

MILTON ACADEMY



2010–2011
MIDDLE SCHOOL
STUDENT HANDBOOK

| | |
|--|-----------|
| I. Middle School Calendar, 2010–2011 | 2 |
| II. Welcome | 3 |
| Milton Academy Mission | |
| Middle School Common Purpose | |
| III. Communication | 5 |
| Phone Numbers | |
| Change of Contact Information | |
| Cancellation of School | |
| Contacting Teachers and Students | |
| Emergency Communications | |
| IV. A Day in the Life | 8 |
| Start Time | |
| Morning Assembly | |
| Academic Day/Homework | |
| Assessment Policy | |
| Activities | |
| Athletics | |
| Drama | |
| Community Service | |
| Dismissal | |
| After School | |
| Grade 8 Privilege | |
| V. How the School Works | 14 |
| Advising of Students | |
| Academic Support | |
| Academic Warning | |
| Promotional Requirements | |
| Bookstore | |
| Calendar | |
| Computers | |
| Computer Lab Rules | |
| Cox Library | |
| Field Trips and Special Performances | |
| Health and Counseling Center Services | |
| Incidental Accounts | |
| Late and Incomplete Work | |
| Personal Property | |
| Reporting on Student Performance | |
| Snack Bar | |
| Socials | |
| Student Directory | |
| Student-Teacher Conference Sessions | |
| Testing | |
| Vacations | |
| VI. Standards, Rules and Expectations | 20 |
| Essential Expectations | |
| Other School Rules | |
| Class Attendance | |
| Computing and Network Policies and Regulations | |
| On the Web | |
| Standards of the Independent School League | |
| Weekend Activities | |
| Hosting Milton students | |
| VII. Parents' Resources | 29 |
| Parents' Association | |
| Frequently Asked Questions | |
| Campus Map | |

**TABLE OF
CONTENTS**

MIDDLE SCHOOL CALENDAR

Milton Academy Middle School Calendar 2010–2011

September

| | | | |
|----|-------|-------------------|---|
| 10 | Fri | 9 a.m.–11:30 a.m. | Orientation for Grades 6–8 |
| 13 | Mon | 8 a.m. | Grades 6–8 classes begin |
| | | 2:15 p.m. | Middle School fall athletics begin |
| 23 | Thurs | 6 p.m. | Grade 6 curriculum night (parents only) |

October

| | | | |
|----|-----|---------|---|
| 11 | Mon | All Day | Columbus Day (no school, K–12) |
| 15 | Fri | All Day | Grade 6 conferences Grade 7 and Grade 8 Parents' Day |
| 25 | Mon | All Day | Mid-Fall Weekend (no school, K–12) |

November

| | | | |
|-------|---------|-----------|--------------------------------------|
| 15–19 | Mon–Fri | All Week | Grades 6–8 “Mud Week” – no athletics |
| 23 | Tues | 3 p.m. | Thanksgiving holiday begins |
| 30 | Tues | 8 a.m. | Classes resume; Tuesday schedule |
| | | 2:15 p.m. | Middle School winter athletics begin |

December

| | | | |
|------|---------|---------|--|
| 6–10 | Mon–Fri | All Day | Middle School Exams |
| 16 | Thurs | 12 p.m. | School closes for winter break (No After School Program for Grades 6–8) |

January

| | | | |
|----|------|---------|---|
| 4 | Tues | 8 a.m. | Classes resume |
| 17 | Mon | All Day | Martin Luther King Day (no school, K–12) |
| 31 | Mon | All Day | Grades 6–8 Faculty Work Day (no school for 6–8) |

February

| | | | |
|----|-------|---------|-----------------------------------|
| 3 | Thurs | All Day | Grades 6–8 Semester II begins |
| 21 | Mon | All Day | Presidents' Day (no school, K–12) |
| 23 | Wed | 7 p.m. | Grade 8 course planning |

March

| | | | |
|-----|----------|-----------|--|
| 1–4 | Tues–Fri | All Week | Grades 6–8 “Mud Week” – no athletics |
| 10 | Thurs | 3 p.m. | Spring vacation begins (No After School Program for Grades 6–8) |
| 29 | Tues | 8 a.m. | Classes resume; Tuesday schedule |
| | | 2:15 p.m. | Middle School spring athletics begin |

April

| | | | |
|----|-----|---------|---|
| 18 | Mon | All Day | Patriots' Day (no school, K–8) (Upper School in session) |
|----|-----|---------|---|

May

| | | | |
|----|------|----------------|---------------------------------|
| 13 | Fri | 8 a.m.–12 p.m. | K–8 Grandfriends' Day |
| 30 | Mon | All Day | Memorial Day (no school, K–12) |
| 31 | Tues | 8 a.m. | Classes resume; Monday schedule |

June

| | | | |
|---|-----|----------------|------------------------|
| 8 | Wed | 8 a.m.–12 p.m. | K–8 last day of school |
|---|-----|----------------|------------------------|

At the start of vacations, students are expected to remain in school until time of dismissal. Please allow at least three hours between dismissal time and the time of your airline reservation.

Other Important Dates

| | |
|-------------|--------------|
| Yom Kippur | September 18 |
| Passover | April 19 |
| Good Friday | April 22 |
| Easter | April 24 |

For expanded and up-to-date calendar information throughout the year, go to www.milton.edu/K8/news/K8_calendar.cfm



Milton Academy Mission

Middle School Common Purpose



WELCOME



Welcome

Welcome to the Middle School at Milton Academy for students in Grades 6, 7 and 8. In Ware Hall, Middle School students transitioning between elementary school and high school find a supportive environment, teachers dedicated to this age group, and opportunities to try new activities. Our community is close-knit: Teachers, coaches, advisors and administrators know the students well and encourage them to take increasing responsibility for their learning and for their emerging moral code. We expect our students to “Dare to be true.”

This *Middle School Student Handbook* includes information about the Middle School program. The Handbook should be both a reference and a guide for you. As a reference, it should provide answers when questions arise. As a guide, it should provide the School’s expectations and the names of the people who help students with their lives at School. We have high expectations for Middle School students. We assume that Milton students are capable and motivated to do their best; we also understand that young people need adults who trust them and support them. So students, don’t worry if you forget or make a mistake; you are here to learn, and we are here to help you.

Please read the *Handbook* carefully, and ask questions of your advisors about anything that seems confusing.

Milton Academy Mission

Milton Academy cultivates in its students a passion for learning and a respect for others. Embracing diversity and the pursuit of excellence, we create a community in which individuals develop competence, confidence and character. Our active learning environment, in and out of the classroom, develops creative and critical thinkers, unafraid to express their ideas, prepared to seek meaningful success and to live by our motto, “Dare to be true.”

Middle School Common Purpose

The Milton Academy Middle School provides a challenging academic program in a safe environment dedicated to the developmental needs of Middle School students. Our faculty work together to create a community that supports our young adolescents as they experience significant intellectual, social, emotional and physical change. We foster respect for self and others, appreciation of difference and responsibility for one’s actions. Our core group of teachers and small class sizes promote cooperation and collaboration. Students engage in both traditional and innovative activities that encourage them to develop strong habits of mind. Middle School students participate in a rigorous, integrated curriculum and inclusive arts and athletics programs to prepare them for success in the Upper School and, ultimately, in a diverse and complex world.



- Phone Numbers
- Change of Contact Information
- Cancellation of School
- Contacting Faculty and Students
- Emergency Communications

Phone Numbers

| | |
|---|----------------|
| Milton Academy Switchboard | 617-898-1798 |
| Todd Bland, Head of School | 898-2200 |
| Marshall Carter, K–8 Principal | 898-2550 |
| Rosalie Tashjian, K–8 Assistant Principal | 898-2515 |
| Gretchen Larkin, K–8 Curriculum Coordinator | 898-2338 |
| Will Crissman, Middle School Dean | 898-2322 |
| Eleza Kort, Grade 8 Dean | 898-2206 |
| Sue Austin, Grade 7 Dean | 898-2547 |
| Corey Simonson, Grade 6 Dean | 898-2529 |
| Sue Landau, Middle School Athletic Director | 898-2558 |
| Nicci King, Middle School Counselor | 898-2559 |
| Krista Demas, Academic Skills Center | 898-2298 |
| Jacqui Pennini, Middle School Office | 898-2368 |
| Health Services | 898-2450/51/56 |
| Nurse's Beeper Number | 617-473-1431 |
| Campus Safety | 898-2911 |
| Middle School Fax | 898-2505 |

Change of Contact Information

Please send all changes of family contact information to Milton Academy via mail, email or voice-mail, using the following addresses:

1. Mail: Address Updates
c/o ATS Department
Milton Academy
170 Centre Street
Milton, MA 02186
2. Email: Address_Update@Milton.edu
3. Voicemail: 617-898-2929

Cancellation of School

In the event that School is cancelled or delayed because of weather conditions, students and faculty may learn of this decision by checking the Milton Web site, calling the School switchboard beginning at 6 a.m., or by listening to the following radio and TV stations: WBZ 1030 AM and WCVB-TV5.

Contacting Faculty and Students

Messages

For emergency student messages during the day, telephone the Middle School office at 617-898-2368; we will post the messages for students. All teachers have voice mailboxes, which you can access through the School switchboard (617-898-1798). Feel free to email teachers, using the following address format: first name_last name@milton.edu.

