



FAMILY  
HANDBOOK  
2019

# St. Michael's College

ARABIC, CHINESE, FRENCH  
GERMAN, SPANISH

**m** middlebury  
INTERACTIVE LANGUAGES™

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# 1. Important Contact Information

June 23, 2019 to July 19, 2019

Administrative Office (Year-Round)  
Phone: 888-216-0135 (During Business Hours)  
23 Pond Lane, Middlebury, VT 05753  
[academies@middleburyinteractive.com](mailto:academies@middleburyinteractive.com)  
[www.middleburyinteractive.com](http://www.middleburyinteractive.com)

## Student Mailing Address:

Student Name – MIL Summer Academy  
(Name of Language)  
SMC Box (XXXX)  
One Winooski Park  
Colchester, Vermont 05439

*Arabic: Box #2066*  
*Chinese: Box #2045*  
*French: Box #2048*  
*German: Box #2056*  
*Spanish: Box #2076*

Academy Office Phone (On-Campus): 802-654-3480

**Emergency Phone: 802-777-2124**

## Middlebury Interactive Languages' SMC Staff:

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Middlebury Interactive Languages complies with applicable provisions of state and federal law which prohibits discrimination in employment or in admission or access to its educational or extracurricular programs, activities or facilities on the basis of race, color, ethnicity, national origin, religion, sex, sexual orientation, gender identity and expression, age, marital status, place of birth, service in the armed forces of the United States or against qualified individuals with disabilities on the basis of disability. Questions relating to compliance during the summer session may be addressed to the MIL Human Resources Department, 23 Pond Lane, Middlebury, VT, 05753.

MIL endeavors to present an accurate overview of the programs, facilities and fees of the MIL Summer Academy in this publication. However, MIL reserves the right to alter any program, facility or fees described in this publication without notice or obligation. MIL welcomes students, faculty and staff with many abilities and disabilities.

Dear Families,

The directors, faculty, and staff welcome you to the 2019 session of the Middlebury Interactive Languages' Summer Academy. In Vermont, you will be joining an exceptional community of learners; teachers, staff and students dedicated to world languages and global citizenship. We hope you are ready to embark on a fun, exciting and challenging summer experience – our staff is eager to meet you when you arrive on campus!

The Middlebury Interactive Languages' Summer Academy is modeled on the world-renowned Middlebury College Language Schools' "No English Spoken Here" immersion programs. These summer programs, which celebrated their 100<sup>th</sup> anniversary in 2015, have taught thousands of academics, artists, diplomats, and those who simply have a love for language, proficiency in the language of their choice. The MIL Summer Academy brings together this rich heritage with the innovative learning methodologies of Middlebury Interactive Languages, the leader in K-12 world language education.

Our immersive approach combines classroom learning with hands-on, experiential projects, activities and excursions, enabling utilization of language in a variety of contexts. Typical program activities might include: listening to contemporary music, being part of a cooking project, going swimming, watching a movie (in language!), being part of a music video, playing in a soccer match, writing a news article, participating in a presentation by an author, artist or musician, learning new slang or vocabulary— the list goes on. A summer at the Academy is fun, but also a demanding commitment for students. You are expected to put forth your best effort to maximize language improvement.

Immersion means that you spend all your waking hours "in the language". You eat meals in the dining hall with students and staff speaking only in language with your roommate and classmates, friends, teachers and administrators at all times. You will be asked to sign the Academy Language Pledge® at the beginning of the summer session and are required to abide by it for the duration of the summer. The Pledge is a serious responsibility and while we understand the challenges of remaining in language, we hold our students to this standard at all times.

This handbook contains important information to help prepare you for a fun and successful summer. As with any program, our rules and expectations will ensure you benefit from a productive learning community. If you have questions about any policy outlined in this handbook, we encourage you to contact our office at 888-216-0135 or email us at [academies@middleburyinteractive.com](mailto:academies@middleburyinteractive.com). We welcome your inquiries and look forward to meeting you on arrival day!

Sincerely,



Amy Kluber  
Director, Summer Academies  
Middlebury Interactive Languages

## 2. Introduction

### A. Summer Language Academy

The Middlebury Interactive Languages Summer Academy (formerly Middlebury Monterey Language Academy) began at Middlebury College in 2008 and was originally established in affiliation with the Monterey Institute of International Studies. The Academy is now run by Middlebury Interactive Languages, the leader in digital world language courses for K-12 students. Middlebury Interactive Languages is owned by K12 Inc., with its headquarters in beautiful Middlebury, Vermont.

K12 Inc. is the nation's largest provider of proprietary curriculum and online education programs for K-12 students. Middlebury Interactive Languages offers a rich portfolio of world language products, in both online and in brick-and-mortar schools, with levels of immersion methodology to accommodate different learning styles. The Academy and the online courses are designed with the goal of language proficiency in alignment with the national standards set forth by the American Council on the Teaching of Foreign Languages (ACTFL).

### B. Mission and Program Goals

The mission of the Academy is to provide excellent instruction in language and culture. Each summer, in an intensive immersion environment, students are provided unlimited opportunity to use the target language under the guidance of native and near-native language professionals and with each other. We believe that without real competency in language, there is little true cultural understanding. To be effective, language teaching must provide meaningful insight and access to other cultures.

The Academy immersion language program,

curriculum and pedagogy is intentionally designed for high school students and rooted in the expertise of Middlebury College Language Schools' Immersion Language Methodology.

This methodology is based on five principles:

1. Teach to the whole person
2. Use age appropriate teaching strategies
3. Teach for real life communication
4. Learning a language takes time and effort - immersion accelerates learning
5. Language combined with culture enhances learning.

### C. Info for Parents and Guardians

The Academy staff establishes supportive relationships with students and families. All relationships are marked by open communication; we strive to keep you informed about your student's progress prior to, during, and following the Academy.

The Academy expects families to read this handbook in preparation for your arrival - understanding, respecting and accepting the rules and expectations set forth. The Academy cannot retain a student who is not willing or able to live within the Academy standards outlined. The Academy reserves the right to separate any student whose parent/guardian is not accepting of or compliant with Academy policies and procedures. Each student and parent is expected to review the expectations in this handbook prior to the program.

**Parents and guardians of admitted students are expected to inform the Academy of any physical, emotional or**

**developmental condition or history that might impact a child's assimilation to or participation in the Academy.** This includes information pertaining to academic, medical and disciplinary history. The Academy reserves the right to withdraw a student in the event that material information of this nature is withheld. Special accommodations can be requested with the Student Disability Accommodation request form and by providing pertinent personal history and information on the required health form submitted via CampDoc.

#### D. Before You Go

***Read This Handbook!*** Your experience at the Academy is an investment in your education as well as your future. As the days draw closer, think about preparing your mind, as well as your suitcase. A few hours spent researching the history and language will pay off in a few short weeks. The more you prepare now, the better adjusted you will be when you arrive and the more you will learn about the culture and yourself.

Begin preparing yourself for the fact that things are going to be different during the Academy. Some things in your daily life are going to be "better" than at home and some things are going to be "worse." You will miss some things that you like, such as technology or your favorite hangouts, but you will also come to like new things that you can't find at home.

### 3. Accommodations

#### A. Academy Location

**St. Michael's College, Colchester, Vermont**  
St. Michael's College is located just off the shores of Lake Champlain and is surrounded by the peaks of Mount Mansfield to the East and the Adirondacks to the West. The campus features a beautiful green, a new student

center, contemporary air-conditioned classrooms, a sky-lit dining hall, state of the art athletic facilities, and 440 sprawling acres.

During the academic year, St. Michael's offers a broad liberal arts studies college curriculum with both undergraduate and graduate programs in over 30 subjects. It is easily accessible and located just two miles from the Burlington International Airport (BTV), two hours from Montreal, one hour to Middlebury College and just minutes to downtown Burlington. Travel & Leisure named Burlington as the top college town in America in 2014.

