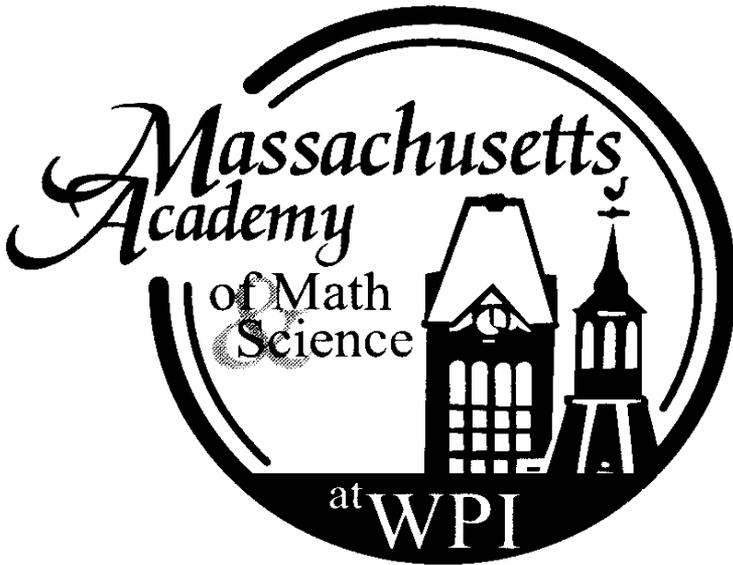


Student Handbook

2016-2017



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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.

Edited August 2016

Who We Are

The Mass Academy of Math and Science at WPI is a public, co-educational school of excellence which enrolls about 100 academically accelerated 11th and 12th graders each year. The school emphasizes Math and Science within a comprehensive, interactive academic program that incorporates the Liberal Arts. The rigor of the junior year classes exceeds high school honors and AP programs, emphasizing depth over breadth and engaging students in project-based learning and more than 1100 hours of instruction. Seniors complete a full year of college at Worcester Polytechnic Institute, a nationally ranked engineering school, thus making the Academy the only public school in Massachusetts where students attend a private university full-time as seniors in high school.

Our Mission

The mission of the Massachusetts Academy of Math and Science is to prepare students to be leaders in global innovation by engaging them in rigorous, relevant, and integrated and collaborative learning experiences with a STEM focus, incorporating the liberal arts and authentic research, in a community committed to the following:

- Lifelong learning by providing the tools, skills, and strategies for students to engage actively in their own education
- Dynamic and evolving curricula which are project based, interactive, and technologically advanced
- Excellence and innovation in education, providing resources for schools and students in the Commonwealth of Massachusetts

Core Values

- Collaboration
- Intellectual Curiosity
- Perseverance
- Student Centered Learning
- Project Based Learning
- A Supportive Community-Based Environment

Beliefs About Learning

- All students have potential to achieve
- Students learn best when given the opportunity to teach others in a collaborative environment
- Students acquire a deeper knowledge through interactive project based learning experiences
- Optimal learning occurs in a safe, supportive community that maintains high expectations

Expectations

Academic

- Students will work independently and collaboratively
- Students will communicate clearly and effectively
- Students will use appropriate research methodologies to evaluate information and synthesize innovative ideas and products
- Students will use technology to research, organize, evaluate, and present information
- Students will become critical thinkers and apply problem solving skills

Social

- Students will demonstrate appropriate personal, interpersonal and professional skills and behaviors
- Students will demonstrate civility, integrity, and a respect for diversity

Civic

- Students will be active members of their school and 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 to create 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 11th and 12th grade students who are residents of Massachusetts regardless of race, sex, gender identity, color, religion, national origin, sexual orientation, or disability. The Academy offers students access to many WPI services, activities and facilities.

Students from Massachusetts public and private schools and home schooled students apply for admission to the Academy in their 10th grade. In grade 11, Academy students attend a full-day program taught by Academy faculty. In grade 12, Academy students are enrolled as full-time students at WPI.

Academic, Social, and Community Requirements

Academic requirements are based on the belief that all Academy students are capable, interested, and motivated. We expect students to be on-task during academic hours. For situations in which students fail to meet the academic, civic, or social expectations of the Academy, policies have been established to address the best interests of students and meet obligations to the Commonwealth that may include students returning to their sending schools or local public schools.

