

# HANDBOOK

## 2023-2024



Middlesex

## **Mission Statement**

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 their 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.

## **The Handbook Philosophy**

Middlesex is a community built by invitation and choice. All community members – students, staff and faculty – in choosing Middlesex, enjoy the privileges and responsibilities that come from making that commitment. Through our admissions process, we extend invitations to individuals who are mission-aligned and understand that students and families who choose to be part of the Middlesex community will do their best to uphold our community standards and expectations. Middlesex values each individual and that individual's ability to add to our robust and vibrant community. Essential to the Middlesex ethos is each person's understanding of the balance between answering to their own individual wishes and to the needs of the community. We are all fortunate to live, work and attend school at Middlesex and understand and commit to the spirit of the following rules and regulations.

## **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 set forth below. Please pay special attention to the Major School Rules section, as violations of Major School Rules may result in disciplinary action, including the student's 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 Policies

We expect each student to attend all 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.

Middlesex requires a student to attend **80% of 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%, regardless of whether the absences are excused or unexcused, a vote of the faculty is required for course credit represented by either a numerical grade or a P (for Pass). Any P placed on a transcript in lieu of a numerical grade is solely at the discretion of the School. If attendance is below 75%, any vote for credit will be represented on a student's transcript with a P, as a numerical grade cannot accurately represent a student's mastery of the course material. If attendance is below 70%, no vote will be taken and the course will be removed from the student's transcript. The student cannot receive credit for the course and will owe the School that credit to be made up through a Middlesex approved summer course or, in the case of half-credit arts, by retaking the Middlesex course or another approved art offering.

An essential element of Middlesex course credit is physical presence during scheduled class meetings. Academic citizenship includes participation in daily classwork as a contributor and active listener and the experience of the Middlesex classroom relies on the collective effort of each group of students. Electronic attendance cannot serve in lieu of presence during a class meeting, unless Middlesex deems electronic attendance necessary, closes its campus, or delays or extends the academic year, due to a health, safety, or other emergency situation, or other unforeseen circumstance. Illness and injury: When a student is too ill to attend class, or suffers a serious injury, the absence must be excused by the Wellness Center (for boarding students) or by a call from the student's parent or guardian 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 or guardians 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 Wellness 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.

When a student misses a class, that student is responsible for making up the missed work. 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 the student from 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.

<b>Middlesex School Attendance Policy</b>	
<b>First 7 tardies (per quarter)</b>	<b>One unexcused absence</b>
<b>Next 5 tardies (per quarter)</b>	<b>One unexcused absence</b>
<b>1 unexcused absence (per quarter)</b>	<b>Loss of free day</b>
<b>2 unexcused absences (per quarter)</b>	<b>detention</b>
<b>3 unexcused absences (per quarter)</b>	<b>detention</b>
<b>4 unexcused absences (per quarter)</b>	<b>Detention</b> <b>BOARDING: Friday night ECI</b> <b>DAY: Friday night ECO</b> <b>One week on bounds</b> <b>Parent or Guardian, advisor, and HOH notified</b> <b>Radar Committee notified</b> <b>Student meets with Deans Office</b>
<b>5 unexcused absences (per quarter)</b>	<b>Attendance Probation</b> <b>Detention</b> <b>One week on bounds</b> <b>Parent or Guardian, advisor, and HOH notified</b>
<b>Any further absences (per quarter)</b>	<b>In addition to the consequences for five unexcused absences, further action will be taken due to not meeting the school's basic requirements and attendance obligations. This can include, but is not limited to, disciplinary action, establishing an attendance contract, required therapeutic evaluation and/or counseling, a mandatory leave of absence, or dismissal.</b>

#### 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 or guardians and advisors, and parents or guardians 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 their parents or guardians must meet with the student's advisor, the School Counselor and 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.

- **Sleep throughs** – If a student sleeps through multiple classes, on a one-time basis, the Deans' Office will assign one unexcused absence to the student and notate the other absences as excused. If this occurs more than once in a marking period, the student will be assigned unexcused absences for each class missed and will be required to meet with a Dean and the School Counselor, who may require restrictions or further evaluation of the student's health and wellness. The school will not be responsible for helping students get out of bed in the morning.
- **Detention** – Detention is a study hall environment. Students are expected to arrive on time. Arrival more than 5 minutes late to detention will be rescheduled to the following detention. The penalty for missing a detention is an unexcused absence as well as a rescheduled detention. Missing 2 detentions can result in a Discipline Committee Meeting.
- **Boarding student early check-in (ECI)**–Boarding students must check-in to their dorm at 7:30pm.
- **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 required School commitment.
- **Attendance probation** – Students who accumulate five or more unexcused absences per quarter will immediately be placed on attendance probation. Students on attendance probation will meet with a Dean and the School Counselor and may be placed on an attendance contract in order to correct attendance difficulties. Further absences while on attendance probation may result in disciplinary action, required therapeutic evaluation and/or counseling, or a mandatory leave of absence.

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, and the student's parent(s)/guardian(s), will meet with a Dean, the School Counselor, and the Head of School to ascertain the student's ability to fulfill attendance expectations and remain enrolled at the School. The decision of the Head of School shall be final and without appeal.

- **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.

## 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 hit or inadvertently bumped another vehicle.

Day students from Class II, 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 carpool arrangement for commuting has been agreed upon by their parents or guardians 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 addressed 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. Members of Class I may request permission to leave campus for lunch or after the academic day. On Tuesdays and Thursdays, students in Class I may go to lunch during the extended lunch block, as long as no one in the group has a scheduled choral rehearsal. On all other days, students in Class I may leave for lunch when all those going have a common free block either before or after lunch. Members of Class II may request to leave campus after the academic day. These requests must be made face-to-face, and each student, driver and passenger(s), must fill out a driving form on REACH at the time the permission is given. These permissions only cover travel within the area local to campus (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.

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 REACH. 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

All students are permitted to have and use non-motorized 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 non-motorized bikes, skateboards, scooters, and rollerblades do so at their own risk. Students should abide by the Massachusetts state helmet law, which requires any person 16 years old or younger riding a bicycle to wear a helmet. Bikes, skateboards, scooters, and rollerblades may not be used indoors.

Students may not bring or use motorized bikes, skateboards, or scooters to campus. Faculty families residing on campus may own them but they must be charged outside and may not be used on campus property.

Students who would like to leave campus on a bike must obtain permission from their Head of House or another dorm faculty member.

## 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, which may subject the student to discipline. 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 permission from a parent or guardian. 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 6 am.

**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 addressed directly by the Dean of Students.

### Changing Day or Boarding Status

Permission to change student status *from boarding to day* status 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 submit a formal written request to both the Dean of Students and the Dean of Admissions. Requests that are received after February 15<sup>th</sup> of the year preceding the status switch will be more difficult to accommodate. The School will then respond to the family as soon as practicable.

To switch *from day to boarding* status, families must submit a formal written request to the Dean 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
8 am-3:30 pm	8 am-3:30 pm	9:05 am-12:35 pm	8 am-3:30 pm	8 am-3:30 pm	8:30 am-11:30 am

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 7:15pm (5:30pm-6:30pm on Saturdays). Club activities and community service may take place between dinner and study hours. Study hours begin at 8:00pm 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 the Deans' Office. Students may be liable for the disciplinary consequences of missing academic, athletic or extracurricular responsibilities without permission.

### Damage to property

Any student who damages the property of another student or the School, beyond normal wear and tear, is responsible for the repair or replacement of that property. If necessary, charges will be placed on the student's school bill. Additionally, the student may be subject to disciplinary action, including but not limited to, dismissal.

### Dress Code

Dress is an expression of individuality, and Middlesex understands the broad range of sartorial choices each person makes. Understanding the impact of one's dress on other members of the community, we expect that individuals choose their clothing for each activity during the day keeping

in mind the important work they do. In particular, we encourage careful consideration in how a person prepares for the academic day understanding the paramount importance of the Middlesex classroom. At all times dress should be “neat, clean and not obscene”.

Students must come to school in clothing that demonstrates their intention to learn and be a part of a community. All clothing should be clean and respectful. Additionally,

- No one should attend Middlesex commitments or events in clothing they use for sleeping
- No inappropriate or obscene imagery (including but not limited to, images or logos representing substances, vulgar language, or any other offensive imagery)
- Hats or hoods of any kind (except those that are religious and/or traditional) may not be worn in the Dining Hall, the Theater, the Chapel, the Recital Hall, the Studio Theater and the Terry Room, or throughout the academic class day. This policy also extends to hats worn for spirit or “psych” days.
- Though there are no specific guidelines for footwear, bare feet are not permitted in any non-residential School building.
- There will be certain events that we consider “Formal.” Formal dress is defined as: a jacket, shirt and tie, dress pants, skirt or dress, religious and/or traditional formal attire.

### **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 prox cards) are issued to every student upon registration. ID cards are necessary to enter a Middlesex dormitory at all times, and other specific locations on campus after the academic day. Student ID cards ordinarily grant equal access to student dormitories 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 the Director of Facilities. The Director of 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 addressed by the Deans’ Office. Purchasing items with another student’s ID card is also considered an integrity violation, and may 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;
- Books purchased by the School on behalf of the student for a specific class;
- 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;
- Doctor and Counselor 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.*);
- Personal Postage;
- Replacement keys, ID Cards;
- Various other miscellaneous expenses.

## Free Days

A student may request a free day when they have no unexcused absences for School commitments in the previous semester.

- If a student has a cumulative total of 20 absences (excused or unexcused absences) in their previous and current semester, they cannot request their 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 free day 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 Head of House and then returned to the Deans' Office.
- Students may take a free day during restricted assessment as long as they have no tests, quizzes, papers, *etc.* due that day.
- No free days may be taken during the week immediately preceding an examination period. Only if a student has no outstanding work, can a free day be taken during 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 their My SchoolBucks account for Grill purchases, there must be a positive balance in this account. Families 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 2:00 pm. Incoming mail is delivered and is usually sorted by 1:00pm. Each student is assigned a mailbox and receives a key at registration. Student accounts will be charged a key deposit at the onset of the school year, which will be refunded when keys are returned at the close of the year. Minimal cost will be charged to student accounts 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 Health and Wellness. 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

Families 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.
- Any parent or guardian 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 and Valuable Items

Personal expenses will vary according to a student's age, spending patterns, and most importantly, according to the agreement each student has with their family. 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 small electronics and laptop).

We advise students not to possess large amounts of cash on campus. If international travel or other circumstances necessitate a student 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, access to an ATM on campus, and various local branches in Concord, students have great access to obtain and deposit cash when needed. Students can also deposit cash into or withdraw cash out of their Student Bank/Grill account which is managed by the School Store Manager and can be accessed at the School Store during normal store hours.

