

# MILTON ACADEMY



2018–2019  
UPPER SCHOOL  
STUDENT HANDBOOK

The *Upper School Student Handbook* is designed to provide general guidance for families and students about current Milton Academy student policies, programs, and other information about the School. This *Handbook* is a fluid document and Milton Academy reserves the right, at its sole discretion, to amend, delete, or alter any of the contents of this *Handbook* as necessary. Should significant changes occur during the academic year, they will be communicated to families.

## Phone Numbers

Milton Academy Receptionist 617-898-1798

### Administration

Todd Bland, Head of School	617-898-2200
Heidi Vanderbilt-Brown, Chief Financial Officer	617-898-2293
Lisa Winick, Chief Advancement Officer	617-898-2305
David Ball, Upper School Principal	617-898-2144
Jennifer Anderson, Chief Communication Officer	617-898-2384
Paul Rebuck, Dean of Enrollment and Financial Aid	617-898-2232
Jackie Bonenfant, Academic Dean	617-898-2570
José Ruiz, Dean of Students	617-898-2142
André Heard, Associate Dean of Students	617-898-2329
Indu Singh, Dean of Teaching and Learning	617-898-2243
Heather Flewelling, Director of Multiculturalism and Community Development	617-898-2150
Ilan Rodriguez, Director of Student Multicultural Programming	617-898-2319
Bryan Price, Chief Information Officer	617-898-2103
Suzanne DeBuhr, Director of Spiritual and Community Development	617-898-2404
Lisa Morin, Director of Counseling Health and Counseling Center	617-898-2452
On-Call Nurse	617-898-2450
Murielle St. Paul, Assistant Director of Academic Support College Counseling	617-898-2470
Campus Safety	617-898-2971
Administrator-on-Duty Weekend Phone	617-898-2310
Attendance Line	617-898-2911
Student Fax	617-908-0882
	617-898-2923
	617-898-1849

### Class Deans

Class I:	Bob Tyler	617-898-2120
	Linnea Engstrom	617-898-2120
Class II:	Claire Shea (interim)	617-898-2560
	Mark Heath	617-898-2306
Class III:	Jaye Locke	617-898-2337
	Ryan Stone	617-898-2259
Class IV:	Katherine Kelleher	617-898-2560
	Michael Lou	617-898-2361

### House Heads

House	Common Phone	House Head	Phone
Forbes House	617-898-2978/2949	Melissa Figueroa (interim)	617-898-1745
Goodwin House	617-898-2986	Katie Collins (interim)	617-898-2401
Hallowell House	617-898-2974	Kristine Sydney	617-898-1765
Hathaway House	617-898-2973	Karin Roethke-Kahn	617-898-1772
Millet House	617-898-1848	Rebecca McCormick	617-898-2540
Norris House	617-898-1847	Jenny Hughes	617-898-1748
Robbins House	617-898-2979	Nicole Hall	617-898-2162
Wolcott House	617-898-2980/2981	Josh Emmott	617-898-1790

### On-Duty Cell Phone Numbers\*

Forbes House	617-828-6122
Goodwin House	781-363-2772
Hallowell House	617-785-6864
Hathaway House	781-267-1520
Millet House	781-588-3997
Norris House	781-363-1394
Robbins House	617-908-2481
Wolcott House	617-839-9001

\*Please note that duty phones are only answered Monday through Friday, 3 p.m. until 11 p.m., and Saturday and Sunday, 10 a.m. until 11 p.m.



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## Academic Calendar 2018-2019

### September

2	Sun	5–7 p.m.	Boarding varsity athletic candidates may arrive
3	Mon	7:30 a.m.	Varsity athletic tryouts begin
4	Tues	10:30 a.m.	Classes II-IV new boarding students and parents programming
		11 a.m.	Class IV day students and parents programming
		11:30 a.m.	Classes II & III new day students and parents programming
		6 p.m.	Boarding student auditions for fall production and tech crew move in
5	Wed	8 a.m.	Orientation programming for new students
		10:30 a.m.	Classes I-III fall performing arts production auditions and tech crew begin
		3:45–5:45 p.m.	Class IV play auditions begin
		3:45–5:45 p.m.	3rd team practices begin
6	Thurs	10:30 a.m.	Returning boarding students arrive
7	Fri	8 a.m.	Returning day students arrive
8	Sat	All day	Athletic scrimmages and practices
10	Mon	All day	Rosh Hashanah (No classes)
11	Tue	8 a.m.	Convocation and classes begin
19	Wed	All day	Yom Kippur (No classes)
20	Thur	8 a.m.	Classes resume

### October

8	Mon	All Day	Columbus Day (No Classes)
		6 p.m.	Boarding students return by 6 p.m.
9	Tues	8 a.m.	Classes resume – Monday schedule
19-20	Fri–Sat	All Day	Parents' Weekend – Classes I-IV
21	Sun	All Day	Class II College Day
22	Mon	All Day	No Classes
		8 p.m.	Boarding students return by 8 p.m.
23	Tues	8 a.m.	Classes resume – Tuesday schedule

### November

1 and 15			Early college applications due
5	Mon	10 a.m.	Delayed start to classes
20	Tues	3 p.m.	Thanksgiving holiday begins – houses open until 8 a.m., Wed 11/21
26	Mon	3 p.m.	Houses open: boarding students return by 8 p.m.
27	Tues	8 a.m.	Classes resume – Monday schedule

### December

13	Thurs	Noon	Winter vacation begins – houses open until 8 a.m., Fri 12/14
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### January

2	Wed	3 p.m.	Houses open: boarding students return by 8 p.m.
3	Thur	8 a.m.	Classes resume
21	Mon	All Day	Martin Luther King Day (No classes)
		6 p.m.	Boarding students return by 6 p.m.
22	Tues	8 a.m.	Exam week begins – Classes I-IV
28	Mon	9 a.m.	Classes I-IV Exams end – (Tues 1/29 exam snow date)
29	Tues	All Day	No Classes
		8 p.m.	Boarding students return by 8 p.m.
30	Wed	8 a.m.	Classes resume – special schedule
31	Thurs	8 a.m.	Second semester begins

### February

18	Mon	All Day	Presidents Day (No classes)
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19	Tues	8 p.m.	Boarding students return by 8 p.m.
28	Thur	8 a.m.	Classes resume – Monday schedule
		10 a.m.	Delayed start to classes

### March

8	Fri	3 p.m.	Spring vacation begins – houses open until 8 a.m., Sat. 3/9 for international travelers and school trips only
25	Mon	3 p.m.	Houses open: boarding students return by 8 p.m.
26	Tues	8 a.m.	Classes resume – Tuesday schedule

### April

15	Mon	All Day	Patriots' Day (No classes)
		8 p.m.	Boarding students return by 8 p.m.
16	Tues	8 a.m.	Classes resume – Monday schedule

### May

17	Fri	10 a.m.	Delayed start to classes
27	Mon	All Day	No Classes
		8 p.m.	Boarding students return by 8 p.m.
28	Tues	8 a.m.	Classes resume – Tuesday schedule

### June

7	Fri	10 a.m.	Graduation – houses close at 3 p.m.
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## Daily Schedules

### Class Schedule (Monday, Tuesday, Thursday & Friday)

8–8:15 a.m.	Assembly
8:20–9:10 a.m.	Period 1
9:15–10:00 a.m.	Period 2
10–10:15 a.m.	Recess
10:15–11 a.m.	Period 3
11:05–11:50 a.m.	Period 4
11:55–12:40 p.m.	Period 5
12:30–1:15 p.m.	Period 6
1:20–2:05 p.m.	Period 7
2:10–2:55 p.m.	Period 8
3–3:30 p.m.	Activities (Monday, Tuesday, Thursday)

### Class Schedule (Wednesday)

8–8:05 a.m.	Rolling check-in with Class Deans
8:05–8:50 a.m.	Period 1
8:55–9:40 a.m.	2nd Period Assembly
9:45–10:10 a.m.	Advisory
10:15–11 a.m.	Period 3
11:05–11:50 a.m.	Period 4
11:55–12:40 p.m.	Period 5
12:30–1:15 p.m.	Period 6

### Weekday Meal Schedules

7 a.m.–7:50 a.m.	Breakfast for boarding students
11 a.m.–1:30 p.m.	Cafeteria-style lunch (students eat during a free period)
6 p.m.	Dinner
3:35–5:45 p.m.	Athletics and performing arts
7:30 p.m.–9:30 p.m.	Quiet hours for study in houses
10 p.m.	Check-in (students must be in their houses)

CALENDAR

I



## COMMUNICATION

Sources of Information

Notifying Milton of Contact Information Changes

Cancellation of School

Contacting Teachers and Students

Emergency Communications

Advising Milton Students



## Sources of Information

### Where do I find...

#### **A list of courses?**

The Course Catalogue, *www.milton.edu*, under “Academics”

#### **Timely School news and features for parents?**

*Centre Connection*, the online parents’ newsletter, at *www.milton.edu* under “Parents”

#### **A calendar and information about Milton events?**

The Milton Academy website, *www.milton.edu* under “News”

#### **An athletics schedule?**

The Milton Academy website, *www.milton.edu*, under “Athletics,” or on the calendar of events under “News”

#### **My child’s house head’s telephone number?**

The *Milton Academy Student Handbook*, inside front cover, or in the online directory within *myMilton*

#### **Discipline and potential responses to infractions of School rules?**

The *Milton Academy Student Handbook*, “Standards,” page 14

#### **Information about homework expectations?**

The *Milton Academy Student Handbook*, page 12

#### **What’s on *www.milton.edu*?**

A School calendar  
Parents’ frequently asked questions (FAQ)  
News from around the School, updated frequently  
School cancellation information in case of inclement weather  
*Centre Connection*, the online parents’ newsletter  
Parents’ Association information  
Lodging, restaurant and shopping guide  
Directions to ISL athletic competitions, athletic schedules and scores  
Information about Milton’s academic departments

## Notifying Milton of Contact Information Changes

Parents and students are encouraged to keep their contact information up-to-date in *myMilton*. Alternatively, all contact information changes may be sent to Milton Academy via mail or email, 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)

## Cancellation of School

In the event that school is canceled or delayed because of weather conditions, students and parents of day students will be contacted via email, phone, and/or text message by approximately 6 a.m. Students and parents should keep their contact information up-to-date in *myMilton*. Students and parents may also learn of cancellations or delays by checking the Milton website or by listening to the following radio and TV stations or visiting their websites: WBZ 1030 AM, WBZ-TV4, WCVB-TV5, NBC Boston-TV10, NECN and Boston 25.



## Contacting Teachers and Students

### Mail

Faculty and boarding students' mail is sent to 170 Centre Street, Milton, MA 02186, and is placed in the student or faculty boxes. To assist those who sort the student mail, please include the student's class (I-IV) in the address.

### Telephone

Administrators, Health and Counseling Center staff, house heads and class deans' numbers are listed on the inside front cover of this *Handbook*, as well as in the online directory, within myMilton. During the academic day, you may dial 617-898-1798 to reach the School's receptionist. If you know the telephone number of the faculty or staff member you would like to reach, you may dial that number directly. Except in an emergency, please do not call faculty members after 9:30 p.m. eastern time.

### Emergency Communications

To contact Campus Safety in case of emergency, dial 2911 from any campus telephone, or dial 617-898-2911 from any other telephone. Calls to this number will be answered by a Campus Safety officer on patrol 24 hours a day. This is a two-way radio-telephone link, which 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 contacting outside emergency services. If a situation merits a 911 call, please call Milton Academy Campus Safety as well.

In the case of a national, state or local emergency, the School will communicate 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 instantaneously in the event of a School-wide 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.

## Student Support and Resources

### The Student's Advisor

Advisors are the connecting links among students, parents and the School. Advisors watch over students' academic progress and personal development. Parents should make early contact with their child's advisor and feel free to communicate with any of those who teach or coach their children. A student's advisor is responsible for overseeing academic matters and stands ready to offer guidance at any time; the advisor is also a parent's first point of contact. Students usually retain the same advisor through their Upper School years. The advisor sees each student frequently and prepares summary reports on the student's progress during the year. The advisor is always involved if a student has academic or disciplinary problems. Milton encourages frequent communication between parents and advisors.

### Class Deans

The class deans assume overall responsibility for members of each class. The class deans supplement, but do not replace, a student's individual advisor. Responsible for the supervision of class activities, class deans work with student leaders to plan class events and to establish positive, respectful relationships within the class. Parents should feel free to call the class deans at any time. Class deans' names and phone numbers are listed on the inside front cover of this *Handbook*.

## Boarding Staff

Each house is directed by a house head(s), assisted by resident faculty. Most boarding students' advisors are resident faculty members in the student's house. The house head serves as an additional resource beyond a student's advisor. The house heads' names and phone numbers are listed on the inside front cover of this *Handbook*.

## The Dean of Students

The dean of students, along with the associate dean of students, coordinates the advising system, residential life, student activities and the discipline process. Parents may consult with the dean of students about individual students or about School policies at any time.

## The Academic Dean

The academic dean directs the daily operation of the academic program in the Upper School. She works to ensure that students develop to their intellectual potential. Parents may consult the academic dean about individual students or about School policies at any time.

## Academic Skills Center

Students who would like to refine or develop the skills necessary for academic success are welcome to seek guidance in the Academic Skills Center, located in the basement of the Cox Library. Dedicated specialists and teaching faculty staff the Academic Skills Center during the academic day and several evenings each week.

## College Advising

The counselors in the college office advise students and their parents about the college application and enrollment process. College planning sessions for students begin in the spring of their Class II year. We encourage students to visit colleges during the summer following their Class II year. Class I students are allowed two days in the fall to visit colleges and two days in the spring to visit colleges that they are considering seriously.

## Health and Counseling Center

### Nurses

The Health and Counseling Center believes in preventative care. The staffs works with a student's primary care physician and parents to support the student's health and wellbeing. Medical care is provided by registered nurses.

### Counselors

Milton's comprehensive health care program provides the services of professional counselors to students who want help with personal problems and/or obstacles to personal and academic growth. The center is staffed by licensed health professionals and includes others on a consulting basis. A psychiatrist oversees the care of all boarding students who take psychotropic medications, on a fee-for-service basis. A psychiatrist is also available for consultation and evaluation of a boarding student at the counselor's request.



## ACADEMICS

Expectations for Students  
Course Load Requirements  
Course Distribution Requirements  
Grade Requirements for Promotion and Diploma  
Academic Support  
Homework Expectations  
Late and Incomplete Work  
Changes in a Student's Program  
Transcripts

## Expectations for Students

Milton prides itself on the breadth and rigor of its academic program. We expect you, our students, to be challenged and sometimes uncertain. To us, the process of the work is as important as the product. In and out of class, take risks, hazard conjectures, push yourself to learn. Teachers from all departments agree that the following behaviors and attitudes enable our students to achieve success in their classes.

### Be Ready

Come to class with your homework thoroughly and thoughtfully completed. If the assignment involves reading, underline or take notes, and come prepared with your observations and questions. In written work, even wrong answers can help you and your teacher figure out where your thinking went astray.

Bring all required materials to class: laptop, paper, textbooks, assignment book, writing tools and notebooks; have them ready on your desk when class begins.

Students should have a device that meets requirements when the school year begins. While faculty will set course-level expectations for use of the laptop, all students are expected to have the laptop charged and ready each day. Questions about hardware and software should be directed to ATS.

### Participate

Be engaged: take notes, listen respectfully, volunteer answers, ask questions, challenge assumptions. Articulating and exchanging ideas leads to deeper understanding. Connect with your classmates and with the material.

### Communicate

Your teachers are partners in your courses. They are eager to help you learn and expect that you will seek them out for extra help if you need it. Teachers view your request as a mark of maturity and intelligence: a sign that you care about your learning. Talk to them when you are confused or overwhelmed. Your success is their goal, too.

Start your year by following this advice and you will be well on your way to a year of intellectual engagement and success.

## Diploma Course Load Requirements

Students entering the Upper School in Class IV must earn a minimum of 18 credits. Students entering the Upper School in Class III must earn at least 13 credits, and students entering the Upper School in Class II must earn at least nine credits. A student earns a full credit by passing a full course and a half credit by passing a half or semester course. A student can earn the correct number of credits by taking a combination of full and half courses that meet all year long and semester courses that meet at least four times per week for one semester. The typical course load for an Upper School student is five credits. A student must carry at least four credits at all times and may never carry more than five and one half credits.

## Course Distribution Requirements

Each student must pass the following:

1. English through Class I
2. Mathematics through geometry and intermediate algebra (Level 3)
3. A course in foreign language (ancient or modern) through Level 3. A student who enters in Class II and does not qualify to enter at least Level 2 in a language offered at Milton will be placed in a foreign language at the level that is most appropriate for the student's growth and development and will be expected to take two years of that language (ancient or modern).
4. Two history courses: Ancient Civilizations or Modern World History, and United States History. Students may also meet the history requirement by taking the two-year course, The United States in the Modern World, which they may begin in Class III or II. (Please see the *Milton Academy Course Catalogue* for more specific information.)

## ACADEMICS

- Two full-year laboratory sciences in Classes I-IV: a full year of either physics or chemistry and a full year of biology. The department strongly recommends the full sequence of physics, chemistry and biology.
- One arts program course to be taken in Classes I-III (only for students entering before Class II)
- Physical education classes, interscholastic sports or intramural sports for three seasons every year during Classes IV and III; physical education classes, interscholastic sports or intramural sports for two seasons every year during Classes II and I. Students in Class IV must successfully complete the Project Adventure physical education class. Students in Class III must successfully complete the Fitness Concepts physical education class. Students must successfully complete the CPR physical education class in Classes II or I or provide valid certification cards by the end of the winter season of their Class I year. Online certifications are not acceptable.

Although we encourage students to try out for athletic teams, we cannot guarantee every student a place on a team. If a student is cut from a team of choice, there may be spots on other teams or in intramural sports; places will always be available in physical education classes.

An activities option reduces the physical education requirement for those enrolled in physical education classes from three class meetings a week to two class meetings a week. An activities option can be granted to students in Classes I-III if they are engaged in a maximum of two faculty-sponsored activities for a total of 8-10 hours per week. The activities can include drama, speech team, community service and publications. Students may pick up an activities option request form in the registrar's office. The activity sponsors, the advisor and the class deans must sign that form before the request can be approved by the academic dean. Until the activities option is approved, students must attend all physical education classes.

Students who wish to pursue an athletic activity not offered at Milton Academy may apply for an alternative sports program. (Please see the *Milton Academy Course Catalogue*.)

- Noncredit course in health, music, performing arts and visual arts in Class IV
- One noncredit course, Values, in Class III, and one non-credit, graded course, Current Events/Public Speaking, normally taken in Class III
- One noncredit course, Social Awareness, in Class II
- One noncredit course, Senior Transitions, in Class I

## Grade Requirements for Promotion and Diploma

Milton Academy works on a letter grade system, A+ through E (failure). Students with outstanding cumulative records may be elected to the School's chapter of the Cum Laude Society.

- To be promoted and to be eligible for a diploma, a student must earn at least four credits each year, receive a grade of C- or better in at least three full courses or their equivalent, and receive a passing grade in English.
- A failing grade may be converted to a D- and a D grade may be converted to a C- by summer study approved by the department head, and by achieving a grade of C- or better on a makeup examination. Grades may be converted only when the faculty votes to grant a student this opportunity and only to meet minimum promotion and diploma requirements. A total of no more than two full course grades (or their equivalent) may be so converted in the top four classes.
- A failure in a course beyond what is required for the diploma will be recorded, but will not jeopardize eligibility for a diploma.
- A Class I student who fails to meet minimum grade standards at the beginning of the spring senior project period must continue in their courses throughout the senior project period.

### Special Cases

- Any student program that will not fulfill the normal course load, distribution or grade requirements must be approved by a vote of the faculty, the advisor having first consulted all departments concerned regarding the request for a waiver.
- A student who takes an additional year must obtain a promotional record at the end of that year and must take courses required for that grade level again.

3. If it is determined that a student will be unable to complete the year with a promotional record, that student may be asked to withdraw from the School before the end of the school year.
4. A student who finishes Class II with a non-promotional record may continue in the School only if the faculty vote permission for the student either to take an additional year or to make the record promotional by summer work.
5. No student will be permitted to enter Class I if the academic record at the beginning of the Class I year would make it impossible for that student to fulfill Milton's course load requirements or distribution requirements by the end of the Class I year. Such a student would need to withdraw unless granted an additional Class II year by the faculty.
6. A Class I student enrolled in courses taken beyond the minimal graduation course load and departmental requirements may petition to have one such course (or one per semester for semester courses) graded on a satisfactory/unsatisfactory basis (unsatisfactory includes anything below C-). To make this petition, a Class I student must fill out and collect requisite signatures on a form available in the registrar's office. To exercise the satisfactory/unsatisfactory option for a full-year course, first-semester course or half course, students must return the completed form to the registrar's office one week before the mid-semester marking period. To exercise this option for a second-semester course, students must return the completed form to the registrar's office within two weeks of the beginning of the second semester.