#### B. Housing

Students will live in newly-renovated Lyons Hall and Alumni Hall. You will enjoy meals together in language at the Alliot Center, which also houses the bookstore, ATM and meeting spaces. Dormitory floors will be separated by language and gender. You will be housed in a double room with a shared bathroom for the floor. On campus, students will find open spaces to relax with friends, play sports and learn. On campus, students will be able to purchase personal items at the school bookstore. There is also a small convenience store within walking distance.

You will benefit from living on campus with a group of peers and staff in a culturally immersive setting, where you will encounter social and communication opportunities. Room- and floor-mates learn and practice self-assertion, negotiation, compromise and cooperation. The residential program is an extension of informal learning throughout the day and is as essential to a student's success as the quality of

academic instruction.

Residential Advisors live on the floor with the students. Each room has a carded lock for storing belongings. The residence hall is not air conditioned, but rooms have windows that open and you may bring or purchase a fan to take advantage of the cool evening breezes. Security is provided on campus 24/7. Dorms are locked in the evenings.

### **Room Changes**

Learning to live with a new individual is part of the learning process at the Academy. Room changes are not permitted except in exceptional circumstances. The Director of Residential Life will need to approve any room changes.

### **Leaving Campus**

For reasons of safety and to maximize the time spent in the Academy's immersion environment, we do not allow you to sign out of Academy during the session or to accept visitors. All requests to arrive late, depart early, or leave the Academy for any reason must be approved before the beginning of the session. Requests must be submitted to the Academy Admissions Office by email to [academies@middleburyinteractive.com](mailto:academies@middleburyinteractive.com).

### **C. Meals & Dining Services**

Student meals are served in the campus dining room. Meals are served buffet style, with a variety of fare including a soup, salad and sandwich bar, dessert bar and several hot and main dish options, including vegetarian options at each meal. The dining hall has a variety of high quality food options that meet the needs of students with special dietary requests. All meals will include beverages. An evening snack will also be provided in the dorm.

### **Special Diets**

Special dietary needs will be accommodated

whenever possible and should be indicated on the Student Health Information and Residential Life Preferences forms. Please contact the Academy Admissions Office to discuss special dietary requirements (888-216-0135 or by email [academies@middleburyinteractive.com](mailto:academies@middleburyinteractive.com)).

### **D. Recreation**

While on campus you will have access to campus recreation facilities with swimming, volleyball, basketball, fields, a fitness room, soccer facilities, tennis, and a game room. Our upperclassmen (rising Juniors and Seniors) will be allowed to leave campus during specific free time blocks and with defined boundaries using a check in/check out system. Students will remain in small groups and Academy staff will be in the vicinity for supervision.

### **E. Packing List**

Emphasis should be on comfort and suitability for a range of activities from relaxing in the dorm, to walking in town, to hiking and sports or visits local sites. Please bring clothing with modest styles. Also note that Vermont can be warm in the summer.

Dress at the Academy is generally informal. You may not wear clothing that includes offensive logos, images or words or contains references to alcohol or drugs. In recognition of the diverse cultural community on campus, please bring clothing with modest styles. This means that halter, backless, midriff, transparent and off-the-shoulder fashions are not permitted.

Bring enough clothes for two weeks. You will have access to laundry facilities within the dorm and detergent can be purchased in the campus store.

- Sport clothes: maximum of 10 t-shirts, three shorts, a pair of long trousers, and some summer dresses, if desired (informal).
- Dress clothes: there will be a couple of days with shows or more formal events. Bring some nice clothes (a shirt/polo and trousers, or a dress or shirt with skirt).
- Shoes: sneakers, flip flops, and a pair of walking sandals
- Bathing suit
- Underwear and socks: 10 pairs
- Sweatshirt and rain jacket
- Two pairs of pajamas

### Toiletries

- Toothbrush
- Toothpaste
- Soap
- Shampoo
- Other personal items

### Supplies

- Pens/Pencils
- 1-2 notebooks or composition books
- Language dictionary

### Miscellaneous

- Linens: towels, blanket, pillow, sheets
- Beach towel
- Sunscreen
- Hat and sunglasses
- Comfortable day pack
- Hair dryer
- Back-up pair of contact lenses or glasses
- Fan
- Alarm clock
- Flashlight
- Water bottle
- Musical instruments
- Sports equipment that is easy to pack (Frisbee, Hacky Sack, etc. No skateboards, rollerblades, or bicycles are permitted)

### Items to Leave at Home

The following items are not allowed at the Academy:

- Computers and tablets
- Weapons of any kind
- Any flame-producing device
- Pets of any kind
- Products that damage surface finishes
- Televisions, computer/video games, DVDs
- Water guns
- Appliances, halogen lamps, refrigerators or cooking devices
- Laser pointers

In addition to the above list, we reserve the right to confiscate any items that, in our judgment, pose an undue risk to the safety and well-being of other students or property.

You are responsible at all times for the safe-keeping of your personal belongings. We urge you to label all belongings, including clothing, with first and last names. Neither MIL nor the host site can be responsible for theft or other losses of or damages to, personal belongings, including musical instruments or electronic equipment. When considering whether to bring an expensive item, families may wish to investigate possible coverage under your own insurance. In general, we recommend that you leave valuables at home.

### F. Spending Money

You may wish to bring up to \$250 in spending money for occasional snacks, purchases at the bookstore, and any purchases you wish to make during off-campus trips. You are responsible for providing your own spending money and for keeping it secure. Credit or debit cards

and pre-paid debit cards designed for teens are recommended instead of cash. We also recommend spending money for airline luggage fees and meals during your travel to and from the Academy. Most ATM and Visa or Mastercard credit cards can be used to withdraw money throughout Vermont. There is an ATM located on campus. There may be fees associated with these transactions depending on the bank.

**Make sure to contact your bank or card-issuing institution prior to leaving home. Frequently, for fraud protection, banks will freeze access for credit or ATM cards used in new locations without prior notice. This can lead to great inconveniences if you need to withdraw money.**

#### G. Student ID/Keys Card

Academy students and staff will wear a neck “wallet” at all times except when sleeping, showering or during sports to ensure that only members of the Academy community are present on campus. Your student ID/key card should be kept in the wallet. Student ID/key cards are used to access the outside of your dorm, your individual dorm room and the dining room.

#### H. Laundry and Linens

Every student will receive a set of linens on Arrival Day for their use during the program. Each set includes a pillow, blanket, set of sheets, towel, and washcloth.

If they prefer, students are also welcome to bring their own linens to campus.

Laundry facilities are available in the dorms for a fee, using your keycard for payment. Funds may be added to the keycard at registration on Arrival Day.

#### I. Housekeeping

Common spaces are cleaned daily by campus staff. However, you are responsible for keeping your individual rooms clean and orderly.

#### J. Lost Items

MIL makes every attempt to return lost items to you. Should you realize that you left something at the Academy after the program, please call the administrative office as soon as possible. Unfortunately, the chances of recovering a lost item after we vacate the host campus are small. Please label all items. MIL is not responsible for lost items.

## 4. Academics

The Middlebury Interactive Languages’ Summer Academies honor a proud tradition of teaching world languages through a commitment to speak, read, write and listen only in the target language. At the core of this tradition is the Language Pledge®, which began at the Middlebury College Language Schools. The Pledge embodies an attitude toward language learning that calls on all participants to summon the personal discipline to “stay in language.” Staff members work hard to create an atmosphere that supports your efforts. (See the following section on the Language Pledge®.)

The Academy language program consists of four weeks of hands-on language immersion with both academic and experiential curricula. Every student is required to honor the Language Pledge® for the entire Academy. On the average, you will receive 115 hours of supervised instruction and participate in an additional 150 hours in the target language in residential and informal

settings.

