



**NEW ENGLAND CONSERVATORY  
PREPARATORY SCHOOL**

**STUDENT & FAMILY HANDBOOK**



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## **I. MISSION OF NEC; STATEMENT OF PURPOSE**

New England Conservatory of Music is a unique community of musicians, performers, scholars, and teachers, who embrace the following institutional mission:

*New England Conservatory educates and trains musicians of all ages from around the world, drawing on our distinguished faculty's deep reservoir of talent, as well as our creative community and educational partnerships. We are devoted to inculcating the highest standards of artistic excellence and nurturing individual artistic sensibility and creative growth. Understanding that music is one of the transcendent expressions of human civilization, NEC is committed to advancing music's contribution to contemporary society.*

Through Expanded Education ("the Department"), New England Conservatory ("NEC" or the "Conservatory"), one of America's foremost college-level music schools, provides its resources for musical learning to young people and adults throughout the Greater Boston area and New England.

Expanded Education is comprised of NEC's Preparatory School for pre-college students ("the Prep School" or "NEC Prep"), Adult Education for adults seeking credit or non-credit instruction, summer programming, and other partner institutions. Each facet of the Division is designed to meet the musical needs of those in our community from the child who wishes to begin their journey in musical education to the adult who seeks to become more personally involved in music as a listener or performer.

The information in this Student Handbook (referred to in this document as the "Student Handbook") is intended to provide basic information about Preparatory School policies and procedures. The course catalog for parents and families, which sets forth current information about curriculum, course offerings, and programs, also informs the work of all personnel within the Preparatory School to a significant extent. This Student Handbook, like the course catalog, is informational and is not a contract.

Information summarized below is subject to change as needed in the discretion of NEC to best serve our students and the campus community. NEC reserves the right to change not only the curriculum and offerings made through the Preparatory School, but also the modality used in the NEC workplace, employee workplace and teaching assignments, and methods of delivering services to students or the community. This includes specifically reserving NEC's right to shift, temporarily or indefinitely, to remote or hybrid workplaces or delivery of curriculum content to address extraordinary circumstances such as a health and safety emergency on campus. In taking any such action, NEC's goal will be to ensure safe and effective operations in the best interests of the students, families, and community that NEC serves.

## II. ADMINISTRATION

### A. Expanded Education Office

During the academic year, the Prep/EE Expanded Education and Prep offices are open Monday through Saturday to accommodate various schedules and programming. Hours may vary during the summer months, and more information can be found at [necmusic.edu/expanded-education/nec-prep/](http://necmusic.edu/expanded-education/nec-prep/)

Contact information for Prep and Expanded Education staff members is available here: [necmusic.edu/expanded-education/expanded-education-team/](http://necmusic.edu/expanded-education/expanded-education-team/)

Office Phone Number: 617-585-1160

Office Email: [ee@necmusic.edu](mailto:ee@necmusic.edu)

### B. Calendar and Catalog

The Prep School Course Catalog, which summarizes curriculum and programmatic offerings, is available at the beginning of an enrollment cycle, which typically begins around April/May of the previous year.

The current Course Catalog can be found [here](#). Please familiarize yourself with this information and contact a staff member if you have any questions.

The Prep School Calendar is available online at:

[necmusic.edu/expanded-education/nec-prep/prep-academic-calendar](http://necmusic.edu/expanded-education/nec-prep/prep-academic-calendar). It outlines important dates in the academic year and also contains the schedule for workshops, masterclasses, and recitals. Students and families are encouraged to bookmark the calendar for easy access. Since this is a Google Calendar, you can click the +GoogleCalendar button in the lower right hand corner to subscribe.

The concert calendar is also accessible online at [necmusic.edu/concerts](http://necmusic.edu/concerts), and can be filtered by “Event Type” for Prep-specific concerts.

Expanded Education summer programs occur between June and August and offer private lessons as well as intensive workshops and institutes. Program descriptions are available at [necmusic.edu/expanded-education/summer-programs](http://necmusic.edu/expanded-education/summer-programs)

### C. Tuition, Financial Aid, Withdrawals

Annual tuition, financial aid, and withdrawal information is shared each Spring on the NEC website [here](#).

### D. Registration

Starting in the Spring, students may apply online for the upcoming academic year through the Prep School application. Visit this website for more: [necmusic.edu/expanded-education/nec-prep/applications-auditions-and-registration](http://necmusic.edu/expanded-education/nec-prep/applications-auditions-and-registration)

After visiting the site, please contact [ee@necmusic.edu](mailto:ee@necmusic.edu) with any additional questions.

**E. Parking**

For any 10 hours on Saturdays during the academic year, Prep students and families who enter the 10 Gainsborough Garage before 4PM and exit by 6PM will pay a flat rate of \$19 (fees not included). Standard online rates apply for any reservations over 10 hours or after 6PM. The discount can be purchased [here](#).

We also offer a discounted rate of \$19 with the Westland Avenue Garage for Saturdays during the academic year. The discount can be purchased [here](#).

**F. Security**

NEC takes campus safety and security very seriously; security policies are set forth at <https://necmusic.edu/public-safety>. Please familiarize yourself with these policies.

In case of theft or any other security problem, call the Public Safety officer on duty immediately:

- Jordan Hall (JH) - 617-585-1290
- 33 Gainsborough (33G) - 617-585-1333
- Student Life and Performance Center (SLPC) - 617-585-1255

A detailed report of the incident should be submitted in writing to the Director of Campus Safety within 24 hours. This can be done at a security desk.

Please note that all individuals on NEC's campus are responsible for keeping their belongings secured. NEC is not responsible for personal property brought onto campus by faculty, staff, or students. In particular, faculty and students should take care not to leave any items unattended in classrooms or studios; faculty should also encourage their students to keep their belongings with them at all times. Any theft or other security concerns reported by students on Saturdays should promptly be brought to the attention of the guard on duty, and a responsible person of the office staff.

**G. Student IDs (Penguin Pass)**

All Prep students will be issued a Penguin Pass when they start at NEC Prep. Returning students should use their passes from last year.

If your Penguin Pass needs to be replaced, go to Campus Safety - at the entrance to the SLPC - to obtain a new one. If your card has stopped working, then a new card must be printed.

All students receive one replacement for free (regardless of the reason), and every replacement after that is \$20 (regardless of the reason).

New Penguin Passes can be picked up at the New Student Welcome Fair.

