

# MILTON ACADEMY



2019–2020  
MIDDLE SCHOOL  
STUDENT HANDBOOK



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## WELCOME

### Welcome

Welcome to the Middle School at Milton Academy. In Ware Hall, students in grades 6, 7 and 8 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* 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 this *Handbook* carefully and ask questions of your advisor 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 lifetime 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 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.

### Diversity

#### Our Mission in Action: Providing Mirrors and Windows

At Milton, we celebrate our differences as well as our similarities. The idea that each individual brings a unique and valuable dimension to our shared experience drives the relationships in our community. To us, growing and learning among individuals who share widely divergent life stories and appreciating their respective cultures, is an invaluable aspect of a true education.

Nurturing a respectful and inclusive culture means paying close attention to individual experiences, our curriculum, admission work, and our daily lives at school. We partner with families to help children broaden their views of themselves and others by ensuring that they encounter mirrors of their own background and experience, as well as windows of difference.

We teach, practice, and appreciate open-mindedness and awareness, explicitly developing respect for many aspects of diversity, including race or ethnicity, socioeconomic status, religion, gender, national origin, family composition, sexual orientation, physical or psychological difference, and political affiliation. We encourage our students to be active citizens, questioning and countering various forms of prejudice. We enable students to experience, understand and support the notion that “Everyone is one of us.”

In support of this work, the Middle School offers a variety of affinity groups and cultural clubs. Culture clubs are discussion groups centered around different topics of diversity, inclusivity and multiculturalism. They are open to all students. The clubs create dialogue on important issues while encouraging participants to listen and learn from the discussions. We offer three culture clubs in the Middle School:

- CAFE (Cultural Awareness for Everyone)
- GASP (Gender and Sexuality Perspectives)
- ROAR (Reflection on Anti-Racism)

Smaller, more intimate affinity groups provide an opportunity for students who share a common identity to find a specific connection, to explore that identity, and to share common experiences, both positive and challenging. Affinity groups create a network that empowers students to participate in the School as the fullest expression of themselves. We've found that fostering many connection points for students and encouraging them to explore leads to vibrancy, confidence and character. Student interest and engagement is a driver of these spaces in the Middle School and groups may be created based on community needs. Affinity spaces in the Middle School include:

- Asian Affinity Group
- Black Student Union
- Latinx (Latino Association)
- Conservative Club
- Muslim Student Union
- Biracial/Multiracial
- Christian Fellowship
- LGBTQ+ - Alphabet Soup
- Girls Empowerment
- First-Generation Americans
- Non-Traditional Families

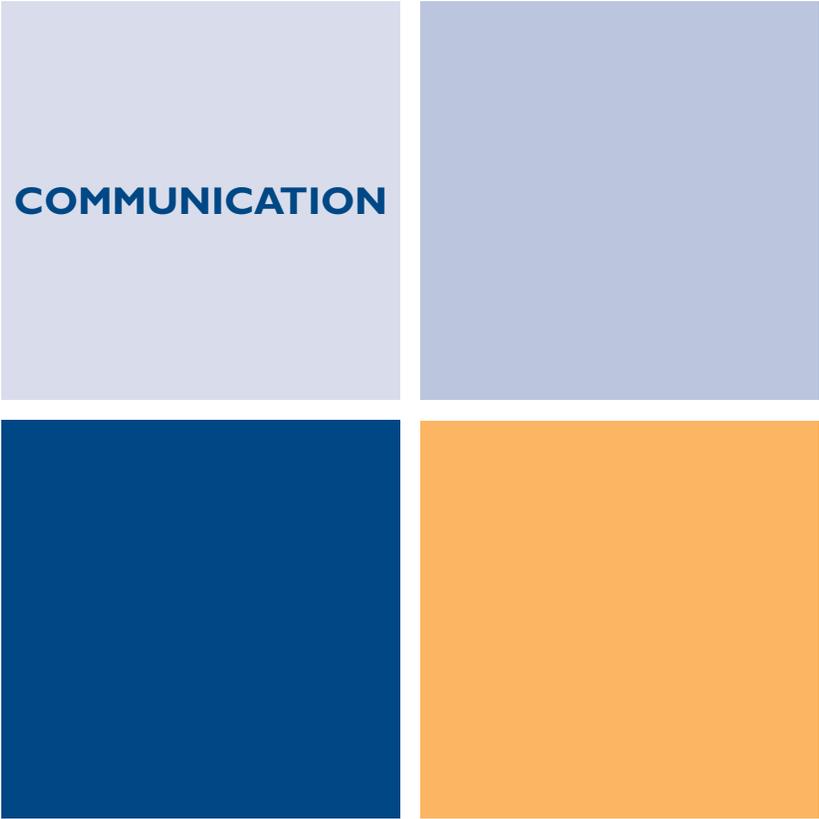
These voluntary, student-initiated opportunities are designed to provide a safe place for students to explore their identities, share lived experiences and be in community with students who share an important part of their identities.



WELCOME



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## COMMUNICATION

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	617-898-2200
Steven Bertozzi, Interim Middle School Principal	617-898-2322
Samantha Cristoforo, Middle School Office	617-898-2368
Middle School Fax	617-898-2505
Jacqui Hardaway, Middle School Dean of Students	617-898-2527
Joshua Kronenberg, Grade 8 Dean	617-898-2529
Sue Austin, Grade 7 Dean	617-898-2526
Carrie Ferrin, Grade 6 Dean	617-898-2206
Sam Landau, Middle School Athletic Director	617-898-2565
Nicci King, Middle School Counselor	617-898-2559
Liz West, Middle School Learning Specialist	617-898-2298
K-8 Nurse's Office	617-898-1671
Health Center	617-898-2450
Campus Safety	617-898-2911

## COMMUNICATION

## Change of Contact Information

Parents and students are encouraged to keep their contact information up to date in *myMilton*. Alternatively, all changes of family contact information may be sent to Milton Academy via mail, email or voicemail, using the following addresses:

Mail: Address Updates  
c/o ATS Department

Milton Academy  
170 Centre Street  
Milton, MA 02186

Email: [directory\\_feedback@milton.edu](mailto:directory_feedback@milton.edu)

Voicemail: 617-898-2929

## Cancellation of School

In the event that School is canceled or delayed because of weather conditions, parents and faculty will be contacted via email, phone and/or text message by approximately 6 a.m. Parents should maintain their contact information in *myMilton*. Families may also learn about School cancellations by checking the Milton website or by listening to the following radio and TV stations: WBZ 1030 AM, WBZ-TV4, WCVB-TV5, WHDH-TV7 and NBC Boston-10.

## Contacting Faculty and Students

### Messages

To reach a student during the day in case of an emergency, please call the Middle School office at 617-898-2368. We will post the messages for students on their lockers. The best way to reach faculty members is via email, using the following address convention: first\_name\_last\_name@milton.edu. Messages may also be left at the Ware Hall office.

### 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 accesses a computerized system that offers certain 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



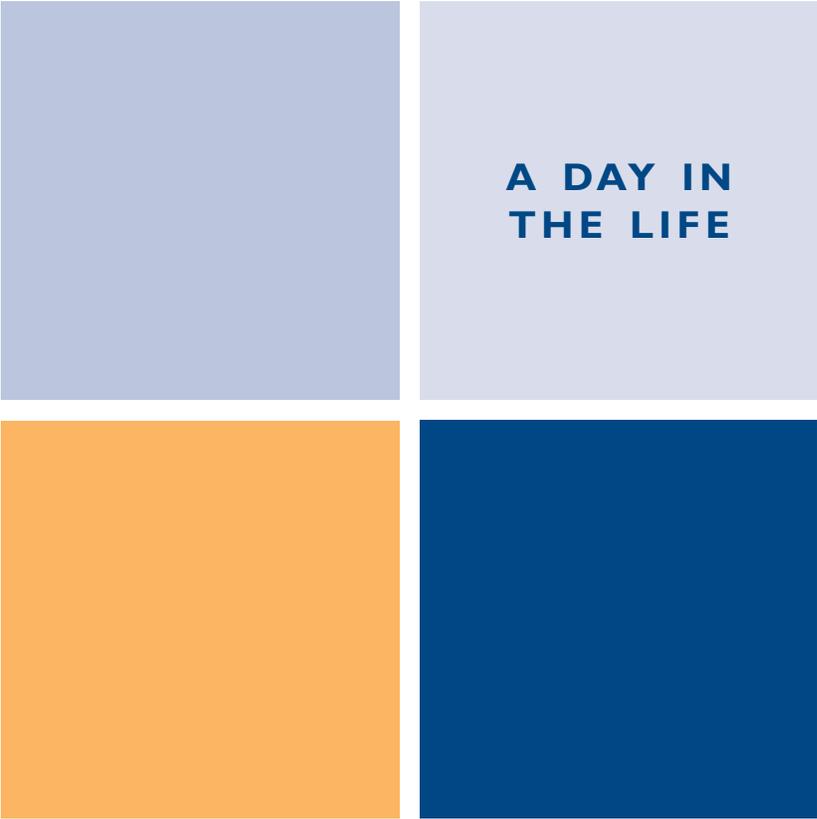
## COMMUNICATION

Safety officer on patrol 24 hours a day. This line is not secure for confidential conversation. Please give the officer a telephone number where you can be reached, if necessary.

Dial 911 from any campus telephone to reach outside emergency services. Dialing “7” first is not necessary when calling 911. 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 appropriately with parents through email and website announcements. We will notify local radio and television outlets; those stations often refer audiences to their respective websites. The School will also use the Milton Academy Campus Emergency Notification system, which includes indoor and outdoor speakers, text messaging and email, notifying faculty and students immediately in the event of an emergency. This communication will be followed with updates posted on [www.milton.edu](http://www.milton.edu). If warranted, additional information will be communicated to parents through email.

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 available for on-campus communication.



**A DAY IN  
THE LIFE**

Schedule

Start Time

Morning Assembly

Academic Day/Homework

Lunch

Activities

Athletics

Drama

Community Service

Dismissal

After School Program

## A DAY IN THE LIFE

### Schedule

#### A typical daily schedule

8:00–8:20 a.m.	Advisory or assembly (attendance required)
8:25–9:10 a.m.	Period 1
9:15–10 a.m.	Period 2
10:00–10:15 a.m.	Recess
10:15–11 a.m.	Period 3
11:05–11:50 a.m.	Period 4
11:55 a.m.–12:25 p.m.	Lunch (Period 5)
12:30–1:15 p.m.	Period 6
1:20–2:05 p.m.	Period 7
2:10–2:20 p.m.	Assembly or recess
2:25–3:45 p.m.	Athletics (all seasons) and arts (fall play and winter musical)
3:45 p.m.	Dismissal

### Start Time

Middle School starts at 8 a.m. Families who drive should plan to arrive by 7:50 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, their parent must call the Main Office in the Middle School at 617–898-2368.

