle:** 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 7:30pm.
- **School transportation to Boston/Cambridge/outside the immediate Concord area:** All students must sign out in their House books and sign in when they return. Boarding students wishing to go to Boston/Cambridge or other locations outside of the immediate Concord area must ask for and receive permission from their Head of House. Students need to plan ahead and make the request in person (not via electronic means) and receive permission prior to signing out. Violations of this rule will be considered direct disobedience in violation of Major School Rules and result in disciplinary consequences. Depending on an individual student's permission form (as determined by parents or guardians) it may be necessary for a parent/guardian to call the permission line to authorize such trips.
- **Leaving with a parent/relative:** A boarding student who wishes to leave campus with a parent or relative should have that parent call the student's House permissions line. The student should sign out in the House book upon departure, and sign back in upon arrival. If a student is leaving with a parent during the school day or missing a school commitment, permission should also be obtained through the Deans' Office in addition to a call to the House permissions line.
- **Leaving with a day student:** Members of Classes I and II are permitted to travel with day student drivers who are also in Classes I and II, but only at specific times and with face-to-face permission. (See the Daytime Driving Permissions heading of the Student Life section)
- **Taxis, Ride shares, and Car services:** Students may use these services in accordance with what is indicated on their permission form. Students must sign out upon departure and sign in upon return. Please know that the School cannot assume responsibility for students who choose to use these types of services. We recommend, however, that students and parents review carefully the terms of service of any provider so engaged.

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. Information about these services will be sent to the students via email, and to the parent body via the POND. There is no storage available in dormitories during the summer months. Shipping and storage fees for underclassmen can be billed to the student's account, but seniors must pay for their shipping and storage fees with a credit card.

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. Only Members of Class I are allowed to have video game systems in their rooms. Though underclassmen have the ability to play video games on their computers or phones, the School advises against doing so and prohibits such activity during study hours.

Visitors from Outside the School

Visitors from outside the school community may come to campus for public events (athletic competitions, student performances, theater events) in the company of their friends. All other School activities such as chapels, assemblies, weekend student activities, are for the Middlesex community only. Room visits from friends outside the Middlesex community must be cleared in advance by a House faculty member or the Head of House.

NO visitors are allowed to spend a night in the dormitory.

DAY STUDENT LIFE

Day students make significant and varied contributions to the total life of the School. They are valued members of the community and, in most cases, are indistinguishable from their boarding counterparts.

Absence from School

If a day student has to miss school obligations, his or her parents should call the absence line 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.

Arrival at School

All day students should arrive daily at the school via the North/Athletics gate of the School. Students who are driven to school should be dropped off in the Acorn Lot. **Day students should not be dropped off anywhere on the Circle.** Student drivers should also enter the North Gate and park in the Acorn Lot. **Student drivers are never allowed to drive to dormitories or on the Circle without expressed permission from the Deans' Office.**

Parents driving students to and from school should use the North/Athletic gate and drop off and pick up students from the Acorn Lot. Day students may wait for their rides in the Athletic Center or outside the Athletic Center, weather permitting.

Automobile/Driving Policies

Day students from Classes III and IV 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. Day students in Classes I, II, and III 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. Please refer especially to the section on **Electronic sign-out**.

Day Student Lockers

Each new day student has an assigned locker in the Student Center in Ware Hall. This is different from a student's athletic locker which is located in the Athletic center. Returning day students may request a locker. Each locker comes with a school-issued lock, which the students must use. Day Student lockers are also subject to random health and safety inspections periodically during the year. Under ordinary circumstances these health and safety checks will be conducted in the company of a student proctor.

Nightly Departure

Day students must depart campus each night at the same time that boarding students are due in their dormitories. Day students in Classes III and IV who remain on campus for study hours must be in the Library until they leave. They must leave by 9:30pm (Class III spring semester 10:00pm Monday through Thursday, 10:15pm Friday); day students in Class II must leave by 10:15pm and day students in Class I by 10:30pm. They may not remain on campus after that time for any reason.

Study Hours

Day students may leave after their academic and athletic commitments are over for the day. Day students in Class II who choose to remain on campus for study hours (7:30pm to 9:30pm) are expected to study in the Library, Terry Room, Tech Center, or Clay Centennial Center lobby. Day students in Classes III and IV are encouraged to study at home, but if they do choose to stay, they must study in the Library.

STUDENT LEADERSHIP

The student leadership program is designed to help our students develop within themselves some of the skills that fit the overall mission of the School: leadership, responsibility, altruism, service to the community, pride, and self-confidence. All students are expected to set strong examples of self-discipline and behavior appropriate to a school community that supports scholarship, extracurricular activities, and 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 administrators;
- 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

Any member of the student body may attend Senate. The population of official Senators consists of the following.

1. Class I School President*
2. Class I School Vice President*
3. Class II President
4. Class II Vice President
5. Two Class III Senators
6. Two Class IV Senators
7. Two Senators from each dormitory
8. Two Senators from each day student house

*The Class I President and Vice President cannot be of the same gender

Faculty Representation

1. Faculty advisor(s) to the Senate
2. Chief Operating Officer

Student Senators from each dorm and house will be elected in the fall according to the procedures outlined in the Senate's Constitution. Faculty representation will be appointed by the Head of School in consultation with the School President.

Senior Community Life Leadership Positions

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 the Director of Multicultural and Community Development to plan and participate in various services both on and off campus.

CHAPEL TRUSTEES: The Chapel Trustees assist the Director of Spiritual Life and Ethical Education with planning and organizing Chapel programs.

EQUITY & INCLUSION OFFICERS: The Equity and Inclusion Officers work with the Director of Multicultural and Community Development and the larger faculty/staff diversity group to discuss inclusion and diversity at Middlesex. Students seek ways to keep these issues central to the community, residential and student life and focus on practical applications of these important topics on campus. They also help plan all-school diversity 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 student tour guides, scheduling, and assisting the Admissions Department in a variety of important ways.

PEER SUPPORT: Working under the direction of the Director of Counseling, this group generates and facilitates discussions of topical, generic, 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 Heads 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 10:15pm, making it possible for others to sleep or study quietly.

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

TEAM CAPTAINS: Elected Captains 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.

OTHER LEADERSHIP POSITIONS AND OPPORTUNITIES: Heads of student clubs and extracurricular programs are considered leadership positions within the student life program. Some positions require considerable time, responsibility and student participation. These include, but are not limited to Editor of the *Anvil*, Editors of the *Iris*, Choral Officers, Heads of Freedom of Speech, and Editors of the Yearbook.

STUDENT HEALTH AND SAFETY

Health and Counseling Services

The staff of the Cruz Health Center, our Certified Athletic Trainer, and our Counseling Staff provide health care to Middlesex students. We are here to help students with all natures 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, the Director and staff of the Cruz Health Center must remain informed and updated with changes in a students' health and treatment programs which are determined or initiated while they are away from School, as well as any changes in their health insurance status. This policy includes day students as well as boarders so as to care as fully and competently for each student as possible. All clinical information is handled confidentially. Given the residential nature of the School, however, there may be conditions and situations of which other adults 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 24/7 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; students may be referred to medical specialists when appropriate. Every effort is made to schedule appointments during students' free blocks. The School can arrange transportation for students with off-campus medical appointments. In such cases, students and parents should be aware that charges will be incurred on a student's school bill.

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. 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) as well as on the Health Portal.

If a student is too ill to attend classes or other obligations, that student 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 pm, that student **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 pm and 7:00 am.

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.

Head Injuries (See also Concussion Policy in Athletics section of Handbook)

Due to the potentially serious consequences of a head injury, Middlesex School has 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 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.

Sports Injuries/Training Concerns (See also Athletics section of Handbook)

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 Nurse Practitioner, School Physician or an orthopedist as necessary. Visits to outside specialists will be scheduled through the Health Center.

Nutrition Services

Individual consultation with a nutritionist is available for students at School. Appointments can be made by, and take place in, the Health Center. If ongoing 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.

Signage will be provided by our food service for daily menu items indicating the presence of the major allergens other than nuts---fish, eggs, dairy, gluten and soy. We also ask for parents' help when bringing food for special events that they do not contain peanuts or other nut products and that they list all ingredients or that they provide the packaging labels with ingredients listed. All food allergy information 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 food service. Students are also expected to be their own advocates for food safety. They are responsible for seeking out resources in the Dining Hall, asking appropriate questions and, when in doubt, avoiding questionable food items.

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. All Schedule II medications must be stored in and dispensed by the Health Center. Ingestion of these medications are directly observed by a Health Center staff member. This practice is in place because certain prescription medications, such as Adderall and other stimulants, are circulating dangerously in school communities because some students believe that they can aid them in their studies. The potential dangers of a student ingesting

some medications without medical supervision are profound. 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. Be aware that the Health Center will not dispense Marijuana or any Marijuana formulations. Parents are asked to ensure that students do not return to School with prescription drugs without checking in at the Health Center upon arrival. 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.

Some other medications (e.g., antidepressants, anxiety medications, etc.) must be kept at the Health Center and are dispensed incrementally to individual students based on the medication classification, their demonstrated level of compliance and safety, and the prescriber's permission to self-administer. In these cases, students are assumed to be responsible about taking their medications as prescribed.

It is a student's responsibility to come to the Health Center for medications. No medications will be delivered to a student. Any parent with concerns about their child's ability to comply with medication usage, within the boundaries of this policy, should contact the health center directly. Parents have access to their student's medication compliance record via the SNAP health portal. It is a parent's responsibility to check this record and support their child around issues of compliance.

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 occurs. The Health Center has a variety of such medication available for those in need.

No student should purchase non FDA approved drugs or medication from online vendors. There is significant risk involved due to the lack of regulation and potential lack of integrity and/or quality control within the entities engaged in this type of commerce. Students should not procure, possess, share, or distribute non FDA approved medications.

Please understand that failure to observe the rules around medication may result in disciplinary action.

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.

Discipline Responses to Drug and Alcohol Rule Violations

By agreeing to join the School community, all students agree to observe and live by our rules prohibiting the use of alcohol and drugs. Our rules and expectations on these matters are clear, and our faculty endorses and enforces those rules at all times in our supervisory responsibilities based on our duties of care for our students.

Students who are apprehended by faculty or other adults, including police or other security personnel not employed by Middlesex, for infractions of our rules are subject to normal disciplinary procedures. If the apprehension occurs on campus, that affected student will be brought to the Health Center for clinical evaluation and care and in addition to the disciplinary response will be required to pursue follow up counseling.

Sanctuary Policy

We realize that young people can make very poor choices regarding drugs and alcohol, choices that can create dangerous situations in which the intervention of peers can avert potential crises. While we insist that the community respect the rules by which we live together, we want to support a culture in which students take action to avert problems and crises. Thus, under this 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 a Middlesex adult will result in a modified disciplinary response. The specifics of this modification are as follows:

1. If a student who has used drugs and/or alcohol comes to the Health Center alone or with another student actively seeking adult help, the matter will be treated as a special health concern. The student will be evaluated and will stay the night if necessary. The Deans' Office will be immediately informed, and the affected student's parents and advisor will be informed as well, but no formal disciplinary action will be taken. A specific follow-up program of counseling will be instituted. Our reason for this policy is to encourage students who are in trouble as a result of drug and/or alcohol use to seek immediate adult help, and to encourage students concerned about others to seek immediate adult help. If appropriate, the affected student may be required to continue to see a counselor or to 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 and/or alcohol use, the affected student will be treated as specified above.
3. Exemption from normal disciplinary procedures will be granted only once in a student's career. Any student admitted to the Health Center for a second time for drug and/or alcohol-related reasons will be subject to disciplinary action according to the student's current disciplinary status.

As stated earlier in this Handbook, all school rules apply when School is in session, regardless of whether students are physically on campus or not. In the case of a Middlesex-led off-campus situation in which an affected student or that student's peers actively seeks adult help because of drug and/or alcohol use, the same rule of sanctuary applies, with the added consequence that the affected student, once recovered and if feasible, will be sent home immediately at the student's own expense and at the faculty's discretion may not be allowed to participate in future school-sponsored trips.

The Intervention Team

This Team, under the supervision of the School Counselor, is comprised of faculty members chosen by the Head of School who work with confidentially students who express concern about a peer's

involvement with alcohol or drugs. A Team member will address the student in question with the concern and will work with that 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. The work of this Team is not linked to the discipline system but does result in recommendations and in some cases requirements for counseling follow-up.