**H. Parent/Guardian Pass**

All parents/guardians intending to accompany their students onto NEC's campus will need to show this year's Parent/Guardian Pass to security.

The pass is available via weekly newsletter or at a hospitality table.

**I. Guest WiFi**

Students and families may access the NEC Guest WiFi while on campus. The password for the NECGUEST WiFi is necwifiguest.

Note that the NECSTUDENT WiFi is for Conservatory students only.

**J. In Case of Fire**

Even the suspicion of fire on campus should be taken very seriously, and faculty, staff, and students must act immediately. All individuals on campus should familiarize themselves with the locations of all possible exits, fire extinguishers, and fire alarm boxes. Anyone who sees a fire with visible flames should pull the nearest fire alarm box and then notify security for that location.

Fire Department regulations require that all persons vacate the buildings during a fire alarm and that they may not re-enter until signaled to do so. This includes during fire drills or false alarms; there are no exceptions, and individuals who do not honor these requirements may be subject to discipline or dismissal.

**K. Emergency Closing**

In the event of a snowstorm or other emergency necessitating closure, the Conservatory may be closed for all or part of a day. NEC will make the closing decision as far in the advance of the event as is practicable, and the NEC website will be updated accordingly. Announcements will also be available on local radio and television stations. Please note that during snowstorms, normal parking facilities may be restricted.

The Prep School will be closed at any time that the Conservatory is closed. When the Conservatory is not in session, the Prep School leadership makes the final decision whether to close on a snow day or in other emergency situations.

### III. STUDENT RESPONSIBILITIES

#### A. Code of Conduct

NEC Prep is committed to fostering a respectful, inclusive, and supportive environment where all students can thrive artistically and academically. Students are expected to conduct themselves with integrity, respect, and responsibility both within and outside of the NEC community. This includes showing respect for all individuals, including peers, faculty, and staff, as well as for the facilities and resources provided by the Conservatory. Any form of harassment, discrimination, or disruptive behavior is strictly prohibited and will be addressed promptly by the administration. Students must adhere to the highest standards of behavior, contributing to a positive learning environment that promotes mutual respect, collaboration, and artistic excellence.

NEC Prep is dedicated to maintaining a safe and supportive environment for all, and this commitment extends to ensuring that all members of our community, including faculty and staff, are treated with dignity and respect. It is essential that all interactions with NEC faculty, staff, and other members of the community are conducted in a respectful and professional manner. Parents, guardians and family members are also expected to uphold these values of the NEC community. Egregious or unacceptable behavior, including, without limitation, verbal abuse, intimidation, or harassment directed at NEC faculty or staff, will not be tolerated and may result in consequences, including student withdrawal from the program.

Preparatory School students are subject to the NEC Student Code of Conduct, which is found within the Conservatory Student Handbook at [necmusic.edu/the-college/academic-and-student-affairs](http://necmusic.edu/the-college/academic-and-student-affairs). These standards apply to all students attending the Preparatory School's programs, although how they apply may vary depending upon the student's age and circumstances. Students and parents or guardians should review these conduct standards before classes begin; questions should be addressed to the Director of the Prep School. It is important that students, parents, and guardians understand and honor all NEC expectations for appropriate and respectful conduct of students and others within the NEC community. In particular, bullying, hazing, harassment, cheating and other academic integrity violations, misuse of computer systems, violations of the law, and destructive or dangerous behavior to persons or property will not be tolerated. Consistent with applicable law and the Preparatory School's rules and regulations, students who engage in violations of the Code of Conduct are subject to discipline, up to, and including, expulsion from the Preparatory School program.

While on NEC's campus, NEC Prep students and families are expected to adhere to NEC's Acceptable Use Policy, which can be viewed [here](#). Access to other IT policies are available upon request by contacting the Vice President and Chief Information Officer ([heather.woods@necmusic.edu](mailto:heather.woods@necmusic.edu)). Violations of this policy are subject to discipline, up to, and including, expulsion from the Preparatory School program.

## **B. Attendance Policies**

Attendance is required at all regularly scheduled classes, rehearsals, dress rehearsals, and performances. Students are expected to be ready to begin on time. Attendance will be taken at the beginning of each rehearsal and class.

- Students must attend at least 50% of a class/rehearsal in order to be considered present. Late arrivals or early departures should be communicated to the teacher or student ensemble manager (for large ensembles). This should be done at the time of, and if possible, communicated in advance.
- We understand that conflicts outside of NEC Prep will inevitably arise. Students/families should use their best judgment, especially in the following circumstances:
  - Unavoidable school conflicts, such as a concert
  - Inclement weather, such as a blizzard
  - Illness
  - Death
  - Force majeure
- For planned conflicts, including but not limited to the circumstances above, please complete the [Attendance Notice Form](#) at least 2 weeks in advance of the planned absence.
  - For true emergencies, please tend to the matter at hand. When you are able, please submit the Attendance Notice Form, which will be accepted before, during, or after the event.
- As passing time is not explicitly built into the Prep Saturday schedule, our faculty typically end programming a few minutes early, such that the next activity that starts (usually on the hour) can begin on time. There is flexibility with students who are late, knowing that many students are moving from one class/ensemble to the next.

### **Private Lessons:**

Students are expected to appear for regularly scheduled lessons.

Teacher absences will be made up at mutually arranged times with the student. If the overall number of registered lessons cannot be met, a refund may be requested before the end of the semester.

Most student absences fall into one of the following:

- If the student does not show and does not communicate at least 24 hours in advance with the teacher, the lesson is forfeited and does not qualify as a refundable missed or rescheduled lesson.
- If the student/family communicates at least 24 hours in advance with the teacher:
  - Teachers may make up these lessons at their discretion. Generally, teachers will work to arrange makeup lessons, given that there is a



reasonable and acceptable reason for absence, such as illness, school conflicts, or unavoidable circumstances.

- Teachers are required to arrange make-up lessons for students to observe religious holidays. However, it is the student's responsibility to discuss these observances with their teacher in advance.
- If teachers deem that the number of missed lessons and thus, requested makeup lessons is excessive, they reserve the right to decline to provide a makeup lesson with no refund required.
- Individual teachers also reserve the right to make slight modifications to the above policy, to be shared with students before lessons begin.

**Classes and Ensembles:**

Students are expected to appear for regularly scheduled classes and rehearsals.

For small and large ensembles, excessive student absences impact the overall viability and success of the group.

For students who exceed 10% of absences each semester/concert cycle, the family will be notified by a member of the EE team.

