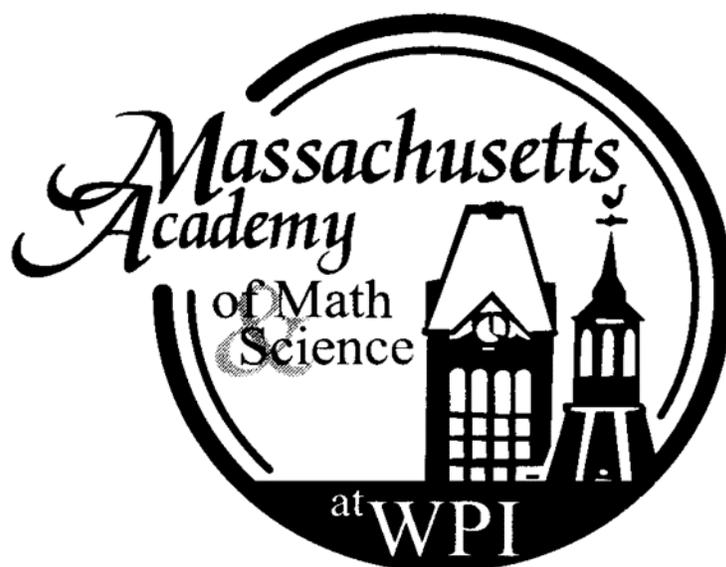


Student Handbook 2018-2019



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

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

Edited August 2018

Our School and Community

Massachusetts Academy of Math and Science (Mass Academy) is a public high school of excellence for 100 academically accelerated Massachusetts juniors and seniors. It was established in 1992 by the State Legislature to provide an enriching educational opportunity that emphasizes math and science in a comprehensive and interactive academic environment.

The rigor of the junior year curriculum exceeds that of traditional Honors and Advanced Placement courses and involves more than 1,100 hours of academic instruction. For senior year, students are enrolled in classes at Worcester Polytechnic Institute (WPI), a world-class engineering school, which makes Mass Academy the only public school in Massachusetts where students attend a private university full-time while they are seniors in high school.

Mass Academy is highly selective in its admissions process, accepting approximately 50 students to the junior class each year from a pool of more than 150 applicants. Successful candidates are typically sophomore honors students in the top 10% of their class in public and private schools throughout Massachusetts, who are actively involved and engaged in their schools and communities. 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.

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, and by incorporating the liberal arts and authentic research in a community that is committed to the following:

- Life-long 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, thereby serving as a model and providing resources for other schools in the Commonwealth of Massachusetts

Core Values of the Academy

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

Beliefs about Learning

- All students have the 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.

Vision of the Graduate

The Mass Academy Graduate is:

- Forward-Thinking
- Innovative
- Inquisitive
- Confident

The Mass Academy graduate is a creative problem-solver and life-long learner who is passionate and resilient when facing challenges and pursuing new opportunities, excels in both independent and collaborative learning environments, is able to apply his/her knowledge and skills, and is both responsive to and respectful of the diversity of others.

Academic, Civic, and Social Expectations

All Academy students will:

- Work independently and collaboratively
- Communicate clearly and effectively
- Apply appropriate research methodologies to evaluate information and synthesize innovative ideas and products
- Use technology to research, organize, evaluate, and present information
- Become critical thinkers through utilizing problem-solving skills
- Engage in appropriate personal, interpersonal, and professional skills and behaviors
- Demonstrate civility, integrity, and a respect for diversity
- Be active members of their school and community

The above expectations are based on the belief that all Academy students are capable, interested, and motivated. In the event that a student does not meet these expectations, policies have been established to address the best interests of the student.

Facilities and Resources

The Academy building at 85 Prescott Street, Worcester, MA, contains classrooms, offices, kitchen and lunch areas, multi-purpose rooms, and technology areas.

The Academy is a smoke-free environment. The use or possession of tobacco or nicotine products including smokeless tobacco, e-cigarettes, vaping products, and marijuana is prohibited on the grounds of the Academy and at all school events.

The Academy Brickyard is a common space that is used for school meetings, academic activities, special events, and lunches. All food and drink consumption at the Academy is restricted to the Brickyard. The Library is another common space which students may use for quiet study, collaborative activities, or other work.

All juniors and seniors are provided with student mailboxes. All juniors are provided with lockers for them to store their belongings. Due to space limitations, students' backpacks are not allowed in most classrooms.

All senior classes and some activities for juniors take place at WPI's main campus. Academy students have borrowing privileges at WPI's Gordon Library. WPI's Recreation Center is available to juniors for Physical Education classes and for other Academy activities under the supervision of Academy faculty.

Seniors may gain access to the Recreation Center after submitting a request form. See the WPI website for the [Policies of the Recreation Center](#) [1].

All Academy students have accounts on the WPI computer system. See the WPI website for the Rules and regulations regarding the use of WPI's computer resources and the full [Acceptable Use Policy \(AUP\)](#) [2].

School Calendar

The Academy school year typically runs from mid-August through late May and is divided into four academic terms (A, B, C, and D), with school vacations occurring between the terms (i.e. in October, December, and March).

See the Academy website, Parent Resources for the current [School Calendar](#) [3].

Communication

Clear and effective communication between the Academy and students' families is vital. A main goal at the Academy is for students to develop self-advocacy and effective communication skills. The primary means of communication at the Academy is from teacher to student to parent.

