



**Katherine Smithwick Swain**  
Dean of Students

**Jason M. Sport**  
Dean of Students

August 2023

Dear Parents,

We are excited to welcome your children back to campus in a few weeks. Seniors will arrive for senior leadership on **Friday, September 1**. Students new to the school will arrive for orientation on **Sunday, September 3**, and returning sophomores and juniors will return on **Monday, September 4**.

We ask parents to take special care to arrange travel schedules to ensure attendance during the school year. Please consult the [2023-2024 Travel Dates document](#) published on the Deans' page of the website for information about school breaks. Please do not extend scheduled school breaks.

The School is aware that there may be legitimate personal or family reasons why a student may not be in attendance when the school is in session. Any variance from the school's day to day attendance, including special circumstances for campus weekends, will need to be cleared by the Deans' office. In addition, we would like to call your attention to the following important concerns.

**New Student Schedule:** We are excited to be launching our new student schedule in the 2023-2024 schedule. There are many benefits to this new schedule, and for returning students, it will take time to adjust and build new habits. Please read carefully "[A Guide to the '23-24 Weekly Schedule](#)" and go over that information with your child.

**Magnus Forms:** Please make sure you have signed and/or completed all Magnus requirements prior to your child's arrival date on campus. We are changing to a new Student Location Management System called REACH that requires us to adjust how we do permissions. Please update your child's permissions on Magnus.

**REACH:** Over the summer, Middlesex has been transitioning to a new student life management system to replace Moodle. This new system, called REACH, will support enhanced safety for our students and streamline many of our processes. Please read carefully the document titled "[REACH Permission Changes](#)" to learn more about changes to our permissions process. You will need to update your child's permissions on Magnus.

**Motorized bikes, scooters, and skateboards:** The Rules Revision Committee, which is composed of students and faculty, made the recommendation to not allow motorized bikes, scooters and skateboards on campus. That revision to the Handbook was accepted by the interim Head of School. It reads as follows on page 9 of the Handbook: "*All students are permitted to have and use non-motorized bikes, skateboards and scooters on campus. Middlesex is an active campus with a fair amount of traffic throughout the day; students who wish to use non-motorized bikes, skateboards, scooters, and rollerblades do so at their own risk...Students may not bring or use motorized bikes, skateboards, or scooters to campus.*"

**Off-Campus Commitments:** All off-campus requests will be subject to approval from the Deans' Office, and students will need to fill out the Deans' Permission Form on REACH and have their parents or guardian grant

permission. For absences longer than one class day, we would appreciate at least two weeks' notification prior to the event for a review by a Committee which may or may not give approval depending on the circumstances.

**Request for cars on campus for boarding students:** In order to ensure the safety of all members of the community, the school will not entertain any request for permission for boarding students to drive a vehicle or to have access to a personal or family vehicle on campus. **Boarding students are not permitted to keep cars in neighboring areas off campus.**

In our letter to students, we mention the important changes that we have made to the handbook and outlined some of our goals to build community this year. Please be sure to discuss these items with your child.

Thank you for your cooperation and for your understanding. We look forward to seeing everyone at the opening of school in the fall.

Sincerely,



Kathy Smithwick Swain

Sincerely,



Jason M. Sport