### Academic Probation

1. A student will be placed on academic probation if a review of mid-semester or semester grades and comments indicate that the student has:
  - a. a non-promotional record (A student who has not earned three or more grades of C- or better in three full courses or their equivalent will be automatically placed on academic probation.)
  - b. a minimally promotional record (The class deans and academic dean have responsibility for identifying those students to be placed on academic probation.)
2. A student will remain on probation until at least the end of the next marking period. A satisfactory improvement in performance and/or effort will warrant removal from academic probation. The student may return to good standing, but if the student's performance is still of concern to the academic dean and the student's class deans, the student may be placed on academic warning.
3. While on probation, a student will be required to study in a supervised space during his or her free periods. This requirement and other restrictions will be imposed at the discretion of the advisor, class dean and academic dean.
4. A student who is placed on probation at the end of a marking period and who remains on academic probation for the next two marking periods is ineligible for promotion and will normally be required to withdraw from the School. This regulation will not apply to students in their first two semesters at Milton Academy who may, by faculty vote, make themselves promotional through summer work.

### Academic Warning

Academic warning is an intermediate status between academic probation and good standing. Students on academic warning are normally required to meet the same study hall requirements as those on academic probation and may face additional requirements determined by the academic dean. If they do not qualify for academic probation, students earning an E in any course are automatically placed on academic warning.

## Academic Support

### Tutoring and Skill Development

Teachers expect students who are experiencing academic difficulty to meet with them outside of class. Normally, a teacher can provide up to one extra help session every week with a particular student. Students experiencing academic difficulties that require a greater level of assistance should meet with the director of academic support. The staff of the Academic Skills Center helps

students with organization, study skills and time management. If a student needs long-term individualized tutoring, the director of academic support can assist in making arrangements for this kind of support. The family bears the expense for such tutoring and must inform the director of academic support of any tutor who will be coming onto campus to tutor a Milton Academy student in advance. Milton Academy has a policy that all tutors on the Milton Academy campus must follow, including where on campus tutoring must take place. Please ensure that your student's tutor is aware of this policy and the need to follow it; copies of the policy are available through the Academic Skills Center. Parents or advisors who would like to explore tutoring in a subject area can also contact the academic dean.

Milton Academy's peer tutoring program pairs students in Class I or II with younger students seeking academic support in a variety of subjects. Peer tutors apply for the program and are accepted on the basis of teacher recommendations and exemplary progress in the chosen curricular areas. Peer tutoring sessions are customized to meet the individual student's academic needs and are conducted throughout the school day, in the evenings, and on weekends.

### **Educational Testing and Academic Accommodations**

The director of academic support 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 director of academic support is also responsible for working with, and reviewing documentation from, students requesting disability-based academic accommodations. Disability-based academic accommodations are those reasonable accommodations that are necessary to ensure that a student with a documented disability receives equal access to Milton Academy'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 are unnecessary or unreasonable; constitute an undue burden; or fundamentally alter the nature of the Academy's academic program, in the Academy's discretion. Students wishing to request disability-based academic accommodations must review and follow the process set forth in the Academy's Academic Accommodations Policy (copies available through the Academic Skills Center and the academic dean).

If the director of academic support determines that any such support plans or accommodations are warranted, the director 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 with those Milton Academy faculty and staff members needed for its successful implementation, prior to implementation. The director of academic support must receive documentation in support of a request for a disability-based accommodations on semester exams at least two weeks prior to the beginning of the exam period.

### **Homework Expectations**

Homework assignments should average 35-45 minutes in preparation for each class meeting for Class IV and 45-60 minutes in preparation for each class meeting for students in Classes I-III. Assignments in advanced, honors, accelerated and Advanced Placement courses may be more demanding than assignments in other courses. The School assumes that students who enroll in these courses will be able to complete these assignments within the normal homework time. Department heads are responsible for ensuring that members of their departments give assignments that can be reasonably completed within these time guidelines. Teachers are urged to provide students with assignments two or three weeks in advance whenever possible. Advance notice is particularly important for long papers or major tests. Students will find all course assignments in Schoology; daily assignments must be posted no later than 5 p.m. of the school day on which the class met. Teachers do not assign homework over vacations or specified long weekends.

### **Late and Incomplete Work**

1. Students are expected to complete all assignments on time. If circumstances prevent that, a student may petition a teacher for an extension until a specified date (to be determined by the teacher and student). Under most circumstances extensions are granted only to students who make the request at least one calendar day before the assignment's due date.



2. Should a student fail to turn in an assignment when it is due, faculty grade the work according to its merits and deduct a full letter grade for each calendar day or part of a day that it is late.
3. Students are expected to complete all work by the end of each semester. If, at the end of the course (semester or year), a student has not submitted assignments valued at more than 10 percent of the semester grade or considered by the department to be work integral to the completion of the course, the teacher will give the student an incomplete.

Such work must be completed one week after the end of the semester. Exceptions to this deadline must be adjudicated by the academic advisory group. Under normal circumstances, a course grade of incomplete may not stand beyond the one-week deadline, at which time it will be converted to an E.

Any incomplete work valued at less than 10 percent of the semester grade may, at the teacher's discretion, be assigned a grade of zero (0). The teacher may require that the work be made up, but no additional credit may be given.

Class I students who have not completed academic work necessary for the granting of their diploma by noon on the day before graduation will not be given incompletes. If this policy interferes with their completing a requirement, or requirements, necessary for graduation, Class I students may appeal, at that time, for a delayed diploma, which requires a vote of the faculty.

## Changes in a Student's Program

Changes should only take place when a student is in a clearly unsuitable course. A student seeking a change must have his advisor, relevant teachers, and relevant department heads sign a "Request for Change of Program" form, available in the registrar's office. Ultimate approval for a change must be given by the academic dean or the registrar. During the first few days of school, the registrar's office will prioritize making level changes for new students.

A student may switch levels in a particular subject on or before October 29 without a record of the initial level appearing on the student's transcript. The transcript will only indicate the level of the subject into which the student changed and the year-end grade for that level. If a student switches levels after October 29, the student's transcript will indicate the grade in both the higher level and the lower level of the subject, with the date noted when the level change took place. Exceptions to this policy will be made by department vote, after consulting the academic dean. If a Class I student applying early to a college has changed levels in a course before October 29, no grade will appear on the transcript for the new course until the teacher has enough graded material to make a fair assessment. ("Level" refers both to different "years" of a course, for example, Latin 3 and Latin 2, and to course alternatives offered within the same "year," for example MCAL1 and MCAL2, or Honors Chemistry and Chemistry.)

A student may enter a new course after the first two weeks of the semester only in unusual circumstances and only with the explicit approval of both the relevant department head and teacher.

Class I students may not drop full, half, or first-semester courses after October 29. They may not drop second-semester courses after October 29 unless they switch from one second-semester course to another in the same discipline. Exceptions to this policy will be considered by the academic advisory group only under unusual circumstances and only with full disclosure to and approval from colleges. In these exceptional cases, the student's grade at the time the course is dropped will appear on the student's transcript.

## Transcripts

All courses (half, semester, non-credit, required and full courses) taken at Milton Academy, whether assigned a letter grade or graded on a satisfactory/unsatisfactory basis, shall be recorded on the student's transcript. Exceptions are affective education courses, Class IV arts, and physical education. Beginning with the Class of 2022, the transcript will show Class IV courses and credit received, but no grades will be recorded for those classes.



## STANDARDS

### IV

The Milton Community

Major School Rules

Community Guidelines and Expectations

Attendance

Computer and Network Resources Responsible Use Policy

School Discipline

Off-Campus Programs Discipline

## The Milton Community

This section of the *Handbook* outlines the basic rules and regulations of the Milton Academy community. We expect students both to respect the rights and well-being of all individuals and to take responsibility for their actions. We believe that the following expectations and policies inspire positive participation in all areas of the School, promote learning, and encourage the respect for self and for others that lies at the heart of our community. We leave many specific applications of the following rules unstated, taking for granted the honesty and good judgment of our students.

We expect the cooperation of parents and guardians in upholding our standards. We believe that families and the School share the task of establishing the right balance of freedom and responsibility, realistically and consistently, for young people. We will work with students to support their understanding of and adherence to the values and principles of this community.

In general, we are responsible for all students' behavior when they are under our jurisdiction while School is in session. This includes when a student is:

1. on campus or at a School event held off campus, such as the prom or a School trip.
2. a boarding student who remains under the School's jurisdiction except when the student is under parental jurisdiction. Parental jurisdiction includes parents, or those designated as guardians and accepted by the School as such.
3. a day student in the company of a boarding student or boarding students who are under the School's jurisdiction; these students are also expected to uphold the standards of the School. Under these circumstances, day students and boarding students should expect to face the equivalent disciplinary response.

This definition notwithstanding, we regard any conduct prejudicial to the best interests of the Academy, whether on School grounds, off School grounds or online, while school is in session or during vacation, whether in the case of a day student or a boarding student, 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. Examples of "conduct prejudicial to the Academy" may include, but are not limited to, the following:

1. any student, boarding or day, who is in certain situations requiring the intervention of the police. This could include the illegal use of drugs or alcohol, shoplifting, vandalism, or presence at or hosting an off-campus party where illegal activity is taking place.
2. any student, boarding or day, who, while visiting another school or institution, acts in such a way as to cause physical or emotional harm to people or damage to property.

These examples are not meant to be exhaustive, but to communicate the types of situations that could move the School to take disciplinary action.

We recognize that students make mistakes and we hope that they will learn from them. We endeavor to administer penalties, 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 believe 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, including how it comes to light.

In any situation involving an immediate threat to personal safety of any member of the Milton community or to the property of the Academy, the head of school may order the immediate removal of a student from the campus. Depending upon the facts of the case, the removal may be permanent or may be continued until such time as an appropriate fact-finding proceeding or hearing procedure or both can be arranged.

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.

## Major School Rules

The following are major School rules, organized around four guiding principles. Infractions of either the letter or spirit of these rules are serious disciplinary matters and often lead to

suspension, dismissal, or other institutional responses. Students in the presence of these rule violations add support by their presence and may also be held accountable.

### **ACT WITH HONESTY AND INTEGRITY**

**Honesty:** Honesty is a fundamental expectation of the School, and complete integrity in all matters, personal and academic, is expected of each student. Therefore, dishonesty compromises trust and constitutes a violation of the School's standards. Dishonesty includes, but is not limited to:

- lying and deceitful behavior, including any false representation, verbally or in writing (including email messages, text messages, conference postings, blog entries and online postings).
- cheating, including plagiarism, which is the act of taking someone else's work as your own, and the provision of unauthorized assistance.

Milton Academy recognizes that there is a difference between being honest when confronted and bringing oneself forward, voluntarily subjecting oneself to disciplinary action. We acknowledge that the latter involves a higher degree of personal responsibility and integrity. Truthfulness, even in the face of social pressure, is one of the values the School most wishes to establish.

**Theft and vandalism:** Students are expected to respect community property and the property of others. Therefore, 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 and will be considered a major school violation. Cases of accidental damage or destruction to School property will not warrant disciplinary action, but the student(s) involved will be held responsible for the costs of repair. A student who vandalizes any property of the School, faculty, staff, or another student will be expected to pay for, clean up, repair or replace the damaged property and may be subject to a disciplinary response. This provision includes damage in dorm rooms.

**Whereabouts:** For safety and accountability, students must keep the School accurately informed of their whereabouts at all times when under the School's jurisdiction. Leaving campus without signing out is considered a breach of trust and thus a violation of a major School rule (see Leaving the Campus, and Signing out to Leave Campus).

### **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 sexual orientation harassment; gender identity harassment; actual or perceived age harassment; disability harassment; harassment based 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, and on blogs, social networking sites, web forums or other online sites.

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, a member of the deans' office 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 for more details.

### **Demeaning 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 demeaning words and images, defacement or use of insulting images related to actual or perceived race, color, national origin, religion, sex, sexual orientation, gender identity, 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.

### **MAINTAIN A SAFE AND HEALTHY ENVIRONMENT**

Students are expected to maintain a safe and healthy environment for themselves and others. Any behavior that violates the safety of oneself or others or threatens to violate the safety of oneself or others will make a student liable for disciplinary action, including dismissal.

**Alcohol or other drugs:** Students are expected to obey state and federal laws, as well as the rules of the School concerning the use of alcohol and illegal drugs, and not to endanger the health and well-being of themselves and others. Therefore, it is not acceptable to:

- Possess, use, distribute, or provide alcohol, marijuana or any drug, which includes, but is not limited to, any controlled substance or anabolic steroid (please note that while possession of small amounts of marijuana has been decriminalized in Massachusetts, it remains a violation of the law for anyone under the age of 21 to possess or use marijuana);
- Misuse or distribute prescription or over-the-counter medications, supplements, or chemical substances, whether one's own prescription or others';
- Maintain prescription medication in one's room without permission of the Health and Counseling Center;
- Return to the jurisdiction of the School showing evidence of having used alcohol or drugs;
- Possess, use, distribute, or provide paraphernalia related to alcohol or drugs (paraphernalia includes, but is not limited to: vaporizers, rolling papers, pipes, or any bottle or container specific for the purpose of holding alcoholic beverages);
- Possess or use any substance known to result in a similar effect as alcohol and other drugs; or
- Knowingly remain in the presence of a violation of any of the foregoing rules.

If the School suspects that a student has been using alcohol or illegal drugs, or is abusing prescription medication prescribed to them or others, the student will normally be taken to the Health and Counseling Center or hospital and subject to a drug test. If the School determines it is necessary, the student's cell phone and any electronic communications devices may be held by the Health and Counseling Center during this time. Students whose cell phones are being held will be allowed to contact their parents or guardians using the Health and Counseling Center phone.

On a first drug or alcohol offense a student should expect to be suspended for at least three days unless there are compelling circumstances that lead the Discipline Committee to deviate from this response. In such cases, the committee may recommend longer or shorter suspension. In addition, the student should expect to be required to receive an assessment from an outside drug and alcohol counselor at the parent(s)/guardian(s) expense, and to be required to meet with a member of the School's Health and Counseling Center staff. This counseling will continue until the School and the Health and Counseling Center agree that the goals have been met. The School

will normally administer drug testing, at the student's parent(s)/guardian(s) expense, as a form of monitoring the student. Any positive test for a student undergoing random drug testing as a result of violating the School's drug and alcohol policy, will be considered a repeat violation of the School's drug and alcohol policy and will normally 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.

***Weapons or dangerous substances:***

The possession or use of weapons or dangerous substances, including fireworks, firearms, fire-arm or para-military paraphernalia, knives, any other weapons (or associated paraphernalia), or a dangerous item or substance that causes intimidation or threatens the safety and well-being of another constitutes a violation of major School rules and will result in disciplinary action.

***Open flames:***

The use of any open flame, which includes, but is not limited to, lighted cigarettes, candles, incense, matches and lighters, in any School building, except under faculty or staff supervision, is not permitted. 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 violation of major School rules and will result in disciplinary action.

**BE A POSITIVE AND COOPERATIVE MEMBER OF THE COMMUNITY**

Respect for others forms the foundation for our open exchange of ideas and experiences. Freedom of expression carries responsibility and requires that students be mindful of others in their interactions with them. In exercising this freedom, a student must not impinge upon the dignity of any other individual. In all activities and interactions, Milton students are expected to be positive and cooperative, holding the rights and well-being of those around them uppermost in their minds. Moreover, students should value the community's diversity as an opportunity for learning and moral growth.

Students are expected to be positive and cooperative in their dealings with members of the school community. Student behavior may not hinder the learning process or interfere with the experience of others in the classroom, athletic fields, theater, dormitories or any other space hosting a School event. Unacceptable behavior includes, but is not limited to: deliberate disobedience, sexual activity in a public place, misuse of technology, and/or severe or frequent violation of dorm rules, community standards, or any additional regulations as set forth in this *Handbook*.

If a student behaves in a way that is disruptive and detracts from the normal functioning of School programming, a faculty member will discuss the problem with the student and the student's advisor, and then, should the behavior not improve, the class dean will be consulted, and the result may be appropriate disciplinary action.

**Additional Community Guidelines and Expectations**

**Cellular and Mobile Devices**

Use of cell phones is permitted in classrooms only with the explicit approval of the teacher. Use of cell phones and digital music/media players is prohibited during School assemblies, performances, Chapel and other gatherings. Students should be considerate of those around them and may be asked to excuse themselves from spaces such as the library or dining hall if their use of such devices is disrupting others. Students who misuse their phone or other mobile devices should expect to have their devices confiscated and turned in to the deans' office.

Cell phones, cameras, and devices with camera or recording capabilities must never be used in locker rooms or bathrooms. Photographs may not be taken and video and audio recordings may not be made in any location without the subject's explicit permission. Distributing or publishing (physically or electronically) photographs, videos or audio recordings without the subject's consent is prohibited. Further, sending inappropriate (for example and without limitation, tasteless or obscene) pictures or videos of yourself or others via any medium (for example and without limitation, using text, email, the Internet or social media) is also prohibited. This includes forwarding pictures or videos you have received from another individual, whether or not you know the person depicted in the photo or video. Violating these guidelines may lead to disciplinary action and could, depending on the facts and circumstances, result in prosecution under Massachusetts or federal law.

## Freedom of Expression

Freedom of expression is an important value at Milton. The School encourages students to think critically, to question what they see and read, and to know their own minds instead of being passive receivers of ideas. However, freedom of expression carries responsibility and requires that students be mindful of others in their interactions with them. In exercising this freedom, a student must not impinge upon the dignity of any other individual. By articulating these values, the School seeks to foster and protect the rights of the individual to express his or her opinions, and to ensure the well-being of the entire community.

Online resources are intended to support the education mission of the School. Access to these resources is not a right, but a privilege, one that carries responsibility. If a student's behavior does not meet the standards set by the School, that student may have his or her online privileges suspended or revoked and/or may face disciplinary action.

Students who stand in violation of these communication standards will face standard disciplinary action, including but not limited to:

- loss of online privileges;
- an appearance before a Dean's Committee; or
- an appearance before a Discipline Committee.

## Dress Guidelines

Milton recognizes that clothing choices should be a safe way for all learners to "Dare to be true" by comfortably and respectfully expressing themselves. With this degree of choice comes the responsibility for all members of the Milton Academy community to dress in neat and appropriate clothing during the academic day, showing respect for themselves, the occasion, and others.

Within the guidelines of neat and appropriate, the following reflect our community values:

1. At no time at School or School-sponsored events may a student wear:
  - clothing decorated with messages expressing derogatory references to one's or another's identity (i.e., race, religion, gender, sexual orientation, age, class, disability, etc).
  - clothing decorated with messages advocating violence, alcohol or other drugs.
  - clothing expressing obscenities.
2. Underwear (boxers, briefs, etc.), bra cups, and bra clasps should be covered with opaque material.

Respect for the occasion requires occasion-specific guidelines in addition to the general guidelines above:

1. Family-style dinners—most Monday, Tuesday, and Thursday nights:
  - a. Hats are not permitted
2. Semi-formal dress events, such as Sunday evening Chapel, Convocation, etc.:
  - a. Dress
  - b. Skirt or dress pants and dress shirt or blouse (may be accompanied by a blazer, jacket, and/or tie)
  - c. All the above options should be accompanied by dress shoes (eg. not sneakers, rubber footwear, etc.)
  - d. In each case above, denim fabric and athletic wear are not appropriate
3. Formal Dress:
  - a. Students may attend in any of the following:
    - i. Dress
    - ii. Blazer, dress shirt, tie, dress pants
    - iii. Skirt or dress pants and blouse
    - iv. All the above options should be accompanied by dress shoes (e.g. not sneakers, rubber footwear, etc.)
  - b. For Graduation, Class I may attend in any of the following:
    - i. White dress
    - ii. Blue blazer, white dress shirt, tie, and dress pants
    - iii. White skirt or dress pants and white dress shirt or blouse
    - iv. All the above options should be accompanied by dress shoes (e.g. not sneakers, rubber footwear, etc.)

Disregard for these guidelines should be reported to class deans, house heads, or administrators.



As with disregard for any of the School's expectations, infractions could result in a response from the School commensurate with the level of disregard.

## **Gambling**

Gambling of any kind is prohibited at School. Gambling activity may result in disciplinary action.

## **Healthy Relationships and Sexual Intimacy**

For high school students the issue of sexual intimacy is a complicated one. While we recognize that healthy romantic relationships may involve a range of physical intimacies, we are aware of the potential physical and/or emotional implications that can accompany early sexual relationships. We wish to protect students from sexual behavior that may lead to uncomfortable situations, sexually transmitted infections and/or pregnancy. In short, we believe that most secondary school students are not ready to assume the responsibilities that accompany a sexual relationship, still recognizing that within our diverse community, families may share varying moral beliefs about sexuality and sexual behavior.

Since a school by nature is a public, shared space, and therefore not appropriate for intimate sexual activity, we do not condone students engaging in sex on campus. In particular, students living in dormitories have a right to privacy that includes the comfort of knowing when visitors will be present in the dormitory and the right to be free from unwanted exposure to the intimate sexual behaviors of others. If students do engage in sex on campus, the dean of students will consult with the Health and Counseling Center staff and others, and may notify the students' parents; the School may also take disciplinary action.