### Morning Assembly

#### Monday and Friday:

All Middle School students and faculty gather together in our assembly room at 8:00 a.m. Announcements, eighth-grade talks, performances and schedule changes are presented at this time.

#### Tuesday and Thursday:

Students meet in their advisory groups to start the day.

#### Wednesday:

On Wednesday mornings, school starts immediately with first period. There is time after the second academic period for a grade-level meeting right before recess.

### Academic Day/Homework

During Middle School, 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.

Students attend classes in mathematics, English, social studies, science and foreign language. Students should expect 20 to 30 minutes of homework for each class meeting. Students work at various speeds, so this time expectation is approximate. While students may complete assignments in less time, we expect them 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 them to talk with a teacher or advisor so we can arrange for appropriate support strategies. We believe strongly that middle school is a time to nurture self-advocacy in students.

In addition to the “homework courses,” all Middle School students take courses in the visual arts, performing arts, music and an additional course that incorporates study of technology and programming. Students in grades 7 and 8 grades also take a course called “360,” which is taught in sections by the Middle School counselor and the learning specialist with a focus on social and emotional development and intellectual and cognitive development.

### Lunch

Lunch is served daily in Elliott Commons, the dining facility in Norris House, from 11:55 a.m. to 12:25 p.m. On Wednesday, students will eat lunch during either fifth or sixth period, depending

on when their activity meets.

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 washing station and leave their tables clean.

## Activities

Activity periods occur during fifth 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 in which they will participate for the semester. Over the years, activities have included speech team, chess, rock climbing, newspaper, yearbook, and math team. Some activities are available for both semesters.

### Speech Team

The Middle School speech team is a co-curricular activity designed to train students in the fundamentals of performance, literary interpretation and public speaking. Weekly team meetings take place during the Wednesday activities period, where participants work with Upper School mentors. Additional coaching is also available after school. Throughout the academic year, students are able to attend as many as eight local speech competitions held on Saturdays or Sundays. The Massachusetts Middle School Speech League offers competition in the following ten categories: Children's Literature, Prose Reading, Original Oratory, Impromptu Speaking, Storytelling, Dramatic Performance, Free Verse/Poetry Reading, Duo Interpretation, Declamation and Demonstration Speaking.

### Athletics

We believe that participating on a team sport or being engaged in physical activity is an important part of a student's development at the middle school level. The fundamental purpose of our 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 lifelong appreciation for physical activity and providing a safe environment where students are able to have a fun and rewarding experience. Through our athletics program, students make friends, develop skills, compete against other teams, learn the value of teamwork and sportsmanship, experience leadership, and represent the School.

### Athletics Requirement

All students are required to participate in one of three options for our afternoon program: 1) interscholastic athletics, 2) intramural program 3) performing arts (a play in the fall and musical in the winter).

### Interscholastic Sports Offered

Fall: Boys' soccer, girls' soccer, co-ed cross country, field hockey, flag football

Winter: Boys' basketball, girls' basketball, co-ed ice hockey (dependent on numbers), co-ed squash

Spring: Boys' lacrosse, girls' lacrosse, baseball, softball, co-ed track, boys' tennis, girls' tennis

### Intramural Program

This program is designed for students who may not want to compete on an interscholastic team for that season. Intramurals meets five days a week and will include a host of lifetime sports and activities. Sports and programs that have been offered in the past include: strength and conditioning, yoga, kick-boxing, tennis, squash, badminton, rock climbing, hiking, kayaking, skiing and snowboarding at nearby Blue Hills (weather dependent), and other fun gym games.

### Contact Sports

We offer two contact sports: co-ed 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 child does not participate or receives minimal playing time. In our non-contact sports, we place more equity on playing time. All students who wish to play ice hockey must have previous skating experience and their own equipment. No previous experience is necessary for boys' lacrosse.

A DAY IN  
THE LIFE

### **Daily Schedule and Game Days**

Athletics will begin after school on Monday, September 9, 2019. On Mondays, Tuesdays and Thursdays throughout the year, practice is scheduled from 2:15–3:45 p.m. Wednesdays and Fridays are typically game days. Teams that do not have a scheduled game on a Wednesday or Friday will have practice. Students are expected to bring to school the clothing and equipment they will need for athletic practices and games.

### **Game Day Information/Game Schedules/Cancellations**

Please visit our Middle School athletics website at [www.milton.edu/K8/athletics](http://www.milton.edu/K8/athletics) for game day information. This website is updated daily, as some games are canceled, added and changed. On this page you will find your child's team, the time and location of the game, directions (if it is on an opponent's campus) as well as the departure 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.

The athletic website will update by noon if weather is questionable on game days. In bad weather, Middle School teams will always practice indoors, even if a game is canceled. Practice times will be 1:30–2:30 p.m. on Wednesdays and 2:15–3:30 p.m. on Fridays.

### **Middle School and Upper School Athletics Programs**

Only Middle School athletes with exceptional athletic talent will be considered candidates for playing with varsity teams; fundamentally a Middle School student should play with their peers, giving directly to the Middle School community. However, in certain rare cases, when a student's athletic talent far exceeds that of their Middle School peers and they could contribute significantly to a varsity team, the student will be considered a candidate for playing with a varsity team. Once a Middle School student is identified as a possible player at the varsity level, the following procedure must be followed for approval.

1. A request about a particular student is initiated by the appropriate Varsity Head Coach to both the Director of Athletics for the Upper School and the Middle School Athletic Director.
2. In conjunction with the student's advisor, teachers and the Middle School principal, the student will be evaluated for appropriate academic standing, social development and physical preparedness to move onto a varsity team.
3. The student will meet with their advisor, the Middle School Athletic Director and the coaches to go over expectations and responsibility.
4. The student's parents will discuss the option with the Varsity Head Coach and the Athletic Directors.

Upon approval from necessary constituents and agreement on expectations by the student and family, the student may begin playing with the Varsity team and will attend practices, games and team functions as expected.

In general, it is recommended that involvement be limited to one season. In rare circumstances, a student could be considered for a second season.

### **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 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, they are 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.

### **Team Selections and Ability Splits**

While most of our sports can only accommodate a single team composed of students in grades 6, 7 and 8, some sports have enough participation to warrant the creation of multiple teams. For these sports, we will conduct a tryout the first week of the season. All students in grades 6, 7 and 8 will have an opportunity to try out for our "A" team. The A team will include the highest

skilled and more experienced athletes regardless of age. Students who do not make the A team will comprise the B team or they may select another interscholastic sport, the drama option, or the wellness program (numbers permitting for all). All students will be placed on a team and participate in games. We want playing time to be balanced for all of our players, and, for reasons of safety, competitiveness and sportsmanship, playing time may not always be equal for all athletes in all games. We hope that over the duration of the season each player will have opportunities to participate significantly in games and make contributions to the team.

Squash will incorporate a team selection based on ability. Students will try out for the team and if they do not make the cut they will be placed in their second choice for the winter afternoon program. The team will consist of 28 squash players, divided equally by gender, and a numbered tier system by grade (twelve 8th graders, ten 7th graders, and six 6th graders). Intramural squash opportunities will be provided through our wellness curriculum in both the fall and spring seasons.

### **Athletics Exemption Process**

Students may apply for a waiver from the afternoon athletics program, which will be considered on a case-by-case basis. We feel that our athletics 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 the program.

#### **Criteria for a Waiver**

1. The student must have already demonstrated a high level of skill in and commitment to the activity 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 six hours per week (Monday through Friday) in the activity.
3. The student must be supervised by a coach or instructor who will follow the student's progress throughout the season.
4. Waivers are not considered for sports offered during the same season
5. Partial waivers will not be granted and waivers for more than one season are strongly discouraged and will only be considered in rare circumstances.
6. A written proposal detailing the activity and program in which the student is involved, including the days of the week and hours of participation, must be submitted to the athletic director by August 15 for the fall season, October 15 for the winter season, and February 15 for the spring season. The athletic director, Middle School principal, and the student's grade-level dean will consult and notify parents of their decision before the start of the season.

### **Drama**

In the Middle School, students experience and explore the performing arts through curricular offerings in each grade, as well as opportunities in our afternoon program. All students in grades 6, 7, and 8 participate in performing arts classes as part of their curricular day. Grade 6 drama students take creative risks and gain confidence in performing for others through studies in public speaking, speech writing, storytelling, and debate. Grade 7 students gain insight into the world of drama behind the scenes through explorations in stagecraft and design. In Grade 8, students focus on creating original works in the course of studying improvisation and acting techniques, playwriting, and devised theatre. These experiences provide a strong foundation for future artistic endeavors while also supporting holistic growth as students develop skills in creative thinking, listening, communication, spontaneity, perspective taking, and collaboration.

As part of our afternoon program, students may choose to participate in a play during the fall season and a musical during the winter, culminating in performances for the community. No prior experience is necessary, and students may sign up for one or both of these productions. Rehearsals take place every day at the same time as our athletic practices during the fall and winter, with the exception of extended rehearsals during production weeks. Directors will communicate production dates and schedules at the start of the season.

