

# ***ADVANCED STUDIES AND LEADERSHIP PROGRAM***

***In Partnership with  
Massachusetts Maritime Academy***

## ***Student Handbook-2012***

### ***Schedule***

#### ***First Evening***

***Sunday June 24, 2012***

***Student Registration /Move-in (5:00-6:30)-First night activities, (6:30 – 10:30 lights out)***

#### ***Week One***

***Monday, June 25 @ 8:15 AM – Friday, June 29 @ 12:00 Noon***

#### ***Week Two***

***Monday, July 2 @ 8:15AM – Tuesday, July 3 @ 1:45PM***

***Thursday, July 5 – Friday, 6 12:00 Noon***

***NOTE: No Program on Wednesday July 4***

#### ***Week Three***

***Monday July 9 @ 8:15am – Friday July 13-Commencement @ 9:30AM***

***Program begins Monday morning @ 8:15 AM and closes Friday afternoon @ 12:00 Noon***

***Dormitories open at 7:30 AM on the first program day of each week***

***Advanced Studies and Leadership Program  
c/o Cape Cod Collaborative  
418 Bumps River Road  
Osterville, MA 02655***

To: Advanced Studies and Leadership Program Student

From: ASLP Administrative Staff

Date: March, 2012

Welcome to ASLP!

During our three-week program you will be the “GUESTS” of Massachusetts Maritime Academy. Our expectation is that you conduct yourselves as responsible students.

The three-week ASLP program emphasizes self-discipline and responsibility. As previously stated in our catalog, responsible behavior is a basic requirement of our summer program thus the expectation is that students will comport themselves in a manner that will engender respect for self, for ASLP and for the Massachusetts Maritime Academy. We fully expect that you will make both your families and your schools proud and pleased with their decision to send you to the Program.

The enclosed ASLP Student Handbook contains general program information, rules and regulations, the harassment policy, bullying policy and the Code of Conduct.

We look forward to seeing you this summer.

ADVANCED STUDIES AND LEADERSHIP PROGRAM  
**ADMINISTRATIVE ORGANIZATION**  
CAPE COD COLLABORATIVE BOARD OF DIRECTORS

Paul C. Hilton, Executive Director  
Joseph L. Gilbert, Director Special Projects  
Gil Newton, Program Director  
Rod Weston, Assistant Program Director

Resident Administrators  
Floor Leaders  
Proctors

Teachers  
Assistant Teachers  
Interns

**ORIENTATION/REGISTRATION DAY**

Details regarding registration times and student orientation will be mailed in June.

**RULES AND REGULATIONS**

**I. Residence Information**

**A. Care of Rooms and College Property**

1. Common Rooms

- a. All students are expected to keep the common rooms, lounges and ground areas as clean as possible.
- b. Destruction of state property is considered a serious offense. Vandalism, destruction of state property, or any other such illegal action will result in immediate dismissal. **Students will be held financially responsible for destruction of state property.**

2. Individual Rooms

- a. Individual rooms must be kept in proper order; beds should be made, clothes and personal items put away. Rooms shall be left clean and orderly before checking out each Friday.
- b. Rooms will be inspected periodically by the Program Director, Resident Administrator, Floor Leaders, and Proctors

**B. Emergency Evacuation**

FIRE DRILLS will be conducted during the program.

Specific instructions will be provided during registration/orientation on the first day.

**II. Dress**

- A. Dress will be informal for most occasions; exceptions will be specified in advance.
- B. Footwear shall be worn at all times including water shoes at the beach. No flip-flops, sandals or open shoes will be worn to classes
- C. Good taste, neatness, and comfort should govern the type of clothing worn.
- D. Students should bring foul weather clothes: windbreaker, rain hat, raincoat, poncho, etc.
- E. The students should bring swimsuits and proper recreational apparel each week.
- F. No hats in dining hall.

### III. Identification Tags

- A. Non-transferable student identification tags will be issued.
- B. Student identification tags are to be worn at all times.

### IV. Health Service

- A. The nurse's office/ infirmary is located in Quarter's B the first floor of Third Company dormitory.
- B. The health care provider will be on duty during meal times and on call twenty-four hours a day.
- C. All illnesses or accidents must be reported immediately. The health care provider or Program Director must be contacted before a call is made home or plans are made to leave the residence hall due to illness. An accident report must be submitted for all accidents.
- D. In the event of serious illness or injury, the health care provider will take the action necessary. Parents will be contacted immediately. In cases that require the services of a physician, parents will be responsible for all cost of medical care not covered under the Student Insurance Program.
- E. Students who become aware of any uncommon behavior on the part of a fellow student should report this behavior immediately to the Program Director, a Resident Administrator, a Floor Leader, or the health care provider.

### V. Absence

If a student is unable to return to classes from home according to schedule, the ASLP office must be notified by 7:30 AM and may be reached by calling the ASLP office. Note this number will be handed out to parents during orientation at the start of the program.