### 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 permission from a parent or guardian for release of student information in school-related news. A media permission form is an annually required form that is published on the Magnus Health portal.

**\*\* Please note that certain performances and/or athletic events, that are open to the school community, may be digitally recorded or streamed online for the benefit of the full school**

community. The purpose of these recordings and streams is to capture the performance or athletic event as a whole, not to focus on a particular student. By their participation in these activities, students and their parents or guardians grant the School permission to use their image and/or likeness for those purposes.

### **Room Privacy**

Students may only be in another student's room by invitation of the student resident(s) and if the student resident(s) is present. No student may enter or be in another student's room after the published light-out or in-room times. No student may enter or be in another student's room if the student resident(s) is sleeping or trying to go to sleep. Violations of this rule may be met with a disciplinary response.

### **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, notebooks, and other necessary supplies. The store also stocks personal necessities such as soap, toothpaste and stamps as well as clothing items. The store is open Monday through Friday and occasionally on Saturday depending on school events. Families are encouraged to create an account on the School Store Shopify website so that they can order in advance for pickup during store hours. Please note that creating an account on Shopify is the only way for families to view their student's purchases at the store.

#### **School Store Hours**

Monday through Friday	10:00 am to 2:00pm
Saturday	Open occasionally as posted
Sunday	CLOSED

Please also note that funds in a student's School Store account may not be accessed for cash by the student. If a parent or guardian wants to request a transfer of funds from their student's School Store Account, they should make that request via email to [studentaccounts@mxschool.edu](mailto:studentaccounts@mxschool.edu).

### **Snow Days and Inclement Weather**

As a boarding school, Middlesex School has very few "snow days." In the event school is canceled or dismissed early, the 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 or guardians 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 canceled due to inclement weather, residential supervision, meal service and other core campus functions will continue.

### **The Student Bank/Grill Account**

To help families and students safeguard monies needed during the school year, the School maintains a "School Bank" which is managed by the School Store. Families can fund their child's student bank account via credit card by setting up an account with My SchoolBucks ([www.myschoolbucks.com](http://www.myschoolbucks.com)), using the student's school ID. Having funds in this account allows students to withdraw cash, purchase items at the Grill and partake in student-organized fundraisers (i.e., wrist bands, bake sales, donations etc.). Funds deposited to My SchoolBucks by 10 am will be available that day. The School

Bank is open during the hours of 10:00 am to 2:00pm Monday-Friday and can be accessed by visiting the School Store Manager during store hours.

Families 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:

Study hours are intended for independent work. Students should not schedule tutoring sessions, driver's ed sessions, or outside meetings—in person or online—during study hours. Students who wish to collaborate with others in the dorm during study hours must obtain permission from the faculty member on duty.

Formal study hours are held from 8:00pm to 10:00pm Sunday through Thursday and from 8pm to 9:30pm on Friday. On Tuesdays, study hours end at 9:30 for Class I and Class II (Class III in the second semester). Any extracurricular meetings or off-campus activities 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 ensuring these procedures are obeyed; failure to do so may result in the loss of the privilege. Members of Classes II, III, and IV should use their computers and technology exclusively for academic purposes during study hours. Members of Classes III and IV should turn in their phones to 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, the Clay Centennial Center lobby, Ware Hall, or the Bass Arts Pavilion and Danoff Center for the Visual Arts, 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 after visitation ends at 8:30pm.

Boarding members of Class II may be absent from their dormitory during study hours only by signing out to the Library, Terry Room, Tech Center, Clay Centennial Center lobby, Ware Hall, or the Bass Arts Pavilion and Danoff Center for the Visual Arts. 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.

Students in good academic standing may request to miss no more than one study hour evening per week to attend a club sport practice outside of Middlesex School. Permissions to attend club practices may be revoked if a student's academic record is in question. In the Spring Semester, members of Class I may request to attend two practices per week.

## 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, and a lack of attendance will result in an unexcused absence. A student will be granted permission to be absent from Study Hall only with the permission of the Director of Studies or Academic Support Coordinator.

## Sunday Evening

All weekends end at 8pm. Regular study hours procedures and sign-outs are in effect. Boarding students are expected to have their rooms neat, organized and clean by 8pm 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 School is a place where we value face-to-face human interaction. As such, while we recognize the salient place of cellphones and personal electronic devices, we believe that it is important to not use those devices while in public spaces. We operate by the “No Mobile While Mobile” mantra that asks community members to avoid using cell phones or personal devices while walking around campus. When using electronic devices, we expect that individuals will give that activity their full attention and, if at all possible, utilize a private location. To encourage community members to be fully present, the School prohibits the use of cell phones or personal electronic devices in the dining hall during meals, in academic buildings during the class day or during Chapel or Assembly.

At Middlesex, these expectations are articulated by community standards as well as rules.

### Community Standards for technology and other personal electronic devices:

- No one should use a phone, or other personal electronic 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.
- Mealtimes are ideally for social interaction and engagement, and therefore we hope students will limit their use of phones and other personal electronic devices in the Dining Hall. As a community standard, students may not use phones or other personal technology during lunch (Monday-Saturday).
- Students should remove headphones and earbuds from their ears while walking around during the class day, and in the dining hall at all times. Students are permitted to use headphones and earbuds in the library and in the technology center. Additionally, the school does not allow portable speakers while moving about campus.
- If a person needs to make or receive a phone call, that person must do so outside the building in a stationary position. “No Mobile While Mobile!”

Students who are found in violation of these community standards will be asked to cease use of the technology. General noncompliance or persistent infractions of these policies by any one student may result in disciplinary consequences.

#### Rules around technology:

- Never use phones, personal technology, or any media in class, during chapel, or during a school assembly. If a student violates this rule, the device(s) will be confiscated; the matter will be reported to the Deans' Office; and the student(s) will be assigned to a detention. The students may retrieve their phone from the Deans' Office at the end of the day.
- At the beginning of each class, most teachers collect student cell phones. No unauthorized technology, including recording or video enabled devices, should be utilized in classrooms. It is the responsibility of the student to get permission from a teacher to use a device during class. During any test, quiz, or in-class graded assignment, if a student uses a device that is capable of connecting to the internet, recording voice, pictures or video, or communicating with other devices, it will be considered a violation of the Honor Pledge and the student will be subject to the appropriate consequences, including disciplinary action.

#### Use of camera and video functions:

- No student should take a photo or video of someone else or video imitating someone else without that person's knowledge and consent. No student should take 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)

Students who use the town shuttle or participate in school-sponsored weekend trips off campus need to sign out on REACH prior to departure. On weekends there may also be vans or buses to local towns or attractions.

<i>Town Shuttle Schedule</i>	First Shuttle	Last Shuttle
<i>Weekdays (Monday through Friday)</i>	Leaves from Ware Hall Student Center Roundtrips to Concord Starting at 3:30pm	Departs from Concord at 7:10pm
<i>Saturday</i>	Leaves from Ware Hall Student Center Roundtrips to Concord Starting at 12:00pm	Departs from Concord At 7:10pm

#### Car services and taxis

Students must obtain face-to-face permission from a faculty member and sign out using REACH, prior to using any type of car service, subject to each service's terms of use. As determined by a

student's permission form, a parent or guardian phone call may also be required (see "Automobiles" in the Student Life section of the Handbook). Permission to travel beyond the immediate area (Acton, Bedford, Burlington, Concord, Carlisle, Lexington, Lincoln, Sudbury or Westford) can only be granted by the student's Head of House, Dorm Faculty, or the Deans' Office and is subject to a student's individual permissions. With the exception of travel days, car services and taxis may only pick up students in the Acorn Lot.

The school is not responsible or liable for any personal injury or property damage for students who use car services or taxis. We recommend, however, that students and families review carefully the terms of service of any provider so engaged.

### Go Boston Shuttle Car Service

The School uses Go Boston Shuttle Car Service when booking transportation on behalf of students at school vacations. Students may charge their School account for Go Boston Shuttle service. If unavailable the School will use best efforts to engage other services.

- Website: <http://www.gobostonshuttle.com/> (Type 'Middlesex' into the group ID / discount code box to be directed to the School's page)
- Telephone: 888-437-4379

### Trains

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 complete an electronic sign out form on REACH. Depending on the level of permission indicated on each student's permission form, students might also need permission from a parent or guardian. 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.

### **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 students who remain in the area 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 on the date indicated on the School calendar and are in for the night. Families 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. Late return of students to school is disruptive. 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**

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.

All boarding students must fill out a Vacation Travel Form on REACH 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 and will be charged to the student's school account.

### Visitation Procedures

Visitation is the procedure of visiting and hosting friends 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 individual students or for the entire house if students are not observing the letter or the spirit of this system.

Visitation is from 7:30-8:30pm, Monday through Thursday for Class I and Class II; 9:30-10pm, Tuesday for Class I and Class II (and Class III in the second semester); 9-10:25pm for Class I on Friday; 9-10:10pm on Friday for Classes II, and III (and Class IV in the second semester); and 8-10:45pm on Saturday for Classes I, II, and III (and Class IV in the second semester). It is the host's responsibility to end visitation on time. There is no visitation on Sunday.

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 8:00 am and 8pm. Locations for visitation during these times do not include downstairs recreation areas, study rooms, or first floor residential hallways. During common room visits, the space must remain welcoming for all – lights must remain on, and doors, if applicable, must remain open.

Especially during the academic day we encourage students to use common spaces during free time for studying and socializing. These spaces include: dorm common spaces, the Terry Room, Library, the Rachel Carson Center, the Bass Arts Pavilion, Stu Fac, the circle.

### 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. Neither interdorm nor day student sleepovers are permitted on the first or the last weekend of school. 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
Class I (Grade 12)	6	unlimited
Class II (Grade 11)	6	6
Class III (Grade 10)	4	5
Class IV (Grade 9)	4	4

A student wishing to take a weekend must ask permission from the Head of House and submit a weekend form via REACH detailing the student's plans for the weekend. In addition, a phone call is always required, whether it is from the student's parent(s), guardian(s), the adult host, or in some cases both. Both the weekend form and the parent or guardian 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 or rented property (e.g., AirBNB, VRBO) 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 phone call from a parent or guardian 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. Students that reside outside of Massachusetts should check with their local officials for guidance to obtain the permit. Students that reside in Massachusetts should visit <http://www.mass.gov/lwd/labor-standards/dls/youth-employment/>.

## BOARDING LIFE

Middlesex believes that learning to live comfortably and respectfully with others is a vital component of a Middlesex education, and much of our program builds around the values and practices of living and learning in a residential community. Whether you are a day student or a boarder, each student intersects with a variety of people who understand Middlesex as a “home.”