Sexual Intimacy

Because of the emotional and physical risks involved in sexual intimacy for high-school aged teenagers, the School believes that school is neither the time nor the place for intimate sexual relations and discourages such activity. The Health Center does provide a safe environment in which to get health information, as well as care and counseling regarding a variety of health concerns, including various aspects of sexuality. For more information on the School's policy on sexual intimacy, please refer to "Sexual Intimacy" in the Major School Rules section of the Handbook.

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.

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. If the School deems it imperative to communicate with parents based on the level of concern for a student 18 or over, the School may override that student's right to withhold health information from parents. A request for permission to provide confidential care was sent home with the Health Center new student forms; it is also available on the Middlesex website parent portal.

Since Middlesex is, first and foremost, a school, it is important for students and families to know that any information shared with Health Center staff or the school counselor that potentially affects the health and safety of the community may not be kept confidential and may be shared with certain faculty members on a need-to-know basis.

Counseling Services

The Counseling Office for our Director of Counseling is located near the student mailboxes in Eliot Hall. Students 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. We take issues related to self-destructive behavior very seriously and

may respond with actions including, but not limited to, counseling, psychological evaluation, medical leave or other appropriate measures. Outside referrals can be set up through the counseling office. In addition, our consulting psychiatrist and other therapists regularly meets with students on the Middlesex campus. The Director of Counseling works closely with the Health Center staff and the Deans on all issues of wellness in the school community.

Medical Leave Policy (See “Leaves of Absence” in the Major School Rules section of the Handbook)

Any medical or psychological reason that keeps a student out of classes for more than three days may result in a Medical Leave of Absence. The proposal for this type of leave must originate with and be approved by either the Director of the Health Center or the Director of Counseling in consultation with appropriate faculty members and the Head of School. When this type of leave is granted, a letter is sent to the student’s family stipulating the student’s care and treatment during the leave, the conditions that must be met prior to the request for returning to School, and the re-entry process that must be followed. The re-entry process will be tailored to fit each student’s needs and situation but must include communication with the student’s parents and health care providers to determine the student’s ability to function well as a student at the Middlesex School, as well as an on-going plan for that student’s assessment and care. Included in the re-entry process and stated in the letter sent home to families is an adherence to our “80% rule,” which stipulates that a student must attend at least 80% of the scheduled class meetings for any given class in order to be eligible to receive Middlesex credit for that course. For more information about attendance minimums and standards, please see “Attendance” in the Student Life section of the Handbook.

MAJOR SCHOOL RULES

Middlesex is an intentional community, guided by the School's core values of **kindness, respect, honesty, courage, and gratitude**. In addition to those values, which are the foundation of each student's experience at the School, it is important to articulate specific rules that reflect concern for the health, safety, and wellbeing of each individual student as well as the tenor of the greater community. While the Major School Rules are meant to be considered guideposts rather than barriers, adherence to both the spirit and the letter of these rules is an essential element of each student's agreement to be part of this community.

Though this Handbook seeks to be an all-encompassing document, it is impossible to cover every possible circumstance in writing. A violation of the spirit of the School's rules or values that is not expressly articulated in this document can still be subject to disciplinary action. 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. Further, these rules reflect the agreement that each student makes throughout the student's entire Middlesex career without regard to whether an offense occurs on or off School premises. The School's determination of whether misconduct has occurred is based solely on the facts of the incident in question as determined by the Dean of Students.

The Major Rules

The following four rules are of paramount importance to this community. Violations of these major rules will result in formal disciplinary action unless there are extraordinary mitigating circumstances. We hold in highest regard the principles of honesty and integrity in all dealings between and among the members of the Middlesex community, and have established basic expectations of a drug-free, alcohol-free and fire-safe campus that ensure the health and safety of all of our community's members. This is also a community that supports and nurtures the differences among people and strives to make the School a safe and comfortable place for all. Please refer to the School's Non-Discrimination Policy at the beginning of this Handbook.

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

- to protect the citizenship afforded by the School to members of the School community;
- to help a student make responsible decisions about behavior that may affect the student's own health, safety or well-being;
- to help a student make responsible decisions about behavior that may affect the health, safety or well-being of others;
- to aid in the effective operation of the School;
- to safeguard the School's academic standards and integrity.

These four rules, along with the other rules and regulations that follow, apply to all Middlesex students regardless of whether they are on or off campus and regardless of whether School is in session.

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);
- **Failure to attend a scheduled obligation;**
- **Improper removal of Library materials;**
- **Misrepresenting a sign out or sign in;**
- **Possession or use of a key or School ID card that belongs to the School or another member of the community;**
- **Entering a space (classrooms, offices, locker rooms, team rooms, meeting rooms, etc.) that is locked, meant to be locked (for example, where a lock is malfunctioning), or where access is expressly prohibited;**
- **Other conduct at any time of the year, on or off campus that demonstrates a lack of honor, honesty or integrity, or that is detrimental to Middlesex 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, gender identity, sexual orientation, and other characteristics.

To preserve and protect the health and well-being of the community the School will not tolerate harassment of any kind and will respond with appropriate corrective and restorative action, including dismissal. In addition, as required by state law, the School will refer cases of reported child neglect or abuse to appropriate authorities. (See also Appendix III regarding the policies for hazing, harassment and sexual harassment.)

The following actions all constitute violations of this rule:

- **Actions dangerous to the health, safety, or well-being of other persons including:**
 - **Harassment relating to race, ethnicity, religion, gender, gender identity, 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 IV)
 - **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.**
 - **Sexual assault and harassment** (See also Appendix III)

Furthermore, 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 the safety of all students in the dorms necessitates 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 or explosives;**
- **Facilitation of rule breaking pertaining to a Major School Rule;**
- **Other conduct, committed at any time of the year, on or off campus, which endangers the safety of the student or others.**

It is important to remember that actions can and will be judged regardless of intent; in certain cases harassment in schools may be unintentional and the result of ignorance. Such behavior, nevertheless is unacceptable 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 experience. 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, synthetic substances, edible/consumable items containing drugs, any medications that contain psychoactive ingredients);
- Possession of drug paraphernalia (including but not limited to seeds, pipes, rolling paper, resin, vaporizers) or use of any ordinary substance for mind altering purposes;
- Tobacco, e-cigarettes, and tobacco product use, possession or use on or off School grounds;
- Knowingly and voluntarily remaining in the presence of other students 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 denies having consumed alcohol. The breathalyzer will only be administered by Health Center staff and only when an administrator or faculty member of the School is present. If a student tests positive on the breathalyzer, he or she will be held responsible for violating two major School rules: Alcohol and Drugs and Honesty and Integrity. Refusal to use the breathalyzer will be judged to be an admission of responsibility for violating a Major School Rule.

Any 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 their room and personal property (or the room will remain locked until the students are capable of participating in the search). This policy 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 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 a faculty member. Any additional illegal items found after the student has cleared the 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

At the beginning of each school year, Middlesex gives each dormitory a specific designation of either a “male dormitory” or a “female dormitory.”

Students may not enter a dormitory designated as a gender other than their own, except in first floor entry hallways and in those areas designated as first floor common rooms. Likewise students may not invite or accept the presence of visitors of a gender different than that assigned to their dorm during unauthorized hours. Additionally, no students may enter a dormitory of which they are not an assigned resident during unauthorized hours.

OTHER RULES AND REGULATIONS

Apart from the four Major School Rules, there are several other regulations that govern conduct on and off campus and supplement the School’s formal disciplinary process.

Occasionally, a student’s unwillingness or inability to fulfill the School’s expectations may manifest itself clearly in the accumulation, over time, of an unacceptable academic or conduct record. Such a student may be asked to leave the School or be dismissed from it. In addition, a running record of individually minor offenses - i.e., 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 the dismissal of that student is in best interest of the student or the School.

Criminal Investigation

If a student currently enrolled at Middlesex faces charges of criminal activity, has been subject to arrest (including DUI, leaving the scene of an accident, resisting arrest), or is the subject of an ongoing criminal investigation, the School may require the student to take a leave of absence. This leave of absence may be because of concerns for the safety and well-being of the community, or because the student cannot fulfill the School’s academic or co-curricular requirements with appropriate accommodations.

Breaking the Law

If a student is found to be in violation of a state law, federal law or local ordinance, that student may face a School disciplinary process even if the violation in question is not specifically mentioned in the Handbook.

Evening Hours

Boarding students may not leave campus after the 7:30 pm check-in unless they have been given specific permission from a member of the Faculty and have notified their Head of House. **On Saturday evenings, boarding students are required to check in face-to-face with the faculty member on duty in their dormitory by 7:30 pm 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.**

Nighttime dormitory hours

Students may not leave their assigned dormitory without permission between the hours of 10:15 pm (10:30 pm Class I) and 6:00 am, Sunday through Friday, or after Saturday night check in. Students may not violate the security of a dormitory by unlocking access doors or disabling other alarm devices during these hours.

Off-campus Sign outs

Students must notify their Head of House or the faculty member on duty if they change their off campus plans. Any misuse or misrepresentation of established weekend procedures will result in suspension of weekend privileges. There is a strong likelihood that an incident of this sort would be regarded as an integrity violation, in which case the Discipline Committee would also consider the case.

Rule breaking while on School trips

All students are expected to adhere to all school rules while on school-sponsored trips or outings. Students who violate this expectations must immediately leave the trip at their (or their parents') expense. Such students will face the Discipline Committee upon return to campus and may be barred from future travel sponsored by the School.

Sexual Intimacy

Because intimate sexual contact carries potential health and emotional risks for adolescents, and is prohibited by Massachusetts law for persons under 16, the School strongly discourages all students from engaging in any intimate sexual contact. If students are discovered engaged in intimate sexual contact, or if the circumstances imply intimate sexual contact, the School will respond by informing the parents or guardians of the students, requiring counseling and imposing discipline, up to and including dismissal. If a student involved in intimate sexual contact is under 16, the school will report the matter as required by law to the Massachusetts Department of Children and Families and local law enforcement.

Allegations of sexual misconduct are not appropriate for the student-faculty Discipline Committee to deliberate, and instead will be referred to the Dean of Students and Head of School. Disciplinary consequences may result, as determined by the Head of School. Student discipline may be delayed at the request of law enforcement; otherwise, student discipline may proceed prior to or currently with a criminal investigation or court proceeding.

Abuse and Neglect of Minors:

All employees of Middlesex School are mandatory reporters of suspected abuse or neglect under Massachusetts law. Consequently, if any employee of the School has reason to suspect abuse or neglect, including sexual abuse, of a student under 18, the School will immediately report the matter to the Massachusetts Department of Children and Families. Local law enforcement will also be informed, and the School will cooperate fully with any law enforcement investigation.

Spectator or Bystander Responsibility for Rule Violations

Any student who knowingly and voluntarily remains in the presence of any punishable offense may be referred to the Discipline Committee. The School deems such behavior as tacit approval of the offense, and the Committee's range of recommended response may include a disciplinary response equal to the response received by the students who carried out the punishable offense.

DISCIPLINARY PROCEDURES

The Deans of Students address initial offenses and cases of admitted misconduct that would not result in dismissal from the School. Violations of Major School Rules will be addressed by the Disciplinary Committee according to the procedures outlined below. Allegations of sexual assault, sexual abuse or sexual harassment will be addressed by the Dean of Students and the Head of School.

Disciplinary action by the Deans or recommended by the Discipline Committee is always subject to the approval of the Head of School.

Searches

Student rooms, safes, and lockers are the property of the School, and the School reserves the right to conduct searches of these areas at its discretion.

In addition, to maintain the safety and security of the Middlesex School campus, the School may, as conditions warrant, search student backpacks, bags, gym bags, and automobiles. During the course of a discipline investigation, the School may also confiscate and search all student electronic devices (including any device that can transmit over a network), as well as electronic or online communications created, accessed, downloaded, stored or transmitted on the School's network infrastructure or email 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 may adjust the search procedures at its discretion.

The Discipline Committee may recommend to the Head of School the full measure of disciplinary responses. These may range from a letter of reprimand placed in a student's file, restorative measures (such as written apologies, replacement of damaged property, counseling and education) and up to and including dismissal from the School, depending on its assessment of the circumstances in a particular case.

DISCIPLINARY ROLES

DEAN OF STUDENTS

The Dean administers the discipline system by investigating all alleged violations of rules and presenting the information to the Discipline Committee. The Dean may address some first offenses and will offer advice and guidance to students who wish to understand the disciplinary system.

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. The following procedures may be modified as circumstances warrant in the discretion of the Dean of Students or the Head of School. Deviations from the procedures outlined below will not invalidate a DC’s recommendation if the student was given a reasonable opportunity to present relevant evidence and the outcome was fairly based on a good faith determination of the evidence available.