Community Service

All Academy students must complete 50 hours of documented, supervised Community Service annually. This service is an opportunity for students to acknowledge the support of the Commonwealth by working directly with the disadvantaged members of our society. Students may not receive payment for their service.

The Academy Director pre-approves all Community Service before it can be counted toward the required hours. Juniors must complete and document their grade 11 Community Service requirement in order to enroll for their senior year courses. Seniors must complete and document their grade 12 Community Service requirement in order to receive a diploma from the Academy.

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 contact the Academy between the hours of 7:00 AM and 3 PM. General calls or emails should first be made to the Operations Manager (areardon@wpi.edu).

Calls pertaining to academic or policy matters will be forwarded to the Academy Director, who will then contact the appropriate faculty member(s) if necessary, and a corresponding reply will follow.

A main goal at Mass Academy is for students to develop self-advocacy and individual communication skills. The primary means of communication about academic progress is from teacher to student to parent.

School Hours

The Academy will generally be open from 7:15 AM to 4:45 PM Monday through Friday.

School hours for juniors are Monday through Friday 7:45-2:45. Occasionally the Academy makes changes to these times, and parents/guardians will be notified in advance. Juniors must sign in by 7:40 AM and report to first period by 7:45 A.M.

A junior's parent/guardian must notify the Academy office before 7:40 AM if a junior is too ill to attend school on a given day.

Unless the Academy Director has authorized an early leave, all juniors must stay until the end of the school day. If unauthorized absences, tardy arrivals, or early dismissals become excessive, disciplinary action will be taken.

Certain mandatory extracurricular activities such as competitions or field trips may require students to return to the Academy for dismissal after 4:45 PM. Students and parents/guardians will always be notified in advance if such a late dismissal is anticipated.

School hours for seniors are dictated by their individual schedules and will likely vary from term to term. **Seniors must sign in at the Academy before their first class of the day and sign out at the Academy after their last class of the day.**

Students needing to remain at school beyond 4:45 P.M. can take the Gateway shuttle to the WPI campus.

Grade 11 Academics

The grade 11 academic program includes courses in Math Modeling, Physics, Humanities, Foreign Language, Scientific and Technical Writing, and Computer Science. All grade 11 students conduct a major independent research project (STEM I) and participate in a group engineering project (STEM II). Students also participate in various Extra-curricular activities and in Physical Education classes. Juniors also have a summer reading requirement that must be completed before classes begin. Academy faculty identify books for summer reading and distribute assignments at new student orientation in May, and the texts are discussed and/or written about before junior classes begin. Summer reading assignments are graded on a Pass/Fail basis.

Academy staff maintains high expectations for student performance. All core courses are rigorous and fast moving, and teachers employ various teaching styles. Student assessment is based on written tests, portfolios, presentations, research projects, and class participation.

All juniors take the PSAT during the fall, and students who have not taken the grade 10 MCAS in Mathematics, English Language Arts, and Science take these at the Academy in the spring of grade 11.

Students, parents, and/or guardians receive performance reports for courses each of the four academic terms. Parent/guardian conferences with Academy faculty are held after the Term A performance reports are received. Parents, faculty, and the Director may also request additional meetings throughout the school year.

- For Term A, students receive narrative assessments that describe their progress in each course.
- For Term B, students receive interim letter grades in each course.
- For Term C, students receive interim grades and narrative assessments for each course.
- For Term D, students receive final grades for each course. These are the grades that appear on students' transcripts.

Academy course grades are A, B, C, D, or NR (No Record). Grades below C are not considered passing grades at Mass Academy.

During Term D, juniors select and register for their senior year classes at WPI, all of which must be approved by the Academy faculty.

Promotion to senior year is not automatic: eligibility is determined during a review of each student's junior year performance. In order to advance to senior year at WPI, juniors must earn final grades of C or better in all junior courses and fulfill the Physical Education, Extracurricular, and Community Service requirements, as well as the Academy Chemistry requirement - which is the satisfactory completion of a secondary level chemistry course (taken either at their sending school or at the Academy). Students must also successfully complete their STEM I research project. Students who do not meet these minimum requirements will likely be dismissed from the Academy at the end of junior year.

The faculty reviews each student at the end of junior year to assess their preparedness for University level curriculum and independent learning, including overall grade performance, behavior and discipline record, attendance patterns, ability to meet deadlines, and ability to work independently and in groups. If there are major concerns in any of these areas, a meeting with the student and parents will be held to decide on the best educational pathway for the student, including senior year at a traditional high school.