Our housing philosophy, whether applied to the boarding or day experience, understands the central role of students in building positive communities. Adult residents and supervisors of dormitories take on considerable responsibility for building a culture that reflects the mission and values of the School, and those adults rely on partnerships with student leaders to craft comfortable living environments for all students in each building. We planfully house members of each grade level in each house, understanding the difference in developmental stages and supporting our older students as they model expectations and have positive interactions that promote the values of the School.

Each dorm, currently labeled as “boys” or “girls,” houses roughly 25-35 students. We recognize that many individuals do not identify within this gender binary system and allow students who do not identify as male or female to choose which dormitory affiliation they prefer. We are continuing to revise and revisit all of our policies regarding housing and gender recognizing the need to become more inclusive. A student’s comfortable housing arrangement and the ability to build positive relationships with individuals from across the campus, regardless of identifiers or boarding status, is at the core of a thriving Middlesex experience.

- 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 Family Weekends should be coordinated with dorm faculty.

### Care of Rooms and Inspection

- Students are expected to keep a clean room conducive to study and health. This includes disposing of trash, properly managing laundry, and keeping belongings properly stowed within the room. Rooms are inspected for cleanliness on a weekly basis, but Heads of House and other dorm faculty may ask for a room to be cleaned as needed and based on the adult’s best judgment.
- 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. If the walls within a student’s room are excessively damaged for non-adherence to these guidelines, a fee may be charged to the family at the end of the year.
- Decorations may not display nudity, drug use, violence or profanity, nor may they advertise or promote drugs or alcohol. Dormitory faculty reserve the right to require students to remove room decorations that may be offensive or otherwise inappropriate.
- 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 deadbolts; 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 and may result in disciplinary action.
- Students are responsible for the condition of their rooms and will be charged for damage beyond normal wear and tear.
- **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 emits heat or involves combustion in their rooms. This includes fans that also have heating elements such as those made by Dyson. Small appliances, such as waffle irons, hot pots, and clothing 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. Hoverboards, most cooking equipment, anything powered by a Lithium battery, 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.

Televisions, Refrigerators and Video Game Systems: Only members of Class I may have televisions and video game systems. All students may have a dorm sized refrigerator. 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: Students are prohibited from playing video games during the academic day, during study hours, and after each class's published lights out or in-room time. 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.

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.

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

**Room Privacy:** Students may only be in another student's room by invitation of the student resident(s) and if the student resident(s) is present. No student may enter or be in another student's room after the published light-out or in-room times. No student may enter or be in another student's room if the student resident(s) is sleeping or trying to go to sleep. Violations of this rule may be met with a disciplinary response.

**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 or Facilities.

**Laundry and Kitchen:** Each dormitory is equipped with a washer and dryer. For an added fee, a professional laundry service is also available. Laundry is picked up in the dormitories weekly and returned within 4 days. All clothing must be marked. Any lost items should be reported to Facilities. The School is not responsible for any items that are lost or damaged by the student's use of the laundry facilities or laundry service. Please contact the Dean's Office if you are interested in enrolling in this service.

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

### Illness and Absences

If a boarding student becomes ill at any time, they should check into the Wellness Center. The Wellness Center is staffed 24/7 and is equipped with beds and private rooms to accommodate students who require an overnight stay. Students who are in the Wellness Center will be excused from any missed school obligations. *Please note that a student must be in the Wellness Center for an absence to be excused; students who report that they stayed in their rooms—or in any location other than the Wellness Center—will receive unexcused absences for the missed obligations.*

Any student who misses two or more obligations due to illness during an academic day may not participate in athletics that day.

### Evening Hours

Day	Study Hours	Check-in Time	Visitation
Sunday	8-10pm	10pm for all	No visitation
Monday	8-10pm	10pm for all	7:30-8:30pm visitation for 11th and 12th
Tuesday	8-9:30pm	10pm for all	7:30-8:30pm visitation for 11th and 12th
Wednesday	8-10pm	10pm for all	7:30-8:30pm visitation for 11th and 12th
Thursday	8-10pm	10pm for all	7:30-8:30pm visitation for 11th and 12th
Friday	8-9:30pm	10:15pm for 9th, 10th, 11th 10:30pm for 12th	9:30-10:10pm visitation for 10th & 11th (9th in second semester) 9:30-10:25pm visitation for 12th
Saturday	N/A	11pm for all	8-10:45 visitation for 10th, 11th, and 12th 9th in second semester

\*\*Tuesday: 11th and 12th allowed out from 9:30-10pm; 10th in the second semester

\*\*Friday: All allowed out from 9:30 to check in time.

- 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 12 am) must congregate inside rooms and do so quietly so as not to disturb other members of the house.

### Late Lights

Members of Class IV who need more time to finish schoolwork 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.

### 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.

### **On Campus Sign-out Procedures**

Boarding students are expected to be in their dorms by 8:00pm Sunday-Friday evenings. Members of Classes III and IV must remain in their dormitories during study hours.

Members of Class II must be studying in their dormitories unless electronically signed out to an approved academic destination. A student who wishes to do this must sign out on REACH to a specific location. If that student changes location, that student also needs to update the electronic sign-out on REACH. Approved academic locations are:

- Bass Arts Pavilion and Danoff Center for Visual Arts
- Clay Centennial Center lobby
- Ware Hall
- Rachel Carson Center
- Terry Room
- Warburg Library
- Yu Tech Center

Members of Class I can get face-to-face permission to sign out “OC” on REACH, meaning on campus. They can also sign out on REACH to a specific location.

Students should be especially conscientious about observing sign-out procedures. Each student is responsible for their own sign-outs. Under no circumstances should a student sign in or out for another student or misrepresent where they are 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.

On Saturday evenings, all boarding students must check in face-to-face with the faculty member on duty by 7:30pm (or the time advertised by the on-duty faculty member) 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 and may result in disciplinary action.

**Off Campus Sign-out Procedures** (See also the Transportation heading in the Student Life section)

Walking / running / biking off campus: Students who wish to go for a walk or a run off campus should sign out on REACH. Students who wish to ride a bike off campus should ask permission from one of their dorm faculty.

Concord town shuttle: All students must sign out before boarding the shuttle on REACH and sign in on REACH when they return. Students must be back on campus and signed in by early check-in.

School transportation to Boston/Cambridge/outside the immediate Concord area: All students must sign out before leaving campus on REACH and sign in on REACH 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, guardian or relative: A boarding student who wishes to leave campus with a parent or guardian or relative should have that person call the student's House permissions line. The student should sign out on REACH upon departure, and sign back in on REACH upon arrival. If a student is leaving with a parent or guardian 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. The student should sign out on REACH upon departure, and sign back in on REACH upon arrival.

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.) The students should sign out on REACH upon departure, and sign back in on REACH upon arrival.

Taxis, Ride shares, and Car services: Students must obtain face-to-face permission from a faculty member in order to use any type of commercial car service, including Uber, Lyft and other ride sharing services, subject to each service's terms of use. As determined by a student's permission form, a parent or guardian phone call may also be required (see "Automobiles" in the Student Life section of the Handbook). With the exception of travel days, all pickups and drop-offs must be in the Acorn Lot. Students must sign out on REACH upon departure and sign in on REACH upon return. The school is not responsible or liable for any personal injury or property damage for students who use car services or taxis. We recommend, however, that students and parents or guardians review carefully the terms of service of any provider so engaged.

## **Deans' Permission Form**

Students who wish to miss study hours, class, athletics or any other school commitments for an outside event need to fill out the Dean's Permission Form on REACH (An outside event could include club athletic practices, religious education, tournaments, weddings, travel implications, etc.) That request (depending on what the student is missing) is subject to approval from the Assistant Head of School, the Director of Athletics, and the Dean of Students. For all requests, a parent or guardian needs to e-mail the Deans' Office to give permission at [deans@mxschool.edu](mailto:deans@mxschool.edu).

## **Off Campus Evening Forms**

Students may request permission to be off campus during a school night with the approval of their advisor, their parents or guardians and the Deans. Students must electronically submit a request for an off-campus evening using the Deans' Permission Form on REACH. After they submit the form electronically, the student should come to the Deans' Office to obtain an Off-Campus Evening form and must return the form to the Deans' Office, 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 Deans' approval designating where they are spending the night. Host families must call

the dorm permission lines for all students who are spending the night. When parent or guardian permission is required for an overnight, a call to the dorm permission line is required before approval.

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.

### **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, a summer storage vendor will be available to assist students in shipping items home or storing them for the summer.. Seniors have the option to store and ship to their college. Information about these services will be sent to the students via email, and to families via the POND. There is no storage available in dormitories during the summer months.

### **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, and 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, their parent or guardian 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 Wellness Center and sign out on REACH. 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. All Day students should sign in on REACH upon arriving to campus and sign out on REACH upon their departure from campus.

## Automobile/Driving Policies

Day students from Classes II, 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 carpool 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 day-student locker—which is different from a student's athletic locker—is designed to store items such as books, jackets, etc., that a student may not need to carry around during the academic day. 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—8:00pm Sunday-Friday; 11pm Saturday. 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 10:00 pm (Class III spring semester 10:00 pm Monday through Thursday, 10:15 pm Friday); day students in Class II must leave by 10:15pm and day students in Class I by 10:30 pm. They may not remain on campus after that time for any reason.

## Study Hours

Study hours occur from 8:00-10:00 pm on Sunday through Thursday nights. Study Hours end at 9:30pm on Tuesdays for Class I and Class II (and Class III in the second semester). On Friday nights Study Hours end at 9:30pm for all. Day students who remain on campus during study hours must follow study hours rules. Members of Classes III and IV are encouraged to study at home, but if they do stay on campus, they must study in Warburg Library. Day students in Class II who remain on campus for study hours are expected to study in an approved academic location. Approved academic locations are:

- Bass Arts Pavilion and Danoff Center for Visual Arts
- Clay Centennial Center lobby
- Rachel Carson Center
- Ware Hall
- Terry Room
- Warburg Library
- Yu Tech Center

## Weekends

Day students are welcome at all weekend activities. Day students must depart campus by 11pm sharp on all weekend nights. On certain occasions, boarding students may invite day student friends to sleep over on a weekend night. In these cases, the day student's parents or guardians must call the host student's Dorm Permission Line to give permission, and the day student and boarding host must ask permission of the Head of House at least 24 hours in advance. This permission will generally be granted, but the Head of House reserves the right to refuse this permission at their discretion. The School does not accommodate day student or interdorm sleepovers on the first or last weekend of the school year.



Note: Though day students are a welcome presence in the dorms, all day students must be sure to observe the School's policies around visitation and room privacy (See *Visitation Procedure* and *Room Privacy* in the "Student Life" section).

## 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; and
- 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.

- School Co-Presidents\* (Class I)
- Class I President
- Class II Co-Presidents\*
- Two Class III Senators
- Two Class IV Senators
- Two Senators from each dormitory
- Two Senators from each day student house

\*The School Co-Presidents as well as the Class II Co-Presidents will be of differing gender identities.