Massachusetts state law specifically prohibits sexual activity involving persons under the age of 16. When the School becomes aware that such sexual activity has occurred, the School is required to notify the Massachusetts Department of Children and Families. Actions by the DCF may result in criminal consequences beyond the School's disciplinary process. Through various programs, we seek to help students make wise individual decisions, while providing accurate information about sexuality, protection and legal considerations. We emphasize the value of clear communication and mutual respect, and we urge students, as they consider sexual activity, to discuss with adults and/or peer counselors the consequences of their choices, including health risks, differences among students in maturity, the prospect of unwanted pregnancy and parenthood, situations involving exploitation or intimidation and related legal issues.

## **Tobacco and Nicotine**

Milton is a tobacco-free campus. In keeping with the findings of medical experts that the use of tobacco products is unhealthy, the School prohibits possession and use of all tobacco products and nicotine delivery systems, as well as the recreational use of all tobacco and nicotine products, including e-cigarettes and vaporizers while on campus, at School-sponsored events, or while under School jurisdiction. A first offense will normally result in a Dean's Committee and required participation in a cessation program at the parent(s)/guardian(s) expense. A second violation will result in a Discipline Committee hearing.

## **Town of Milton Cemetery**

The Town of Milton Cemetery is off limits for Milton Academy students unless they are there under the supervision of an adult. Violation of this rule may result in disciplinary action.

## **Attendance**

Please note that the School's required medical forms must be on file at the Health and Counseling Center in order for students to start classes or participate in sports. In September, students will not be allowed to start the school year unless the completed forms have been received.

Regular class attendance is integral to the work that Milton students undertake. Students better understand material after listening to teachers' explanations, and they can refine their thinking after articulating their ideas in a discussion. These benefits boost students' performance on written assignments. In addition, students' participation enhances the communal experience shared by all members of a class. A student's absence therefore diminishes the individual's and the group's educational experience. A few valid reasons arise for missing class, including illness, family emergencies and extraordinary opportunities.

## Attendance Procedures for Specific Situations

1. **Illness and family emergencies:** When a student is absent because of illness or family emergency, parents must call the Attendance Line (617-898-2923) as soon as possible. Parents should call on each day of absence. If the student arrives after the academic day has begun, the student must check in at the deans' office before going to class or other commitments. If a student is absent because of illness for an extended period of time, or if a student needs to miss school for a medical procedure, parents should also contact the Health and Counseling Center so that the School can provide the appropriate support during and after the absence.
 

A day student who is in school but feeling unwell may miss class only if excused by a member of the Health and Counseling Center staff. Boarding students must go to the Health and Counseling Center during the academic day if they are feeling unwell, and any student, day or boarding, who is in school but feeling unwell may miss class, assembly, or any other formal school obligation only if excused by a member of the Health and Counseling Center staff.

Students excused from classes because of illness or an appointment are expected to get their assignments in Schoology. In cases of extended absence, students may communicate with their teachers via email.
2. **Medical appointments:** The School encourages parents to arrange appointments outside of school hours whenever possible. If a student has an emergency medical appointment, parents should follow the procedure described above for cases of illness and family emergencies. If a student has a medical appointment scheduled well in advance, the student should follow the procedure for requesting a special absence, as described below. Any student who has not followed the procedure for requesting a special absence for a medical appointment must, upon returning to school, present to the deans' office appropriate documentation from a doctor's office confirming the appointment.
3. **Requests for a special absence:** A student who wishes to miss a class or classes must first speak to the academic dean or the deans' office assistant well in advance of the desired absence. The deans' office assistant will give the student a request for special absence form. If the request is considered routine, and if it is for one day or part of a day, the student may receive approval for the absence from either the academic dean or the deans' office assistant. If a student wishes to miss a day or days of school because of an extraordinary opportunity, the academic dean will provide tentative approval for that request only if it meets the following criteria:
  - a. The reason must be compelling, in the judgment of the academic dean. Please note that family trips planned during other schools' vacation times do not, except in the most extreme circumstances, meet this standard.
  - b. The student must be in good academic standing.
  - c. The student must have a solid attendance record.
  - d. The student should not, under normal circumstances, request more than five special absence days during the year.
  - e. The student should not, under normal circumstances, miss more than three consecutive school days for a special absence.

If these conditions have been met, a student has the following responsibilities:

  - a. The student must communicate to teachers well in advance of the proposed departure date. Teachers will need a chance to register concerns with the academic dean. These conversations may result in a tentative permission being withdrawn. As part of the communication process, the student must take a special absence form to each teacher and to other relevant adults. The academic dean's tentative permission becomes final when the form has been completed in a satisfactory manner and the student returns the special absence form to the deans' office assistant.
  - b. The student must complete homework or graded exercise agreements discussed with their teachers. This responsibility may include use of email or overnight mail to send work to a teacher.
  - c. The student must arrange for a fellow student to take class notes for missed classes. The student cannot, upon return, expect a teacher to re-teach a class.

4. Examination week: To support the integrity of the examination process, special absences will not be granted during this period, except in the case of personal or family difficulties. Families need to be aware that weather cancellations may require examinations to be moved to the Monday and Tuesday following examination week.
5. Dismissal for school vacations: The School does not excuse absences for early vacation departures except in unusual circumstances. Families need to book travel reservations well in advance and schedule departures for several hours after the last class. For the Thanksgiving, winter, and spring break, the houses will close at 11 p.m. the night that classes end. Students departing by plane before 8 a.m. the following morning may make arrangements through the dean of students' office to remain on campus. This is to ensure that students can take flights the following morning rather than miss classes. The last week of school through graduation is considered particularly important, and special absences will not be granted except in cases of personal or family difficulty. The houses close at 6 p.m. on graduation day.
6. College visits: Class I students are allowed two days in the fall to visit colleges, and two days in the spring to visit colleges that they are considering seriously. Class I students who wish to miss classes to visit colleges must pick up an absence form from the college office and return the completed form to the deans' office.
7. Religious holidays: Students needing to miss school to observe a religious holiday must have their teachers sign a special absence form, available in the deans' office. This process ensures that teachers are informed of the impending absence and can make the appropriate accommodations.

### Minimum Attendance Policy

Once a student has missed the equivalent of three weeks of a full course or half course or the equivalent of a week and a half of a semester course, the academic advisory group will be informed by the academic dean. The academic advisory group may invoke a sanction or sanctions. Some possible sanctions include:

- a. special communication with specified adults to monitor the difficulties that prompted class absences.
- b. loss of privileges, such as the privilege of missing class for an extraordinary opportunity.
- c. identification of the number of additional misses prompting the loss of credit for the course.
- d. loss of credit for the course.

All absences are included in the count for the purposes of this policy, except:

- a. absences for religious holidays.
- b. absences because of administrative leave.
- c. absences because of full medical leave. According to the medical leave policy, when a student has been on a full medical leave for four weeks, the academic advisory group meets to consider whether that student can receive credit for the year.

### Unexcused Absences

1. Unexcused class absences: Students will be notified when a teacher has submitted a class absence report. They will have the opportunity to ensure that absences are properly recorded. The penalties for unexcused class absences per semester are:

<b>Number of Unexcused Class Absences (per semester)</b>	<b>Response</b>
1	Discussion with advisor
2	Meeting with class dean and advisor; one hour Friday night detention
3	Meeting with class dean and advisor; three hours Friday night detention

## STANDARDS

4	Meeting with class dean and advisor; and three hours Friday night detention (completed within two weeks); letter home to parents
5	Meeting with academic dean and advisor; and six hours Friday night detention (completed within three weeks); letter home to parents
6	Appearance before Academic Discipline Committee

Teachers will assess graded work not handed in or graded work missed because of an unexcused absence in the following way:

Graded work completed outside of class (e.g., a lab report or a paper) will suffer a full letter grade deduction for each calendar day or part of a day that it is late.

Announced, graded in-class work (e.g., an announced quiz, a performance, a test) will suffer a deduction of two letter grades. The student must normally make up the missed work by the end of the next school day.

Unannounced graded work (e.g., a pop quiz) will receive a grade of zero (0).

The classroom teacher will inform the department head in cases where this policy applies. Teachers may make exceptions to this policy only after consultation with the department head or the academic dean.

- Unexcused assembly absences: All students must arrive at School by 8 a.m.. However, the School recognizes that day students often face an unpredictable commute, and the School therefore has two accounting systems for assembly absences, one for day students and one for boarding students.

All students who arrive late must sign in at the deans' office upon their arrival, stating the reason for their lateness. Students who do not sign in at morning assembly are subject to the following responses:

<b>Boarding Students Assembly Misses (per semester)</b>	<b>Day Students Assembly Misses (per semester)</b>	<b>Response</b>
0 – 2	0 – 5	No penalty
3	6 – 7	One hour Friday night detention
4	8 – 9	One and one-half hours Friday night detention
5+	10+	Two hours Friday night detention for each additional assembly miss; conversation with class deans and advisor; letter home to parents

Please note that a phone call from a parent will not excuse a late arrival.

- Chapel Attendance: Attendance at Chapel on Sunday afternoon is required for boarding students. A boarding student requesting to miss Chapel must seek permission from their house head, the administrator on duty or the dean of students' office. Students who miss Chapel and are unexcused must attend one hour of Friday night detention for the first absence, and will incur increasing penalties with each additional unexcused absence.
- Evening Commitments: Attendance at seated dinner, study hall, and evening check-in is required for boarding students. A boarding student requesting to miss or be late must seek permission from their house head, the duty person, or the dean of students' office. Students who are unexcused will incur increasing penalties or appear before a Dean's or Discipline committee.

### **Class Attendance and Extracurricular Activities**

If a student has missed half (or more) of the academic commitments in a single day, they may not participate in athletics or other co-curricular activities that day. The academic dean may grant exceptions to this rule in the case of college days, medical appointments, religious holidays, or other special absences that she deems unavoidable.

# Computer and Network Resources Responsible Use Policy

Academy Technology Services (ATS) supports Milton student, faculty and staff access to the School's computer and network resources. To ensure that these resources are available to all members of the community, and to protect the School's computer and network systems, all users must agree to and comply with the terms of the Milton Academy Computer and Network Resources Responsible Use Policy. This policy is grounded in the fundamental "Complete Integrity" principle, listed in the Standards section of the *Handbook*, and reflects the School's commitment to the open expression of ideas and respect for the ideas and creations of others.

The School's computer and network resources exist to support educational goals and related activities. All use of computer and network resources must be consistent with these goals and must conform to standards that the School sets for student behavior. Use of network resources, computers, and other devices, whether School-owned or student-owned, may be monitored by the School's faculty and staff, and there should be no expectation of privacy. Student email accounts, hard drives, network and Google Drive storage, Internet activity and system logs may be searched at any time at the School's discretion.

## Network Connectivity

1. All personal computers connected to the School's network must have working, School-sanctioned virus protection with up-to-date virus definitions. The School will make approved antivirus software available at no charge.
2. Any computer connected to the School's network must be running a School-supported version of the operating system. Supported operating systems include Chrome OS, Windows 7 or higher, and Mac OS 10.9 or higher.
3. Disconnecting or moving School-owned computing equipment (including devices, monitors, wireless access points, and cables) interferes with the ability of others to use this equipment and is considered an act of vandalism. When working on School-owned computers, you may not delete, modify or add to installed software or hardware, preference files or other configurations.
4. You may not knowingly or carelessly perform any act that interferes with the normal operation or performance of computers, printers, terminals, servers, peripherals or networks.
5. Students are not allowed to attach any switch, hub or router that was not obtained from ATS to the School's wired or wireless networks.

Unmanaged wireless access points pose a security threat to the network as a whole and you are not permitted to run a wireless access point, be it stand-alone or integrated within your computer.

You may use only the Internet Protocol (IP) address assigned to your computer or device by the School's DHCP server. Under no conditions may you manually assign your computer's or device's IP address.

6. Network services may not be run on personal computers without the explicit approval of ATS. This includes, but is not limited to, web servers, DHCP servers, FTP servers, and external peer-to-peer file-sharing services. Under no circumstances may you use network monitoring or packet-capture software.

## Use of Milton's Network

1. The use, storage or sharing of illegally copied or stolen software or digital materials (e.g., MP3, video, text and image files) is theft, violates copyright and other intellectual property laws, and is prohibited. The School takes violations of intellectual property law seriously. We must all respect the laws that govern and protect creators of intellectual content.
2. The School employs proxy and web filtering to restrict access to websites whose content is inappropriate for this academic community. Examples of inappropriate content include sites promoting pornography, violence, drugs, smoking, gambling and hate. You are responsible for any material that is stored on your computer or School-issued accounts (e.g., Gmail, M-drive and Google Drive) including any information downloaded from the Internet. Access to the web is monitored, and students should have no expectation of privacy in their online activities. You must be able to justify any website visit. Students accessing the Internet through the School's wired or wireless networks may not attempt to bypass or thwart secu-

rity, filtering, or proxy services operated by the School, including, but not limited to the use of anonymous VPNs. Students who, for academic reasons, need to access restricted websites may submit a request to ATS through a faculty member.

3. You may not use computer or network resources to send harassing, bullying, offensive, obscene or spam messages/postings/memes or images. Remember that you are responsible for the effect that your message may have on another person. Any messages, photos or other media distributed or posted in a digital format will be treated as if they were permanent and public. Many campus organizations sponsor open discussions in Schoology. These pages must be used in accordance with the guidelines published here.
4. The School's computer and network resources may not be used for commercial or illegal activity or to gain unauthorized access to any computer or network system.
5. You must respect and preserve the privacy of others at Milton.

### Security

1. Passwords for computer and network resources are private to each individual; they uniquely identify a person as well as identify a person to others. You are responsible for all use made of your Google and Schoology accounts, network storage or Internet access. You may not allow anyone to use your password to access any computer or network resource and you must diligently guard your passwords. Using another person's password, or attempting to discover it, is an integrity violation and may be regarded as theft. Should you discover someone's password accidentally, you must notify the person immediately so that it may be changed.
2. Masquerading as another person, concealing your identity, or sending anonymous messages violates the School's expectation of honest and open communication. You may not take steps to hide or misrepresent your identity when using School accounts, computers, networks or servers.

In any situation that threatens system security, stability, integrity or performance, ATS system administrators will take necessary action to defend computer and network resources. These defense measures may include terminating or suspending computer processes, deleting files or disabling user accounts without advance notice. A threatening situation may or may not involve deliberate user misconduct. ATS will notify affected users as soon as possible.

Any abuse of the above policies and regulations may result in the suspension of privileges and/or disciplinary action.

## School Discipline

### Philosophy of Discipline

Milton roots its standards of accountability in the belief that, to become their best selves, all adolescents require a caring and structured community in which they feel supported and valued. A healthy approach to discipline, then, should highlight the interconnectedness of our community, revealing something greater about our culture: a need for communication, honesty, inclusivity, empathy and mutual respect. Each disciplinary case is an opportunity for growth, not solely for the student, but for the entire community. Milton expects all students to treat themselves and others with dignity and respect and maintain integrity in all matters.

The philosophy of Milton's disciplinary process grows out of this expectation. Above all, it should be a learning process, focused on growth and moral development. We understand that mistakes are a critical component of learning and believe that students will grow through the experience of being honest about their choices. These principles are based on students' and adults' commitment to collaborating to create a community defined by honesty, respect and compassion.

Discipline cases that may result in suspension or dismissal are generally heard either by the faculty-student Discipline Committee (chaired by the dean of students, the associate dean of students or a designee) or by the faculty-student Academic Discipline Committee (chaired by the academic dean or a designee), and should take into account, as far as the welfare of the community will allow, such factors, including but not limited to, the needs and age of the individual student, the previous record, and the circumstances of the offense, including how it comes to light. However, when in the discretion of the dean of students or academic dean in consultation with the head of school and Upper School principal, the facts and circumstances of a serious discipline case that may result in suspension or dismissal dictate that the hearing involve administrators only,

the dean of students may convene an Administrative Discipline Committee (chaired by the dean of students, academic dean, or a designee) to hear the case. Some examples of facts and circumstances that could warrant an Administrative Discipline Committee are when privacy or safety concerns exist based on the issue being considered, or there is a need to hold a hearing on a shortened time frame without sufficient time to convene a Discipline or Dean's committee.

Students who commit a serious offense for which suspension or dismissal are not considered appropriate responses, (a determination made by the dean of students, the academic dean, or the head of school) generally appear before the Dean's Committee (chaired by the dean of students, academic dean or a designee). Violations of other School rules that are less serious are generally considered by the dean of students, the academic dean, or their designee. Cases involving a boarding student who demonstrates continued difficulty complying with the rules governing boarding life may be heard by the Boarding Review Committee.

Finally, the head of school retains ultimate authority in every disciplinary matter and always has the discretion to determine the appropriate disciplinary process and response without calling a meeting of any of the discipline committees described above. If the head of school exercises this authority and dictates a process to follow, that process will always provide the student subject to discipline with notice of the charges the student is facing and an opportunity to be heard.

More details regarding the regulations and processes governing the Dean's Committee, Discipline Committee, Academic Discipline Committee, Administrative Discipline Committee and Boarding Review Committee can be found below and in the Appendix.

Students are not allowed to withdraw from the School in the face of discipline.

## The Discipline Committee

### Authority

The Discipline Committee has the authority to make recommendations to the head of school or his designee, who may follow the recommendations, but who reserves the right to alter them. The Discipline Committee does not establish whether a student has violated School rules, but hears cases of students who admit to breaking School rules. It is the head of school's prerogative to determine the disciplinary response without a Discipline Committee being convened.

A student coming before the Discipline Committee should expect a penalty of suspension. In some cases, the committee may recommend the addition of an educational component to the disciplinary response. In such cases, the dean of students, or an adult appointed to the task, will meet with the student and help to design and complete an appropriate project. A second appearance for the same offense or a third appearance for any reason is likely to result in expulsion.

### Communication of Response

A public announcement including the student's name, the general nature of the offense, and the disciplinary response is generally made to the School as soon as possible following the decision, and is communicated to students and faculty in morning assembly.

After the public announcement, the committee members may comment on the nature of the discussion including the various perspectives that were shared. However, they may not attribute any comments or perspectives to particular members of the committee. They also may not discuss information about a student's private life that was discussed during the committee's deliberation.

Many colleges and secondary schools ask the School and the applicant whether the applicant has ever been suspended from the School. In accordance with our motto, "Dare to be true," the School will answer these questions truthfully and expects students to do the same. Whether a college asks or not, the School will report all suspensions that have resulted from serious integrity violations, such as lying, cheating, stealing or other unethical behavior.

In the Class I year, the School will report all appearances before a Discipline Committee to colleges to which a student has applied, regardless of the time of year in which the appearance occurs.

Please see this *Handbook's* appendix for further information on the Discipline Committee.

## The Academic Discipline Committee

### Authority

The Academic Discipline Committee has the authority to make recommendations to the head of school or his designee, who may follow the recommendations, but who reserves the right to alter them. The Academic Discipline Committee does not establish whether a student has violated School rules, but hears cases of students who admit to breaking School rules. It is the head of school's prerogative to determine the disciplinary response without an Academic Discipline Committee being convened.

A student coming before the Academic Discipline Committee should expect a penalty of suspension. In some cases, the committee may recommend the addition of an educational component to the disciplinary response. In such cases, the academic dean, or an adult appointed to the task, will meet with the student and help to design and complete an appropriate project. A second appearance for the same offense or a third appearance for any reason is likely to result in expulsion.

The Academic Discipline Committee will hear cases of dishonesty involving academic matters and cases of excessive unexcused class absences.

Cases of cheating, including plagiarism, that reach the Academic Discipline Committee will be treated as serious integrity violations and will require, at the very least, the following responses:

Class IV only: The student will be subject to penalties ranging from loss of privileges to suspension.

Classes I–III: The student will be subject to penalties ranging from a five-day suspension to dismissal.

Classes I–IV: The School will make a written report of the offense to the student's parents. If the student is suspended, the School will notify in writing all schools and colleges to which the student applies for admission. However, the record of a suspension will not become part of the student's permanent file.

Classes I–IV: In all cases, the student will receive a zero (0) for the work. The teacher may require the work to be made up, but no credit for the makeup will be permitted.

### Communication of Response and Reporting

A public announcement including the student's name, the general nature of the offense, and the disciplinary response is generally made to the School as soon as possible following the decision. A copy of the public statement outlined by the Academic Discipline Committee is communicated to the students and faculty in morning assembly.

After the public announcement, the committee members may comment on the nature of the discussion including the various perspectives that were shared. However, they may not attribute any comments or perspectives to particular members of the committee. They also may not discuss information about a student's private life that was discussed during the committee's deliberation.

Many colleges and secondary schools ask the School and the applicant whether the applicant has ever been suspended from the School. In accordance with our motto, "Dare to be true," the School will answer these questions truthfully and expects students to do the same. Whether a college asks or not, the School will report all suspensions that have resulted from serious integrity violations, such as lying, cheating, stealing or other unethical behavior.

In the Class I year, the School will report all appearances before an Academic Discipline Committee to colleges to which a student has applied, regardless of the time of year in which the appearance occurs.

Please see this *Handbook's* appendix for further information on the Academic Discipline Committee.

## Administrative Discipline Committee

### Authority

The Administrative Discipline Committee has the authority to make recommendations to the



head of school or his designee, who may follow the recommendations, but who reserves the right to alter them. The Administrative Discipline Committee does not establish whether a student has violated School rules, but hears cases of students who admit to breaking School rules. It is the head of school's prerogative to determine the disciplinary response without an Administrative Discipline Committee being convened.