For students who exceed 15-20% of absences each semester/concert cycle, this may require one of the circumstances below:

- Individual check-in with teacher/conductor
- Change in student seating assignment
- Determination of the student's performance readiness
- Student/family may be notified of 'non performance' on upcoming concert
- Depending on circumstances, reconsideration of student certificate eligibility, scholarship, and/or ensemble assignment(s).

Note that dress rehearsals and concerts are weighted more heavily into the evaluation of a student's situation. Attendance at these events are expected and circumstances around absences should be communicated clearly with the teacher/conductor and student ensemble manager (for large ensembles).

**C. Documenting Attendance - Absences, Tardies, Dismissals**

**Private Lessons:**

To communicate an attendance notice for private lessons, please contact your teacher directly.

**Classes & Ensembles:**

To communicate an attendance notice for all other offerings, such as classes or ensembles, please submit an [Attendance Notice Form](#). This form is to be used for

both planned and unplanned circumstances. By filling out this form, there is no need to otherwise email or call our office.

This form should be used ideally before, but also during, after any attendance-related circumstances, such as absences, tardies, or dismissals.

Minor tardies or dismissals (less than 5 minutes), especially those related to a student's passing time around campus, do not need to be documented in this form.

**D. Procedure for a Teacher Change Requested**

If problems arise in any aspect of a student's relationship with his or her primary teacher, it is always best that the student or the student's parents bring those concerns directly to the teacher as they come up. In most cases problems can be discussed and resolved. In situations which cannot be resolved, the following teacher change procedure may be requested by the student or parents:

1. The student or parent brings concerns to the appropriate Department Chair's attention.
2. After discussions with both the student and the parents, the Department Chair speaks with the teacher, evaluates all the information, and makes a recommendation.
3. If a teacher change is determined to be the best solution, the Department Chair will make recommendations for a new teacher.
  - a. If the change is recommended during the academic year, then a *Change of Teacher Form* should be used to facilitate this procedure. The Department Chair can access this form through the EE Office.
  - b. If the change can wait or is taking place during the summer, then no *Change of Teacher Form* is necessary.
4. If the Student is studying with the Department Chair, they should follow the above three steps, but the Prep Director will take the place of the Department Chair to facilitate the teacher change requested.
5. Once a *Change of Teacher Form* is completed the form should be returned to the EE Office to update the students' registration.

## IV. STUDENT OPPORTUNITIES

### A. Certificate Program

The Certificate Program offers an ambitious, sequential progression of learning. Through the Certificate Program, students are challenged to achieve their optimum performance skills, competence in music theory, and a knowledge of the literature that includes choral, orchestral, and chamber, as well as solo repertoire. The granting of a certificate acknowledges significant achievement in the full range of Prep School activities, under the instruction of at least three different faculty members. The general program and the range of faculty are sufficiently broad to accommodate students of varied outlook, proficiency, and professional intent.

Departments offering certification are Strings, Winds, Brass, Percussion, Piano, Composition, Theory, Jazz, Voice, and Early Music.

More information about the certificate program can be found [here](#).

### B. Concerto Competition

The NEC Prep School Concerto Competition is held annually and open to all ages and instruments. Several prizes are awarded in each category and the winner performs with one of the orchestras. Students are selected to participate by faculty recommendation. Students must be enrolled in a certain number of private lessons through the Prep School to be eligible to compete. More specific information can be found in the Guidelines and Rules that are shared each year prior to the competition.

More information about the Concerto Competition can be found by contacting your NEC Prep private teacher.

### C. Workshops and Recital Program

The Prep School workshop/recital system offers students valuable performance experience and a wide range of viewpoints through direct feedback from various faculty. Students are recommended for workshops and signed up by their private teacher. After completion of the workshop, feedback made by another member of the faculty is distributed to the student's private teacher. Students performing in workshops are eligible to play in a departmental recital - usually the following week - scheduled at the same time as their workshop. Students must be registered for at least 30 lessons per academic year with an NEC faculty member in order to participate in the string workshop/recital program.

- Students registered for 30 or more lessons are eligible for workshops, and should be encouraged to participate.
- Every workshop is heard by a faculty member, who gives feedback to the student. Eligible students are then invited to play on a recital the week following the workshop.

When necessary, accompanists are provided for rehearsals/workshops/recitals on the day of the workshop or recital. Every attempt is made to employ the same pianist for both the workshop and recital weeks. Any rehearsals beyond those scheduled through the Department Chair must be arranged and paid for by the parent/student directly to the accompanists and should take place off campus or at the lesson. The office cannot provide space for extra rehearsals.

**D. Student Recording Reservations**

Prep students may reserve space for student recordings by emailing [ee@necmusic.edu](mailto:ee@necmusic.edu). Space is depending on availability and in collaboration with the NEC Scheduling Office. Prep students are not permitted to reserve space on NEC's campus except for recording sessions.

Requests must be submitted two weeks in advance and with several dates in order to expedite processing time.

Prep students must be accompanied by a parent or guardian or private lesson faculty member at the recording session.

The student's private lesson teacher is authorized to use the Self-Recording Technology available in recital halls. Students and families are not authorized to use this equipment.

If a faculty member will not be using the Self-Recording Technology, students/families are welcome to bring their own recording equipment. They may also contact [rpts@necmusic.edu](mailto:rpts@necmusic.edu), who may be able to provide fee-based recording services, depending on availability.

**E. Student Recitals**

NEC Prep students have the opportunity to give solo recitals at the end of the academic year. Student recital applications are produced on an annual basis, which provides information and guidelines on recital eligibility and procedures.

More information about student recitals can be found by contacting your NEC Prep private teacher, who will be able to access the application form towards the end of March.

**F. Graduation/Awards Ceremony**

Each June, a ceremony is held to honor graduating seniors, provide departmental awards, and recognize students who have completed various levels of the Certificate program. This event is free and open to students, friends, and families.

Information about Graduation/Awards will be sent out during the Spring semester.

**V. EQUAL OPPORTUNITY AND NON-DISCRIMINATION, NOTICE OF NON-DISCRIMINATION ON THE BASIS OF SEX, AND OTHER COMMITMENTS OF NEC**

**A. Policies Against Unlawful Discrimination or Harassment**

Equal opportunity and access are central to NEC's mission. All of NEC's equal opportunity and anti-discrimination rules and regulations, to the extent applicable, protect and apply to students, parents, and guardians who become part of our Preparatory School community. These rules and regulations include NEC's equal opportunity policies, such as the Policy Against Sex Discrimination, anti-discrimination, disability accommodation, service animal, and other civil rights policies.