## Community Service

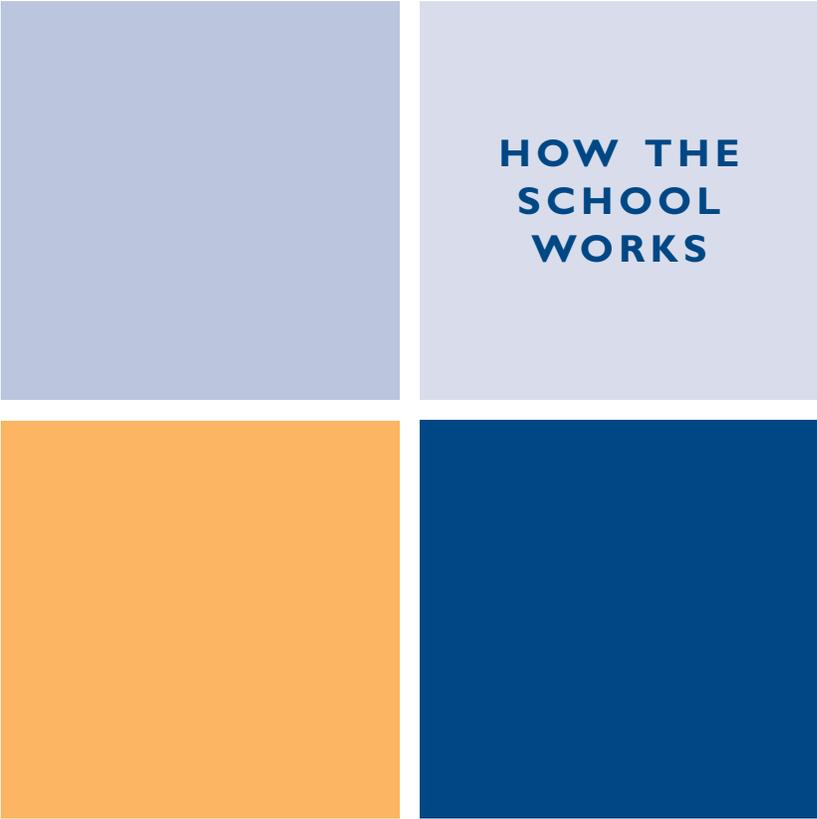
Students may participate in community service activities designed to enrich their social consciousness. Activities include planning fundraisers; volunteering at sites such as Rosie's Place and helping with Special Olympics competitions. School-sponsored fundraisers must be approved by the Middle School principal. Outside fundraisers are discouraged. We are always looking for new community engagement partnerships. Please be in touch with the Middle School principal if you would like to discuss potential opportunities.

## Dismissal

School ends at 3:45 p.m. on Monday, Tuesday and Thursday. On Wednesday and Friday students typically have games and will be dismissed after the games according to the weekly athletic schedule. If a team does not have a competition, students will typically have practice on Wednesday from 1:30 to 2:30 p.m. and be dismissed at 2:45 p.m. depending on the availability of practice space. On Friday, students will practice from 2:15 to 3:30 p.m. and be dismissed at 3:45 p.m. All students must leave campus or check into the After School Program by 4 p.m. (3 p.m. on Wednesday). Students are not permitted to be anywhere else on campus after dismissal.

## After School Program

The after school program (ASP) is available Monday through Friday in Ware Hall. This is a drop-in program that does not require prior registration. Students must be checked into ASP by 4 p.m. PM (3 p.m. on Wednesday). ASP closes at 5:45 p.m.. Students are expected to come ready to sit down and complete their homework. The first hour is a quiet study and access to Ware Room 101 or any other part of the building/campus will only be available after 5 p.m. and once homework is completed. Middle School students will not have access to Cox Library during ASP hours. If they need to check out a book, they should plan to do so between 3:30–4:00 p.m. (2:30–3 p.m. on Wednesday). Cell phones are not permitted at any time during ASP. Parents/guardians must call the ASP line directly (617-898-2537) to relay a message to their child. On Wednesday and Friday afternoons, students are able to check out of ASP and watch a Middle School game on campus. Students must return to ASP before leaving for the evening. Checking out of ASP is a privilege that can be taken away.



## HOW THE SCHOOL WORKS

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Incidental Accounts  
Late and Incomplete Work  
Personal Property  
Reporting on Student Performance  
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Socials  
Student Directory  
Extra Help Sessions  
Testing  
Vacations



## Advising of Students

Advisors at Milton serve as a connecting link between students, parents and the School. Every student has an advisor who is responsible for overseeing the student's holistic experience and who stands ready to offer guidance and support at any time. The advisor sees all advisees formally twice a week during advisory period and is also available to meet regularly with advisees on an individual basis. If a student has academic or disciplinary problems, the advisor is always involved. Milton assumes and encourages frequent communication between parents and advisors.

## Academic Support

### Disability-Based Academic Evaluations and Accommodations

Some students may require disability-based academic accommodations. The Middle School learning specialist will review any educational testing documentation conducted by a qualified evaluator; can provide families with information about certified evaluators in the Boston area; and will work with students to put educational support plans in place as needed. The Middle School learning specialist is also responsible for working with, and reviewing documentation from, students requesting disability-based academic accommodations.

Disability-based academic accommodations are those reasonable accommodations necessary to ensure that a student with a documented disability receives equal access to Milton's programs and services. Appropriate accommodations depend on the individual disability and must be narrowly tailored to meet an individual's disability-based needs. Please note that Milton Academy has no obligation to provide accommodations that the School determines are unnecessary or unreasonable; constitute an undue burden; or fundamentally alter the nature of the School's academic program. Students wishing to request disability-based academic accommodations must review and follow the process set forth in the *Academic Accommodations Policy*, which is available through the Academic Skills Center and the Middle School learning specialist.

If the Middle School learning specialist determines that any such support plans or accommodations are warranted, they will develop a written set of recommendations, typically referred to as an individualized learning guide (ILG). Parents and students will have a chance to approve the ILG and consent to it being shared prior to implementation with those Milton faculty and staff members needed for its successful implementation.

The Middle School learning specialist must receive documentation in support of a request for disability-based accommodations on semester exams at least two weeks prior to the beginning of the Grade 8 assessment week.

## Academic Warning

Academic warning occurs when we are concerned about a child's performance in one or more classes and we want to alert the student and their parent(s). A student can be placed on academic warning when they are not meeting the minimum requirements in at least one course. This is an intermediate step between academic probation and good academic standing. The decision to place students on academic warning will be made by the student's teachers and the Middle School principal. The principal will communicate the decision in writing to the student's parent(s). Students on academic warning may be required to attend regularly scheduled meetings with teachers, meet with the learning specialist or have specific responsibilities during study halls or after school. A student who demonstrates satisfactory improvement in performance following a full reporting period will warrant removal from academic warning. Students on academic warning for multiple reporting periods (progress reports and narrative reports) may be placed on academic probation. A student ending the year on academic warning will remain promotional and may be removed from academic warning for the start of the following year.

## Academic Probation

Academic probation occurs when a student has been on academic warning and continues not to meet minimum requirements in at least one course. The decision to place a student on academic probation will be made by the student's teachers and the Middle School principal. The principal will communicate the decision in writing to the student's parent(s). The student's teachers, parent(s) and the principal will discuss specific measures to improve their performance. The approach may include, but is not limited to: attending regularly scheduled meetings with teachers, meeting with the learning specialist or having specific responsibilities during study halls or

after school. When a student is on academic probation, faculty will be in regular communication with the student's advisor, who will provide weekly feedback to the student and their parent(s). The advisor, faculty and the principal will evaluate the progress of any student on academic probation after each reporting period. A satisfactory improvement in performance following a full reporting period will warrant removal from academic probation.

A student who remains on academic probation for two consecutive marking periods may be ineligible for promotion and may be required to withdraw from the School. In these cases, the Middle School principal will be available for consultation with the student's parent(s) about other schools that may be a better match for their child's needs.

### Assessment Policy

The Middle School faculty are committed to ensuring students learn the process of time management when preparing for assessments. Teachers will post most assignments and assessments in Google Classroom. Considering the developmental stages of our students, we will strive to meet the following assessment limits:

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 10-minute quiz on any given day during the second semester

Grade 8—two tests or papers and one 10-minute quiz on any given day throughout the year

Teachers reserve the right to give a pop quiz (10 minutes long), which does not require advance preparation.

### Promotional Requirements

All students must take mathematics, English, social studies, science and a classical or modern language. In addition, students partake in performing arts, visual arts, music, 360 (for grades 7 and 8) and athletics. To be promoted, students must meet the minimum requirements of all these courses and be in good behavioral standing (see "Essential Expectations"21).

### 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 bag for each Middle School student containing the books and supplies that teachers have required of them.

### Calendar

At the start of the year, the Middle School principal 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 check Milton's online calendar at <https://www.milton.edu/k8/middle-school/calendar/> and reference parent newsletters to find up-to-date information.

### Computers and Printing

All Middle School students are provided a School-owned Chromebook to use for academic purposes for the whole school year. Printing is available in Ware Hall, and students must use their incidental account (IA) card to print. It is an expectation that students print when they arrive at the start of the day.

### Cox Library

Cox Library provides an extensive range of resources for the Upper and Middle School. In addition to books, newspapers and periodicals, resources include a rich collection of subscription databases and carefully selected Internet resources. These resources are available through [the library website](#), which is accessible to students on and off campus. In addition to offering an appropriate environment for study, research and quiet reading on the second and third floors, the library has comfortable seating and tables on the first floor for more collaborative activities.

## HOW THE SCHOOL WORKS

The library does not charge fines for overdue books; however, borrowers must pay for lost books. There are two photocopiers available for student use.

Students are expected to abide by the librarians' rules about quiet areas and bringing food and beverages into the library. Snack food is allowed on the first floor, while covered beverages are allowed on all three floors.

### **Cox Library is open:**

<b>Monday – Thursday</b>	<b>8 a.m.–6 p.m., 7–9:45 p.m.</b>
<b>Friday</b>	<b>8 a.m.–5 p.m.</b>
<b>Sunday</b>	<b>7–9:45 p.m.</b>

### **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 located on East Campus, in Faulkner House, and is open from 7 a.m.–11 p.m. - Sunday through Thursday and 7 a.m.–11:30 p.m. Friday and Saturday. There is a satellite nurse's office in the Junior Building staffed with a registered nurse Monday through Friday from 9 a.m. to 3 p.m. Physicians are on staff for consultation with the nurses. Physician services 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 a medical emergency, School personnel will notify parents, and a Milton Academy faculty or staff member will accompany the student to a medical facility and arrange ambulance transportation if necessary.

When students are injured and seek outside medical care, 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 Ware Hall. The counselor is available to students who want help with personal problems or obstacles to personal and academic growth. We encourage Middle School students to meet with the counselor whenever they have concerns or when the advisor, grade-level dean or principal recommends it. Appointments may be scheduled through the Middle School office, an advisor, the grade-level dean or with the Middle School counselor directly. In almost all cases, the counseling conversations are kept in strict confidence. The Health Center does not provide ongoing family therapy.