Mail

Send faculty mail to 170 Centre Street, Milton, MA 02186, where it will be delivered to the faculty member's mailbox.

Telephone

The School's main number reaches an automated system which offers certain access information. If you know the telephone number of the faculty or staff member you would like to reach, you may dial that number directly. An emergency phone number, 617-898-2911, is answered 24 hours a day.

Emergency Communications

To contact Campus Safety in case of emergency, dial 2911 from any campus telephone, or dial 617-898-2911 from any other telephone. Calls to this number will be answered by a Campus

Safety Officer 24 hours a day.

Dial 911 from any campus telephone to reach outside emergency services. Dialing “7” first is not necessary when contacting outside emergency services. If a situation merits a 911 call, please call Milton Academy Campus Safety as well.

In the case of a national, state or local emergency, the School will communicate with parents through email, messages on the School’s main telephone number (617-898-1798), Web site announcements, and radio and television announcements. The School will also use Alert-Now, an emergency notification system, which provides the ability to send voice messages to students and their families instantaneously in the event of a School-wide emergency. In the event of a national, state or local emergency, family and friends should not call the Campus Safety extension, as that line should be kept as free as possible for on-campus communication.





A DAY IN THE LIFE

Start Time

Morning Assembly

Academic Day/Homework

Assessment Policy

Activities

Athletics

Drama

Community Service

Dismissal

After School

Grade 8 Privilege

Start Time

Middle School starts at 8 a.m. Families who drive should plan to arrive before 8 a.m., so that students may be seated in advisory groups or in the assembly room promptly at 8 a.m. If a student will be late or absent, the parent must call Jacqui Pennini in the Middle School office at 617-898-2368.

Morning Assembly

Monday and Friday:

Students in Grades 6, 7, and 8 meet in the Middle School meeting room for morning assemblies. Announcements, performances and schedule changes are presented at this time. Late students may miss important information.

Tuesday and Thursday:

Students will meet in their advisory or homeroom groups. Arriving late may lead to detention.

Wednesday:

Students will participate in grade level meetings.

Academic Day/Homework

During the Middle School years, students gain independence and responsibility. We expect students to become accustomed to working with teachers who have different teaching styles, expectations and homework policies. The academic experience balances independent and group work, where each student is expected to do a fair share. Cheating, plagiarism or copying another student's work violates Milton Academy standards and we will refer students who transgress in these ways to the respective grade level dean for the appropriate disciplinary response.

Students attend classes in mathematics, English, world cultures, and science in Grades 6, 7 and 8, and foreign language in Grades 7 and 8. These are sometimes called the "homework courses." Students should expect 25 to 45 minutes of homework for each class meeting depending on the grade level. Students work at various speeds, so this time expectation is an approximation. Students may complete assignments in less time, but we expect students to put forth their best effort every day. A student who completes a homework assignment quickly is expected to review course material. If a student is having difficulty completing assignments, we encourage him or her to talk with a teacher or advisor so we can arrange for appropriate support strategies.

In addition to the "homework courses," students in Grades 7 and 8 take a semester course in the visual arts, a semester course in the performing arts, and a yearlong course in music. Students in Grade 6 take a yearlong course in music, visual art, performing arts, and technology skills.

Assessment Policy

The Middle School faculty are committed to ensuring students learn the process of time management when preparing for assessments. Teachers will post any assessment on the online calendar that students may access by First Class. Considering the developmental stages of our students, we will adhere to the following assessment policies:

Grade 6 - one test or paper and one quiz on any given day

Grade 7 - two assessments on any given day during the first semester

- two tests or papers and one ten-minute quiz on any given day during the second semester

Grade 8 - two tests or papers and one ten-minute quiz on any given day throughout the year

Teachers reserve the right to give a pop quiz (ten minutes long), which does not require advance preparation.

A DAY IN
THE LIFE

IV

Activities

Activity periods are fifth and/or sixth period on Wednesday for Grades 6, 7 and 8. Each student chooses an activity in September and another at the end of January. Over the years, activities have included community service, speech team, jazz combo, chess club, weight training, knitting club, newspaper, yearbook and outdoor club. Students may change activities at semester breaks.

Athletics

We believe that participating on a team sport is an important part of a student's development at the middle school level. The fundamental purpose of Milton Academy's Middle School Athletics program is to provide opportunities for each student to acquire, develop and improve skills in a variety of athletic areas. Our objectives include fostering a life-long appreciation for physical activity and providing a safe environment where students are able to have a fun and rewarding experience. Through our athletic program, Middle School students make friends, develop skills, compete against other teams, learn the value of teamwork and sportsmanship, experience leadership, and represent the School.

ATHLETIC REQUIREMENT

All Middle School students are required to participate in interscholastic athletics for two seasons. Students may choose a third season of athletics or a season of performing arts for their third season. Grade 6 students participate in athletics in the fall season to meet new friends and to get to know their classmates. Many of our exceptional athletes compete on club teams within their local communities outside of school to further develop their athletic abilities.

SPORTS OFFERED

Fall: Boys' Soccer, Girls' Soccer, Co-ed Cross Country, Field Hockey, Football

Winter: Boys' Basketball, Girls' Basketball, Co-ed Ice Hockey, Co-ed Squash, Co-ed Swimming, Volleyball

Spring: Boys' Lacrosse, Girls' Lacrosse, Baseball, Softball, Co-ed Track, Boys' Tennis, Girls' Tennis

FOOTBALL, ICE HOCKEY, AND BOYS' LACROSSE

We offer three contact sports: football, coed ice hockey and boys' lacrosse. Given the physical nature of these sports, we ask our coaches to use their discretion when assigning playing time. Safety is our top priority; therefore, there may be games in which your son or daughter does not participate or receives minimal playing time. In our other sports offered, we place more equity on playing time. For a sixth grader to be allowed to play football, we require previous experience and/or permission from the athletic director. All students who wish to play ice hockey must have previous hockey experience and their own equipment. No previous experience is necessary for boys' lacrosse.

DAILY SCHEDULE AND GAME DAYS

Athletics will begin after school on Monday, September 13, 2010. On Mondays, Tuesdays, and Thursdays throughout the year, practice is scheduled from 2:15-3:45 pm. Wednesdays and Fridays are game days. If a team does not have a scheduled game on a Wednesday, it will have practice from 1:30-2:30 and on Fridays from 2:15-3:45. Students are expected to bring to school the clothing and equipment they will need for athletic practice and games.

GAME DAY INFORMATION/GAME SCHEDULES/CANCELLATIONS

Please visit our Middle School athletic website at www.milton.edu/K8/athletics for all game day information. This Web site is updated daily, as some games are cancelled, added and changed. A PDF printable file is posted each Friday for the following week's games. On this file you will find your son or daughter's team, the time and location of the game, the field/court and directions if it is not on an opponent's campus, and the depart and return time of the bus if it is an away game. This is the most up-to-date place to access game day information on a team.

We also have an athletics hotline (617-898-2568) which is used on questionable weather game days. A message is generated by noon on game day if the game is questionable because of weather. Please call this line if you need to know if a game is "on" or "cancelled." Middle School teams

will always practice indoors, even if the game is cancelled. Practice times will be 1:30-2:30 on Wednesdays and 2:15-3:30 on Fridays.

Directions to opponents' schools are available on our Middle School Web site. Please note that some games are played off-campus, and this will be noted on the weekly schedule.

Bus return times are estimated and posted on the weekly schedule. If a bus is not slated to return to Milton until close to or after 6 p.m., students on board will need to be picked up at Milton.

MIDDLE SCHOOL AND UPPER SCHOOL ATHLETIC PROGRAMS

All Middle School students will participate on a Middle School athletic team. Under no circumstances will a Middle School student be able to compete or practice with an Upper School athletic team. As a Middle School faculty, we feel it is developmentally appropriate for all students to compete with their peer groups regardless of the student's ability level. Additionally, we encourage students to try a new sport if the sport they play is not offered at the Middle School level.

INJURIES/ILLNESSES/MEDICAL APPOINTMENTS/OUTSIDE SCHOOL ACTIVITIES

Medical appointments and outside of school activities should not conflict with the athletics program. Athletics is considered part of the school day and the Middle School curriculum. Appointments and other outside of school activities should be scheduled after 3:45 p.m. on practice days or during mud-weeks and vacation periods. If a student requires an emergency medical appointment, the parent should contact the athletic director as soon as possible to discuss the absence. If a student is injured and cannot participate in athletics, he or she is still required to attend practices and games or physical therapy with our training staff. In the event of a prolonged injury, parents should contact the athletic director to work out a schedule that makes sense and is in the best interest of the student.

NO CUT POLICY AND ABILITY SPLITS

In some sports, the teams are divided into two groups—Blue and Orange. In the fall, the Blue teams are comprised of seventh and eighth graders, and the Orange Teams of sixth graders. This allows for class cohesion at the start of the school year. In the winter and spring, teams are split up more according to ability. Sixth graders will always be on the Orange teams, eighth graders on the Blue, and seventh graders will be placed according to ability. The Middle School has a “no cut” policy for athletic teams; all students play and participate in games, regardless of skill level or experience.