Parents or guardians who have pertinent information to share or specific questions to ask should contact the Academy between the hours of 7:00 AM and 3:00 PM. Calls or e-mails should first be directed to the Operations Manager at (508) 831-5859 or areardon@wpi.edu. Inquiries pertaining to confidential matters and/or academic or policy issues will then be forwarded to the Academy Director.

See the Academy website www.massacademy.org [4] for more information about the Academy.

Academy news is regularly posted on the [Mass Academy Facebook Page](#) [5].

Attendance Policy

Classes at the Academy run from 7:45 AM until 2:45 PM. Extra-curricular programs run from 3:00 PM until 4:30 PM. The Academy building closes at 4:45 PM. Occasionally the Academy may alter these times to accommodate special programs or events. In such cases, parents/guardians will be notified in advance.

Juniors must arrive and sign in at the Academy by 7:40 AM on school days and sign out when they leave the building at the end of the day. Juniors who do not sign in by 7:40 AM will be considered tardy. Any student who is tardy more than three times will receive a written notification from the Academy Director and will be referred for disciplinary action.

Unless the Director has authorized an early dismissal or given a student permission to leave the building to pursue academic or extra-curricular activities, all juniors must stay in school until the conclusion of their academic and extra-curricular obligations for that day. Any violation of this policy will result in disciplinary action.

Seniors must attend all WPI classes, labs, and conferences in accordance with their WPI course schedules. All seniors must sign in at the Academy at least 30 minutes before their first class of the day and sign out at the Academy after their last class of the day. Each term, seniors are required to attend a mandatory class meeting at the Academy.

On a day when a senior does not have a WPI class or a scheduled appointment or other obligation (e.g. class meeting or appointment) at the Academy, he/she does not have to come to school.

Student Absences

If a junior or senior student is too ill to attend school, his/her parent or guardian must call the Academy office at (508) 831-5859 before 7:45 AM on each day the student is absent. On the day that the student returns to school, a note explaining the illness, written by the parent or guardian, must be submitted to the Academy office.

Seniors must also communicate directly with their individual WPI instructors via e-mail regarding any absence from their classes.

For all absences, both juniors and seniors need to contact their instructors regarding make-up work.

Routine medical, dental, or other personal appointments for juniors should not be scheduled for school days. If a future appointment necessitates absence or dismissal for any part of the school day, the student's parent or guardian must notify the Academy by completing and submitting an Absence Request form at least one week in advance of the absence. The student must also arrange to make up missed work.

Routine medical, dental, or other personal appointments for seniors should not be scheduled for times when they have WPI classes. If a future appointment necessitates any such absence, the senior must complete and submit an Absence Request form at least one week in advance of the absence. The student must also notify any WPI instructors via e-mail and arrange to make up missed work.

See the Academy website, Student Resources for the [Absence Request Form](#) [6].

An unavoidable absence caused by an emergency situation should be communicated as soon as possible to the Academy Director and, in the case of seniors, to any WPI instructors whose classes are affected. The student must also notify any instructors via e-mail regarding making up any missed work.

Vacations from school for times other than those indicated on the School Calendar are not authorized.

For seniors, absence from classes for college visits may not be approved by WPI instructors and could negatively impact grades. Such visits should occur during school vacations or on weekends.

Grade 11 Program

The Academy's Grade 11 program includes academic courses in Math Modeling, Physics, Humanities, Foreign Language (French or Spanish), Scientific and Technical Writing (STW), and Computer Science, plus a major independent research project (STEM I), and a group engineering/assistive technology project (STEM II). All juniors must also take Physical Education classes, participate in extra-curricular programs, and fulfill a Community Service requirement.

Junior Summer Assignments

Prior to beginning Grade 11, juniors must complete course-specific assignments given by the Academy staff before summer vacation. At the end of the school year, juniors will be given summer assignments that must be completed prior to beginning Grade 12.

Junior Extra-Curricular Programs

Juniors are required to participate in Extra-Curricular programs at either Mass Academy or their sending schools during both semesters of the school year, for a minimum of 10 hours per semester.

The Academy has developed Extra-Curricular opportunities in response to students' needs and interests. Representative extra-curricular programs include FIRST Robotics, Math Team, Mock Trial, CAD, and CyberPatriot. These programs usually run from 3:00 - 4:30 PM on school days. Attendance requirements for Extra-Curriculars are the same as they are for academic classes.

It is expected that students will join an Academy team, club, or organization, rather than the corresponding program at their sending schools. Students may not join a sending school team that directly competes against the Academy (e.g. Math team, or Mock Trial team).

Subject to the permission of WPI advisors, juniors may participate in WPI Extra-Curricular programs that do not involve intercollegiate athletic competitions or are not sponsored by fraternities or sororities. Every year, some Academy students take part in music programs (i.e. chorus, band, orchestra) at WPI.

Participation in Extra-Curricular programs located outside of Mass Academy or WPI must be pre-approved by the Director, and documentation of the student's participation must be provided to the Academy in order for the student to receive credit.

Athletics programs at sending schools count as Extra-Curricular programs. Any outside Extra-Curriculars that require absence from the school day at Mass Academy may not be approved.

See the Academy website, Student Resources for the [Outside Extra-Curricular Proposal Form](#) [7].

Junior Community Service

All Academy juniors must complete at least 50 hours of documented, supervised Community Service. This service may commence after junior orientation in May, and must be completed before the beginning of senior year. Students may not receive payment for such service.