### **Incidental Accounts (IA)**

Students may charge tuition and miscellaneous school expenses to their incidental account (IA). The School sends statements to parents monthly and requests prompt payment. The bookstore allows students to charge purchases to their incidental account, allowing students to purchase books and supplies without needing to carry cash. Younger students may find this account rather heady, somewhat like a charge card. 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 IA to required materials from the bookstore.

Parents may set limits on IA charges in the bookstore and the snack bar. To place limits on bookstore purchases, parents should contact the bookstore directly at 617-898-2110. To limit snack bar purchases, parents should contact dining services directly at 617-898-2350.

## Late and Incomplete Work

We expect every student to complete all assignments on time. If a student is not able to do so, they should speak with their 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 normally be completed within one week after the end of the academic year. Teachers may vote students on to 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 to store books, clothing and valuables. Students should visit their lockers often, since they are not generally permitted to carry backpacks throughout the day. Students need to provide their own locks for the lockers.

## Reporting on Student Performance

Families receive formal communication about student learning throughout the school year. Midway through each semester (approximately November and April), families receive written course comments that address overall student progress and identify any necessary action steps for reaching course learning objectives. At the end of each semester, families receive end-of-semester skills evaluations that communicate whether or not a student has met the major learning objectives for a particular course. Students are evaluated as proficient or not proficient on each of four to seven learning objectives per course. An evaluation of not proficient is followed by a brief comment that offers further clarification. Students do not receive letter grades, scores, percentages, or class rankings. Parents have the opportunity to attend one formal conference with their child's advisor at the start of the year and two formal conferences with their child's teachers twice each year. We encourage ongoing communication between parents, advisors, and teachers.

## Snack Bar

Two areas are available for seventh- and eighth-grade students to purchase snacks: the snack bar in the Schwarz Student Center and the bookstore. Students must keep these areas free of litter.

## 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.

## Extra Help Sessions

Students may schedule extra help sessions with teachers during conference 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 helps us to work collaboratively to support your child. Please be assured that all outside test results will be handled sensitively and confidentially. Parents may choose to share test results with the Middle School principal, the learning specialist, 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 vacation begins. Exceptions to this policy are disruptive to a student's education. Requests for exceptions must be made in writing to the Middle School principal at least two weeks prior to the beginning of a scheduled extended absence.



**STANDARDS,  
RULES AND  
EXPECTATIONS**

Essential Expectations

Other School Rules

Class Attendance

Computing and Network Policies and Regulations

On the Web

Weekend Activities

Hosting Milton Students

## Essential Expectations

Generations of Milton Academy faculty 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 cohesion and morale in 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 student's grade-level dean and their advisor, and it is called by the dean when the response does not include suspension or expulsion. The Middle School principal may participate if necessary. 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, and the Middle School principal, and the student's advisor. Whenever a Deans' Committee or Discipline Committee occurs, the student's 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, 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 in disciplinary action. 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 judgment of the head of school.

### 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 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 we try 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. Treat Others with Dignity and Respect**

Students are expected to uphold the rights and well-being of others. Therefore, impinging on the well-being or violating the rights of others, whether targeting individuals or not, is an unacceptable breach of these standards. While injury or harm can occur in interactions between any individual students or groups of students, the School is mindful of the extra impact that these forms of misconduct may have on historically marginalized groups. The School therefore examines with particular scrutiny any conduct targeting identities and groups protected under state and federal law.

All the offenses below include harms done in person, in written or image form, electronic, etc. This includes, but is not limited to, the use of offensive or derogatory images or language that are perceived as being used to humiliate, mock, or insult a person or particular group of people. Impinging on the rights of others, includes but is not limited to:

### **Harassment**

Milton Academy prohibits harassment of any kind. The School therefore forbids harassing behavior, including the use of harassing language and images, regardless of the location, time or medium of the harassing behavior, that creates a hostile environment at School for a targeted student; behavior that infringes on the rights or well-being of a targeted student at School; and behavior that materially and substantially disrupts the educational process or the orderly operation of the School. This prohibition includes but is not limited to: racial, color, or national origin harassment; religious harassment; sexual harassment or sexual orientation harassment; gender identity harassment; actual or perceived age harassment; disability harassment; harassment based on any other characteristic protected under applicable law.

*This conduct is prohibited at all times in all places, on or off campus.* In addition, the above prohibitions apply regardless of the medium—for example, and without limitation, in direct personal interactions, in any electronic or voice communication.

Students who feel that they have been the victim of harassment, or who witness or learn of the harassment of another student, are strongly encouraged to report the matter promptly to the dean of students. Students may also discuss the matter with their advisor, their class deans, the Middle School dean or any other adult with whom the student feels comfortable.

Any student found to have harassed another individual will be subject to discipline, up to and including dismissal.

Please see the Milton Academy Hazing and Harassment Policy in this *Handbook’s* appendix for more details of the School’s harassment policies.

### **Hazing**

Milton Academy prohibits hazing. Both the principal organizer and any participant in an act of hazing will be subject to discipline, up to and including dismissal. Consent shall not be available as a defense to hazing. Pursuant to the laws of the Commonwealth of Massachusetts, Milton Academy mandates that all students read “An Act Prohibiting the Practice of Hazing” and abide by its provisions (reprinted in this *Handbook’s* appendix).

Please see the Milton Academy Hazing and Harassment Policy in this *Handbook’s* appendix for more details of the School’s hazing policies.

## Bullying

Milton Academy prohibits all forms of bullying. The School therefore forbids bullying behavior, regardless of the location, time, or medium of that behavior, that creates a hostile environment at School for a targeted student; infringes on the rights or well-being of a targeted student at School; or materially and substantially disrupts the educational or the orderly operation of the School. As a result, a student may face disciplinary consequences for conduct that occurs off of the School campus and outside of School hours. Most bullying behavior has the following in common:

- it is deliberately hurtful;
- it is repeated, often over a period of time;
- it is difficult for the target of the bully or bullying behaviors to defend themselves against the negative behavior.

Bullying or bullying behavior includes intimidation or harassment that causes a reasonable student to fear for their physical safety or property. Bullying may fall into, but is not limited to, the following categories: physical bullying, verbal bullying, written bullying, psychological bullying, cyber-bullying, racial bullying, and bullying on the basis of gender identity or expression, or on the basis of sexual orientation.

The above prohibitions apply regardless of the medium—for example, and without limitation, in direct personal interactions, in any electronic or voice communication, and on blogs, social networking sites, web forums or other online sites.

Students who feel that they have been the victim of bullying, or who witness or learn of the bullying of another student, are strongly encouraged to report the matter promptly to the dean of students. Students may also discuss the matter with their advisor, their class deans, a member of the deans' office or any other adult with whom the student feels comfortable.

Students found to be in violation of this policy may be subject to disciplinary action, up to and including dismissal.

Please see the Milton Academy Bullying Prevention and Intervention Plan in this *Handbook's* appendix for more details of the School's policies.

**Retaliation** The School prohibits all forms of retaliation. Retaliation is any form of intimidation, reprisal, bullying or harassment directed against a student who reports unlawful discrimination, hazing, harassment, or bullying, provides information during an investigation of unlawful discrimination, hazing, harassment, or bullying, witnesses or has reliable information about any such incident or behavior.

Please see the Milton Bullying Prevention and Intervention Plan and the Milton Hazing and Harassment Policy in this *Handbook's* appendix for more details.

## Demearing language and images

The School prohibits any student from using words or images that demean or denigrate other individuals on the basis of social identities. This prohibition includes but is not limited to slurs and other demearing words and images, defacement or use of insulting images related to actual or perceived race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, and disability.

This prohibition applies regardless of the medium. Students found to be in violation of this policy will be subject to disciplinary action, up to and including dismissal.

## Assault

The School prohibits all forms of assault, including sexual assault, and any threats of violence against an individual, a group of individuals, or the School. This prohibition applies regardless of the medium. Students found to be in violation of this policy will be subject to disciplinary action, up to and including dismissal.

The rules and prohibitions set forth in this section pertain regardless of the medium used, whether the offense takes place in person, in any electronic or voice communication or in blogs, social networking sites, web forums or any other online sites. Students are required and expected to have reviewed and be familiar with the Milton Bullying Prevention and Intervention Plan and the Milton Hazing and Harassment Policy, as amended from time to time, and all set forth in this *Handbook's* appendix and posted on the Milton website. Adults in the Milton community will

be supportive in helping students to seek more information about any of these policies. Students knowingly in the presence of these rule violations add support by their presence and may also be held accountable.

### **Sexual Misconduct Policy**

Milton Academy is committed to providing a safe, respectful and supportive living, learning and working environment, free from sexual misconduct, in which all members of the community can thrive and succeed. The [School's Sexual Misconduct Policy](#) is designed to uphold this commitment and to create a consistent standard for responding to reports and keeping the community safe. The policy, which applies to all members of the community (students, employees and parents), defines key terms, prohibited conduct, and protections related to sexual misconduct. Additionally, the policy outlines relevant protocols and procedures for reporting, investigating and resolving incidents and allegations of sexual misconduct.

### **3. Wholehearted 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 students, faculty or staff 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 will 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 their 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. Cases of accidental damage of or destruction to School property will not warrant disciplinary action, but the student(s) involved will be held responsible for the costs of repair.

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 representative reasonably believes that conduct that violates 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 any form of sexual intercourse. 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, they are 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 principal or the Middle School office. 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, references to drugs or alcohol, or derogatory references to race, sex or ethnicity. 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.

In its essence our dress code is "comfortable and respectful." Basic expectations include keeping underwear from showing, wearing shoes at all times, and dressing for the weather.

At times, guidelines will dictate more formal dress for special events throughout the year, often referred to as "chapel dress." Chapel dress consists of skirt, dress pants and blouse, or dress; collared shirt, tie, blazer and slacks (not jeans or shorts) and appropriate footwear.

### **Other School Rules**

1. No gambling of any kind is allowed at School.
2. Cell phones may not be used from 8 a.m. to 3:45 p.m. and must be stored in the student's locker. Students are not permitted to have cell phones on their person at any time throughout the school day.

### **Other Discipline and Consequences**

Students will be subject to disciplinary action if they fail to meet School expectations. This program is designed to address and reinforce the basic expectations of student behavior within our school and community in a manner that is gradual and developmentally appropriate. At Milton,

## STANDARDS, RULES AND EXPECTATIONS

we value and are committed to academic excellence and the development of strong moral character in each of our students. Explicitly stating community expectations and potential consequences empowers students to make informed decisions and fosters the development of self-discipline.