Procedures:

- The student and the student’s advisor will be advised of the reported rules violations.
- The student’s advisor will be the point of contact with the parents during the disciplinary process. The Dean of Students does not communicate with parents during a disciplinary process. The advisor and student will together inform the students’ parents of the issues.
- The Dean of Students will interview the student and any witnesses and will review any electronic or physical evidence to determine the facts of the case.
- The student will be notified of the date, time and place of the DC, and the opportunity to attend the Discipline Committee with the student’s advisor.
- The Dean of Students will present the facts of the case to the Committee. The student is ordinarily present with the student’s advisor at this time in order to answer any questions from the Committee. After the evidence has been presented, the student has had a chance to speak, any questions for the student have been asked, the student, if the student has chosen to attend, will be excused.
- The student’s advisor will stay to answer any further questions, but will be excused before the Committee begins its deliberations.
- The Discipline Committee is not a fact finding group. The Discipline Committee considers the totality of the circumstances and recommends to the Head of School what corrective actions should be imposed.
- The Committee makes its recommendation to the Head of School who may accept, modify or set aside the Committee’s recommendation; the Head can also ask for reconsideration of specific points.
- Once the Head accepts the recommendation the Dean or student’s advisor will communicate the recommendation to the student and to the parents or guardians of the student.
- The Discipline Committee will make its findings and recommendations in writing at the conclusion of such proceedings.
- The School will provide the student with a copy of the Head of School’s written decision; the student is encouraged to share this with his or her parents.
- The School’s final response to the infraction will be read at an all-school assembly for the benefit of the School Community without specific reference to the student by name.

Membership of the Discipline Committee 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 Class I officers are unavailable or in the case of a conflict of interest (i.e., a sibling appearing in front of the Discipline Committee);
- If the student's advisor is a member of the Discipline Committee, the faculty member should perform the advisor's role in the deliberations. Another member of the faculty will be asked to serve temporarily on the Discipline Committee until the case is decided;
- Faculty appointed to the Discipline Committee may be excused by the Dean of Students if there is a conflict of interest; a temporary replacement will be appointed.
- NOTE: Middlesex strictly prohibits any form of retaliation against a person who participates in the disciplinary process. Retaliation should be reported immediately to the Dean of Students or Head of School. Retaliation is considered a violation of a Major School Rule and subject to discipline up to dismissal from the School.

DISCIPLINARY ACTION

1st Infractions

Violating a Major School Rule, even for the first time, may result in immediate dismissal depending on the nature and severity of the offense. Several rules may 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 been broken in a single case.

The following Major Rule violations will likely result in a recommendation for dismissal even in the first instance:

- Sexual assault;
- Serious physical harm to another student;
- Use, possession, or procurement of hard drugs (drugs other than marijuana);
- Possession of a firearm or weapons;
- 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;
- Lighting a flame or using a device that involves combustion in a school residence or Ware Hall.
- Theft, vandalism, shoplifting

Most first offenses may be dealt with directly by the Deans, who will administer a 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 could 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, and the Dean of Students, and be placed on a six month Full School Warning period without appearing in front of the Discipline Committee. 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.

2nd Infractions

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

2nd 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 tobacco on the School grounds or off-campus;
- Possession of firearms or weapons;
- Creating a fire hazard;
- Possession of tobacco products;
- Visiting another dorm after late-evening check in and before 6:00 am or inviting or accepting the presence of such a visitor during unauthorized hours without express permission from dorm faculty;
- Attending unsupervised gatherings involving alcohol or drugs during the academic year (as described earlier).

2. While on probation, 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, 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 between 6:00 am 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 work of the Discipline Committee to determine the nature of the infraction and to recommend an appropriate response.

2nd 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 am;
- Visiting another a dorm of the opposite sex after late-evening check in and before 6:00 am or inviting or
- accepting the presence of such a visitor during unauthorized hours without express permission from dorm faculty;
- 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 from another dormitory after hours;
- Change of weekend plans without notifying faculty member on duty.

3rd 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 the beginning of March break, or on a School-run trip during March break, will receive the prescribed response for the infraction. In addition, the student will leave campus after his/her last obligation of the school year has been met and may not attend graduation. The diploma will be mailed home or presented to the student in a special arrangement made by the Head of School.

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 Major School Rule will be immediately be stripped of the leadership 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, by action of the Disciplinary Committee, the Academic Council, or by vote of the faculty, subject to the approval of the Head of 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 who is dismissed with the option of reapplying will be notified in writing at the time of the student’s dismissal from the School. The notice will specify the conditions under which a reapplication will be considered by a group designated by the Head of School. There is no guarantee that a reapplication will result in readmission to the School.

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 violations. 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 in writing.

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 a disciplinary matter pending before a Dean, the Discipline Committee, or the Head of School. If a student fails to return to school, the outcome of the disciplinary matter will be added to the student's record and the transcript will reflect a dismissal without the option to reapply.

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: (See also "Medical Leave Policy" in Student Health and Wellness section and "Attendance" in Student Life section)

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, the student must be cleared by his/her healthcare provider and by the Director of Counseling, who will need confirmation from the treating therapist. See Medical Leave Policy in the Health Service section for more information about this type of leave.

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 for 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

CAMPUS RESTRICTIONS

As appropriate, the Deans of Students, Disciplinary Committee or dormitory faculty may restrict boarding students to detention, on bounds (defined under "Attendance Policy" in Student Life section), evening restrictions, loss of visitation privileges, and/or weekend restrictions. Day students may be restricted to early daily departure or no weekend activities on campus, and/or required to participate in Thursday morning or Saturday evening detention. Day students who violate the driving policies could lose their driving privileges.

DISCIPLINE RECORDS

The Dean of Students will file and share with the Discipline Committee a student's past disciplinary record as part of the Committee's deliberations. A student's disciplinary record will not be released outside the School processes except with the written permission of the student or as required by law.

Disciplinary records and notes are not noted on a student's School transcript.

POLICY ON REPORTING DISCIPLINE CASES TO COLLEGES AND OTHER POST-SECONDARY INSTITUTIONS:

Many post-secondary school applications ask if a student has been suspended from School. Middlesex values honesty; both the student and the Counselor will report to all post-secondary institution that ask, all suspensions prior to senior year. All suspensions that occur in the senior year will be reported regardless of when during the year the offense occurs. Approximately two weeks after the Discipline Committee and/or the Head of School has decided a case that results in a suspension, the College Counselor will send a letter to the post-secondary institutions to which the student has applied or been accepted. Prior to the mailing of the letter, seniors will be urged to contact all post-secondary institutions 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 need to know that we are providing them with the accurate information they require.
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 undermine the student's candidacy for admission.

Our experience is that colleges 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 and usually does illustrate a student's growth and development as a young adult.

THE RULES REVISION PROCESS

At Middlesex, students are involved in the process of updating 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 all School rules.

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 of School 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 of School will approve these changes, modify them, veto them, or return specific proposals to the Committee for further review. The Head of School does not take these revisions to the entire faculty or the Senate for their approval.

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 in need of further support.

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

Credit and Requirement Specifications

Courses at the School are offered by academic departments, such as English and Mathematics, and the departments are in turn grouped into divisions: Humanities; Science, Technology, Engineering and Mathematics (STEM); Social Sciences; and Arts. Students are expected to meet requirements set by the departments and within the four divisions.

All students are expected to take a minimum of five-and-a-half courses each semester during their Class IV (Grade 9) and Class III (Grade 10) years, and five courses each semester during their Class II (Grade 11) and Class I (Grade 12) years, unless the faculty has made a special exception. Students in Classes I and II should elect their five courses within the limits set by the distributional requirements. In extraordinary circumstances, exceptions to the distributional requirements may be granted by the Academic Office.

After the first semester at Middlesex, students may elect to take an additional half-credit or full-credit course with the permission of their advisor and the Academic Office and the approval of the Studies Committee. If students taking an extra course fails one of the courses in their program, those students owe the School a credit to be made up in summer school. No student will be allowed to add for credit or audit a second extra course.

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. Please see "80% rule" in the Student Life section for further information.

A student may not advance to the next school year without successfully acquiring the minimum credits required for the previous academic year. No more than two course credits may be made up through summer work.

Departmental Requirements

Departmental requirements consist of specific courses which aim to develop in all students such fundamental skills as insightful reading, critical thinking, coherent writing, and accurate calculating — skills that will enable students to do sophisticated work at Middlesex School and beyond. Because Middlesex School promotes both breadth and depth of study, a student in his or her Class IV, Class III, or Class II year will not normally be permitted to suspend study in one department in order to take two courses in another.

In most cases, students are given credit for departmental requirements if they have previously taken courses at the high school level which are the equivalent of these requirements.

Each department's requirements are detailed in the *Curriculum* and outlined below.

English

All students must take an English course each semester. Students in Class IV must take English 10 and 11, students in Class III, English 20 and 21 and the Writing Workshop, and students in Class II, English 30 and 31. Students in Class I must select one course offered by the English Department each semester.

Mathematics

All students must take math through the level of Math 32 (*Pre-calculus: Trigonometry*) and they are expected to continue the study of mathematics through their Class I year.

Science

All students must take at least two full years of laboratory science and they are strongly advised to take three years of laboratory science. For the purpose of this requirement, Biology, Chemistry, Physics, and Environmental Science are considered laboratory sciences. Students hoping to take particular AP sciences during their time at Middlesex must pay careful attention to the prerequisites paired with each course and plan their science sequence accordingly.

Foreign Languages

All students must study a single foreign language through Middlesex's third-year level or continue the study of a single foreign language through the conclusion of their Class I year. Students may not satisfy this requirement by completing two years in one language and an additional year in another. The School will support the efforts of native and heritage speakers to take appropriate national standardized tests. Middlesex will not allow a member of Class III or IV who enrolls with skills sufficient to take the AP test in a language to meet the School's language requirement in that language. Students are encouraged to continue their language study through the Class I year. Students may study two foreign languages simultaneously only if they have reached Middlesex's second year of study in one of the languages.

History

All students must take at least four semesters of history (any course designated as History). It is recommended that students in Class IV take *The Ancient World* (History 10) and one of the *Topics in World History* courses (History 12, 13, 14 or 15). It is **strongly** recommended that students in Class III take *Early Modern World History* (History 20) and *Modern World History* (History 21). Students who wish to take the Advanced Placement examination in World History should enroll in both History 20 and History 21 and attend the exam preparation workshop offered by the Department during the spring semester. All students in Class II are required to complete a full-year course in *United States History*. **Students may only request *Advanced Placement United States History* (History 41) if they have completed both *Early Modern World History* (History 20) and *Modern World History* (History 21).**

Art

All students entering Class IV must take four *Elements of Style* courses (Art 11, 12, 13, and 14), one each semester. New students entering Class III must take two *Elements of Style* courses, Art 11 during one semester and Art 12, 13, or 14 during the other. Returning students in Class III will take those *Elements of Style* courses not covered the preceding year.

Distributional Requirements

In addition to the departmental requirements, students are expected to meet distributional requirements during their Class II and Class I years. These are designed to provide students with a balanced exposure to the Humanities; Science, Technology, Engineering and Math (STEM); Social Sciences; and Arts. Students are expected to elect courses among the four divisions in the following ratio of semester-length courses:

- Humanities 7
- STEM 5
- Social Sciences 2
- Arts 1
- Unrestricted 5

In extraordinary circumstances, exceptions to these requirements may be granted by the Academic Office, although no more than one credit will be waived. The Arts requirement will not be waived. This requirement may be fulfilled through arts courses or active participation in music lessons, chorus, or drama. Students having questions about the suitability of a particular course in meeting these requirements should seek advice from the Academic Office.

Auditing Courses

Any student may audit an academic course, but only with the permission of the instructor and a properly completed and approved audit form. Course audit forms are available in the Academic Office. A student may not audit any course that is fully enrolled, and students wishing to take a course for credit will be enrolled prior to students planning to audit. Regular attendance and completion of a minimum of 80% of the work is required before the School will note the audit on a student's transcript. The student must join the class and gain permission for the audit during the drop/add period, at the beginning of the semester and continue through the end of the semester in order to be granted formal recognition of the audit. A student enrolled in an extra course may not audit an additional course. The student or instructor may end the audit at any point during the semester by instructing the Academic Office to remove the course from the student's transcript. A student who audits a course for the complete semester will be included on class lists and will receive written quarterly comments and a notation of "audit" on his or her transcript. A student may not request an audit after completion of a course, nor use an audit to fulfill a department or distribution requirement, nor receive a grade or credit for the course.

Drop / Add Period

Once a student has finalized a course of study and submitted a program to the Academic Office, that student may drop or add courses only with the approval of the student's advisor and permission of the Academic Office. Normally, students will not be allowed to drop or add courses later than the second week of each semester. A course listed as *Year* may only be added or dropped during the period of the fall semester when changes are allowed.