It is the policy of the Conservatory to maintain a work and academic environment that is free of sexual harassment and discriminatory actions based on sex, race, color, gender, gender identity/expression, age, sexual orientation, religion, ethnic or national origin, ancestry, disability, genetic information, pregnancy and pregnancy-related conditions, veterans' status, membership in uniformed services, or any other protected status under applicable law. Unlawful discrimination and sexual harassment by members of the NEC community, including, without limitation, employees (including administrators, faculty, and staff), students, advisors, vendors, clientele, and contractors and any other party affiliated with NEC will not be tolerated.

Further, any retaliation against an individual who has complained about sexual harassment or unlawful discrimination, or retaliation against individuals for cooperating with an investigation of a complaint of sexual harassment or unlawful discrimination, is similarly unlawful and will not be tolerated. Currently effective versions of policies prohibiting unlawful discrimination and harassment are found on the NEC Website at:

[Equal Opportunity & Anti-Discrimination](#)  
[Diversity & Respect](#)  
[Notice of Non-Discrimination on the Basis of Sex](#)  
[Title IX and NEC's Prohibition on Sex Discrimination](#)

These and other NEC equal opportunity, personnel, and health and safety policies are posted on the NEC website and/or otherwise distributed to members of the NEC community by NEC; they are hereby incorporated into this Handbook to the extent they are relevant to Prep School operations. If students and/or families have questions about the extent to which a Conservatory policy applies on the Prep School level, or about how NEC will respond to issues of potential discrimination, harassment, retaliation, or accommodation requests in the Prep School, please contact NEC's Human Resources or Prep School administration.

The Conservatory will investigate complaints of violations of all of its discrimination and harassment policies and take action upon substantiated violations, including termination of employment, suspension, or expulsion from the Prep School.

Additional Information on Reporting Sex Discrimination

New England Conservatory is committed to maintaining a safe and healthy educational and work environment in which no member of the NEC community is, on the basis of sex, including sexual orientation, sex stereotypes, gender identity or expression, pregnancy or related conditions, or marital or parental status excluded from participation in, denied the benefits of, or subjected to discrimination in any NEC program or activity. NEC does not discriminate on the basis of sex and prohibits sex discrimination in any Conservatory program or activity, including, without limitation, in admission and employment.

Reports of potential sex discrimination involving any member of the Prep community, including sexual harassment, sexual misconduct, and sexual violence, should be reported to the Title IX Coordinator.

Katrina Chapman, Title IX Coordinator

**[katrina.chapman@necmusic.edu](mailto:katrina.chapman@necmusic.edu)**

Phone: **(617) 585-1299**

Additional information concerning NEC's policies against sex discrimination, resources available to members of the community impacted by sex discrimination, including sexual misconduct, how to report a concern, and the processes NEC follows to review allegations of sex discrimination are available on NEC's [website](#). NEC's [Policy Against Sex Discrimination](#) does not preclude application or enforcement of other NEC and/or Prep School policies, and is subject to revision, including throughout the academic year.

**B. Requests for Disability Accommodation**

The Prep School is committed to supporting and sustaining inclusive programs that recognize disability as diversity. This commitment encompasses a prohibition against discrimination and harassment on the basis of disability and also a strong commitment to reviewing requests for disability-related reasonable accommodation. Students/families seeking accommodations should contact the Director of Prep (617-585-1128; [sean.buchsbaum@necmusic.edu](mailto:sean.buchsbaum@necmusic.edu)).

Upon receipt of a request, the Prep School will advise students/families of the next steps. The Prep School may require supporting medical documentation. The Prep School will review the information received in support of a request and engage in an interactive process to explore options for reasonable accommodation. This process may involve reaching out to the medical provider who has submitted the documentation to ask questions or gain additional relevant information. The Prep School may also request additional medical

documentation if needed to evaluate options for reasonable accommodation. After an interactive process, the Prep School will notify the student/family of the decision with regard to the request. If alternative accommodations have been identified, the Prep School may grant the alternative(s) in its discretion. Accommodations, including academic accommodations, may not be applied retroactively. Be sure to contact the Director of Prep as soon as possible.

### **C. Anti-Bullying Policy**

The Prep School will not tolerate bullying in any form. For the purposes of this policy, “bullying” is defined in accordance with state law as “the repeated use by one or more students of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a victim that: (i) causes physical or emotional harm to the victim or damage to the victim’s property; (ii) places the victim in reasonable fear of harm to himself or of damage to his property; (iii) creates a hostile environment at school for the victim; (iv) infringes on the rights of the victim at school; or (v) materially and substantially disrupts the education process or the orderly operation of a school.”

Any member of the Prep community who believes that this policy has been violated should report the incident to the Director of the Prep School (617-585-1128; [sean.buchsbaum@necmusic.edu](mailto:sean.buchsbaum@necmusic.edu)). Upon receipt of a report, the Prep School will promptly review the matter. Bullying, if substantiated, may result in discipline up to, and including, suspension or expulsion.

### **D. Policies Protecting Minors**

Students and families are also protected by (and subject to) NEC policies that protect minors and identify healthy boundaries for serving minor students on campus, including the Healthy Educator Boundaries Policy and the Policy for the Safety & Protection of Minors. NEC also has adopted specific rules and regulations to govern the provision of lessons and coursework to students approved to study at off-campus locations. Parents and guardians, as well as participating faculty, receive letters detailing the specific guidelines applicable to off-campus teaching.

### **E. Healthy Educator Boundaries Policy**

All NEC employees are responsible for creating, modeling, and maintaining healthy, supportive, and appropriate boundaries with students and former students. Employees must be vigilantly aware of this responsibility in all aspects of their interactions with students and former students, being mindful at all times of the importance of their visibility and presence as positive role models. Employees must also be aware of the inherent power differential between employees and students and former students, and must strive at all times to model appropriate behavior to all members of the Prep community. This dynamic, and the need for appropriate and healthy boundaries, is particularly at issue with respect to any Prep employees engaging in private, residential lessons with Prep students.

All sexual or romantic physical contact or communications with students (including text messages and communications by other electronic means) are strictly prohibited. Any reports of sexual and/or romantic relations by an employee with a student will be investigated, and a finding of having engaged in such conduct will result in corrective action, up to and including termination of employment, and/or notification to the appropriate authorities.