ATHLETIC EXEMPTION PROCESS

Our athletic program supports students who demonstrate an exceptional level of skill and dedication to a sport, and wish to vigorously pursue their interest outside of the academic day. A student may apply for a waiver from the afternoon program and will be considered on a case-by-case basis. We feel that our afternoon program is a vital part of the growth and development of our middle school students and, therefore, only under special circumstances and along with a completed application, will a student be considered for an exemption from our afternoon program.

Criteria for a Waiver

1. The student must have already demonstrated a high level of skill in and commitment to the sport and have aspirations to compete at the regional or national level.
2. The student must be engaged in a professional level of instruction for a minimum of eight hours per week (Monday through Friday) in the sport.
3. The student must be supervised by a coach or instructor who will follow the student's progress throughout the season.
4. A written proposal detailing the sport and program in which the student is involved, and the days of the week and hours of participation, must be submitted to the athletic director by August 15 for fall sports, October 15 for winter sports, and February 15 for spring sports. The athletic director, K-8 principal, and the student's grade level dean will consult and notify parents of their decision before the start of the season.

**A DAY IN
THE LIFE**

IV

Drama

There are many exciting opportunities for students to participate in the performing arts in the Middle School. Students in grades 6, 7 and 8 take performing arts as part of their curricular day. Grade 6 drama focuses on taking risks, building ensemble, becoming comfortable performing in front of others, and having fun in the process. Grade 7 students have the opportunity to work in the Upper School tech shop for a semester, as they learn the basics of technical theatre. Grade 8 students have the option to choose a specialization for their arts, either performing or visual. Students may substitute one season of interscholastic athletics with a season of performing arts, culminating in a production. Students in Grades 6–8 will join together to create a musical in the winter season, with a production in March. In the spring season, Middle School students may opt to participate in the play. Students may not opt to be involved in both the winter musical and the spring play.

The Middle School also offers voluntary drama activities. In the fall, students in Grades 7 and 8 may choose to participate in an after-school activity where they have the opportunity to create their own original show. Students rehearse one afternoon a week from 4 to 5:30 p.m. culminating with a performance in December. Previous acting experience is not necessary to participate in a play. The productions provide an exciting learning-based rehearsal period and an opportunity to perform. Past productions include: *From the Inside Out*, an original show created by the students examining how and why we see the world the way we do; *Walking in Time*, an original show created by the students looking at all aspects of time and how it affects our lives; *Down the Elevator Shaft*, *Fairy Tale Courtroom*, *Holes*, *Charlie and the Chocolate Factory*, *Scheme of the Driftless Shifter*, and *Sideways Stories from the Wayside School*.

Speech Team

The Middle School speech team is a unique collaboration between the Upper and Middle Schools. Every Wednesday during two activity periods of the school day, members of the Middle School team meet with their Upper School speech coaches. The Middle School speech team is a co-curricular activity designed to train students in the fundamentals of performance, literary interpretation, and public speaking. Although the primary coaching sessions take place during the Wednesday activity period, additional coaching is available after school. Throughout the academic year, students have the option to travel on Sundays to local tournaments. Tournament sites often included The Pike School, The Nashoba Brooks School, Wilson Middle School, Shrewsbury Middle School, Jewish Community Day School and The Foley Invitational hosted at Milton Academy. Students may compete in one or more of the following categories: Play Reading, Prose Interpretation, Original Oratory, Impromptu Speaking, Poetry Interpretation, Duo Interpretation, Declamation and/or Novice Reading. Members of the team are also members of the National Junior Forensic League Honor Society.

Community Service

Students may participate in community service activities designed to enrich their social consciousness. The activities include planning fundraisers; volunteering at sites such as Rosie's Place, Long Island homeless shelter, the local animal shelter; and helping with the Special Olympics. School-sponsored fundraisers must be approved by the Middle School community service coordinator and the principal. Outside fundraisers are discouraged and must be approved by the principal.

Lunch

Lunch is served daily in Norris House from 11:40 to 12:40 p.m. Students are expected to use the cross walk by Ware Hall or Cox Library when crossing Centre Street. In addition, we ask students to use the sidewalks along Centre Street going to and from Norris House. Students should not run in and out of the parking areas.

Middle School students and faculty are expected to bus their own dishes. When students are finished with their lunches, they take their dishes to the wash room and leave the tables clean.

Daily Schedule for Grades 7 and 8

| | |
|-----------------|---------------------------------------|
| 8:00–8:20 a.m. | Morning meeting (attendance required) |
| 8:25–9:10 a.m. | Period 1 |
| 9:15–10:00 a.m. | Period 2 |

| | |
|-----------------------|---|
| 10:00–10:15 a.m. | Recess |
| 10:15–11:00 a.m. | Period 3 |
| 11:05–11:50 a.m. | Period 4 |
| 11:55 a.m.–12:40 p.m. | Period 5 |
| 12:30–1:15 p.m. | Period 6 |
| 1:20–2:05 p.m. | Period 7 |
| 2:15–3:45 p.m. | Required athletics and physical education |

A Typical Grade 6 Schedule

| | |
|-----------------------|------------------------------------|
| 8:00–8:20 a.m. | Homeroom or Middle School Assembly |
| 8:25–9:10 a.m. | Period 1 |
| 9:15–10:00 a.m. | Period 2 |
| 10:00–10:30 a.m. | Recess |
| 10:30–11:15 a.m. | Period 3 |
| 11:20 a.m.–12:05 p.m. | Period 4 |
| 12:10–1:00 p.m. | lunch |
| 1:15–2:00 p.m. | Period 5 |
| 2–2:15 p.m. | Homeroom |
| 2:15–3:45 p.m. | Athletics or physical education |
| 3:45 p.m. | Dismissal |

Dismissal

School ends at 3:45 p.m. on Monday, Tuesday and Thursday, and after games on Wednesday and Friday. If a team does not have a competition, students will have practice on Wednesdays from 1:30 to 2:30 p.m. and on Fridays from 2:15 to 3:45 p.m. Sixth graders will be supervised by an adult and picked up in the afternoons at the lower lot near the pool. Seventh and eighth graders will be picked up at the Ware Loop.

After School Program

The After School Program is offered to Grades 6, 7 and 8 on Monday through Friday, from 4 p.m. to 5:45 p.m. in Ware Hall. Students who plan to attend After School must sign up in the morning on the attendance sheet. If there is a change of plans over the course of the day, students/parents must let Jacqui Pennini in the Middle School office know. Students may begin arriving to After School at 3:45 p.m.; all students must be signed in by 4 p.m. If students are not attending After School, they must be picked up by 4 p.m. Students attending After School must be picked up by 5:45 p.m. in the Ware Loop.

Students who leave the classroom during After School must sign out with their teacher, indicating the time they left and their destination; students must sign back in when they return. While in the After School Program, students are expected to study and do their homework. If homework is completed, students may read silently, work on challenge sheets, board games, math games, or use the Internet on topics related to their studies.

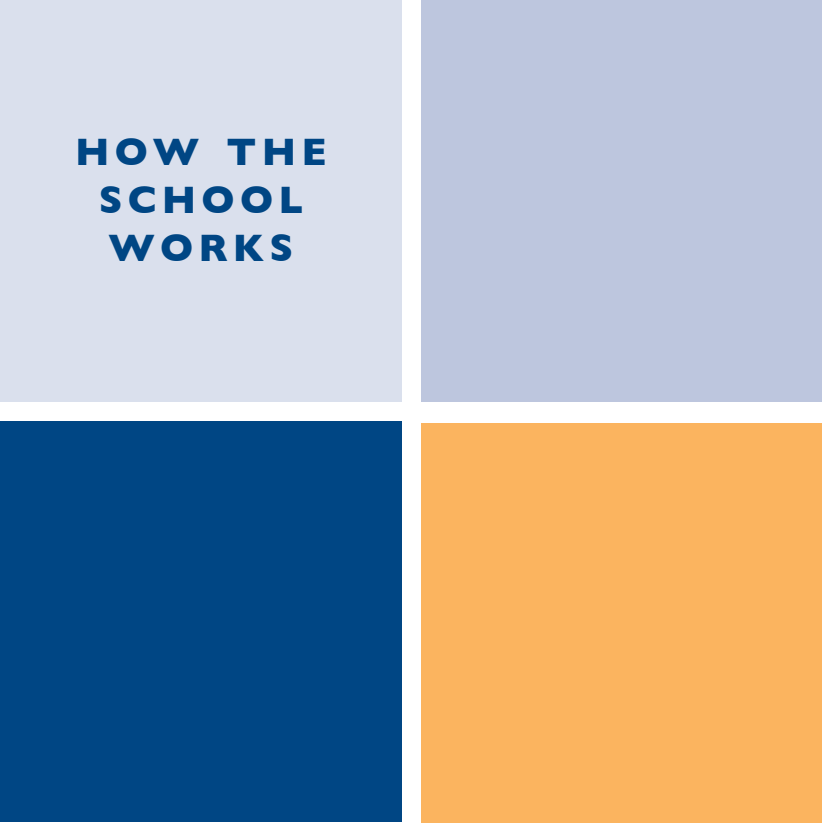
Snacks

We do not provide snacks in the After School Program. Grade 6 students are not allowed to travel to the snack bar and should bring their own snacks from home. Grade 7 and 8 students may travel to the snack bar, but are expected to return to Ware by 4 p.m. Students are not allowed to go to the snack bar after 4:00 pm. Going to the snack bar is a privilege; students who abuse this privilege will not be allowed to leave Ware Hall.