Independent Study

Any student wishing to pursue a course of study not specifically offered in this course book may petition the Academic Office for permission to undertake a semester-length independent study option.

The Independent Study Program includes both Independent Courses and Independent Projects. In any semester, students may only have one Independent Course or Independent Project as part of their academic program. Applications may be obtained from the Academic Office and must be submitted by the announced deadline; late applications will not normally be considered. Since the

Independent Study Program is intended to allow a student to engage in study that is independent, the School will not normally allow more than two students to participate in a given Independent Course or Independent Project. (A member of the faculty may only sponsor one Independent Course or Independent Project in a semester). A student applying to the Independent Study Program must provide a written plan that clearly indicates a) how he or she will spend his or her time, b) a clear objective for the Program, and c) an explanation of what will be produced during the Program (journals, papers, reports, presentations, etc.). This plan must demonstrate that the amount of time invested in the Program is the equivalent to the amount of time spent in the class(es) dropped. In consultation with advisors and the Academic Office, the Studies Committee will evaluate and approve all petitions to the Independent Study Program.

An *Independent Course* is a course of study not specifically offered in the *Curriculum* and sponsored by teaching members of the Middlesex faculty. In addition to independent work, a student is expected to meet no fewer than two academic periods per week with his or her faculty sponsor and to produce regular papers, reports or other suitable academic materials. While Independent Courses are usually taken for a grade, members of Class I may take an Independent Course under the PASS/GRADE system.

For the spring semester, a member of Class I may pursue a part-time or full-time *Independent Project*, on or off campus. Independent Projects, unlike Independent Courses, do not confer academic credit, even though they may involve academic or intellectual activity, and they do not receive a grade. An Independent Project may stand in lieu of one or more courses. Independent Projects may serve in lieu of distributional requirements, but not departmental ones.

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 dismissed.

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 Director of Studies who may refer it to the Discipline Committee.
2. The Discipline Committee’s response to cases of academic dishonesty on exams, tests and papers will be a score of zero on the assessment, a four-day suspension from school, and six months’ 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 an assessment other than an exam, test or paper will call for a meeting with the Dean of Students, a score of zero on the assessment and a note in the student’s file. However, in the event of an egregious act of dishonesty, regardless of the relative weight of the assessment in the grading scheme, a student might also be required to appear before the Discipline Committee and face suspension and full probation. (Examples of egregious acts of dishonesty may include, but are not limited to, collaborating with other students when independent work is expressly required, deliberately using online resources or technological devices that have been prohibited by the teacher, or submitting another’s work as one’s own.) As in #2 above, a second breach of honesty during the student’s career will result in dismissal unless there are extraordinary mitigating circumstances.
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. Any student who is suspended from the School for reasons of academic dishonesty will be ineligible to receive honors or high honors during that semester, or a diploma with highest credit upon graduation. Any student who is suspended from the School for reasons of academic dishonesty during the student’s Class I or II year will be ineligible to receive a diploma with credit or high credit.
6. In all cases of academic dishonesty, the Discipline Committee represents the faculty.

Please see “Disciplinary Procedures” in the Major School Rules section for more information on the Discipline Committee.

The Grading System

Letter grades are given to all students at the end of each marking period, and numerical grades are given for examinations and semester marks. In addition, interim grades are given to all students approximately one month into the fall semester. Grades are entered using the following format:

| | | |
|-------------|-----------|------------|
| A+ = 97-100 | 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 | |

Final semester averages are recorded on a student’s official transcript. A passing grade is D- (60) or above. A semester grade lower than 60 constitutes a course failure; and the course must be made up by taking an approved course of study over the summer in the area of the failed course. The Academic Office approves courses for summer study and make-up credit.

Once grades have been entered at the conclusion of a quarter, these grades will be computed in determining final semester averages, even if the student switches sections before the end of the semester.

Academic credits are generally awarded by semester, and not by the year. In most cases, therefore, a failing grade in a fall semester course cannot be averaged against a passing grade in the spring semester of the same course.

Grades and academic comments are published four times a year. Advisors review grades with their advisees and publish a report each semester. Once grades have been reviewed by teachers and advisors and shared with parents, they will not normally be subject to change. For parent access, during a student's tenure at Middlesex, marking period and semester grade reports are posted to and archived in My Backpack, the School website's parent portal.

Examinations

Comprehensive exams are administered during two week-long periods in the fall and spring: preceding the December break and at the end of the second semester. A comprehensive exam counts 25% of the corresponding class final semester average.

Students may not receive a numerical grade for a course in which they do not take the comprehensive exam. Absent extraordinary mitigating circumstances, all comprehensive exams must be taken on the Middlesex School campus.

In the case of a comprehensive exam that is postponed for reasons of prolonged illness or injury, students will be expected to make up the exam as soon as they are physically able. In the case of the fall semester, comprehensive exams must be completed before the end of the first week of the School's March Break and in the case of the spring semester, comprehensive exams must be completed prior to the first day of classes in September.

No unauthorized technology is permitted in the exam room that is capable of connecting with the internet, taking pictures or video, or communicating with other devices. Students found to be in violation of this policy will appear in front of the Discipline Committee and, in all likelihood, receive a zero on the exam.

Senior Pass / Grade Option

During the fall and spring semesters of a student's Class I year, the Director of College Counseling in consultation with the Director of Studies may determine whether to place a number grade or a P on the report card and transcript of a member of Class I based on which grade best represents the student and the School in the college process.

A P may be substituted for a grade subject to the following conditions:

- No course taken to fulfill a specific departmental requirement may be selected.
- Advanced Placement courses cannot be taken PASS/GRADE.
- If the final grade in the course is *below 70*, the numerical grade stands and is counted in the student's semester average.
- Except when an approved Senior Project takes the place of more than one academic course, a minimum of four grades must appear on a transcript. That is, absent extraordinary mitigating circumstances, a member of Class I's transcript will report no more than one P in each semester.
- The Director of College Counseling in consultation with the Director of Studies will determine whether to place a number grade or a P on a member of Class I's report card and transcript based on which grade best represents the student and the School in the college process (a grade of 80 or higher is almost never replaced by a P). A grade of P will not be used solely to inflate a student's grade point average for Middlesex School academic honors and awards.

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 write about each advisee’s progress in all areas of school life.

Posting Grades and Comments / My Backpack

Middlesex School has an electronic portal, My Backpack, through which parents can access student Middlesex School bills and view their child’s Middlesex academic schedule, marking period grades and class attendance. Parents are notified via email or the parent newsletter, the POND, when schedule or grading information is posted onto My Backpack. In order to gain access to this parent portal, parents must sign an Acceptable Use Policy form (available for download on the School’s website). Once the School has received this form, account access and login information is emailed out to each family. Parent access to My Backpack is only available while a student is enrolled at Middlesex.

Honors

Academic honors are awarded in the following two categories according to grade point average:

| | |
|-------------|-----------------|
| Honors | 85.00 – 89.99 |
| High Honors | 90.00 and 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 which remains on display while the student is at Middlesex. Any student who receives more than one P as a semester grade or who has taken fewer than the usual credits in any given semester will be ineligible to receive honors or high honors during that semester.

Improvement Awards

In addition to honors, students in Classes I, II, and III are eligible to receive improvement awards if their semester averages are substantially above their previous best achievements while at Middlesex. The faculty has devised a formula which compares each student’s current average with his or her previous best average. If the increase is substantial enough, an improvement award is given.

Diplomas

To graduate from Middlesex School, a student must fulfill the School's academic requirements, as outlined by grade, department, and number and distribution of credits, in the *Curriculum*, carve a plaque that is acceptable to the faculty member overseeing the plaques; and meet all other School obligations, such as class attendance and athletic and arts requirements. Given our commitment to senior leadership and presence in the community, graduation also requires on-campus completion of the year in which the student is enrolled as a member of Class I.

Students who fulfill these requirements are eligible for a diploma. All Middlesex diplomas are awarded by a vote of the Middlesex faculty, with academic honors acknowledged as outlined in the *Curriculum* and below. Middlesex does not grant diplomas to students who have already graduated from a secondary school or the international equivalent; such students may be eligible for a certificate of attendance, which is also awarded by vote of the 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 above. A student on whose transcript more than one P shows in a semester or who has taken fewer than the usual credits in any given semester is not eligible to receive a Diploma with Highest Credit.

Academic Probation

A student is placed on academic probation if, at the end of a semester except the first semester of the Class IV year, the student's grades include one of the following:

1. 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 the student's advisor and meet with the Director of Studies. 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 that student's first semester will not be placed formally on Academic Probation, that student will be subject to similar remedial measures.

Should a student be placed on academic probation two consecutive semesters, that student will then meet with the Director of Studies 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 the student's 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 the student's performance falls back into the academic probation category. This policy 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.

Extra Help

All teachers expect to see students outside class for extra help sessions – both students who are succeeding and those who are struggling with class material. Help outside of class is a central feature of the Middlesex program; it should be the main resource for students clarifying their 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 the 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. Faculty-selected peer tutors are available throughout the year, Monday through Friday evenings from 6:30pm-7:25pm. in the library, to tutor students in all major subject areas. A schedule listing the location, time, and daily subjects offered is posted via email as well as in the library and 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 the 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.

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, and a SAFIS fingerprint-based 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.

Information on Educational Testing and Requests for Extended Time or other Accommodations

Any student who has undergone educational testing in the last three years is welcome to share that testing with the School. Any accommodation granted is made in conjunction with current psycho-educational testing results which document a specific learning disability and which stipulate the need for an accommodation. All testing profiles are reviewed by Middlesex School’s Academic Support Coordinator and recommendations are made by the School’s Testing Committee. Normally, this process takes two to three weeks. A family whose child has been tested should send the testing results directly to the Academic Support Coordinator at Middlesex School. **Testing reports need to be submitted before May 15th for evaluation before the summer vacation. Any testing received after May 30th will be reviewed starting September 1st.**

When it is necessary, Middlesex may suggest that a family contact a neuropsychologist for diagnostic testing. The advisor and the parents engage this process along with the Academic Office. The Academic Office can advise families of the types of testing available and can recommend professional testers. Student academic testing is kept on file in the Academic Office. The Testing Committee reviews all academic testing and distributes recommendations to a student's teachers as appropriate. Middlesex School's internal review of testing is independent from any national testing board's determination regarding accommodation.

Although only a small number of Middlesex students request accommodations, such as extended time, either for in-house tests or for standardized examinations prepared by Educational Testing Service (ETS) or American College Testing (ACT), it is important that all families understand the policies adopted by Middlesex School, and the 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, in-class essays and examinations, must request permission through the Academic Support Coordinator and submit current psycho-educational testing supporting the request. After evaluating the testing, a determination will be made regarding extended time at Middlesex School. A list of all students who have been granted extended time for in-house testing is maintained by the Academic Support Coordinator in conjunction with the Academic Office. Middlesex students who are formally granted extended time due to a documented disability will receive 50% more time than the allotted time for a test, in-class essay or examination.

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 or SAT Subject Tests), Advanced Placement (AP) Examinations, or American College Testing Examinations (ACT), must have current documentation on file in the Academic Office and make a request for extended time to ETS or ACT through the College Office and Academic Support Coordinator. Normally, this process takes six to eight weeks.

Families should note that for all ETS and ACT examinations the documentation of a specific learning disability should be current. In many cases, testing must have been completed within the last three years in order for a student to qualify for accommodations. 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. For further information regarding specific tests required by Middlesex please contact the Academic Support Coordinator.

The websites for ETS and ACT include more information on the standards which they use for granting accommodations, including the specific battery of tests that are acceptable under their guidelines.

The ETS website is www.ets.org/disabilities.

The ACT website is www.act.org/aap/disab.

Restricted Assessment Weeks (Test Blocks)

Designated restricted assessment weeks are in effect several times during the academic year. Full-period tests (and the submission of major papers) are restricted during the weeks that conclude the four marking periods or occur just prior to long vacations. Teaching faculty will make every effort

to observe both the letter and the spirit of this protocol. Major graded work should be assigned, and tests announced, well in advance (5 days) of the due date. Tests spread over two blocks, or double assignments – a paper and a test – should be avoided during restricted assessment weeks.

During restricted assessment weeks, any teacher planning to use more than one block for an assessment must get prior approval from the Academic Office. Any teacher assigning work outside a test block that takes longer than a regular night of homework or is worth more than a regular night of homework in a student’s grade must get prior approval from the Academic Office.

Homework Over Vacations

Academic assignments over the Thanksgiving break, winter holiday and spring vacation are limited to one regular (nightly) homework assignment due on the first day of classes following the break.

