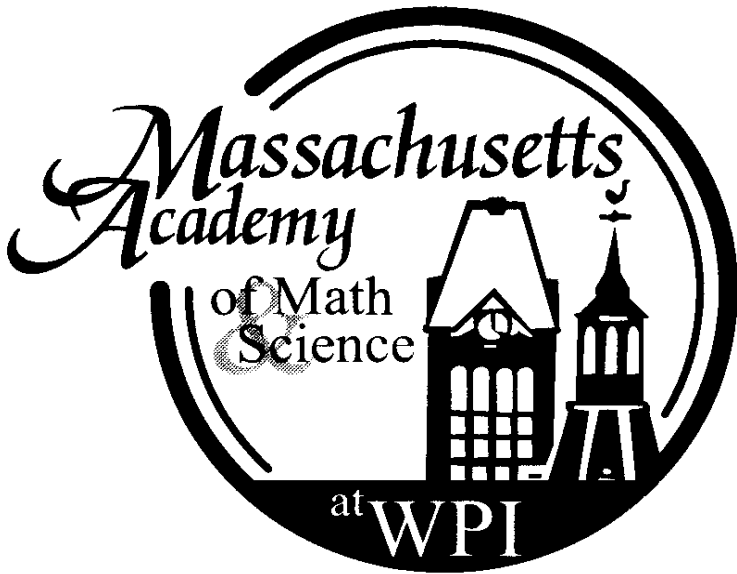


Student Handbook

2010-2011



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This Handbook is the joint effort of the Academy faculty,
administration, staff, and students.

The Handbook is an annual document. It will change as our
community evolves.

Modified June 2010

Our Mission

The mission of the Massachusetts Academy of Mathematics and Science is to address the changing needs of the technologically advanced community of the 21st century by pioneering a new vision of mathematics and science education embedded within the liberal arts. By creating a public laboratory school focused on nurturing the potential of students with exceptional aptitude in mathematics and science, we have formed a community of learners committed to the following:

- Lifelong learning by providing the tools, skills, and strategies for students to engage actively in their own education
- Evolving curricula which are project-based, interactive, and infused with technology
- Excellence and innovation in teaching practice, providing a model for schools in the Commonwealth of Massachusetts

ACADEMIC EXPECTATIONS

In order for our students to actively engage in their own education and become lifelong learners, we believe that they should be effective:

- Critical thinkers
- Readers and Writers
- Presenters
- Users of technology
- Quantitative reasoners
- Problem Solvers

SOCIAL EXPECTATIONS

We expect our students to:

- Be civil
- Work collaboratively

CIVIC EXPECTATIONS

We expect our students to:

- Value community service

Our Values and Standards

We believe civility is necessary in order to make everyone's work at the Academy personally and intellectually safe and productive. We want our community to be one in which individuals flourish as a result of mutual respect and concern. This includes respect for each other's property and for the property of the school. Furthermore, our passion for ideas insists on a psychologically safe environment, one in which learners take and allow intellectual risks.

We expect all members of our community to demonstrate the following:

- Civility in social interactions, with an emphasis on support for one another
- Honesty, diligence, persistence, and curiosity in all academic endeavors
- Involvement in community affairs and activities
- Intellectual, ethical, and social growth

We support the following:

- Passion for ideas with an emphasis on open, rich communication
- Thoughtful conduct
- Respect for diversity
- Service to community

Our School and Community

The Academy represents a collaboration among the Commonwealth of Massachusetts, Massachusetts' public high schools, and Worcester Polytechnic Institute. Located near the main WPI campus, the Massachusetts Academy of Mathematics and Science is a community of enthusiastic learners who are committed to excellence. Faculty and students work closely together thereby creating an environment that encourages collaborative learning, respect for individuals, and a willingness to learn and to explore both individually and in groups.

Our community is open to all qualified students regardless of race, sex, color, religion, national origin, sexual orientation or disability who are residents of Massachusetts. Located near the main WPI campus, the Academy offers students access to many WPI services, activities and facilities. During their tenth grade year, students from Massachusetts public and private schools may apply for admission to the Academy's two-year program (grades 11 and 12). Students in grade eleven attend a full-day program taught by Academy faculty. Students in grade twelve take regular WPI classes.

Academic, Social, and Community Requirements

Academic requirements are based on the belief that all Academy students are capable, interested, and motivated, and that all Academy staff are highly competent, attuned to student needs, and willing to mentor and guide students. Therefore, we expect students to be on-task during academic hours, and that off-task behavior will be

disciplined appropriately. In the rare instances where there is academic failure, policies exist that address the best interests of students and that meet obligations to the Commonwealth.

Grade 11 Academics

Academy staff maintain high expectations for student performance. In a variety of ways, all core courses are rigorous and fast moving. Teachers employ many teaching styles, especially non-traditional ones. Student assessment occurs in many forms, including written tests, portfolios, presentations, individual and group projects, and classroom participation. With regard to standardized assessment, the College Board PSAT must be taken at the Academy, as must the MCAS, if the latter has not been passed elsewhere.

Students, parents, and/or guardians receive performance reports for core and elective courses each term. At the end of Term A, a narrative describes each student's progress toward mastery of school and state standards, and a parent-teacher conference follows. At the end of Term B, an interim letter grade is given. At the end of Term C both an interim grade and a narrative are given. A final grade for the year comes at the end of Term D. Parents, faculty, or administration may request additional meetings throughout the school year.

Core courses use a grade scale of A, B, C, D, or NC (No Credit). Electives are Pass/Fail.

During Term D, students choose a full year of classes at WPI that must be pre-approved by the Academy faculty. Promotion to the senior year, however, is not automatic; eligibility is determined during a review of each student's year-long performance, which is based on our values and academic requirements. Students must earn final grades of C or better in all core courses and pass all electives taken. They must also fulfill our chemistry requirement. Students who do not meet the above requirements will likely be dismissed from the Academy.

The Academy does not calculate class rank or GPA, and a statement to this effect appears on the Academy transcript.

Grade 12 Academics

The standard Grade 12 academic program consists of twelve college-level courses (including a basic skills math exam), a Senior Independent Study Project (SISP), and summer reading. Academy seniors must successfully complete all of these.

Seniors must take three courses (approved by Academy faculty) in each of WPI's four, seven-week terms (A, B, C, and D). Each term must include one mathematics course, one humanities course, and one science, computer science, or engineering course. Two of the math courses must be Calculus I and II or their equivalent. Two of the humanities courses must be in English Language and Literature; a third must be in United States history unless the student has previously fulfilled this requirement.