The Academy Director must pre-approve all Community Service before it can be credited toward the required hours. Juniors must complete and document their Grade 11 Community Service hours before they begin their senior year courses at WPI.

Subject to the approval of the Director, juniors who perform their Community Service in the summer between junior and senior year may apply part of their service to their junior year obligation and the remainder to fulfilling their senior Community Service requirement.

Of the 100 total aggregate hours of Community Service required during junior and senior years, at least ten hours must be in a high needs area (e.g. working with an agency focused on under-served populations).

See the Academy website, Student Resources for the [Community Service Guidelines](#) [8], and the [Community Service Approval Form](#) [9].

Junior Homeroom Advisory

Juniors have a 30-minute Homeroom Advisory each day. Typically, the first 15 minutes of each advisory is “on-task” time, for students to collaborate on group projects, seek help from teachers, or work independently, followed by 15 minutes of “off task” time, when students can take a break, get a snack, and/or continue with on-task activities and extra help. Regular school-wide meetings are held during Homeroom Advisories on Mondays.

Junior Academic Expectations

The Academy instructional staff maintains high expectations for student performance by providing courses that are rigorous and fast moving. Teachers employ varied teaching styles and use a variety of methods and criteria in assessing student progress. Evidence for such assessments is found in a range of student work that includes essays, tests, portfolios, group and individual presentations, projects, labs, and class participation.

Junior Performance Reports / Grades

Juniors and their parents/guardians receive performance reports approximately two weeks after the close of each of the four academic terms.

Parent/guardian conferences with Academy faculty are held after their A Term performance reports have been received. Parents, faculty, and the Director may also request additional meetings at other times during the school year.

- For A Term, students receive detailed narrative assessments of their performance in each course that focus on their habits of mind.
- For B Term, students receive interim letter grades (A, B, C, D, or F) for each course.
- For C Term, students receive interim letter grades (A, B, C, D, or F) and narrative assessments for each course, plus a final grade for STEM I.
- For D Term, students receive final letter grades (A, B, C, D, or NR) for all courses.

An NR (which stands for “No Record”) is used in cases where a student has not met the minimum requirements of the course. An NR results in no record of the course appearing on the student’s academic transcript.

Students who fail to meet the expectations of the Academy by receiving B Term grades of C or lower and/or because of concerns about their habits of mind will be reviewed for transition back to sending schools or local public schools.

Junior Student Success Plans

When the faculty identifies any academic concerns in a junior's term progress report, that student is required to develop a Student Success Plan in conjunction with a designated faculty advisor and the student's parent or guardian.

This is a pro-active instrument designed to set measurable goals and develop strategies that will strengthen the student's knowledge and content skills and/or habits of mind. The faculty advisor regularly meets with and helps monitor the student's progress and serves as a resource for helping the student achieve plan's intended goals.

See the Academy website, Student Resources for the [Student Success Plan Template](#) [10].

Junior 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.

Homeroom advisors are responsible for distributing and collecting information and forms, clarifying Academy policies and procedures, helping students adjust to their new environment, and serving as a general resource and personal connection for students.

Juniors are also assigned faculty members who serve as their STEM I advisors and guide them through the STEM I process. Students meet regularly with their STEM I advisors throughout Terms A, B, and C. Any student who is on a Student Success Plan (see above) will also have a faculty advisory monitoring that student's progress.

Promotion to Senior Year

Promotion to Grade 12 is not automatic. In order to advance to senior year, juniors must earn final grades of C or better in all courses (including STEM I and STEM II) and must fulfill the Physical Education, extra-curricular, and Community Service requirements, as well as the Chemistry requirement that starts with the Class of 2020.

Students who do not satisfy the above requirements will be dismissed from the Academy at the end of junior year.

The faculty also evaluates each student at the end of junior year to gauge his/her preparedness for a university-level curriculum and independent learning. This process includes a consideration of the student's over-all grade performance, behavior and discipline record, attendance patterns, academic integrity, ability to meet deadlines, and ability to work both independently and in groups.

If there are major causes for concern in any of these areas, a meeting with the student and parents/guardians will be held to decide on the best educational pathway for the student, which might include transferring to a traditional high school for senior year.

Grade 12 Program

The Academy's Grade 12 academic requirements include twelve one-term college courses at WPI and a Senior Independent Study Project (SISP). In addition, seniors must also take two one-term Physical Education courses (or their equivalent) and complete at least 50 hours of Community Service.

Senior Summer Assignments

Prior to beginning Grade 12, all students must demonstrate that they have completed the required summer reading assignments that were given at the end of junior year.

Senior Extra-Curricular Programs

It is expected that students will join an Academy team, club, or organization, rather than the corresponding program at their sending schools. Students may not join a sending school team that directly competes against the Academy (e.g. Math team, or Mock Trial team).

Subject to the permission of WPI advisors, students may participate in WPI Extra-Curricular programs that do not involve intercollegiate athletic competitions or are not sponsored by fraternities or sororities. Every year, some Academy students take part in music programs (i.e. chorus, band, orchestra) at WPI.

Participation in any Extra-Curricular programs located outside of Mass Academy or WPI must be pre-approved by the Director, and documentation of the student's participation must be provided to Academy in order for the student to participate.

Athletics programs at sending schools count as Extra-Curricular programs. Any outside Extra-Curriculars that require absence from the school day at the Academy may not be approved.

See the Academy website, Student Resources for the [Outside Extra-Curricular Proposal Form](#) [7].