Summer Assignments

Each summer the School asks all faculty members and students to read a selection that is intended to align the School around texts and ideas that can be appreciated both for their own sake and for the good they might be able to advance in a changing and vulnerable world. Information regarding the All School Read is distributed to all students via email and posted on the School’s website in June. Students are expected to return in the fall having completed this summer assignment and prepared to participate in the School’s ASR discussions in September.

Additionally, members of Classes III, and IV are assigned summer reading paired with their English classes and members of Class II are assigned summer reading paired with the United States History curriculum. These assignments are emailed to students and posted on the School’s website.

In the case of many AP classes, preparatory work for courses is required during the summer months. Students who do not complete summer work for AP courses will not be allowed to continue in the course in the fall. Students receive these assignments via email from teachers in early June.

Textbooks

Middlesex School partners with MBS Direct to facilitate on-line textbook purchasing and distribution. We do not carry textbooks through the Middlesex School Store.

In early August, the School posts in My Backpack the courses in which we expect a student will enroll in September. An email notification is sent to parents once the *courses* are available for viewing (a student’s *schedule*—that is, the actual times at which the course will meet—are still subject to change). Using this list of courses, a student (or parent) will then link to the Middlesex School MBS Direct Store and purchase the texts that are paired with each course. Full instructions regarding purchases will be sent via email when the bookstore opens in August.

MBS Direct has an inventory of used books. If a department indicates that used books may be purchased for a course, a student may acquire either a used or new copy. Students should not get used copies of books when the listing states that the department will not allow them.

While the School recommends MBS Direct for the purchase of texts, individuals may use other book sellers to acquire the necessary titles. Be absolutely certain that the text purchased has the proper ISBN; any variation in this number will make the book unsuitable for use in the Middlesex curriculum. Middlesex cannot be responsible for assisting the delivery or exchange of books purchased through another seller.

Athletics

Department Philosophy

Athletics are an integral part of the educational program at Middlesex and are considered co-curricular. From the day new students arrive on campus to the time when they walk across the stage at graduation, we ask athletes to be fully engaged contributors. We believe that athletics teach meaningful life lessons about sportsmanship, competitiveness, resiliency, camaraderie, and, above all, integrity. We expect students to bring the best of themselves to practice and games each and every day. Here at Middlesex, athletes' minds and bodies are pushed to their highest potential regardless of their level of play.

With over 50 interscholastic teams spanning all skill levels, all students can find an athletic experience suited to their talents and goals. Some develop and sharpen their skills on thirds and junior varsity teams, while others immediately compete for positions at the varsity level. Our experienced coaches strive to teach skills as well as values while developing their players in preparation for the next level of competition, whether that next level is a junior varsity or varsity team, or playing for an NCAA program. As a department and school, we place a strong emphasis on multi-sport participation. Playing a variety of different sports not only tests the mental and physical capacity of our athletes, but also challenges them to go outside of their comfort zones and develop impactful skills. Furthermore, we believe the multi-sport model encourages exploration of new strengths and helps to avoid overuse injuries.

Finally, and perhaps most importantly, athletics at Middlesex help adolescents develop character and an awareness and confidence in their abilities, which is vital for success on the playing fields, in the classroom, and later in life. By the time they depart our campus, graduates should be armed with the strength and resiliency to overcome the obstacles they will undoubtedly face in their day-to-day lives. It is also our hope that through their athletic experiences at Middlesex, students will value competition and develop a lifelong passion and appreciation for wellness and fitness.

Requirements and Offerings

Class I: Students in Class I are required to participate in at least **one** season of interscholastic team sports. Should students in Class I opt not to participate in team sports for either of the other seasons, they will automatically be enrolled in the Recreational Fitness program (see description below).

Class II: Students in Class II are required to participate in at least **two** seasons of interscholastic team sports. Should students in Class II opt not to participate in team sports for their third season, they will automatically be enrolled in the Strength and Conditioning program (see description below).

Classes III and IV: Students in Classes III and IV are required to participate in **three** seasons of interscholastic team sports.

Medical Clearance: A physical examination is required each year, and all necessary forms must be submitted to the Health Center upon registration in the fall. These forms are sent to all students' families in the early summer. The School's Physician, Health Center Director, and Head Athletic Trainer are the only persons allowed to excuse a student from athletics due to physical incapacity.

Strength and Conditioning Program: Juniors who do not participate in team sports during a season must report to our Head Strength and Conditioning coach four days a week. From 3:30-4:30 pm, each individual is asked to follow a program specifically tailored to that individual's ability and designed with that individual's long-term athletic goals in mind. During this time, students are educated about proper weight-lifting technique, nutrition and general equipment use. Juniors enrolled in the Strength and Conditioning Program will also be given game day assignments, on a

rotating basis, where attendance is mandatory to support the Middlesex teams competing that day. Not showing up on time for a game day assignment will result in a cut for the student assigned, which will be reported to the Deans' Office. Seniors not involved in a team sport during a season may also work with the strength and conditioning coach to fulfill their Recreational Fitness requirement.

Recreational Fitness: Seniors who do not participate in team sports for one or two seasons must report to the faculty coordinator for Recreational Fitness four days a week. As with the strength and conditioning program, athletes are expected to work out for a minimum of one hour in an exercise activity of their choice. The School hires a yoga instructor who teaches one or two classes a week as part of this program. The goal of the program is to have students who participate in recreational fitness continue to make health and wellness a priority after they graduate, regardless of whether or not they have a future in interscholastic sports. Seniors enrolled in the Recreational Fitness Program will also be given game day assignments, on a rotating basis, where attendance is mandatory to support the Middlesex teams competing that day. Not showing up on time for a game day assignment will result in a cut for the student assigned, which will be reported to the Deans' Office.

Athletic Projects: Juniors and seniors who wish to forgo an athletic season or recreational fitness program are able to submit a proposal to the project committee and must have a project supervisor from the faculty in support of the proposal.

Class I Projects: Class I Projects may have a focus on training for athletics; however, that training must be in a team sport program that is not currently offered at Middlesex. Class I Projects may also be associated with the arts, music, a scholastic endeavor, or community service.

Class II Projects:-Class II Projects must be non-athletic in nature, and proposals in the arts, music, a scholastic endeavor, or community service are encouraged.

Class I and II Projects must average 3 hours of activity per week, and it is the student's responsibility to check in on a weekly basis with his/her project supervisor with updates. In addition to their project, students must continue to work out in some form of physical activity a minimum of one hour per week. Students cannot be granted a project or be exempt from an athletic season to participate in an outside sport that is already offered at Middlesex.

*Approved Athletic Projects do not count towards the seasonal requirements for students in Classes I and II. Also, playing one sport in more than one season or using an alternative athletic project to prepare for an upcoming season will not satisfy any seasonal Athletics requirements.

Managers: Head Coaches of each team may select an appropriate number of student managers and/or videographers for the season. Students wishing to manage for a season will indicate when they sign up for seasonal sports that they wish to join a manager pool from which Head Coaches will select their team managers, with varsity teams having priority of choice. Though requests are welcome, students should not expect to dictate which team they will manage. If all manager positions are filled, the student requesting a manager position will have to enroll in another option to fulfill his/her requirements, preferably a team sport. Team managers are expected to take care of equipment, attend both home and away games, keep stats, and handle any other responsibilities deemed appropriate by the Head Coach, including filming practices or competitions. While their responsibilities will vary depending on the sport that they manage, they are encouraged to be involved with the team as closely as possible. With this expectation in mind, team managers will receive credit towards their seasonal Athletics requirement.

Team Sports Offerings

Thirds Teams: Our thirds level programs focus on teaching sport fundamentals. At this level, athletes are equipped with the basic physical skill sets to play their chosen sports, and are also introduced to the rules and regulations of the game. Our coaches recognize that for a number of our thirds-level athletes, Middlesex is the first time that they have participated in an organized-athletics program. Therefore, it is our goal to create a safe and educational environment for students to learn about the sport while simultaneously preparing them for the next level of competition.

Junior Varsity Teams: Our junior varsity level programs continue to focus on honing fundamental physical skill sets. Coaches' goals are to help junior varsity athletes grow and progress so that if their ambition is to play at the varsity level, the transition is as seamless as possible. Although we do not place an overwhelming emphasis on team records at this level, we believe in challenging our students at the junior varsity level so that they are both physically and mentally prepared to move on to varsity competition.

Varsity Teams: Varsity level programs at Middlesex compete in one of the top leagues in New England- the Independent School League (ISL). From the moment our varsity athletes step on the field, it is the coaches' intention to put the team, as well as the individual athletes, in the best position to compete at the highest possible level. At the varsity level, coaches continue to stress skill development and the fundamentals of the game, while bringing the most up-to-date strategies and tactics to their programs. Varsity teams at Middlesex value competitiveness and strive to win and pursue excellence while maintaining the high standards of character and sportsmanship associated with the ISL.

Seasonal Team Sports Offerings:

| <u>Fall:</u> | <u>Winter:</u> | <u>Spring:</u> |
|---|--|---|
| Boys' Cross Country Girls' Cross Country Field Hockey Football Boys' Soccer Girls' Soccer Girls' Volleyball | Boys' Alpine Skiing Girls' Alpine Skiing Boys' Basketball Girls' Basketball Dance (Coed) Boys' Hockey Girls' Hockey Boys' Squash Girls' Squash Wrestling (Coed) | Baseball Boys' Crew Girls' Crew Golf (Coed) Boys' Lacrosse Girls' Lacrosse Boys' Tennis Girls' Tennis Boys' Track and Field Girls' Track and Field |

Attendance Policy

Attendance is mandatory at required athletics commitments, such as practices, meetings, and competitions, including recreational fitness and managing responsibilities, and 100% attendance is expected.

If a student misses two or more academic or School obligations, or if a student misses the only academic or School obligation during a given day (this does not include classes or commitments that are canceled by faculty), that student will not be allowed to participate in the practice/competition that day unless the Director of the Health Center or School Physician has given explicit permission to do so.

Students who do not attend a school athletic competition (game, match, race, etc.) without being excused by the Deans' Office, Health Center, Head Athletic Trainer, or Athletic Director will receive an unexcused absence and serve a Saturday night detention with a mandatory dorm check-in or campus departure immediately afterward.

Students may be required to participate in another season of team sports if they fail to meet their athletic requirement due to unexcused absences. In the case of team managers, that student will no longer be allowed to manage and may be required to play an additional season of team sports.

Long-term injuries or illnesses will necessitate a discussion that coordinates the Athletic Director, Head Athletic Trainer, Director of the Health Center, and the advisor of the student, in conjunction with the family. All long-term injuries and illnesses will require supporting medical documentation, and only the Head Athletic Trainer or Director of the Health Center may excuse a student from an athletic commitment.

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 receiving a call from the student's parent to the Deans' Office. Absences due to family or other important events that require a student to miss school or athletics must be cleared through the Deans' Office well in advance of the event. In the case of an emergency, the student's advisor will work in conjunction with the Deans' Office.

Health and Safety

Sports Injuries: Middlesex employs licensed and certified Athletic Trainers who supervise all aspects of the Sports Medicine Program. All injuries of any nature must be reported to the coach at the time in which they occur so that further injury can be avoided. The athlete or coach will inform the Athletic Trainers of the injury either at the time of injury or immediately following practice. If a player sustains an injury during a practice or competition, they should always be escorted to see the Athletic Trainer.

The Athletic Training Room is located on the ground floor of the Orr Gymnasium. Athletic Training Room hours may change according to school and practice schedules and any changes will be posted at the door to the Athletic Training Room. Athletic Trainers are accessible via radio and cell phone communication during practice times and home games. During the fall season, an Athletic Trainer will travel with the football team in accordance with league rules.

The Athletic Trainers evaluate sports-related injuries and supervise rehabilitation on campus. They work with coaches and athletes in understanding and preventing injuries. The Athletic Trainers will consult with the Director of the Health Center, School Physician, or other specialists as necessary. Visits to outside specialists will be scheduled in consultation with the Health Center.

Head Injury: All Middlesex athletes will complete an ImpACT© baseline neurological test every two years. This test is one of the evaluation tools used post-concussion to assist the Athletic Trainers and Health Center Director in making return to activity decisions. The athletes will repeat the tests after a concussion to compare their cognitive abilities to those of their baseline. Please see "Appendix A" for a more thorough description of Middlesex School's concussion policy.