Classes bring together groups of students at similar levels to complete a variety of projects. Our curriculum is coherent and comprehensive, connecting all parts of the day to maximize your learning by utilizing language in a variety of contexts.

#### **A. Academic Faculty**

The Academy works with teachers who represent a variety of national backgrounds to expose you to different accents and vocabulary. The teachers are among the most creative and dynamic in the field and will bring the language to life! They come from public and private schools, colleges and universities, both from the U.S. and abroad. We strive to hire teachers with experience in a high school residential setting.

#### **B. Language Level Placement**

Students are placed within small groups with similar language ability. Placement is designed to strengthen areas for individual student improvement. The curriculum provides a wide range of speaking, listening, reading and writing opportunities for students at every skill level.

In early spring, you will receive instructions for completing an online placement test. Initial placements will be made based upon the results of this assessment. Adjustments may be made once on campus. Student requests to change levels during the session will be considered in consultation with the Language Director.

#### **C. Attendance and Participation**

Because every component of the curriculum is designed to reinforce language learning, you are expected to attend and participate in all scheduled activities—assemblies, classes, excursions, events—seven days a week. There will be daily free time provided.

We ask that families refrain from requesting student absences during the program. However, any requests to have a student excused from the Academy for any period of time should be made in advance of the program and must be approved by MIL staff. Absences will jeopardize the ability to achieve the full language proficiency gains. Requests will be evaluated on an individual basis. In the event that a student needs to leave campus for an approved absence, all travel arrangements must be made by the family. MIL is not responsible for student transportation, except during arrival and departure travel between campus and the approved airport, train or bus station.

Unauthorized absences initiated by the student (cutting class, skipping activities, etc.) are violations of the Student Code of Conduct, constituting a breach of Academy rules pertaining to the safety and whereabouts of Academy participants. (See Community Standards).

#### **Final Academic Report and School Placement**

To facilitate middle or high school recognition of language study with the Academy, families will receive a Final Academic Report approximately three weeks after the completion of the Academy. This report includes a summary of the pre- and post-assessment results taken before and during the Academy, as well as narrative feedback from faculty. This document is useful for school officials when making student placements.

#### **D. Daily Schedule**

Students are engaged throughout the day in varied activities, classes and events. While the schedule included here is a

general one and may change to make the best use of time, space, and learning, you should expect consistent day-to-day scheduling and advance notice for any schedule changes. Please note that schedules may change during the week, for Arrival Day, Departure Day, some off-campus excursions and to accommodate special speakers and performances.

### Monday–Friday

7:30 am	Breakfast
9:00 am	Assembly
9:30 am	Class Block 1/break
10:30 am	Class Block 2/break
11:30 am	Class Block 3
12:30 pm	Lunch
1:15pm	Free Time
2:00 pm	Cultural Exploration
3:45 pm	Activities/Exercise/Free time
5:30 pm	Dinner & Free Time
7:30pm	Evening Activities
9:15 pm	Dorm activities/snack
10:00 pm	In room/Journaling
10:30 pm	Lights out

### Afternoon Activities

Students will participate in supervised recreational activities during the afternoon activity time period. Students will be given options of different activities; staff will do their best to honor student choices.

### Evening Activities

Students participate in a variety of evening activities, including interest clubs such as theatre, song, dance, videography, writing, photography or other activities in which you can showcase and develop your talents and language skills.

### Guest Speakers and Performers

The Academy has an active schedule during the summer. You will have the chance to meet and converse with local speakers and performers on excursions and in classroom presentations.

### Excursions

Each Academy participates in two field trips during the summer. Trips could include a visit to Middlebury College, a meal at a restaurant, a visit to a state park, or other recreational area.

### Classrooms

Classrooms are located on campus and are spacious, air-conditioned and utilize smart technologies and furnishings. There are student computer labs for use in academic projects and student activities.

## 5. The Language Pledge®

At the core of the language teaching philosophy of the Academy, as in the Language Schools at Middlebury College, is the Language Pledge®. The Pledge is both an ideal to aspire to and a concrete and effective tool to greatly enhance the process of language learning. The power of the Academy's immersion environment relies on the creation of a community of learners striving to achieve shared language learning goals, in which each member commits to work as hard as possible to use only the target language. The Language Pledge® is the vehicle that creates such a community and supports you in that effort.

### A. Pledge Standards

All Academy students agree to abide by the Language Pledge®, a formal commitment to speak, listen, read and write the language of study as the only means of communication for the entire summer session.

The Pledge helps you focus your energies on the acquisition of language skills and

to internalize the patterns of communication and cultural perspective associated with the target language. It plays a major role in the success of the program, both as a symbol of commitment and as an essential part of the language learning process. It ensures that the vocabulary and structures gained in class are “put in motion” right away, so they are acquired, used and not forgotten.

Our goal is to have you succeed in the Academy’s immersion environment. We recognize that living 24/7 in a language other than one’s native language is a significant challenge for any person. Academy staff will support, encourage and work with you to acclimate and adjust behavior to meet the Language Pledge’s® expectations.

The Academy staff recognizes that fidelity to the Language Pledge® is a significant challenge and commitment for all students. The Pledge is also the core value within our community on campus. Our approach is to support you in meeting your obligations to each other by honoring the spirit, philosophy and integrity of the Pledge. While inadvertent or unintentional mistakes may result in a break from speaking in language, intentional, multiple and on-going failures to speak, listen, read and write in language will be treated as conduct that violates the Language Pledge® and will result in disciplinary actions.

## B. Common Questions about the Language Pledge®

### What is the Language Pledge®?

All Academy students agree to abide by the Language Pledge®, a commitment to speak, listen, read and write the language of study as the only means of communication. It is the foundation of our intensive immersion program and originated with the Middlebury Language

Schools.

### What does the Language Pledge® say?

*In signing this Language Pledge® I will do my utmost to follow the letter and spirit of the Pledge as defined by the Middlebury Interactive Languages’ Summer Academy.*

*I understand ... that [language] is the means of communication for me during all four weeks of the Academy session, except for the few times specified by the Language Director as non-immersion moments.*

*I will respect ... the Language Pledge® taken by other students in my Academy and I will not speak a language other than [language] in their presence.*

*I will respect ... the Language Pledge® taken by all staff members in my Academy and I will not speak a language other than [language] in their presence.*

*I understand that failure to comply with the Language Pledge® may result in a call to my parents or guardians and that subsequent infractions may result in my expulsion from the Academy without credit or refund.*

*Signature*

*Print Name/Date*

### Why are students required to take the Pledge?

The Pledge helps you focus your energies on the acquisition of language skills and to internalize the patterns of communication and cultural perspective associated with the target language. The Language Pledge® plays a major role in the success of the Academy, both as a symbol of commitment and as an

essential part of the language learning process. It ensures that the vocabulary and structures gained in group sessions are “put in motion” right away so they are acquired, used and remembered.

### **Are beginning students, who have never studied the language, required to take the Language Pledge®?**

Those students beginning your study of a language take a modified and progressively more rigorous, Pledge. The Academy has built-in times and structures to enable beginners to succeed during the early learning period. All teaching and residential staff members at the Academy are bilingual and can speak to you in both the target language and English.

### **When is the Language Pledge® waived?**

You are not expected to speak in your language of study when you are faced with an emergency, when conversing with a member of the Academy administrative staff, when speaking with the nurse or a health care professional or when speaking with a member of the host institution staff or during phone calls with family. In addition, you are not required to speak in your language of study during specific times designated by Academy faculty or when you are not under the jurisdiction of the Academy (see below). Most important is adherence to the spirit of the Pledge and the sincere effort to use the target language as exclusively as possible during the session.