A student coming before the Administrative Discipline Committee should expect a penalty of suspension or dismissal. In some cases, the committee may recommend the addition of an educational component to the disciplinary response. In such cases, the dean of students, or an adult appointed to the task, will meet with the student and help to design and complete an appropriate project. A second appearance for the same offense or a third appearance for any reason is likely to result in expulsion.

### Communication of Response and Reporting

Unless the facts and circumstances of the case must remain confidential in the discretion of the dean of students, academic dean or designee, in consultation with Academy counsel, a public announcement including the student's name, the general nature of the offense, and the disciplinary response may be made to the School as soon as possible following the decision, and may be communicated to students and faculty in morning assembly.

Many colleges and secondary schools ask the School and the applicant whether the applicant has ever been suspended from the School. In accordance with our motto, "Dare to be true," the School will answer these questions truthfully and expects students to do the same. Whether a college asks or not, the School will report all suspensions that have resulted from serious integrity violations, such as lying, cheating, stealing or other unethical behavior.

In the Class I year, the School will report all appearances before an Administrative Discipline Committee to colleges to which a student has applied, regardless of the time of year in which the appearance occurs.

Please see this *Handbook's* appendix for further information on the Administrative Discipline Committee.

## The Dean's Committee

### Authority

The Dean's Committee has the authority to address violations of school rules for which suspension or dismissal are not considered appropriate responses, (a determination made by the dean of students, the academic dean, or the head of school). The Dean's Committee does not establish whether a student has violated School rules, but hears cases of students who admit to breaking School rules. It is the head of school's prerogative to determine the disciplinary response without a Dean's Committee being convened.

A student coming before the Dean's Committee should expect a response deemed appropriate to the circumstances of the infraction. In many cases, the committee may recommend an educational component to the disciplinary response. In such cases, an adult appointed to the task will meet with the student and help to design and complete an appropriate project.

A student may appear before a Dean's Committee only once for an offense. If a student who has appeared before the Dean's Committee commits the same or a similar offense, the student will appear before the Discipline Committee. In addition, a student may appear before the Dean's Committee only twice in their Milton career. If a student who has appeared before the Dean's Committee twice commits another offense that normally warrants an appearance before the Dean's Committee, the student must appear before the Discipline Committee subject, however, to the head of school's prerogative.

### Communication of Response

The events leading up to the Dean's Committee meeting may be discussed at specific class assemblies. An appearance before the Dean's Committee becomes part of a student's discipline record and is considered by members of the Discipline Committee, Administrative Discipline Committee, or Academic Discipline Committee if the student is subsequently required to appear before that body.

Please see this *Handbook's* appendix for further information on the Dean's Committee.

## Boarding Review Committee

A boarding student who demonstrates continued difficulty in abiding by the letter and the spirit of the rules governing boarding life may be recommended by the house head for consideration by the Boarding Review Committee (BRC). The BRC is comprised of a member of the dean of students' office, class dean, house head, advisor and house monitor. The BRC may place a student on boarding probation and may ultimately determine that a student should not continue to reside in a Milton Academy house. In this event, the faculty may vote that the student withdraw from Milton Academy.

## Off-Campus Programs Discipline

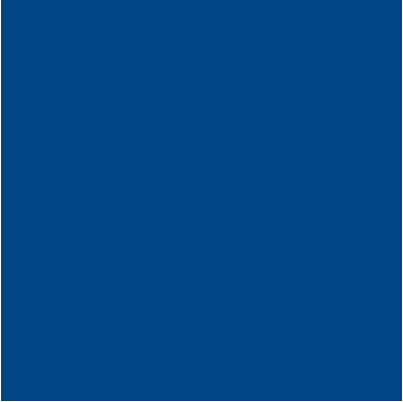
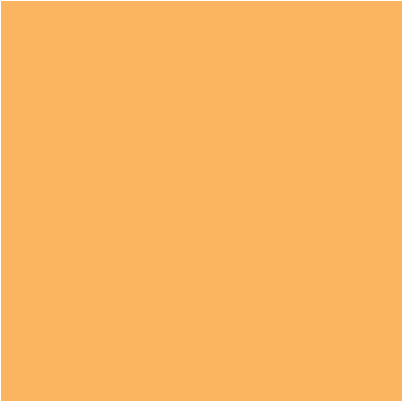
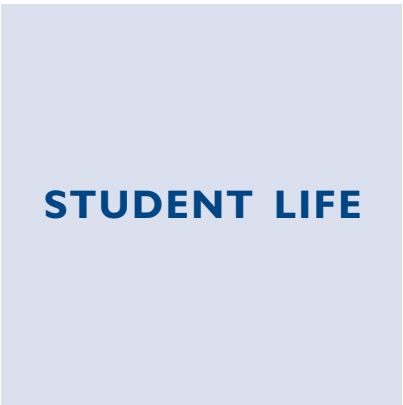
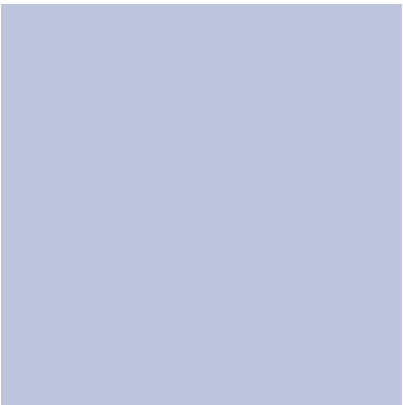
When a Milton Academy student participates in an off-campus program (a School-sponsored exchange program, a School-sponsored trip, or a year-long or semester program approved by the School), that student still represents the School and is therefore subject to the same rules, disciplinary processes (except as otherwise provided below) and disciplinary consequences that hold for students staying on campus. For this reason, the School views any violation of rules taking place at an off-campus program very seriously.

Any student participating in a School-sponsored exchange program or School-sponsored trip (e.g. French exchange) who is found to have engaged in an activity that would merit an appearance before a Dean's Committee or one of the Discipline Committees may be asked to appear before that committee upon return to Milton. Such activities may warrant being sent back to Milton immediately, and students will be subject to the same disciplinary consequence they would have been subject to had the activity occurred at Milton.

In cases where a student attending a year-long or semester program approved by the School (e.g. School Year Abroad or the Mountain School) is found to have engaged in an activity that would merit an appearance before a Dean's Committee or one of the Discipline Committees, the School will normally defer to the program's disciplinary process and record the instance as though the student appeared before our Dean's or Discipline Committee. As such, a violation of a School rule that merits possible expulsion may result in expulsion without an appearance before a Discipline Committee.

As with all other disciplinary matters, ultimate authority rests with the head of school who may determine the disciplinary response without a meeting of any of the discipline committees or a Dean's Committee or deferral to any other process.

A suspension or dismissal resulting from disciplinary infractions committed by a Milton student while the student is participating in an off-campus program is subject to the same communication and reporting procedures outlined in this *Handbook*.



- Student Resources
- Health and Counseling Center
- General Student Information
- Boarding Student Information
- Day Student Information
- Student Activities



## Student Resources

### ATM

An automated teller machine, located in the entrance to Forbes Dining Hall, is available for students, faculty, staff and visitors.

### Bookstore

The bookstore is located in the lower level of Warren Hall. Hours of operation are Monday through Friday, 9 a.m. to 4 p.m., with extended hours during the September opening of School. The bookstore stocks all required textbooks (new, used, and some rental) as well as a variety of school supplies, health and beauty aids, Milton clothing, gift items and sundries.

The bookstore allows students the ability to charge materials purchased in the bookstore to their Incidental Account (IA), giving students the opportunity to purchase books and supplies without the need to carry cash. A parent or guardian wishing to prohibit or set limits on IA charges may contact the bookstore directly at 617-898-2110. Parents may view IA purchases made in the bookstore by logging in to the *myMilton* website and selecting the “bookstore” option. The bookstore also accepts cash, checks, and debit or credit cards as forms of payment.

The bookstore provides a textbook buyback program at the end of the academic year through which students may sell their unwanted textbooks back to the store and receive a credit on their IA account.

### Computers and Printers

Academy Technology Services (ATS), located in the lower level of Warren Hall, provides all students with assistance connecting to the School’s network and printing resources, and will attempt to perform minor or routine computer repairs on student computers. During the academic day, ATS also staffs a HelpDesk annex, located on the third floor of the Schwarz Student Center. The annex includes several desktop computers available for student use, and also stocks a limited number of daily loaner laptops as well as a printer/copier. A limited number of computers and printers are located in house common rooms, and in Cox Library.

Students may print to any campus printer provided they are permitted in the space in which it is housed. Students use their School ID card to retrieve material at a printer (or printer/copier), and must activate a newly issued card (including replacement cards) for printer access.

### Cox Library

Cox Library provides an extensive range of resources for Upper School students, faculty and staff. The collection includes approximately 25,000 books available in open stacks, three daily newspapers and 30 periodicals covering a variety of topics. Further resources include a rich collection of subscription databases and carefully selected Internet resources available through the library website, which is accessible to students on and off campus. Students learn research skills through course assignments. Librarians are available to assist from 8:20 a.m. to 7 p.m. during the school week. 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 and reading. The library does not charge fines for overdue books; however, borrowers must pay for lost books.

#### The library is open:

Monday–Thursday	8 a.m.–9:45 p.m.
Friday	8 a.m.–5 p.m.
Sunday	7–9:45 p.m.

### Directory

All Milton students and parents have access to a password-protected online directory of student, faculty and staff names, addresses and other pertinent information. As with all School communications, we expect that this information will be limited to School-related use by members of the School community.

## Snack Bar

A full-service snack bar, accepting both cash and Incidental Account (IA) charges, is located in the Schwarz Student Center. A parent or guardian wishing to prohibit or set limits on IA charges may contact dining services directly at 617-898-2350.

## Student Incidental Accounts

This account is used to charge tuition and miscellaneous expenses. Statements are sent to parents monthly and payments should be made promptly. (See “Bookstore” above.)

## Health and Counseling Center

The Health and Counseling Center is located at 348 Centre Street, next to the Goodwin and Hathaway houses. The Health and Counseling Center is staffed by nurses during the following times:

Monday – Thursday	7 a.m. – 11 p.m.
Friday	7 a.m. – 11:30 p.m.
Saturday	7 a.m. – 11:30 p.m.
Sunday	7 a.m. – 11 p.m.

A nurse is always available on call during the hours the Health and Counseling Center is not staffed. Medical care is provided by registered nurses. School physicians are available to boarding students for consultation and appointments by arrangement with the Health and Counseling Center staff. A psychiatrist is available weekly to prescribe and monitor psychotropic medications and to consult to the counseling staff. An orthopedic specialist serves as a consultant to the Health and Counseling Center staff and to the athletic trainers. Services of physicians are not covered by a student’s health fee and are provided on a fee-for-service basis. Doctor’s visits and/or laboratory tests for boarding students are performed or ordered as indicated and charged to a student’s health insurance on file with the Health and Counseling Center. If your insurance is part of an HMO or another group that requires referrals, you will be required to obtain an insurance referral from your child’s primary care physician. All students are required to have up-to-date immunizations and annual physical examinations. Every student must have adequate health insurance coverage.

The Health and Counseling Center believes in preventive care. The staff works with a student’s primary care physician and parents to support the student’s health and wellbeing. The School has easy access to the services of Beth Israel Deaconess Hospital at Milton for emergencies and major Boston hospitals, including Massachusetts General Hospital and Boston Children’s Hospital, for inpatient care. In a medical emergency, a nurse or another adult will accompany the student to a medical facility. Any incurred expenses will be charged to the student’s Incidental Account. If a parent schedules any medical appointments outside of the Health and Counseling Center (i.e. dental, orthodontic, etc.), he or she is responsible for arranging his or her child’s transportation at the family’s own expense.

## Counseling

Students may schedule an appointment with a counselor by sending an e-mail to the director of counseling at: [Lisa\\_Morin@milton.edu](mailto:Lisa_Morin@milton.edu). Students are also encouraged to come to the Health and Counseling Center if they need support more urgently. Boarding and day students are encouraged to meet with school counselors, if needed. However, day students may be referred to outside counselors if longer-term counseling is required. Counselors are available for appointments between 8 a.m. and 4 p.m., Monday through Friday. At all other times, a counselor is on call for boarding students at 617-898-2470. The Health and Counseling Center does not provide ongoing family therapy.

Personal counseling is offered to students on a confidential basis. All information shared between students and the Academy’s health care providers (including counselors and nurses) is private and is treated confidentially within the limits of safety and of the law. To promote candor, the Academy asks that parents respect the privacy of students who may not wish to share certain information with them.

## Medical Leave

The dean of students or academic dean, at the recommendation of the Health and Counseling

Center, may grant a medical leave or determine a student receive in-house medical support. At times, medical leave may be required of a student. When a student is on medical leave or temporary day student status, families are expected to meet their financial obligations to the School. Milton will not refund or cancel any portion of the full annual tuition and fees due to a medical leave.

### **Medical Leave**

When on a medical leave, a student's main focus should be their health and well-being. The student's medical care should be monitored by outside providers so that the student can receive the support recommended by the School's health and counseling staff. At this time, a student will not attend classes and but may chose to keep up with work to the best of their ability if recommended by their outside providers. To allow the greatest level of focus on health, wellness, and safety, a student is not allowed to be on campus during a medical leave or prior to its termination until the student has explicit permission from the dean and the School nurse or counselor. Throughout a medical leave, a support team including the deans' office, the student's advisor, the Health and Counseling Center, the student's outside health care professional and the parents will be in regular communication.

When both the outside professional and the director of counseling or director of health services agree that the student's health and safety are ensured, the student will be removed from medical leave, at which point they will return to campus and receive in-house medical support. Prior to the termination of a medical leave, the student's health care professional will work with the director of health services or the director of counseling to determine the student's readiness to return and will provide a written recommendation that the student is ready to return to classes and/or the boarding environment. The director of health services or the director of counseling will then make a determination about the student's readiness to return and will inform the deans' office. The deans' office will work with the support team to arrange for the student's care upon return. In cases where a boarding student is ready to return to classes but isn't ready for boarding, as an interim measure, the deans' office and Health and Counseling Center will allow the student to attend classes as a temporary day student. (see below)

Students who have been placed on medical leave and are returning to classes will generally start on in-house medical support to ease the transition back to classes.

### **In-House Medical Support**

For students who may need more support from the Health and Counseling Center, are capable of attending classes but may need more flexibility with academic deadlines, in-house medical support is sometimes a viable option. While on in-house medical support, the expectation is that the student will be in class. If the student feels unwell, they may go to the Health and Counseling Center rather than attend class; students may not remain in the dorm. Normally, a student on in-house medical support is responsible for all course work. However, given the health difficulties that prompted this status, some flexibility is sometimes necessary regarding due dates of assignments. Extra help may also be necessary. The academic dean will determine whether adjustments to the student's academic program are appropriate to best enable the student to complete their work to a satisfactory degree. In-house medical support is temporary and will be periodically reviewed by the Health and Counseling Center. When the student no longer requires in-house medical support, as determined by the Health and Counseling Center, the parents and student will be informed by the deans' office.

### **Temporary Day Student Status**

Milton recognizes that, on occasion, boarding students may engage in unhealthy behaviors that, while not serious enough to warrant a medical leave or permanent separation from the School, may necessitate a temporary separation from the boarding community. In such instances, the house staff, deans and Health and Counseling Center staff will work together to develop a plan for that boarding student that best meets their needs and those of the broader boarding community. In these instances the director of counseling may suggest that the student be allowed to attend classes but live with their parents as a "temporary day student." In such cases, parents must assume responsibility for housing and supervising the student. The director of counseling or the director of the Health and Counseling Center will determine when a student is ready to resume boarding life. After the student returns to their Milton house, they must meet regularly

(at least weekly) with a School counselor and work with a psychiatrist. Boarding students will be required to meet with Milton's consulting psychiatrist on a fee-for-service basis. The Health and Counseling Center will review with parents the information that will need to be shared with the boarding parents in order to best provide support to the student in order to be safely in the dorm.

## Medication Policy

### Prescription Medication

Boarding students taking prescription medication must bring their prescriptions to the Health and Counseling Center for review by the medical staff. We ask that students only keep a limited amount of over-the-counter medications in their rooms. We prefer students to obtain over-the-counter medications (i.e. Tylenol or Ibuprofen) from the Health and Counseling Center.

The Health and Counseling Center will fill prescription medications prescribed by the School physician for all boarding students. The student's Incidental Account (IA) will be charged for the co-pay. In order for the pharmacy to fill the prescriptions, the School must provide them with the pharmacy codes from the student's insurance card. It is imperative that parents provide the Health and Counseling Center with the policy's Rx Bin #, PCN number (if applicable) and Rx Group # (if applicable).

The Rx Bin number, also known as the Business Identification Number, can be found on the front of your health insurance card; if you have a separate prescription plan, it can be found on the prescription card. It may show as BIN, a number, and then Rx, or it may be in the Rx Bin (number) format. It usually appears on the lower corner of the card. In some cases it may appear beneath your policy number.

In the rare instance that this number is not located on your card, we ask that you call your member service department to request this information. If you do not provide this number and your child requires prescription medication, we will have to charge your child's IA account for the full pharmacy cost.

### Psychotropic Medication (mind-altering, stimulants and antidepressants, anti-anxiety)

If boarding students are taking psychotropic medications, these medications are generally prescribed by the School's consulting psychiatrist (at the parents' expense) and dispensed through the Health and Counseling Center daily. Boarding students taking psychotropic medication must also meet regularly with a School counselor. For the safety of our students, all psychotropic medications must be stored in the Health and Counseling Center. Students are never allowed to keep psychotropic medications in their dorm. Boarding students who keep psychotropic medications in their dorm room risk facing disciplinary action. If a student is going to be off campus, and the Health and Counseling Center staff has been properly notified by a parent or faculty member in the dorm, the medical staff will provide the student with packaged doses. If a student is already taking a psychotropic medication upon arrival at Milton, in most situations, our consulting School psychiatrist will then become the student's prescriber of these medications. Boarding students who are on psychotropic medications must also have a psychiatrist who manages the student's psychiatric care during school breaks, as the School's consulting psychiatrist will not be available during those times. Failure to comply with the above policy will affect a student's status as a boarding student.

Students may not keep unlabeled packets of medication in their rooms. If parents do send pre-packaged medication, they must be properly labeled in English so that the medical staff can easily identify the contents.

### After-Hours Care

A registered nurse is available on-call during the hours that the Health and Counseling Center is not staffed. Should a student need medical or counseling care during this time, the student should seek assistance from the house staff on duty, who will contact the on-call nurse/counselor.

### Physical Exams

Although Milton Academy does require that all students receive a physical exam, we do not con-

duct those exams, nor do we require vision, hearing, or scoliosis screening. Your child's primary care physician is responsible for conducting these examinations.

### **Return to Athletic Play**

When a student is sick or injured and is absent from school for an extended time, the attending physician must provide either the Health and Counseling Center or athletic trainer with written permission for the student to return to athletic play with no restrictions. Please see the Milton Academy Concussion and Head Injury Policy available through the athletic department for more information.

### **Return to Athletic Play Following a Concussion**

All boarding students and in-season day students who sustain a concussion will be seen by the School physician for clearance to return to play. It is the responsibility of the parent to obtain a referral from the student's primary care physician for this appointment, should your health care provider require such.

## **Health and Counseling Center Programs**

### **Class IV Health**

Health class, which meets once a week and covers a range of health concerns, is required for Class IV students.

### **Human Sexuality and Relationships (HS&R)**

Human Sexuality and Relationships (HS&R) is an elective course offered in the winter to students in Classes I, II and III. Groups of 10 to 12 students meet once a week for 10 weeks with specially trained faculty members and a senior teaching assistant from Students Educating the Community about Sexuality (SECS). The discussions focus on issues of sexuality, interpersonal relationships, love and communication skills. The groups are voluntary, but once a student makes a commitment, their attendance is required for the 10 weeks. Completion of this course is mandatory for students who wish to participate in the SECS, Individual Student Support (ISS), and Peer Discussion Leaders programs described below.

Students who have taken HS&R may sign up for a continuing seminar in a subsequent year. A group of 14 Class I students are selected from those who have taken both HS&R and the continuing seminar to be SECS Seniors, teaching aides for the HS&R course.

### **Outreach Team**

The outreach team, supervised by a Health and Counseling Center counselor, is a small group of faculty members trained in counseling on adolescent issues. Confidential referrals can be made to anyone on the team when an adult or student has concerns about the well-being of a student in our community. These concerns might include, but are not limited to, drug and alcohol use, cutting, depression or eating disorders. If the team receives sufficient information about a particular student, a member of the team will meet with the student as the first step in referring the student for counseling or an evaluation. The outreach team is independent of Milton's discipline process and acts as a bridge to counseling. The primary goal of the outreach team is to protect the health and well-being of students by getting them help before they develop serious health problems or suffer disciplinary consequences.

### **Sanctuary**

It is the School's position that its students should refrain from the use of drugs and/or alcohol. However, the School recognizes that students sometimes make unhealthy decisions and put their safety and wellbeing at risk. Understanding that there is a reluctance to ask for help if disciplinary action could follow, the Sanctuary Policy allows a student to reach out without invoking a disciplinary response.