Return to play: Return to play decisions, regardless of the injury, are made in consultation with the Athletic Trainers, treating Physicians and the Health Center Director. The evaluation and opinion of an appropriate medical doctor or clinical specialist will be included in the decision for return to school activities, sports, or other school functions. This evaluation must

be a written statement, dated and signed by the medical doctor or clinical specialist. This statement must be transmitted to Health Center immediately upon return to school.

Any student who has a doctor's orders regarding an injury or medical status must abide by those orders. Follow-up care for an injury is expected to come from the same attending physician and, at the appropriate time, a note stating a full return to activity status must be submitted to school medical personnel in order to resume activity. In the event of a return from injury, an athlete must be able to participate in a full practice, including activities such as sprinting, cutting and shooting, prior to their next competition. If these requirements are not met before game day, the Athletic Training Staff reserves the right to make the final decision as to the athlete's participation.

Medical Excuses: If a team member suffers and injury or illness and is consequently unable to participate for their team, the following policy must be adhered to:

1. The Coach and Athletic Training Staff must be notified when the student athlete is unable to participate.
2. Athletes must attend team practices every day that they attend school, unless they are in supervised rehabilitation with the Athletic Training Staff or an outside Physical Therapist. If a student is going off-campus for rehabilitation, the Athletic Training Staff must be notified in advance of the dates and must have written clearance from that therapist for return to activity at school.
3. No athlete will be allowed to return to participation from an injury without written clearance from a physician once they have been restricted from participation or diagnosed by that physician.
4. The Athletic Training Staff reserves the right to restrict an athlete from athletic participation, regardless of physician or parental clearance, if they determine that the athlete's safety is still at risk.

Program Resources & Logistics

Website/Social Media: Middlesex Athletics is included in the school website under the "Athletics" tab. All of the team schedules are posted along with directions and departure times for away games. Team scores and varsity game write-ups can be found on the page in addition to recent sports news, team pages, and a staff directory. Scores are often posted on Middlesex School's official Twitter account: @MiddlesexSchool

Equipment/Uniforms: The School supplies standardized equipment where appropriate; however, personal items such as shoes, cleats, and some types of protective padding are the responsibility of the athlete. **It is expected that each student wear Middlesex branded attire to every practice for all sports.** Before and after the Athletics time period, students are asked to dress and shower in the appropriate locker room facilities. A daily-run free laundry service for practice gear, as well as team uniforms, is available in the equipment room located in the Athletic Center.

The School will provide uniforms for all teams. Students are responsible for any School-issued uniforms during the season and are required to return them following the last scheduled contest. Students should drop their uniform off in the designated laundry chute located in the equipment room after each athletic contest to ensure that it is cleaned and ready for the next contest. **Students will be financially responsible for any lost or damaged uniforms or issued equipment, and may be billed through their student accounts.**

Optional Team Gear Purchases: All purchases of additional/optional team gear and athletic apparel by any of the various team sport programs that bears the Middlesex name and/or logo must go through the Athletic Director for approval. The Athletic Director will work with the

program Head Coach and Captains through an approved vendor to select optional team gear that ensures equity, affordability, and consistency in branding aspects such as the current approved school logo, appropriate font, and exact colors.

Transportation: The School will transport players to and from all off-campus games and practices. Game schedules, directions, and bus departure times are posted on the Athletics page of the School website: <http://athletics.mxschool.edu>

Students are not permitted to transport themselves or teammates to or from off-campus sites. Exceptions can be made to this general rule only with the proper permissions (Head Coaches and Deans' Office).

Game or Practice Cancellation: Scheduled games may be canceled due to inclement weather, poor field conditions, or other reasons. The goal is to make game cancellation decisions by 11:00am and practice cancellation decisions by 1:00pm. In the event of a canceled game or practice, varsity games will be rescheduled and given priority for practice times and space. The website will be updated immediately as cancellations or other changes occur. Students will be encouraged to communicate schedule changes with parents as well.

Athlete Feedback: All student athletes will receive written comments from their coaches that offer constructive feedback on their performances and development at the end of each season. Coaches are also available to meet with athletes after matches or games and are available to schedule individual player meetings throughout the season.

Team Dynamics

Team Placement and Eligibility: Placing each student at the level where they can contribute physically and have a positive experience is central to the mission of the Athletic Department. Athletes have an obligation to participate in practice sessions and games with full commitment and enthusiasm. However, in certain sports there may be team-size limits, which may require students to select another team sport during that season.

The ISL follows NEPSAC guidelines for age eligibility: individual athletes who are 19 years old, or younger, on September 1st of each school year are eligible to participate in ISL competition. In the case of a transfer student, once a student has participated in an upper school sport in any given year, that student may not participate for another ISL school in that sport in the same academic year.

Playing time and Communication: The goal of the thirds and junior varsity teams is player development and preparation for the next level. At the varsity level, each coach is encouraged to be cognizant of an individual athlete's opportunity to participate in games but is NOT required to play everyone. Also, if a student athlete does not follow team expectations, playing time may be affected at the discretion of the Head Coach. Please note that potential playing time may be adjusted if the coach believes that there is a safety concern for an individual athlete. Coaches are under no obligation to discuss playing time or team strategy with parents. As part of the educational experience, and with their faculty advisors' support, students are encouraged to discuss individual questions or issues directly with their coach. The Athletic Department requests that any questions about coaching philosophy and/or expectations be expressed during a private conference and not directly or publicly before or after a contest or practice. It is not appropriate for parents to debate matters of team tactics, strategies, or other members of the team with the coaches.

Captains: An essential component for any team’s success is strong and effective leadership. A strong captain can help a team achieve success by modeling hard work, being responsible, understanding how to communicate and connect with each player differently, and always showing respect for opponents, referees, teammates, and coaches. An exceptional captain comprises much more than being a talented athlete. A captain should lead by example, demonstrate mental strength and emotional stability, excel at encouraging and supportive communication, and above all, have a passion and commitment for the sport that they play. The selection process for team captain(s) may include voting and input from both the current team members as well as the coaching staff.

Captains’ Council: Captains from all varsity athletic teams meet each season to discuss various topics, such as leadership styles, responsibilities and goals for the season. Occasionally, a guest speaker will address the group about current issues surrounding athletics at both the high school and collegiate level.

Awards: An Athletic Awards Assembly is held at the end of each season to celebrate athletes and teams for their participation and special achievements. At this assembly, both Middlesex and the Independent School League recognize students with certificates and athletics bowls. This is an all-school assembly, scheduled during the academic day for students and faculty only. Dates for the assembly are scheduled at the beginning of the academic year.

Athletics Code of Conduct and Interscholastic Competition

Hazing: 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.

Hazing is considered a violation of a Major School rule and will be treated as such. Middlesex follows Massachusetts State Law regarding hazing.

Please feel free to refer to the Major School Rules and Appendix sections of the Middlesex School Handbook for further explanations of our School’s hazing policies.

Independent School League Sportsmanship Creed: As a proud member of the Independent School League, Middlesex fully supports 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.”

Independent School League Ideals

Players and Coaches: 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.

Players and coaches are expected to represent themselves and Middlesex with honor, proper conduct, and good sportsmanship at all times. While competitive rivalries are encouraged, disrespect for opponents or officials will not be tolerated. It is our expectation that the competitive nature of the game does not extend beyond the playing fields. Coaches and players shall comply fully with the rulings of the officials and always treat them with proper respect. In no way, either by voice, action, or gesture shall they demonstrate their dissatisfaction with the decisions made by officials.

Spectators: The ISL will not tolerate at athletic contests any spectators, 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. Those who choose to act disruptively during competitions will be asked to leave the premises immediately by the Athletic Director or an appropriate deputy.

We ask that parents conduct themselves appropriately on the sidelines and set good examples for our athletes by modeling the core values of the school at all times. Please refer to the annual letter sent to Middlesex parents regarding the best practices for supporting their children's experience as athletes and on teams while at Middlesex, found in Appendix B.

Appendix A

Concussion Policy

Middlesex School seeks to provide a safe return to activity for all students after injury. Due to their nature, concussions require a particular approach. A concussion is a brain injury. Concussions are caused by a bump, blow, or jolt to the head resulting in an alteration in mental awareness. Such injuries can range from mild to severe and can disrupt the way the brain normally works. Due to the potentially serious consequences of a concussion, Middlesex School has adopted conservative and proactive guidelines for the management of students with concussions. These guidelines aid in ensuring that students are identified, treated and referred appropriately, receive appropriate follow-up care, including academic oversight, and are fully recovered prior to returning to activity.

- All Middlesex students are offered a baseline ImPACT© prior to participation in the athletics program. ImPACT© is a research-based software tool utilized to evaluate recovery after concussion. ImPACT© evaluates multiple aspects of neuro-cognitive function, including memory, attention, cognitive processing speed, reaction time, and post-concussion symptoms. Baselines are updated every 2 years.
- All students, who are known to suffer a head injury while at school, will be evaluated on the field or in the Health Center as close to the time of injury as possible. If it is determined the student sustained a concussion the student will be evaluated using the Zurich Concussion Statement and materials developed by the American Academy of Neurology, and recommendations will be made using their evidence based criteria.
- If the student is unconscious or there is suspected neck or back involvement, EMS will be called and the student will be transported to the nearest hospital.
- After all concussions, regardless of where they happened, it is expected that the student and family will communicate with the Health Center Director and the athletic trainer on a regular basis, in order to provide the most effective care for the student.
- The Health Center staff will notify parents of all concussion injuries that occur at Middlesex School. Written and/or verbal follow-up care instructions will be given to parents of day students. Boarders will stay in the Health Center for 24 hours to be monitored post-injury. All students with a concussion will have a medical evaluation by the Health Center Director or School Physician. The Health Center staff and/or Athletic Trainer will notify each other of the injury, within 24 hours to initiate the appropriate follow-up care.
- All students with a concussion will be removed from any physical activity and/or sports and will be unable to return until cleared by the Health Center Director and the Athletic Trainer. Students and their families are also expected to follow the activity restrictions set forth by the Health Center Director and Athletic Trainer.
- Advisors will be informed when their advisees have suffered a concussion. Coaches will be informed of athletic restrictions via the Sports Excuse list posted on the Athletic Trainer's door. Coaches are required to check the list prior to practice. Academic accommodations will be communicated with all faculty and updated with changes regularly.
- All students who suffer a concussion will be referred to the Athletic Trainer or the Health Center staff for initial post-injury cognitive testing (ImPACT©) within 72 hours. Students will continue to be tracked with serial cognitive testing until they return to their baseline.
- The Health Center Director and Athletic Trainer will continue to provide coordinated care for the duration of the injury. Any student who exhibits deterioration of neurological function or symptoms persisting beyond seven to ten days may require an evaluation by a concussion specialist.

- The Health Center Director and Health Center Staff will monitor the student closely and work collaboratively with the student’s medical provider(s) until the student returns to pre-injury neuro-cognitive and physical status. There will be ongoing communication with the student’s family, advisor and the Academic Dean regarding the student’s neuro-cognitive recovery and need(s) for academic support.
- Recommendations for short-term academic accommodations will be made in collaboration with the Dean of Academics and in consultation with the advisor for students with diagnosed concussions. Students requiring longer-term academic accommodations must be under the care of a concussion specialist.
- Any accommodations granted must be consistent with all aspects of the program of the school. Students who are unable to attend to their commitments on a full-time basis may need to take a medical leave of absence from the school to recuperate from the effects of the concussion.
- If a student requires the involvement of a concussion specialist, clearance for sports will be required from the specialist. However, the final decision for sports clearance will be given by Middlesex School’s health staff.

Appendix B

Annual Letter to Middlesex Parents on Supporting their Child’s Athletic Experience

Dear Middlesex parents,

We write to ask your help in making sure that our children have good athletic experiences in the only way that parents can support that goal – through our own behavior as spectators, supporters, and encouragers. As parents, we sometimes tend to focus on the moment – the missed pass, the minutes played, the shot that went wide, the ref’s missed call. Given our emotional investment in our children, as well as the Jumbotron culture of craziness at professional sporting events, we sometimes overstep the boundaries of our children’s experience and vicariously feel the need to take part in it for ourselves. Stepping back, we can all see that for our children to get what we truly want for them in the big picture – resiliency, problem-solving, camaraderie, leadership, grace under pressure, poise, confidence, courage – we need to allow them to do the work of learning and growing. In students’ lives, practice and competition are great sources of experiential learning and resiliency training. But to learn from the experience, a child has to have the experience and own the experience. As parents, all we can do is support that goal.

How best to support? Here are some suggestions and expectations:

1. *Cheer for, not against* -- for Middlesex, not against other kids. Support positive sideline culture. Please respect where we are asked to stand, as spectators; please lead the league in courtesy and sportsmanship. Our kids often send all-school emails with the phrase, “Keep it classy, Middlesex,” and that’s the ground we want to be ours. A positive sideline culture makes being a spectator and a parent a lot more fun, and we want to be able to come to enjoy our children’s games and being with friends. Positive parent support and sideline behavior makes a huge difference to the success of our program and our students’ experience.