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

Grade 12 Academics

The grade 12 academic program requires the successful completion of twelve academic college courses at WPI, two one-term Physical Education courses (or the equivalent), and a Senior Independent Study Project (SISP). In addition, seniors must complete their summer reading assignments before the start of senior year, and also must perform 50 hours of Community Service.

Seniors must take three courses (approved by Academy faculty) in each of seven-week terms (A, B, C, and D) at WPI. Each term must include:

- One Mathematics course
- One Humanities course
- One Science, Computer Science, or Engineering course

Two of the Math courses must be Calculus 1021 and 1022 (or their equivalent), and students must pass the basic skills Math exam that is part of the calculus sequence. The typical Math sequence is Calculus 1021, 1022, 1023, and 1024. One of the Science courses can be a 1/6 unit Biology or Biotechnology laboratory course. Two of the Humanities courses must be in English Language and/or Literature. One of the remaining Humanities courses must be in U.S. History for any Academy student who did not take a course in United States History at his/her former high school.

WPI course grades are A, B, C, or NR. For an Academy senior, a grade of NR is a failure. Failure in a Term A course will result in a student being dismissed 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 graduation requirements by the end of the senior year.

With the WPI quarter system, each 7-week course is equivalent to a 14-week course in a standard college semester, and as a result each course moves very quickly. At the midpoint of each term, WPI faculty members provide informal progress reports on Academy seniors enrolled in their classes. Although Academy faculty advisors (see below) work closely with any students who are in difficulty, that Academy seniors must monitor their own performance and, if necessary, seek immediate assistance from Academy or WPI faculty, and/or members of the WPI Math and Science Help (MASH) program or the WPI Writing Center.

In Term B, and again in term C or D, a student may opt to take a fourth WPI course (an overload). This option may be exercised only if the student has earned a grade of A in each course in the preceding term, has fulfilled all obligations for the previous terms (attendance, conferences, advising appointments, Community Service), and has the written approval of the Academy Director. An overload course will neither reduce the three-course per term requirement nor serve as a substitution for a course in which a student received an NR grade.

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 also be requested from the Registrar's Office at WPI. An Academy transcript, which includes WPI grades, may be requested from the Academy.

A failure in Terms B, C, or D will prompt a re-evaluation of the student's enrollment at the Academy and may lead to dismissal. In the event of a Term B, C, or D failure (in a course or SISP), a student who is not dismissed must make up the failed course or SISP 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 Academy Director and must be taken at the student's expense. An Academy senior who fails two or more WPI courses, or a WPI course and his/her SISP, will not receive an Academy diploma and may not participate in the Academy commencement.

SISP (Senior Independent Study Project) requires the student to plan and execute an independent study project of approximately 100 hours in duration. The Academy faculty approves all SISP projects, and topics range widely. A student's senior Academic Advisor monitors progress and awards the final grade. Details appear in the SISP handbook, available on the Academy website. SISP grades are Pass/Fail and appear on the Mass Academy transcript.

There is also a summer reading requirement that students must complete between grades 11 and 12. Academy faculty identify books for summer reading at the end of junior year. The texts are discussed and/or written about before classes begin at WPI in senior year. Summer reading assignments are graded on a Pass/Fail basis.

Grade 12 Advising

Academy faculty serve as resources for students needing information and personal advice. They understand the difficulties that students face, respect their privacy, welcome their perspective, and provide overall support.

- Each senior student is assigned an Academic Advisor at the Academy who monitors that student's academic performance, community service, college application process, and progress in that student's SISP through regular, required weekly or bi-weekly meetings.
- The Academy's College Counselor advises each student on college selection, SAT preparation, and scholarships, and also coordinates each student's college application process.

Grade 11 Attendance Policy

- 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 is absent. On the day the student returns to school, a note explaining the illness and written by the parent/guardian must be submitted to the Academy office
- **Juniors who do not sign-in at the Academy by 7:40 AM will be considered tardy. Students tardy more than three times will receive written warning from the Director and will be placed on probation.**
- 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 advance by completing the Anticipated Absence Form one week in advance when possible.** The student must make arrangements to make up missed work.
- On rare occasions, a student may be excused from school for a religious obligation or participation in an educational experience or family activity that requires their absence for a day or more. Students must submit **the Anticipated Absence Form one week in advance when possible.** The Director will consider such factors as the nature of the activity, the student's academic standing, and the student's attendance record before deciding whether such an absence will be approved. If the absence is approved, the student needs to arrange to make up any missed work.