While Prep values employees' efforts to connect with students in a positive and healthy manner, even well-intentioned interactions with students can be problematic where they are inherently personal or overly emotional. Communications with students, including text messages and communications by other electronic means, shall be restricted to appropriate Prep-related matters. Employees should refrain from excessive communications with students, and from communications outside of normal school or academic hours. Employees may not take pictures of students or post information about students to social media sites without permission from a parent/guardian. Employees who receive communications from a student which are of an inherently personal or emotional nature should seek guidance and support from the Director of Prep or the Director of Human Resources. Employees may not meet students off-site or off-hours without permission from a parent/guardian. Employees also may not give personal gifts to students without permission from a parent/guardian.

The obligation to maintain appropriate boundaries also extends to employees' interactions with recent graduates and other former students of Prep. Employees should endeavor to be role models to recent graduates and other former students in the same manner as with current students. Any reports of sexual and/or romantic relations by an employee with a former student will be investigated, and a finding of having engaged in such conduct may result in corrective action, up to and including termination of employment and/or notification to the appropriate authorities.

Any violation or suspected violation of this policy must be immediately reported to the Director of Prep or the Director of Human Resources. Moreover, if an employee believes that a current or former Prep student has been placed at risk of harm because of a violation of this policy, the employee is required to report such concern to the Director of Prep or the Director of Human Resources. Employees should also be mindful of their mandatory reporting obligations under Massachusetts law. State law requires professionals whose work brings them in contact with children to notify the Department of Children and Families (DCF) if they suspect that a child is being abused and/or neglected. As set forth in NEC's Policy for the Protection of Minors, Employees must immediately notify the Director of Prep, NEC's Counsel and Director of Compliance, or the Director of Public Safety any suspicion that a child is being abused and/or neglected. NEC's Director of Public Safety, Counsel and Director of Compliance, and/or Director of Prep (or designee) are responsible for making required reports to DCF. Employees also have the option to contact DCF directly. Information about mandatory



reporting obligations can be found online at <https://www.mass.gov/child-abuse-and-neglect>. Employees with questions about this policy or their reporting obligations under this policy should immediately contact the Director of Prep or the Director of Human Resources.

This Policy is subject to revision, including throughout the academic year. The most current version of this Policy can be accessed on ADP and should be consulted by all personnel within the Prep School.

## **F. NEC Policy for the Safety & Protection of Minors**

### **1. Summary Of The Policy And Reasons For The Policy**

New England Conservatory of Music (NEC) engages in a wide range of academic, recreational, and service programs that bring minors (that is, individuals under the age of 18) into close interaction with NEC personnel, students, or other representatives. This includes the minors who participate in NEC's Preparatory School and activities, both on and off campus.

NEC is committed to safeguarding minors on its campus and in its programs. Protection of minors from child abuse or neglect is a requirement of Massachusetts law, under certain circumstances described below. Beyond legal obligations, NEC is strongly committed to safeguarding the welfare of minors who are using our facilities or who are involved with our programs and offerings. Every adult within the NEC community shares this responsibility. Members of the NEC community who interact with minors as part of their job responsibilities in any capacity are expected to foster and maintain an appropriate and secure environment for minors.

To ensure a safe environment for NEC programs involving minors, all members of our community, including, without limitation, all faculty and staff employed by the College and Preparatory School have a duty to:

- Report suspected child abuse and neglect, in accordance with Massachusetts law (Massachusetts General Laws, Chapter 119, Section 51A) (see Sections II-III of this Policy);
- Recognize that all NEC employees are mandated reporters under this law and must meet certain responsibilities (see Sections II-IV of this Policy).
- Immediately report suspected child abuse or neglect to the attention of NEC's Designated Agents, even if the individual is not a mandated reporter under the law (see Sections II-III of this Policy).
- Review and know the provisions of this Policy, including knowing who serves as the Conservatory's "Designated Agents" for purposes of child abuse and neglect reports and when to report

concerns to these designated agents (see Sections II-III of this Policy);

- Cooperate in background and reference checking, investigations, and training initiatives as needed and required by NEC to ensure safe practice and comply with applicable law (see Section IV of this Policy); and
- Comply scrupulously with the minimum guidelines and good practices for interacting with minors that are set forth in this Policy (see Section IV of this Policy).

This Policy applies to any NEC program (including, without limitation any class, lesson, ensemble, lecture, or workshop), event, or activity that includes participants who are minors, when offered by an academic or administrative department of NEC or recognized student organization and without regard to whether the event or program is held on or off campus. This Policy also encompasses events or programs sponsored by non-NEC organizations using campus facilities, including NEC events or programs facilitated by a third-party contractor. NEC is defined to include the College, Preparatory School, and Continuing Education.

This Policy may be modified or updated at NEC's discretion, without prior notice, to incorporate changes to the law or evolving best practices in the protection of children and campus communities. The currently-effective and authoritative version of this Policy will be posted on ADP (employees) and in the Student Handbook at <https://necmusic.edu/student-handbook> and is the version that should be consulted if an NEC representative needs further information.

## 2. Definitions

- a. **Child or Minor:** These terms refer to an individual under the age of 18.
- b. **Caretaker:** This includes a child's parent, step-parent, guardian, grandparent, teacher, babysitter, coach, school bus driver, camp counselor, or any other person entrusted with the responsibility for a child's health and welfare. In this Policy, "parent," "guardian," or "caretaker" may be used interchangeably to signify a person entrusted with responsibility for the child's health and welfare.
- c. **Child Abuse:** This is defined by law (and for purposes of this Policy) as the non-accidental commission of any act by a caretaker upon a child which causes or creates a substantial risk of physical or emotional injury; or the commission of a sex offense against a child as defined by the criminal laws of the Commonwealth of Massachusetts; or any sexual contact between a caretaker and a child. This definition is not dependent upon the