Sanctuary is a non-disciplinary response to situations in which student safety is compromised. This policy applies in instances of alcohol or drug use or overdose, danger due to physical or psychological distress, or presence in an unsafe environment off campus. Designed to promote greater safety for our students, sanctuary is normally a confidential arrangement among the Health and Counseling Center, a student, and his or her family. If sanctuary is granted, neither the



student receiving sanctuary, nor the student requesting assistance on behalf of another student, will be subject to disciplinary action for violation of the School's drug, alcohol or whereabouts policies.

### **Use of sanctuary**

When a student is facing a medical emergency or is in a potentially unsafe situation, the student may approach an adult in the community or call the Health and Counseling Center and clearly state that they are seeking help through the School's sanctuary program. The student must do so before the faculty member has reasonable suspicion or is in a position where the violation is likely to be discovered. The faculty member involved in such a conversation should refer the student or students to the Health and Counseling Center for medical care. Sanctuary may be sought and granted regardless of prior requests.

### **Results of using sanctuary**

The student's parents will be notified about the incident, and the student will be required to meet with a School counselor. In cases involving drugs and alcohol, the student may also be required to undergo a drug and alcohol evaluation by an outside substance abuse professional (at parents' expense), and will be subject to random, confidential drug testing, (again, at parents' expense). Failure to complete the requirements for evaluation and treatment after sanctuary has been granted may lead to disciplinary consequences. Before a student is permitted to resume School activities (academic or extracurricular) following the use of sanctuary, permission must be granted by the Health and Counseling Center. The results of any drug testing that ensues after Sanctuary are confidential, and a positive test will not result in disciplinary action. However, recurrent positive test results consistent with continued abuse of drugs or alcohol will likely trigger a medical leave to allow the student to seek outside treatment.

## **Senior Leadership Positions**

### **Students Educating the Community about Sexuality (SECS)**

A group of seniors are selected from those who have taken both the elective course Human Sexuality & Relationships (HS&R) and its continuing seminar to be teaching aides for the HS&R course. These students, referred to as SECS (Students Educating the Community about Sexuality), participate in weekly training sessions with faculty sponsors and are also trained to provide information and resources on sexuality to other students.

### **Individual Student Support (ISS)**

Individual Student Support (ISS) is a group of 12 Class I students trained and supervised by the Health and Counseling Center's counseling staff to talk with students about personal issues and to act as a bridge to professional counseling. Students who wish to be selected for ISS must have completed the HS&R course. The students then complete an application form in the spring of their Class II year. Current ISS members review applications and make recommendations to the faculty advisor, who chooses the ISS members for the following year. ISS members participate in weekly training sessions with the faculty sponsor.

### **Peer Discussion Leaders**

Peer discussion leaders are students in Classes I and II who facilitate discussions about a variety of topics with students in Classes IV through II. Students who wish to be peer discussion leaders must have completed the HS&R course. These students submit applications in the spring of their Class III year and begin their tenure during their Class II year. Class I peer discussion leaders review applications and make recommendations to the faculty advisor, who chooses the new peer discussion leaders for the following year. Peer discussion leaders participate in weekly training sessions with the faculty sponsor.

## **General Student Information**

### **Athletic Equipment**

Most athletic equipment and clothing items are issued by the athletic department. Students are responsible for any issued items. If issued items are not returned to the athletic department at the

end of the season, the student will be billed for replacement cost of the items.

## Building Security

### Student ID Swipe Cards & Keys

1. For security reasons, students are responsible for the student ID swipe card and room key issued to them. Students may not give either to other students or anyone else, lend them to others, or leave them lying around. Violations of this regulation may result in disciplinary action.
2. Students must report lost or stolen student ID swipe cards or room keys as soon as they are realized to be missing. If found, any keys or student ID swipe cards must be turned in to Campus Safety or the dean of students. A \$25 fee will be charged to the student's incidental account for replacement of a room key, a \$10 fee will be charged to the student's incidental account for replacement of a student ID card, and a \$15 fee will be charged to the student's incidental account for replacement of a student ID card/bus pass.
3. Students found to be in unauthorized possession of keys or swipe cards should expect a disciplinary response.

### Doors & Windows

1. Outside doors must not be propped open.
2. After house closing in the evening, faculty, not students, should answer the door.
3. Tampering with card access hardware or software, window or door locks, or security screens is prohibited. Violations of this regulation will result in disciplinary action, and the cost for repair or replacement will be charged to the student's incidental account.
4. Students are encouraged to report any malfunctioning of security systems, doors or windows to faculty (house heads, Campus Safety, or the deans' office).

## Chapel

Apthorp Chapel is located on the hill near Hallowell House. The Chapel is locked during the day but can be opened with special permission. Required Interfaith Chapel services are normally held on Sunday evenings from 6 p.m. to 6:30 p.m. These services are required for boarding students, and though day students are invited, they are not required to attend Chapel services.

The purposes of this non-denominational Chapel program are to provide students with an opportunity for reflection in a spiritual/religious/moral context, and to educate students about different religious practices. Appropriate behavior and dress are expected in the Chapel.

Members of the Milton Academy community may attend in any of the following:

- a. dress
- b. skirt or dress pants and dress shirt or blouse (may be accompanied by a blazer or jacket)
- c. All the above options should be accompanied by dress shoes (eg. not sneakers, rubber footwear, etc.)

In each case above, denim fabric and athletic wear are not appropriate.

A boarding student requesting to miss Chapel must seek permission from his or her house head, the administrator on duty, or the dean of students' office. Unexcused absences from Chapel will result in a disciplinary response, starting with one hour of Friday night detention.

## Drones

Drones may not be used by students without explicit permission from the deans' office.

## Fire Safety

The School considers fire safety an issue of great concern. Therefore, the School expects adherence to School rules and to Massachusetts statutes related to fire safety. For reasons of safety, the School prohibits:

1. the use of space heaters, hot water heaters, coffee machines, electric blankets, microwaves, hot plates, toasters, halogen lamps, irons, rice cookers, air conditioners or immersion coils in student rooms.

2. the use of extension cords unless they are UL-approved power strips with circuit breakers.
3. any unauthorized use of fire (e.g., cigarettes, incense, candles, firecrackers, etc.).
4. tampering with fire prevention devices (smoke detectors, fire extinguishers, fire alarm pull stations, etc.).
5. propping open of fire doors in corridors, stairways or in common areas.
6. cloth hangings (tapestries, banners, flags, etc.) and posters hung on the outside of student doors. (In a student's room these may not be hung on the ceiling or in any way that covers a light or lamp. They must be firmly attached to the walls at all four corners.)
7. hair dryers, curling irons and straighteners left plugged in when not in use.

Violations of these regulations may lead to a discipline response.

### Host Family Program

The Host Family Program is a way for parents of Milton students who live close by to give boarding students a “home away from home.” Boarding students in Classes IV and III, and occasionally in Class II, who come to Milton from a great distance, may request a Host Family by filling out the form sent in the Host Family summer mailing.

Each year, some students may experience loneliness as they make the transition to boarding life, or simply miss the easy downtime of being in a family home away from the busy pace of campus life. The Host Family helps to make that transition easier and offers the students needed downtime or welcome treats. This support may be something as simple as a plate of homemade cookies or an invitation to spend a long holiday weekend with the host family. The Host Family program is an opportunity to share in the diverse community of the School.

### Hosting Milton Boarding Students

The School has long benefited from, and is most grateful for, the hospitality extended to boarding students by parents and friends living in the vicinity. Those who host students share with the School responsibility for the students under their care. Therefore the school requires:

1. Parents who wish to entertain a boarding student must extend a personal invitation in advance with the head of the student's house, or duty person.
2. When student drivers are involved, travel during unusually late hours should be avoided.
3. Proper adult supervision, preferably by parents, must be provided for all student gatherings.
4. For any gathering that involves 10 or more students, day or boarding, parents must follow the guidelines detailed under Parents Hosting Large Gatherings (page 41) well in advance of the planned date.
5. Parents hosting students may not give a boarding student permission to alter off-campus plans; all changes should be cleared through the house parent on duty in the student's house.

The School is concerned about the safety and well-being of its students, both on and off campus. We must therefore insist on careful attention to certain procedures when students leave campus. The dean of students, class deans, and house staff have the right and responsibility to deny permission if they feel that a student's plans are unclear or unsafe.

### Leaving the Campus

Provided all their academic commitments for the day are met, students may ask to leave for home any time after 1:15 p.m. and must sign out in the deans' office. During the school day, a student may ask permission from the deans' office to leave campus before 3 p.m. or 1:15 p.m. on Wednesday. We assess the reason for the request and the permissions parents have provided, and, if the reason seems valid, we will usually allow them to go.

### Faculty & Staff Drivers

In the course of the year, students may participate in community service projects, field trips, house-sponsored trips, advisee group trips, weekend activities trips, or other trips where employees of the School will drive either a 12-person van, minibus or their personal car.

## Student Drivers

In certain instances, the School has mechanisms in place to monitor student transportation (e.g., the sign-out process for boarding students or transportation for community service). However, at the close of the academic day, day students are responsible for their own transportation. The School expects that newly-licensed drivers will abide by the laws of the Commonwealth, which prohibit driving with passengers under the age of 18 for the first six months of receiving a junior operator's license.

It is essential that parents discuss with their children expectations about riding with student drivers. If a child has a driver's license, it is equally important that parents set clear expectations about their child transporting other students.

All day students who drive to campus, and their parents or guardians, must fill out the "Day Student Driving Permission Form."

## Mail and Package Delivery

All boarding students in Classes I–IV will receive mail through their own locked mailboxes. The address for all student mail is Milton Academy, 170 Centre St., Milton, MA 02186. Please write the student's class year on all mail. Packages to students should be sent to Milton Academy, c/o Facilities Department, 325 Randolph Avenue, Milton, MA 02186. Students receive an email notice when a package arrives. The facilities building is open from 9 a.m. to 3 p.m. for package pick-up and can be reached at 617-898-2416.

During the summer months, the mail for returning students will be held until mailboxes are assigned in the fall.

Students may purchase stamps in the bookstore or the business office.

## Outdoor Use of Recreational Equipment Bicycles, Unicycles, Skateboards, Inline Skates & Scooters

Milton Academy endorses the use of bicycles, scooters, unicycles, in-line skates and skateboards as an energy and time-efficient mode of transportation to, from and around campus. In the state of Massachusetts, children 16 years and under are required to wear a helmet when riding bikes, scooters, skateboards, and in-line skates. Due to the high volume of traffic in areas surrounding the school, the lack of bicycle paths, and the potential for serious injury associated with biking, inline skating, skateboarding or riding of scooters, all students, regardless of age, are required to wear helmets when riding, both on and off campus. Additionally, any student riding after sunset must have proper reflective gear. Students failing to abide by these guidelines will lose the privilege to bike, skateboard and/or ride their scooter on campus and may have these items confiscated.

The use, possession, or storage of hoverboards and similar devices, are prohibited on the Milton Academy Campus until safety standards can be developed and implemented by the manufacturers.

Bicycle racks are available near the Schwarz Student Center, Cox Library and the ACC. We encourage students to lock their bicycles when not in use. The School cannot take responsibility for any injuries resulting from students biking, skateboarding or riding scooters on or off campus or for any loss or damage to a student's bicycle, unicycle, skateboard or scooter.

## Overnights on Campus

Boarding students may have overnight guests in the houses on the weekends if they ask permission of the house head or duty person well in advance of evening check-in. If permission is granted for the boarding student to have a guest, the parents of the guest—either a day student or friend from another school—must contact the house head or duty person to indicate that the individual has permission to stay in the house and must provide emergency phone numbers. Overnights are intended for high school-aged guests. The School cannot accommodate high school graduates, parents or other adult friends or relatives in the dorms.

Boarding students may only have overnight guests on school nights under special circumstances. Normally, overnights on campus during the week are permitted for School-sponsored events that require students to stay on campus past 9:30 p.m. Permission to host an overnight guest on a school night must be requested well in advance to the house head or house staff member who will consult with the dean of students.

Day students may be invited to spend a night in the houses. In doing so, the day student is

expected to follow all boarding student rules. When a boarding student wishes to host a day student for an overnight, the day student's parent or guardian must call the house staff member on duty. When a boarding student wishes to spend a weekend night at a day student's home, the day student's parent or guardian must call the house staff member on duty to issue an invitation.

### Parents Hosting Large Gatherings

Parents planning a party, (e.g. team party, birthday, etc.) that involves 10 or more students, day or boarding, must communicate with the deans' office well in advance.

In Massachusetts, anyone who provides alcoholic beverages for a minor can be charged with contributing to the delinquency of a minor, and may also be held liable for injuries suffered by a minor who is a guest (Massachusetts Social Host Law). Alcohol may not be served at gatherings where students are present. Parents must also make clear to attendees that the School's drug and alcohol policy will be enforced.

If you are planning to host a gathering of more than 10 students, we expect that you adhere to the following guidelines:

- Provide a plan for adult supervision for gathering, whether it be hosting at home or in a different venue. The School recommends a ratio of 12:1 student to adult.
- Provide a guest list of all students, boarding or day, attending.
- Provide a plan for transportation. Hosts must plan to provide transportation for boarding students both to and from the party. Transportation must align with each student's parental permissions as documented on the forms submitted to the deans' office.
- Limit the number of guests; "open" parties can quickly get out of control.
- Do not allow alcohol or drugs to be brought into your home.

Once the information above has been provided, the deans' office will communicate with the house staffs to notify each house the gathering has been approved.

Parents considering an invitation for their child to attend a party are encouraged to call the host to be reassured that adults will be present. As a matter of safety, we encourage parents to always impress upon their children the importance of refusing to ride in a car with a driver who has been drinking or using drugs. Remind children that friendship includes dissuading a friend from using alcohol or drugs, and from driving under the influence.

### Personal Belongings Searches

Milton recognizes that its students have legitimate privacy interests 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 inspect, search and/or seize any student's belongings or property (e.g., lockers, lock boxes, cars, backpacks, cell phones, iPads, laptops and other electronic devices) at any time if Milton faculty, staff or other representatives reasonably believe that conduct violating School rules or policies has occurred, or that unlawful conduct 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. No set guidelines can foresee or describe every situation that might arise, and we cannot limit, in any way, Milton's ability to act as it deems appropriate under the circumstances.

### Student-Teacher Conference Sessions

Conference sessions with teachers can be scheduled during free periods or after school. These sessions may be required for students whose work is unsatisfactory or who have been absent for an extended period.

### Visitation and Dorm Rules

Spending time together is an important part of any healthy relationship. We encourage students to visit each other, to foster friendships, and to practice the skills that lead to meaningful relationships. The visitation policy does not—and should not—assume that students requesting visitation are engaged in an intimate, physical, or sexual relationship. These rules are in place to create a safe environment for all students.

House visiting is intended for social interaction between students, not for sexual intimacy. Students should be mindful and respectful of the rights of their housemates when using their room during visiting hours. All visitors must be hosted by a resident of that house and, as guests, are expected to observe all house rules. We place a certain degree of trust in our students that regardless of their gender identity or sexual orientation and that of their partner, they will abide by our community expectations. Any failure to respect the spirit and letter of these guidelines may result in disciplinary action.

Each house is equipped with card access that allows residents of the dorm to enter at designated times. During the school day, non-residents of a dorm should not be in the building.

### Appropriate Behavior in a Dorm Room

While we recognize a student's room as their personal space while at School, the space is also part of the larger residential community. Therefore, we expect students to uphold certain standards. The School prohibits the following:

- The use of drugs and alcohol or tobacco (including vaping)
- The use of fire or open flames
- Roughhousing
- Sexual intimacy

Students are welcome to visit one another in their houses during specified times. Common rooms are for the use of students, faculty, their families and friends; behavior in these areas should ensure everyone's comfort at all times.

### Dorm Visitation in Common Spaces

Students from outside the house, whether boarding or day, are welcome to visit common spaces during the following times:

Monday–Thursday:	End of school day–6:00 p.m.; 6:30–7:25 p.m.; 9:30–9:55 p.m.
Friday:	3:15–10:55 p.m.
Saturday:	12:00 p.m.–10:55 p.m.
Sunday:	2:00 p.m.–5:00 p.m.; 9:30–9:55 p.m.

### Room Visitation Guidelines

The room visitation policy allows for student residents of the dormitories and their guests to spend time in student rooms, while providing guidelines that help promote a safe living environment that is conducive to student learning. These guidelines apply to all Milton Academy student residents and their guests. Visitation privileges are granted at the sole discretion of the on-duty faculty member and may be subject to assessments of dormitory citizenship, room cleanliness, and other factors.

During the hours listed below, students are allowed to host residents of other houses, day students or other guests in their own rooms. To do so, they must adhere to the following guidelines:

- Resident student hosts are responsible for their guests and their guests' actions at all times.
- Room visitation will not begin before October 1.
- Student hosts must first introduce their guest(s) and request permission for visitation from the faculty member on duty in their house. If the faculty member is unavailable, students may not have in-room visitation.
- Student hosts are required to inform the faculty member on duty when their guest(s) leaves the room.
- The door to the room must be open for the duration of the visit.
- The faculty member on duty will periodically check in with the host and their guest(s). They will enter the room and there should not be any barriers interfering with the check-in. The lights must be on and the adult's view of the students must not be obstructed.
- Students are responsible for making sure visitors leave prior to the end of the time periods listed below.

Failure to abide by the spirit or letter of these guidelines will result in loss of visitation privileges across campus and may result in further discipline.

## Room Visitation Hours

Sunday:	12–5 p.m.
Monday, Tuesday, Thursday:	6:30–7:15 p.m.
Wednesday:	3:30–5 p.m.; 6:30–7:15 p.m.
Friday:	3:30–5 p.m.; 7–10:30 p.m.
Saturday:	12–5 p.m.; 7–10:30 p.m.

## Boarding Student Information

A spirit of cooperation and respect are the hallmarks of successful involvement in the boarding community at Milton Academy. Students new to boarding life enter a diverse world that is joined together by the values and goals of the Academy. A willingness to take personal responsibility for contributing to the greater good and to understanding and abiding by the major rules of the School is important for boarding students. As students enter fully into the spirit of boarding life, they will experience the rewards of support from roommates and adult advisors. Open and honest communication with other students and with advisors, full integrity, and a willingness to articulate and share one's values and beliefs are all important for successful life in our houses. A boarding student carries a significant amount of personal responsibility for following a healthy lifestyle. While we recognize a student's room as their home and personal space while at school, the space is still seen as part of the larger residential community. When having any visitors in his or her room, a student must realize that this space is meant for social privacy and not sexual intimacy. Students need to remember that the rules governing the boarding community have been developed over many years with the aim of creating a supportive environment for adolescents who have taken on a challenging academic, athletic and extracurricular program.

### Allowance

Boarding students are urged not to keep large sums of money in their possession. The Business Office handles accounts from which a boarding student may withdraw a weekly allowance in the amount decided upon by the parents. A check must be deposited into this account before students may withdraw from it. Allowances may be picked up in the Business Office on Fridays between 8:30 a.m. and 4:30 p.m. The Business Office will also cash personal checks up to \$75.

### Cars

While boarding students are under its jurisdiction, the School assumes that they will not be driving cars. Boarding students are not permitted to have cars on campus, nor may they drive a car to or from campus except when with a parent or faculty member. Exceptions to this rule may be made only by the dean of students.

### Closed Weekends

During the year a number of weekends are designated as "closed weekends." These include, but may not be limited to, the weekends following summer and winter breaks. Boarding students will be expected to return at a predetermined hour, may not go off campus overnight, and may be required to stay and participate in on-campus activities during the day or evening.

### Common Space Computers

Each house has at least two computers for student use located in one of its common spaces. Unfortunately, these alone cannot meet the demands of all students in the house. The following rules in houses maximize the use of School computers for academic purposes:

1. Academic use of computers takes priority at all times. If a student is using a house computer for non-academic reasons, the student should give up use of that computer if another house member needs it to work on an academic assignment.
2. During study hall, students in Classes III and IV have priority for house computers.

### Electronic Entertainment

Each house is equipped with a television and DVD player for the communal enjoyment of students. To encourage a studious atmosphere in the houses and the reasonable use of electronic

entertainment, viewing DVDs, TV or videos is not allowed during study hall and quiet hours.

Keeping up with the changes in technology (with delivery systems for music and video games, for example) is difficult at best. The School's priority is to allow an atmosphere conducive to sleep and study. Therefore, house heads have the authority to set the standards of usage and volume of media delivery systems in their houses. Speakers must never be set to disturb the campus (e.g., speakers placed in windows for outdoor listening).

### Furniture

Each dorm room is equipped with a bed, chair, and desk for each student. Access to a bureau or closet is also provided for each student. For safety reasons the School provides all materials to high-loft or bunk beds. Each bunked or high-lofted bed will be equipped with a safety rail, ladder and stabilizer rail. Beds will only be high-lofted in predetermined rooms, however, at the student's request, those beds can be lowered. Students are expected to use the ladder provided. Correct positioning of ladders for bunked beds will be part of room inspection and health and safety checks.

Should a student choose to bring furniture into their room, the furniture must be compliant with Flame-resistance standards CAL TB 117 in spaces with sprinklers or Flame-resistance standards CAL TB 133 in spaces where sprinklers are not present.