Senior Curriculum

Seniors are required to take three courses at WPI in each of the four 7-week terms (A, B, C, and D). These courses must be pre-approved by Academy faculty, and each term must include:

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

Two of the Mathematics courses must be Calculus 1021 and 1022 (or their equivalent). The typical Math sequence is Calculus 1021, 1022, 1023, and 1024. In addition, students must also pass the WPI basic skills Math examination that is part of the Calculus sequence.

Two of the Humanities courses must be in English Literature and/or Writing. Any student who did not previously take a high school course in United States History must take a one-term course in U. S. History as one of his/her remaining Humanities courses.

As noted above, the required Biology course may be one of the three Science courses taken at WPI during senior year.

Senior Independent Study Project (SISP)

Every Academy senior is required to plan and execute an independent study project (SISP) that involves at least 100 contact hours. The Academy faculty pre-approves every SISP proposal, and each senior's Academic Advisor monitors his/her progress and awards the student's final grade. SISP grades are Pass/Fail and appear on students' Mass Academy transcripts.

See the Academy website, Student Resources for the [SISP Handbook](#) [11].

Senior Community Service

Seniors are required to complete at least 50 hours of Community Service. This obligation may be fulfilled in the summer before senior year or during the senior school year. Students may not receive payment for such service.

The Academy Director must pre-approve all Community Service before it can be credited toward the required hours. Seniors must complete and document their Community Service hours in order to receive a diploma from the Academy.

Of the minimum 100 total aggregate hours of Community Service required during junior and senior years, at least ten hours must be in a high needs area (e.g. working with an agency focused on under-served populations).

See the Academy website, Student Resources for the [Community Service Guidelines](#) [8], and the [Community Service Approval Form](#) [9].

Senior Grades

At the end of each term, WPI issues grades to students and reports them to the Academy for inclusion in students' Mass Academy transcripts. WPI course grades are A, B, C, or NR (No Record). A grade of NR is a failing grade.

A senior who receives an NR for a WPI course during Term A will be automatically dismissed from the Academy. The intent of this action is to make it possible for the student to transfer to another high school soon enough to complete graduation requirements at that school by the end of his/her senior year.

An NR during Terms B, C, or D, or a failing grade on a SISP, will prompt a re-evaluation of the student's enrollment and may lead to dismissal from the Academy.

An Academy senior who fails two or more WPI courses will not graduate from Mass Academy.

An Academy senior who fails one WPI course and/or does not complete all other obligations may not participate in the Academy graduation ceremony.

In the event that this student is not dismissed, he/she must make up the failed course or other obligations between the end of D Term and September 1st of the year of graduation in order to receive an Academy diploma. Any make-up course must be pre-approved by the Academy Director and must be taken at the student's expense.

Any senior who also wishes to receive a diploma from his/her sending high school should check with that school to determine eligibility for a diploma.

Senior Advising

Each senior is assigned a senior advisor at the Academy who monitors that student's academic performance, SISP, Community Service, and college application process through regular, required meetings.

See the Academy website, Student Resources for the [Senior Advising Form](#) [12].

Graduation

Mass Academy's graduation ceremony is held on the WPI campus. Seniors wishing to speak at graduation apply for this privilege by submitting an application to a faculty review board that selects a limited number of student speakers for this ceremony.

Seniors who are not selected to speak at graduation may have the opportunity to present their remarks at the senior dinner that occurs on a weekday evening prior to graduation.

The dress code at graduation should reflect the formal nature of the ceremony. Because of this, seniors are not permitted to decorate their graduation caps or gowns.

Junior and Senior Science Requirements

Beginning with the Class of 2020, all Academy students must also have courses in Biology and Chemistry on their transcripts in order to fulfill graduation requirements. A student who has not previously taken Chemistry at his/her sending school must complete a pre-approved course in Chemistry before senior year. The Biology course may be taken at WPI during senior year, or prior to senior year with pre-approval, but must be from a credit granting institution/program.

Summary of Requirements for Junior and Senior Years

Junior Year

Academic Requirements

- Grade 11 Academy courses in Math Modeling, Physics, French/Spanish, Scientific and Technical Writing, Humanities, Computer Science, STEM I and STEM II
- Satisfactory completion of a secondary level Chemistry course; PSAT and MCAS exams (if required), summer assignments
- Summer reading

Physical Education Requirements

- Physical Education class

Community Service Requirements

- 50 hours

Extra-curricular Requirements

- Participation in Extra-curriculars at MAMS or with sending school (minimum of 10 hours per semester)

Senior year

Academic Requirements (all courses must be pre-approved)

- Four (4) WPI Math courses, including 1021 and 1022 or equivalent
- Four (4) WPI Science courses
- Four (4) WPI Humanities courses
- SISP
- Summer reading
- Biology, Chemistry, US History, and Health on transcript

Physical Education Requirements

- Physical Education courses or sports participation during two (2) terms, selected from the list of options

Community Service Requirements

- 50 hours

Guidance Counseling

The Academy's guidance counselor advises each student on personal and academic matters, as well as career and college selection, SAT scheduling, and scholarships, and also coordinates and monitors each student's college application process. Additional responsibilities include administering PSAT and MCAS exams, managing Individual Education Plans and 504 Plans, organizing and presenting college information and financial aid sessions for parents, and working in coordination with the school nurse and Director on developing student wellness programs.

Health Policy and Health Services

Mass Academy has established health policies and procedures in compliance with Massachusetts Department of Education requirements, and in consultation and coordination with the Academy nurse and the offices of Health Services and Student Services at WPI.