- location where conduct occurs (for example, abuse can occur in an out-of-home or in-home setting).
- d. **Child Neglect**: This is defined by law (and for purposes of this Policy) as the failure by a caretaker, either deliberately or through negligence or inability, to take those actions necessary to provide a child with minimally adequate food, clothing, shelter, medical care, supervision, emotional stability and growth, or other essential care. However, such inability cannot be due solely to inadequate economic resources or due solely to the existence of a handicapping condition. This definition also is not dependent upon location (for example, abuse can occur in an out of-home or in-home setting).
  - e. **Massachusetts Department of Children and Families (DCF)**: This is the Massachusetts agency charged with responsibility for protecting children from Child Abuse and Neglect.
  - f. **Designated Agent**: A "Designated Agent" is the individual(s) at a private educational institution who can receive and act upon reports about suspected Child Abuse or Neglect from mandated reporters. A Designated Agent is then responsible for reporting suspected Child Abuse or Neglect to DCF.
  - g. **Mandated Reporters**: "Mandated Reporters" are individuals who regularly come into contact with children as part of their profession. These professionals include, but are not limited to, teachers, educational administrators, police officers, physicians, nurses, medical treatment providers, social workers, preschool and after-school program staff, child-care providers, clergy, and guidance or family counselors. Additional information on who is considered a mandated reporter and what they are required to do under Massachusetts law is available on the Commonwealth of Massachusetts website at the following link:  
<https://www.mass.gov/service-details/reporting-alleged-child-abuse-or-neglect-filing-a-51a-report>. All NEC employees constitute mandated reporters for purposes of this Policy.
  - h. **Individuals and Organizations Subject to this Policy**: This Policy applies to all offices, departments, and other units of NEC, including the College, Preparatory School, and Continuing Education; all NEC employees, faculty, students, volunteers, and agents; all non-NEC organizations that operate programs that include minors on behalf of NEC or within NEC facilities pursuant to

facilities use agreements; and all contractors, including independent contractors, and workers employed on campus through service vendors.

### **3. Reporting and Responding to Reports - Q&A**

#### **a. What are the Core Requirements of Massachusetts Law?**

The General Laws of the Commonwealth of Massachusetts for the Care and Protection of Children (Chapter 119, Section 51A (a)) provides for a system of mandatory – and immediate – oral and written reporting of suspected child abuse or neglect. This report is made to the Massachusetts Department of Children and Families ("DCF"). Specifically, this law provides that:

*A mandated reporter who, in his professional capacity, has reasonable cause to believe that a child is suffering physical or emotional injury resulting from: (i) abuse inflicted upon him which causes harm or substantial risk of harm to the child's health or welfare, including sexual abuse;*

*(ii) neglect, including malnutrition; or*

*(iii) physical dependence upon an addictive[e drug at birth, shall immediately communicate with the department ["DCF"] orally and, within 48 hours, shall file a written report [commonly termed a "51A Report"] with the department detailing the suspected abuse or neglect. (underlining and bracketing has been added).*

#### **b. Who Is A "Mandated Reporter" and How Is A Report Made at NEC?**

##### **i. Mandated Reporter**

The law provides that a wide variety of employees within any given organization are *mandated* by law to provide both an immediate oral and subsequent written 51A Report. That is to say, they are "mandated reporters." Because minors enter the NEC campus to attend the Preparatory School and College, and because of the broad language of the law, every employee of NEC (whether faculty, staff, or volunteer) is a "mandated reporter" under Massachusetts law.

Massachusetts law requires a report to be made when the mandated reporter has "*reasonable cause to believe*" that a child is being or has been

abused or neglected in some way. This does not require the reporter to provide conclusive proof that abuse or neglect has occurred. Educators and other school personnel are neither expected to be, nor should they act as, investigators. The benefit of the doubt is always given to the child. Waiting for conclusive proof may put a child at further risk. When in doubt, make a report in the manner described below.

Failure to make a mandated report to DCF can result in criminal penalties. By contrast, the law offers substantial protections for those who make such a report. Filing a mandated oral and written report in good faith protects the reporter from civil and criminal action even if the report is deemed unfounded after investigation. Retaliation (adverse action) against a member of our community for filing a mandated oral and written report in good faith is also prohibited.

**ii. Making A Report**

Massachusetts law allows reporters who are members of public or private medical or educational institutions to notify a "designated agent" at the institution -- who then becomes responsible for notifying DCF in the manner required. NEC has authorized the following individuals to serve as NEC's "Designated Agents" to receive reports of child abuse or neglect from mandated reporters of NEC. Depending upon the circumstances, a mandated reporter may choose to communicate with any one of these Designated Agents:

Counsel and Director of Compliance:  
617-585-1299 or [katrina.chapman@necmusic.edu](mailto:katrina.chapman@necmusic.edu)

Director of the Preparatory School:  
617-585-1128 or [sean.buchsbaum@necmusic.edu](mailto:sean.buchsbaum@necmusic.edu)

Senior Director of Programs Operations and Enrollment: 617-585-1138 or  
[christine.cestari@necmusic.edu](mailto:christine.cestari@necmusic.edu)

Director of Public Safety:

617-585-1130 or [eric.schiazza@necmusic.edu](mailto:eric.schiazza@necmusic.edu)

**If you are a mandated reporter, and you witness abuse or neglect of a minor, a minor discloses to you that they are the victim of abuse or neglect, or you have reasonable cause to believe that such abuse or neglect is taking (or has taken) place, you should report the incident or suspicion immediately to one of the Designated Agents above.** NEC will review the information you provide and file a report with DCF (or assist you in contacting DCF and filing) in compliance with law.

NEC's Designated Agents take this responsibility very seriously and are prepared to assist individuals who are mandated reporters – or who witness situations of concern – in assessing situations and making reports. NEC employees should never hesitate to contact NEC's Designated Agents with concerns or if they believe information may need to be reported.

**c. What Do You Do If You Are Not A Mandated Reporter?**

In the interest of providing maximum protection for children on campus at the Conservatory, NEC expects every person, including those who are not mandated reporters, to make a report to NEC's Designated Agents if any person has reasonable cause to believe that a minor is, or has been, the victim of abuse and/or neglect (whether by an NEC community member or by someone outside NEC).

**d. If a Report is Made, What Must be Reported?**

When a mandated reporter contacts an NEC Designated Agent about suspected abuse or neglect, the reporter may be asked to provide any or all of the following information (if known):

- *The names and addresses of the child and the child's parents or other person responsible for the child's care, if known*
- *The child's age and sex*
- *The nature and extent of the child's injuries, abuse, maltreatment, or neglect, including any*

*evidence of prior injuries, abuse, maltreatment, or neglect*

- *The circumstances under which the person reporting first became aware of the child's injuries, abuse, maltreatment, or neglect*
- *Whatever action, if any, was taken to treat, shelter, or otherwise assist the child*
- *The name of the person or persons making the report (required for mandated reporters, but may be optional for non-mandated reporters)*
- *The identity of the person or persons responsible for the neglect or injuries if suspected or known*
- *Any other information that the person reporting believes might be helpful in establishing the cause of the injuries*
- *Other information required by the DCF (if known): whether the child seems afraid to go home, names and ages of siblings, if they have similar injuries or signs of abuse or neglect, etc.*

If you do not have all of this information, you should nevertheless make a report. Do not wait to obtain more information; report immediately.