Below is a description of different levels of discipline responses, consequences and processes.

### **Tier I:**

**Student write-up:** Student write-ups are in place to address minor infractions. Any faculty or staff member may write up a student when it is deemed necessary. The adult who has written up the student will have a one-on-one conversation with that student to: explain why the student was written up; outline potential next steps; and give the student the opportunity to ask questions if necessary. All student write-ups will be submitted through a Google form that is monitored and maintained by the Middle School dean of students. The dean of students will notify the family and student's advisor via email about the incident. Parent notifications will be sent out within a week of the write up being submitted.

All student write-ups will be reviewed in grade-level teacher team meetings. Students who receive three write-ups (for any combination of reasons) will receive a detention.

Detention will be held once a month by the Middle School dean of students. If a student needs to reschedule a detention they must speak to the dean of students. All detentions are expected to be served within a reasonable time frame.

Failure to report to detention will result in a more severe consequence.

Following the first detention, a student who receives two more write-ups will get another detention. Following that second detention, if a student receives one more write-up they will be asked to serve a third detention.

Write-ups include and are not limited to:

- Repeatedly being late to class
- Disruptive behavior (e.g. in the hallway, in class, during ASP or athletics)
- Excessive physical behavior
- Remaining on campus after dismissal and not checking into ASP
- Disrespectful behavior or comments
- Use of cell phone during the school day
- Inappropriate use of Chromebook (i.e. playing games, surfing the web, working on unrelated school work)

### **Tier II:**

**Dean's Committee:** The Dean's Committee is called when the infraction warrants a more serious consequence than a student write-up, but does not warrant a suspension or expulsion. The Dean's Committee can also convene as a response to pattern of behaviors. It is also an immediate response if a student accumulates three detentions from write-ups. The Dean's Committee consists of: the grade-level dean, the student's advisor, and the Middle School dean of students and/or the Middle School principal when necessary.

Infractions that will result in an immediate detention and/or Dean's Committee include and are not limited to:

- Whereabouts: if a student is knowingly not where they are supposed to be
- Not following the proper protocol for early dismissal
- Leaving class, ASP, or athletics early without permission
- Directly disobeying a directive from a faculty or staff member
- Damaging or taking someone else's property (even if intended to be a joke)
- Unwanted physical contact
- Unkind words or actions toward a peer

### **Tier III:**

**Discipline Committee:** The Discipline Committee is convened if the infraction might warrant a suspension or expulsion, or as a response to significant concern regarding a pattern of behavior. The Discipline Committee consists of the grade-level deans, Middle School dean of students, the

principal, and the student's advisor.

Infractions that will result in a Discipline Committee include and are not limited to:

- Dishonesty: 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).
- Cheating
- Culturally insensitive or offensive comments and/or actions (verbal and nonverbal)
- Acts that impinge on another's rights, safety, and/or well-being (refer to the bullying policy in this *Handbook*)

Please note: Whenever a Deans' Committee or Discipline Committee occurs, the student's parents will be notified by either the Middle School dean of students or the principal.

### **Personal Stereos and Musical Instruments**

Students should not bring headphones, AirPods or other expensive electronic equipment to school. A student distracted by videos or music wired to their music is unable to interact with other members of the community. All electronic entertainment devices must be turned off during the school day from 8 a.m. to 3:45 p.m., Monday, Tuesday, Thursday and Friday, and from 8 a.m. to 2:45 p.m. on Wednesday. Also, students should not bring large sums of money to school. Musicians should store their musical instruments carefully.

### **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 their own thinking. 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 everyone in the class, enriching the experience of fellow students. Thus a student's absence diminishes their educational experience and also the group's.

Two times that are considered especially important at the Middle School regarding student attendance are assessment week in December and the last weeks of school. To support the integrity of the assessment 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 assessment "snow days" that extend beyond the set assessment week.

In recent years, some families have requested that a child 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, we 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.

#### **I. Daily Attendance**

Students should be signed in and ready for class by 8 a.m. All students are responsible for indicating their presence at School every morning by signing themselves in. 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 are missing morning assembly must sign in with the Middle School office, 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 their whereabouts. We expect students to arrive on time to class. Continued willful tardiness may lead to a conversation with the principal and or dean of students.

Students must let the principal or the office know if they are being dismissed during any part of the school day. They must sign out in the office, and sign back in if they return to school later that day.

## **2. Illness**

Students who are not feeling well enough to attend any part of the morning activities are encouraged to stay home and take a full day off. When students stay home sick, parents should notify the Middle School office at 617-898-2368. If the office 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 Google Classroom. 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 they have gone to the Middle School office to report the departure and they have been excused. Students who need to visit the Health Center must check in with the Middle School office before they leave. If a student has missed any of their academic commitments in a single day (except for an excused absence), they 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 they will be missing a class or a day of school, it is their responsibility to complete the special absence form. This form requires students to obtain signatures from each teacher whose classes they will miss, as well as signatures from the advisor and grade-level dean. Students should submit completed forms to the Middle School office.

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. Students are expected to check Google Classroom during their absence, and it is their responsibility to complete any assignment or assessment missed. Students should work in conjunction with their advisor.

## **4. Minimum Attendance Policy**

Once a student has missed eight (8) days of the school year or eight (8) meetings of a course, the principal, dean of students, and advisor will meet to discuss that student's situation. 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 principal or grade-level dean receives report of an unexcused absence, the student may 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**

The Middle School principal, at the recommendation of the Health and Counseling Center, or the Middle School counselor in consultation with the director of counseling, may grant a medical leave to a student who needs to miss many school days for medical reasons, physical or psychological, to ensure the student's well-being or that their academic standing is not affected by extended absences. In such cases, the principal, in conjunction with applicable Health and

Counseling Center staff, will make a determination regarding any 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 student's treating physician must communicate with the principal and/or Health and Counseling Center to discuss and arrange for any care the student may need upon return to classes. Prior to the student's return, parents must sign authorization forms confirming a student's readiness to return to School. The child's parents may also be required to meet with the principal as well as the child's advisor, Middle School counselor or grade-level dean to discuss formulation and implementation of any transition plan that the School determines may be necessary to successfully reintegrate the child into the community. In the case of return from medical leave for psychological reasons, the child may be required to continue to pursue outside treatment, in which case the Middle School counselor must be authorized to have regular contact with the child's 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, or for so long as the counselor determines such meetings are needed. If a student has been on a full medical leave for six weeks or more, the School will consider whether or not that student may receive credit for the year.

### Computing and Network Policies and Regulations

Milton provides its students with 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. Technology is also a form of distance 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. All students are expected to adhere to the following guidelines when using school technology resources, on- or off-campus:

#### **Keep it clean.**

Offensive, harassing or obscene communication is not allowed. Students are responsible for the effects their messages may have on another person. Using or sharing images of other students requires permission. Students are expected to follow Milton Academy's standards of conduct in both online and face-to-face communication. Many campus organizations and courses sponsor open online discussion groups, using Google, Schoology or other tools. These groups must be used according to the guidelines communicated to group members.

#### **Academics are first.**

School-owned equipment and the Milton network exists primarily to support the academic program. Students should have the permission of the supervising adult, at school or at home, to use school devices for non-academic purposes.

#### **Don't waste resources.**

Sending unwanted email messages, or very large files interferes with others' best use of the system. Students should not use Google Docs or any other online platform during the school day as a way to communicate with each other unless it is part of an assignment.

#### **Know how to save files.**

All users must be familiar with the basics of saving files, printing and using Google (the School's email and communication system). Students are solely responsible for ensuring that school work is saved to an appropriate location. Academic computing staff are available to help.

#### **Don't share passwords.**

Passwords to accounts provided by the School are private to each individual; they identify that person to others. Students are responsible for all use of their accounts. Using another's password, attempting to find out another's password, or sharing a password with someone else are all considered integrity violations.

## STANDARDS, RULES AND EXPECTATIONS

### **Keep it honest.**

Impersonating as another person or sending anonymous messages violates Milton's expectation of honest and open communication. Attempts to submit blank documents as completed assignments, tests, quizzes, etc. are academic integrity violations.

### **Don't steal digital content.**

The use of illegally copied digital content is theft. Students are expected to attribute the work of others in an age-appropriate way, and to never claim ownership of material that is not theirs. Copyrighted material should not be downloaded onto School-owned devices or stored on the School network.

### **Some sites are restricted.**

Milton Academy permits access to the internet, with restrictions on content not appropriate for an academic community. Students who inadvertently access inappropriate content should let an adult know immediately. Attempting to circumvent filtering software is prohibited. Students who need to access restricted websites for academic reasons should contact the technology teacher or the dean of students.

### **Treat equipment with respect.**

Students are expected to handle all School-owned devices carefully, understand that they are learning tools provided for their use by Milton Academy and that the School in its discretion may monitor students' use as it determines is advisable or necessary. Families will be charged for intentional or careless damage to School property.

### **Technology usage is monitored.**

All campus use of student laptops, smartphones, email accounts, hard drives, network storage, and internet activity are monitored by Milton Academy, as well as off-campus use of School-owned devices and internet accounts. Additionally, School-owned or personal devices may be searched at any time if there is a suspicion of violation of any of the School's policies or concern for a student's well-being.

### **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.

### **Personal electronics count, too.**

Personal electronics (including cell phones, personal laptops, smart watches, tablets and other devices) that are brought to school may not be used during the school day. They should be stored in a backpack or locker and kept turned off while school is in session.

### **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.

### **Weekend Activities**

Regular weekend activities at the Academy include Upper School athletic contests, concerts, drama performances, movies and social activities. We encourage students and parents to attend any Milton sporting event. Middle School students, when accompanied by a parent or adult chaperone, 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 department 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 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, and there should be a clear understanding at home about limits. Parents should discuss with their children 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.

**STANDARDS,  
RULES AND  
EXPECTATIONS**

**PARENTS'  
RESOURCES**

Frequently Asked Questions  
Campus Map

# FREQUENTLY ASKED QUESTIONS

## Communication

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

A Contact your child's teacher for specific academic questions. You should contact the advisor for social/emotional questions and conversations.

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

A To reach your child in an emergency, 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 grade-level dean at their 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 p.m.

### Q: What email convention does Milton use?

A: firstname\_lastnamexx@milton.edu,  
where xx are the last two digits of a student's year of Upper School graduation.