### **May I call my parents, family and friends?**

For calls home and when you are not under the jurisdiction of the Academy, (i.e., off-campus after being signed out by a family member), the Language Pledge® is waived. We know that it is important for you to maintain contact with your families and friends and encourage you to call or email your family and friends during the designated times each week. Keeping this contact to a minimum will enhance your

language learning success at the Academy.

As indicated in this Handbook, there is limited time available for you to phone or email home. These policies are in place to support both the Language Pledge® and your successful transition from home. In case of an emergency, you may use the Academy phone or send an email message.

### **Are there incentives to adhering to the Pledge?**

The first and most important incentive is the progress experienced in the target language. The Academy also rewards those students who are exemplary in their commitment to the Pledge.

### **What happens if I violate the Language Pledge®?**

Adherence to the Language Pledge® is part of the Code of Conduct. However, maintaining the Pledge is a challenging undertaking. A student will receive a Verbal Warning for the first violation. Students who continue to violate the Pledge receive a Written Warning and a call to parents/guardians. Continued violations result in more serious disciplinary actions up to and including dismissal from the Academy without tuition refund.

### **What can I do if I’m having difficulty honoring the Pledge?**

Our goal is to have you succeed in the Academy’s immersion environment, not to punish you for trying. Academy staff will be happy to discuss the nature of the problem, brainstorm ideas for success and offer encouragement and support. Please seek out your RA, teacher, or other staff member. Remember that you are probably not alone in experiencing

challenges, but the goal is to try your best to overcome—not succumb to—them.

### When does the Pledge begin?

Adherence to the Pledge begins when you sign the Language Pledge®, which will occur at the end of the first full day of the Academy. Once signed, the Pledge is in effect and you are expected to strive to honor its terms and spirit.

### May I read books, newspapers or magazines in a language other than my target language?

### May I listen to music in other languages?

Please do not bring reading material and/or music in English or any language other than your target language. Again, the Pledge is not simply a rule against using languages other than your target language; it's a commitment to using your target language. Therefore, you should read, listen and write (except for letters home) only in your language of study. Doing otherwise is a violation of the Pledge.

Language use includes listening, reading, writing, as well as speaking; you will have access to interesting things to read, listen to and watch in your target language.

Families are encouraged to send mail in either English, your native language, or in the language you are studying. While letters in English (or your native language) are fine, we ask that family and friends please refrain from sending English-language/native language magazines, videos, DVDs, etc. The use of all such material will slow a student's progress in the target language.

## 6. Keeping in Touch

The following policies have been developed to maintain the Academy's immersion environment and to support you in your

adherence to the Language Pledge®.

### A. During the program

Families are welcome to call the MIL administrative office at [888-216-0135](tel:888-216-0135) with concerns or questions. This number can be used to contact our Middlebury Office during regular office hours, 9 am – 5 pm Eastern Time.

**If you would like to check in on how your child is doing, or for emergency calls or calls outside the hours listed above please use the campus phone number for the St. Michael's College Academy Administrative Office: 802-654-3480. After business hours, a staff member is assigned to take calls.**

If you are unable to reach our staff members on-campus, you may also contact a MIL administrator on the emergency line at 802-777-2124. **This number is to be used for emergency situations only.**

Please note that the Academy on campus works through a system of messages, as our staff and faculty are generally engaged with students throughout the day. Messages are responded to within 24 hours. If families are inquiring about an academic matter, the Director of Academics will return the call. If families are inquiring about well-being, logistics or any other type of personal student matter, the Director of Residential Life will return the call.

Students will not be removed from any daily programming to answer phone calls unless it is an emergency.

**Families can also leave messages for you by emailing you at the St. Michael's College Academy site's email:**

[SMCAcademy@middleburyinteractive.com](mailto:SMCAcademy@middleburyinteractive.com)

To ensure delivery, any emailed messages should include a student's full name in the subject line. These emails will be printed and delivered to students.

## B. Calling Home

Students in Vermont will have the option to call friends and family during designated times each week. Calling home times are typically Sunday evenings and another weekday evening. The specific times are communicated to families prior to the program start. In the case of an emergency, Academy staff will help students call outside of these hours.

While we respect and understand families' communication habits, we ask that families NOT request exceptions to the designated Academy calling home times. The calling home times are scheduled around Academy events, excursions, and commitments; therefore, we ask that you respect the rigidity of this schedule.

Please remember that some students will want to talk to their parents on the phone during calling home times, and others may be hesitant, for a number of reasons. It may make them feel homesick, they may be trying to be more independent, or they may just not know what to talk about. Many students also find that they are busy and happy during the Academy and do not prioritize calling home.

For calling home times, you can either bring a cell phone from home or use a campus landline. An alternative to calling is using Skype to communicate online with family. Our computer lab will have Skype availability, or you will have access to your own phone with Wi-Fi availability.

## C. Cell Phone Policy

While we recognize the importance of keeping in touch with family and friends, we want you

to be fully engaged in the Academy environment. Other than during designated calling times, the use of cell phones is prohibited at the program because such use seriously undermines language learning, breaks our immersion environment and disrupts your engagement in the Academy. You will be required to check in your cell phones and charger upon arrival at the Academy. Cell phones may be checked out at designated calling home times only.

## D. Email and Computer Access

The Academy will provide computer access for language learning during the session. However, like cell phones, your use of computers to communicate in English seriously undermines language learning and breaks our immersion environment. Therefore, we ask that you do not bring computers/laptops/tablets to campus. Computers/laptops/tablets that are brought to the Academy must be checked in on Arrival Day and stored in the Site Office and are not permitted in dorm rooms.

To maximize learning, you will only be permitted to access email on Academy computers during designated calling home periods each week.

## E. Care Packages from Home

Since the program is short, we recommend that friends and family only send packages and letters during the first three weeks to avoid delivery problems. Please do not send electronics, reading materials (in English) or other items that could interfere with language immersion. The address at St. Michael's is:

Student Name — MIL Summer Academy  
SMC Box XXXX  
One Winooski Park

Colchester, Vermont 05439

Arabic: Box #2066  
Chinese: Box #2045  
French: Box #2048  
German: Box #2056  
Spanish: Box #2076

Some ideas for care packages from previous Academy students:

- Activity/coloring books
- Blank journals, pencils, erasers
- Stuffed animals
- Games in the target language
- Pictures
- Stickers
- Stress balls/fidget toys
- Puzzles
- Addressed envelopes/stationery/stamps
- Magazines/books in the target language
- Fun socks
- Hair and nail accessories
- Snacks: nut-free candy, fruit, rice crispy treats, cookies, pretzels, etc.

It's always helpful if any treats sent can be shared with the students in the entire living group. There are generally between 10 and 15 students on each hall.

We also encourage families and friends to write letters. Handwritten encouraging notes are always welcomed by students!

#### F. Campus Blog

We encourage families to visit the Academy blog for St. Michael's Campus. A link can be found on our main webpage at [www.middleburyinteractive.com/summer-language-academy/blog](http://www.middleburyinteractive.com/summer-language-academy/blog). When time allows, staff in the campus Academy will post photos and a brief summary of daily events, as well as highlights of special happenings on campus. This is an excellent way to see what is

happening at the Academy.

#### Photographing of Students

Photographs and videos captured during the Summer Academy are used on our Academy Blog, social media and on our website, publications and advertisements. All photographs, video or audio are exclusive property of Middlebury Interactive Languages, and no compensation is paid to students or staff for such content. Student names and other identifying information is not shared without prior written parental consent. If you have any questions about this policy, please contact us at [academies@middleburyinteractive.com](mailto:academies@middleburyinteractive.com).

#### G. Homesickness

Homesickness is a normal and typical reaction to being away from family and friends. We recommend that families read the suggested resources on homesickness listed below. Remember that homesickness can strike anyone of any age and is completely normal.