In Terms B, C, or D a student may opt to take a fourth WPI course (an overload) at his or her own expense. This option may be exercised only if the student has earned an "A" grade in each course in the immediately preceding term and only with the written approval of the Academy administration. Passing an overload course will neither reduce the three-course-per-term requirement nor serve as a make-up course (see below).

Each seven-week WPI course is equivalent to a fourteen-week course in a standard college semester, and each course necessarily moves very quickly. At the midpoint of each term, the Academy requests an informal report from each WPI faculty member who has Academy seniors enrolled in his or her course. The Academy staff contacts and advises any student whom we learn to be in difficulty. It is imperative, however, that Academy seniors monitor their own performance and, if necessary, seek immediate assistance from Academy faculty, WPI faculty, and/or members of the WPI Math and Science Help (MASH) organization or the WPI Writing Center.

Performance of Academy seniors in WPI courses is evaluated in the same manner as WPI students. Grades for WPI courses are A, B, C, or “NR”(No Record). A grade of NR appears on Academy transcripts as “NC”.

For an Academy senior, a WPI grade of NR is a failure, as is a SISP grade of F (see below). **Failure in a Term A course results in dismissal from the Academy program.** The intent of this policy is to ensure that a student who is failing in the program has an opportunity to transfer to another high school and to complete that school's graduation requirements by the end of the senior year.

A failure in Terms B, C, or D will prompt a reevaluation of the student's enrollment in the Academy and may lead to dismissal. In the event of a Term B, C, or D failure, a student who is not dismissed must make up the failed course or project between the end of Term D and September 1st of the year of graduation in order to receive an Academy diploma. The make-up course must be pre-approved by the administration and must be taken at the student's expense. An Academy senior who fails two or more WPI courses or a WPI course and SISP will not receive an Academy diploma and may not participate in the Academy commencement.

At the end of each term, WPI issues grades electronically and reports them to the Academy for inclusion in the student's Academy transcript. A WPI transcript may be obtained upon request to the Registrar's Office at WPI. An Academy transcript, which includes WPI grades, may be obtained upon request to the Academy.

SISP requires the student to plan and execute an independent study project of about 100 hours duration. Topics range widely. The SISP advisor approves the topic, monitors progress, and awards a grade. Details appear in the SISP Guide. SISP grades are A, B, C, NC.

There is a summer reading requirement. Faculty identify books for summer reading at the end of the junior year. The texts are discussed and written about near the start of A term of the senior year. Summer Reading is graded pass/fail.

Physical Education

During the junior year, students meet once a week in a scheduled class with a certified exercise instructor. In the senior year, each student undertakes an individualized exercise program that follows recommendations from the American College of Sports Medicine. Exercise may be pursued independently, through classes at WPI, or with a sports program at a sending school, if the latter can be arranged.

Community Service

Each academic year, every Academy student must complete 56 hours of documented, supervised community service (112 hours total). This service represents an opportunity for the students of the Academy to acknowledge the support of the citizens of the Commonwealth by working in a direct way with the disadvantaged members of our society. Students may not receive payment for their service, and it should not primarily benefit organizations, clubs, teams, associations, or churches, etc. to which the students belong.

The Academy administration must pre-approve community service and register that approval on community service forms. On the same forms, supervisors at the community service site must “sign-off” on the work of the Academy students. Juniors must complete and document the year’s community service requirement to enroll for senior year courses. Only seniors who have completed and documented the year’s community service requirement will be eligible to receive a diploma from the Academy.

Graduation

The Academy grants a high school diploma for successful completion of the program. All students participate in the Academy’s commencement exercises unless they have received two or more NC’s (No Credit). Students who receive one NC or who do not complete their community service requirement will not receive

their diploma at commencement. An Academy diploma will be subsequently issued, however, if the requirements have been met before September 1st of the year of graduation. A student who wishes to receive a diploma from his or her sending high school should check with that school right away so as to determine eligibility for its diploma.

Academic Honesty

Academic honesty is essential for the well being of a school community. The Academy expects every student to be intellectually honest in the preparation of all academic assignments. Effective evaluation of student work and helpful instruction can take place only in an environment where this value is respected. All members of a school community play an important role in upholding standards of academic honesty (*see Standards of Academic Honesty in Appendix B*). Students are expected to read these standards carefully. Students should constantly monitor their work to assess its originality and seek a faculty or administrator review when they are uncertain. If a student is aware of a violation of academic honesty, he or she is expected to communicate the knowledge both to the person who has violated these standards and to a faculty member. When a violation of academic honesty occurs, the individual instructor and an administrator will conduct a review as soon as possible and determine appropriate consequences.

Persons who violate the letter or spirit of the Academy's standards may suffer penalties up to, and including, dismissal.

Standards of Academic Honesty

Students, teachers and families should all be concerned about the following violations of academic honesty:

- **Cheating:** an act of deception by which a student misrepresents that he or she has mastered information on an academic exercise that he or she has not mastered.

Examples of cheating include the following:

- Copying from a student's paper or receiving unauthorized assistance during a quiz, test or examination, problem sets, or homework assignments
 - Copying from an essay from any printed or electronic source
 - Using books or notes when not authorized
 - Copying reports, laboratory work, electronic information, or computer programs/files
 - Using electronic translations as one's own
- **Fabrication:** the intentional use of invented information or citation. Falsification of research or other findings is considered fabrication.

Examples of fabrication include the following:

- Falsification of research or other findings
 - Invention of sources
- **Plagiarism:** a student's work that is not primarily his or her own creation with copied, paraphrased, or summarized material without citation of sources is considered plagiarism.

Examples of plagiarism include the following:

- A close restatement of another's idea using approximately the language of the original without proper acknowledgement
- Summaries which utilize wording and structure that are similar to the original and do not provide proper acknowledgement
- Direct quotations of phrases, sentences, or passages that are not contained in quote marks and do not properly acknowledge the source
- Facts and information presented in one's research which are not common knowledge and appear without proper acknowledgement

Students who are enrolled in WPI courses are also subject to the WPI Academic Honesty Policy. That policy is available at:

<http://www.wpi.edu/Pubs/Policies/Judicial/sect5.html>.

Consequences of such violations may include disciplinary letters to student files, acknowledgement on college applications if required, and dismissal from the Academy.

Respect for the Feelings, Rights, Concerns and Property of Others

Civility is essential to the well-being of a small community and must be the hallmark of communication (oral, printed, and electronic) among all members of the community. Inappropriate language and/or behavior will not be tolerated and will lead to sanctions, including suspension and dismissal.