#### Faculty Representation

- Faculty advisor(s) to the Senate
- Director of Student Activities

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 Co-Presidents.

### 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 Student Activities to plan and participate in various services both on and off campus.

**CHAPEL TRUSTEES:** Chapel Trustees represent, reflect, and respond to the spiritual and ethical concerns of the student body. They organize the New Student Orientation in the Chapel in September,

run evening Chapels for younger students in the Fall and Spring, run the Haiku contest in February, and usher at Chapel each week.

**EQUITY & INCLUSION OFFICERS:** The Equity and Inclusion Officers support the DEI programs by assisting with maintaining and updating the DEI bulletin board, making assembly announcements, and organizing and facilitating all-school DEI programs and activities, such as the New Student Orientation and Community Life Symposium. The Equity and Inclusion Officers work with the DEI Office 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.

**HEAD TOUR GUIDES:** Head Tour Guides are responsible for giving tours, assisting new tour guide training, attending nearby receptions, and supporting the Admissions Office during on-campus events. The Head Tour Guides work together and learn from the officers over regular group lunches. The experience culminates in the annual Head Tour Guide Reading Day, an opportunity to read applications, meet as an admissions committee, and experience the decision-making process.

**MINDFULNESS AMBASSADORS:** Mindfulness Ambassadors focus on supporting the Middlesex community in accessing, understanding, and practicing mindfulness in order to enhance the health, well-being, and resilience of the community members so they can thrive in the face of the personal, relational, and global challenges.

**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. Proctors need to uphold the Major School Rules. Any violations may result in loss of proctorship.

**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.

**SUSTAINABILITY OFFICERS:** Sustainability Officer is the perfect role for students who wish to help move Middlesex in the right direction when it comes to topics of sustainability and environmental responsibility. Their goal is to create and facilitate awareness on campus of ways that Middlesex can move towards a more sustainable future.

**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.

**WELLNESS AMBASSADORS:** Wellness Ambassadors lead the school in its efforts to create a "culture of wellness" at Middlesex. These students will be attuned to the health and wellness needs of the student body and will act in conjunction with the Directors of Wellness and Counseling and the Administration to find both creative and practical ways to meet those needs.

**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

### Wellness Services

The staff of the Wellness Center, our Certified Athletic Trainer(s), 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 and wellness in the School community, the Director and staff of the Wellness 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 boarding students, 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.).

### THE WELLNESS CENTER

The Wellness Center, located behind the Atkins Dormitory, in the old DSP, is a resource for all students. Please seek non-emergency treatment between 7:30am and 10:15pm. 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 Wellness Center can be reached 24/7 at (978) 371-6583.**

Students may see the Nurse Practitioners (both walk-in and by appointment) who are at the Wellness Center full-time throughout the week, or the School Physician (by appointment) at the Wellness 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 Wellness Center.** Physical examinations are required annually. 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. All Health information and forms must be submitted via Magnus health portal. The link is available on the parents' log-in section of the Middlesex website ([www.mxschool.edu](http://www.mxschool.edu)) and using the same logon credentials as My Backpack.

If a student is too ill to attend classes or other obligations, that student must stay in the Wellness 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 Wellness 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 Wellness Center after 10:15pm, that student **must** inform the Head of House and must be accompanied by a faculty member or another adult. Please telephone the Wellness Center **before** arrival between 10:15pm and 7:00am.

### 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(s) 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 Wellness 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 it does 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, including specifically Adderall, Ritalin, Vicodin, and OxyContin, must be stored in and dispensed by the Wellness Center. Ingestion of these medications is directly observed by a Wellness 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 Wellness Center. Be aware that the Wellness Center will not dispense Cannabis or any Cannabis formulations. Parents are asked to ensure that students do not return to School with prescription drugs without checking in at the Wellness 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' page of the Middlesex website as well as the Magnus health portal.

Some other medications (e.g., antidepressants, anxiety medications, etc.) must be kept at the Wellness 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 Wellness 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 Wellness Center directly. Parents have access to their student's medication compliance record via the Magnus 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 Wellness 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. 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.

**CBD:** The clinical indications, benefits and side effects of CBD oil and products are still largely unknown and the potential for abuse among children and young adults is of great concern. Accordingly, we only permit Middlesex students to use CBD products with a prescription and physician order. Any CBD products must be kept in the Wellness Center and administered there.

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 they have 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 Wellness Center for appropriate care which will include an evaluation by the clinical staff and a follow up program of counseling. The Wellness Center clinicians may perform a screening for the presence of ingested drugs or alcohol if indicated on clinical exam.

### **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 misconduct in violation of the School's rules, will be subject to normal disciplinary procedures, and appropriate disciplinary action, regardless of whether such infractions occurred on or off campus. If the apprehension occurs on campus, that affected student

will be brought to the Wellness 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:

- If a student who has used drugs and/or alcohol comes to the Wellness 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.
- 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.
- Senior leadership positions will be evaluated on a case by case basis as to whether a student should remain in that position.
- Exemption from normal disciplinary procedures will be granted only once in a student's career. However, this exemption is only for the use of substances. Any behaviors that run afoul to our major school rules, even while under the influence, may still result in disciplinary consequences. 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**

The Intervention Team, under the supervision of the School Counselor, is comprised of faculty members chosen by the Head of School who work with students confidentially 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 Wellness 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**

It is our goal to provide a safe and open environment in which our students can ask questions and seek appropriate guidance and care. Although we will always encourage students to speak with their parents, we respectfully ask that parents give the School's designated personnel permission to provide information, counseling, examination and/or treatment with respect to sensitive issues on a confidential basis, without which some students will not seek appropriate care. Of course, we will initiate communication with parents if we become concerned about a student's welfare or safety. 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.

Since Middlesex is, first and foremost, a school, it is important for students and families to know that any information shared with Wellness 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 offices for our Director of Counseling and other school Counselors are located in the basement of Ware 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-harming 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 meet with students on the Middlesex campus. The Director of Counseling works closely with the Wellness Center staff and the Deans on all issues of wellness in the school community.

### **Medical Leave Policy**

Medical leave is available to any student who, for health-related reasons, is temporarily unable to meet the School's academic requirements or standards for health and safety. The goal of medical leave is to provide students with sufficient time for treatment and care so that they return healthy enough to meet the challenges of a Middlesex education and thrive. The School will work with students returning from medical leave to transition back to their courses and activities successfully.

For medical leave lasting more than one week (consecutively or in total), students must submit to the Director of the Wellness Center or Director of Counseling appropriate documentation from a qualified healthcare provider. The documentation must include the medical basis for an extended leave from classes. Whenever possible, students should submit a request for medical leave in advance. Otherwise, absent emergencies, the School expects to receive a request for medical leave within two school days after the leave begins and the supporting medical documentation as soon as possible thereafter. While on medical leave, students are expected to communicate with the School regarding their condition and when they may be able to return to classes. Students and their parents/guardians are also expected to authorize the student's health care providers to communicate directly with the School's health care personnel regarding the reasons for the medical leave and any conditions for returning to classes. Students on medical leave may not reside on campus or attend School events or activities, including participating in sports or other extracurricular programs, and they are not expected to perform any School work. They should focus on care and healing.

Medical leave may be required when students present a significant risk of substantial harm to themselves or other members of the community and that risk cannot be reasonably mitigated. Such risks may include communicable diseases, such as COVID-19. In such cases, the School will conduct an individualized assessment incorporating multiple factors, including the most recent medical and



governmental information, recommendations and guidance. Students will be given an opportunity to present information relevant to the risk assessment.

Middlesex will notify Parents and/or Guardians of the condition requiring a medical leave as soon as possible. Parents are required to make arrangements to pick up their child as soon as possible, but no later than 24 hours from the receipt of the notification. Recognizing that some boarding students are far from home, and that a timely pickup is not possible, Middlesex is authorized to take such action as is deemed medically necessary to protect the student as well as the Middlesex community until the student can be returned home.

Middlesex expects that families will make every effort to use non-class days for medical appointments, procedures and treatment. As noted in the Attendance policy, the rigorous and accelerated academic program at Middlesex is built on the daily presence and active participation of students in class activities on and off campus. Accordingly, regular class attendance is essential.

Prolonged absences or frequent interruptions to campus presence may prevent students from advancing in their respective grades or graduating. Consequently, students who have been absent from School for two or more weeks (consecutive or in total in any academic year) may be required to continue medical leave for the remainder of the academic year if the School determines that they cannot reasonably be expected to meet the academic program requirements in the time remaining, with or without accommodations. In rare instances where most of a semester's work has been completed, the School may determine that a student returning from medical leave can finish incomplete courses over a break or during the following semester, but generally students who do not complete a semester or academic year will not advance in grade or graduate and will need to repeat the incomplete year.

To return to Middlesex after a medical leave, a student must provide a certification from a qualified health care provider that the student is healthy enough to resume the full course of study at Middlesex and specify any limitations and/or accommodations. The student's provider(s) must also work with the School's health care team to develop a return plan. The goal of the return plan is to maximize the student's opportunity for success by addressing realistically how the student will meet the School's academic (missed and new assignments) and program requirements, including attendance expectations, as well as any continuing care or treatment. For example, a student may be granted permission temporarily to attend partial class days or be excused from required afternoon or evening activities (e.g., sports, community life meetings) to facilitate medical treatment and appointments. The student's advisor will help the student organize a schedule to make up required work while proceeding with new assignments. A student will need to complete the essential assignments in a course to receive a grade that is fair in comparison to the standards of each course. The student may schedule extra help sessions with teachers to assist with make-up work, but teachers will not be able to cover in extra help sessions the entirety of the curriculum missed.

**THE MEDICAL LEAVE POLICY DOES NOT ALTER IN ANY WAY THE SCHOOL'S ACADEMIC OR ATTENDANCE REQUIREMENTS, TUITION REFUND RULES, DISCIPLINARY PROCEDURES, OR STANDARDS GOVERNING ITS STUDENTS.**



## 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 apply throughout the student's entire Middlesex career, without regard to whether any misconduct 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.