2. As the adults in this educational setting, we actually have a responsibility to all of the students competing, not just to Middlesex teams. **In the Independent School League Essential Understandings, ISL schools have agreed to the following principle: “Every school in the league should field teams with confidence that every coach is as concerned with the health and safety of opposing players as with his or her own.”** At Middlesex, we extend that idea to our roles as spectators and assume responsibility for making sure that our competitors experience us as fair, intense, positive fans and athletes.

3. Please support the refs. Referees are human and make mistakes. In the heat of a game, we want the refs to be kindly disposed towards our kids, and our being supportive and respectful on the sideline can’t only help that cause. We want the refs to like to see Middlesex kids on the field/rink/court, and be glad to work our games.

4. Please remember that your child is no longer competing just in one age group, that the athletic talent in the ISL is deep, and that the age of competitors runs from 12 to 19 years of age. Students who have been “age-level” stars often find a different experience in high school, particularly early on, and everyone needs to remember the “small fish in the big pond” situation that all students find themselves in as they begin their athletic careers at Middlesex. While it might be natural to be disappointed at not making a varsity team, it is usually the result of coming up against older, bigger, stronger students who have been putting in the time to improve for years. It can be very hard to manage expectations, so please help your student understand context as your student adjusts.

5. As needed, communicate with your child about how to communicate with the coach, recognizing both that our coaches are teachers -- their work in athletics is an extension of their work in the classroom -- and our children are teenagers who may respond to our earnest questions with a quick, "I don't know" or "the coach doesn't like me," without wanting to get into more complicated discussions. Coaches see students' everyday play and effort and assess skills and playing time on many factors not seen or experienced by parents. When expectations aren't met, parents often question children -- why aren't you playing more? What did you do wrong? Often children know answers but don't share them for fear of disappointing parents; maybe he skipped a practice, or she hasn't been working hard, or maybe she has finally reached a team where everyone is really good and she is no longer the star. Sometimes it is simply that the student is now playing at a higher, more intense level and needs time to adjust and grow. Help your child become an able and mature communicator -- a most important life skill -- and let him or her do the work of navigating the challenges and handling the relationships with coaches and teammates. The skills of self-advocacy, processing feedback, managing disappointment, and exercising resiliency and grit are critical skills for young people to learn, and athletics is a great venue for this kind of learning.

6. Respect our coaches. Again, Middlesex coaches are teachers; we see athletics in the educational context, as fantastic co-curricular opportunities to learn and grow as mature people and as leaders, as well as to enjoy physical activity, competition, and teamwork. Our teachers want to support students' growth both in the short and in the long-terms. This focus takes most of their energy, as does building positive team culture. And athletics is only one part of our students' lives; our teachers' schedules are full of other events and commitments, as well. Occasional team events are held at the coaches' discretion and need to fit within the dynamic and the time demands placed on students and faculty by the Middlesex schedule. We do not expect Middlesex coaches to debrief or meet with parents after games, when the coaches' attention is focused on debriefing the experience with students, nor do we expect coaches to attend after-game events.

If there is a pressing need for you as a parent to communicate with a coach on an issue that cannot be resolved directly between coach and student, please discuss the situation with your child's advisor and then email the coach to find a time for a conversation. If there remains a serious unresolved problem, please call our Dean of Athletics, Joe Lang, at (978) 402-1028, or our Director of Athletics, Ken Risley, at (978) 371-6560.

We are looking forward to a great year for Middlesex athletics, and we thank you for your enthusiasm and support.

Kathleen C. Giles, Head of School
Joe Lang, Dean of Athletics
Ken Risley, Director of Athletics

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.

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 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 footnotes 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."

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

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.

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.

There are two exceptions. 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, 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 oneself;" 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 a peer tutor 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.

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.

APPENDIX II

Middlesex School Acceptable Use Policy

Middlesex is a community by invitation, where members apply to join the community and agree to meet the School's standards, expectations, and responsibilities. We agree to the "terms and conditions" of being a member of this School community. Our standards may be higher than other schools or work places, and for adults, our standards and expectations reflect our enhanced responsibilities dealing with children.

Middlesex School provides access to and oversight of technological resources for the benefit of the community. Developing and applying clear and sound standards is a matter of maturity, self-discipline and personal safety, and community expectations and disciplinary concerns. Middlesex School grants its community access to a wide array of computer and mobile technologies, access to the Internet and other associated networks, and use of various software programs and peripherals ("**Middlesex Computing Resources**").

In order to make the Middlesex Computing Resources available, all users must take full personal responsibility for appropriate and lawful use of these resources. It is important that all users understand that one person's misuse of the Middlesex Computing Resources may jeopardize the ability of all to enjoy such access.

The following policy is meant to supplement, not supersede, the rules and guidelines of Middlesex School's Code of Conduct and Handbooks. Due to changes and shifts of technology, no policy will be able to anticipate or articulate every possible area of risk or responsibility. Therefore, as a guiding principle, the same standards of judgment, accountability, and citizenship articulated in our Handbooks 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 all School rules, procedures, and discipline.

Scope of Technology

Because these guidelines refer to expectations, community standards of behavior, policies, guidelines and rules described here refer to all technological devices (including but not limited to computers, mobile devices, cell phones, etc.), technology infrastructure including access to Internet or any other communication or computing networks, associated peripheral devices and/or software packages:

1. Owned by, leased by and/or issued or made available to users by Middlesex School.
2. Owned by, leased by and/or issued or made available by Middlesex School to any third party engaged in providing services for Middlesex School. For purposes of clarity, these resources, together with the resources identified in item (1), immediately above, are included in the definition of "Middlesex Computing Resources."
3. Any computing or telecommunication devices owned by, in the possession of, or being used by faculty, staff, or students associated with Middlesex School -- other than Middlesex Computing Resources -- whether or not such devices are used in conjunction with Middlesex Computing Resources ("**Personal Devices**").

Privacy

To express online is to publish, and to publish online is to make public – choosing to broadcast, share, and/or publish via the Internet constitutes actions that fall within the scope of our Handbooks.

1. **Use of Middlesex Computing Resources.** Users of the Middlesex Computing Resources should consider such access a privilege, not a right, and have no expectation of privacy. Middlesex School reserves the right to monitor, inspect, copy, and/or review at any time and without prior notice any and all usage of its Middlesex Computing Resources..

2. **Use of Personal Devices for School-Related Purposes.** Middlesex School recognizes that faculty, staff, and students will use Personal Devices for a range of personal communications and personal activities that are unrelated to the Middlesex School community. Personal use of a personally-owned device should not necessarily be treated for all purposes in the same manner as use of Middlesex Computing Resources. There are some circumstances, however, where Personal Devices are used in ways that affect the Middlesex School community. When serious concerns arise, oversight of these uses may be necessary to preserve the safety and shared values of our School community.

The Middlesex School, accordingly, reserves the right to access and review activities and communications that take place through Personal Devices, where those activities or communications, in Middlesex School's judgment, violate or threaten to violate our Code of Conduct or other School policies. If at any time Middlesex School has reason to believe that such a violation (or threatened violation) exists, upon notice the user may be asked to make his or her Personal Devices available to the Middlesex School's IT staff for the limited purpose of investigating whether or not a serious violation has occurred, or is threatened. In such instances, the school expects that users will, upon request, provide passwords or other login-credentials to the IT staff for such purposes with the understanding that the user will have the ability to change such passwords after Middlesex School has completed its investigation.

Internet and Online Safety

- A. **Individual Responsibility:** Middlesex School, either by itself or in combination with its Internet Service Provider(s), will utilize filtering software or other technologies, in compliance with the Child Internet Protection Act, to prevent students from accessing visual depictions that are (1) obscene, (2) pornographic, or (3) harmful to minors. If anyone accidentally accesses one of these sites, he or she should immediately exit from that site and report its availability to the Dean of Students and/or the Director of Technology.
- B. **Confidentiality of Student Information:** Personally identifiable student information may not be disclosed or used in any way without the written or expressed permission of a parent or guardian and permission from the Head of School and/or the Director of Communications.
- C. **Active Restriction Measures:** Middlesex also reserves the right to filter access and to monitor computer/online activities, through direct observation and/or technological means, to ensure that community members are not accessing illegal or obscene materials. It is important to note that no filtering system is 100% effective, thus individuals should follow School guidelines and policies at all times.

Failure to Comply

Use of Middlesex Computing Resources is a privilege, not a right. The School as an institution and all of its members are accountable both to internal rules and to state and federal laws. Since published/shared online Internet activity is public, it reflects upon both user and School. Middlesex reserves the right to limit, either temporarily or permanently the use of Middlesex Computing Resources (as well as use of Personal Devices where the use relates to the School or the School community) by any individual involved in a serious infraction that involves the inappropriate use of technological resources. Inappropriate activity is also subject to both legal scrutiny and the full

range of responses found in the appropriate Faculty, Staff, or Student *Handbooks*. Any infractions that fall under the provisions of State and/or Federal Criminal Codes will be referred to the appropriate law enforcement agencies.

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 community members understand that anything they express online is subject to the same degree of concern and responsibility as in-person behavior. Furthermore, material generated online is by nature *permanent* and subject to external judgment, regardless of intent. As in other areas issued School *Handbooks*, rules and guidelines pertaining to the use of technology are designed to preserve the safety and good standing of both individuals and the community.

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 detrimental to the School or contrary to Middlesex standards
- Violating copyright or other 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 Director of Technology
- Intentionally wasting limited network resources
- Employing the network for individual business and commercial purposes
- Seeking to obtain access to any materials or information through "hacking" or through other means Middlesex School has not made available to you.
- Transmitting materials known to contain viruses, Trojan horses, worms, or other computer-programming routines that are intended to damage, detrimentally interfere with, surreptitiously intercept, or expropriate any system, data, or personal information.

Users 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 the School will be adjudicated by the Disciplinary Committee and appropriate Administrative personnel.

Warranties/Indemnifications

Middlesex School makes no warranties of any kind, either expressed or implied, in connection with its provision of access to and use of its computer and mobile technologies, network access, and its Internet services under this policy. It shall not be responsible for any claims, losses, damages or costs of any kind suffered directly or indirectly arising out of the user's use of the Middlesex Computing Resources or Personal Devices under this policy. By agreeing to this policy, a user takes full responsibility for his or her use and agrees to indemnify and hold the School, their administrators, teachers and staff harmless from any and all loss, costs, claims or damages resulting from the user's access to the School's network and the Internet services.

This Acceptable Use Policy is subject to review and revision at any time. The Acceptable Use Committee will continue to meet and provide updates to the School community as necessary.

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.

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, Chief Operating Officer, 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.

APPENDIX IV

MIDDLESEX SCHOOL

BULLYING PREVENTION AND INTERVENTION PLAN

Mission Statement of Middlesex School

Middlesex School is an independent, non-denominational, residential, college-preparatory school that, for over one hundred years, has been committed to excellence in the intellectual, ethical, creative, and physical development of young people. We honor the ideal, articulated by our founding Headmaster, of “finding the promise” in every student, and we work together in an atmosphere of mutual trust and shared responsibility to help students bring their talents to fruition as knowledgeable, capable, responsible and moral citizens of the world. As a community, we respect the individual interests, strengths, and needs of each student. We also value the rich diversity of belief and experience each of us brings to the School.

We expect that each student will bring his or her best efforts to the shared endeavor of learning and that the School, through its faculty, will engage and encourage each student’s growth, happiness, and well-being. We aspire for all Middlesex students to develop personal integrity, intellectual vitality and discipline, and respect for themselves and for others. We expect each student to engage energetically and cooperatively in the life of the School, and we seek to inspire in all students the desire to seek understanding of themselves and the larger world, both now and in their futures.

I. Introduction

“As a community, we respect the individual interests, strengths, and needs of each student.”

At Middlesex School, we expect that all members of our community will treat each other with respect and civility. Middlesex School does not permit bullying or any other verbal or physical misconduct that disrupts the learning environment or makes it unsafe.

The Middlesex School Bullying Prevention and Intervention Plan (the “Plan”), set forth below, is published in response to the recently enacted Massachusetts law against bullying and is an integral part of our efforts to promote learning and to prevent behavior that can impede the learning process. This Plan spells out Middlesex School’s comprehensive approach to addressing bullying, cyber-bullying and retaliation. This Plan is consistent with broader protections at Middlesex against discrimination, harassment, bullying and retaliation that appear in our *Handbook*, *Faculty Handbook*, *Staff Handbook* and *Facilities & Operations Handbook*.