Neither Academy students nor any member of the Academy faculty or staff may demean another by engaging in any behavior that is malicious. Academy students must also respect all WPI policies and observe all WPI regulations. This prohibition specifically includes hazing, which is “any conduct or method of initiation into any student organization which willfully or recklessly endangers the physical or mental health of any student or other person” (*WPI Judicial Policies, Section XII, Hazing Policy*). Further, hazing is in violation of Chapter 269 of the General Laws of the Commonwealth, and organizers or participants in hazing incidents may be severely fined. A fine may be imposed on those who fail to report an incident of hazing.

Any person who subjects another to physical, verbal--including written and visual, or sexual harassment has no place in our community and is subject to dismissal.

- *Physical harassment* includes, but is not limited to, pushing, hitting, punching, or other unwanted physical contact between students, as well as one person not permitting another person freedom of movement.

- Verbal, Written, Visual harassment includes, but is not limited to, any threats or negative remarks based on another's race, gender, physical appearance, sexual orientation, religion, national origin, or abilities.
- Sexual harassment is any unwanted physical or verbal sexual attention. It includes, but is not limited to, sexual gossip, unwanted sexual comments, pressure for sexual activity, and/or unwanted physical contact.

A student who has experienced harassment or discrimination should speak to an administrator, college counselor, or member of the faculty. The Academy has a grievance/complaint procedure to help resolve any alleged violations. (*See Grievance/Complaint Procedure in Appendix C.*)

No student, nor any member of the faculty or staff, may violate another person's privacy. This includes, but is not limited to, mailboxes, lockers, book bags, briefcases, handbags, desks, personal computers, or entry into another person's computer account without appropriate approval. (*see Policy on Use of Computers in Appendix A.*)

Theft, including intellectual and software theft, is absolutely unacceptable at the Academy. (*see Policy on Use of Computers in Appendix A.*) Nevertheless, we suggest that members of the Academy not bring unnecessary cash or valuables into school and not leave their belongings unattended. In addition, the Academy encourages students to register their laptops with STOP, an anti-theft program administered by the WPI campus police. The Academy cannot be held responsible for lost or stolen items.

Respect for community property requires cooperation to maintain the common areas and classrooms in a safe, clean, and orderly condition. Persons who destroy or deface Academy or WPI property will be held responsible for replacing or repairing the damaged property, and further penalties, including dismissal, may be imposed.

A special note should be made about electronic devices, especially cell phones, with recording features. Their use is disruptive and may violate student privacy laws. They are not to be used in school or at school functions except with administrator permission and in designated areas only.

Communication

Clear and effective communication between the school and student families is vital. Parents or guardians who have information to share or questions to ask should call the Academy between the hours of 8 AM and 4 PM. Calls or email should first be made to an administrator who will then contact the appropriate teacher to discuss a particular junior course, a student's advisor to discuss his or her overall progress and adjustment, or a college counselor to discuss the college search and application process. Administrators, teachers, and staff appreciate feedback and welcome the insights of others.

Advising

Each senior has several advisors with distinct roles.

- Faculty serve as a source of information and personal advice. They understand the difficulties students face, respect their privacy, welcome their perspective, and provide overall support.
- Academic advisors monitor the academic performance of seniors in their WPI classes through regular (typically weekly or bi-weekly), mandatory meetings.
- College advisors coordinate the college application process and related issues such as SAT prep, scholarship applications, and college selection. They welcome opportunities to meet with parents.

Extra-Curriculars

Academy students and faculty create extra-curricular opportunities in response to their own needs and interests. Representative activities include: Yearbook, Drama, Literary Magazine, Math Team, FIRST-Robotics, Mock Trial, Envirothon, Art Club, Rocket Club, and ACSL.

Although we have no school-sponsored sports teams, Academy students frequently create their own informal athletic activities, including teams that compete in the WPI intramural athletic program. Both juniors and seniors are welcome to participate in WPI extra-curricular activities except those that involve intercollegiate athletic competitions (i.e., all teams and most clubs) or those sponsored by fraternities or sororities. Every year, some students participate in musical and theatrical ensembles and other organizations at WPI. Some WPI activities may require an activity fee.

The Massachusetts Interscholastic Athletic Association has ruled that Academy students may participate in competitive sports sponsored by their sending high school. **A participation agreement must be reached between the principals of the sending high school and of the Academy before the athletic season begins.** The Academy attendance policy, the conflict between Academy hours and sports schedules, and the demands of the Academy program make such participation difficult for juniors to manage. On the other hand, the flexible schedule of seniors may facilitate their participation.

Student Government

Each class elects student government representatives. These include:

- President
- Vice President
- Secretary
- Treasurer
- Committee Chair
- FIRST Representative (junior year only)
- School Site-council
- Regional Student Advisory Council

Every student is encouraged to participate in class decision-making and activities.

National Honor Society

The Academy has a local chapter of the National Honor Society (NHS). To become a member, the student must write an application letter to the NHS advisor, justifying his or her membership, and submit this letter no later than April 29th of junior year. Following faculty approval, and by continuing to meet NHS criteria, membership will be included in the student's record in time for college applications.

Health Policy and Services and Safety

The Academy determines its health policy and procedures in counsel with the offices of Health Services and Student Services at WPI. As with all public schools, the Academy requires physical exams, vaccinations, etc. These and other requirements appear in various WPI health forms.

For services, the Academy can provide only short-term emergency care. Usually, this support comes from a Campus Security First-Response team which determines whether a student needs to be transported by ambulance to the nearest hospital or mental health center. For occasional and short-term mental health intervention, the Academy retains outside professional help.

In the event of a medical emergency concerning a student, the Academy administration and faculty will attempt to reach a parent or guardian as soon as possible. If they are unable to do so, they will use their best judgment until the wishes of a person legally responsible for the student can be ascertained. Parents and guardians should note, however, that some health issues that concern students age 18 or older might require permission from the student for treatment and for notification to parents.

Health insurance for Academy students may be purchased through WPI.

The Mass Academy resides within the safety net provided by the WPI Campus Police. Its officers patrol the Academy building and its environs as part of their regular routine. Our security alarms connect directly to their main office. Furthermore, their escort service, SNAP (Security Night Assistance Patrol, 508-831-5433), is available from 4 PM to 4 AM every day.

Controlled Substances

Based on Chapter 71 of the General Laws of the Commonwealth, any student who is found on school premises or at a school-sponsored or school-related event, including athletic games, in possession of a dangerous weapon, including but not limited to, a gun or knife; or in possession of or under the influence of a controlled substance, as defined in Chapter 94 C, including but not limited to alcohol, marijuana, cocaine, and heroin, may be subject to expulsion from the school district. Students who are part of a group that is using or in possession of illegal substances may share in the responsibility and may receive the same penalty as all members of the group.

Neither students nor any member of the Academy faculty or staff may use tobacco, drugs or alcohol in any form on campus or at any

school-sponsored event or activity. This policy also applies to WPI events.