### 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. Academy Technology Services (ATS) 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 website); 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 keep your family's contact information up-to-date through your *myMilton* account. Alternatively, you may send changes of address to Milton via regular mail, email or voicemail using the following addresses:

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

## Health Care, Support and Counseling

### Q What should my child do if they feel sick?

A A student should first tell the appropriate teacher and, if practical, also inform the Middle School office that they are 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 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 website noting awards, activities, or academic or personal distinctions

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

**Bus Transportation**

The bus routes include Chestnut Hill-Newton, Wellesley-Needham, Needham-Dover-Dedham-South Natick, and Boston-Cambridge. Validated bus identification tags are required for students who ride the bus. Students who lose their bus identification tags should contact Mandi Hanson in the business office. A \$15 fee will be charged to the student's account to replace lost bus identification tags. One-way, one-ride passes can be purchased at the bookstore, located on the lower level of Warren Hall. If you have any questions regarding bus transportation, please call Mandi Hanson at 617-898-1795.

**School Bus Policy**

Students must present one of the following each time they board the bus:

- a. Students who are registered for the bus service must present their bus identification tag to the driver each time they board the bus. If students who are registered for the bus service do not present their bus identification tag they must provide their name and signature to the driver, along with a reason for not having the required identification. Students who do not have their bus identification tag five times during the course of a semester may be charged a processing fee of \$10 each subsequent time they board the bus without the required identification. Replacement bus identification tags can be ordered through Mandi Hanson in the Business Office. A \$15 fee will be charged to the student's account to replace lost bus identification tags.
- b. Students who are not registered for the bus service must present a one-time/one-way ride pass to the driver each time they board the bus. Passes can be purchased in advance at the bookstore. Students who do not have a one-time/one-way ride pass must provide their name and signature to the driver, along with a reason for not having a one-time/one-way ride pass. Students riding without a one-time/one-way ride pass will automatically have their account charged \$20 each time they ride the bus without a one-time/one-way bus pass.

Students are expected to remain seated and well-behaved while on the bus, and to uphold the rights and well-being of others. All student behavior policies, as outlined in the student handbook, also apply to the bus.

Instructions by the bus driver must be followed in full immediately.

Failure to follow any of the above policies will result in a conversation with the deans' office and may result in the loss of bus privileges and loss of fees.

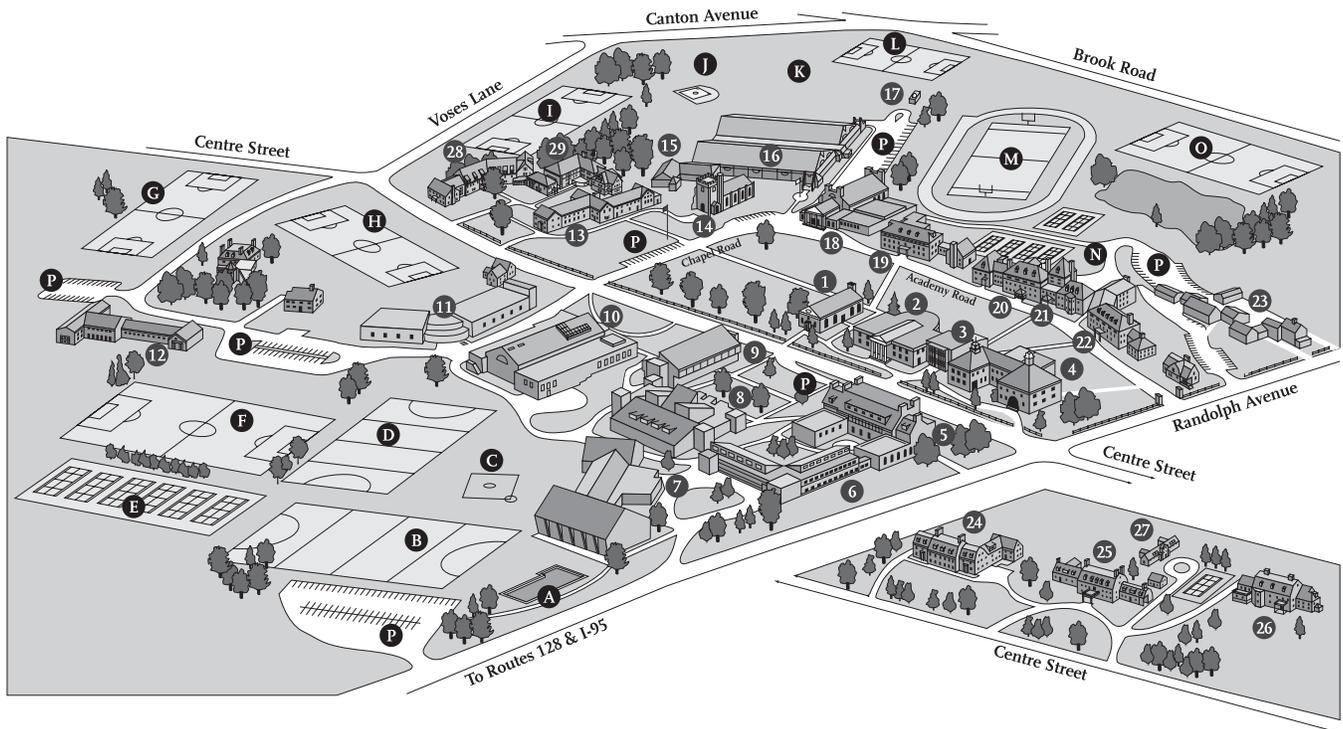
Students should arrive at least 10 minutes ahead of their scheduled pick-up time and cooperate

in keeping the bus on schedule. The same rule applies for the afternoon pick-up time. This “flex time” is needed due to traffic and weather conditions.

Pick-up times and locations may be changed on certain days, such as the beginning and end of school and the beginning of school vacations. Students should pay close attention and listen for those announcements during morning assemblies.

Should an off-campus pick-up or drop-off spot change, it will be communicated in writing to those families affected.

## 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          |
|    | Upper School Admission              | 24  | Goodwin House                |
| 5  | Ware Hall                           | 25  | Hathaway House               |
| 6  | Greenleaf Hall                      | 26  | Health and Counseling Center |
| 7  | Caroline Saltonstall Building       | 27  | Academy Day Care Center      |
|    | K-8 Admission                       | 28  | Millet House                 |
| 8  | Art and Media Center: Nesto Gallery | 29  | Norris House                 |
| 9  | Cox Library                         |     |                              |
| 10 | Kellner Performing Arts Center      | A   | Outdoor Swimming Pool        |
| 11 | Pritzker Science Center             | B-O | Playing Fields               |
| 12 | Junior Building                     | B   | Faulkner Field               |
| 13 | Hallowell House                     | J   | Nash Field                   |
| 14 | Apthorp Chapel                      | M   | Stokinger Field              |
| 15 | Williams Squash Courts              | O   | Dennis Field                 |
| 16 | Athletic and Convocation Center     | P   | Parking                      |
| 17 | Ayer Observatory                    |     |                              |
| 18 | Robert Saltonstall Gymnasium        |     |                              |
| 19 | Wolcott House                       |     |                              |

## APPENDIX

### Milton Academy Bullying Prevention and Intervention Plan

Milton Academy (“School” or “Academy”) expects its students, faculty and staff to uphold the rights and well-being of others. Impinging on the well-being of others or violating the rights of others is therefore unacceptable. As a school community, Milton Academy prohibits bullying, physical or verbal assault, hazing, abuse, cruelty, or any sort of harassment and regards such acts as serious disciplinary offenses, as set forth in more detail in this Milton Academy Bullying Prevention and Intervention Plan (“Plan”). Students or Academy Staff (as defined below) knowingly in the presence of these rule violations add support by their presence and will also be held accountable.

#### Prohibitions

Bullying and cyber-bullying are prohibited in School buildings, on School grounds, on property immediately adjacent to School grounds, and at School-related or School-sponsored activities, functions or programs, whether on or off School grounds. Bullying and cyber-bullying are also prohibited at School bus stops, on School buses and other vehicles owned, leased or used by the School, and through the use of technology or an electronic device owned, leased, or used by the School.

In addition, bullying and cyber-bullying are prohibited at a location, activity, function or program that is not School related, in a vehicle that is not owned, leased or used by the School, and through the use of technology or an electronic device that is not owned, leased, or used by the School, if the bullying creates a hostile environment at School for a targeted student; infringes on the rights or well-being of a targeted student at School; or materially and substantially disrupts the educational process or the orderly operation of the School.

The School also prohibits retaliation against any person who reports bullying, provides information during an investigation of bullying, witnesses or has reliable information about bullying, or otherwise assists in the enforcement of this Plan.

The prohibitions set forth above apply regardless of the medium, in direct personal interactions, in any electronic or voice communication, and on blogs, social networking sites, web forums or other online sites.

#### Definitions of Bullying and Retaliation

For purposes of this Plan, and consistent with Massachusetts Anti-Bullying Law (M.G.L. c. 71, §370), “bullying” shall mean:

*“the repeated use by one or more students or by a member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional 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.”* Bullying includes cyber-bullying (defined below).

“Cyber-bullying” shall mean:

*“bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications. Cyber-bullying shall also include (i) the creation of a Web page or blog in which the creator assumes the identity of another person or (ii) the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying. Cyber-bullying shall also include the distribution by*

*electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying.”*

A “hostile environment” shall mean:

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

“Retaliation” shall mean:

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

### **Reporting Bullying or Retaliation; Confidentiality; Assistance and Support**

**Students:** Any student who feels that they or any other student has been the victim of an act of bullying or retaliation is strongly encouraged to report the matter promptly to the dean of students. Student reports of bullying may be made orally or in writing, and/or anonymously, although the School is prohibited from taking any disciplinary action against a student solely on the basis of an anonymous report. A student who knowingly makes a false accusation of bullying or retaliation will be subject to disciplinary action, up to and including dismissal.

**Parents/Guardians:** The School urges the parents or guardians of a student who is the target of bullying or retaliation or of a student who has witnessed or otherwise has relevant information about bullying or retaliation to promptly notify the dean of students. Furthermore, any parent or guardian who has witnessed or otherwise has relevant information about bullying or retaliation or feels that any student has been the victim of an act of bullying or retaliation is strongly encouraged to report the matter promptly to the dean of students. Such reports of bullying or retaliation may be made orally or in writing and/or anonymously, although the School is prohibited from taking any disciplinary action against a student solely on the basis of an anonymous report.