Also keep in mind that some students do not experience significant homesickness; while they miss their friends and family, they also learn to combat it quickly. What works for one student may not be effective for another. For example, some students find it helpful to talk to someone at home, while it may make the homesickness more acute for others. We suggest all parents follow their student's lead and try to "listen between the words."

Suggested resources on homesickness:

- [American Camping Association guide to homesickness](#)
- [New York Times article: "Soothing the Homesick Child"](#)

## 7. Travel

### A. Arrival Day

Please plan to arrive at SMC between 11:00 am and 4:00 pm on arrival day. Families are welcome to accompany you as you go through registration and obtain IDs, keys, housing assignments, check in with the nurse, and tour the campus. We ask that families not arrive before 11:00 am and depart by or before 5:00 pm, when programming begins. Families who drop off can park in designated areas.

#### Arrival Day Schedule

**11:00 am** Registration opens: IDs, keys, tours, activities by language, moving in

**3:00 pm** Welcome meeting for family members

**5:00 pm** Students gather by dorm groups; families depart any time prior to 5 pm

#### Early or Late Arrivals

While we strongly encourage families to adhere to our 11:00 am–4:00 pm window, we recognize that schedules do not always allow this. All early and late arrival requests must be communicated to our administrative offices before June 15th so we can make the necessary arrangements.

### B. Transportation

Students will be assisted in shuttle transportation from the Burlington Airport, or the Essex Junction, Vermont train station.

#### Arrival by Air

Academy staff will meet students at the Burlington, VT Airport. We ask that families arrange flights that arrive between 10:00 am and 2:00 pm, so that students can participate in all Arrival Day activities. We recognize that some flights may arrive earlier or later and we will accommodate reasonable requests.

At the airport, proceed to the baggage claim area on the main level, where you will see Academy staff wearing MIL staff t-shirts. If you are registered with the airline as an Unaccompanied Minor, one of our staff members will obtain an escort pass to meet you at the gate. Please be sure to indicate your Unaccompanied Minor status when completing your travel form in your Active Network account. If you have delays connecting with a staff member in the airport, please call the SMC campus office. Please do not leave the baggage claim area with anyone other than a staff member wearing a MIL Academy staff t-shirt.

#### Departure Day

If you are leaving by airplane, bus or train, please plan for a morning or early afternoon departure. We will provide shuttle transportation for students to the airport, bus or train station.

If you are leaving by car, please plan to depart campus between the hours of 9:00 am and 12:00 pm on July 19 on departure day. We ask that all students depart campus by 12:00 pm to assist with a tight transition between our program and others scheduled on campus. Due to student travel to and from many parts of the U.S. and abroad, we hold the Academy main celebration and awards ceremony on the evening prior to departure day. Families are not allowed to attend these events. However, families will have the chance for informal conversations with faculty and staff on Departure Day.

#### Departure Day Schedule

**9:00 am** Students complete final dorm departure tasks and sign out of the Academy. Staff will be available for informal conferences.

**12:00 pm** Students and families are asked to depart by this time

### **Passports and Visas**

If you are traveling outside your home country to attend the Academy in Vermont, you must have a valid passport. If you do not already have one, please begin the process as soon as possible. Standard processing for new passport applications takes 4-6 weeks. A clearly legible copy or digital scan of your passport must be submitted to the Academy Admissions Office by March 31.

If you are a non-U.S. citizen coming to the Academy from outside the United States, you will need to review your visa status to ensure you can enter the U.S. and participate in our program. For more information, please visit the U.S. Department of State website: <http://www.state.gov/travel/>.

### **C. Traveling Alone as a Minor**

If you will be traveling alone, please consult your transportation service on its Unaccompanied Minor (UM) policy. Passengers aged 16 and younger are often required to use the carrier's UM service which provides you with an escort from the trip's beginning to its end.

To use the service, parents must notify the airline in advance and complete the appropriate paperwork. MIL staff will be prepared to escort each officially registered UM through security to and from your gate. The authorization contact for Unaccompanied Minors is: Program Representative, Middlebury Interactive Languages' Summer Academy, 23 Pond Lane, Middlebury, VT 05753. To be sure we are prepared for all UMs and are in compliance with any specific UM procedures, please submit your UM requirements in the online Travel Information form.

An Academy representative will contact you to confirm travel arrangements. If you are arriving unaccompanied to the Academy you will call home upon arrival on campus.

## **8. Campus Staff**

Academic Faculty and Residential staff members are highly skilled in language instruction. The members of the Academic Faculty and Residential Life teams work closely with the support of full-time staff members at Middlebury Interactive Languages. The goal for all staff is to promote a safe, productive and enjoyable environment for you that is conducive to personal growth, language learning and development of community.

### **A. Administrative Team**

#### **Site Manager, Oscar Sosa**

The Site Manager supervises, coordinates and implements the program schedule and logistics to ensure quality both in and out of the classroom.

Oscar is excited to be returning to the Academy this summer as the Summer Site Manager at St. Michael's College. This will be his sixth year with the Academy. In past summers, he served as the Assistant Language Director for the Spanish Academy at the Swarthmore College site and the Director of Residential Life at both the Green Mountain and Swarthmore College sites.

Oscar resides in West Chester, PA where he is a PK-12 Innovation Specialist. He currently works at an independent school supporting their acquisition of innovative practices to teaching and learning, as well as supporting the

continued professional development for educators. Oscar holds an M.Ed. in Instructional Systems from Penn State and an M.A. in Spanish from Middlebury College. With over twenty years of teaching and administrative experiences, Oscar's professional responsibilities have focused on supporting the PK-12 educational experience, advising administrative teams on educational trends, and providing professional coaching to PK-12 educators hoping to innovate with their teaching practices.

### **Theresa Bruns, Director of Academics French & Spanish**

The Director of Academics works in close consultation with full-time administrative staff and Summer Site Manager to implement the Summer Residential Academy Immersion Curriculum, guidelines, and policies.

Theresa is the Director of Academics for the French and Spanish Academies.

Theresa served as the Senior Director of Professional Development at Middlebury Interactive Languages (MIL) from 2011-2017. During her time at MIL she worked with teachers across the country on effective implementation of MIL's online World Language and ELL courses. Additionally, she was responsible for the professional development of the Summer Academy staff. For the last 8 years she has continued to work closely with the Director of the Summer Academies to evaluate the Academy experience each summer, collaborate on curriculum and to continue to deliver professional development to the Academy staff.

Her career in education began as a teacher of high school Spanish and ELL, including 7 years of online education experience at the Ohio Virtual Academy. She also taught at the

university and community college level after receiving an M.A. in second language acquisition and Spanish and a second M.A. in technology integration in the classroom. Theresa and her husband live in Ohio with their four children.

### **Clara Hoellerbauer, Director of Academics Arabic, Chinese & German**

Clara is excited to be returning to the Academy this summer as the Director of Academics for the Arabic, Chinese and German Academies. This will be Clara's ninth year with the Academy. In past summers, she taught Spanish both at the Green Mountain and Swarthmore College sites and been the Language Director for the Spanish and German Academies. Clara was born in Vienna, Austria, and moved to the United States while she was in middle school. Her love for languages began early, as she studied both Spanish and French in high school and college. She graduated with a B.A. in Modern Languages (Spanish and French) and Political Science from Kenyon College and began her teaching career.

After teaching middle and high school students at independent schools in Georgia and Virginia to communicate in and love the Spanish language, Clara took a sabbatical to earn her Ed.M. in School Leadership from the Harvard Graduate School of Education in 2013. Since then, she has been working as an assistant principal in Colorado Springs. Clara spends her free time with her family, immersed in a book or decorating cakes.

She looks forward to yet another amazing summer at the Academy!

## **B. Academic Team**

Academic staff members oversee implementation of the curriculum and ensure that all aspects of life at the Academy are supportive of language learning.