School Hours

The Academy will generally be open from 7:30 AM to 4:45 PM Monday through Friday.

School hours for juniors are Monday, Tuesday, Thursday, and Friday 7:45 AM to 4:00 PM, and Wednesday, 7:45 AM to 12:00 PM. (Occasionally the Academy makes changes to these times.) Juniors must report to advisory by 7:50 AM. A junior's **parent/guardian** must notify the Academy office before 7:45 AM if a junior is too ill to attend school on a given day. **Unless the Administration has authorized an early leave, all juniors must stay until the end of the school day.** If unauthorized absences, tardies, or early dismissals become excessive, serious action will be taken.

Certain mandatory out-of-school activities, such as competitions or field trips, may require students to return to the Academy for dismissal after 4:00 PM. Students and their families will always be notified in advance if such a late dismissal is anticipated.

School hours for seniors are dictated by their individual schedules. Nevertheless, **seniors must check in at the Academy before their first scheduled class of the day.**

Attendance Policy for Juniors and Seniors

Juniors:

Although the classroom experience is not easily replicated, all students are responsible for missed work. Please note the following:

- **Students not in Advisory by 7:50 AM will be considered tardy.** Tardiness negatively affects student performance and disrupts

classroom activities. Students and parents should respect the rights of all members of the Academy community by being on time.

- If a student is too ill to attend school, a parent/guardian must call the Academy office at (508) 831-5859 before 7:45 AM on **each** day that the student will be absent. On the day the student returns to school, a note, explaining the illness and written by the parent/guardian, must be received by the office.
- Medical, dental, or personal appointments should not be made during the school day. If an unavoidable appointment necessitates dismissal for any period during the school day, a parent/guardian must notify the Academy in writing in advance. The student must discuss the situation with his/her teacher(s) concerning the class(es) she or he will miss.
- On rare occasions, students may be excused from school for participation in an educational experience or family activity that requires their absence for a day or more. **Students must submit a request for absence in writing at least a day prior to the anticipated period of absence for the principal to review the request.** The principal will consider such factors as the nature of the activity, the student's academic standing, and the student's attendance record before deciding whether or not such an absence will be approved. If approved, the student needs to make arrangements for missed work.
- Juniors are expected to be in the Academy building at all times with the following exceptions: with permission from an administrator, juniors may pursue independent academic activities (e.g. independent work in a WPI lab for Research Seminar) or when participating in a class activity accompanied by a teacher (e.g. Robotics elective).
- Vacations other than those noted on the school calendar are not authorized because they interrupt the educational process.

Seniors:

Seniors must attend all WPI classes, labs and conferences, meet their advisors as arranged, and attend all senior class meetings. Please note the following:

- Students must check in at the Academy office **BEFORE** their first scheduled class of the day. This allows the Academy to 1) take state required attendance, 2) confirm that the student is indeed "on-campus," and 3) personally communicate information that may be relevant to the student.
- If a student is too ill to attend school, a parent/guardian must call the Academy office at 508 831-5859 as early as possible in the school day.

This allows the Academy to notify WPI administrators and faculty of the absence in a timely manner. On the day the student returns to school, a note, explaining the illness and written by the parent/guardian, must be received by the office. For any missed class, seniors must communicate with individual professors.

- Medical, dental or personal appointments should not be made during class times. If an unavoidable appointment necessitates absence from a class, a parent/guardian must notify the Academy in writing in advance. The student must discuss the situation with his/her professor(s)/instructor(s) concerning the class(es) s/he will miss.
- On rare occasions, students may be excused from school for participation in an educational experience, religious obligation, or college interview that requires their absence for a day or more. **Students must submit a request for absence at least a day prior to the anticipated period of absence for the principal to review the request.** The principal will consider such factors as the nature of the activity, the student's academic standing, and the student's attendance record before deciding whether or not such an absence will be approved. If approved, the student needs to make arrangements for missed work.
- Vacations other than those noted on the school calendar are not authorized because of the interruption of the educational process at WPI.
- Each term (4 per year), seniors will be required to attend a mandatory class meeting, at the request of the principal.

Failure to adhere to this attendance policy will result in disciplinary action that could include detention, a meeting with parents, or a review by faculty and administration to ascertain the suitability of this student continuing in the program.

School Cancellation and Delayed Opening Procedures, and related Travel-Permitted Considerations

For juniors and seniors, should extreme weather conditions occur, the Academy will be closed or delayed when Worcester Public Schools (WPS) closes or delays for the day. Radio stations WTAG (580 AM), WORC (1310 AM) and WSRS (96.1 FM) and local TV stations carry the cancellations for WPS. (Note: look for Worcester Public Schools, not Mass Academy). For those days when WPS is not in session (e.g. February break), the Academy will email

students and families and put an information message on the school phone (508-831-5859).

Seniors should note, however, that there will be many times when WPS cancels classes (and so the Academy is closed) while WPI remains in session. Seniors are not required to attend classes on these days but may do so if they wish. If instruction is missed, communication with WPI faculty is crucial.

Cancellation of classes due to bad weather that occurs during the day will be determined by the Academy. In this case, parents/guardians will be notified by telephone and email.

Whether classes are cancelled or not, parents/guardians must decide if road conditions permit safe travel between home and school. If school is in session, but a parent/guardian decides that travel is unsafe, the parent/guardian must notify the Academy of the absence before the first class of the day. Seniors should notify each instructor of the class or classes that they will miss. It is every student's responsibility to make up missed work, get copies of class notes, get information about assignments, and ensure that the instructor understands the reason for the student's absence. **(The Academy check-in policy applies in all weather conditions.)**

Facilities and Resources

The Academy building contains classrooms, offices, multi-purpose rooms, study areas, and computer areas. Some Academy classes and events utilize WPI facilities. Mailboxes and lockers are school property and made available to all students. Students are expected to store their belongings in their lockers. Backpacks are not allowed in most classrooms for space limitations.

The Brickyard area is a common space that is used for social and academic activities. All food and drink must be consumed in the Brickyard area. The Academy expects students to maintain a clean environment.

The library is another common space where students may engage in study or other academic activities. We ask that everyone limit activities to those that are appropriate to a quiet learning environment.

Seniors have access to the same resources offered to WPI students in connection with the requirements of their courses. Academy students and faculty may freely use the college library (including borrowing privileges), media center, and computer laboratories.

All members of the Academy community have the privilege of their own account on the WPI computer system. WPI rules apply to Academy students using its facilities. (*See Policy on Use of Computers in Appendix A.*)

Expenses

Students' families pay for field and class trips, textbooks, software, chemistry course (if required), ID cards, minor equipment, PSAT and SAT fees, and some supply material related to Research Seminar and Engineering classes that are required for Academy or WPI classes. If any of these create financial hardship, a parent or guardian should contact the principal or director of the Academy as soon as possible. The school cannot help with expenses related to transportation of students to and from school.