- Juniors are expected to be in the Academy building at all times during the school day unless they have permission from the Director to leave the building to pursue academic activities (e.g. for STEM I or STEM II) or when participating in a class or Extracurricular activity accompanied by a teacher (e.g. Robotics or Mock Trial competition).
- Absences for vacations at times other than those scheduled on the school calendar are not authorized because they interrupt the educational process.
- Because attendance is a major consideration in promotion to WPI for senior year, students with excessive absenteeism or tardiness may not advance to senior year, even with sufficient academic grades.

Grade 12 Attendance

Seniors must attend all WPI classes, labs, and conferences, meet their advisors as arranged, and attend all senior class meetings.

- Students must sign in at the Academy office **30 minutes before** their first class and **after** their last scheduled class of the day. This allows the Academy to monitor attendance as required by the state, confirm that the student is on-campus, and personally communicate information that may be needed by the student.
- 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 submitted to the Academy office. Seniors must communicate directly with individual professors regarding absences and requesting permission to make up any missed work.

- 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 student must complete the Anticipated Absence Form.** Seniors must communicate directly with individual professors regarding absences and requesting permission to make up any missed work. Understand that some professors may not grant make-ups or extensions.
- On rare occasions, students may be excused from school for participation in an educational experience, religious obligation, or family activity that requires their absence for a day or more. **Students must submit a request in writing to both the Academy Director and to individual professors at least two weeks prior to the anticipated absence.** The Director will consider such factors as the nature of the activity, the student's academic standing, and the student's attendance record before deciding whether such an absence will be approved. If approved, the student needs to make arrangements to make up missed work. Professors may not grant special arrangements.
- **Vacations other than those noted on the school calendar are not authorized because they interrupt the educational process.**
- **Excessive absences for college visits, particularly D term, may not be granted by WPI professors and may negatively impact grades, so plan accordingly. Visits should happen during school vacations or on weekends.**
- Each term (4 per year), seniors will be required to attend a mandatory class meeting, at the request of the Academy Director.

Failure to adhere to this attendance policy will result in disciplinary action that could include detention, loss of senior standing, a meeting with parents/guardians, and/or a review by faculty and the Academy Director to determine whether the student will continue at the Academy.

Physical Education

During junior year, all students meet once a week in scheduled Physical Education classes with a WPI instructor.

In senior year, students must take two terms of Physical Education (or the equivalent) selected from these options:

- Enrollment in Physical Education courses at WPI, preferably during A and C terms
- Enrollment in instructional classes in WSI, SCUBA, karate, fencing, dance, gymnastics, etc. (with the approval of the Academy Director)
- Participation in club or team sports programs at his/her sending school (with the approval of the Academy Director)
- Participation in an organized club sport, defined as having an adult coach and formal schedule (with the approval of the Academy Director).

Any senior who is fulfilling his/her Physical Education requirement with an outside program, instead of a WPI course, must submit a P.E. Approval form (available in the office or on the Mass Academy website) before the course begins in order to receive credit for the course and must provide subsequent documentation that the course was successfully completed.

Sports Participation/MIAA Waivers

The Massachusetts Interscholastic Athletic Association has ruled that Academy students may participate in competitive sports sponsored by their sending high schools. **An Alternative, Non-traditional Education Rule #52 participation agreement must be reached between the principals of the sending high school and of the Academy. A waiver must also be submitted to the MIAA by the A.D. of the school where the student will be participating, one term before the athletic season begins.**

Extra-curriculars

Academy students and faculty create Extra-curricular opportunities in response to their own needs and interests. Representative activities include: FIRST-Robotics, Yearbook, Drama, Literary Magazine, Math Team, Mock Trial, Art Club, and Cyberpatriot. With regard to those extracurricular activities offered by the Academy, it is expected that students will participate and/or compete with the Mass Academy team, club, or organization rather than with comparable groups at their sending schools. Students may not directly compete against a Mass Academy team (i.e. may not join a sending school Math Team and directly compete against Mass Academy).

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.