Grade 8 Privilege

During the last month of school, the special privilege for eighth-grade students is that they are not required to attend after-school study hall. Students are expected to be in one of three places: the Schwarz Student Center, Cox Library or Middle School courtyard. Students who are not in one of these locations, or who behave inappropriately, will lose their privilege and be assigned a disciplinary consequence.

A DAY IN
THE LIFE



HOW THE SCHOOL WORKS

Advising of Students
Academic Support
Academic Warning
Promotional Requirements
Bookstore
Calendar
Computers
Computer Lab Rules
Cox Library
Field Trips and Special Performances
Health and Counseling Center Services
Incidental Accounts
Late and Incomplete Work
Personal Property
Reporting on Student Performance
Snack Bar
Socials
Student Directory
Student-Teacher Conference Sessions
Testing
Vacations

Advising of Students

Advisors and homeroom teachers at Milton serve as the connecting links among students, parents and the School. Every student has an advisor or homeroom teacher who is responsible for overseeing academic matters and who stands ready to offer guidance and support at any time. The advisor sees each student frequently and prepares summary reports on his or her progress periodically during the year. If a student has academic or disciplinary problems, the advisor is always involved. Milton assumes and encourages frequent communication between parents and advisors/homeroom teachers.

Academic Support

Faculty members expect students who are experiencing academic difficulty to meet with them outside of class. If a student has put consistent effort into a course and is experiencing difficulty, a teacher will normally be able to provide up to one extra help session every week. (A schedule of these times is provided at the beginning of the school year.) If students are experiencing academic difficulties that require a different level of assistance, either the teacher, the advisor, the grade level dean or the principal can arrange an appointment for additional support through the Middle School Skills Center. The Middle School learning specialist can help evaluate students' needs and provide strategies to address the areas of study skills, organizational skills, reading and/or writing. Scheduling priority with the learning specialist is given to students with an educational evaluation documenting the need for intervention as well as those students on academic warning. Students who are looking for help with a particular assignment, or advice about organization and time management, may schedule an appointment with the learning specialist. If a student requires support beyond what the faculty and skills center can provide, parents may make arrangements through the learning specialist for such assistance. The learning specialist may recommend outside evaluation to gain further insight into a student's learning profile. The family bears the expense for this additional support.

The School will consider the results of educational testing only if that testing is conducted by a certified psychologist or neuropsychologist. The Middle School learning specialist can provide information about certified professionals. All students who are granted extended-time accommodations are given the time they deserve in a systematic, developmentally appropriate, and supportive way. A student with extended time is required to complete or make a plan to finish the assessment within twenty-four hours. Advisors will be notified if an assessment has not been completed within the twenty-four hour period.

Academic Warning

Academic warning occurs when we are worried about a child's performance and want to alert the student and his or her parents. Students must carry a full course load including English, social studies, mathematics, science and a modern or classical language (in seventh and eighth grades only). Since students do not receive grades, any recommendation to place a student on academic warning is made collectively by the student's teachers and, ultimately, by the principal when a student is not meeting minimum course requirements in one or more classes. The student's parent(s), the faculty and the principal will discuss specific measures to improve his or her performance. This approach may include, but is not limited to, meeting with teachers and receiving additional support from the Middle School Skills Center during study hall or after school. For those courses where the student is not meeting the minimum requirements, faculty will be in regular communication with the child's advisor to provide feedback. The advisor, faculty and principal will evaluate the progress of any student on academic warning after each marking period (November, February, April, and June). A satisfactory improvement in performance will warrant removal from academic warning.

A student who is placed on academic warning at the end of a marking period, and who remains on academic warning for two consecutive marking periods, is ineligible for promotion and will normally be required to withdraw from the School. In these cases, the parents will receive communication with suggestions of alternative schools that may be a better match for their child's needs. If an eighth-grade student ends the year on academic warning, he or she will be on academic probation for the first semester in the Upper School.

In some cases, Grade 5 parents in the Lower School will be required to meet with the sixth grade dean and K-8 principal to discuss summer work. Grade 5 students may be promoted condition-

HOW THE SCHOOL WORKS

ally and will be re-evaluated in November to determine if the Middle School is the best match for them.

Promotional Requirements

All Grade 6 students are required to take mathematics, English, social studies and science. All students in Grades 7 and 8 must take mathematics, English, social studies, science and a classical or modern language. In addition, students take performing arts, visual arts, music, athletics and/or physical education. To be promoted, students must meet the minimum requirements of all these courses and be in good behavioral standing (see “Essential Expectations” on page 21). A student on academic warning may be promoted conditionally.

Bookstore

The Milton Academy bookstore, located in the lower level of Warren Hall, stocks all books required for course study. The bookstore also sells a variety of school supplies, toiletries, books for pleasure reading, athletic clothing, snacks and gift items. The bookstore is open Monday through Friday from 10 a.m. to 4 p.m.

At the beginning of the academic year, the bookstore prepares a box for each Middle School student containing the books and supplies that teachers have required for them.

Calendar

At the start of the year, the K–8 administration will distribute to parents an electronic list of important dates. The calendar will list major planned events along with times and locations. We encourage families to use the Middle School area of Milton’s Web site at www.milton.edu/K8 to find up-to-date information about School events.

Computers

Computers linked to the Academy’s network and the Internet are available on the first floor of Ware Hall, in the Middle School area. The Academic Computer Center, located in the Schwarz Student Center and Cox Library, provides students in the Middle and Upper Schools with networked computers, laser printers and scanners, and is open from 7:30 a.m. to 9:45 p.m. (See also “Computing and Network Policies and Regulations” on page 26.)

Computer Lab Rules

1. No food is allowed in the computer lab. Only water bottles may be used.
2. Be respectful of the equipment.
3. Return chairs to their respective computers when done.
4. Print only as needed and recycle all paper.
5. Log off when finished.
6. Report any problems to the Middle School office or email the Help Desk.

Cox Library

Cox Library provides an extensive range of resources for the Middle and Upper Schools. The collection includes approximately 46,000 books available in open stacks, and more than 150 periodicals and newspapers. Further resources include a rich collection of subscription databases and carefully selected Internet resources available through the library Web page, which is accessible on and off campus. Students learn research skills through course assignments. Librarians are available to assist from 8:20 a.m. to 7:00 p.m. during the school week. In addition to offering a comfortable environment for study, research and quiet reading, the library provides computers, microform machines and copiers. The library does not charge fines for overdue books; however, borrowers must pay for lost books.

The Cox Library is open:

| | |
|-----------------|-----------------------|
| Monday–Thursday | 8 a.m.–9:45 p.m. |
| Friday | 8 a.m.–5 p.m. |
| Saturday | 10:30 a.m.–1:30 p.m. |
| Sunday | 1–4 p.m.; 7–9:45 p.m. |

Field Trips and Special Performances

Field trips and special performances are integral parts of the Middle School program. These events highlight the experiential aspect of the curriculum and allow students to gain a deeper understanding of the classroom content. According to School policy, costs associated with these trips may be charged to students' incidental accounts.

Health and Counseling Center Services

The School's required medical forms must be on file in the Health Center in order for students to participate in sports or start classes.

The Health Center is open from 8 a.m. until midnight. Registered nurses provide medical care. Nursing staff can administer allergy shots with an order from a physician and may perform or order laboratory tests as indicated. Our school physicians are available for consultation and appointments. An orthopedic specialist serves as a consultant to the Health Center staff and to the athletic trainers. Services of physicians are provided on a "fee for service" basis. All students are required to have health insurance.

The philosophy of the Health Center is focused on preventive care. The staff works with a student's primary care physician, supporting that role in the student's care. The School has easy access to the services of Milton Hospital and major Boston hospitals. In an instance of medical emergency, School personnel will notify parents and a nurse will accompany the student to a medical facility or arrange ambulance transportation.

The K-8 principal, at the recommendation of the Health Center, may grant a medical leave to a student who needs to miss many school days for medical reasons, physical or psychological. The principal, in conjunction with Health Center staff, will make a determination regarding adjustments in course load or schedule of assignments that would enable the student to complete work satisfactorily. Prior to the termination of a medical leave, the physician in charge must communicate with the Middle School counselor or director of health services to arrange for the student's care upon return to classes.

When students are injured and seek outside medical care from their primary care physicians (PCP), their attending physicians must submit to the Health Center written permission for returning students to participate in athletics and physical education. The Health Center staff, including consulting physicians, will make all final decisions regarding when a student is ready to return to play.

Milton's comprehensive health care program includes the services of a Middle School counselor whose office is in the Middle School area. The counselor is available to students who want help with personal problems and/or obstacles to personal and academic growth. We encourage Middle School students to meet with the counselor whenever they have concerns or when the advisors, grade level dean or K-8 principal recommends it. Appointments may be scheduled through the Middle School office or the grade level deans. In almost all cases, the counseling conversations are kept in strict confidence. The Health Center does not provide ongoing family therapy.