Lunch

Juniors bring lunch and snacks from home and must eat at the Academy. The brickyard area contains a refrigerator, microwave ovens, spring water cooler, sink and vending machines.

Seniors may use campus dining facilities. If they wish to do so, they may purchase a WPI meal plan. Seniors may also bring lunch and snacks from home and make use of the equipment and vending machines at the Academy.

Visitors

The Academy is an exciting place to learn, and we welcome visitors. All visitors must sign in at the Academy office on the day of the visit. To schedule a visit call 508-831-5859. Visitors include anyone who is not an Academy staff member or student.

Appendix A

Policy on Use of Computers

In addition to WPI policies, Academy members must abide by the WPI Acceptable Use Policy, which is included herein.

The computer networks and systems at the Academy are to be used as tools for academic purposes. These computers are an extension of the classroom and must be used accordingly. All students must adhere to our community's standards of civility and academic honesty when using computers, e-mail, and the Internet. Additionally, the following are unacceptable:

- Academy aliases used for other than Academy purposes.
- Emailing chain letters, jokes, stories, arguments or discussions is unacceptable.
- Emailing derogatory remarks concerning an individual, or individuals, and threatening language.
- Installing or playing games on the Academy computers or on the campus network.
- Posting sexual, vulgar or drug related text, graphics or links on a Web home page.
- Use of instant messaging software on the WPI system.

Acceptable Use Policy (AUP)

Introduction

Worcester Polytechnic Institute (WPI) maintains computing resources, including data and information, which are essential to performing University business. These are WPI assets over which the University has both rights and obligations to manage, protect and utilize to fulfill its mission.

In addition to this Acceptable Use Policy, the use of these computing resources is governed by the Campus Code of Conduct, the Data Security Policy, and several other university policies

Purpose

The purpose of the Acceptable Use Policy (AUP) is multifold, as identified below.

- * Clarify the application of the Code of Conduct to specific computer and network technologies.
- * Educate the WPI community about the policies on the use of electronic facilities.
- * Ensure all members of the WPI community have appropriate access to a functional and safe network.
- * Prevent any misuse of, or damage to, computer assets or data.
- * Assist the University and employees in complying with federal and state legislation regarding information security, privacy, disclosure, computer crime, and other information and computer legislation.

Scope

This policy applies to all users of WPI technology resources. It applies to any system, software, components, or data which is connected to or utilizes the WPI network and its computer systems. It applies to both academic and non-academic communication and activities.

Policy

Users must satisfy the requirements outlined below.

- * Comply with the intended use of any system or service at WPI. All systems and services available at WPI are used for academic and campus business priorities, with non-academic use being a secondary activity. Users comply with the Acceptable Use Standards. Prohibited activities include, but are not limited to, the following misuses:
 - o Circumvention of WPI's technical, administrative, or process controls
 - o Any activity which disrupts, such as causing a failure or over using a system or service
 - o Subversion of a system or service for inappropriate or illegal use

- * Ensure the ethical use of WPI technology resources.

Use of any WPI system or service used for unethical or illegal activities is prohibited. Harassment, violations of privacy, inappropriate data use, and attacks using WPI technology are examples of such activities forbidden at WPI.

- * Respect personal property.

Use of the WPI systems or service used to compromise the integrity of, or improperly handle personal property regardless of status as a member of the WPI community, is not tolerated. Issues of 'hacking' as well as copyright infringements are not acceptable.

- * Respect WPI property.

Users must respect WPI's property rights. Illicit use of WPI systems and services, as well as use of WPI technology resources by those other than the WPI community, is forbidden without express permission of the university. The university retains the right at all times to audit and monitor any system, service, and data traffic within the WPI network to enforce the Code of Conduct and Acceptable Use Policy to prevent system intrusion and instability.

- * Respect all WPI policies as well as local, state, and federal laws.

WPI, and all of its membership, are subject to the federal, state, and local legislation. WPI and users comply with legislation. WPI forbids use of its resources for illegal activities.

Standards

The Acceptable Use Policy is administered through a collection of standards. These standards are reviewed as needed to provide consistent and timely rules of use. Users are expected to familiarize themselves with the standards and comply with them.

- * Network Usage Standard
- * Wireless Networking Standard
- * Responsible Copyright Standard
- * Common Website Usage Standard
- * Common Electronic Mail Standard
- * Proxy Usage Standard

Violations of Policy

WPI enforces the WPI Acceptable Use Policy and its standards at all times. The WPI Division of Information Technology may enforce this Policy on its own, but works in concert with the Office of Student Affairs, the Campus Judicial Board, and Human Resources to ensure fair and appropriate investigation, consideration, and consequences where appropriate. Consequences, with examples, are clearly specified in each standard whenever possible and appropriate.

Reporting

Report any violations of the Acceptable Use Policy to the Office of Information Security, at itsecurity@wpi.edu.

Questions and Assistance

Please address any questions about the Acceptable Use Policy to the Office of Information Security, at itsecurity@wpi.edu.

Network Usage Standard

Purpose

WPI's network is essential to the school's day-to-day operations. It handles academic, administrative, and research processes, as well as traffic from its campus residents. It is important that proper management and use be maintained at all times for acceptable performance and functionality. This standard will help define what can and cannot be performed on the network. It explains the following information:

- * Background.
- * Limits of the WPI network.
- * Expectations upon the network users.
- * Ramifications of failing to follow this standard.

Scope

This standard covers every machine and user that connects to the WPI wired or wireless network.

Background

The WPI network was created to facilitate WPI's business and academic progress, as well as pass useful and timely information to the WPI community. Commercial activity on the WPI network is only permitted for business done on behalf of WPI or its organizations, not for the benefit of private individuals or other organizations without authorization. This business activity must be authorized by WPI.

Since the WPI network is for the use of the entire university, denying its use through the forms of excessive traffic, running prohibited network equipment, or circumventing or exploiting security vulnerabilities to disrupt normal operations is prohibited. The network must be available at all times for all members of the university.

Network bandwidth is a finite resource that is managed in a reasonable fashion. Despite being an acceptable use of network bandwidth, network-intensive research work and other such enterprises should always be cleared with WPI Network Operations before proceeding. Also, non-academic applications may be blocked or limited in use if found to be causing problems with normal day-to-day operations.

Violations of privacy through network sniffing are not allowed. Although a useful diagnostic tool, it is too easy to disrupt normal operations or violate the privacy of others using a sniffer. Classes that are believed to need sniffers should contact Information Security (itsecurity@wpi.edu) before the class begins to work on these issues.