**Faculty and Staff:** Every person who is employed by the School in any capacity, including for example and without limitation, an educator, administrator, School nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional (collectively referred to in this Policy as “Academy Staff”), must immediately report any act of bullying or retaliation that the person witnesses or otherwise becomes aware of to the dean of students. Reports of bullying or retaliation may be made orally or in writing, but Academy Staff may not make reports under this Plan anonymously. An Academy Staff member who knowingly makes a false accusation of bullying or retaliation or who fails to immediately report an instance of bullying or retaliation of which they are aware will be subject to disciplinary action, up to and including dismissal.

**Assistance/Support in Reporting:** Counselors are available to assist anyone needing support in reporting any prohibited activity under this Plan.

**Confidentiality:** Because information must be shared in order to conduct effective investigations under this Plan, the School cannot promise strict confidentiality to individuals reporting allegations of violations of this Plan. However, the School will only release information concerning complaints of bullying, cyber-bullying and retaliation on a legitimate need to know basis.

### **Vulnerable Populations**

The School recognizes that certain students may be more vulnerable to becoming a target of bullying or harassment based on actual or perceived differentiating characteristics, including race, color, religion, ancestry, national origin, sex, socioeconomic status, homelessness, academic status, gender identity or expression, physical appearance, pregnant or parenting status, sexual orientation, mental, physical, developmental or sensory disability or by association with a person who has or is perceived to have one or more of these characteristics.

The School shall take steps to support these vulnerable students and to provide all students with the skills, knowledge and strategies needed to prevent or respond to bullying or harassment, such as, without limitation, setting clear expectations for students; creating safe School and classroom environments for all students, including students in vulnerable populations; using appropriate

and positive responses and reinforcement, even when students require discipline; encouraging adults to develop positive relationships with students; and supporting students' interest and participation in non-academic and extracurricular activities, particularly in their areas of strength.

### **School Response to Allegations of Bullying or Retaliation**

**Investigation:** Once any complaint of bullying or retaliation is received, the dean of students or designee will promptly conduct an impartial investigation of the complaint. The nature and extent of the investigation will depend upon the circumstances of the complaint and may include, without limitation, interviews with: the person who made the complaint; the student who was the target of the alleged bullying or retaliation; the person or persons against whom the complaint was made; any students, Academy Staff or other person who witnessed or who may otherwise have relevant information about the alleged incident or the involved student(s); and the School's mental health professionals.

Whenever possible, complaints of bullying and retaliation shall be investigated and handled in accordance with the normal processes and channels followed by Milton Academy for a violation of Academy rules and policies, as outlined in the Academy handbooks.

**Protection of Victim and Persons Reporting Bullying:** Upon receipt of allegations of bullying or retaliation and before fully investigating the allegations, the dean of students or designee will promptly take the following actions:

- Assess the victim's need for protection and take appropriate steps as necessary to restore a sense of safety for that student and/or to protect him or her from possible further incidents.
- Where applicable, also assess the need for protection and take appropriate steps to protect from bullying or retaliation the person who reported the bullying, provided information during an investigation of bullying or witnessed or has reliable information about an act of bullying. Responses to promote safety of the above individuals may include for example and without limitation, creating a personal safety plan; pre-determining seating arrangements for the target and perpetrator in the classroom, at lunch or on the bus; identifying an Academy Staff member who will act as a "safe person" for the target; and altering the aggressor's schedule and access to the target.

**Required Notifications:** If the investigation determines that the bullying or retaliation did occur, the dean of students or designee will take the following actions:

- Promptly notify the parents or guardians of the victim of the determination and, to the extent consistent with state and federal law, of any action taken to prevent any further acts of bullying or retaliation.
- Promptly notify the parents or guardians of the alleged perpetrator(s) of the determination.
- Immediately notify local law enforcement, if the dean of students has a reasonable basis to believe that criminal charges may be pursued against a perpetrator. Depending on the nature of the conduct, bullying may involve, for example, crimes related to stalking; making threats; harassment; or making harassing, annoying or molesting electronic communications. Retaliation or threats of retaliation may involve, for example, the crime of witness intimidation.
- Promptly notify (via telephone) the appropriate administrator of another school if an incident of bullying or retaliation involves a student from that school. All communications shall be in accordance with applicable state and federal privacy laws and regulations.
- Promptly notify law enforcement if an incident of bullying or retaliation which occurs on School grounds involves a former Academy student under the age of 21 who is no longer enrolled at the School.
- Within a reasonable period of time following the determination of bullying or retaliation and the implementation of the remedial and/or disciplinary action, and periodically thereafter throughout the remainder of the year, the dean of students or designee shall check-in with the victim to determine whether there has been a recurrence of the prohibited conduct and whether additional supportive measures are needed. If additional supportive measures are needed, the dean of students, Lower or Middle School principal or designee

will work with appropriate school staff to implement those measures immediately.

**Determination and Disciplinary Response:** If the dean of students or designee determines that bullying or retaliation has occurred, that any other element of this Plan has been violated, or that any other School rule has been violated, the dean of students or designee will make a recommendation to the head of school regarding what disciplinary action and/or other remedial action is appropriate and how it should be implemented. The head of school may follow this recommendation and direct the dean of students or designee to implement the recommended action, or determine that a different disciplinary action and/or remedial action is more appropriate and direct the dean of students or designee to implement that different action.\* Disciplinary action imposed for bullying or retaliation may include any form of discipline that the School imposes for other violations of its rules and policies, up to and including dismissal, provided that it balances the need for accountability with the need to teach appropriate behavior.

\*The head of school retains final authority over all disciplinary matters at Milton Academy and may, in their discretion, make all final decisions regarding discipline, including the decision in any instance and for any reason to exercise jurisdiction over a disciplinary matter rather than referring the matter to the Academy's normal disciplinary channels, or any committee or person.

When the School determines it is necessary, the School, in consultation with the School's counseling staff, may provide the perpetrators, victims or family members of such students with counseling or other services that it determines would be helpful, or a referral to such services.

It is important to note that students at Milton Academy may be held to standards of behavior under Milton Academy's Major School Rules or other codes of conduct which are actually stricter than those set forth in this Plan. Because of these standards, conduct which may not necessarily qualify as "bullying" as it is defined under this Plan may still be subject to discipline. For example, although the Plan (consistent with state law) defines bullying as "repeated use" of certain expressions, acts, and/or gestures, the School reserves the right to apply disciplinary measures or other remedial action following a single act of those expressions, acts and/or gestures, if the School determines that act is of sufficient severity to warrant the disciplinary measures or other remedial action under the Academy's Major School Rules or other rules of conduct.

**Record Keeping:** For all reports of bullying or retaliation, the dean of students will keep a file of the report, the investigation, and any steps taken in response to a finding of bullying or retaliation.

### **Notification of Plan and Training on Plan**

The School will provide written notice of this Plan to students and parents/guardians at least annually. Relevant student-related portions of the Plan will be included in the *Student Handbook*.

The School will post the entire Plan on its website.

The School will provide written notice of, and training on, this Plan for all faculty and staff at least annually. The training at a minimum will include a review of the reporting obligations for all faculty and staff and the processes that the School will follow in response to a report of bullying or retaliation.

The Plan, or those portions relating to the duties of faculty and staff, will be included in the *Employee Handbook*.

The School will inform parents and guardians about the School's bullying prevention and intervention curricula, including without limitation: (1) how parents and guardians can reinforce the curriculum at home and support the School's Plan; (2) the dynamics of bullying; and (3) online safety and cyber-bullying.

### **Reviewing and Updating the Plan; Consultation**

The Plan will be updated at least once every two years. In connection with that update, the dean of students or designee will be responsible for reviewing the Plan, reviewing the file of reported incidents of bullying or retaliation in at least the preceding two years, and undertaking such other steps as may be appropriate to evaluate the effectiveness of the Plan and the School's compliance with the Plan and any laws or regulations relating thereto. In addition, prior to each biennial update of the Plan, the dean of students or designee shall consult with families that have a child attending the School regarding the proposed Plan update by providing those families with notice of the proposed Plan update and a comment period on the same.

## Conclusion

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

## Milton Academy Hazing and Harassment Policy

Milton Academy ("School" or "Academy") is committed to providing a safe, respectful, and supportive learning and living environment in which all students can thrive and succeed at Milton. The Academy prohibits unlawful discrimination and harassment on the basis of actual or perceived age, race, color, sex, gender identity, religion, national origin, disability, sexual orientation, or any other legally protected class and ensures that all students have equal rights of access and equal enjoyment of the opportunities, advantages, privileges, and courses of study available at Milton. Please note that all matters related to sexual harassment fall under Milton Academy's standalone [Sexual Misconduct Policy](#).

### Prohibitions

**Milton Academy prohibits unlawful discrimination, hazing, harassment and retaliation, all as defined in the "Definitions" section below and described in more detail in this Policy.**

Unlawful discrimination, hazing, harassment and retaliation are prohibited in School buildings, on School grounds, on property immediately adjacent to School grounds, and at School-related or School-sponsored activities, functions or programs, whether on or off School grounds. Unlawful discrimination, hazing, harassment and retaliation are also prohibited at School bus stops, on School buses and other vehicles owned, leased or used by the School, and through the use of technology or an electronic device owned, leased, or used by the School.

In addition, unlawful discrimination, hazing, harassment and retaliation are prohibited at a location, activity, function or program that is not School related, in a vehicle that is not owned, leased or used by the School, and through the use of technology or an electronic device that is not owned, leased, or used by the School, if the unlawful discrimination, hazing, harassment or retaliation creates a hostile environment at School for a targeted student; infringes on the rights or well being of a targeted student at School; or materially and substantially disrupts the educational process or the orderly operation of the School.

When imposing disciplinary consequences for hazing, both the principal organizer and any participant in the hazing are subject to punishment. Consent shall not be available as a defense to hazing.

The prohibitions set forth above apply regardless of the medium – for example and without limitation, in direct personal interactions, in any electronic or voice communication, and on blogs, social networking sites, Web-forums or other online sites.

Students or Academy staff (as defined below) knowingly in the presence of these rule violations add support by their presence and will also be held accountable.