Incidental Accounts

Students may charge tuition and miscellaneous expenses to this account. The School sends statements to parents monthly and requests prompt payment. Younger students may find this account rather heady, somewhat like a charge card. The bookstore allows students to charge purchases to their incidental account, giving students the opportunity to purchase books and supplies without needing to carry cash. Bookstore accounts are set up with a limit of \$1,000. This amount is sufficient to cover the cost of books and other supplies for the school year. Parents can adjust their child's incidental account limit any time during the year by contacting the bookstore directly. We strongly encourage parents to discuss with their children what use of the incidental account is reasonable. Some parents, for example, limit the use of the incidental account to required materials from the bookstore.

Late and Incomplete Work

We expect every student to complete all assignments on time. If a student is not able to do so, he or she should speak with the teacher. Students must end each semester with all work complete. If, at the end of the course, a student has not submitted assignments considered integral to the completion of the course, the teacher will give the student an incomplete. Such work must nor-

HOW THE SCHOOL WORKS

mally be completed by one week after the end of the academic year. Teachers may vote students onto academic warning for chronically late or incomplete work.

Personal Property

The School's insurance does not cover students' personal property. Parents should insure any valuable possessions that students bring to School. Each student will have a locker in the Middle School area to store books, clothing and valuables. Students should visit their lockers often since they are not permitted to carry their backpacks throughout the day. Students need to provide their own locks for the lockers.

Backpack Rule

Research has identified the harm young students carrying heavy backpacks have experienced. Although we cannot alleviate the load carried to and from School, eliminating backpack use during the school day (8 a.m to 2:15 p.m.) is important. Since the Middle School classes are centrally located in Ware, students should go to their lockers during the five minute passing time to retrieve their items for the next class. We encourage students to bring locks on the first day of school to secure their lockers.

Personal Stereos and Musical Instruments

Students should not bring headphones, i-Pods, MP3 players or other expensive electronic equipment to School. A student wired to his music is unable to interact with other members of the community. Students also should not bring large sums of money to School. Musicians should store their musical instruments carefully. Students often toss backpacks resulting in broken fragile objects.

Reporting on Student Performance

All teachers write extensive comments evaluating each student's progress and performance early in the year, at mid-semester and at the end of each semester. Advisors discuss these comments with advisees and write an additional report in February and June, and then send them home to parents. Middle School students do not receive letter grades.

Snack Bar

Three areas are available for students to purchase snacks: the snack bar in the Schwarz Student Center, the machines in the Middle School in Ware, and the bookstore. Students must keep these areas free of litter.

Socials

The Middle School provides opportunities for students to socialize at various times during the year. These "socials" are designed by the grade level deans. Sixth graders have separate socials from the seventh and eighth graders.

Sometimes the School offers pizza and soda for a light dinner before a social, depending on the number of students who sign up. Recent socials included a magician, movie night, disco bowling, the Valentine's Day dance and other DJ dances. Parents must pick up students promptly after the socials end. In the past, some students have been left waiting for their transportation for over an hour, an uncomfortable situation for both students and chaperones.

Student Directory

Milton provides an online directory of student, faculty and staff names, addresses and other pertinent information accessible through your *myMilton* account. We expect that members of the School community will limit this information to personal use only.

Student-Teacher Conference Sessions

Students may schedule conference sessions with teachers during study periods, at recess or after school. Teachers may require these sessions for students whose work is unsatisfactory or who have been absent for an extended period.

Testing

Some students seek evaluations outside the School, either at the request of the School or as a result of parental interest. We expect parents to share the results of these educational and cognitive assessments with us. Although disclosing this kind of information may be difficult, having it allows us to work collaboratively to support your child. Please be assured that outside testing will be handled sensitively and confidentially. Parents may choose to share testing with the K–8 principal, the director of academic skills, the grade level deans or the Middle School counselor.

Vacations

Parents and students must carefully review the School's vacation schedule and make travel plans well in advance. We expect students to attend all School commitments until School vacation begins. Exceptions to this policy are disruptive to a student's education.



HOW THE
SCHOOL
WORKS



**STANDARDS,
RULES AND
EXPECTATIONS**

Essential Expectations

Other School Rules

Class Attendance

Computing and Network Policies and Regulations

On the Web

Standards of the Independent School League

Weekend Activities

Hosting Milton Students

Essential Expectations

Generations of Milton Academy teachers and students have developed standards of conduct fundamental to the education that the School provides. Rules have evolved over time to protect individual students from behavior that is not healthy or safe for them, to foster the cohesion and morale of the community, and to enhance education by discouraging impediments to learning.

We expect the cooperation of parents in upholding our standards. We believe that the parents and the Academy share the task of establishing the right balance of freedom and responsibility, realistically and consistently, for young people.

We leave many rules unstated, taking for granted the honesty and good judgment of our students. In general, we are responsible for students' behavior when they are under our jurisdiction while the School is in session, at a School function held elsewhere, or on a School trip including transportation to and from those activities.

We regard any conduct prejudicial to the best interests of the Academy, whether at School or elsewhere, while School is in session or during vacation, as sufficient grounds for disciplinary action including dismissal. When appearing before a discipline committee, a student will be charged with both conduct prejudicial to the Academy as well as the act itself.

We recognize that students do make mistakes and hope they will learn from them. We endeavor to administer consequences when necessary with compassion and firmness, trying to foster the habit of self-discipline and encourage respect for the spirit, as well as the letter of the law. We do not operate a system of strictly automatic responses, believing that school justice should take into account, as far as the welfare of the community will allow, such factors as the needs and age of the individual student, the previous record, and the circumstances of the offense. In the Middle School, much of the discipline takes the form of teaching. Students' behavioral records are not transferred to the Upper School.

When a student has violated a major School rule, we use our formal responses: The Deans' Committee and the Discipline Committee. The Deans' Committee consists of the respective grade level dean and the student's advisor, and it is called by the dean when the response does not include suspension or expulsion. The Discipline Committee is convened if the infraction might warrant a suspension or expulsion, or as a response to a pattern of behavior. The Discipline Committee consists of the grade level deans, the K–8 principal and/or the Middle School dean, and the student's advisor. Whenever a Deans' Committee or Discipline Committee occurs, the students' parents will be notified by the grade level dean. We respond seriously to rule infractions so that students and their families will not be confused about the School's view of the student's error, and so that students can identify possibilities for alternative, safer choices. Disciplinary responses range from work hours or detention to suspension or expulsion. These responses are communicated to the faculty and parents of the students involved and, where appropriate, at a grade level meeting.

We evaluate citizenship by the 3Rs: respect for self, respect for others, and responsibility for one's actions. We expect each student, as a member of our community, to uphold these qualities and to be a positive contributor. If a student's behavior is found to be unsatisfactory, then conversations will occur among advisor, student, and parents to provide feedback on how the student can grow and improve as a citizen. Continued unsatisfactory behavior may result in a loss of privileges or disciplinary actions. The School reserves the right to dismiss any student whose behavior or lack of cooperation is deemed unacceptable, or whose parents no longer have a cooperative relationship with the School, in the judgement of the head of school.

Respect for Self, Respect for Others, and Responsibility for One's Actions are the core values of the Middle School and are the foundation for the following essential standards and expectations:

I. Integrity

We expect complete integrity in all matters, personal and academic. Truthfulness, even in the face of social pressure, is one of the values the School most wishes to establish. Any lie by a student to an adult in the community is considered a major offense.

- a. Academic integrity is fundamental to a school, and Milton Academy expects that all students will act honestly in every part of their academic lives. Cheating is a serious breach of our academic standard. The School recognizes that a variety of types of cheating can

STANDARDS, RULES AND EXPECTATIONS

STANDARDS, RULES AND EXPECTATIONS

occur. During the fall of each year, the faculty review with students the School's standards regarding academic integrity and cheating. One type of cheating that Milton Academy tries especially hard to educate students about is plagiarism, the act of taking someone else's work as your own. "Work" in this context could be someone else's thinking or someone else's writing. Students may not turn in previously completed work for new credit without explicit permission of the instructor.

- b. Personal Integrity: Students are expected to act with honesty and integrity. Dishonesty is considered a violation of the School's fundamental values. Lying seriously compromises trust within the community in a way that the School cannot tolerate. Students need to be aware that lying includes, but is not limited to, any false representation verbally or in writing (for example, signing in another student for an assembly, a class or other required School event).

2. Respect for Others

Students are expected to uphold the rights and well-being of others. Therefore, impinging upon others' rights and well-being will normally merit a disciplinary response. The Commonwealth of Massachusetts requires all students to read "An Act Prohibiting the Practice of Hazing" and to sign a document signifying they have read the act, which addresses extreme cases of hazing. Beyond that legal exercise and narrow definition, Milton, as a school community, abhors and prohibits bullying, physical or verbal assault, hazing, abuse, cruelty or any sort of harassment (on the basis of race, religion, gender, sexual orientation, age, class or disability), and regards such an act as a serious disciplinary offense. The School has extensive sexual and general harassment policies. If you have questions about the School's sexual and general harassment policies, please call one of the grade level deans. This policy applies regardless of the medium used, whether in person or in any electronic or voice communication.

3. Whole-hearted Cooperation

Students are expected to be positive and cooperative in their dealings with all members of the School community. A student's behavior that does not meet this standard will merit a response and may be considered a violation of essential expectations. Unacceptable behavior includes, but is not limited to, deliberate disobedience of or rudeness toward faculty or staff and/or repeated violations of any School rules and policies.