The University views personal network connections as a privilege and not a right for community members. The university reserves the right to suspend or eliminate personal computers from its network should they pose a business risk. Personal servers that are not owned by the university and perform a significant amount of non-academic related work are prohibited.

WPI users are required to register their systems for the WPI network and must only register machines that they own and use. Users are responsible for the activities on the machines that are registered to them, and will be held accountable for any legal or policy violations that occur. Systems for non-WPI community members (i.e. significant others, friends, family, etc) are prohibited either for full-time or casual use.

Standard

Users must register the system they own and use, and provide accurate registration information.

The following activities are prohibited:

- * Abusing network bandwidth by using over 10 Gigabytes of external Internet traffic in a day or more than 50 Gigabytes of external Internet traffic for a 7 day period. Exceptions may be made for academic, WPI operational, or research work.
- * Running a private business or advertisements on the WPI network.
- * Reselling WPI network resources is not permitted.
- * Disrupting normal operations for other users via excessive internal bandwidth (i.e. broadcast a storm of packets, causing excessive network traffic, making the network run slowly for others.).
- * Running unapproved network equipment. See the list of Prohibited Activities for an up to date list.
- * Circumventing security or exploiting security vulnerabilities, at WPI or on other networks.
- * Sniffing, and other forms of network wiretapping. Faculty or staff needing sniffers for academic pursuits will contact Information Security prior to their use.
- * Registering networked systems that are not directly owned or managed by the registrant, or are registered for those outside the WPI community

Consequences

Minor Offense: Faculty, staff, and students will be warned and this policy will be explained. Computers and resources that are mediums for the violations may be disabled until the owner has a discussion about the violation. A second minor offense counts as a major offense.

Major Offense: Faculty, staff, and students will need to speak with a member of Information Security about the violation. A student's network access for their personal computers will be suspended from the point the second violation is discovered to one week after the violation is explained and a notice will be sent to the Student Affairs Office. A second minor offense counts as a serious offense.

Serious Violations: Faculty, staff, and students will need to speak with a member of Information Security about the violation. Those students with repeat offenses or who exhibit malicious intent to compromise, disrupt, or circumvent security will be referred to the Dean of Students Office for resolution, which may include forwarding to the Campus Hearing Board (CHB). The student will have their network access for their personal computers suspended pending the resolution of the case. Other computing resources may be suspended if they were involved in the student's transgressions.

Wireless Networking Standard

Purpose

WPI's wireless network provides wireless access to the internet and the WPI network, expanding on and sometimes overlapping the locations already provided by the wired network. This purpose of this standard is to provide for the continued security and accessibility of the wireless network. The standard explains the following information:

- * Technical needs for the WPI Wireless Network and surrounding airspace.
- * Prohibited activities that could potentially degrade the security or availability of the network.
- * Ramifications of failing to follow this standard.

Scope

This standard covers the WPI community and equipment of the WPI community working within the wireless airspace.

Standard

WPI Faculty and Staff will contact Network Operations for assistance with research plans based in wireless networking technologies. Professors seeking to perform wireless research should contact Network Operations for assistance to ensure that any wireless configurations do not interfere with the WPI production network and that any criteria for the research are met.

WPI employees, students, and any other wireless users adhere to any and all of the following:

- * Do not use the WPI ESSID in non-WPI wireless access points.
In order to ensure a safe and secure network, access points must properly identify themselves. Using network names commonly referred to as ESSIDs, which mimic or suggest official WPI network access is misleading.
- * Do not use wireless sniffers.
- * All WPI wireless access points on campus must be managed by Network Operations
Using non-WPI managed access points on campus is prohibited as it may allow unauthorized individuals to access the WPI network and degrade performance.
- * Do not bridge a WPI wired connection to any wireless network without express permission of WPI Network Operations
- * Do not use wireless services or software that interferes with normal functionality or perform any activity that denies wireless network use.
- * Do not distribute the WPI wireless passwords, certificates or installer.
- * Do not violate the privacy of other wireless users.

Consequences

First Offense: Faculty, staff, and students will be warned and this policy will be explained. Computers and resources that are mediums for the violations may be disabled until the owner has had a discussion about the

violation. This violation will be explained by a member of the Information Security office.

Second Offense: Faculty, staff, and students will need to speak with a member of Information Security about the second violation. A student's network access for their personal computers will be suspended from the point the second violation is discovered to one week after the violation is explained and a notice will be sent to the Student Affairs office. Other resources may also be suspended for a week if they were involved in the student's transgressions.

Serious Offense: Serious Violations: Faculty, staff, and students will need to speak with a member of Information Security about the violation. Those students with repeat offenses or who exhibit malicious intent to compromise, disrupt, or circumvent security will be referred to the Dean of Students Office for resolution, which may include forwarding to the Campus Hearing Board (CHB). The student will have their network access for their personal computers suspended pending the resolution of the case. The CHB may adjudicate further based on the findings of the case. Other computing resources may be suspended if they were involved in the student's transgressions.

Responsible Copyright Standard

Purpose

WPI, as an educational institution, abides by federal copyright legislation. Students and employees are expected to properly handle copyright information. It is not only expected, but federally required that these copyrights of intellectual and creative work be enforced both by managing how copyrighted materials are used and the methods by which they are distributed and protected.

WPI Copyright Compliance Policies are posted on the WPI Copyright Compliance website. Questions regarding these policies should be addressed to the WPI Compliance Officer.

Although overall matters of copyright are the responsibility of the WPI Compliance Officer, the Information Security Office is tasked with enforcement of copyright as it applies to the Acceptable Use Policy.

The purpose of this standard is to:

- * Explain the appropriate and prohibited use of the WPI network with regard to the WPI Copyright Compliance Policy.
- * Explain the ramifications of failing to follow this standard.

Scope

This standard covers all faculty, staff, and students who use and share copyrighted material with others via the WPI network or computing resources.

Background

WPI Copyright Compliance Policies are posted on the WPI Copyright Compliance website. Questions regarding these policies should be addressed to the WPI Compliance Officer.

Copyright

Copyright is a form of protection provided by the laws of the United States (Title 17, U.S. Code) to the authors of original works of authorship including literary, dramatic, musical, artistic, and certain other intellectual works. This protection is available to both published and unpublished works.

Assume materials found on the Internet are copyrighted unless a disclaimer or waiver is expressly stated. Note that there does not have to be a statement that the material is copyrighted for it to be copyrighted; any original work created in recent years is automatically copyrighted according to U.S. law. The copyright holder has extensive rights. Before any display of the material, contact with copyright holder must be made and permission must be given by the copyright owner.