**e. What Does NEC Do When It Receives A Report?**

When NEC receives a report of suspected abuse or neglect, it must, under the law, (i) notify DCF of the report by telephone, and then (ii) complete and file with DCF, within 48 hours, a 51A form, which is an agency form that details the information provided by the mandated reporter regarding their reasonable belief that a child is suffering from abuse or neglect. NEC may conduct its own investigation where the accused is a member of the NEC community or where circumstances otherwise warrant (see Part II.H of this Policy). NEC will coordinate any such investigation with DCF and law enforcement agencies as necessary, and will cooperate with the authorities concerning the gathering of information when a civil or criminal investigation is being conducted (including postponing and/or suspending an NEC investigation while a criminal investigation is underway if necessary).

**f. When and How Does NEC Contact The Parents or Guardians of a Child?**

When any suspected abuse or report of abuse is filed by NEC with DCF, NEC will also notify parents or guardians of any child involved in the report (this

includes not only the parents or guardians of the alleged victim but also the parents or guardians of any minor who may be accused). The only exception to this requirement arises if the alleged abuse or neglect involves the parents or guardians themselves. If there is any doubt about whether the parents/guardians should be notified, NEC's Designated Agents will determine the appropriate course of action.

Reports to parents or guardians must be made by NEC's Designated Agents, not by individual mandated reporters, because NEC is responsible for notifying, memorializing, and/or coordinating with DCF regarding communications to parents or guardians. Such notifications must be made as soon as possible and take into consideration the best interests of the child.

**g. What About An Emergency? What Are Interim Safety Measures To Protect The Child?**

In the case of imminent danger to a child, to others at NEC, to NEC property, or to NEC personnel responsible for a child, NEC Public Safety should be contacted immediately at 617-585-177 or extension 1777 from any campus phone. This may be an emergency situation. A community member witnessing or learning of a situation that may present imminent danger to a child may also call 9-1-1. When receiving such a report, NEC Public Safety will evaluate reasonable steps necessary to prevent any further harm to the child, pending notification of DCF and investigation of a report. The safety and well-being of the child is the key consideration when deciding whether and which interim safety measure(s) should be initiated. NEC will coordinate with DCF when implementing any emergency measures.

**h. How and When Are Reports Investigated by NEC?**

If the person allegedly committing (or having committed) the abuse is (or was previously) associated with NEC (including, without limitation, a staff member, faculty member, employee, volunteer, student, contractor, or other person affiliated with NEC) or if the abuse or neglect is being, or was committed on campus property, NEC will not only make a report to DCF through its Designated Agents but will also (i) promptly address whether interim or other protective employment actions need to be taken to protect the child or other individuals on campus; and (ii) investigate the allegations under its own policies. Any individuals reported to have engaged in abuse under this Policy may be temporarily removed from classes or campus pending investigation and resolution of such a report. Substantiated misconduct by an



employee, student, other NEC representative, or contractor under this Policy may form the basis for discipline, expulsion, termination of business relationship, or dismissal from employment, as well as reports to law enforcement.

NEC will coordinate any investigation with DCF and law enforcement agencies as necessary, will cooperate with authorities, and will conduct investigations and interviews with children consistent with applicable law. NEC values the privacy of individuals involved in the reporting, investigation, and/or resolution of matters subject to this Policy and will seek to maintain the confidentiality of participants in an NEC investigation to the extent practicable under the circumstances and in accordance with its obligations under law.

#### **4. Prevention, Good Practices & Education**

##### **a. Background and Reference Checking**

All faculty, staff, students, volunteers, and other members of the NEC community who may have direct and unmonitored contact with children in the course of their employment or service activity will be required to undergo reference and background checks, including review of criminal and sexual offender records.

Background checking is also required in the case of contractors (i.e., photographers, van drivers, and caterers) who provide services to NEC during functions or activities in which the contractor may have direct and unmonitored access to minors. Contractors providing contract services to NEC functions or operations, where employees of the contractor may have direct and unmonitored access to minors must attest that a background check was completed on any worker sent by the contractor to provide said services. When NEC enters into a contractual relationship with an outside organization where that organization will be bringing minor children onto NEC property, such organizations must also attest beforehand that the adults accompanying the minors have undergone the appropriate background and criminal record checks.

The same requirement exists for NEC students working (including, without limitation, on a paid or volunteer basis or as part of an NEC course) either on or off campus with minors affiliated with NEC (i.e., in recruiting, tutoring and mentoring programs, community service projects, or other activities that involve children). Student volunteers participating in short-term orientation or recruitment activities with older (high school-aged)

students (admissions, athletics, pre-orientation groups, etc.) will not be required to undergo a criminal background check but will receive training.

NEC reserves the right to conduct background screening any time after employment, volunteer or other service by students or others has begun. Any misrepresentations, falsifications, or material omissions in the information provided by an individual subject to a check, whenever discovered, may result in corrective or disciplinary action, up to, and including, disqualification from, or termination of employment or volunteer service, and in the case of students suspension or expulsion from NEC.

**b. Program and Event Registration and Approval Requirements**

In order to assure that programs and events are properly monitored by NEC for compliance with the background checking and other protective requirements of this Policy, program directors, chairs, faculty members, and all other NEC representatives who plan, supervise, or operate on or off-site programs or events involving children under the auspices of NEC must secure prior written approval of such programs or events from the Office of Human Resources or other designated office. They must also maintain documentation that all individuals working in such programs or events, either as employees or volunteers, have been appropriately background-checked as set forth in this Policy.

**c. Guidelines and Good Practices for Interactions with Minors**

NEC representatives (including faculty, staff, employees, students, and volunteers acting on behalf of NEC) strive to inspire and motivate those with whom they interact; this means that, first and foremost, NEC representatives must be aware of the responsibilities that accompany this work. The key safety concepts that should apply to all interactions with minors and their parents or guardians are *professionalism*, *respect*, and *transparency*.