4. Physical and Emotional Safety

All members of the Milton Academy community must feel and be safe at all times. To that end:

- Inappropriate language including swearing, obscenities or otherwise hurtful language is not to be used in our community.
- The possession or use of fireworks, firearms or any other dangerous weapon, item or substance is a serious violation of School rules.
- Any unauthorized use of fire (cigarettes, candles, incense, firecrackers, etc.) on School property is a potential threat to the safety of others and is not permitted. Any tampering with fire prevention devices (smoke detectors, fire extinguishers, etc.) puts others at risk and is forbidden. Creating a potential fire hazard is considered a serious violation of School rules.

5. Freedom from Alcohol and Drugs

Students are expected to obey the rules of the School and the laws of the Commonwealth concerning the use of alcohol and illegal drugs. The School prohibits:

- a. the provision, use or possession of illegal drugs, alcoholic beverages or tobacco products by students.
- b. the possession of drug paraphernalia and alcoholic beverage bottles and cans.
- c. the misuse of prescription drugs, over-the-counter medications or chemical substances.

Students may not share or sell their prescription drugs and must be aware that sharing or misusing prescription drugs is illegal and will have disciplinary consequences.

Knowingly and willingly being in the presence of any of the above will be considered a violation of a major School rule and be addressed accordingly. We expect parents to inform the Health Center of all medication that has been prescribed for their children.

On a first drug or alcohol offense, a student should expect to be suspended for a period of three days unless compelling circumstances lead the Discipline Committee to deviate from this response. In such cases, the committee may recommend a longer suspension within a range of three to seven days. In addition, the student may be required to receive an assessment from an outside professional at the parents' expense and may also be required to meet with a member of the School's Health Center staff. This counseling will continue until the School and the Health Center agree that its goals have been met.

A repeat violation of the School's drug and alcohol regulations shall result in dismissal. We expect that parents will support this policy and not permit the use of alcohol or drugs at student gatherings in their homes. Students returning to the School's jurisdiction showing evidence that they have been drinking or using illegal drugs are subject to disciplinary consequences.

6. Respect for Property

We expect students to respect community property and the property of others. Stealing and willful destruction of or damage to the property of others, including School property, seriously undermines the qualities of trust necessary in a school. (The accidental destruction of property is not a disciplinary offense, but, of course, will be charged to the responsible student.)

Milton recognizes that its students have legitimate privacy interests in their lockers, in their belongings and in their conduct. However, a student's privacy interests are not absolute, particularly when those interests collide with real or perceived dangers to that student or to others, or when they collide with real or perceived violations of Milton's rules and regulations, or of federal, state or local laws. Milton accordingly reserves the right to reasonably inspect, search and/or seize any student's locker, belongings or property at any time that Milton's faculty, staff or other representatives, reasonably believes that conduct violating Milton's rules or policies or that is unlawful has occurred, is occurring or will occur. Milton may take this action on its own, or in conjunction with law enforcement authorities, as it sees fit under the circumstances. Moreover, no set guidelines can foresee or describe every situation that might arise, and we can not limit, in any way, the School's ability to act as it deems appropriate under the circumstances.

7. Sexual Behavior

We hold as a value that Middle School students are not developmentally ready—physically, emotionally, or mentally—to engage in sexual intercourse (oral, anal, vaginal). According to the Commonwealth of Massachusetts, if two people under the age of 16 engage in a sexual act, they are both considered legally non-consenting. If a person over the age of 16 engages in a sexual act with someone under 16, he or she is committing sexual assault of a minor. The School may take disciplinary action in these cases.

8. Supervision

Students must keep the School accurately informed of their whereabouts at all times when under the School's jurisdiction. Milton Academy does not have an "open campus" system that permits students to come and go at will during the day. Permission to leave campus during the academic day may be obtained from the grade level deans. Students must always sign out at the Middle School office.

9. Dress and Attire

All members of the Milton Academy community are expected to dress neatly and appropriately, showing respect for others and for the occasion. At no time may a student wear clothing decorated with obscenities or references to race or ethnicity, sexuality, drugs or alcohol. The Middle School has a dress code to help students wear clothing that encourages learning, and to avoid students wearing clothing that is more appropriate for other settings.

Students must:

- a. keep underwear from showing.
- b. wear shoes at all times.
- c. keep the torso covered.
- d. wear a shirt or blouse over halter tops, tube tops, spaghetti straps, tank tops or under shirts.

Clothing should be free from rips or stains. At times, guidelines will be given for more formal dress for special events throughout the school year. For girls, this consists of skirt, dress pants and blouse or dress while for boys, this consists of a collared shirt, tie and slacks (not jeans or shorts) and appropriate footwear.

Other School Rules

1. No gambling of any kind is allowed at School.
2. Students are not allowed to use personal stereos (i-Pods, etc.) from 8 a.m. to 3:45 p.m.
3. Cell phones must not be used from 8 a.m. to 3:45 p.m. unless a student has received permission from his or her grade level dean.

Class Attendance

Regular class attendance lies at the heart of Milton Academy's teaching and learning process. A student benefits from regular class attendance in many ways. For example, a student will grasp facts and concepts more thoroughly from class discussion and teacher explanation. In addition, articulating facts and opinions helps a student refine his or her own thinking. These benefits typically enhance student performance. A student also benefits from what takes place in a Milton classroom in ways that go beyond what can be measured quantitatively. In particular, class discussions and class exercises can provide added enjoyment of material. Finally, a student's participation is also part of a communal experience that benefits everybody in the class, enriching the experience of fellow students. Thus a student's absence diminishes his or her educational experience and also the group's.

Two times a year at the Academy are considered sacrosanct regarding student attendance: examination week in December and the last weeks of school. To support the integrity of the examination process, and to ensure that closure takes place appropriately in each class, special absences will not be granted during these two periods, except in the case of personal or family difficulties. Families need to be aware that weather cancellations may require examination "snow days" that extend beyond the set examination week.

In recent years, some families have requested that a son or daughter be excused from Milton to participate in a family trip, for example, during vacation times at other schools. In all but the most extreme circumstances, the School will not excuse students for this reason. Valid reasons arise, of course, for missing class, including illness, family emergencies and extraordinary opportunities. However, the institution needs to place the highest priority on regular class attendance. The Academy's specific attendance policies, which follow, have been created with an eye toward this objective.

1. Daily Attendance

Students should be signed in and ready for class by 8 a.m. All Middle School students are responsible for indicating their presence at School every morning on the sign-in sheet and for indicating their after school plans. Students who arrive between 8 and 8:20 a.m. will be marked late. After 8:20 a.m. students will be marked absent for the appropriate classes.

Students who miss morning assembly must sign in with the grade level dean as soon as possible, stating the reason for their lateness. If a student does not sign in, and is not excused from school, the student's family will be contacted to determine his or her whereabouts. We expect students to arrive on time to class. If a child is late to school or late to class three times in a semester, the grade level dean will contact the parents and assign appropriate consequences. Continued willful tardiness will lead to a Deans' Committee.

Students should always let their grade level dean know if they are being dismissed during any part of the school day. They must also sign out in Ms. Pennini's office, and sign back in if they return to School.

2. Illness

Students who are not feeling well enough to attend any part of the morning are encouraged to stay home and take a full day off. When students stay home sick from school, parents should call to notify Jacqui Pennini (617-898-2368). If Ms. Pennini has not heard from a parent, a call will be placed home to verify the student's absence. Students may not attend any athletic practice or game if they have not been in School that day.

When students are excused from classes because of illness, we expect them to get their assignments by telephone or by email from classmates and teachers, or by accessing the online class conferences. In cases of extended absences, students should get their assignments from their advisors, who will collect assignments from teachers.

A student who is in School, but is feeling unwell, may miss class or go home only if he or she has gone to the Middle School office to report the departure and he or she has been excused. Students who need to visit the Health Center must check in with the Middle School office before they leave. A student may be excused by a teacher, the appropriate grade level dean or a member of the Health Center staff. If a student has missed any of his or her academic commitments in a single day (except for an excused absence), he or she may not attend athletic competitions or extracurricular activities that day.

3. Requests for a Special Absence/Observance of Religious Holidays

Should a student need to miss class for a doctor's appointment, for observance of a religious holiday, or for any other reason, parents should communicate with the appropriate grade level dean. Tests and quizzes are not scheduled on the day of or the day after a major religious holiday, and if assignments are given over a religious holiday, students observing the holiday will be given additional time to complete them.

If a student is aware that he or she will be missing a class or a day of school, it is that student's responsibility to complete the special absence form. This form requires students to obtain signatures from each teacher whose classes he or she will miss, as well as signatures from the advisor and grade level dean. Students should submit completed forms to Ms. Pennini.

Even when a special absence form is completed and turned in, it does not mean that the student's absence is excused. It means that the student has taken the responsibility of properly informing their teachers of when and why they are missing class. This also allows the teachers to provide the students with the material and assignments that they will be missing.

4. Minimum Attendance Policy

Once a student has missed 12 days of the school year or 12 meetings of a course, the principal, Middle School dean, grade level dean and advisor will meet to discuss that student's future. The principal may invoke sanctions ranging from not receiving credit for the year to a loss of privileges, like the privilege of missing class for an extraordinary opportunity. Some possible sanctions, in addition to the two stated above, may include identifying the number of additional misses at which point credit for the year would not be received, or requiring special communication with specified adults for the purpose of monitoring difficulties that had prompted class absences.