Failure to abide by these legal and contractual restrictions may result in civil or criminal prosecution beyond any disciplinary action taken by WPI.

Examples of common copyright violations:

- * Displaying pictures or graphics that have not been personally created.
- * Offering video or sound recordings that have not been personally recorded.
- * Placing any materials owned by others, on web pages, or for other display, without the expressed permission of the copyright owner. (i.e. cartoons, articles, photographs, songs, sound bites, movies, software, graphics scanned in from published works or other web pages).

Placing copyright attribution on the displayed material is not sufficient to enable its display; Contact must be made to that copyright owner to be assured that the display is acceptable prior to its release.

Fair Use

Educational institutions enjoy special exemptions from copyright protection, called Fair Use, whereby reasonable portions of copyrighted material may be distributed by instructors to students in a class. If copyrighted materials are to be placed on the web for a course, the materials must be restricted to participants in the course. The WPI Information Technology Division (IT) can offer assistance to accomplish this end. All class materials do not have to be protected in this way, but material is acceptably protected if the instructor places the information which is copyright protected in its own directory in the web and then uses a web page designed to restrict logins to a class. The fair use code is simple. For further information please refer to the Stanford University Copyright and Fair Use website.

Licenses

The programs offered for use on the campus computers typically have licenses which restrict their use to the computer on which they are installed and are for educational purposes. The software is copyrighted. Although this is not an exhaustive list, licensing rules and copyright are likely to be violated by:

- * Reselling or giving away licensed programs or data.

- * Using educational-licensed programs or data for non-educational purposes.
- * Using programs or data for financial gain.
- * Using programs or data without being among the individuals or groups licensed to do so.
- * Making WPI license keys publicly available without authorization.

Digital Millennium Copyright Act (DMCA) Violations

When violations of copyright are reported from third-parties outside of WPI they are often referenced as “DMCA violations”. WPI is provided with a report specifying the copyrighted materials and how it was discovered. In these cases, the infringing WPI system will be disabled until resolution of the issue can occur. This is to comply with aspects of the DMCA Safe Harbor guidelines. Before such actions are taken, reasonable steps are taken to ensure a correct and accurate report has been filed.

Standard

- * Using the WPI network to violate federal copyright legislation is prohibited by WPI.
- * Using the WPI network to violate WPI’s Copyright Compliance Policies is prohibited.
- * Violations of WPI licensing contracts are prohibited.
- * Systems will be disabled when proper DMCA violations are reported.
- * Failure to follow any of the rules above will result in appropriate consequences being applied to individuals.

Consequences

First Offense: Faculty, staff, and students will be warned and this policy will be explained. Computers and resources that are mediums for the violations may be disabled until the owner has a discussion about the

violation. This violation will be explained by a member of the Information Security Office.

Second Offense: Faculty, staff, and students will need to speak with a member of Information Security about the second violation. A student's network access for their personal computers will be suspended from the point the second violation is discovered to one week after the violation is explained and a notice will be sent to the Student Affairs office. Other resources may also be suspended for a week if they were involved in the student's transgressions.

Third/Serious Offense: Faculty, staff, and students will need to speak with a member of Information Security about the violation. Those students with repeat offenses or who willfully violates copyright with intent to distribute for any reason will be referred to the Dean of Students Office for resolution, which may include forwarding to the Campus Hearing Board (CHB). The student will have their network access for their personal computers suspended pending the resolution of the case. The CHB may adjudicate further based on the findings of the case. Other computing resources may be suspended if they were in involved in the student's transgressions.

Common Website Usage Standard

Purpose

PI's public websites are used by members of the WPI community and the world at large. They allow WPI to provide information about itself and its community. To help protect and maintain availability to these resources, this standard explains the following information:

- * Proper use of WPI websites for the WPI community.
- * The ramifications of failing to follow this standard.

Scope

This standard covers all WPI-managed websites. Please note that some servers may have additional standards.

Background

The web at WPI has a multitude of uses. Potential students may learn about WPI and even apply to the university. Researchers can get information on programs at WPI. Alumni may browse information especially for them. Students, faculty, and staff may offer their web pages for public display.

Unfortunately, excessively popular pages may swamp the web so that these functions cannot be accomplished. The web has specific traffic limitations; a site without an academic mission should not consume extensive resources. It is possible that some web page, which is consistent with the academic mission of WPI, will become very popular, and this situation will be managed with best effort to keep it available.

Commercial activity, such as running a business or placing advertisements on a webpage violates many educational licenses.

Standard

* Using over 10% of a webserver's total daily bandwidth for a site will result in a warning.

* Using over 20% of a webserver's total daily bandwidth for a site will result in it being shut down immediately.

* Performing commercial activities on a WPI webserver is prohibited.

Using a webserver for illicit purposes (storage or distribution of prohibited or copyright materials, harassment, discriminating people, violations of privacy acts, violations of academic honesty policies, etc.) is prohibited.

Consequences

Users may have their right to use WPI webserver limited and removed. A student's major violations will be sent to the WPI Judiciary Committee which can result in consequences ranging from sanctions to expulsion from the University.

Common Electronic Mail Standard

Purpose

WPI's Electronic Mail (E-Mail) system is one of the most used resources of WPI. It processes the messages of the entire WPI community each day. WPI's central electronic mail services are provided by the WPI IT Department. Individual departments may manage their own mail systems. The purpose of this standard is to protect the WPI E-mail system. To that end, the standard explains the following information:

- * Proper use of E-mail for the WPI community.
- * Unacceptable use of WPI's E-mail service.
- * Ramifications of failing to follow this standard.

Scope

This standard covers all those who use a WPI E-mail address provided by the WPI IT Department.

An individual department's mail is subject to this standard as it passes through WPI's central processing system.

Please note that several internal E-mail lists have additional standards.

Standard

E-mail is not used to:

- * Never send your WPI password in e-mail for any reason.
- * Send unauthorized bulk E-mail (SPAM).
- * Send excessive messages which cause high load or system disruption.
- * Harass users or groups, either to the WPI community or those external to WPI.
- * Impersonate an individual or group
- * Allow unauthorized individuals to use WPI E-mail

Electronic mail is a fast, convenient form of communication. It is easy to send electronic mail to multiple recipients; a message can be sent to many

recipients simply by specifying a single list name (i.e., by using a mailing list). However, this ability to send messages to many people makes it easy to misuse the system.

First and foremost, excessive E-mails are never sent, as to do so would bog down the E-mail system which can delay message delivery and ultimately bring the system to a standstill. Users utilize the most optimal way to communicate, which is not always E-mail. For example, class discussions may largely take place on a myWPI discussion board, whereas singular announcements may be sent via an appropriate mailing list. The general rule is: use E-mail to communicate with other specific users, not to broadcast announcements to the user community at large.