Juniors are required to participate in Extra-curriculars at Mass Academy or with their sending schools both semesters during the school year for a minimum of 10 hours per semester. These programs will run at Mass Academy from 3:00-4:30 PM on most afternoons. Attendance and participation is mandatory, as it would be in a regular Mass Academy class. Some programs will require more than 10 hours of participation.

All Extracurricular programs outside of Mass Academy must be pre-approved by the Director, and documentation of completion must be provided by the student to Mass Academy in order to receive credit. Outside programs that require excessive absence from the school day at Mass Academy may not be approved.

Student Government

Each class elects student government representatives. These include:

- Co-Presidents (2)
- Secretary
- Treasurer
- Committee Chair
- FIRST Representative (junior year only)
- School Council (3 juniors; 3 seniors) – two year commitment

All students are 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 members, students must submit application letters to the NHS advisor during junior year, justifying their membership. After faculty approval, students who continue to meet NHS criteria will have their membership entered into their records in time for college applications.

Summary of Junior and Senior Year Requirements

	Academic Requirements	Physical Education	Community Service
Junior year	Grade 11 Academy courses in Math Modeling, Physics, Foreign Language, Scientific and Technical Writing, Humanities, Computer Science, STEM I and II; satisfactory completion of a secondary level Chemistry course; PSAT and MCAS exams (if required), summer assignments participation in Extra-curriculars at MAMS or with sending school. Summer reading	Weekly Physical Education class	50 hours
Senior year	Four (4) WPI Math courses, including 1021 and 1022 or equivalent Four (4) WPI Science courses Four (4) WPI Humanities courses SISP Summer reading	Physical Education courses or sports participation during two (2) terms, selected from the list of options	50 hours

Graduation

The Academy grants a high school diploma for successful completion of the program. All seniors participate in the Academy's commencement exercises unless they have received two or more grades of NR (in which case they are ineligible for a Mass Academy diploma) or have other outstanding obligations (disciplinary, community service, or fiscal). Students who receive one NR or who do not complete their Community Service or SISP requirements will not receive their diplomas at commencement; however, an Academy diploma will be issued for any student who subsequently meets these requirements 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 to determine eligibility for its diploma

Intellectual Property

Policy Summary:

It is the policy of Worcester Polytechnic Institute (WPI) to encourage creativity and entrepreneurship among its faculty, students, and staff. WPI invests in this endeavor by making available its own facilities, equipment, personnel, and information resources. WPI also actively seeks specific support for creative activity from external sources, both public and private.

The Policy supports the strategic goals of creating an outstanding student experience that promotes personal and intellectual development; recruiting and retaining excellent students, faculty and staff; and strengthening research, and scholarship, as well as institutional financial resources.

Inventions, discoveries, and creative works that are developed by individuals at WPI, may have commercial as well as scientific and scholarly value. The intent of this policy is to provide incentives that foster creative activity and to help assure that any such intellectual property produced will be exploited for the benefit of the creator(s), WPI, and the public. To help meet these policy objectives, WPI makes available from the Office of Intellectual Property and Innovation's, technical and legal assistance to protect ownership of intellectual property and to aid in its commercial development.

The specific aims of this policy are the following:

1. to encourage creativity among, WPI faculty, students and staff;
2. to increase the likelihood that ideas, inventions, and creative works produced at WPI are used to benefit the public;
3. to protect the traditional rights of the creator(s) with respect to owning the products of their intellectual endeavors;
4. to assure compliance with the provisions of contracts with external sponsors; and

5. to provide that, when intellectual property is introduced for commercial development, the creator(s) and WPI share any net profits, where appropriate.

The full policy can be found at:

<http://www.wpi.edu/offices/policies/intell.html>

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 Academy standards may incur penalties up to, and including, dismissal.

Standards of Academic Honesty

Students, faculty, and parents/guardians 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 outcomes, data, or other findings
 - Invention of sources
- **Plagiarism:** a student's work that is not primarily his or her own creation with copied, paraphrased, and/or summarized material without appropriate citation of sources.

Examples of plagiarism include the following:

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

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/offices/policies/honesty/policy.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: Bullying, Cyber-bullying, and Retaliation

The complete Anti-Bullying Policy and Plan is posted on the Academy website. 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.

Ch 269 Section 17. Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.

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

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

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

Section 19. Each institution of secondary education and each public and private institution of post-secondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and

eighteen; provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams or organizations.