The Academy requires comprehensive physical exams and vaccinations for all in-coming juniors, as well as the submission of all pertinent forms.

See the WPI website for the [New Student Health Forms](#) [13], which must be completed and uploaded to the WPI Patient Portal (wpi.medicatconnect.com) [14] prior to the start of junior year.

The Academy nurse administers student medications as needed, performs hearing and vision screening for all juniors, and coordinates student wellness programs throughout the school year.

In the event of a medical emergency involving a student, the Academy Director, school nurse, staff, and/or faculty will attempt to reach the student's parent or guardian as soon as possible. If they are unable to make contact, they will use their best judgment until the person legally responsible for the student can be reached. Parents and guardians should note, however, that some health issues involving students age 18 or older might require permission from the student before treatment and notification to parents.

Safety

Mass Academy is located within the jurisdiction of the WPI Campus Police Department. Its officers patrol the Academy building and environs as part of their regular routine. Mass Academy's security alarm system connects directly to the WPI Campus Police Headquarters.

Dress Code

Students are expected to exercise responsibility and good judgment in their style of dress. All students should dress in a manner consistent with the academic nature of the Academy, and clothing should reflect sensitivity to and respect for the rights of others.

There will be times during the school year when students will be required to dress in a more professional style (i.e. during presentations for STEM I, STEM II, and Apps for Good, as well as other special events and activities).

Expenses and Fees

All juniors are assessed a standard fee to cover all or part of the cost of various items that are required for the Academy program. These include a calculator, software licenses, field trips and class trips, and ID cards. This fee, which is \$650 for students entering the Class of 2020, may be paid in full or in two or three installments at the beginning of junior year.

The fee for the PSAT exam and the cost of some supplies related to STEM classes during junior year are not included in this amount.

Although there are no tuition fees for students to attend WPI, seniors are responsible for the cost of textbooks, lab fees, and other materials for WPI courses, as well as the cost of caps and gowns for graduation.

If these expenses cause financial hardship, parents or guardians should contact the Director of the Academy.

Student Government

Each class elects student government representatives. These include:

- Co-Presidents (2)
- Secretary
- Treasurer
- Committee Chair

In addition, the Mass Academy School Council has three juniors and three seniors among its members. Student membership on this council is a two-year commitment that begins junior year.

Sports Participation / MIAA Waivers

In accordance with Massachusetts Interscholastic Athletic Association (MIAA) Rule #52, Academy students may be able to participate in competitive sports sponsored by their sending public high schools if their sending school districts file a waiver request with the MIAA.

The stipulations of this ruling are as follows:

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 Athletic Director of the school where the student will be participating, at least one term before the athletic season begins.

This rule does not apply to students coming from most private schools, nor does it allow a Mass Academy student coming from a private school to participate in an athletic program at a public high school that he/she did not previously attend.

Computer Network Acceptable Use Policy (AUP)

WPI maintains computing resources, including data and information that are essential to university business. These are WPI assets, over which the university has both rights and obligations to manage, protect, and utilize in order to fulfill its mission.

An Acceptable Use Policy (AUP) has been established to create usage standards that are in compliance with other university policies, as well as regulatory requirements. The AUP, Campus Code of Conduct, Administrative Data Management Policy, and several other university policies collectively govern WPI's computing resources.

See the WPI website for the Rules and regulations regarding the use of WPI's computer resources and the full [Acceptable Use Policy \(AUP\)](#) [2].

Intellectual Property Policy

WPI encourages creativity and entrepreneurship among its faculty, students, and staff, and it invests in this endeavor by making available its facilities, equipment, personnel, and information resources. WPI supports the goals of creating an outstanding student experience that promotes personal and intellectual development.

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 ensure that any such intellectual property produced will benefit the creator(s), WPI, and the public.

To help meet these objectives, WPI offers the assistance of its Office of Intellectual Property and Innovation to protect the ownership of intellectual property and to aid in its commercial development.

See the WPI website for information on [Intellectual Property & Innovation](#) [15].

Due Process

In *Goss v. Lopez*, the United States Supreme Court held that before students receive disciplinary penalties, 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, unless the student presents an immediate threat to school officials, other students, or him/herself, or clearly endangers the school environment. In such cases, the hearing may be delayed but must be held within a reasonable period of time. Copies of reports of any disciplinary action(s) are maintained until a student graduates.

In addition to the due process protections afforded to all students, the Individuals with Disabilities Education Act (IDEA) and related regulations require that additional provisions be made for students who have been found eligible for Special Education services or who might be eligible for Special Needs services.

Massachusetts Student Discipline Statutes

Massachusetts student discipline statutes and regulations, as found in Mass General Laws, Chapter 71, Sections 37H and 37H½, state the following:

Any student who is found on school premises or at school-sponsored or school-related events in possession of a dangerous weapon, including (but not limited to) a gun or a knife, or in possess of a controlled substance as defined in Chapter 94c, including (but not limited to) marijuana, cocaine, or 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 may be subject to expulsion from the school or school district by the principal.

A student who is charged with any of these violations shall be notified in writing of an opportunity for a hearing before the Director, provided that the student has representation, along with the opportunity to present evidence and witnesses, at said hearing.

See the Mass DOE website for [Student Discipline Statutes and Regulations](#) [16].

Code of Conduct

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 Academy/WPI policies, to treat others in a respectful manner, and to properly care for the facilities and materials provided to them.