### Definitions

**When used in this Policy, the following terms have the meaning ascribed to them below.**

**Unlawful Discrimination:** Unlawful discrimination means the denial of equal educational opportunities based upon an individual's actual or perceived age, race, color, sex, gender identity, religion, national origin, disability, sexual orientation, or any other legally protected class. The School is also committed to providing reasonable accommodations requested based on any disability as required under the Americans with Disabilities Act.

**Hazing:** Hazing means any conduct or method of initiation into any dorm, team, student association, student group, student organization, or similar whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical

health of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation. (See Massachusetts Hazing Law attached to this Policy.)

**Harassment:** Harassment, generally, means unwelcome conduct or behavior that is personally offensive or threatening and that has the effect of impairing morale, interfering with a student's work performance or creating an intimidating, hostile or offensive educational environment. Several more specific forms of harassment are defined and described in additional detail below.

Harassment can occur between two individuals or groups of individuals and can occur via any medium of communication – for example and without limitation, verbal, written, email, text messages, and postings on the Internet or social media (whether anonymous or authored). Forms of harassment include, but are not limited to, written and oral remarks, remarks posted online or to the campus computer network and messages left on voicemail systems.

**Sexual Harassment:** A form of sex discrimination that involves unwelcome advances, requests or conduct of a sexual nature when: (1) submission to or rejection of such advances, requests or conduct are made an explicit or implicit term or condition of an individual's employment or academic status, or a basis for the evaluation of an academic; or (2) such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's employment or education by creating a hostile, intimidating, humiliating, demeaning or sexually offensive work, educational, residential or social environment. Please see Milton Academy's standalone Sexual Misconduct Policy for additional information.

**Sexual Orientation Harassment:** Sexual orientation harassment is harassment on the basis of a person's actual or perceived sexual orientation and includes, without limitation, the use of names or nicknames emphasizing sexual stereotypes, and imitating physical characteristics or mannerisms associated with a person's sexual orientation.

**Gender Identity Harassment:** Gender identity harassment is harassment on the basis of a person's actual or perceived gender identity and includes, without limitation, the use of names or nicknames emphasizing gender stereotypes, and imitating physical characteristics or mannerisms associated with a person's gender identity.

**Disability Harassment:** Disability harassment is harassment based on a person's actual or perceived physical and/or mental disability and includes, without limitation, name calling, making derogatory references to the disabling condition, imitating the manners of speech and/or movement associated with the disability, or interfering with access to or use of necessary adaptive equipment or aides.

**Racial, Color and National Origin Harassment:** Racial, color and national origin harassment is harassment on the basis of a person's actual or perceived race, color or national origin and includes, without limitation, the use of nicknames emphasizing racial stereotypes; racial slurs; and derogatory comments or conduct directed at an individual's manner of speaking, national customs, surname, ethnic characteristics or language.

**Religious Harassment:** Religious harassment is harassment on the basis of a person's actual or perceived religion or creed and includes, without limitation, the use of nicknames emphasizing religious stereotypes; religious slurs; and derogatory comments or conduct directed at an individual's religion, religious traditions, religious symbols or religious clothing.

**Hostile Environment:** A hostile environment exists when harassment causes the School environment to be permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive to alter the conditions of a student's education.

**Retaliation:** Retaliation is any form of intimidation, reprisal, bullying or harassment directed against a student who reports unlawful discrimination, hazing or harassment, provides information during an investigation of unlawful discrimination, hazing or harassment, witnesses, has reliable information about unlawful discrimination, hazing or harassment or otherwise assists in the enforcement of this Policy.

### **Reporting Unlawful Discrimination, Hazing, Harassment or Retaliation; Confidentiality**

**Students:** Any student who witnesses or feels that they have or any other student has been the victim of unlawful discrimination, hazing, harassment or retaliation is strongly encouraged to report the matter promptly to the dean of students. Student reports of unlawful discrimination,

hazing, harassment or retaliation may be made orally or in writing (via email or otherwise), and/or anonymously, although the School is prohibited from taking any disciplinary action against a student solely on the basis of an anonymous report. A student who knowingly makes a false accusation of unlawful discrimination, hazing, harassment or retaliation will be subject to disciplinary action, up to and including dismissal.

**Parents/Guardians:** The School urges the parents or guardians of a student who is the target of unlawful discrimination, hazing, harassment or retaliation or of a student who has witnessed or otherwise has relevant information about unlawful discrimination, hazing, harassment or retaliation to promptly notify the dean of students. Furthermore, any parent or guardian who has witnessed or otherwise has relevant information about unlawful discrimination, hazing, harassment or retaliation or feels that any student has been the victim of an act of unlawful discrimination, hazing, harassment or retaliation is strongly encouraged to report the matter promptly to the dean of students. Such reports of unlawful discrimination, hazing, harassment or retaliation may be made orally or in writing and/or anonymously, although the School is prohibited from taking any disciplinary action against a student solely on the basis of an anonymous report.

**Faculty and Staff:** Every person who is employed by the School in any capacity (collectively referred to in this Policy as “Academy staff”), must immediately report any act of unlawful discrimination, hazing, harassment or retaliation that the person witnesses or otherwise becomes aware of to the dean of students. Reports of unlawful discrimination, hazing, harassment or retaliation may be made orally or in writing, but Academy staff may not make reports under this Policy anonymously. An Academy staff member who knowingly makes a false accusation of unlawful discrimination, hazing, harassment or retaliation or who fails to immediately report an instance of unlawful discrimination, hazing, harassment or retaliation of which they are aware will be subject to disciplinary action, up to and including dismissal.

**Alternative Outlets; Assistance/Support in Reporting:** Any student, parent or Academy staff member who does not feel comfortable reporting unlawful discrimination, hazing, harassment or retaliation to the dean of students for any reason, may make their report to the head of school, Academy Counsel or chief human resources officer instead. The same reporting procedures and limitations described above, apply to any such report made. In addition, counselors are available in the Upper School to assist anyone needing support in reporting any prohibited activity under this Policy.

**Confidentiality:** Because information must be shared in order to conduct effective investigations under this Policy, the School cannot promise strict confidentiality to individuals reporting allegations of violations of this Policy. However, the School will only release information concerning complaints of unlawful discrimination, hazing, harassment and retaliation on a legitimate need-to-know basis and will do its best to uphold the privacy and confidentiality of all parties, when requested, to the extent practicable. In all cases, issues of confidentiality must be balanced against the School’s need to investigate and take appropriate action and will be considered in light of the School’s responsibility to provide a safe, healthy and nondiscriminatory environment for all students, including the student who reported the unlawful discrimination, hazing, harassment or retaliation.

### **School Response to Allegations of Unlawful Discrimination, Hazing, Harassment or Retaliation**

**Investigation:** Once a complaint of unlawful discrimination, hazing, harassment or retaliation is received, the dean of students or designee will promptly conduct an impartial investigation of the complaint. The nature and extent of the investigation will depend upon the circumstances of the complaint and may include, without limitation, interviews with: the person who made the complaint; the student who was the target of the unlawful discrimination, hazing, harassment or retaliation; the person or persons against whom the complaint was made; any students, Academy staff or other person who witnessed or who may otherwise have relevant information about the alleged incident or the involved student(s); and the School’s mental health professionals. The investigation will be handled in as expeditious a manner as possible, given the facts and circumstances.

**Determination of Disciplinary Process and Response:** Upon completion of the investigation, the dean of students or designee shall prepare a written report outlining his conclusion(s) and the findings on which they are based. If unlawful discrimination, hazing, harassment or retaliation is found to have occurred, the dean of students will confer with the Upper School princi-

pal and head of school to determine the appropriate disciplinary process to follow (e.g., Dean's Committee, Discipline Committee, Administrative Discipline Committee or some other process,\* depending on the severity of the offense), and shall ensure that such process is promptly commenced. Disciplinary consequences imposed for unlawful discrimination, hazing, harassment or retaliation may include any form of discipline that the School imposes for other violations of its rules and policies, up to and including dismissal, provided that it balances the need for accountability with the need to teach appropriate behavior.

\*The head of school retains final authority over all disciplinary matters at Milton Academy and may, in their discretion, make all final decisions regarding discipline, including the decision in any instance and for any reason to exercise jurisdiction over a disciplinary matter rather than referring the matter to the Academy's normal disciplinary channels, or any committee or person.

***Protection of Victim and Persons Reporting Unlawful Discrimination, Hazing, Harassment or Retaliation:*** Upon receipt of allegations of unlawful discrimination, hazing, harassment or retaliation, and before fully investigating the allegations, the dean of students or designee will work with the victim to assess their need for protection and take appropriate steps as necessary to restore a sense of safety for that student and/or to protect him or her from possible further incidents.

Where applicable, the dean of students or designee will also assess the need for protection and take appropriate steps to protect any person who reported, witnessed or provided information regarding the unlawful discrimination, hazing, harassment or retaliation during the investigation from further unlawful discrimination, hazing, harassment or retaliation. Responses to promote safety of the above individuals may include for example and without limitation, creating a personal safety plan; pre-determining seating arrangements for the target and perpetrator in the classroom, at lunch or on the bus; identifying an Academy staff member who will act as a "safe person" for the target; and altering the aggressor's schedule and access to the target.

***Record Keeping:*** For all reports of unlawful discrimination, hazing, harassment or retaliation, the dean of students will keep a confidential file containing the report, the investigation, and any steps taken in response to a finding of unlawful discrimination, hazing, harassment or retaliation.

Massachusetts Hazing Law

## **COMMONWEALTH OF MASSACHUSETTS GENERAL LAWS 269:17, 18, 19**

### **269:17 HAZING; ORGANIZING OR PARTICIPATING; HAZING DEFINED.**

Section 17. Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one, [sic] year, or both such fine and imprisonment.

The term "hazing" as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

### **269:18 FAILURE TO REPORT HAZING.**

Section 18. Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.

**269:19 Copy of secs. 17-19; issuance to students and student groups, teams and organizations; report**

Section 19. Each institution of secondary education and each public and private institution of post-secondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team, or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams, or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams or organizations.

Each such group, team or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgement stating that such group, team or organization has received a copy of this section and said sections seventeen and eighteen, that each of its member, plebes, pledges, or applicants has received a copy of sections seventeen and eighteen, and that such group, team or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post-secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full time student in such institution a copy of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post-secondary education shall file, at least annually, a report with the regents of higher education and in the case of secondary institutions, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams or organizations and to notify each full time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student *Handbook* or similar means of communication the institution's policies to its students. The board of regents and, in the case of secondary institutions, the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such report.

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