Students may contract with an outside company for summer storage of personal furniture. The School will not store furniture over the summer.

### Health and Safety Inspections

In order to ensure the health and safety of our students and to support students' efforts to follow the School's health and safety rules, house faculty will periodically inspect dorm rooms. The deans' office will schedule the inspections and will communicate specific procedures to the dorm faculty involved. To determine which rooms will be inspected, two rooms will be drawn randomly. A student leader will be present during the inspection, and the student whose room is being inspected will have the option to be present during the inspection. We will provide little warning for these inspections.

### Late-Night Policy (Classes III & IV)

Milton Academy believes in the importance of supporting relationships between upperclassmen and underclassmen. These relationships can encourage younger students to explore more of what Boston has to offer in the presence of older students who can teach them about negotiating the city.

The "Late Night" policy therefore applies to students in Class III or IV who, with parental permission, may request a "Late Night" on a Friday or Saturday night. In all instances, the appropriate composition of the group is at the house head's discretion. Normally, underclassmen may request a Late Night with a Class I student in their house during the first semester and a Class I or II student in their house during the second semester. Such requests are granted under the following conditions:

1. The students requesting the "Late Night" have given a detailed plan for their evening to the faculty member on duty, and the faculty member feels the plan is well-organized and safe. Examples of such plans might include attending an athletic event or cultural event in Boston, or dinner out at a restaurant and a movie.
2. Students' plans include checking in by 11 p.m.
3. In cases where a group of students is going into Boston, there must be an appropriate ratio of older to younger students.
4. Students may request this privilege no more than once a month, with a maximum of four times per year.

### Laundry

Each house is equipped with coin-operated washers and dryers for student use. Machines require quarters. The School contracts E&R Laundry Service, and as part of boarding student tuition, E&R will wash students' linens (6 towels, 4 sheets, and 2 pillowcases) weekly. Students may substitute linens brought from home, however, E&R Laundry bags must be picked up during



registration or requested from facilities after the opening of school. Laundering of clothes, as well as dry cleaning, is available at an additional cost through E&R Laundry Service and contracts are sent to boarding families over the summer directly from E&R.

## Lock boxes

We expect that students will do their part in maintaining security by locking their doors, reporting lost ID swipe cards and room keys, and by reporting any malfunctioning doors or locks. For added security of small valuables, each student room is equipped with a lock box for each resident. Boarding students are urged not to keep large sums of money in their possession (see “Allowance” on page 43).

1. Milton Academy bears no responsibility for items lost or stolen from lock boxes.
2. Tampering with or modifying lock boxes is prohibited. Students are responsible for the condition of their assigned lock box; the cost for repair or replacement will be charged to the student’s incidental account, and violations of this regulation may result in disciplinary action.
3. Any lock placed on a lock box by a student must be removable with bolt cutters. Students are responsible for their key and/or combination.
4. Students should expect the contents of lock boxes to be inspected by the School.
  - a. If a lock box cannot be opened at the time requested, for any reason, the lock will be removed at that time. The School will not bear the expense to replace the lock.
  - b. Students will be held accountable for any contents in their assigned lock box.

## Medication Policy

### Prescription Medication

Boarding students taking prescription medication must bring their prescriptions to the Health and Counseling Center for review by the medical staff. We ask that students only keep a limited amount of over-the-counter medications in their rooms. We prefer students to obtain over-the-counter medications (i.e. Tylenol or Ibuprofen) from the Health and Counseling Center.

The Health and Counseling Center will fill prescription medications prescribed by the School physician for all boarding students. The student’s Incidental Account (IA) will be charged for the co-pay. In order for the pharmacy to fill the prescriptions, the School must provide them with the pharmacy codes from the student’s insurance card. It is imperative that parents provide the Health and Counseling Center with the policy’s Rx Bin #, PCN number (if applicable) and Rx Group # (if applicable).

The Rx Bin number, also known as the Business Identification Number, can be found on the front of your health insurance card; if you have a separate prescription plan, it can be found on the prescription card. It may show as BIN, a number, and then Rx, or it may be in the Rx Bin (number) format. It usually appears on the lower corner of the card. In some cases it may appear beneath your policy number.

In the rare instance that this number is not located on your card, we ask that you call your member service department to request this information. If you do not provide this number and your child requires prescription medication, we will have to charge your child’s IA account for the full pharmacy cost.

### Psychotropic Medication (mind-altering, stimulants and antidepressants, antianxiety)

If boarding students are taking psychotropic medications, these medications are generally prescribed by the School’s consulting psychiatrist (at the parents’ expense) and dispensed through the Health and Counseling Center daily. Boarding students taking psychotropic medication must also meet regularly with a School counselor. All psychotropic medications must be stored in the Health and Counseling Center. Students are never allowed to keep psychotropic medications in their dorm. If a student is going to be off campus, and the Health and Counseling Center has been properly notified by a faculty member in the dorm, the medical staff will provide the student with packaged doses. If a student is already taking a psychotropic medication upon arrival at Milton, our consulting School psychiatrist will then become the student’s prescriber of these

medications. Failure to comply with the above policy will affect a student's status as a boarding student.

International students may not keep unlabeled packets of medication in their rooms. If parents do send pre-packaged medication, they must be properly labeled in English so that the medical staff can easily identify the contents.

### Midnights

With students given many opportunities to attend plays, performances and movies in the Boston area, Milton Academy believes that it is appropriate for Class I and II students occasionally to stay out past check-in on a Friday or Saturday. Requests for this privilege are granted under the following conditions:

1. The student requesting a "midnight" asks the duty person in advance (before they sign out).
2. The student requesting a "midnight" has given a detailed plan for the evening to the faculty member on duty and the faculty member feels that the plan is well-organized and safe.

### Ordering Food

Food delivery orders must be placed so that delivery occurs by 7 p.m. Sunday through Thursday. On Friday and Saturday, all food orders must be placed so that delivery occurs by 11:15 p.m.

### Personal Days

If, in the judgment of a house head, a boarding student in needs a day off from school to regain equilibrium, the house head must have a conversation with the student about workload, time management and any stressors that have arisen. After that conversation, if the house head determines that the student qualifies for a personal day, he or she may grant that accommodation provided that the following conditions exist:

1. The student has no tests or graded exercises scheduled on the personal day.
2. The personal day may only be granted during a full week of school and under extraordinary circumstances. A student may not have a personal day before or after a day off from school or after an extended absence from school.
3. The student has not taken a personal day already during the semester.
4. This particular accommodation is deemed by the house head the most appropriate response to the circumstances facing the student.
5. The student agrees to use the day in the spirit in which it is intended: getting a good night's sleep, and doing what else is necessary—particularly academic work—to regain equilibrium.
6. If a student has just returned from a medical leave or is receiving in-house medical support, the house head must consult with the appropriate adult in the Health and Counseling Center.

A personal day will end at 6 p.m. While on a personal day, a student must remain in the house and keep a low profile for the day, except to get mail and go to the dining hall for meals. Students will not be allowed access to academic buildings, including but not limited to, the Art and Media Center and Cox Library.

While on a personal day, in accord with the School's attendance policy, a student may not participate in sports or extracurricular activities.

### Pet Policy

Students are not allowed to have pets in the houses.

### Private Homes

Any visit to someone's home (daytime, evening or overnight) must be preceded by a personal invitation from the host parent to the house staff member. This includes all private homes, even those of faculty members who live on campus. Students returning to their own homes must complete their Blue Card as normal and have their parents contact the house head or house staff prior to the visit.

Students in Classes II–IV are not allowed to sign out to private homes with hosts or hostesses who are under the age of 25. Students in Class I may do so, but permission will only be granted

when the following requirements have been met:

1. The house head receives an invitation, as well as the situation details (i.e., age, location, plans).
2. Having talked to the student first, the house head then must hear from the student's parents and advise the parents of all the circumstances involved, including any concerns the house head may have. After having understood the above circumstances, the parents must give permission for the overnight.
3. Transportation and other details must agree with the student's current permissions.
4. This permission is not intended for other Milton Academy students to use for signing Class I students out for overnights.

### Refrigerators

The School provides refrigerators for common use in the dorm kitchenette. Should a student need a personal refrigerator, we encourage them to coordinate with their roommate(s) to avoid unnecessary duplication. In the instance a student purchases a room refrigerator, it must draw less than 2.0 amps (ideally 1.5 amps), be in good running order, and be plugged directly into a wall socket (not into an extension cord or power strip).

Refrigerators are checked as part of room inspection, health and safety inspections, and are subject to searches. Students are accountable for the contents of their refrigerators at all times. Prior to winter and spring vacations, students must defrost their refrigerators and leave them empty and unplugged for the duration of the break. Students may contract with an outside company for summer storage of their refrigerators.

### Room Inspection

Students should expect their rooms to be inspected at least once a week. During this inspection, house faculty will feel free to check for potential health, safety and fire hazards. Students must keep their rooms generally neat and clean and are expected to do laundry regularly. Closets, refrigerators, lock boxes and areas under beds are included in room inspection.

### Room Searches

Milton recognizes that its students have legitimate privacy interests in their rooms, 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 inspect, search and/or seize any student's room, belongings or property at any time if Milton faculty, staff or other representatives reasonably believe that conduct violating Milton's rules or policies has occurred, or that unlawful conduct 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. No set guidelines can foresee or describe every situation that might arise, and we cannot limit, in any way, Milton's ability to act as it deems appropriate under the circumstances.

### School Nights and Exceptions to Boarding Commitments

Given Milton Academy's belief that students should engage in many opportunities in the Boston area, there are occasions when students may have opportunities to attend events, not sponsored by the School, that occur on school nights and/or conclude after the School's regular return to campus times. In cases when the student will not be returning by evening check in (10 p.m. Sunday–Thursday, 11 p.m. Friday and Saturday) a house parent will contact a parent/guardian to review the plans.

House faculty may sign out Class I and II students on school night, provided that the student asks well in advance (before they sign out), provide a detailed plan for the evening that aligns with their parental permissions to the faculty member on duty, plans to return to campus before 10 p.m. and the faculty member feels the plan is well-organized and safe.

Class III and IV students may also sign out on school nights with a detailed plan for the evening approved, well in advance, by his or her house head, parent/guardian and the dean of students' office. In these instances your child's advisor or house head will contact you to discuss whether taking full advantage of the opportunity is in the best of your child given your child's school

commitments during that time period.

In cases where students need to miss boarding commitments on a regular basis for commitments outside of school, those requests must be submitted by application for review by the dean of students' office. Students in Class III and IV will not be allowed to miss more than one night a week for any non-school related activity.

In all cases, the house faculty, using their discretion, have the right to withhold permission for off-campus travel and overnight stays. If the house faculty should be informed about any particular restriction, please let them know in a separate note.

### Signing Out to Leave Campus

The School's policy is designed to suit the needs of the various age groups and to strike as healthy a balance as possible between participation in the weekend life of the School community and freedom to be away on one's own. The following regulations will be of interest to parents of boarding students and should also be noted by day students' parents.

House staff, using their discretion, always have the right to withhold permission for off-campus travel and overnight stays. The School expects that parents hosting boarding students will share with the School responsibility for the students in their care. In this regard, hosts should provide proper supervision for gatherings of students, not allow alcohol and drug use for students, and encourage reasonable hours for sleep.

Boarding students may sign out on weekends or during free weekday afternoons, assuming it is after 1:15 p.m. or their last academic commitment of the day, whichever comes later. When traveling on public transportation, students are required to travel in groups. Parents of students in Classes I and II may give permission for house parents to use their own discretion in allowing their child to travel alone in Boston during daylight hours. Normally, underclassmen are not allowed to travel alone to Boston without special permission from the dean of students.

On weekends, students in Classes I and II must return to campus by check-in; members of Class III and IV by 7:30 p.m. An exception may be made for Class III or IV students who are at a private home, the South Shore Plaza, the Braintree Cinema or the Randolph Cinema and who are planning to return by 11 p.m. Transportation for this permission must be a school van, a parent-driven car or a taxi.

On Wednesdays, all students are required to return to campus by 7:15 p.m. On Sundays, all students are required to return to campus by 5:30 p.m. On other weekdays all students must return by 6 p.m.

### Blue Cards

House staff will use the permissions indicated on the boarding student permission form completed by parents in the summer in order to make reasonable decisions about where a student may sign out to. This system is designed to facilitate the least complicated avenue of communication for plans to leave campus. However, Milton encourages parents to discuss leaving campus and weekend planning (specifically) with their children and, whenever possible, to contact other parents who entertain them as guests. This contact frequently provides parents with an opportunity to discuss expectations for behavior.

Normally, when a student signs out to leave campus, a house staff member must initial the student's Blue Card before the student leaves and then again upon the student's return. When students fill out their Blue Cards, the School expects they will be fully explicit about both preliminary and eventual destinations and about means of transportation. For example, if a student is planning to spend an overnight at a friend's home off-campus, but will be going elsewhere first (e.g., a movie, a restaurant, another private home), he or she should list both destinations on the Blue Card. In the event that another private home will be visited, students must ensure that an invitation is placed to the house staff member on duty.

1. The Blue Card must be filled out any time a student:
  - a. rides in a car
  - b. visits a private home, even their own
  - c. leaves campus without adult supervision
  - d. leaves campus for any School-sponsored evening or weekend activity

- e. leaves the house beyond the normal house check-in hours (e.g., overnight, weekends, late check-ins).
2. The Blue Card does not need to be filled out when a student is:
  - a. competing in a single day athletic event.
  - b. attending a Community Engagement activity between 8 a.m. and 3 p.m.

A change in travel plans that occurs after a student leaves campus must be discussed by telephone with the house staff before the change, or the change may be seen as a breach of trust. In general, a host parent is not authorized to give a boarding student permission to change plans; only a house staff member may do so in a direct conversation with the student. Students may not leave voicemail or written messages to indicate a change in plans. Failure to abide by the letter and spirit of the Blue Card procedures will be addressed through in-house responses or referred to the dean of students' office depending on the nature of the infraction .

### Study Hours

Study hours begin in the houses at 7:30 p.m., Sunday through Thursday, after which quiet must be maintained. Class I and II boarding students may use the library and computer center for evening study; Class III and IV boarding students may do so only with written permission from a teacher. In the winter, if Class III and IV students are on an athletic team that holds practices during study hours, those students will observe an alternative study hall.

### Shuttle Service

Campus Safety offers a shuttle between the North Quincy "T" Station and Milton Academy on Saturday evenings on an "on call" basis. Requests should be made by dialing Campus Safety at ext. 2911 (or 617-898-2911 from off campus) at least 30 minutes before the ride is needed.

Campus Safety does not provide rides for students at other times and may not be used as a taxi service. Under some circumstances, with a call from a house parent, Campus Safety may be able to help with transportation. For example, if a student is at a social event that becomes unsafe (i.e., involving the presence of drugs/alcohol and the student would like to remove himself or herself from the situation), the student may call the person on duty.

### Summer Storage

Any student wishing to store small items in a dormitory may do so through their respective house head. Very limited storage space for personal belongings is available to boarding students over the summer. Additionally, students may seek summer storage from outside companies at their own expense, for furniture, refrigerators, etc. The School does not guarantee the safety or security of stored items.

### Vacation Travel

On the days preceding Thanksgiving, winter, and spring vacation, the School provides transportation to Logan Airport for a fee. However, the School does not provide transportation services for students' return trips.

Students under 15 years of age are considered "unaccompanied minors" by most airlines and therefore require special arrangements for departure and arrival. Families should check their ticketing airline for details.

A vacation charter bus runs from Milton to New York City (96th and 5th, Port Authority) via Connecticut (New Haven, Darien) on the following holidays:

Thanksgiving Break	Winter Vacation	Spring Vacation
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Service may be one-way or round-trip.

### Weekday Evenings

To build community within each house, students are required to attend sit-down dinner on Monday, Tuesday and Thursday.

Campus-wide quiet hours are from 7:30–9:30 p.m. Sunday through Thursday. Class III and IV students must report to their houses by 7:25 p.m. for study hall (7:30–9:30 p.m.); if they have a teacher's note allowing them to work elsewhere on campus, they must present it to the duty per-

son at that time. Class I and II students have the freedom to choose where on campus they wish to work. Upperclassmen who are not using their evening study time productively may lose this privilege. Visitors may only be in the house during quiet hours if their intent is to study or work on a project and they have permission from the person on duty.

Check-in for all students is at 10 p.m. In general, students are only allowed to leave campus on school nights for School-sponsored events. (See School Night Sign-Out on page 47.) After evening check-in, students may not leave the house, without special permission, before 6 a.m.

### Quiet Hours

Houses must be quiet during campus-wide quiet hours and after 10:30 p.m. Sound systems must not be disruptive to others or audible outside a student's room and must never be set to disturb the campus (e.g., speakers placed in windows for outdoor listening). The house TV may not be on during study hall or quiet hours, nor should pool, ping pong or other social activities be taking place. Students may play computer games or watch video on personal computers during study hours or after 10:30 p.m. at the discretion of the faculty member on duty.

### Lights Out (Sunday through Thursday)

Class IV	10:30 p.m.	lights out
Class III	11 p.m.	lights out
Class II	11 p.m.	quiet
Class I	11 p.m.	quiet

### Late Lights Policy (Class III & IV)

In cases when students need more time to complete academic work they may request late lights. The house faculty on duty will consider the following guidelines upon receiving a request for late lights:

1. Late lights will only be granted on nights following days when classes have met, normally, on Monday–Thursday nights.
2. The student requesting late lights should make the request during study hall. Requests made at lights out will normally be denied.
3. The student requesting late lights must have utilized the time during study hall and the time following study hall, before lights out, in focused study.
4. House faculty will limit the number of late lights an individual student will be allowed in a week. Students should not plan to sacrifice sleep on a regular basis but rather seek support from their advisor, the Academic Skills Center, or the Health and Counseling Center in finding alternate strategies for completing the day's tasks.

If the house faculty grants late lights, the student and the house faculty will set a time when the student will go to bed. Students are still responsible for meeting all commitments the following day, and with the help of the duty person should plan their usage of late lights accordingly.

### Weekend Check-In Hours

Friday nights	All students	11 p.m.
Saturday nights	All students	11 p.m.
Sunday nights	All students	5:30 p.m.
Sunday nights of long weekends	All students	11 p.m.

On weekends, houses should be settled down and quiet by midnight.

## Day Student Information

We celebrate the blend of our boarding and day students and see it as a fundamental strength of the School. We ask every student, boarding and day, to approach life at Milton Academy with an attitude of full engagement with all the School has to offer, encouraging day students to take advantage of the unique mix of the boarding and day worlds. A boarding school offers a wealth of opportunities (diversity, depths of relationships with faculty and students, social life, etc.) that a day school cannot offer. To fully realize the experience that Milton provides, we ask day students and their families to participate in the School that exists outside the academic day. Clubs, athletics, the arts and social activities are all essential to the Milton experience. Parents of day

students (especially younger students) may need to coordinate schedules and transportation with their children so that they can be fully involved with the life of the School. The rich community life that characterizes Milton is enhanced when all students and families know and respect the rules and standards that apply both to boarding students and day students.

Day students, when in the company of a boarding student or boarding students who are under the School's jurisdiction, are also expected to uphold the standards of the School. Day students should expect to face the equivalent disciplinary consequences as boarding students.

## Bus Transportation

The bus routes include Chestnut Hill-Brookline-Newton, Wellesley-Needham, Needham-Dover-Dedham-South Natick, and Boston-Cambridge. Routes are routinely examined to determine if the stops should be altered, based on the day student population. Validated bus identification tags are required for students who ride the bus. Students who lose their bus identification tags should contact Liz Christo at 617-898-2154. 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 Liz Christo at 617-898-2154.

## 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 more than three times during the academic year will be charged a processing fee of \$10 for each time they board the bus without the required identification. Replacement Bus Identification Tags can be ordered through Liz Christo at [elizabeth\\_christo@milton.edu](mailto:elizabeth_christo@milton.edu). 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 with no limit to the number a student can purchase. 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 for each occurrence.

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.

The bus driver is in charge of the bus and instructions by the 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.

## Cars

Day students are to have cars on campus only to attend School events (including classes) and to return home. Before driving to campus, students and their parents or guardians must fill out a mandatory "Day Student Driving Permission Form." Because driving a vehicle to campus is a privilege, not a right, any student abusing this privilege may lose driving permission. During the

academic day, day student cars may not be used for other purposes without permission from a member of the dean of students' office. Students are required to register their cars with Campus Safety and have a Milton Academy parking sticker on their vehicles. The stickers may be obtained from the Campus Safety office. Cars must be parked in the assigned lots: Class I students will park in the spaces by the ACC; Class II and III students will park in the lower parking lot, by the swimming pool. Students found in violation of these rules will be reported to the dean of students. The first parking violation will result in a conversation with a class dean. A second parking violation will result in deans' office hours to be determined by the dean of students. Day students are reminded that they are not allowed to drive down Campus Road past Wolcott, Robbins and Forbes houses.

The School expects that newly-licensed drivers will abide by the laws of the Commonwealth, which prohibits driving with passengers under the age of 18 for the first six months of receiving a junior operator's license.

We expect that each student will remain on campus until the last academic commitment of the day or until 1:15 p.m., whichever comes later. Permission to leave campus during the academic day may be obtained from the dean of students, the associate dean of students, class deans or, in the case of boarding students, the house head.