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

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

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

regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such report.

Any person who subjects another to physical, verbal (including written and/or visual materials), 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, gender identity, 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.
- **Cyber-bullying** as defined in M.G.L.C.71 s.370 is bullying through the use of technology or any electronic communication, which shall include, but not limited to any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by wire, radio, electromagnetic, photo electric or photo electronic or communications, instant messages or facsimile communications.

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

No student, faculty member, or staff member 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 the Policy on Use of Computers in Appendix A.)

Theft, including intellectual and software theft, is absolutely unacceptable at the Academy. (See the 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 permission from the school administrator and in designated areas only.

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 and vaccinations; these and other requirements appear in various WPI health forms.

The Academy can provide only short-term emergency medical 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 Director, staff, and/or 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.

Weather: School Cancellation, Delayed Opening, and Travel Considerations

In the event of extreme weather conditions, the Academy will be closed or delay opening **when Worcester Public Schools (WPS) close or delay opening**. When the WPS are not in session (for instance, during February vacation), the Academy will email students and parents/guardians and record an updated message on the school phone (508-831-5859).

There may be rare occasions when the WPS are closed, but the Academy will open. The Director will communicate this information by email to students and parents/guardians.

Seniors should note, however, that there will be many times when WPS cancel classes (and so the Academy is closed) while WPI remains in session. Seniors are encouraged but not required to attend classes on these days. Seniors who miss classes due to weather should discuss their absence with faculty and make arrangements to make up the work. **Seniors do not have to sign in/out on days that the Academy is closed.**

Parents/guardians must decide if road conditions permit safe travel between home and school. If school is in session but local roads are 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 each student's responsibility to make up missed work and ensure that faculty understand the reason for the absence.

In the event of a pending or dangerous storm, the Academy Director may occasionally make the decision to close school during the day; parents/guardians will be notified immediately by telephone and email.

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 due to 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, as part of the expectation that students maintain a clean environment. Students will clean common areas once per week.

The library is another common space in which students may engage in quiet study or group work. Seniors are welcome to use the area outside of the Brickyard between classes.

Mass Academy is a smoke-free environment; the use of tobacco products, smokeless tobacco and e-cigarettes is prohibited on the grounds of Mass Academy and at all school related events.

Seniors have access to campus resources including the Campus Center and computer labs. Academy students and faculty have borrowing privileges at the WPI Gordon Library, as well as an account on the WPI computer system. WPI rules apply to Academy students using its facilities. (See the Policy on Use of Computers in Appendix A.)

Expenses

Students (or their parents/guardians) pay for various items that are required for Academy or WPI classes, including textbooks, software, field and class trips, ID cards, PSAT/SAT/ACT fees, and some supplies related to STEM classes. Students may also need to pay tuition for a summer course to meet the Academy chemistry requirement. If any of these expenses cause financial hardship, the parent/guardian should contact the Director of the Academy immediately for assistance. Note, however, that the Academy cannot assist with transportation expenses to and from school.

The fees associated with junior year include software license fees, calculator, books, Bournedale (partial payment), and the college I.D. fee that is collected during the first month of school. These average about \$700 and may be paid in one, two, three or four installments.

Seniors are responsible for all books, lab fees and materials cost associated with specific courses that they take at WPI. There are no tuition costs associated with their attendance at WPI.

Lunch

Juniors bring lunch and snacks from home and eat at the Academy. The Brickyard area provides a refrigerator, microwave ovens, water cooler, sink, and vending machine.

Seniors may also bring lunch and snacks from home and eat in the Brickyard area. Seniors may also use campus dining facilities and have the option to purchase a WPI meal plan. See the WPI website for details.

Visitors

The Academy is an exciting place to learn, and we welcome visitors. To schedule a visit call 508-831-5859. All visitors must sign in at the Academy office on the day of the visit.

Student Dress

Students are expected to exercise responsibility and good judgment in all behavioral matters including their style of dress.

Students should dress in a manner consistent with the academic nature of the Academy; clothing should reflect sensitivity to and respect for the rights of others.

There will be times during the school year that students will be expected to dress in a professional manner, for example when presenting to judges during the STEM research and engineering courses).