It is important that this Plan be well understood by all members of the Middlesex community. The Head of School is responsible for the implementation and administration of the Plan. Questions and concerns related to this Plan may be addressed to the Head of School, the Dean of Students or the Chief Operating Officer.

II. Policy against Bullying, Cyber-Bullying and Retaliation

Middlesex School will not tolerate any form of bullying, nor will we tolerate retaliation against any person who reports, provides information during an investigation of, or witnesses or has reliable information about bullying.

Bullying is prohibited on school grounds, property immediately adjacent to school grounds, and at school-sponsored or school-related events, activities, functions, and programs. Bullying also is prohibited on school buses and other vehicles owned, leased, or used by the school, and through use of technology or an electronic device owned, leased, or used by the school. In addition, bullying is prohibited at a location, activity, function, or program that is not school-related or through the use of technology or an electronic device that is not owned, leased, or used by the school, if the bullying creates a hostile environment at school for a targeted student; infringes on the rights of a targeted student at school; or materially and substantially disrupts the educational process or the orderly operation of the school.

Definitions

Bullying

Bullying is defined 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 target that:

- causes physical or emotional harm to the targeted student or damage to the targeted student’s property;
- places the targeted student in reasonable fear of harm to himself or herself or of damage to his or her property;
- creates a hostile environment at school for the targeted student;
- infringes on the rights of the targeted student at school; or
- materially and substantially disrupts the educational process or the orderly operation of the school.

The definition of bullying shall include Cyber-bullying.

Cyber-bullying

Massachusetts law defines Cyber-Bullying as bullying through use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications.

Cyber-bullying also includes the creation of a web page or blog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying.

Cyber-bullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posing creates any of the conditions enumerated in the definition of bullying.

Hostile Environment

A hostile environment is a situation in which bullying causes the school environment to be permeated with intimidation, ridicule, or insult that is sufficiently severe or pervasive to alter the conditions of a student's education.

Retaliation

Retaliation is any form of intimidation or reprisal directed against a student who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying.

Legal Definitions and School Policy

It is important to bear in mind that stricter standards of behavior may apply under Middlesex School's policies in order that we may prevent inappropriate verbal and physical conduct before a student has been subject to bullying as it is defined under the law. For example, although the law defines bullying as "repeated use" of certain expressions, acts, and/or gestures, the School reserves the right to apply disciplinary measures and other corrective action in a case of a single expression, act or gesture if the School determines that it warrants disciplinary measures or other remedial action or that the repetition of that expression, act, or gesture might result in bullying as defined under the law.

It is also important to note that in instances related to certain student behavior or activities the School is a mandatory reporter as defined by the Commonwealth of Massachusetts.

Middlesex also recognizes that certain students may be more vulnerable to becoming a target of bullying or harassment based on actual or perceived differentiating characteristics, including race, color, religion, ancestry, national origin, sex, socioeconomic status, homelessness, academic status, gender identity or expression, physical appearance, pregnant or parenting status, sexual orientation, mental, physical, developmental or sensory disability or by association with a person who has or is perceived to have 1 or more of these characteristics. The School's comprehensive approach (outlined below) to the issue of bullying and cyber-bullying is intended to support vulnerable students and provide all students with the skills, knowledge and strategies needed to prevent or respond to bullying or harassment.

III. Prevention of Bullying

From the beginning of their Middlesex careers, students learn that as members of our community they have a right to be treated with civility and respect. The School's curriculum emphasizes respect for differences, and teachers are clear in their expectations for student behavior. Our approach is intended to build on our standard expectations of respectful, fair and compassionate behavior and to empower our students over time to recognize, internalize and act on the basis of those values. The School strives to ensure that reasonable adult supervision is provided on School premises, including in the corridors and locker rooms, at meals and on school-provided transportation throughout the school day as well as at school-sponsored events.

In addition to these general programs, the school offers several specific offerings to guide student decision-making and maintain an atmosphere of respect and civility in our community:

- **New student orientation:** Each fall, new students at Middlesex receive a comprehensive orientation program, including a module focusing on diversity, inclusion and acceptance. This module helps prepare students to live together as a community, respecting each

student's background and lifestyle. Through this work, all new students come to appreciate their fellow school mates and others in the community.

- **Choices:** The Choices program, which all members of Class IV attend, is a five-week educational program that deals with integrity issues, life management skills, positive friendships, healthy relationships, and alcohol and drug education. Each weekly meeting is typically hosted in the apartment of a faculty member who lives on campus and is led by a male and female faculty member and a student Peer Support leader with eight to ten students, split evenly by sex, in attendance. The Choices program helps our youngest students integrate themselves into the community and offers them a safe space to discuss issues that directly impact their social lives and physical well-being.
- **Connections:** The Connections program, which all members of Class III attend, is a three-week educational program that deals with healthy relationships, positive self-image, positive decision-making, empathy, kindness, and inclusivity. Each weekly meeting is typically hosted in the apartment of a faculty member who lives on campus and is led by a male and female faculty member. Groups are crafted to be cross-sections of each unique class. The Connections programs helps the members of Class III, one quarter of whom have just entered the school as new students, value each other and the important interpersonal relationships that are possible in a residential school. Like Choices, it also offers a safe space for discussion and for sharing thoughts.
- **Community Life meetings:** Each year the School community holds between six and eight community life meetings. Each meeting focuses on a different aspect of life in a residential community. The topics of the meetings in past years have included: respect, friendship, inclusion and acceptance, kindness, acceptable use of technology and cyber-bullying. Each of these topics engages students and adults in conversations about the values of respect and decency in our community.
- **Senior leadership meetings:** Each Middlesex senior participates in a series of senior leadership meetings which engage our oldest students in an ongoing dialogue about the life of the School. These sessions help the faculty hear student voices about the welfare of other students, and help our seniors create a positive and accepting school culture.
- **Peer Support, Diversity officers, Proctors:** All of the School's senior leadership positions are dedicated to helping students adjust to the school community, to protecting the welfare of fellow students and to developing actions plans for struggling students
- **Radar screen and Health Committee:** The School's Health Committee holds weekly meeting to discuss students who may be struggling with adjustments to school life, and develop action plans to help them
- **Affinity groups and Student Clubs:** The School supports a wide variety of clubs and groups that provide a voice in the community for minority and underrepresented groups in our school community.

IV. Reports of Bullying Retaliation

Any student who is the target of bullying or has witnessed an incident of bullying or cyber-bullying or otherwise has relevant information about bullying or cyber-bullying prohibited by this policy is strongly encouraged to report promptly the matter orally or in writing to the Head of School, Chief Operating Officer or Dean of Students, or to any other faculty member with whom the student is

comfortable speaking. Similarly, any student who is subject to retaliation in violation of this policy or who knows of another student who has been subject to retaliation is urged to report it as soon as possible either orally or in writing.

A parent of a student who is the target of bullying or of a student who has witnessed or otherwise has relevant information about bullying is strongly urged to promptly notify the Head of School or Dean of Students. Furthermore, any parent who has him or herself witnessed bullying or has relevant information concerning such an incident is strongly urged to come forward to the Head of School or Dean of Students. A parent should also report any incident of retaliation in violation of this policy to the Head of School or Dean of Students.

Any member of the faculty or staff of the School who witnesses or otherwise becomes aware of bullying in violation of this policy or who becomes aware of retaliation against a student who reported information concerning a violation of this policy is required to report it immediately to one of the Head of School, Dean of Faculty or Chief Operating Officer. There are to be no exceptions. A member of the faculty or staff may not make promises of confidentiality to a student or parent who informs him/her of an allegation of bullying or retaliation.

Faculty and staff may not make reports under this policy anonymously. Parents and students may make reports under this policy anonymously. However, the School also urges students and their parents not to make reports anonymously. Although there are circumstances in which an anonymous report can be better than none at all, it is far more difficult to determine the facts of what occurred if complaints are made anonymously. Further, no disciplinary action shall be taken against a student solely on the basis of an anonymous report. Also, while the School cannot promise strict confidentiality, because information must be shared in order to conduct an effective investigation, the School releases information concerning complaints of bullying and retaliation only on a legitimate need-to-know basis.

A student who knowingly makes a false accusation of bullying or retaliation shall be subject to disciplinary action.

V. Responding to a Report of Bullying, Cyber-Bullying or Retaliation

A. Preliminary Considerations

When a complaint of bullying, cyber-bullying or retaliation is brought to the attention of a the Head of School, an assessment is made as to whether any initial steps need to be taken to protect the well-being of students and to prevent disruption of their learning and residential environment while the investigation is being conducted. As appropriate, strategies such as increased supervision may be implemented to prevent further bullying or retaliation during an investigation.

B. Obligation to Notify Parents

It is the policy of the School to notify the parents or guardians of any student who is the alleged target of bullying, cyber-bullying or retaliation, and the parents of any student who may have been accused of engaging in such behavior promptly after a complaint has been made.

C. Investigation

The following is an outline of the procedure that is pursued once a complaint has been brought to the attention of the Head of School: An impartial investigation of the complaint is conducted by the Head of School and Dean of Students; that investigation may include (but will not necessarily be limited to) interviews with the person who made the complaint, with the student who was the target of the alleged bullying or retaliation, with the person or persons against whom the complaint was

made, and with any students, faculty, staff or other persons who witnessed or who may otherwise have relevant information about the alleged incident.

Depending on the circumstances, the Head of School conducting the investigation also may choose to consult with other faculty and/or staff, including the School Counselor.

D. Resolution, Notification, and Follow-up

Following interviews and any other investigation undertaken, as the School deems appropriate, the Head of School will determine whether and to what extent the allegation of bullying, cyber-bullying or retaliation has been substantiated. If it is determined that the policy set forth in this Plan has been violated, the Head of School will determine what disciplinary action and/or other remedial action is appropriate and how it will be implemented.

The goal of an investigation and any disciplinary or other remedial process that is imposed following that investigation is to correct the situation to the extent it is reasonably possible and to take such steps as can be taken to prevent there being a repetition of the incident and to prevent the student or students targeted and others who participated in the investigation from being subject to retaliation.

At any point after receiving a report of bullying or retaliation, including after an investigation, in appropriate circumstances, such as when a crime may have been committed or a child may have been subject to abuse or neglect of the type that is reportable under Section 51A of the Massachusetts laws, law enforcement or another appropriate government agency may be notified.

Upon completion of the investigation, the Head of School will meet individually with the student or students who were the target of the alleged incident and the student or students against whom the complaint was made and their parents to report the results of the investigation and, where disciplinary or other corrective action is determined to be appropriate, to inform the parties of the steps that will be taken to correct the situation. The amount of information provided in these meetings may be limited by confidentiality laws protecting student records.

If the reported incident involves students from more than one school, the Head of School, as a professional courtesy, will notify by telephone the principal or designee of the other school(s) of the incident so that each school may take appropriate action. All communications will be in accordance with applicable state and federal privacy laws and regulations.

Follow-up contacts will be made with any student found to have been targeted in violation of this policy and his/her parents to inquire as to whether there have been any further incidents and whether additional supportive measures are needed. If so, the Head of School will work with appropriate school staff to implement them immediately.

Middlesex School provides student support through its advisor program and the heads of its residential and non-residential houses, supported by the Director of the Cruz Health Center, school counselor and the office of the Dean of Students. The School also maintains ongoing relationships with counselors and other medical professionals to support students, including linguistically and culturally appropriate counselors. Based on the findings of the investigation and after consultation with appropriate personnel at Middlesex, the Head of School will determine whether a need for counseling exists and whether or not it is a requirement, and will meet with the student and his/her family to communicate next steps.

The plan for any student who is the object of bullying would be (in conjunction with the student's family) an initial evaluation by the director of counseling services. This would include input from school personnel with information about the incident and individuals who work with this student as

well as the family. If deemed appropriate, the student would have an additional evaluation with our consulting psychiatrist. Using these evaluations, this team would generate treatment recommendations. Then, the School, in conjunction with the family, would seek the most appropriate providers or agencies to provide ongoing support services.

As part of this plan, Middlesex School maintains relationships with a range of providers, including Emerson Hospital, Lahey Clinic and Children’s Hospital, Boston and their affiliated clinical staffs.

VI. Conclusion

This Plan is intended (1) to prevent bullying, cyber-bullying and retaliation among our students; (2) to encourage students and their parents to have confidence in the School’s procedures and to come forward promptly whenever a student is subject to conduct that is prohibited by this or any other School policy; and (3) to implement appropriate discipline and other corrective measures when they are found to be warranted.

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