### **Day Student Residence**

We expect that day students are living at home with parent(s) or legal guardian(s). The School cannot accept students living on their own or with persons who are not parents or legal guardians.

### **Evening Meals**

Day students are welcome at evening meals. Day students wishing to attend sit-down dinners on Monday, Tuesday and Thursday must sign-in with the faculty member on duty.

### **Required Attendance at Special Events**

Day students will be required to attend certain special events during the year. Some of these events include the entire Upper School, for example, an evening seminar or graduation, and some of these events are for specific groups of students, for example, new student programs, the Class II leadership weekend, and evening seminars. The School will try to notify families well in advance of any such obligation.

## **Student Activities**

### **Activities Office**

The activities office is located on the Centre Street level of the Schwarz Student Center. Many student groups, including the Student Activities Association, use this office as their base of operations. All students involved in organizing or running clubs should work through this office, as should anyone wanting to sponsor weekend events, class functions or other class-related School programs. If a student would like to start a new club, activity or publication, or raise money for an existing program, he or she must have an adult supervisor and follow a set of guidelines as established by the activities office. Procedures for applying for School approval and funding are available in the activities office.

### **Recycling**

Students are expected to support and participate in the recycling program operated by the School. The recycling policy stipulates that all paper, corrugated cardboard, beverage containers and other recyclable plastic, glass and metal containers be disposed of in the recycling containers conveniently located throughout the campus and that they not be placed in trash receptacles. The use of recycling containers for disposal of food or trash is prohibited. Please refer to Milton's website for detailed guidelines.

### **Weekend Activities**

Regular weekend activities at the Academy include athletic contests, concerts, drama performances, movies and dances. All students, day and boarding, are encouraged to participate. You can



find information about weekend events through the website ([www.milton.edu/news/calendar.cfm](http://www.milton.edu/news/calendar.cfm)).

We count heavily on the cooperation of day parents in making careful plans for their children's attendance at School events. Chaperones monitor all events but cannot take responsibility for students who wander beyond the areas where such events are taking place. The School and parents must trust students to adhere to School regulations, but there should be a clear understanding at home, as well as at School, about limits. Driving arrangements, plans for the evening and time of return should be carefully discussed in advance. All students:

- a. are under the School's jurisdiction.
- b. must be responsible for the behavior of any guests they may bring with them.

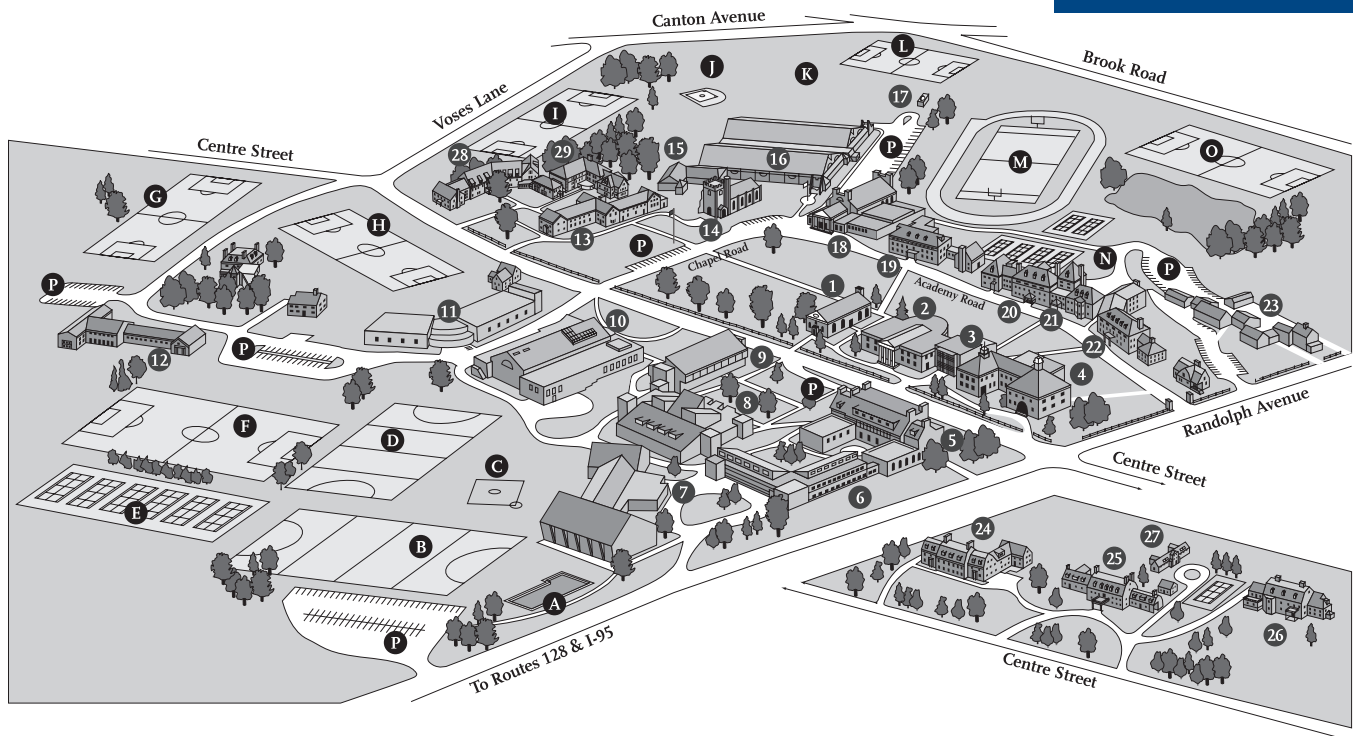
A student who is dependent on adults for transportation should be picked up in front of Ware Hall promptly at the end of each occasion (11 p.m. for Classes I–IV on Friday and Saturday night). Chaperones should not be expected to wait for a parent's arrival nor should house faculty have that responsibility. On weeknights (Sunday–Thursday) day students should plan to leave campus by 10 p.m.

## STUDENT LIFE





## CAMPUS MAP



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

## Appendix

### The Dean's Committee

#### Membership

The Dean's Committee comprises one or more student leaders and one or more faculty members as selected by the dean of students, academic dean or the designated chair of the committee.

#### Meetings and Procedure

Members discuss the offense with the student and decide upon a suitable response.

Possible outcomes of a Dean's Committee meeting may include detention, study hall, projects, or other responses as deemed appropriate to the circumstances of the infraction

### The Discipline Committee

#### Membership

- a. For each case, the Discipline Committee will consist of eight members, including four faculty members and four students.
- b. The faculty members will include the dean of students or his designee as chair, the secretary to the Discipline Committee, the student's class dean or house head, and one additional faculty member drawn from a committee list established by the principal, dean of students and academic dean. After consultation with the student who is to appear before the committee, the chair may make appropriate substitutions. A student's advisor will be present during the student's appearance before the committee. Following the student's appearance, the advisor will also share his or her perspective with the committee and provide a character reference for the student. The advisor will not remain for the committee's deliberations.
- c. The student members will include a head monitor, the student's house monitor (if a boarding student), a boarding monitor or day monitor, and class councilor, or other student leader, elected by the students. After consultation with the student who is to appear before the committee, the chair may make appropriate substitutions.
- d. If at any time the full membership of the Discipline Committee cannot be called, the dean of students, two faculty members and three students can hold a proceeding and make a recommendation to the head of school. Preference will be given to faculty members of the Discipline Committee and to elected student representatives.

#### Review of the Facts

- a. The dean of students will personally direct or delegate to others the responsibility for making a thorough review of the facts surrounding any case(s) referred to the Discipline Committee.
- b. A statement of each student's case will be prepared in the three parts listed below:
  1. A specific charge or charges
  2. A listing of the previous disciplinary record(s) of the student(s) involved
  3. Two descriptions of the case; one should be written by the student charged and one should be written by the faculty member most closely involved with the particular offense. Both descriptions should include details regarding time, place, persons involved and other circumstances including how the offense came to light.
- c. Copies of these case statements will be given to the members of the Discipline Committee and to the student(s) involved before the hearing of the case.
- d. Parents of the student(s) involved will normally be apprised of the situation as soon as possible prior to the hearing of the case by the Discipline Committee.

#### Fact-Finding

If significant disagreement exists as to the facts, and if the case requires resolution of the disagreement, the principal, or his designee, together with two faculty members from the

Discipline Committee, and two student leaders will hear the case through a strictly internal process and then make a binding determination as to fact.

### **Meetings and Procedure**

- a. Meetings of the Discipline Committee will be called at the discretion of the dean of students after consultation with others whenever a case might involve suspension or dismissal and in other serious situations.
- b. The facts of the case will be presented to the committee by the chair and other informed members. All items from the student's previous record, or relevant information that is not part of the case statement but is likely to be raised in discussion, will be catalogued by the chair.
- c. The student(s) will appear before the committee to discuss the case and to answer questions from the Discipline Committee members. Both the case statement and the catalogued items from the previous record will be presented to the student for discussion. The student will then be asked to wait in a nearby room.
- d. A student's advisor should be present during the hearing. The advisor will share a personal perspective and provide a character reference for the student. The advisor will be asked to leave prior to the committee's discussion of disciplinary response.
- e. The tone of these meetings is serious. Therefore, a student is limited to two visitors during the proceedings.
- f. A teacher(s) or student(s) may act as a character reference for any student appearing before the committee. Each person giving testimony will make a brief statement about the student's character (not about the case itself or the discipline process) and will then be asked to leave the meeting.
- g. The Discipline Committee will determine a recommended penalty after review of the charge(s), the student's previous record, and the circumstances of the case, including how it came to light. Items of fact not included in the previous record may not be considered unless the student is granted an opportunity to comment upon them. The committee is guided by the chair to reach a consensus in recommending a particular response to the head of school.
- h. In the occasional case when the committee exonerates a student, the meeting is not considered an "appearance" before the committee.
- i. The School will not assume travel expenses for a student suspended or dismissed by decision of the Discipline Committee. Parents assume full responsibility for the oversight of the destination of their child during a suspension. In the event that a parent is not available to oversee a child's suspension, the student must designate a School-approved adult who will act in loco parentis until the student is permitted to return to the School.
- j. The secretary of the Discipline Committee (or alternate) will record the proceedings, which will be entered in the Discipline Committee's permanent record book. A statement of the charge and of the penalty will be placed in the student's folder. This information will be removed from the folder at the time of the student's graduation.
- k. A public statement of the charge, penalty and other brief comments that may be used for announcements to the appropriate assemblies should be determined and approved by the Discipline Committee.
- l. At the end of the meeting, the chair will remind committee members about the kinds of information they may share with others in the community. The chair will also make clear what is inappropriate to share and therefore should be considered confidential. Students who break the confidentiality of the committee will lose their leadership positions and may face a disciplinary response.

## **The Academic Discipline Committee**

### **Membership**

- a. For each case, the Academic Discipline Committee will consist of eight members, including four faculty members and four students.

- b. The faculty members will include the academic dean or her designee as chair, the secretary to the Academic Discipline Committee, the student's class dean or house head, and one additional faculty member drawn from a committee list established by the principal, dean of students and academic dean. In cases that involve cheating, the department head from the relevant department will serve instead of a faculty member drawn from that list. After consultation with the student who is to appear before the committee, the chair may make appropriate substitutions. A student's advisor will be present during the student's appearance before the committee.
- c. The student members will include a head monitor, the student's house monitor (if a boarding student), a boarding monitor or day monitor, and class councilor, or other student leader, elected by the students. After consultation with the student who is to appear before the committee, the chair may make appropriate substitutions.
- d. If at any time the full membership of the Academic Discipline Committee cannot be called, the academic dean, two faculty members and three students can hold a proceeding and make a recommendation to the head of school. Preference will be given to faculty members on the committee list and to elected student representatives.

### Review of the Facts

- a. Any suspected breach of academic integrity will be reported by the teacher to the appropriate department head. The department head will then investigate the matter and, if a concern exists about possible cheating, will consult the academic dean. The department head and the academic dean will decide together if a case of cheating has taken place and thus merits a student's appearance before the Academic Discipline Committee. Alternatively, the department head and academic dean might view a matter as a breach of academic integrity that merits an appearance before a Dean's Committee.
- b. For any case sent to the Academic Discipline Committee, a statement will be prepared in the three parts listed below:
  1. A specific charge or charges
  2. A listing of the previous disciplinary record(s) of the student(s) involved
  3. Two descriptions of the case; one should be written by the student charged, and one should be written by the faculty member most closely involved in the particular offense.
- c. Copies of these case statements will be given to the members of the Academic Discipline Committee and to the student(s) involved before the hearing of the case.
- d. Parents of the student(s) involved will normally be apprised of the situation as soon as possible prior to the hearing of the case by the Academic Discipline Committee.

### Fact-Finding

If there is a significant disagreement as to the facts, and if the case requires resolution of the disagreement, the principal, or his designee, together with two faculty members from the Academic Discipline Committee and two student leaders, will hear the case through a strictly internal process and then make a binding determination as to fact.

### Meetings and Procedure

- a. Meetings of the Academic Discipline Committee will be called at the discretion of the academic dean, after consultation with others, both when a case might involve suspension or dismissal and in other serious situations.
- b. The facts of the case will be presented to the committee by the chair and other informed members. All items from the student's previous record, or relevant information that is not part of the case statement but is likely to be raised in discussion, will be catalogued by the chair.
- c. The student(s) will appear before the committee to discuss the case and to answer questions from the Academic Discipline Committee members. Both the case statements and the catalogued items from the previous record will be presented to the student for discussion. The student will then be asked to wait in a nearby room.
- d. The tone of these meetings is serious. Therefore, a student is limited to two visitors during the proceedings.

- e. A student's advisor should be present during the hearing. He or she will share their perspective and provide a character reference for the student. The advisor will be asked to leave prior to the committee's discussion of disciplinary response.
- f. A teacher(s) or student(s) may act as a character reference for any student appearing before the committee. Each person giving testimony will make a brief statement about the student's character (not about the case itself or the discipline process) and will then be asked to leave the meeting.
- g. The Academic Discipline Committee will determine a recommended penalty after review of the charge(s), the student's previous record, and the circumstances of the case including how it came to light. Items of fact not included in the previous record may not be considered unless the student is granted an opportunity to comment upon them. The committee is guided by the chair to reach a consensus in recommending a particular response to the head of school.
- h. In the occasional case when the committee exonerates a student, the meeting is not considered an "appearance" before the committee.
- i. The School will not assume travel expenses for a student suspended or dismissed by decision of the Academic Discipline Committee. Parents assume full responsibility for the oversight of the destination of their child during a suspension. In the event that a parent is not available to oversee a child's suspension, he or she must designate a School-approved adult who will act in loco parentis until the student is permitted to return to the School.
- j. The secretary of the Academic Discipline Committee (or alternate) will record the proceedings, which will be entered in the Academic Discipline Committee's permanent record book. A statement of the charge and of the penalty will be placed in the student's folder. This information will be removed from the folder at the time of the student's graduation.
- k. A public statement of the charge, penalty and other brief comments that may be announced to the class assemblies shall be discussed by the Academic Discipline Committee.
- l. At the end of the meeting the chair will remind committee members about the kinds of information they may share with others in the community. The chair will also make clear what is inappropriate to share and therefore should be considered confidential. Students who break the confidentiality of the committee will lose their leadership positions and may face a disciplinary response.

## Administrative Discipline Committee

### Membership

The Administrative Discipline Committee is comprised of the dean of students, the upper school principal and the academic dean. If any of those members is unavailable another dean may serve in that person's place.

#### Review of the Facts

- a. The dean of students, academic dean or designee will personally direct or delegate to others the responsibility for making a thorough review of the facts surrounding any case(s) referred to the Administrative Discipline Committee.
- b. A statement of each student's case will be prepared in the three parts listed below:
  1. A specific charge or charges
  2. A listing of the previous disciplinary record(s) of the student(s) involved
  3. Two descriptions of the case; one should be written by the student charged and one should be written by the faculty member most closely involved with the particular offense. Both descriptions should include details regarding time, place, persons involved and other circumstances including how the offense came to light.
- c. Copies of these case statements will be given to the members of the Administrative Discipline Committee and to the student(s) involved before the hearing of the case.
- d. Parents of the student(s) involved will normally be apprised of the situation as soon as possible prior to the hearing of the case by the Administrative Discipline Committee.

## Meetings and Procedure

- a. Meetings of the Administrative Discipline Committee will be called at the discretion of the dean of students or academic dean after consultation with the head of school and Academy counsel whenever the facts and circumstances surrounding the case dictate this sort of hearing.
- b. The facts of the case will be presented to the committee by the chair. All items from the student's previous record, or relevant information that is not part of the case statement but is likely to be raised in discussion, will be catalogued by the chair.
- c. The student(s) will appear before the committee to discuss the case and to answer questions from the Administrative Discipline Committee members. Both the case statement and the catalogued items from the previous record will be presented to the student for discussion. The student will then be asked to wait in a nearby room.
- d. A student's advisor may be present during the hearing, when possible. The advisor will share a personal perspective and provide a character reference for the student. The advisor will be asked to leave prior to the committee's discussion of disciplinary response.
- e. The tone of these meetings is serious. Therefore, a student is limited to two visitors during the proceedings.
- f. Where timing, and the facts and circumstances of the case permit, a teacher(s) or student(s) may act as a character reference for any student appearing before the committee. Each person giving testimony will make a brief statement about the student's character (not about the case itself or the discipline process) and will then be asked to leave the meeting.
- g. The Administrative Discipline Committee will determine a recommended penalty after review of the charge(s), the student's previous record, and the circumstances of the case, including how it came to light. Items of fact not included in the previous record may not be considered unless the student is granted an opportunity to comment upon them. The committee is guided by the chair to reach a consensus in recommending a particular response to the head of school.
- h. In the occasional case when the committee exonerates a student, the meeting is not considered an "appearance" before the committee.
- i. The School will not assume travel expenses for a student suspended or dismissed by decision of the Administrative Discipline Committee. Parents assume full responsibility for the oversight of their child during a suspension. In the event that a parent is not available to oversee a child's suspension, he or she must designate a School-approved adult who will act in loco parentis until the student is permitted to return to the School.
- j. The dean of students, academic dean or designee will designate one member of the Administrative Discipline Committee to act as secretary and record the proceedings, which will be entered in the Administrative Discipline Committee's permanent record book. A statement of the charge and of the penalty will be placed in the student's folder. This information will be removed from the folder at the time of the student's graduation.
- k. A public statement of the charge, penalty and other brief comments that may be announced to the class assemblies shall be discussed by the Administrative Discipline Committee.

## Fact-Finding

If there is a significant disagreement as to the facts, and if the case requires resolution of the disagreement, the principal, or his designee, together with any other dean, will hear the case through a strictly internal process and then make a binding determination as to fact.

## Immediate Removal

In any situation involving an immediate threat to personal safety of any member of the Milton community or to the property of the Academy, the head of school may order the immediate removal of a student from the campus. Depending upon the facts of the case, the removal may be permanent or may be continued until such time as an appropriate fact-finding proceeding or hearing procedure or both can be arranged.



# Disciplinary Responses

## Detention

Detention is held on Friday evening, starting at 7:30 p.m. Detention takes precedence over other School commitments. If a student misses detention without an excuse considered valid by the deans' office, that student will receive an additional penalty as well as serve the missed detention.

## Projects

The deans' office, or a designee, may assign projects deemed appropriate to the circumstances of the infraction. Projects are designed to match the particular offense and could include: a project that is intellectually driven (reading a particular work and/or writing a paper pertinent to the topic); meeting a need within the Milton Academy community that is somehow related to the offense; required meetings with a faculty member chosen by the deans' office. If a student misses assigned project appointments without an excuse considered valid by a dean, that student will receive an additional penalty as well as serve the missed appointment.

## Suspension

- a. Parents assume full responsibility for the oversight of the destination and the travel arrangements for their child during a suspension. In the event that a parent is not available to oversee a child's suspension, he or she must designate a School-approved adult who will act in loco parentis until the student is permitted to return to School. The School will not assume travel expenses for a student suspended or dismissed by decision of the Discipline Committee.
- b. Students who are suspended are not allowed on campus during their suspension unless special permission is granted by the dean of students, academic dean or head of school.
- c. If a student is suspended during a period of time that includes the weekend, the weekend will count as one day. Long weekends and vacations will also count as one day.
- d. Upon return to School, the student will not be allowed to participate in games, scrimmages, or competitions for three calendar days, but must attend all practices and meetings. (Due to the length of the seasons and the number of games played per week, the following sports will receive no additional suspension: girls' and boys' cross country, football, coed skiing, girls' and boys' track and coed sailing.)
- e. Students suspended for the remainder of a school year may be required to repeat the grade in which they are enrolled at the time of their suspension.

## Loss of Leadership

Students who appear before a Discipline Committee, who hold a leadership position that involves sitting on Discipline Committees, will lose their positions. Sports team captains automatically lose their positions for any violation of the School's drug or alcohol policies, or repeated violations of the School's tobacco policy. Loss of captaincy may result from infractions of other School rules, as well. Students who face disciplinary action after January 1 may not run for or assume a new leadership position. Holding or losing other leadership positions will be reviewed by the deans' office on a case-by-case basis.