Order and Discipline: Student Rights and Responsibilities

Students of Mass Academy have the right to be treated with respect, to study in a safe environment, and to express their opinions provided that they do not disrupt the functioning of the school. Students also have the responsibility to observe all state and federal laws, and WPI policies, to care for the facilities and materials provided to them, and to treat others in a respectful manner.

Note: School rules and regulations apply to all school sponsored events.

Violations

The rules herein apply to all students regardless of special education needs unless alternative approaches or consequences are specified in a student's Individual Education Plan. Violations of the school rules will result in assignment of disciplinary consequences ranging from detentions, loss of senior standing to suspension from school. Repeated violations will result in increasingly severe disciplinary consequences, including dismissal from the Academy program. Chronic violations will require parent/guardian conference with the Academy Director.

Massachusetts General Law may require expulsion under the following circumstances:

- Any student who is found on school premises or at school sponsored or school related events, including athletic games, in possession of a dangerous weapon including (but not limited to) a gun or a knife, or a controlled substance as defined in chapter 94c, including (but not limited to) marijuana, cocaine and heroin, may be subject to expulsion from the school or school district by the principal.
- Any student who assaults a principal, assistant principal, teacher, teacher's aide or other educational staff on school premises or at school-sponsored or school related events, including athletic games may be subject to expulsion from the school or school district by the principal.
- Any student who is charged with either of these violations shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal.
- In addition to the information above, please note the requirements of CH. 71, S 37H3/4 and Chapter 222 of the Massachusetts Acts of 2012.
<http://www.doe.mass.edu/ssce/discipline/highlights.pdf>

Due Process

In *Goss v. Lopez*, the United States Supreme Court held that before a student receives a disciplinary penalty, they have the constitutional right to receive:

- oral or written notice of the charges against them
- an explanation of the evidence against them
- the opportunity to present their side of the story.

In the case of a violation requiring suspension from school, notice of the suspension and the hearing must occur before the student may be asked to leave school, except when students present an immediate threat to school officials, other students, or themselves, or clearly endanger the school environment. In this case, the hearing may be delayed, but must be held within a reasonable period of time. Copies of reports of any disciplinary action(s) taken are maintained until student graduation.

Discipline and Students with Special Needs

All students are expected to meet the requirements for conduct and behavior as set forth in this student handbook. In addition to those due process protections afforded to all students, the Individuals with Disabilities Education Act and related regulations require that additional provisions be made for students who have been found eligible for special education services or who the district knows or has reason to believe might be eligible for Special Needs Service. Students who have been found to have a disability that substantially limits a major life activity, as defined under Section 504 of the Rehabilitation Act of 1973, must also be afforded these increased procedural protections prior to imposing discipline that will result in the student's removal for more than ten (10) consecutive school days or ten (10) cumulative school days (if constituting a change in placement) in a single school year.

The following additional requirements apply to the discipline of students with disabilities:

- Students with disabilities may be expelled, or removed from the current setting permanently for disciplinary reasons. However IDEA regulations specify that continued educational services representing a free and appropriate public education must be provided, even though a student may not be allowed to return to the same setting.
- A manifestation determination is required prior to any removal constituting a change in placement. Where appropriate, development of a Functional Behavioral Assessment Plan or a review of an existing Behavior Intervention Plan is indicated. This Manifestation determination must be made no later than on the 11th cumulative day of removal; the student will be afforded services as mandated by FAPE.
- Each school must report annually to the Department of Education the number of children with disabilities suspended out of school for drug, weapon, or other offenses, by both disability and race.

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. The Acceptable Use Policy was established to create usage

standards in compliance with other University policies as well as regulatory requirements.

This Acceptable Use Policy (AUP), the Campus Code of Conduct, the Administrative Data Management Policy, and several other university policies govern WPI's computing resources collectively.

Purpose

The purpose of the AUP is multifold, as identified below:

- Educate the WPI community about the policies on the use of electronic facilities.
- Ensure all members of the WPI community have appropriate access to functional and safe technology resources.
- Prevent any misuse of, or damage to, computer assets or data.
- Clarify the application of the Code of Conduct to specific computer and network technologies.
- 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 systems, software, components, or data that are connected to or utilize the WPI network and its computer systems. It applies to both academic and non-academic communication and activities.

Policy

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 shall comply with WPI's technical, administrative, and

process controls. Users will not engage in disruptive activity that could cause a failure or degradation of systems or services used by others. Users will not subvert a system or service for illegal or inappropriate use as defined by the usage standards, WPI Student Code of Conduct, and Employee Handbook.