In support of the School's Mission, the following 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 ensures 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 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 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, stealing, cheating, plagiarism, and other forms of academic dishonesty (see Appendix C on Plagiarism and “Academic Honesty” in the Academics section);
- Unacceptable use of resources (see Appendix D 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, national origin, ethnic origin, religion, disability, sex, gender, gender identity or expression, 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 E 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 based on an individual's race, color, national origin, ethnicity, religion, disability, sex, gender, gender identity or expression, sexual orientation, or any other category protected by federal, state, and local law (see Appendix E on harassment and hazing and Appendix F on bias related incidents;
  - Infliction or threat of personal injury (see Appendix E on harassment and hazing);
  - Bullying (See Appendix G and Appendix E on harassment and hazing);
- **The creation of fire hazards including:**
  - Smoking in any School building or in the woods (the area immediately outside of the Theater and 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;
- **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.
- **Driving passengers when not legally permitted by Massachusetts state law; whether by age or time having license;**
- **Sexual assault and harassment (See also Appendix E on harassment and hazing);**
- **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;**
- **Pressuring or soliciting other students to break 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, MARIJUANA, 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. If students are dealing with substances or are aware of peers using substances, they need to seek out the appropriate positive response such as our Intervention Team which exists outside of the discipline process. When students are caught in possession of banned substances or using substances there will be a disciplinary response, but our preference is for students to address these issues before the situation arises to a disciplinary response. We must be clear that the use of substances does not excuse other problematic behaviors while under the influence.

Students who are suspended because of drug, alcohol, tobacco/nicotine related problems will need to pursue drug and alcohol counseling and will need to complete therapeutic tasks while on suspension and following their return to School.

**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 vaping devices, seeds, pipes, rolling paper, resin) or use of any ordinary substance for mind altering purposes;**
- **Tobacco/Nicotine, e-cigarettes, and tobacco or nicotine product use or possession on or off School grounds;**
- **Knowingly and voluntarily remaining in the presence of other students using alcohol, tobacco or other drugs.**

Nicotine patches that are used to treat an addiction must be dispensed through the Wellness Center and may not be kept in rooms. Drug and tobacco/nicotine paraphernalia kept in a room will be presumed to be in the possession of the room resident(s). This includes but is not limited to empty packaging. Bottles/cans of alcoholic beverages kept in a room, regardless of whether the bottles/cans are empty or contain alcohol, will be presumed to be the possession of the room resident(s).

A breathalyzer and toxicology screening tests are kept in the Wellness Center to be used if a student who appears to be under the influence of alcohol or drugs denies having consumed alcohol or drugs. The breathalyzer or toxicology screen will only be administered by Wellness Center staff and when an administrator or faculty member of the School is present. If a student tests positive on the breathalyzer or toxicology screen, the student will be held responsible for violating two Major School Rules: Alcohol and Drugs and Honesty and Integrity. Refusal to use the breathalyzer or submit a sample for toxicology screening 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 prohibited substances 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). In certain occasions when a student cannot be present, the room search will be carried out by the Dean of Students, Head of House and dorm proctor. 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 their 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.

CBD: We only allow students to use CBD oil or other CBD products with a prescription and physician order, and they must be kept in the wellness center and administered there. Students may not keep any products containing CBD in their rooms. Students found in possession of CBD will be subject to an immediate room search. While possession of CBD products, in itself, is not considered a violation of this Major School Rule, students are held responsible, per the expectations and consequences laid out in the Handbook, for any other prohibited substances discovered in a room search. In the absence of other rule violations, consequences for possession of CBD products will vary based on the circumstances as well as applicable state and federal laws.

#### 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.

#### V ACCEPTABLE USE POLICY

Time online, for academic pursuits as well as those that are social and personal, is increasingly woven into the daily lives of students. At Middlesex we understand that there are unique challenges to online life -- the absence of tone or real context; the temptation to anonymity; what it means to “like” something in terms of one’s own behavior and citizenship; the difficulty in managing one’s behavior in a fast-paced, visceral, and emotionally charged domain; the real danger to intellectual honesty that online research poses. With those challenges in mind, it is essential that we outline our expectations around students’ use of technology.

Certain violations of the Acceptable Use Policy (AUP) also constitute violations of Major School Rules. As the AUP states, **“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.” This means that behavior carried out online or electronically is subject to exactly the same standards and range of disciplinary responses as in-person behavior. Privacy settings and one’s intended audience have no bearing on disciplinary response: anything posted, transmitted, or sent will be deemed to be public and permanent.

The following are specific examples from the AUP that, in all likelihood, constitute a violation of a Major School Rule and, therefore, are subject to the full range of disciplinary responses up to and including dismissal.

- 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
- 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)
- 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.

## OTHER RULES AND REGULATIONS

**Apart from the 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 believes the dismissal of that student is in the best interest of 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 federal, state or local law, ordinance, regulation or bylaw, that student may be subject to discipline, even if the violation is not specifically enumerated in the Handbook.

### Evening Hours

Boarding students may not leave campus after the 8:00pm 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 8:00pm 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 late check-in and 6:00am. 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 expectation 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**

A student's time at Middlesex is neither the time nor the place for 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 to have 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.. 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, as required by law. 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.

If other students appear to have encouraged the offense or pressured the students who carried out the offense, the Dean of Students will investigate the role of each student in the violation. If deemed appropriate by the Dean of Students, students who encouraged or pressured other students to violate Major School Rules may be referred to the Discipline Committee. The range of recommended responses may include a disciplinary response equal to the response received by the students who carried out the punishable offense.

### **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, barring significant extenuating circumstances as determined by the Head of School as determined by the Head of School, the student will leave campus after their 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 their 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 stripped of their leadership position. Any student in violation of a Major School Rule may not apply for certain leadership positions (class or School officer) for the following academic year.

## DISCIPLINARY ROLES

### Dean of Students

The Dean of Students 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 infractions 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 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.

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;
- Co-Presidents 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 or roommate 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 PROCEDURES

The Dean of Students addresses initial offenses and cases of admitted misconduct related to Major School Rules. Most violations of Major School Rules will be addressed by the Discipline Committee according to the procedures outlined below. Straightforward violations of a Major School Rule may be addressed by the Dean of Students without the Discipline Committee. For example, if a student is found consuming alcohol, and the subsequent search of the student's room reveals no further prohibited material, the Dean of Students can enact the consequence determined by the Handbook



without convening the Discipline Committee. Additionally, certain violations of Major School Rules that are discovered during time periods when it is impossible or imprudent to call the Discipline Committee together, such as school vacations or during exam week, will be addressed by the Dean of Students. 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, if the School has a reasonable basis to believe a student is in possession of drugs, alcohol, tobacco, or a weapon, in violation of a Major School Rule, the School may search student backpacks, bags, gym bags, and automobiles, if parked on the School's campus. During the course of a disciplinary investigation, the School may also confiscate and search all student electronic devices that the student has brought to campus (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 consequence 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 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 Discipline Committee'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 Discipline Committee, 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. That is the role of the Dean of Students. The Discipline Committee considers the totality of the circumstances and recommends to the Head of School what corrective actions should be imposed.
- The Discipline Committee makes its recommendation to the Head of School who may accept, modify or set aside the Discipline 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 their parents.
- The School Community will be notified of the final response to the infraction without specific reference to the student by name.

## DISCIPLINARY ACTION

### 1<sup>st</sup> Infractions

Violating a Major School Rule, even for the first time, may result in immediate dismissal depending on the nature and severity of 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, Tobacco and Other Drugs, Respect for Self, Others and Community, and Honesty and Integrity) have been broken in a single case.

The following Major School Rule violations to be investigated by the Dean of Students and submitted to the Discipline Committee will likely result in a recommendation for dismissal even in the first instance:

- Sexual misconduct;
- Sexual assault;
- Any act of physical violence that results in physical harm; Any act of physical violence that results in physical harm;;
- Malicious use of racist, homophobic, misogynistic, or Anti-Semitic language;
- 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;

Other first offenses will be investigated by the Dean of Students and, in most cases, referred to the Discipline Committee. A first violation of a Major School Rule may result in discipline such as a suspension, six months' School Warning, and career Probation for the Major School Rule that was violated. Upon return from suspension, the student must have a reentry meeting with the advisor and the Dean of Students.

\* Most cases that are not referred to the Discipline Committee will result in a Deans' Meeting and a note in the student's file, which serves as a warning that a case of a similar nature will go to the

Discipline Committee. Cases involving drugs, alcohol or nicotine/tobacco will be dealt with by the Dean of Students and the Head of School.

**School Warning:** If a student violates any Major School Rule while on School Warning, the student will appear before the Discipline Committee and is likely to be dismissed unless there are extraordinary mitigating circumstances.

**Probation:** Whereas School Warning encompasses all Major School Rules, Probation relates to one or more specific Major School Rules. If a student violates the Major School Rule for which they are on Probation, the student will be dismissed unless there are extraordinary mitigating circumstances.

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

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

### **2<sup>nd</sup> Infractions while 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/nicotine on the School grounds or off-campus;
- Possession of firearms or weapons;
- Creating a fire hazard;
- Possession of tobacco or nicotine products;
- Attending unsupervised gatherings involving alcohol or drugs during the academic year (as described earlier);
- Cheating/plagiarism on major assignments

#### **2. While on School Warning, a student is liable for dismissal or a lengthy suspension for:**

- Dishonesty;
- Disobedience;
- Cheating/plagiarism (that on its own would not take a student to a DC such as plagiarism or cheating on minor assignments);
- Physically harming, harassing, bullying or hazing another student;
- Theft;
- Vandalism;
- Inviting or accepting a visitor to a dormitory, after hours, without express permission from dorm faculty;
- 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.
- Hateful language related to an individual's race, ethnicity, national origin, religion, disability, sex, gender, gender identity or expression, sexual orientation, or any other characteristic protected by federal, state and local law.

While many of the infractions in this second category are 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 recommend an appropriate response.

## **2<sup>nd</sup> Infractions while 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 or nicotine 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.

Hateful language based on an individual's race, color, national origin, ethnicity, religion, disability, sex, gender, gender identity or expression, sexual orientation, or any other category protected by federal, state, and local law.

### **2. A student no longer on School Warning is liable for one week's suspension and probation for the remainder of their 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.

Hateful language based on an individual's race, color, national origin, ethnicity, religion, disability, sex, gender, gender identity or expression, sexual orientation, or any other category protected by federal, state, and local law.

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

After breaking *two different Major School Rules*, a student is on School Warning for the duration of their career and will be dismissed for the violation of any Major School Rule, subject to the recommendation of the Discipline Committee, with the Head of School's approval.

## **REFLECTION PROCESS**

The school aims to, when possible, use a reflective approach to resolve conflict and discipline. We believe that while in some cases there must be clear consequences for actions, really schools are about relationships. In the event of a separation from the School or a note in the file, students may be asked to partake in a reflection process. When a wrong is committed to another community member, healing is the ultimate goal. This approach does not mean that students will not face consequences for their actions, particularly when those actions are malicious and harmful. However, restorative justice will help to integrate students back into the community.

In the reflection process the goal in each case is to determine the following:

1. Who has been harmed?
2. What do they need?
3. Who is responsible to meet those needs?
4. What steps need to be taken to ensure the situation does not happen again?