This Code of Conduct is guided by specific core constructs designed to ensure a reasonable environment in which students can pursue an education and social life. Listed below are the expectations and responsibilities for all students.

Please note that the lists of prohibited behaviors are not exhaustive:

- Respecting the safety of community members by avoiding behavior that harms or endangers, including abuse, assault, bullying, fraud, hazing, impairing the well-being of another community member or self, retaliation, or threat.
- Conducting oneself in a manner that creates and facilitates a safe environment. Prohibited behaviors include violating lab or fire safety procedures, possession of explosive/dangerous devices or materials, and possession of a weapon.
- Engaging in ethical behavior, including academic integrity and respecting intellectual property rights. Prohibited behaviors include violation of the Academic Honesty Policy, the Computer Network Acceptable Use Policy, the Intellectual Property Policy, and the inappropriate use of copyrighted materials such as music, videos, and software.
- Interacting respectfully and civilly with other members and guests of the Academy/WPI community. Prohibited behaviors include violation of the Equal Opportunity, Anti-Discrimination, & Harassment Policy, which prohibits discrimination or harassment based upon race, gender, religion, sexual orientation, gender identity or expression, age, ability, and ethnic or national origin.

- Treating fellow students with respect, specifically regarding explicit or implied words or actions of a sexual nature. This includes awareness of and compliance with the WPI's Sexual Misconduct Policy, which addresses sexual harassment, sexual exploitation, stalking, relationship abuse, and sexual assault.
- Conducting all affairs with integrity, and cooperating with Academy/WPI officials. Prohibited behaviors include failure to provide valid identification to an Academy/WPI official, failure to comply with directions of an authorized Academy/WPI official, and lying or intentionally furnishing false information to an Academy/WPI official.
- Avoiding behavior that causes disruption in the Academy/WPI or broader community. Prohibited behaviors include disorderly or harassing conduct on or off-campus, at school or university-sponsored or supervised functions, which adversely affects the Academy or WPI community or their institutional reputation. In addition, students are responsible for the behavior of individuals they bring to functions as guests.
- Respecting others' privacy. Prohibited behaviors include entering teachers' offices and faculty areas without permission and unauthorized sharing of content or photographic images to which a person has a reasonable expectation of privacy.
- Respecting the property of the university and of others. Prohibited behaviors include misappropriation, theft, damage, and destruction of personal, public, or Academy/WPI property.
- Respecting and abiding by property-access limitations and restrictions. Prohibited behaviors include unauthorized entrance, trespassing, and the unauthorized use or possession of keys or access cards.
- Following all Academy/WPI policies and regulations. Prohibited behaviors include violation of the policies regarding illegal drugs and alcohol, controlled substances, recreational marijuana, the Tobacco-Free Campus Policy, and any other Academy/WPI policies posted on campus or on Academy/WPI websites. In addition, Academy students are not allowed in any dorms, fraternities or sororities or other off campus student housing.
- Respecting and abiding by all city, state, and federal laws and regulations.

Anti-Bullying Policy

Mass Academy is committed to providing all students with a safe learning environment that is free from all kinds of bullying including physical, verbal, and social bullying, as well as cyberbullying. This commitment is an integral part of our comprehensive effort to prevent and eliminate all forms of harmful and disruptive behavior that can impede the learning process.

The Academy does not tolerate any such behavior, in its facilities, during school-related and school-sponsored activities, or outside of school that impacts school safety and climate. This commitment relates to all aspects of our school community, including instructional programs, extra-curricular activities, and all school-sanctioned meetings, events, and activities. All reports and complaints of bullying will be met with prompt action to end that behavior and restore a safe environment.

See the Academy website, Student Resources for the [Anti-Bullying Policy](#) [17].

Academic Honesty Policy

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.

Every member of the school community plays an important role in upholding standards of academic honesty. Students should consistently monitor their work to assess its originality and seek faculty assistance when uncertain. Any student who is aware of a violation of academic honesty is obligated to communicate this knowledge both to the person who has violated these standards and to a faculty member.

Violations of Academic Honesty include the following:

Cheating - an act of deception by which a student misrepresents that he/she has mastered information on an academic exercise. Examples of Cheating:

- Copying from another student's work or receiving unauthorized assistance during a quiz, test, or examination, or on problem sets, or homework assignments
- Copying from an essay or any printed or electronic source
- Using books or notes when not authorized
- Copying reports, laboratory work, electronic information, or computer programs/files
- Submitting electronic translations as one's own

Fabrication - the intentional use of invented information or citations. Examples of Fabrication:

- Falsifying research outcomes, data, or other findings
- Inventing sources

Facilitation - helping or attempting to help another to commit an act of academic dishonesty. Examples include, but are not limited to:

- Sharing test questions or answers from an exam, homework or lab with another student
- Doing any academic work for another student, such as homework or tests
- Allowing another student to copy a solution to a homework problem, exam or lab
- Making available previously used academic work for another individual who intends to resubmit the work for credit
- Assisting in any act of academic dishonesty of another student

Plagiarism - when someone submits work that is not primarily his/her own creation by including copied, paraphrased, and/or summarized material without appropriate citation of sources. Examples of Plagiarism:

- Restating another's idea using approximately the language of the original, without citation
- Summaries which utilize wording and structure that are similar to the original, without citation
- Direct quotations of phrases, sentences, or passages, without citation
- Presenting facts and information which are not common knowledge, without citation

Violations of Academic Honesty in Academy Courses

In all cases, an Academy faculty member shall report to the Director any suspected act of academic dishonesty by a student. The faculty member shall allow the student to continue in the course without prejudice, pending resolution of the case.