This standard is not based on etiquette alone: the mail system simply does not have the capacity to process a very large number of E-mail messages at once. When a user sends out an announcement to a huge list of recipients, the mail servers get overloaded, disks fill up, and staff intervention is required. The overall result is a negative impact on the quality of service provided for all users.

There are approved ways to send large mailings to the WPI community and users should not attempt to make their own methods. Users should contact the CCC Helpdesk for help with using an approved method.

Finally, the proliferation of electronic chain letters is especially abusive of the E-mail system and the network. Chain letters waste valuable computing resources, and may be considered harassment. Creating or forwarding chain letters may subject the sender to university disciplinary proceedings.

Commercial activities are not performed using WPI E-mail systems unless under the supervision of officially recognized campus organizations. In the same way, it is unacceptable to use WPI's E-mail systems to send bulk commercial messages (SPAM) or to run a personal business.

The university's harassment policy extends to the networked world. For example, sending E-mail or other electronic messages which unreasonably interfere with anyone's education or work at WPI or any other institution, using WPI as a base, may constitute harassment and is in violation of the intended use of the system.

Impersonating other individuals using the WPI E-mail system is forbidden. Also, users should not allow anyone to use their E-mail account. Legitimate community members who do not have an E-mail account or cannot access it may contact the CCC Helpdesk at ext. 5888. Spammers are constantly trying to gain access to WPI's e-mail system. Such access would provide them a powerful base from which to send spam. You are responsible for your WPI e-mail account and you must protect it from this illicit use. Never give out your password. WPI IT administrators do not need it and will never ask for it via email or any other mechanism.

If you need to type your username and password into a WPI webpage, be sure your browser is at a WPI.EDU web page and that link is secure. If a page is secure, typically the browser shows a padlock somewhere in the margins; be familiar with this indicator whenever you are entering sensitive information in any web site. More information on spamming and phishing can be found on the Information Security anti-phishing page.

Consequences

Users who abuse E-mail services may have use of those accounts limited. Major violations by students are sent to the WPI Judiciary Committee, which may result in consequences ranging from elimination of E-mail access to suspension or expulsion from the University.

WPI Proxy Server Usage Standard

Purpose

The WPI Proxy server provides a mechanism for those off-campus community members to use WPI resources effectively. To help protect and maintain availability to these resources, this standard explains the following information:

- * Proper use of WPI proxy server for the WPI community.
- * The ramifications of failing to follow this standard.

Scope

This standard covers the WPI Proxy Service.

Background

The WPI Proxy server has a number of uses for allowing off-campus community members to access WPI resources quickly and easily. Usually the proxy is for less-sensitive activities like browsing library resources.

Unfortunately, the WPI proxy server allows for users to appear anonymous, even if they are not to WPI administrators. The resource can also be overwhelmed by excessive load.

Standard

- * Using this resource on-campus is prohibited.
- *Downloading over 2 GB in a 24-hour period is prohibited
- * Using the proxy server as a mechanism for other illegal activities or policy violations named or implied by the WPI Acceptable Use Policy or the WPI Code of Conduct.

Consequences

Users may have their right to use WPI proxy servers limited and removed. A student's serious violation may be referred to the Dean of Students Office for resolution, which may include forwarding to the Campus Hearing Board (CHB).

Reporting

Report any violations of the Acceptable Use Policy to the Office of Information Security, at itsecurity@wpi.edu.

Questions and Assistance

Please address any questions about the Acceptable Use Policy to the Office of Information Security, at itsecurity@wpi.edu.

Appendix B

Emergency Protocol

In the case of an emergency, procedures appear in the School Crisis Handbook and will be supervised by a school administrator.

Appendix C

Grievance/Complaint Procedure for Students

Purpose: The following grievance/complaint procedure is established to meet the requirements of the Federal Civil Rights Laws: **Title VI** (race, national origin), **Title IX** (sex equity), **Section 504** (disability) and **General Law c.76 sec. 5** (race, color, sex, religion, national origin, sexual orientation). Any student filing an alleged violation should use this procedure.

Scope: This grievance procedure is an internal procedure of the Academy. Use of this procedure does not prevent the claimant from pursuing other remedies available under the law through the Office of Civil Rights or the Department of Education. It is suggested, however, that the internal procedure be attempted first to resolve any alleged violations.

How to file a complaint

Step One:

- A student with a concern should first contact his/her assigned advisor to discuss the issue with the objective of resolving the issue promptly and informally. The student should do this as soon as possible following the alleged violation, but no later than thirty (30) days after the incident. If needed, a meeting involving the parties and the principal can be held.

Step Two:

- If the complaint has not been resolved in Step One or if the student does not wish to use Step One, the student should file

the complaint in writing. The complaint should include the name, address and telephone number of the student filing the complaint and should describe the circumstances giving rise to the complaint. A faculty or staff member may assist the student in registering the complaint if the student wants help.

- Reasonable accommodations, such as a personal interview or a tape recording of the complaint, will be made available for students with disabilities who are unable to submit a written complaint. Complaints will be treated with confidentiality.
- Complaints should be addressed to:

Robert Traver
Principal
Massachusetts Academy of Math and Science
85 Prescott Street
Worcester, MA 01605

- The complaint should be submitted as soon as possible, but no later than ten (10) working days after the conclusion of Step One or thirty (30) calendar days after the alleged incident. An investigation, as deemed appropriate, shall follow the filing of the complaint. The principal may meet with the student to discuss the complaint. Any other interested persons will be given an opportunity to submit evidence relevant to the complaint.
- A written determination as to the validity of the complaint and the description of the resolution, if any, shall be issued by the principal and a copy forwarded to the complainant no later than twenty (20) school working days after its filing. The response will explain the position of the Academy and offer options for substantive resolution of the complaint. These deadlines may be waived by mutual agreement.
- The principal shall maintain the files and records of the Academy relating to any complaints that are filed.

Step Three:

- If the complaint has not been resolved in Step Two, the student may appeal that decision to the director of the Academy.

Robert Salvatelli
Director
Massachusetts Academy of Math and Science
85 Prescott Street
Worcester, MA 01605

- Such appeal must be filed in writing with the director no later than ten (10) working days following the issuance of the principal's report.
- Within fifteen (15) school working days, the director shall meet with the student and interested parties and review the complaint and the report of the principal. The director shall respond to the appeal in writing within fifteen (15) days of the meeting.

Step Four:

If the complaint has not been resolved in Step Three, the student may appeal that decision to the Provost of WPI:

Eric Overstrom
Provost
Academic Affairs
Boynton Hall, 1st Floor
WPI
100 Institute Road
Worcester, MA 01609