We believe that this approach to student discipline is collaborative and inclusive and provides an opportunity for individuals and, when necessary, the community to process issues.

## **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, on a case-by-case basis, with 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. Suspensions should be served at home or away from school. It is the responsibility of the student's family to care for their child during a suspension.

## 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 read as "Did not complete." The student will not be given 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.

Please refer to the Enrollment Contract for the terms and conditions of the parents' financial obligations for early departure during the academic year.

## ADDITIONAL DISCIPLINARY RESPONSES

### Dean's Note

A student may have a Dean's Meeting for smaller infractions (such as, but not limited to, repeated dress code violation, wandering eyes on a test, repeated infractions in the dorm, etc.) that do not warrant a referral to the Disciplinary Committee. A Dean's Meeting may lead to an official note in the file, which will document the incident. Depending on the severity of the offense, language in that note could refer the student to the Discipline Committee in the event of a second offense of a similar nature.

### Campus Restrictions

As appropriate, the Dean 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 Discipline 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:

As members of the National Association of College Admissions Counseling (NACAC), the Middlesex School College Office supports the Statement of Principles and Good Practice between universities and secondary school members in terms of truthfulness and transparency as guiding principles in our communications. Middlesex School values honesty, and we require that students report suspensions (separation from school) to colleges that ask the disciplinary question in their applications, supplements, admissions portals, or enrollment agreements. At any point in the application process if it comes to the attention of the School that a student has not answered any question regarding their discipline history at Middlesex honestly, the student will be in violation of the School's policies regarding honesty and integrity and in all likelihood will appear in front of the Discipline Committee.

The college counselors will honestly respond to inquiries from the college admissions offices about suspensions if they contact the College Office directly to ask about the incident.

If a college asks the discipline question in any part of their applications or enrollment agreements, seniors are expected to inform that college of a suspension within two weeks of the infraction.

Students are encouraged to work with their college counselor to craft an appropriate statement explaining the infraction. In addition, students may request that their college counselor write a supportive letter on behalf of the student to state the details of the suspension and offer context to the events.

Honest reporting is essential because:

- It is in line with the values and ethics of Middlesex School
- The colleges with whom we deal need to know that the College Office is communicating with them transparently. Adhering to our policy maintains our School's credibility.
- Our practice protects our students; in the sometimes small world of independent schools and competitive college admissions, for a college to learn of an infraction through informal means without the student having reported it can be quite damaging to the student's candidacy.

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

## 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 serves as chair);
- The Senior Faculty Member
- 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 Dean of Students from among the more junior faculty members
- The current Co-Presidents of the School;
- A student representative from the Senate;
- A student representative from the proctors;
- A student representative from the day students.

During 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 need the approval of the entire faculty or the Senate to make revisions to the Handbook.



## 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 a student taking an extra course fails one of the courses in their program, that student owes 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.

Middlesex requires a student to attend 80% of 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 represented by either a numerical grade or a P (for Pass) or NC (for No Credit). Any P or NC placed on a transcript in lieu of a numerical grade is solely at the discretion of the School. If attendance is below 75%, any vote for credit will be represented on a student's transcript with a P, as a numerical grade cannot accurately represent a student's mastery of the course material or by NC if no credit is given. If attendance is below 70%, no vote will be taken, and the student cannot receive credit for the course. Please see the *Handbook* for further information.

Academic citizenship includes participation in daily classwork as a contributor and active listener and the experience of the Middlesex classroom relies on the collective effort of each group of students.

An essential element of Middlesex course credit is physical presence during scheduled class meetings. Academic citizenship includes participation in daily classwork as a contributor and active

listener and the experience of the Middlesex classroom relies on the collective effort of each group of students.

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 their 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. Students entering Middlesex during their Class II year may be waived from completing Math 32 but must study math during each semester at Middlesex.

### 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. Students admitted during their Class II year who have successfully completed three years of one foreign language in high school are encouraged, but not required, to continue the study of a foreign language. 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. A student 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 high school history (any course designated as History). It is recommended that students in Class IV take *Foundations of the East* (History 10) and *Foundations of the West* (History 11). 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, 12M or 12E, 13, and 14), in their first two years, one each semester. New students entering Class III must take two *Elements of Style* courses, one each semester.. 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 at its discretion, although no more than one credit will be waived. The Arts requirement will not be waived; it 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 designated as an AP or 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 comments and a notation of "audit" on their 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 they will spend their 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 a teaching member of the Middlesex faculty. Independent Courses are linked to an academic department at Middlesex and must align with that department's standards for a full credit course. In addition to independent work, a student is expected to meet no fewer than two academic periods per week with their 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 meet the standards of a Middlesex academic department and do not have to be taught by a teaching member of the faculty. In rare cases involving off campus or unusual program, an Independent Project may not confer academic credit, even though it may involve academic or intellectual activity. In this second case, an Independent Project may stand in lieu of one or more courses or in lieu of distributional requirements, but not departmental ones. Independent Projects receive a grade of P on the Middlesex transcript.

## 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 their own work in accordance with the principles that 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, cheating, or misleading/deceiving a faculty member about one’s academic work) places their 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 Assistant Head of School 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, including AI tools 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 in which a student misleads or deceives a faculty member about their academic work will be referred to the Dean of Students and may result in an extra academic penalty and an appearance in front of the Discipline Committee.
5. 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.
6. 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.
7. 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 credit must be made up by taking an approved course of study over the summer in the area of the failed course. Only semester grades received in Middlesex courses are recorded on the Middlesex transcript. The Academic Office approves courses for summer study and make-up credit. Once grades have been entered at the conclusion of a marking period, 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 awarded by semester, and not by the year. 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 (*For 2020-2021 school year, an additional grade will be published in the fall*). Advisors review grades with their advisees and write a summary letter once a 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’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 20% of the corresponding class final semester average.

If there is an exam administered in a course, 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 August.

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 marking period, teachers write formal comments on each student's classroom performance. Coaches write athletic comments at the end of each sport season. For the third marking period, teachers will only write classroom comments for members of Class I and for the final marking period, teachers and coaches will only write comments for members of Classes II, III and IV. 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 their 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, unless Middlesex deems electronic completion of the year necessary, due to a campus closure, a health, safety, or other emergency situation, or other unforeseen circumstance.

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.

Any student who is suspended from the School for reasons of academic dishonesty will be ineligible to receive 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. Any student with more than one P on the student's transcript during any semester of the Class I or Class II year is not eligible to receive a diploma with credit, high credit or highest credit. A student is ineligible to receive a diploma if at the time of graduation there are criminal or disciplinary charges pending against the student.

## 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 the student and family, 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.

### **Technology in Classrooms**

At the beginning of each class, most teachers will collect student cell phones. No unauthorized technology, including recording or video enabled devices, should be utilized in classrooms. It is the responsibility of the student to get permission from a teacher to use a device during class. During any test, quiz or in-class graded assignment, if a student uses a device that is capable of connecting to the internet, recording voice, pictures or video, or communicating with other devices, it will be considered a violation of the Honor Pledge and the student will be subject to the appropriate consequences.

### **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 (although not as a resource for replicating 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. Teachers do not schedule regular extra help sessions with students in Advanced Placement courses.

Middlesex also has a peer tutoring program. Faculty-selected peer tutors are available throughout the year to tutor students in all major subject areas. A schedule listing the location, time, and daily subjects offered is posted via email.

## **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, the arrangement must be authorized by the Academic Office even when meeting with a tutor online.. 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 (including those conducted using video calling applications) must be arranged so as not to conflict with the School's evening study hours. All persons who work with students on the physical Middlesex campus must undergo a Criminal Office Records Investigation (CORI) background check and a SAFIS fingerprint-based background check, as required by law.

## **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 or ACT 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. A family whose child has been tested should send the testing results directly to the Academic Support Coordinator at Middlesex School. All testing profiles are received and reviewed by Middlesex School's Academic Support Coordinator. Approvals for accommodations and teacher recommendations are made independently by the School's Academic Support Committee in conjunction with current psycho-educational testing results which document a disability and which illustrate the need for an accommodation. Normally, this process takes two to three weeks. Testing reports need to be submitted before May 15<sup>th</sup> for an evaluation to be reviewed before the summer vacation. Any testing received after May 30<sup>th</sup> will be reviewed starting September 1<sup>st</sup>.

When it is necessary, Middlesex may suggest that a family pursue psychoeducational testing. The advisor and the parents engage in this process along with the Academic Support Coordinator. The Academic Support Coordinator 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 Academic Support Committee reviews all academic testing and distributes recommendations to a student's teachers as appropriate.

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 College Board (SATs, APs) or American College Testing (ACT), it is important that all families understand the policies adopted by Middlesex School, and the guidelines established by College Board and ACT. Middlesex

School's internal review of testing and approval of accommodation is independent from any national testing board.

### **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 reviewing the testing with the Academic Support Committee, 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. With the exception of cumulative exams, prior to an in-class assessment a student granted extended time is responsible for arranging with their teacher the time necessary to complete the assessment.

### **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), 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 College Board or ACT through the College Office and Academic Support Coordinator. Normally, this process takes six to eight weeks.

Families should note that for all College Board and ACT examinations, the student's disability documentation 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. College Board 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 College Board 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 College Board website is <https://www.collegeboard.org/students-with-disabilities>.  
The ACT website is [www.act.org/aap/disab](http://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 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 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**

Members of Classes I, 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 family) 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.

## **Extended School Closings**

If the School closes its campus for an extended period of time due to a health, safety or other emergency situation, or another unforeseen circumstance, the School may continue to operate on a distance-learning basis for the remainder of the academic term. The School may also add weekend classes, delay or extend the school year, and/or make other adjustments to the School's calendar to complete the academic term.

### 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 receive their diploma 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 every day. Here at Middlesex, athletes' minds and bodies are challenged to achieve 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 of, and confidence in, their abilities. This 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 commitment to and appreciation for wellness and fitness.

### Requirements

**Class I:** Students in Class I (12<sup>th</sup> grade, seniors) 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 (11<sup>th</sup> grade, juniors) 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 (10<sup>th</sup> and 9<sup>th</sup> grades, sophomores and freshmen) are required to participate in **three** seasons of interscholastic team sports.

### 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, they are well prepared. While there isn’t an overwhelming emphasis on team records at this level, we believe in challenging our athletes 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 private school leagues in the nation- 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 highest standards of character and sportsmanship associated with the ISL.

Managers: The head coach of each team may select an appropriate number of student managers each 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, in conjunction with the Athletic Director. 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 their 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, and operating a shot clock. Managers should expect to attend the entirety of the practice window with the team, and 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.

Video Team: A small group of students will support the game day filming and editing of highlights, based upon the needs of each season’s program. They will be supervised by designated faculty members and spend two days filming athletic contests, one day editing, and one day exercising for one hour in the Recreational Fitness program, which includes the same procedures for check-in and check-out as listed below. Members of the Video Team will receive credit towards their seasonal Athletics requirement.