5. Class Absences: Excused and Unexcused

If the K–8 principal, Middle School dean or grade level dean receives report of an unexcused absence, the student will be involved in a Deans' or Discipline Committee hearing. In a case of excessive class absences, either excused or unexcused, the resulting consequences may go as far as denying credit for a course for the year.

Student absences will be excused for a medical leave, religious reasons, and grievances.

6. Medical Leave

A student is placed on medical leave by the K–8 principal and Middle School counselor to ensure that his or her academic standing is not affected by extended absences. Prior to the student's return, parents must sign authorization forms confirming a student's readiness. The child's parents will also be required to meet with the child's advisor, Middle School counselor, grade level dean, and K–8 Principal to discuss the child's transition plan. The Middle School counselor will need to have regular contact with the outside treatment team to assess continued progress and health. The student will also be required to meet weekly with the Middle School counselor for the remainder of the school year. When a student has been on a full medical leave for six weeks, the School will consider whether that student may receive credit for the year.

Computing and Network Policies and Regulations

Milton provides its students with powerful network-based technology. However, that technology (computers, peripherals and the campus data network) is shared by everyone at Milton, so policies for its acceptable use are necessary. The equipment is expensive and fragile. It is also a distant form of communication, where you cannot see the reaction of the person with whom you are communicating. We expect our students to use the computers with complete integrity, respecting the ideas and creations of others and facilitating the open expression of ideas. Disconnecting or moving monitors, computers, related equipment or cables interferes with others' use and is considered an act of vandalism. Similarly, users may not change, modify or add to the installed software or hardware, preference files, Internet addresses or other configurations.

You may not cram the system.

Sending unwanted email messages, chain letters or very large files interferes with others' best use of the system.

Keep it clean.

Offensive, harassing or obscene messages are not allowed. Remember that you are responsible for the effects your messages may have on another person. Many campus organizations and some courses sponsor open discussion conferences on MiltONline. These conferences must be used according to the guidelines published in each conference charter.

Academics are first.

School-owned equipment exists primarily to support the academic program. Students needing to use School-owned computers for academic work have first priority on the machines.

Don't waste resources.

Since resources are scarce and expensive, they must not be wasted. Examples of waste are unnecessary storage or transfer of large files and games. Many computer games interfere with the subsequent normal operation of a computer. Further, games distract those using computers for academic purposes. Therefore, games are permitted only during limited after-school times.

Know how to save files.

All users must be familiar with the basics of saving files, printing and using MiltONline (the Academy's electronic mail and conferencing system). Those owning word processing software other than Microsoft Word version 6 must find out how to convert their documents into the Word 6 file format. Academic computing staff and the Rangers are available to help.

Don't share passwords.

Passwords for MiltONline, Internet and network access are private to each individual; they identify that person to others. Students are responsible for all use made of their MiltONline account, Web access or network storage. Therefore, students may not allow a friend to use any resource in his or her place, and students must guard knowledge of their passwords diligently. Using another's password or attempting to find it out is an integrity violation. In particular, the use of password-catching or network "packet-sniffing" software will be regarded as theft. The mere possession of such software may be seen as an attempt at theft. At times, a student may discover someone's password accidentally. In such a case, the student must notify the person immediately so that the password can be changed.

Keep it honest.

Masquerading as another person or sending anonymous messages violates Milton's expectation of honest and open communication. Therefore, the Academy prohibits forgery of an Internet mail message, the use of anonymous remailers and file-access programs, the use of anonymous chat programs, and any attempt to circumvent the School's network security and log-in services. Assisting another to do or attempt to do any of these things is prohibited.

Don't steal software.

The use of illegally copied or stolen software is theft. Milton Academy takes its obligation seriously in this regard. Milton is a school whose graduates will be the creators of intellectual content and property, the majority of it in a digital medium. Therefore, we must all begin by respecting the rights of others in regard to their own creations and ideas. The term "software" herein encompasses executable programs, text files, images, video files and sound files. For example, many copyrighted MP3 sound files and AVI movie files are available on the Internet; downloading them violates copyright law.

Some sites are restricted.

Milton Academy permits access to World Wide Web sites, with restrictions on content not appropriate for an academic community. Considered inappropriate, for example, are sites promoting pornography, violence, drugs, smoking, gambling and hate. Students who need to access restricted Web sites for academic reasons may do so in Cox Library, on a supervised workstation. Commercial use of Milton's network facilities is prohibited. Access to the Web is monitored, and students must be able to justify any site visit they attempt to make.

Laptop use is regulated.

Students who bring laptops to School are bound by special regulations available from Academy Technology Services.

On the Web

Before publishing information referring to Milton Academy on off-campus Web sites, or elsewhere, a student must obtain permission from the appropriate Milton Academy administrator. Any content published on off-campus Web sites, or elsewhere, deemed inappropriate by Milton Academy, will be considered an act prejudicial to the best interests of the Academy and may prompt a disciplinary response.

We can check.

Student email accounts, hard drives, network storage and Internet activity may be searched if there is suspicion of violation of any of the School's Acceptable Use policies.

No commerce or illegal activity is allowed.

The network may not be used for commercial or illegal activity or to gain unauthorized access to any computer systems.

Consequences may follow.

Any violations of these policies may result in the suspension of privileges and/or disciplinary action.

Technology is a constantly changing environment. Therefore, additional policies and guidelines may be developed as situations warrant. Changes in policy will be prominently announced, and students will be expected to be aware of them and to follow them closely.

Standards of the Independent School League (ISL)

Milton Academy is a member of the Independent School Athletic League (ISL). The School is proud of the behavior and sportsmanship displayed by its players, coaches and fans.

The Independent School Sportsmanship Creed

The ISL values 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 at each game, we ask that all members of the ISL community continually review their efforts to abide by the ideals of our league.

Athletic Competition in the ISL is guided by the following ideals:

Players shall at all times represent themselves and their school with honor, proper conduct and sportsmanship. They shall understand that competitive rivalries are encouraged, but that disrespect for opponents is unsportsmanlike and lessens the value of the rivalries. They shall confine

the competitiveness of the game to the field, and, in particular, behave properly on the sidelines and in the locker rooms both before and after games.

The players shall comply fully with the rulings of the officials. In no way, either by voice, action or gesture, shall they demonstrate their dissatisfaction with the decisions made. Players must never forget that they represent their school. ISL schools will not tolerate at their athletic 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 spectator behavior that either detracts from the proper conduct of the game or disadvantages a player or team.

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

- a. use of profanity or displays of anger that draw attention away from the game.
- b. booing or heckling an official's decisions, criticizing officials in any way, or displaying temper with an official's call.
- c. trash talk or yells that antagonize opponents.
- d. verbal abuse or intimidation tactics.
- e. disrespectful or derogatory yells, chants, songs, gestures, signs, posters or banners.
- f. any distracting activity such as yelling, waving arms or foot-stomping during an opponent's free-throw attempts.
- g. use of artificial noisemakers of any kind (legitimate pep bands, however, are encouraged).

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

Weekend Activities

Regular weekend activities at the Academy include athletic contests, concerts, drama performances, movies and social activities. We encourage both students and parents to attend any Milton sporting event. Middle School students, when accompanied by a parent or adult chaperon, are welcome at all concerts, drama performances and movies. We cannot assure appropriate supervision to make these activities available to Middle School students who are not accompanied by an adult. On some occasions, the music or drama departments will identify a production of particular interest to students in Grades 6, 7 and 8. In those cases, we will encourage Middle School students to attend. A number of School chaperoned social events are planned specifically for Middle School students throughout the year.

We count on parents' cooperation in making careful plans for their children's attendance at School events. The School and parents must trust students to adhere to School regulations, but there should be a clear understanding at home as well as at School about limits. The K–8 principal or class dean will review expectations with students in advance of any social or class activity. Parents should discuss with their sons and daughters transportation arrangements, plans for the evening and time of return. Parents should pick students up in front of Ware Hall or at the designated location promptly at the end of each event. The School does not expect chaperones to wait for a parent's late arrival.

Hosting Milton Students

Parents often ask the School for help in determining the best way to provide social opportunities for their children that are safe and healthy. We recommend that proper adult supervision, preferably by parents, be provided for all student social gatherings. Problems arise when students seek unsupervised locations as gathering places. We urge parents to prohibit any events, planned or spontaneous, where adults are not present, and to check with any family hosting an event to make sure that adults will be present.

Parents planning a party involving ten or more students, should:

- a. communicate with the K–8 principal or Middle School dean in advance, so that one of them is aware of the upcoming event.
- b. issue invitations by mail rather than at School unless all members of the class are invited.
- c. make clear to your son or daughter in advance that adults will be present and that alcohol and/or drugs will not be allowed.

**PARENTS’
RESOURCES**

- Parents’ Association
- Frequently Asked Questions
- Campus Map

PARENTS' ASSOCIATION

The Parents' Association

The Milton Academy Parents' Association is a volunteer organization that includes parents of students in Grades K–8. The purposes of the Parents' Association are to provide a forum where parents can achieve a greater understanding of the School and its philosophy and goals, and where parents can discuss issues of concern with School representatives; to support the School's educational goals, faculty and activities; and to enhance the spirit of the Milton Academy community.