### **Language Academy Heads**

The Language Academy Heads work closely with the Director of Academics and the residential staff to develop and implement Academy programming. The LAH develop cultural programming and lead our team of residential advisors to create a unique immersion academic program outside of the classroom.

#### **Brian Lavery, German Language Academy Head**

Brian Lavery received his B.A. in German Language and Literature and his Ed.M degrees from Rutgers University. After completing his studies in 2008, he moved to Graz, Austria, where he worked as a Fulbright Teaching Assistant. He also completed graduate course work at the Karl-Franzens Universität. Brian is very passionate about Austrian culture. Since returning to the US in 2012, he has been teaching in East Brunswick Public Schools, the latest recipient of the AATG's Center of Excellence designation. His hobbies include cooking, playing the piano and traveling to Austria as often as possible.

#### **Tong Chen, Chinese Language Academy Head**

Tong has spent fifteen years devoting her career to teaching Mandarin to non-heritage students in Vermont. She is the author of three series of textbooks and was the first and only Advanced Placement Chinese Teacher authorized by the College Board in the state of Vermont. Courses she teaches range from beginner level to AP level. Her experience also

includes mentoring new teachers, teacher training and operating domestic and international Mandarin programs. She has a B.A. in Linguistics from the Anglo-Chinese College in Fujian, China, an M.A. in Education from the College of St. Joseph in Rutland, Vermont, and a Doctoral Degree in Educational Leadership. This will be Tong's seventh year with the Academy.

#### **Caroline Robinson, Arabic Language Academy Head**

Caroline's first experience with Middlebury began in 2010, her sophomore year at the University of North Carolina-Chapel Hill. Though unsure how she could possibly uphold the "language pledge" for nine weeks in the college language program, she ventured into a summer she'll never forget. Caroline has stayed close with Middlebury ever since and has worked in many capacities at the Middlebury Interactive Languages Summer Academy, from Program Assistant to Dorm Head to Teacher and, now, will return for a second summer as the Arabic Academy Language Head. Caroline's passion for languages first began in high school with French, a language which she was fortunate enough to experience through history, music, food, dance and multiple immersion experiences.

Caroline earned her master's degree in Teaching Arabic as a Second Language from the University of Michigan-Ann Arbor and is committed to building language programs on the K-12 level. She now teaches at the Arabic Immersion Magnet School in Houston, Texas as a 1st grade immersion teacher. She's beyond excited to return to working with high schoolers for a transformative summer!

**Ellen Monahan, Spanish Language Academy Head**

Ellen is currently a Spanish teacher at Haverford High School in Havertown, PA. Ellen came to love Spanish because she had amazing teachers and professors who made learning so much fun that you didn't even realize you were learning - it just came naturally. As she began to study the language even more, she came to realize that the Spanish-speaker in her was another identity and part of who she is.

Ellen met her husband through Middlebury College's Master's program. They now have a young son who they're trying to raise bilingually. Ellen loves to dance, knit, do craft projects, act and do yoga! She's always up for an adventure and loves to travel. If you mention tea or anything Disney related...you'll have Ellen's attention.

**Nick Davis, French Language Academy Head**

Bonjour à tous! I'm Nico, the French Language Head. During the school year, I'm a French teacher at Plymouth North High School in Plymouth, MA and I live in Quincy, directly south of Boston. I have a B.A. in French Literature & Culture from the University of New Hampshire and a Masters in Educational Administration from American International College. In my undergraduate career, I spent my year abroad in Dijon, Bourgogne (Burgundy), the land of fantastic wines. I try to get back to France every other year during a vacation to visit and to see family.

This Summer will be my eighth summer at the Summer Language Academy. In previous years, I was activities coordinator, an RA, and a teacher of levels I, II, and III. I enjoy coming back because all of the fantastic connections that I make here working with so many wonderful and talented people as well as learning so much that I can bring back to my personal life.

My interest in the French language stems from my grandmother who was French but lost the language when she immigrated to the US at a young age. French has always been a way for me to connect to that part of my family. In my free time, I enjoy exploring Boston, and traveling to as many places as possible. I also enjoy sitting on my porch and gabbing in French with my neighbor, who is also a French teacher.

**Teachers**

Teachers prepare and teach language classes and project-based electives and assist with evening activities.

**C. Residential Life Team**

The Residential Life staff provides supervision, guidance and support to you to uphold and enforce Academy expectations and rules.

**Director of Residential Life, Sammy Redd**

Mr. Redd graduated from Yale University with a BA in Art History. He earned a MS in Community and College Counseling from Longwood University and has completed the Duke University Certificate in Non-Profit Management. He is currently pursuing a Doctorate in Organizational Leadership from Vanderbilt University.

Mr. Redd is a member of the Martinsville (VA) City School Board and has served previously as Chair of the Virginia ACT State Council, President of the Virginia College Access Network, and Chairman of the Virginia Museum of Natural History Board of Trustees.

Mr. Redd lives in Southern Virginia and enjoys traveling, art, and spending time with family, friends, and his charming beagle Roscoe.

## Residential Advisors

Each RA lives with a group of approximately twelve students. RAs provide supervision, coaching and support. They serve as teachers during informal learning parts of the day and are present with students during all non-classroom time, to supervise trips and lead afternoon activities.

## Health Staff

The Academy will have health staff on-site throughout the program. These staff members will be available during regular hours to manage and assess your health care needs and are on call 24 hours a day for emergency situations. Staff will assist in providing health care on campus or with transport to the nearby hospital, if necessary.

available, with staff escort, if needed. The ability to meet specialized health and dietary requirements may be limited within the residential environment and by local services and offerings. Please discuss your student's needs with our staff as soon as possible to ensure appropriate care will be possible and in place. For medical questions, please contact Jane Young at [jyoung@middleburyinteractive.com](mailto:jyoung@middleburyinteractive.com). For all other questions regarding CampDoc, please contact us at [academies@middleburyinteractive.com](mailto:academies@middleburyinteractive.com) or 888-216-0135.

## Information Forms

Please return the following health information forms prior to May 15:

- Health and Medications Information
- Permission to Treat
- Health Insurance Information
- Physician Release
- Copy of health insurance card

Campdoc is our system for collecting student health information. Please provide us with as much information as possible prior to the start of the program to ensure the best care.

## Insurance

You must provide proof of health insurance coverage. The insurance company must have a contact office in the United States. Short-term insurance coverage for international students is available through CampDoc, under the "Travel Protection" option. Please contact Cristin Halla for more details at [academies@middleburyinteractive.com](mailto:academies@middleburyinteractive.com) or 888-216-0135 for details. During the program, a visit to the doctor, dentist, orthodontist, medical facility, or a prescription for medication will be billed

## 9. Health and Safety

Your health, safety and well-being are the highest priority of faculty and staff. The academic and/or residential staff provides supervision at all times. You are expected to meet Academy standards for safe behavior. Community Standards and Rules dictate strict disciplinary responses for violations. You will adhere to prescribed behaviors and boundaries of the campus buildings and local surroundings.

### A. Health

The Academy will provide health staff during regular hours and on-call during off-hours for general health care. These staff will provide health care for routine medical treatment, including dispensing of medication and bandaging cuts and scrapes.

There is a University of Vermont Medical Center walk-in clinic across from campus and the main University of Vermont Medical Center is located in Burlington, within 5 miles of campus. These top medical facilities are

directly to you for submission to your insurance company, for direct payment to the provider or reimbursement.

## **B. Medications**

If necessary, the health staff will hold and dispense medications to you in the health office at scheduled times. In order for staff to dispense medication, health information forms through Campdoc must be completed. The appropriate sections of the health information forms must be completed by parents and the student's physician. The doctor must list, in English, all prescription and non-prescription medications, dosages and frequency. A prescription bottle is not adequate and will not replace the written doctor's order.