The Director shall review the case to decide whether there is reason to believe that academic dishonesty may have occurred and determine whether it is that student's first such violation.

If it is the student's first violation of academic honesty, the Director will inform the faculty member that he/she may either resolve the issue directly with the student or refer the matter to the Mass Academy Hearing Board (AHB).

If the student admits to the act of academic dishonesty and agrees to the penalty imposed by the faculty member, he/she will acknowledge this in a signed document. The maximum penalty that can be applied at this level by a faculty member is “no credit” for the test or assignment. A signed, written report (which includes the student’s acceptance of the penalty) regarding this matter shall be sent to the student’s parent/guardian, and a copy of the report will be placed in the student’s cumulative folder.

If this incident is not the student’s first violation, or if the student does not admit to the violation or agree to the penalty, the case shall automatically be referred to the AHB for resolution.

See information below regarding the process and procedures of the AHB.

Violations of Academic Honesty in WPI Courses

Students enrolled in WPI courses are subject to WPI’s Academic Honesty Policy and due process procedures.

See the WPI website for [Academic Integrity Policies](#) [18].

Students who violate WPI’s Academic Honesty Policy are also subject to additional sanctions imposed by the Academy Director. These penalties can include loss of senior privileges, suspension, and dismissal from the Academy.

Academy Hearing Board (AHB)

The Academy faculty and administration have developed a set of procedures designed to ensure uniform and fair treatment of students suspected of violating the Academy’s rules, regulations, and policies. Students are encouraged to meet with a member of the faculty or the Director to discuss their judicial resolution options at any time throughout the process outlined below.

The Academy Hearing Board (AHB), which consists of the Academy’s lead teacher and three appointed members of the faculty, hears and adjudicates all decisions stemming from violations of the Academy’s Code of Conduct, Anti-Bullying Policy, and Academic Honesty Policy that have not been resolved at the student-faculty level.

The lead teacher is a non-deliberating member of the board who serves as the case officer and is responsible for coordinating all procedures regarding alleged violations including (but not limited to) processing complaints referred to the AHB, advising persons of charges filed against them, scheduling hearings, notifying all persons concerned, providing all necessary forms and records, collecting all statements relevant to the complaint(s), providing written decisions / resolutions to the respective parties, assisting with and forwarding appeals, and undertaking other actions that may be necessary to implement the process.

These actions include meeting with the affected parties in a pre-hearing conference, creating and distributing pre-hearing packets to AHB members, the complainant, and the respondent, advising AHB members about the meaning, interpretation, and application of the relevant Academy policies, and maintaining all AHB records in accordance with the Academy policies and procedures.

The AHB renders its decisions based upon the “preponderance of the evidence” and has the authority to impose disciplinary actions. If the respondent is found responsible for one or more infractions, any past judicial record is reviewed before sanction(s) are determined.

The disciplinary actions imposed by the AHB include the following: lowering the grade of an assignment or course, denial of course credit (in cases of academic dishonesty); probation, suspension, or expulsion from the Academy; imposing restitution or compensatory performance (e.g. community service); and other judicial sanctions.

All decisions of the AHB are subject to appeal to the Academy Director. Any appeal of a decision by the AHB must be made to the Director in writing within five business days of the decision.

The grounds for an appeal must be based on one or more of the following criteria: a substantial procedural error during the process that had a direct impact on the outcome; new and relevant evidence that could not have been obtained at the time of the hearing and has a direct impact on the outcome; substantial bias or conflict of interest on the part of the AHB or one of its members; and sanctions that are inappropriate or excessive in proportion to the violation.

The Director may refuse to accept any appeal that does not satisfy these criteria. In response to any appeal, the Director may send the case back to the AHB for a re-hearing, reverse the decision of the AHB, or modify the outcome of the case by strengthening or reducing the imposed sanction(s). A decision on any such appeal will be issued within fifteen business days of receipt of the appeal. The decision of the Academy Director is final.

Judicial records for any such case(s) are kept in the student's cumulative folder.

Grievance/Complaint Procedure for Students

The following grievance/complaint procedure has been established to meet the requirements of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973.

Any student experiencing an alleged violation related to race, color, sex, gender identity, sexual orientation, religion, or national origin, should follow this procedure.

This grievance process is an internal procedure of the Academy. Use of it 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.

Step One:

A student with a concern should first contact his/her assigned advisor to discuss the issue, with the intent 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 a formal 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 drafting this document, 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.

All complaints will be treated with confidentiality and should be addressed to:

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

This complaint should be submitted as soon as possible, but no later than ten business days after the conclusion of Step One, or thirty calendar days after the alleged incident.

An investigation, if deemed appropriate, shall follow the filing of the complaint. The Academy Director may meet with the student to discuss the complaint, and 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 a description of the resolution, if any, shall be issued by the Academy Director and a copy forwarded to the complainant, no later than twenty business days after its filing. The Director's response will explain the position of the Academy and offer options for substantive resolution of the complaint. This deadline 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 is not resolved in Step Two, the student may appeal that decision in writing in a letter of appeal to the Dean of Students at WPI:

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

Such an appeal must be filed no later than ten business days following the issuance of the Academy Director's report.

The Dean shall then review the complaint and the report of the Director and meet with the student and any interested parties. The Dean shall respond to the appeal in writing within fifteen business days of the above meeting. The decision of the Dean is final.