Seasonal Team Sports Programs

<u>Fall:</u>	<u>Winter:</u>	<u>Spring:</u>
Boys’ Cross Country Girls’ Cross Country Field Hockey Football Pickleball (Gender Inclusive) Boys’ Soccer Girls’ Soccer Girls’ Volleyball	Boys’ Alpine Skiing Girls’ Alpine Skiing Boys’ Basketball Girls’ Basketball Dance (Gender Inclusive) Boys’ Hockey Girls’ Hockey Boys’ Nordic Skiing Girls’ Nordic Skiing Boys’ Squash Girls’ Squash Wrestling (Gender Inclusive)	Baseball Boys’ Crew Girls’ Crew Golf (Gender Inclusive) Boys’ Lacrosse Girls’ Lacrosse Boys’ Tennis Girls’ Tennis Boys’ Track and Field Girls’ Track and Field Ultimate Frisbee (Gender Inclusive)

**Strength & Conditioning Program (Juniors):** Juniors who do not participate in team sports during one of the three seasons are enrolled in a Strength & Conditioning program, which meets with the Strength & Conditioning coaches for one hour, four days a week. Everyone enrolled in Strength & Conditioning 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 warm-up and lifting technique, increasing agility and core strength, nutrition and general equipment use. Juniors enrolled in the Strength and Conditioning Program will also be given game day assignments where attendance is mandatory, on a rotating basis, to support the Middlesex teams competing that day. Not showing up on time for a game day assignment will result in an unexcused absence and an automatic Saturday night detention for the student assigned, which will be reported to the Deans' Office.

**Recreational Fitness (Class I):** Members of Class I Seniors who do not participate in team sports for one or two seasons are enrolled in a Recreational Fitness program four days a week. Recreational Fitness participants will indicate their preference from a list of activities distributed by the head supervisor each week and are expected to work out for a minimum of one hour in these activities on Monday, Tuesday, Thursday, and Friday- unless a special schedule applies. 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 they have a future in interscholastic sports. Students enrolled in the Recreational Fitness program will also be given game day assignments where attendance is mandatory, on a rotating basis, to support the Middlesex teams competing that day. Not showing up on time for a game day assignment will result in an unexcused absence and an automatic Saturday night detention for the student assigned, which will be reported to the Deans' Office.

Recreational Fitness participants are required to both check-in and check-out with the Recreational Fitness supervisor on duty, and the check-out must be done with the assigned adult supervisor after the workout is completed to receive credit that day. Students may neither check in and out at the same time nor check-out for a future or anticipated time of completion. Checking in or out for anyone other than yourself is not allowed. Students who fail to check in or check out in the prescribed time window will receive an unexcused absence for that day.

**Athletics Counseling and Education Program (ACE):** The Athletics Counseling and Education (ACE) Program offers alternative programming to support 10th grade athletes who are fulfilling their athletics requirements while also playing a fourth season equivalent outside of the Middlesex Athletics program. ACE is designed to develop young athletes in an area of excellence while preparing them to become leaders equipped with the skills and knowledge to contribute to their varsity Middlesex teams in impactful ways throughout their careers.

10th graders who enroll in the ACE program will complete a proposal form detailing their outside athletic engagement and return it to the Athletic Director. ACE proposals are considered on an individual basis by a committee composed of the Athletic Director and members of the Athletic Department who work directly with the program, as well as the varsity head coaches from the sport programs played by the athlete. The committee will then reach out to the primary sport's Head Coach for feedback on the proposal. The athletes will list their outside affiliations as well as the time commitment and duration of the outside season in the proposal form. Athletes not engaged in a fourth-season equivalent should not participate in the ACE program, as we feel strongly that our three-season team sport requirement for 10th graders is a healthy and appropriate level of engagement.

The alternative programming runs for 60 minutes in the athletics period from Monday through Friday. Each of the educational areas will have rotating time over a ten-week curriculum. The ACE programming consists of Strength & Conditioning workouts (2 weekdays), Mindfulness practice for athletes (2 weekdays), and classroom sessions examining leadership, values, wellness, and college athletic recruitment counseling education. The program utilizes the expertise of the school's Strength Coach, Mindfulness Director, Dean of College Counseling, School Nutritionist, and various members of the Athletic Department. Students enrolled in a season of the ACE Program may not substitute outside training for the scheduled ACE programming or attempt to make the session up at an alternative time. The program is available for members of Class III only and only for one of three seasons.

**Athletic Projects:** Members of Classes I and II who wish to forgo a season of Strength & Conditioning or Recreational Fitness may submit a proposal to the Athletic Director that includes a thorough description of the project and the signatures of the Project Supervisor and their Faculty Advisor. Approved Athletic Projects do not count towards the seasonal requirements for students in Classes I and II but are an alternative to Strength & Conditioning and Recreational Fitness. Playing a sport that is offered at Middlesex in more than one season and/or using an athletic project to prepare for an upcoming season are not allowed by ISL bylaws. Members of Classes III and IV may not elect to do an Athletic Project in place of a season.

Athletic 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 and may not include Winter Indoor Track & Field. Athletic Projects may also be associated with the arts, music, a scholastic endeavor, or community service.

Athletic Projects must be conducted during the afternoon practice times on three of the following weekdays- Monday, Tuesday, Thursday, and Friday, for at least one hour each day. On the fourth weekday, students engaging in an Athletic Project are required to participate for one hour in the Recreational Fitness program, which includes the same procedures for check-in and check-out as listed above.

### **Attendance Policy**

**Attendance is mandatory** at required athletics commitments such as practices, meetings, and competitions, including Recreational Fitness and managing responsibilities. Like academic classes, 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 Wellness Center 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 detention.

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 Head Athletic Trainer, Director of the Health Center, Athletic Director, 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 Wellness 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.

**Team Sport Add-Drop Policy:** Students who are enrolled in an athletic team sport for a season are allowed to change their sport choice until the first official date of ISL competition, also known as the ISL Peg Date. The Fall ISL Peg Date is the 7<sup>th</sup> Saturday back from the 2<sup>nd</sup> Saturday in November. The Winter ISL Peg Date is the 1<sup>st</sup> Saturday in December. The Spring ISL Peg Date is the 7<sup>th</sup> Saturday back from the 4<sup>th</sup> Saturday in May.

Students are expected to report any sport changes directly to the Assistant to the Athletic Director or the Athletic Director. Students who withdraw from a sports team after the ISL Peg Date are not allowed to join a team in a different sport in that season. If a student withdraws from a sports team after the ISL Peg Date, they will not receive credit for participation in that season. Students in Classes III and IV may withdraw from a sports team after the ISL Peg Date for medical reasons with approval from the Athletic Director, in conjunction with the Director of the Health Center and the Head Athletic Trainer.

## **Athletics Code of Conduct and Interscholastic Competition**

### **Middlesex Team Guidelines:**

- Verbal abuse, intimidation or attempts to denigrate others based on their actual or perceived color, disability, ethnicity, gender, gender identity or expression, national origin, race, religion, and/or sexual orientation are unacceptable and will be reported to the Dean of Diversity, Equity, and Inclusion and/or the Athletic Director.
- The Athletic Department will not tolerate the use of profanity by athletes, coaches, or spectators. Likewise, music played in any public or private space containing any type of profanity or racial epithet will not be tolerated.
- The Athletic Department, along with its athletes, spectators, and coaches, will demonstrate respect for the rules of their sport, the officials, opponents, teammates, and themselves at all times.
- Middlesex teams will not participate in traditions, such as team psych dress-up days or exclusive team rituals, that can be perceived as disrespectful, offensive, or threatening to a community member's psychological or physical safety.
- The Middlesex Athletic Department, along with its coaches and athletes, pledge to uphold the Independent School League's Code of Conduct:

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 continually renew their efforts to abide by the ideals of our league.

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

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

**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 refer to the Major School Rules and Appendix sections of the Middlesex School Handbook for further explanations of our School's hazing policies.

## Health and Safety

**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, Wellness Center Director, and Head Athletic Trainer are the only persons allowed to excuse a student from athletics due to physical incapacity.

**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 students are required to take a cognitive and balance baseline prior to participation in the athletics program. Baselines evaluate multiple aspects of neuro-cognitive function, including memory, attention, cognitive processing speed, reaction time, balance, and post-concussion symptoms. Baselines are updated every 2 years using SWAY, which is a research-based software tool utilized to evaluate recovery after concussion.

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 Wellness 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 the Wellness 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 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 an injury or illness and is consequently unable to participate for their team, the following policy must be adhered to:

1. The head 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. However, all final return-to-play decisions will be made by the Middlesex Head Athletic Trainer.
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. **All final return-to-play decisions will be made by the Middlesex Head Athletic Trainer.**

## **Team Dynamics, Logistics, and Communication**

**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. Students should expect that tryout processes,

particularly for varsity teams, will be extremely competitive and that some roster cuts will be made in most cases.

The ISL follows NEPSAC guidelines for age eligibility: Any individual athlete who is or will turn 20 years of age on or at any point after September 1 of an academic year is ineligible from participating in ISL competition during that academic year. 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 coaches. 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 commitment for the sport that they play and their teammates. The selection process for team captain(s) may include voting and input from both the current team members as well as the coaching staff.

Student Athlete Advisory Council (SAAC): Monthly meetings of the Student Athlete Advisory Council (SAAC) will be held throughout the school year to function as a way for student athletes to discuss and communicate feedback to the athletic administration and as a forum for education and examination of important issues in athletics such as gender equity, anti-racism, leadership in athletics, equity in resources, and other department policies. All sport captains are expected to attend meetings and two elected Class I captains will serve as Co-Presidents who will lead the meetings. The meetings welcome all Middlesex community members to attend and topics from all levels of athletic teams are invited.

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

Game or Practice Cancellation: Scheduled games may be canceled due to inclement weather, unsafe playing conditions, or other reasons. The goal is to communicate game cancellation decisions by noon 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. Head coaches are

expected to email specific changes to games and practice plans to their team members. The website will be updated immediately as cancellations or other changes occur. Students will be encouraged to communicate schedule changes with parents as well.

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. Athletes on teams will be asked to fill out an anonymous end-of-season evaluation that covers comprehensive aspects of the athletes' and team's experiences.

Awards: An Athletic Awards Assembly is held at the end of the 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, both at the Varsity and Sub-Varsity level. 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.