Executive Board, 2010–2011

Co-Presidents

Alyce Lee P'10, P'11, P'12, P'16

Monica Connolly P'20

Treasurer

Claire Walton P'20, P'22

Communications Liaison

Marlena Alex P'17, P'21

Building Liaisons

Junior Building: Doreen McLaughlin P'21, P'23

Greenleaf Hall: Lindy Crawford P'19, P'21

Ware Hall: Diana Barrett P'15

Standing Committees

Athletic Representatives: Serve as communication liaison between the Association and the athletic department; organize and coordinate athletics receptions.

Class Representatives: Serve as liaison between the parents and the School Executive Board; Telephone class members as needed; assist in welcoming activities for parents; organize annual on-campus class dinners; work with Faculty Appreciation Committee; assist with parent receptions as requested by the board.

K–8 Diversity Committee: Work with the administration to promote diversity and multicultural education; organize speakers and workshops; participate in CultureFest; report to the association meetings when appropriate.

Parents Independent Network (PIN) Representatives: Attend four to five PIN meetings per school year held at different independent schools in the Boston area and report to the Association.

Fundraising: Organize the Association's fundraiser.

Faculty Appreciation Committee: Organize activities such as special breakfast and one or two additional recognition events for faculty and administration as a way of expressing the parents' gratitude and support.

Parent Volunteer Coordinator: Contact parent volunteers for various events.

FREQUENTLY ASKED QUESTIONS

Communication

Q Whom should I call first about any academic or social issue for my child?

A Your child's advisor

Q During the school day, how can I reach my child?

A For emergency student messages, please call the Middle School office at 617-898-2368. If you reach the answering machine and the message is time-sensitive, please call the Middle School grade level dean at his or her individual extension (listed at the front of this *Handbook*).

Q Is my child allowed to use a cell phone?

A Students may use cell phones for emergencies only, and must turn them off during class time, between 8 a.m. and 3:45 pm.

Q What email convention does Milton use?

A `firstname_lastname@milton.edu`

Q How can my student access services on the network from home?

A Families can connect to the Milton Academy data network through an Internet service provider. The Academic Technology Service distributes detailed instructions on this procedure at the start of the academic year.

Q How can I reach faculty members?

A You can email a faculty member (a directory is available on the Web site); call the Middle School office (617-898-2368) and leave a message for a return call; or send mail to the faculty member at 170 Centre Street, Milton, MA 02186.

Q Whom do I notify about contact information changes?

A Please send changes of address to Milton via regular mail, email or voicemail using the following addresses:

Regular Mail:

Address Updates
c/o ATS Department
Milton Academy, 170 Centre Street, Milton, MA 02186

Email: `Address_Update@milton.edu`

Voicemail: 617-898-2929

Health Care, Support and Counseling

Q What should my child do if he/she feels sick?

A A student should first tell the appropriate teacher, and if practical, also inform the Middle School office that he or she is feeling sick. The student should then go directly to the Health Center. The nurses, in consultation with the school physician, will determine appropriate medical care, and if necessary contact you to come to School to pick up your child. In a medical emergency, we will make every effort to notify parents and will accompany the student to a medical facility, using ambulance transportation if necessary. In the event that we cannot reach you, your signature on the "permission to treat" form will allow medical professionals to provide necessary treatment. We will make sure that your child receives immediate care and will contact you as soon as possible.

Q What if my child requires medication?

A Students must inform the Health Center about any prescription medication. Normally, the staff will keep the medication at the Health Center and dispense it to the student according to the physician's instructions.

Q Is therapeutic counseling available?

A Students may engage in therapeutic counseling with the Middle School counselor on a confidential basis. Students may stop in to see the counselor to ask a question or to schedule an appointment, or they can arrange an appointment through their advisor or grade level dean. Parents are also welcome to consult with the Middle School counselor when they have a concern about their child.

Release of Student Information**Q Will Milton release information about my child to the public?**

A Generally, Milton does not release information on a student without written consent of the parent(s) or legal guardians.

Exceptions to this rule are the following:

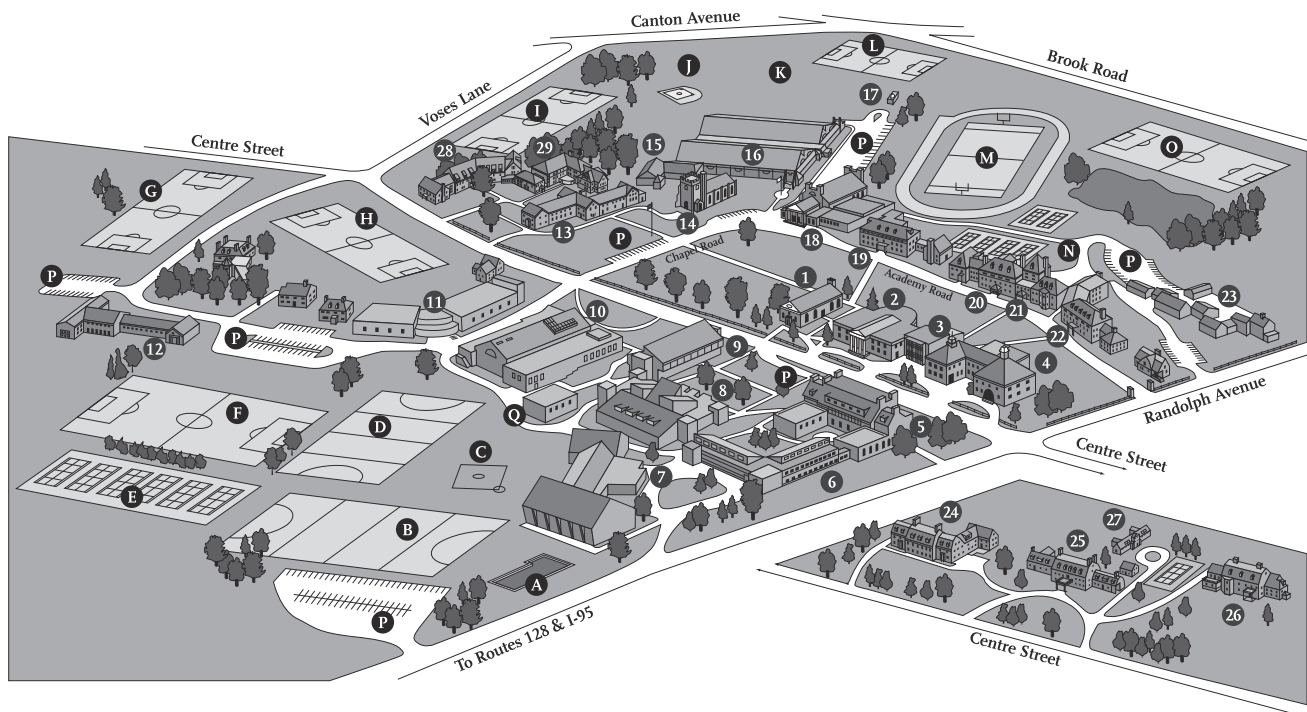
- Recommendations or transcripts requested by the parent/student for special programs
- Press releases or feature articles in print or on the Web site noting awards, activities, or academic or personal distinctions

Occasionally, a reporter may ask to interview a student in connection with his or her accomplishments or participation in Milton Academy programs. The enrollment contract allows parents to decline press or media interaction.

Transportation**Q What bus routes are available?**

A There are five bus routes available, which include Chestnut Hill/Newton, Wellesley/Needham, Needham/Dover/Dedham/South Natick, Central Avenue T Station, and Boston/Cambridge. For more information, please contact Denise Costello in the Business Office at 617-898-2285.

CAMPUS MAP



- | | | | |
|----|-------------------------------------|-----|--|
| 1 | Straus Library | 20 | Robbins House |
| 2 | Wigglesworth Hall | 21 | Forbes Dining Hall |
| 3 | Schwarz Student Center | 22 | Forbes House |
| 4 | Warren Hall | 23 | Facilities Building |
| 5 | Upper School Admission | 24 | Goodwin House |
| 6 | Ware Hall | 25 | Hathaway House |
| 7 | Greenleaf Hall | 26 | Faulkner House: Health & Counseling Center |
| 8 | Caroline Saltonstall Building | 27 | Academy Day Care Center |
| 9 | K-8 Admission | 28 | Millet House |
| 10 | Old Science Building: Nesto Gallery | 29 | Norris House |
| 11 | Cox Library | A | Outdoor Swimming Pool |
| 12 | Kellner Performing Arts Center | B-O | Playing Fields |
| 13 | Pritzker Science Center | B | Faulkner Field |
| 14 | Junior Building | J | Nash Field |
| 15 | Hallowell House | M | Stokinger Field |
| 16 | Apthorp Chapel | O | Dennis Field |
| 17 | Williams Squash Courts | P | Parking |
| 18 | Athletic and Convocation Center | Q | Interim Art Classrooms |
| 19 | Ayer Observatory | | |
| | Robert Saltonstall Gymnasium | | |
| | Wolcott House | | |

MILTON ACADEMY

170 Centre Street

Milton, MA 02186

617-898-1798

www.milton.edu