Reference Links

- [1] WPI [Policies of the Recreation Center](http://www.wpi.edu/student-experience/sports-recreation/sports-recreation-center)
<http://www.wpi.edu/student-experience/sports-recreation/sports-recreation-center>
- [2] WPI [Acceptable Use Policy \(AUP\)](http://www.wpi.edu/about/policies/acceptable-use)
<http://www.wpi.edu/about/policies/acceptable-use>
- [3] Mass Academy [School Calendar](http://www.massacademy.org/files/2018/07/Mass-Academy-Calendar-2018-2019.pdf)
<http://www.massacademy.org/files/2018/07/Mass-Academy-Calendar-2018-2019.pdf>
- [4] Mass Academy [Website](http://www.massacademy.org/)
<http://www.massacademy.org/>
- [5] Mass Academy [Facebook Page](http://www.facebook.com/MassAcademyofMathandScience/)
<http://www.facebook.com/MassAcademyofMathandScience/>
- [6] Mass Academy [Absence Request Form](http://www.massacademy.org/files/2017/07/Absence-request-form.pdf)
<http://www.massacademy.org/files/2017/07/Absence-request-form.pdf>
- [7] Mass Academy [Outside Extra-Curricular Proposal Form](http://www.massacademy.org/files/2017/07/extracurricular_outside_mams_proposal.pdf)
http://www.massacademy.org/files/2017/07/extracurricular_outside_mams_proposal.pdf
- [8] Mass Academy [Community Service Guidelines](http://wp.wpi.edu/massacademy/files/2017/07/CommunityServiceGuidelines-2igawql.pdf)
<http://wp.wpi.edu/massacademy/files/2017/07/CommunityServiceGuidelines-2igawql.pdf>
- [9] Mass Academy [Community Service Approval Form](http://wp.wpi.edu/massacademy/files/2018/08/CommunityService-Form-11mui14.pdf)
<http://wp.wpi.edu/massacademy/files/2018/08/CommunityService-Form-11mui14.pdf>
- [10] Mass Academy [Student Success Plan Template](http://www.massacademy.org/files/2017/07/student-success-plan.pdf)
<http://www.massacademy.org/files/2017/07/student-success-plan.pdf>
- [11] Mass Academy [SISP Handbook](http://www.massacademy.org/files/2017/07/SISP-Handbook-2018.pdf)
<http://www.massacademy.org/files/2017/07/SISP-Handbook-2018.pdf>
- [12] Mass Academy [Senior Advising Form](http://www.massacademy.org/files/2017/07/SeniorAdvisingForm.pdf)
<http://www.massacademy.org/files/2017/07/SeniorAdvisingForm.pdf>
- [13] WPI [New Student Health Forms](http://www.wpi.edu/student-experience/health-wellness/health-services/policies-forms/new-student-health-forms)
<http://www.wpi.edu/student-experience/health-wellness/health-services/policies-forms/new-student-health-forms>
- [14] WPI [Patient Portal](http://wpi.medicatconnect.com)
<http://wpi.medicatconnect.com>
- [15] WPI [Intellectual Property & Innovation](http://www.wpi.edu/offices/intellectual-property-innovation)
<http://www.wpi.edu/offices/intellectual-property-innovation>
- [16] Mass DOE [Student Discipline Statutes and Regulations](http://www.doe.mass.edu/ssce/discipline/highlights.pdf)
<http://www.doe.mass.edu/ssce/discipline/highlights.pdf>
- [17] Mass Academy [Anti-Bullying Policy](http://www.massacademy.org/files/2018/08/Bullying-Policy2018-update-918-1ahrfp3.pdf)
<http://www.massacademy.org/files/2018/08/Bullying-Policy2018-update-918-1ahrfp3.pdf>
- [18] WPI [Academic Integrity Policies](http://www.wpi.edu/about/policies/academic-integrityxx)
<http://www.wpi.edu/about/policies/academic-integrityxx>



Student Handbook 2018 - 2019

Verification and Agreement Form

Student Name - Please Print _____

I have read, understand, accept full responsibility, and will abide by all the policies and expectations of the Mass Academy Handbook. Please verify by writing your initials next to each section below.

- | | |
|---|---|
| _____ Our School and Community | _____ Health Policy and Services |
| _____ Our Mission | _____ Safety |
| _____ Core Values of the Academy | _____ Dress Code |
| _____ Beliefs about Learning | _____ Expenses and Fees |
| _____ Vision of the Graduate | _____ Student Government |
| _____ Academic, Civil and Social Expectations | _____ Sports Participation / MIAA Waivers |
| _____ Facilities and Resources | _____ Computer Acceptable Use Policy (AUP) |
| _____ School Calendar | _____ Intellectual Property Policy |
| _____ Communication | _____ Due Process |
| _____ Attendance Policy | _____ Massachusetts Student Discipline Statutes |
| _____ Student Absences | _____ Code of Conduct |
| _____ Grade 11 Program | _____ Anti-Bullying Policy |
| _____ Grade 12 Program | _____ Academic Honesty Policy |
| _____ Junior and Senior Science Requirements | _____ Academy Hearing Board (AHB) |
| _____ Summary of Requirements for Jr and Sr Years | _____ Grievance/Complaint Procedure |
| _____ Guidance Counseling | |

Student Signature, Date _____

I have read and discussed the Academy Student Handbook with my Academy Student.

Parent/Guardian Signature, Date _____

Please sign and date this form and return as soon as possible, and no later than September 4th, 2018.