Website and Social Media: All team schedules, directions and departure times for away games, team scores, varsity game write-ups, recent sports news, team pages, and a staff directory can be found on the Middlesex Athletics webpage, found on the school's home page under the "Athletics" tab. Scores are posted on the Middlesex Athletics official Twitter account: @Athletics\_MX

Highlights, stories, and other announcements can also be found at the Athletic Department's Instagram page: middlesexzebras

## Program Resources & Logistics

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 wears Middlesex branded attire to every practice for all sports. Before and after the Athletics 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 Athletic Department 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 in the Business Office.**

\*Note: Any personal equipment left in the Athletic Center over the summer will be donated to charity or removed and thrown away. It is the students' responsibility to remove all their equipment and belongings from the Athletic Center by the closing of school at the end of the Spring examination period.

Optional Team Gear Purchases: All purchases of additional/optional team gear and athletic apparel by any of the various team sport programs that bear the Middlesex name and/or logo must go through the Athletic Director and Assistant Athletic Director for approval. Approval is based upon the brand guidelines established by the School's Director of Strategic Marketing. The Athletic Director and Assistant Athletic Director will work with the program head coach, captains, and 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. Athletic teams (including coaches, athletes, and parents) are not permitted to purchase apparel that bears unapproved or alternative branding, colors, or logos.

## 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 will complete a baseline SWAY© prior to participation in the athletics program. SWAY© is a research-based software tool utilized to evaluate recovery after concussion. SWAY© evaluates multiple aspects of neuro-cognitive function, including memory, attention, cognitive processing speed, reaction time, and post-concussion symptoms. Baselines are updated every year.
- All students, who are known to suffer a head injury while at school, will be evaluated on the field or in the Wellness 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 Wellness Center Director and the athletic trainer on a regular basis, in order to provide the most effective care for the student.
- The Wellness 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 Wellness Center for the initial 12 to 24 hours after the injury to be monitored post-injury. All students with a concussion will have a medical evaluation by the Wellness Center Director or School Physician. The Wellness 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 Wellness Center Director and the Athletic Trainer. Students and their families are also expected to follow the activity restrictions set forth by the Wellness 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 that is communicated daily. 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 Wellness Center staff for initial post-injury cognitive testing SWAYwithin 72 hours. Students will continue to be tracked with serial cognitive testing until they return to their baseline.
- The Wellness 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 Wellness Center Director and 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 support in ensuring that our children have positive athletic experiences, and to consider modeling the best way that parents can support that goal – through our own behavior as spectators, supporters, and encouragers. Given our emotional investment in our children, which can be influenced by the conflicting values on display at professional sporting events, we sometimes overstep the boundaries of our children's experience and 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, determination, a growth mindset, problem-solving skills, camaraderie, leadership, grace under pressure, poise, confidence, courage – we need to allow them to do the work of learning and growing, while understanding that some of life's most important lessons come through adversity. Athletic 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 relentlessly support and encourage our kids.

Our Athletics program believes strongly in the principles of the Positive Coaching Alliance, which brings a shared vocabulary and guiding philosophies and practices to our roles as athletes, coaches, and parents. If you are interested, please have a look at their website and the excellent resources for parents found at: <http://www.positivecoach.org/the-power-of-positive/> . Another great resource is John O'Sullivan's TEDx Talk on positive sport parenting: <https://www.youtube.com/watch?v=VXw0XGOVQvw> .

In the interim, here are some suggestions and expectations for making the sidelines a positive place:

- 1) Cheer for, not against -- for Middlesex, not against other kids. Our kids often send all-school emails with the phrase, "Keep it classy, Middlesex," and that's the ground we want to be ours. Please honor where we are asked to stand, as spectators; please lead the league in respect, courtesy, and sportsmanship, both at home and away contests. Support positive sideline culture, as it makes being a spectator and a parent a lot more fun, and we want to be able to enjoy our children's games amongst 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 officials. 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 only help. We want the refs to enjoy seeing Middlesex kids on the field/rink/court and be glad to work at our games with the hope that they will continue to provide their invaluable service at our athletic competitions.
- 4) The Independent School League in which we compete is deep and very competitive. Please remember that your child is no longer competing just in their own 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 stars at their own age-level 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 child understand context as they adjust.

5) Help your child “own” the experience and communicate with coaches themselves. Competitive athletics provides some of the best experiential education opportunities available for our students, and by the time a student reaches ninth grade it is time to learn to communicate questions and concerns directly. As needed, speak with your child about their communication with their 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 the effort in practice is far less than competition, or maybe they have finally reached a team where everyone is really good, and they are 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 them 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 resilience and grit are critical skills for young people to learn.

6) Please model respectful behavior towards our coaches. Please be mindful that athletics is only one part of our students’ lives and that our teacher-coaches’ schedules are also full of other events and commitments. Occasional team events are held at the coaches’ discretion and designed 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. Middlesex coaches are professional educators who see athletics in a learning context, as fantastic co- curricular opportunities to teach values and nurture character, and to revel in physical activity, competition, and teamwork. Our coaches want to support our students’ personal growth both in the short and in the long terms. This focus takes most of their energy, as does building positive team culture, and they need the space to do this meaningful work. Please resist the urge to give explicit direction and coaching to the players, which differs from just encouragement, from the sideline as this will confuse and inhibit your child’s performance and could undermine the game plan and instructions implemented by the coaches. Please let the coaches work with the athletes to take care of the double-goals of winning and reaping the life lessons of character and sportsmanship. Your role as a Middlesex parent is to concentrate on that second goal- your child’s character development- while letting the athletes and coaches focus on the goal of winning on the scoreboard.

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. If it cannot be resolved through that conversation, please email the coach to find a time for a conversation. If there remains a serious unresolved problem, please email our Director of Athletics Craig Najarian at [cnajarian@mxschool.edu](mailto:cnajarian@mxschool.edu).

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

GO MIDDLESEX!

Bessie Speers, Head of School  
Craig Najarian, Director of Athletics

## APPENDIX C

### 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 their 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.

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 footnotes." 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 their 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.

## PLAGIARISM AND ARTIFICIAL INTELLIGENCE

Middlesex School encourages and fosters human interaction among students, teachers, and peers. The use of AI devices may hinder face-to-face communication and social interaction. Classroom discussions, group activities, and collaborative projects should prioritize human interaction and the exchange of ideas, rather than relying on AI for information or communication.

Middlesex students are expected to complete their assignments, projects, and assessments using their own knowledge, skills, and abilities. The use of AI to complete or assist in the completion of academic work is strictly prohibited unless specifically authorized by a teacher for a particular task or project, as it undermines the principles of academic integrity. Google or other search engines are allowed for research purposes but students should submit their own work.

Plagiarism detection tools powered by AI may be used by teachers and administrators to ensure academic integrity. Any misuse of AI tools for graded work will be considered a violation of academic honesty and integrity and will be referred to the Dean of Students and may result in an academic penalty and an appearance in front of the Discipline Committee.

## APPENDIX D

### 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 workplaces, 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 their 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, they 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 their 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 E

### 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 respect and 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 harassment and sexual harassment include:

- unwelcome sexual advances, whether they involve physical touching or not;
- uninvited pressure for sexual activity;
- unwelcome jokes, verbal abuse, suggestive comments;
- unwanted physical touching, including physical abuse;
- unwanted pressure to participate in illegal activities such as smoking or the use of alcohol or drugs;
- display of explicit or sexually suggestive objects, pictures, cartoons, or other materials;
- hateful, offensive or demeaning language, epithets, comments or actions based on or referring to an individual's race, color, national origin, disability, religion, ethnic origin, sex, gender, gender identity or expression, sexual orientation, or any other category protected by federal, state, and local law; 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 Dean of Students as soon as possible; if you are uncomfortable doing so, ask your advisor, a member of the counseling staff, another adult, a proctor, or a student friend to help you.
4. If you are an adult, notify the Head of School, Assistant Head for Faculty and Academic Affairs, 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 F**

### **Bias Related Incidents**

#### **Anti-Racism & Inclusivity Statement**

At Middlesex, we are committed to living and learning in a place built on mutual respect, physical and emotional safety, equity, and belonging. We will work together in partnership to promote anti-racism, equity, and diversity inclusion at Middlesex. Bias-related language and behavior undermine these efforts. Bias-related incidents are those involving language and/or behavior which demonstrate bias against persons because of their actual or perceived color, disability, ethnicity, sex, gender, gender identity and expression, genetic information, national origin, race, religion, and/or sexual orientation.

Not all language and behavior that is perceived as offensive rises to the level of a bias-related incident warranting investigation and corrective action; nevertheless, they can be a learning opportunity for us all. Bias-related incidents that fit the description of harassment in the Handbook will result in disciplinary action as outlined. By reporting, discussing, and learning from these incidents, we can fulfill our intention to create a community that supports anti-racism and inclusion.

If you believe that you have witnessed or experienced a bias-related incident, we encourage you to report the incident to any member of the faculty and/or your dorm proctor(s). All reported incidents will be brought to the Deans' Office.

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

1. If you are comfortable and do not feel seriously threatened, engage the offender in a dialogue. Do not apologize.
2. Make a record of when, where and how you have been mistreated; include witnesses (if any), direct quotes, evidence.
3. Notify the Deans of Students as soon as possible. If you are uncomfortable doing so, seek out the Dean of Equity and Inclusion, your advisor, a member of the counseling staff, another adult, a senior leader, or a student friend to help you.

The Dean of Students will investigate each incident that might constitute a violation of this policy and take appropriate corrective action, which would include a Deans Meeting with the student found to have violated the policy and their advisor and a note placed in the student's file to document the incident. The Deans may refer the case to the Discipline Committee for deliberation and recommendation.

## APPENDIX G

### 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 their 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, cyberbullying and retaliation. This Plan is consistent with broader protections at Middlesex against discrimination, harassment, bullying and retaliation, as set forth in the Handbook.

It is important that this Plan be well understood by all members of the Middlesex community.

#### **II. Policy against Bullying, Cyberbullying 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 themselves or of damage to their 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.
- Bullying shall include cyberbullying.

### Cyberbullying

Massachusetts law defines Cyberbullying 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.

Cyberbullying 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.

Cyberbullying 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 schoolmates 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 program 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 regular meetings 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 or Retaliation

Any student who is the target of bullying or has witnessed an incident of bullying or cyberbullying or otherwise has relevant information about bullying or cyberbullying 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 themselves 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 them 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, Cyberbullying or Retaliation**

### **A. Preliminary Considerations**

When a complaint of bullying, cyberbullying or retaliation is brought to the attention of 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, cyberbullying 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 this policy 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, chapter 119 of the Massachusetts General 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 their 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 their family to communicate next steps.

Students involved in bullying, as the target or as the perpetrator, will be referred ordinarily (in conjunction with the student’s family) for an initial evaluation by the director of counseling services. This evaluation 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 staff.

**VI. Conclusion**

This policy is intended (1) to prevent bullying, cyberbullying 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.





# Middlesex

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