All medications - prescription and over the counter, including vitamins, are checked in by the campus Nurse and stored in the Health Office. Please be sure that you have enough medication to last the entire session. Please refrain from sending common OTC medication to campus unless it is required daily. *Exceptions are: inhalers, topical creams and ointments, insulin, and EpiPens, which you may keep in your room or carry with you.*

Students may not keep prescription medication in their rooms or on their person, with the exception of topical creams and ointments, asthma relief medications, insulin or epinephrine.

Planned changes to use of medication just prior to or during the program must be discussed with the Academy medical staff prior to the start. Please include medications that were taken during the school year, which will not be taken during the program.

Health staff members do not give allergy medication injections. If you require allergy injections, please communicate with our

Academy medical staff prior to the program to make necessary arrangements. Those who need Epi-Pens may keep them. Please bring at least two to the Academy, with the physician's original prescription.

### **Over-the-Counter Medicine**

Common over-the-counter medications will be available on hand in the Health Office. Common over the counter medications include: ibuprofen, acetaminophen, tums, Pepto-Bismol, Imodium, Benadryl, hydrocortisone cream, and calamine lotion.

### **Allergies to Medication**

If you are allergic to any commonly prescribed medicine, such as penicillin, please notify the Nurse and ask your personal doctor to suggest some alternatives to the medication. If you regularly take or are allergic to any medicines, it is very important that you write down the generic name of that medicine. Ask your doctor to help you with this.

### **If You Get Sick**

If you become ill, you should seek attention immediately. In emergencies, the Nursing staff can take you to the hospital. Please note that Academy policy prevents staff from making medical decisions; MIL administration reserves the right to send any participant home who, in the judgment of the staff, is not mentally or physically fit to continue in the program.

### **Family Notification**

MIL staff will notify parents and guardians in the following medical situations:

- A student goes to the hospital.
- An illness or injury necessitates a stay

in the infirmary of more than 24 hours.

- A prescription medication is prescribed.
- A condition which might impact the family at home.
- You should see a dentist or an orthodontist.
- Staff determines contact with a parent is in order.

### **Meningitis Vaccine**

MIL does not require that you get the meningitis vaccine. However, you will live in residence halls. Therefore, we are providing the following recommendation by the American College Health Association:

“Bacterial meningitis is a serious infection of the membranes surrounding the brain and spinal cord. The most common cause of this disease in young adults is the bacterium *Neisseria meningitidis*, also known as meningococcus. Recent evidence shows that college students residing in dormitories are at higher risk for meningitis than are college students as a whole. Due to this finding, the Centers for Disease Control have recommended that undergraduates planning to reside in dormitories consider getting the meningococcal vaccine. The vaccine is very safe. Please ask your family physician for more information and advice about the vaccine.”

### **C. Food Allergies**

If you have serious allergies to foods, such as peanuts, legumes or gluten, please let us know so that we can help make appropriate accommodations on campus.

### **D. Safety in Vermont**

Colchester, Vermont is a small town with a low crime rate. Students should take reasonable precautions against crime. Lock your room and guard money and passport against theft. You should carry your student ID and key in your neck wallet at all times. Remember, when it comes to safety, a little bit of common sense goes a long way! Academy staff will go over safety issues and precautions particular to

your field trips at that time. For your own safety, we ask that you be aware of what is happening around you at all times and exercise good judgment in social situations.

## **10. Community Standards**

The Academy in Vermont offers a unique opportunity for you to improve your world language skills, learn about new cultures and make life-long friends. The Academy’s standards are designed to help create and maintain the safe and productive environment in which these goals can be attained.

Participation in the Academy is voluntary. In choosing to attend, you agree to abide by and uphold the values, principles and policies of the Academy. Young people flourish when clear expectations, caring support and defined consequences for violations of community standards are provided. Disciplinary action will be taken if you violate Academy’s policies, standards of conduct, rules and regulations. As a learning community, the Academy approaches every disciplinary intervention as a learning opportunity. Disciplinary decisions are based on the circumstances of the offense and the well-being of the Academy community. Administrative staff strives to keep parents informed during any disciplinary process. Students are expected to follow the Code of Conduct and adhere to all rules and policies.

### **A. Student Code of Conduct**

The rules and expectations below are formulated to ensure a safe and productive environment for all members of the community. Rules are based on

respect for all community members, honesty and integrity in conduct, relationships with others, concern for the well-being of self and others, and an appreciation of hard work and a positive outlook.

### **Alcoholic Beverages**

You are prohibited from drinking alcohol at any time while you are a participant of the Academy. A violation of this rule will result in immediate expulsion. When you are dismissed, you will return home at your parent's expense.

### **Dormitory Regulations**

- You are not allowed on the floor or wing of the opposite sex.
- To respect roommate rights, both must agree to entertain other students in the room.
- Passports, travel documents and valuables should be locked or stored in the Site Office. MIL is not responsible for lost or stolen items.
- Rooms must be locked when you are away and unlocked when you are in.
- At room curfew, you should be in your own room, unless you have staff permission.
- You must sleep in your own room.

### **Room Access, Room Inspections, Room Searches**

The Academy reserves the right to enter a room for issues of safety, maintenance or to determine if illegal, stolen or dangerous items are contained therein. Room inspections to ensure rooms are kept safe and reasonably clean are conducted periodically. You are responsible for keeping dorm rooms clean and orderly.

Disciplinary action will be pursued if illegal, dangerous, stolen or prohibited items are in view during routine room inspections. Room searches are authorized by the Director of Residential Life in situations of concern for illegal, dangerous, stolen or prohibited items.

### **Damage**

Rooms are thoroughly checked before the program start to ensure readiness. Problems noted by you should be brought to the attention of residential staff immediately for repair. Damages caused by you during the session are charged to your family's account. Hall damages are assessed on a per-capita basis if damage is not attributed to a specific student.

### **Language Pledge® Violations**

We recognize that living 24/7 in a language other than one's native language is a significant challenge for any adolescent. Academy staff will support and encourage students to meet the Language Pledge® expectations.

The Pledge is the core value within our community. Our approach is to support you in meeting your obligations to each other by honoring the spirit, philosophy and integrity of the Pledge. While inadvertent or unintentional mistakes may result in a break from speaking in language, intentional, multiple and on-going failures to speak, listen, read and write in language will be treated as conduct that violates the Language Pledge® and results in disciplinary actions.

The first week of the Academy, LP violations are resolved through discussion with the Director of Academics and Director of Residential Life. Staff will respond with graduated disciplinary responses to continued Language Pledge® violations.

Sanctions will be determined based upon the nature and scope of the violation and your prior Language Pledge® record. Disciplinary and

corrective actions may include but are not limited to: a written warning and a conversation with your parent/guardian. Other disciplinary consequences, such as the loss of privileges, may also be applied. Should violations still continue, more serious disciplinary response will be handled by the Director of Residential Life: these responses include further loss of privileges, probation and dismissal.

Language Pledge® violations which are considered by Academy staff to be deliberate, provocative and/or demonstrate a non-cooperative attitude are grounds for dismissal.

### Leaving the Jurisdiction of the Academy

For safety reasons, leaving the physical boundaries of the Academy or leaving your group on any Academy- conducted excursions without explicit permission of an Academy staff member and/or without using the Academy's established sign-out procedures will result in immediate dismissal from the Academy. You will be shown the boundaries of the campus and will receive a map on the first day of the program.