To this end, these conduct guidelines and good practices should be followed:

- i. When interacting with minors, members of the NEC community should be aware of the vulnerability of minors and themselves in such interactions and should be particularly aware of the importance of maintaining appropriate physical, emotional, and sexual boundaries in such interactions. Members of the NEC community must not engage in any covert or overt sexual behaviors with minors, including any type of seductive communication, gestures, joking behavior, depictions, or physical or virtual contact that exploits, abuses, or harasses.

- ii. Physical contact with minors can be misconstrued both by the recipient and also by those who observe it. It should occur only when nonsexual and otherwise appropriate to the context. Members of the NEC community must, before touching another person, especially a minor, be aware of how physical touch can be perceived or received and use prudent discretion in determining whether physical contact is an appropriate expression of greeting, care, concern, instruction, or celebration. In the context of lessons or classroom interactions that permit or require physical touch, it is always a good practice to ask the student whether you may touch them before doing so.
- iii. Although at times limit-setting with minors may be necessary for safety reasons, members of the NEC community and volunteers are prohibited at all times from physically disciplining a child. Similarly, speech, gestures, or other behaviors that are bullying, demeaning, belittling hurtful, or meant to embarrass are never appropriate. It is never appropriate to make gratuitous reference to a minor's physical development or appearance.
- iv. One-on-one meetings (in-person or virtual) with a minor should be avoided but, if necessary, should be held in a public area, in a room where the interaction can be (or is being) observed or in a room with the door left open. In such circumstances, a supervisor or another member of the NEC community should be notified about the meeting at the same time it occurs. Preparatory School faculty approved to teach students from their homes are subject to these expectations and must offer a parent/legal guardian or an adult designated by a parent/legal guardian the opportunity to be present for a private at-home lesson, whether in person or virtually.
- v. It is highly recommended that at least two unrelated adults who have had the appropriate background and criminal record checks should be with minors at any given time. Care should be taken to avoid or minimize situations in which individual minors are alone with a single adult. This rule includes all transportation to/from activities, accompanying a child to the bathroom, and giving a minor a ride home.
- vi. Programs and activities involving minors on or off NEC/s campus should also be held during business hours and, where feasible, in open and well-illuminated areas that are easy to access and monitor.
- vii. When interacting with minors, NEC representatives should never be in possession of or using illegal drugs, and use of

- tobacco or alcohol is also prohibited. Members of the NEC community are prohibited from providing a minor with alcohol, drugs, tobacco products, inappropriate videos, inappropriate reading material, pornography, weapons of any kind, or other such items.
- viii. Members of the NEC community should not accept gifts from or give gifts to minors without the knowledge of their parents/legal guardians.
  - ix. Communication with minors is only allowed for the purpose of conducting official business or otherwise furthering program-related objectives. Communication outside the role of the professional or volunteer relationship (such as teacher, administrator, mentor) is prohibited. Any electronic communications with minors (including emails and text-messaging) should be copied to their parents or guardians and, to the extent possible, should use an nec.edu email address. Electronic communication that takes place over the NEC network or platform is subject to periodic monitoring. Should any communications occur that the minor or student identifies as private, copies of all such exchanges must be retained.
  - x. Members of the NEC community should not exchange social media account information with minors, should not communicate with minors using social media except with prior written approval of NEC's Office of Human Resources, and should not post anything on social media (including photographs, videos, or comments) that personally identifies a minor or student.
  - xi. Members of the NEC community may never photograph, film, or record a minor without the prior, written consent of the minor's parent or guardian.
  - xii. All members of the NEC community must comply strictly with NEC's Title IX, gender-based misconduct, anti-discrimination, and other conduct policies in their dealings with minors as well as with other community members (in addition to complying with the requirements of this Policy).
  - xiii. Members of the NEC community who serve as mandated reporters or interact with minors are also subject to, and agree to comply with, the background checking and other screening requirements of this Policy, and they also agree to participate in periodic training as directed by NEC.

**d. Education Programs**

For any child abuse prevention policy to be effective, the people implementing the policy and providing services to minor children must have adequate education and training. Administrators,

faculty, staff, employees, students, and volunteers who work on campus with minors will be required to participate in periodic child abuse prevention education, which will be scheduled at appropriate intervals by NEC. The Office of Human Resources will maintain a record of NEC employees and staff who are required to complete and have completed such training. Any required training of College students who will interact with minors will be coordinated through the Dean of Students' office or other relevant department. No NEC community member subject to mandatory training requirements will be allowed unsupervised access to children until such training is accomplished.

## **5. CONTACT INFORMATION FOR DESIGNATED AGENTS AND QUESTIONS**

### **a. NEC Contact Information for Questions**

Questions about this policy should be directed to:

- Katrina Chapman, Counsel and Director of Compliance, 617-585-1299 or [Katrina.chapman@necmusic.edu](mailto:Katrina.chapman@necmusic.edu)
- Eric Schiazza, Director of Public Safety, 617-585-1130 or [Eric.Schiazza@necmusic.edu](mailto:Eric.Schiazza@necmusic.edu).

### **b. Designated Agents for Reports Under this Policy**

Counsel and Director of Compliance:

617-585-1299 or [katrina.chapman@necmusic.edu](mailto:katrina.chapman@necmusic.edu)

Director of the Preparatory School:

617-585-1128 or [sean.buchsbaum@necmusic.edu](mailto:sean.buchsbaum@necmusic.edu)

Senior Director of Programs Operations and Enrollment:

617-585-1138 or [christine.cestari@necmusic.edu](mailto:christine.cestari@necmusic.edu)

Director of Public Safety:

617-585-1130 or [eric.schiazza@necmusic.edu](mailto:eric.schiazza@necmusic.edu)

### **c. Emergency Situations**

Please report immediately to NEC Public Safety at 617-585-1777 or extension 1777 from any campus phone or to law enforcement by dialing 9-1-1.

### **d. State Agency Contact Information**

The Massachusetts Department of Children and Families (DCF) and other child protective services can be contacted at the following numbers:

- Child-at-Risk Hotline (24 hours) 1-800-792-5200

- DCF Central Administrative Office (617) 748-2000
- Boston Area DCF Office:
  - Harbor Area Office
  - 80 Everett Avenue, Suite 300
  - Chelsea, MA 02150
  - (617) 660-3400
  - fax (617) 884-0215

This Policy is subject to revision, including throughout the academic year. The most current version of this Policy can be accessed on ADP and should be consulted by all personnel at the Prep School. Remember: this is not only NEC's legal obligation but also represents a profound commitment to our community.