Ensure the ethical and legal use of WPI technology resources.

Users must not use any WPI system or service for unethical or illegal activities. Users shall respect the privacy of others, use data only as authorized by the data owner, and not use WPI technology resources to harass or attack others. The University and WPI community members are subject to, and must comply with, federal, state, and local laws.

Respect WPI property and resources.

Users must obey technical and administrative controls regarding access. Users shall not take technical means to bypass these controls. Users must not grant access to WPI resources to users outside the WPI community without express permission of the university. WPI retains the right to review and audit any university-owned electronic communication devices, connections, and services to ensure compliance with WPI policies. WPI retains the right to deny network access to any non-WPI owned electronic communication devices.

Respect the personal property and privacy of other users.

Users must ensure they handle University and personal property within the guidelines set by the property owner. Users must not invade the privacy of others by illicitly monitoring the network traffic of others or accessing private files without permission. Users must respect copyright regulations and the personal copyright of others.

Use the WPI network and computing resources for non-commercial purposes only.

The WPI network and computing systems may not be used for commercial use, to host advertising, or to create digital currencies. Users may not resell WPI computing or network resources. Such usage

is inconsistent with WPI's academic and research missions and WPI's non-profit status.

Standards

The Acceptable Use Policy is administered through a collection of standards. The WPI Acceptable Use Policy and its standards are in effect at all times. The WPI Information Technology Services works in concert with the Dean of Students Office, the Campus Hearing Board, and Human Resources to ensure fair and appropriate investigation, consideration, and consequences where appropriate. Users are expected to familiarize themselves with the standards and comply with them.

- [Network Usage Standard](#)
- [Responsible Copyright Standard](#)
- [Common Website Usage Standard](#)
- [Common Electronic Mail Standard](#)
- [Proxy Usage Standard](#)

Exceptions

Exceptions to the Acceptable Use Policy and its related standards are granted on a case-by-case basis. If an exception is requested, Information Security will work with the requestor to help determine the best course of action to minimize and possibly eliminate any such conflict. Exceptions for academic coursework can be requested by a Faculty member.

University Response to AUP violations

First and/or Minor Offenses: Students and employees will have a meeting with a member of Information Security to discuss how the individual's activities may have deviated from the AUP Policy or Standards. During the meeting, the AUP Policy will be reviewed with the individual to ensure understanding. The discussion will be

conversational in nature and non-adversarial, with the goal of both educating and preventing further offenses. As such, the discussion will serve as a warning. Computers and resources that are registered to the individual may be disabled until the owner has had a discussion about the incident.

Repeat and/or Serious Offenses: In the event of suspected repeat offenses, students will have a meeting with a member of Information Security to discuss the further offenses. During the meeting, the alleged violations and the AUP policy will be reviewed. If the student admits responsibility for the violations, they will sign an AUP Administrative Agreement. As part of the resolution to the incident, computers and resources that are registered to the individual may be disabled for up to one week following this meeting. The AUP Administrative Agreement and supporting documentation will be filed with the Dean of Students Office and a formal judicial record will be created. If the student does not admit responsibility for the alleged violation, the case will be forwarded to the Dean of Students Office for resolution.

For students, alleged violations of a more serious nature (e.g. activities which exhibit malicious intent to compromise, disrupt, or circumvent security of the AUP Policy) may be referred to the Dean of Students Office and/or the Campus Hearing Board for resolution. Please refer to the WPI Student Code of Conduct for a full description of judicial resolution processes. Computers and resources that are registered to the individual may be suspended pending the resolution of the case.

If an employee is involved with suspected repeat violations of the AUP, the employee will have a meeting with a member of Information Security to discuss the further offenses. During the meeting, the alleged violations and the AUP policy will be reviewed and the details of the second incident will be forwarded to Human Resources. Alleged violations by employees of a more serious nature will be referred to Human Resources for resolution.

Reporting, Questions, and Assistance

Address any questions, exception requests, or report any suspected violations of 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 Academy staff.

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, gender identity, 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 Academy Director 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:

Director
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 Academy Director 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

Academy Director 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 Academy Director 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 Dean of Students at WPI.

Dr. Arthur Heinricher, WPI
Dean of Students
Boynton Hall
Worcester, MA 01605

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