## B. Major Rules

**Those who violate any of these rules should expect to be dismissed.** If you knowingly and willingly remain in the presence of open violations in the Student Code of Conduct, you shall be treated as though you yourself had violated the rule. You are expected to:

- **Respect others and their well-being.** Examples of behaviors that violate this rule: bullying; harassment and hazing; impinging on the well-being of others; physical threats and violence; unwanted physical contact, such as pushing, touching, tripping, etc.; verbal threats and the use of language that disparages others based on race, religion, gender, sexual orientation, age, disability, ethnic origin or other characteristics protected by law in the state/country in which the Academy is being conducted; and behaviors or language intended to humiliate and/or denigrate others or that cause emotional or physical harm to others.
- **Act with honesty and integrity.** Examples of behaviors that violate this rule: lying or deceitful behavior; telephone or computer fraud; academic dishonesty.
- **Respect community property and the property of others.** Examples of behaviors that violate this rule: theft; the use or possession of stolen property; the unauthorized use or possession of another's property; the destruction of or abuse of individual, Academy or host site property.
- **Maintain a safe environment.** Examples of behaviors that violate this rule: possession of or use of dangerous objects or substances, weapons of any kind (knives, firearms), fireworks or explosives or caustic materials; violation of fire safety regulations; possession of incense, candles, matches, lighters; use of or evidence of the use of, an open flame inside any Academy building (i.e. cigarette butts, burnt candles or incense, etc.).
- **Abide by Academy standards concerning the use and possession of alcohol, illegal substances, tobacco and prescribed medications.** Examples of behaviors that violate this rule: possession, use, providing or

distribution of alcohol, illegal drugs and substances (including drug- or alcohol-related paraphernalia) or tobacco in any form; misuse of prescription drugs (including the providing of prescription drugs or other chemical substances to others); possession of prescription or over-the-counter drugs without Academy permission. This policy includes vaping and the use of e-cigarettes.

You are prohibited from drinking alcohol at any time while you are a participant of this program. A violation of this rule will result in immediate expulsion and travel home at the parent's expense.

- **Uphold boundary and whereabouts policies.**

Examples of behaviors that violate this rule: leaving the boundaries of the Academy without permission; deliberate absence from any scheduled Academy activity; leaving the dorm and/or floor after curfew; being on the floor of the other gender; being in dangerous or unauthorized areas (restricted dorm areas, window ledges, roofs, etc.) Maintain a positive and cooperative attitude for the community.

Examples of behaviors that violate this rule: refusal to respect and follow the instructions of leaders, faculty, and staff at the Academy; unfriendly, irresponsible and/or disrespectful behavior toward others in the community or toward persons you may have interactions with while under the jurisdiction of the Academy; deliberate disobedience; use of profanity; possession of prohibited or inappropriate items (cell phone, mobile internet device, pornography); uncooperative and/or disruptive behavior and/or attitude; non-compliance with Academy rules and expectations and/or staff requests.

### **Note on Self-Destructive Behaviors**

Behaviors and conditions such as eating disorders, cutting or other self-harm, suicidal ideation, threats or attempts and similar behaviors are potentially life threatening and require the intervention of trained medical personnel. The Academy is not designed to provide appropriate treatment and support for these behaviors. Those exhibiting or threatening these behaviors are required to leave the Academy to ensure their own safety and well-being and that of others. MIL reserves the sole right to decide whether a student's behavior requires separation from the Academy.

### **Statement on Sexual Harassment and Other Harassment Based on Protected Characteristics**

In accordance with the Academy's determination to provide a safe and positive environment for all Academy community members, no form of sexual harassment or harassment based on characteristics protected by the law applicable in the state in which the Academy is operated will be tolerated at the Academy. (For example, race, religion, gender, sexual orientation, age, disability, ethnic origin, etc.) Any reports of sexual harassment will be investigated by the Director of Residential Life and any individual found to have so harassed another Academy participant or staff member will be liable for sanctions up to and including immediate dismissal.

### **Statement on Sexual Behavior**

Because the Academy aims to create a comfortable environment for a culturally and age diverse community, students are prohibited from engaging in any inappropriate physical contact or overtly sexual behavior. Those who engage in inappropriate physical conduct or overtly

sexual behavior will be spoken to by the Director of Residential Life regarding the implications of your actions and the impact of your behavior on the comfort and sensibilities of others.

Parents/guardians are notified and you are asked to speak with your parent regarding these actions. You will face disciplinary action if, in the course of your inappropriate behavior, you violate other Academy rules (e.g., being on the floor of the other gender in the dorm; leaving the Academy's boundaries.)

### C. Disciplinary Responses and Process

Violation of Major Rules cause serious disruption to the safety and integrity of the Academy environment. Therefore, we reserve the right to dismiss a student who violates a Major Rule immediately.

The Academy utilizes a graduated system of response to violations of the Code of Conduct. Unless you violate a Major Rule, we are ready to provide a series of interventions to educate you. Continued violations lead to more serious discipline, with dismissal as a last resort. The following are the disciplinary responses utilized at the Academy:

#### 1. Verbal Warning

A verbal warning is the first level of discipline at the Academy. Typical offenses may include: early violations of the Language Pledge®, being late to an event, inappropriate language, being disruptive, violations of dorm protocol, etc. These are simple statements letting you know your behavior is problematic and why and that such behavior should not be repeated.

#### 2. Written Warning—Parent Contact

A Written Warning is the first formal disciplinary status of the Academy, completed by a staff member or Director. It occurs after you receive several verbal warnings or violate a significant rule. The Written Warning is placed

in your file and parents are contacted to let them know of your behavior. You will meet with a staff member and any other party involved. This conversation is conducted in English to ensure understanding.

#### 3. Probation—Parent Contact

You may be put on Probation after a Written Warning is received and the behavior continues or if you exhibit behavior of a more serious nature. (See Student Code of Conduct section.) A record of the violation is placed in your file and the parents are contacted and informed of the situation. The Director of Residential Life initiates the conversation with you and speaks to your parent. If you are already on probation, you are likely to be dismissed for subsequently violating an Academy rule or policy.

#### 4. Dismissal

You are liable for dismissal if you, while on probation, continue the behavior or break another Academy rule. Those violating a Major Rule will be liable for dismissal at the first occurrence. The Director of Residential Life, in consultation with staff, makes the initial recommendation for dismissal. The final decision is made by year-round Academy staff members.

In the event of dismissal (or voluntary withdrawal), parents must arrange for your expeditious transportation from the Academy, at your own expense. The Academy will not house a dismissed (or withdrawing) student for more than 24 hours after you have been separated from the Academy. There is no refund of any Academy charges for students who are dismissed from the Academy. If you damage property, the cost of repair or

replacement is added to your family's account. If you are dismissed from the Academy for disciplinary reasons, you will not be allowed to enroll in a subsequent summer Academy.

## 11. Student Disability Accommodation Policy

MIL welcomes students with disabilities and is committed to making reasonable accommodations for disabilities that substantially impact program participation. In assisting individuals with disabilities, the Academy is guided by the Americans with Disabilities Act (ADA) and the ADA amendments, designed to eliminate discrimination against individuals with disabilities. Although you may be of the age covered by the Individuals with Disabilities Education Act (IDEA), the Academy is a college-based program that follows procedures, standards and laws that pertain to provision of disability accommodations in post-secondary institutions.

The Academy endeavors to make reasonable accommodations that afford access to and full

participation in its programs and services without fundamental alterations or undue financial burden. Disabilities include, for example, visual impairments, hearing or mobility impairments, psychological conditions, medical conditions and learning disabilities which substantially limit one or more of a person's major life activities and may necessitate accommodations or modifications to the facilities, programs or services provided by the Academy. Accommodations and services for students with disabilities are determined on an individual basis; accommodations can relate to the instructional components of the Academy and/or the residential elements.

Parents should complete the Disability Accommodation Request Form and return it as soon as possible to begin the process for accommodations. The full MIL Disability Accommodation/ADA Policy is available on our website at: <http://www.middleburyinteractive.com/summer-language-academy/student-life/policies/ada-policy>.

## 12. Closing

We are excited to have your students join us on campus this summer! We will do everything we can to ensure they have a successful summer. Know that we will be in touch if we have concerns. Likewise, you can always contact us if you have any questions.