## Expulsion

Students who are expelled will not be allowed on campus for at least one year. Exceptions can be granted only by the dean of students or the head of school.

## Drug and Alcohol Policy Violations

The School's policy prohibits the provision, use or possession of controlled substances and alcohol, as well as the misuse of prescription or non-prescription medications. Students found to have been using illegal substances can expect to appear before a Discipline Committee and to be suspended or expelled from School. If a student is suspended rather than expelled, the following procedures will go into effect upon the student's return:

1. Students will be subject to a drug/alcohol evaluation with a licensed substance abuse counselor, not affiliated with Milton Academy, at the parents' expense. Parents must

schedule this evaluation before the student returns to School, and it must be completed within one month of the incident. Parents may call the Health and Counseling Center for referrals.

2. The student must attend counseling sessions with one of Milton Academy's counselors. The student should schedule a meeting with a counselor immediately upon their return to School. Though required by the deans' office, the counselors will determine the appropriate number of session on an individual basis.
3. The student will undergo random, regular drug testing, at the parents' expense. Students should expect to be tested for a minimum of two semesters. The deans' office will determine when testing will end based on consultation with the Health and Counseling Center, house head (for boarders) and the advisor.

Students in violation of this policy, and their parents, will be required to sign a form agreeing to the above procedures. Failure to abide by the School's expectations may result in withholding of a student's reenrollment contract and/or further discipline. A repeat violation of the School's drug and alcohol policy will normally result in dismissal.

## 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 he or she is 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 bul-

lying 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 his or her 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 Upper School 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.

### **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 oppor-

tunities 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:** Sexual harassment is 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 is made an explicit or implicit term or condition of an individual's 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 education by creating a hostile, intimidating, humiliating, demeaning, or sexually offensive work, educational, residential or social environment.

Sexual harassment can be directed from any one person to another, regardless of gender. The victim does not have to be the person at whom the unwelcome sexual conduct is directed. The victim may also be someone who is affected when observing such conduct when it is directed toward another person. For example, inappropriate attempts at humor or the sexual harassment of one student directed at another may create an intimidating, hostile, or offensive or educational environment for another who witnesses the exchanges, or unreasonably interfere with that individual's work or educational performance.

*Some examples of sexual harassment* include, without limitation: unwelcome physical advances (whether they involve physical touching or not); unwarranted verbal sexual remarks; requests for sexual favors; derogatory statements or discriminatory comments directed against a person because of that person's gender; direct proposition of a sexual nature and/or subtle pressure for sexual activity that is unwanted; sexual jokes; comments about someone's body, someone's personal sex life, experiences, deficiencies, fantasies or rumors about the same; displaying sexually suggestive objects or pictures or images where others can view them; unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments, threats or innuendos of a sexual nature; unwanted physical contact such as hugging, touching, brushing up against one's body, impeding or blocking movements; sexist statements and behavior that conveys insulting, degrading or sexist attitudes; persistent and unwanted requests for dates; or unwelcome and inappropriate written communication or gifts.

**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 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 he or she 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 he or she is 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 of 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 principal 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 his or her 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.

## Independent School League (ISL)

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

### Independent School League Sportsmanship Creed

The ISL values spirited and fair play as well as positive support for our players and teams. In order to ensure that our expected level of decorum continues each season and at each game, we ask that all members of the ISL community continually review their efforts to abide by the ideals of our league.

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

Players shall at all times represent themselves and their School with honor, proper conduct and sportsmanship. They shall understand that competitive rivalries are encouraged but that disrespect for opponents is unsportsmanlike and lessens the value of the rivalries. They shall confine the competitiveness of the game to the field, and, in particular, behave properly on the sidelines and in the locker rooms both before and after games.

### The Players

Players shall comply fully with the rulings of the officials. In no way, either by voice, action or gesture, shall they demonstrate their dissatisfaction with the decisions made. Players must never forget that they represent their School.

### The Spectators

Milton Academy supports the following policy: ISL schools will not tolerate any spectator, either student or adult, whose behavior is disrespectful toward players, officials, coaches or other spectators. Nor will they permit any type of spectator behavior that detracts from the proper conduct of the game or disadvantages a player or team. Some examples of unacceptable behavior during competition under guidelines of the ISL Heads' and Athletic Directors' Committee:

1. Use of profanity or displays of anger that draw attention away from the game
2. Booing or heckling an official's decisions, criticizing officials in any way, or displaying a temper with an official's call
3. Trash-talk or yells that antagonize opponents
4. Verbal abuse or intimidation tactics
5. Disrespectful or derogatory yells, chants, songs, gestures, signs, posters or banners
6. Any distracting activity such as yelling, waving arms or foot-stomping during an opponent's free-throw attempts
7. Use of artificial noisemakers of any kind (Legitimate pep bands, however, are encouraged.)

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

## Diversity Glossary

Language is powerful and significantly informs how we live and communicate. To help you navigate our richly diverse Milton community and engage in thoughtful and meaningful discourse with one another, we offer you some basic campus vocabulary. Please consider the following definitions as a starting point. Because language constantly evolves, we encourage you to search for the appropriate words and continue to investigate and expand your awareness, understanding, and knowledge of the wide tapestry that makes up the Milton community and the world.

**Ableism:** The system of oppression based on ability. Assumes people with disabilities as flawed, insufficient, and inferior. Includes assumptions about what is "normal" and results in the margin-

alization of people with disabilities.

**Acculturation:** The process of learning and incorporating the language, values, beliefs, and behaviors that make up a distinct culture. This concept is not to be confused with assimilation, where an individual, family, or group may give up certain aspects of their own culture in order to adapt to that of their new host country.

**Anti-Semitism:** Acts and attitudes of prejudice or discrimination against people of Jewish faith or descent.

**Cisgender:** A person whose gender identity corresponds with the biological sex the person had at birth.

**Class:** As in upper, middle, lower class, working class; refers to people's socioeconomic status based on factors such as wealth, occupation, education, income.

**Classism:** The system of oppression on the basis of social class. Includes individual attitudes and behaviors, as well as policies and practices that are set up to benefit the upper classes at the expense of the lower classes.

**Cultural Competence:** The ability to interact effectively with people of different cultures and ethnic backgrounds.

**Cultural Appropriation:** Acts or behaviors of taking or using expressions of culture not one's own, especially when used for profit and/or without demonstrating understanding of or appreciation for cultural relevance.

**Disability:** A condition or function judged to be significantly impaired relative to the usual standard of an individual or group. The term is used to refer to individual functioning, including physical impairment, sensory impairment, cognitive impairment, intellectual impairment, mental illness, and various types of chronic diseases.

**Discrimination:** Actions, based on conscious or unconscious prejudice, that favor one group over others in the provision of goods, services, or opportunities; unfavorable or unfair treatment toward an individual or group based on race, sex, color, religion, national origin, age, physical/mental abilities, or sexual orientation.

**Diversity:** The recognition of differences among people. These differences include but are not limited to ethnicity, religion, age, gender, class, culture, cognitive ability, physical ability, life experiences, family situations, and sexual orientation.

**Equity:** The guarantee of fair treatment, access, opportunity, and advancement for all students, faculty, and staff, while at the same time striving to identify and eliminate barriers that have prevented the full participation of some groups. The principle of equity acknowledges that there are historically underserved and underrepresented populations and that fairness regarding these unbalanced conditions is needed to assist equality in the provision of effective opportunities to all groups.

**Ethnicity:** A social construct that divides people into groups based on characteristics such as a shared sense of group identity, values, culture, language, history, ancestry, and geography.

**Feminism:** A movement to end sexism and oppression based on gender and gender identity; with its origin in the ongoing movement for women's rights, feminism is the belief that people of all genders should have equal opportunities and equal economic, political, social and personal rights.

**Gay/Lesbian:** Words used to describe people who are emotionally, romantically, and/or physically attracted to some members of the same sex and/or gender.

**Gender:** A noun that can be usefully divided into two separate concepts. First, gender identity describes a person's own internal—and often deeply held—sense of their gender. Many people have a gender identity of “man” or “woman” (or “boy” or “girl”), but for many others, their gender identity does not fit neatly into one of those two categories. Second, gender expression describes external manifestations of gender, including behavior, name, preferred pronouns, clothing, hairstyle, voice, and/or body characteristics. Society identifies these cues as masculine and feminine, although what is considered masculine and feminine changes over time and varies by culture. Gender expression should not be viewed as an indication of sexual orientation.

**Global Awareness:** The understanding of world and cultural perspectives. Awareness broadens from learning from and working collaboratively with individuals representing diverse cultures,

religions, and lifestyles in a spirit of mutual respect and open dialogue in personal, work, and community contexts.

**Heteronormative:** Denoting or relating to a worldview that naturalizes heterosexuality as the normal or preferred sexual orientation.

**Heterosexism:** The system of oppression that assumes heterosexuality as the norm, favors heterosexuals, and denigrates and stigmatizes anyone whose gender or sexual behavior is considered non-heterosexual.

**Inclusion:** The act of creating environments in which any individual or group can be and feel welcomed, respected, supported, and valued to fully participate. An inclusive and welcoming climate embraces differences and offers respect in words and actions for all people.

**Intercultural Competence:** The ability to communicate effectively and appropriately in a variety of cultural contexts with people across cultures.

**Intersectionality:** The idea that classifications such as gender, race, and class—and others—cannot be examined in isolation from one another; they interact and intersect in individuals' lives and in social systems and are mutually constitutive.

**Islamophobia:** Fear and/or dislike of Islam or people of the Muslim faith.

**LGBTQIA+:** An acronym that strives to include all non-heteronormative sexual and/or gender identities, including lesbian, gay, bisexual, transgender, queer, questioning, intersex, asexual, agender, and more.

**Male Privilege:** A set of benefits, including greater access to resources and power, which in many institutional contexts tend to be, and historically have been, bestowed upon men solely on the basis of their sex.

**Microaggressions:** Subtle words, cues, and/or behaviors that insult, invalidate, or exclude historically marginalized group members. The long-term effect of microaggressions can have a significant negative impact on one's health.

**Oppression:** In this context, the systemic devaluing, undermining, marginalizing, and disadvantaging of certain social identities in contrast to the privileged norm; when some people are denied something of value, while others have ready access.

**Prejudice:** A preconceived judgment about a person or group of people, usually indicating negative bias.

**Privilege:** A set of benefits, including greater access to resources and power, which in many institutional contexts tend to be, and historically have been, bestowed upon certain social identities over others.

**Race:** A social construct that divides people in groups based on factors such as physical appearance, ancestry, culture, history, etc.; a social, historical, and political classification system.

**Racism:** A system of oppression involving subordination of members of targeted racial groups by those who have relatively more social power. This subordination occurs at the individual, cultural, and institutional levels.

**Sexism:** A system of sex oppression that privileges men, subordinates women, and denigrates women-identified value. This subordination occurs at the individual, cultural, and institutional levels.

**Sexual Orientation:** A noun that describes an individual's enduring physical, romantic, and/or emotional attractions. Some people experience their sexual orientation as static throughout life, while others experience it as changing or even fluid. Sexual orientation is different from gender identity and gender expression.

**Transgender:** An adjective used as an umbrella term to describe people whose gender identity and/or gender expression differs from what is typically associated with the sex they were assigned at birth. Being transgender does not indicate one's sexual orientation.

**Unconscious/Implicit Bias:** A positive or negative mental attitude, held at an unconscious level, toward a person, thing, or group.

**White Privilege:** A set of benefits, including greater access to resources and power, which in many institutional contexts tend to be, and historically have been, bestowed upon people classified as white.

*Xenophobia*: Fear and hatred of strangers or foreigners or of anything that is strange or foreign.

## Constitution of the Milton Academy Self-Governing Association

We, the students of the Milton Academy Upper School, under the grant of power given to us by the faculty and administration of this School for the purpose of self-representation, discipline and responsibility, do hereby endorse this constitution of the Self-Governing Association of Milton Academy Upper School students.

### I. Name

The name of this association shall be the Self-Governing Association (S.G.A.) of Milton Academy Upper School Students.

### II. Membership

Upon entrance to Milton Academy Upper School, students shall become members of the S.G.A, and this membership shall be formalized in the Book Signing Ceremony. Membership to S.G.A. shall express an awareness of the individual and collective obligations of all students for upholding the school standards of self-discipline and responsibility. No student is exempt from these responsibilities. The privileges of membership in the S.G.A. shall include the right to cast a single vote for all Council officer elections, as well as the right to attend all meetings of the S.G.A. Council, and also, but not exclusively, the right to representation in any faculty, administration, or trustee committee upon invitation. Membership on the S.G.A. Council is held by those members of S.G.A. elected by their peers as mentioned in Article V of this document.

### III. Rights of Self-Government

1. The right of student self-government is granted by the administration of Milton Academy, provided that the S.G.A. maintains the standards of the Academy.
2. Each member of the Self-Governing Association is entitled to self-representation before a Discipline Committee.
3. The conclusions of Discipline Committees will be announced before all members of the S.G.A. in morning assemblies.

### IV. Composition of the Council

The S.G.A. Council shall be a representative body comprising of the officers, mentioned in Article V, elected by the members of the S.G.A. The council shall be led by the co-head monitors.

### V. Officers and Duties

The officers listed below are considered members of the S.G.A. Council and are required to attend weekly S.G.A. meetings to represent the interests of their respective constituencies as well as lead their respective elections for the following year.

Two Upper School students who identify as different genders, both Co-Head Monitors: members of Class I, elected by the members of the S.G.A., shall be the leaders of the Council. They shall call and run meetings of the Council and of the Association, work closely with the co-day monitors, co-boarding monitors and administration, as well as serve on the Discipline Committee. The co-head monitors shall serve as liaisons between students, faculty, and administration and shall attend weekly meetings with the S.G.A. faculty advisors and the dean of students. At the discretion of the co-head monitors, a student shall be appointed as secretary to record the happenings during S.G.A. council meetings.

By Memorial Day of their Class II year, the Head Monitors will submit a Statement of Values and Principles to be ratified by the S.G.A. Council. This statement will consist of a list of the primary values or concepts most important to the Association in the given school year. The document will reflect the needs of the community and the objectives of the Association. Throughout the year, the Statement of Values and Principles will be used to guide S.G.A.'s decisions and actions. Upon ratification by a two-thirds majority of the S.G.A. officers, the

Statement of Values and Principles must be signed by the head monitors, the S.G.A. advisors, the dean of students, Upper School principal, and the head of school. Copies of the document will be posted on the S.G.A. board in the Student Center, and in the head monitors' office.

**Co-Boarding Monitors:** One girl, one boy, both boarding students of Class I, elected by the boarding student members of the S.G.A., shall call and run meetings of the Boarding Council in conjunction with the associate dean of students. Boarding monitors will sit on Discipline Committees pertaining to boarding students and are encouraged to run in the new election of the co-head monitor position should that position become vacant.

**Co-Day Monitors:** Two Upper School students who identify as different genders, both day students of Class I, elected by the day student members of the S.G.A., shall call and run meetings of the Day Council in conjunction with the associate dean of students. Day monitors will sit on Discipline Committees pertaining to day students and are encouraged to run in the new election of the co-head monitor position should that position become vacant.

**Class Councilors:** Two Upper School students who identify as different genders, shall be elected by each class to run class meetings, work closely with the class deans and represent the interest of their class to the S.G.A. Council. Class councilors will sit on Discipline Committees. The councilors of Class I are encouraged to run in the new election of the co-head monitor position should that position become vacant. Two additional representatives, one girl and one boy, also known as half-year reps, can be voted in on a semester basis at the discretion of the class councilors and class deans.

**Faculty Advisors:** Two members of the faculty, one man and one woman, shall be chosen by the Council to guide the Council, to attend weekly meetings with the co-head monitors and the dean of students, and to oversee spring elections. In addition, the advisors shall represent the best interest of the S.G.A. in School meetings at which Council members are not present.

## VI. Boarding and Day Councils

### Boarding Council

The Boarding Council shall be composed of the co-boarding monitors and the house monitor of each house. The Council will meet at least once every two weeks to discuss issues pertaining to residential life, write and present proposals to the administration, and plan events for boarding students.

The house monitor will be elected through a student centered, but house-specific, process. House monitors will preside over the House Council and sit on Discipline Committees pertaining to members of their house. The house monitors shall be a liaison between students and faculty of their house and between their house and the broader residential community. In the event that a house monitor loses their position or resigns, the position will be filled through a house-specific process.

**House Council:** Each house shall have a house Council composed of the house monitor and at least one representative from each Class.

House Council meetings shall be held at least once a month and will be lead by the house monitor. The House Council shall plan house events, work with the house community to resolve house issues and respond to student and faculty concerns.

### Day Council

The Day Council shall be composed of the co-day monitors and two representatives, two Upper School students who identify as different genders, from each of the Classes II–IV. The Council shall meet at least once every two weeks to discuss issues pertaining to the day student community as well as to write and present proposals to the administration. In the event that a Day Council member loses their position or resigns, a replacement shall be elected by a new election within that Class.

## VII. Elections

### Elections

All candidates for positions on the Council shall nominate themselves at a designated time in the early spring and shall complete the nomination form. Before voting, all candidates will

individually reveal, in confidentiality, their gender identity to a counselor appointed by the current head monitors. The options for gender identity would be: boy, girl, non-binary and gender non-conforming. All candidates would run in the same pool. After voting concludes, the candidates will be ranked by number of votes. The appointed candidates will be: the individual with the most votes overall, and the individual of a different gender identity with the most votes. The gender identities of each candidate will not be explicitly revealed to the student body.

Elections for the co-head monitors shall be held before the entire Upper School and run by the standing co-head monitors. Elections for co-boarding monitors shall be held before the boarding community and run by the standing co-boarding monitors, and elections for the co-day monitors shall be held before the day community and run by standing co-day monitors.

#### **Voting**

1. Voting will consist of a single transferable ballot, or assigning numbers of preference to the candidates in descending order (i.e., 1 is your most preferred choice).
2. The ballot will include the following choices:
  - a. the name of each nominated candidate
  - b. an opportunity to abstain from voting in that particular election

### **VIII. Meetings**

Meetings of the Association shall be called by either of the co-head monitors at their discretion. A quorum, for voting purposes, shall consist of a majority of the association in attendance on any school day.

Meetings of the Council shall be called by either co-head monitor and at their discretion. A quorum, for voting purposes, shall consist of both co-head monitors and two thirds of the remaining Council members. The Council may go into executive (closed) session.

### **IX. Amendments and Discipline**

#### **Amendments**

Any member of the Association may submit to the Council a proposal for an amendment to this constitution. If changes to this constitution are necessary, revision and ratification must ensue. The amendment must be ratified by two-thirds majority vote of the S.G.A. Council and a majority vote of the association. With the ratification and enactment of this constitution, all previous constitutions of the S.G.A. will be rendered null and void. The newly ratified constitution will be signed by the co-head monitors, the faculty advisors, the dean of students, and the head of school. The date of ratification will be recorded above the signatures.

#### **Discipline**

Three unexcused absences from S.G.A. meetings per semester will result in disciplinary action within the Council. A breach of any School regulation that results in a Discipline Committee or administrative action shall result in loss of position. Once a Council member loses his or her position, he or she may not run in the re-election for that position or in any election that occurs in the 12 weeks following his or her Discipline Committee meeting, in accordance with the *Upper School Student Handbook*.



**Vacancies**

If, for any reason, an officer's seat becomes vacant, the position shall be filled by the following procedure:

1. A co-head monitor will be replaced by a Class I student in an election voted on by the S.G.A. The replacement candidate must be of a different gender than the remaining head monitor.
2. A co-boarding monitor will be replaced by a Class I boarding student of the same gender. Should the vacancy occur in the time period between spring elections and the first interim grading period, the position will be filled through an election voted on by the boarding student body.  
Should the vacancy occur after the first interim grading period but before the start of the second semester, the position will be filled by a self-nominated Class I boarding student of the same gender through a selection process conducted by the full Boarding Council, the results of which confirmed by a majority vote of the boarding student body.  
Should the vacancy occur after the start of the second semester, the position shall remain vacant for the remainder of the term.
3. A co-day monitor will be replaced by a runner up of the previous election. The replacement candidate must be of a different gender than the remaining day monitor.
4. A class councilor will be replaced by a student of the same Class in an election voted on by that Class. The replacement candidate must be of a different gender than the remaining class councilor.
5. When any position listed in Article V. (Officers and Duties) is vacated due to reasons stated in Article IX: Discipline, or for any other reason, an election to fill the position must be held within 20 school days after the position is vacated. This election must be identical to the election originally held to fill the position (as outlined in Article V and Article VII).

**X. Presence of Constitution**

All copies ever ratified of the S.G.A constitution will be available in the school library. The most recently ratified S.G.A. constitution shall not only be available in the school library, but shall be printed in the *Upper School Student Handbook*, added to the Milton Academy website, and framed (with signatures) in the office of the dean of students. The appropriate excerpts shall be read at each election for officers, and Article II shall be read during the Book Signing Ceremony at the beginning of the school year.

**XI. Ratification**

The Constitution shall be reviewed during the first month of each academic year by the S.G.A. Council, the faculty advisors to the Council, and the dean of students.

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The signatures of you and your child on the Student Handbook Acknowledgment form, which you may print from your *myMilton* page, indicate that you have read and understand the contents of this Handbook.

## Our 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."

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