### VI. General

- A. Students are expected to be in attendance and to participate in all formal day and evening activities at ASLP. This includes attendance at all group meetings, evening activities, etc. unless excused by the health care provider or the Program Director.
- B. Students are not allowed to possess dangerous weapons, or use or possess tobacco, alcoholic beverages, narcotics or drugs, except as prescribed by a physician and administered under the direction and control of our health care provider. Immediate dismissal from the Program will result in cases of infractions of this policy.
- C. Smoking or possession of tobacco in any form in college facilities or on campus (including field trips) is prohibited.
- D. Student use of bicycles, cars, roller skates, and skateboards is prohibited.
- E. Radios, clocks and razors are approved electrical appliances. TV sets, refrigerators, microwaves, baseball bats, hockey sticks, lacrosse sticks, **cell phones**, pagers, and other communication devices are not permitted.
- F. Musical instruments are permitted and encouraged.
- G. The residence hall will be open for student use from 7:30 AM on Monday through 12:00 PM on Friday.
- H. All problems in the residence halls should immediately be brought to the attention of the Administrative Staff.
- I. Students are restricted to the dormitory floors by gender. This means that male students are restricted to floors designated male and female students are restricted to floors designated female. Immediate dismissal from the program will result in cases of infractions of this policy.

### VII. Pedestrian Safety

Students are required to use the sidewalks and designated crosswalks to and from the residence hall, campus center, classrooms and the library.

### **VIII. Friday Check-out**

Unless the student has a written parental permission to leave with another adult, the student may leave the campus only when accompanied by a parent or/guardian.

### **IX. Textbooks and Other Instructional Materials**

Students are responsible for loaned textbooks and instructional materials. They should not be defaced. All loaned books and materials are to be returned to your teachers at the close of the program.

### **X. Library**

- A. The new Information Commons is available to Advanced Studies and Leadership Program students.
- B. The Information Commons should be utilized during prescribed hours except when special permission is granted by the Program Director.
- C. While in the Commons, students are expected to conduct themselves properly and in a manner befitting ASLP at all times.
- D. The last day for return of books and materials is Tuesday of week three.

### **XI. Mail**

- A. Incoming mail will be distributed from the office in the residence hall. Outgoing mail may be left at the office in the residence hall.
- B. All mail should be addressed as follows:

**STUDENT NAME**  
**Advanced Studies and Leadership Program**  
**Mass. Maritime Academy**  
**101 Academy Drive**  
**Bourne, Mass. 02532**

### **XII. Meals**

- A. Meals are scheduled at the following times in the Campus Center Cafeteria. These times are subject to change after the start of the Program.

Breakfast:	7:00-8:00 AM
Lunch:	12:15-1:00 PM
Dinner:	5:00-6:00 PM
- B. The first week meals begin with breakfast on Monday and conclude with breakfast on Friday. Scheduled meals during weeks two and three begin with lunch on the first day of the week and conclude with breakfast on Friday.
- C. The Student ID card that you will wear is your identification for all ASLP activities including meals.

### **XIII. Signing In And Out Of the Residence Hall**

- A. All students must sign out properly at the dormitory office whenever leaving the campus which is only allowed with parents or staff supervision. Details of signing in and out of the residence hall will be explained during orientation.

B. A telephone call must be made to the Program if the student is detained beyond his/her expected time of return.

#### **XIV. Study Hours and Lights Out**

A. Afternoon activities occur from 2:45 – 5:00 PM.

B. Evening Hours

1. All students must be in their respective residence halls by 9:00 PM.
2. All students must be on their own floor by 9:30 PM.
3. Proctors will take individual room check by 10:00 PM and all lights are to be out at 10:30 PM.
4. Quiet will be maintained on all floors from 10:00 PM to 7:00 AM. Students are not expected to rise any earlier than 6:00 AM.

#### **XV. Bed Linen**

Each student is required to bring the following:

- ONE pillow with case
- TWO flat sheets single bed size, or ONE extra long fitted and ONE top sheet.
- ONE blanket
- A twin size mattress cover (68" x 36") is strongly recommended.
- A bedspread is optional.

#### **XVI. Laundry Facilities**

Coin operated washers and dryers are available at the Residence Hall.

#### **XVII. Personal Hygiene Items**

- A. Students are required to bring towels, soap, toothbrush, toothpaste, etc.
- B. Student supplies such as pencils, paper, etc., may be purchased at the College Bookstore. As use and availability of this facility is limited, it is strongly recommended that students arrive with the necessary tools for study.

#### **XVIII. Cash and Valuables**

- A. It is strongly recommended that cash on hand be limited to \$20.00.
- B. Valuables should NOT be brought to the Program.

#### **XIX. Telephones**

The ASLP office phone number will be handed out to you at orientation. Office hours are 9:00AM to 2:00PM. An emergency telephone number of the Program Director will also be provided to you before the start of the Program.

In an EMERGENCY only, if you are unable to reach us at the numbers listed above, you may call campus police. This number will be sent to parents prior to the start of the program.

Cell phones are not allowed. Phone service for students will be available from 7:00pm-10:00pm at the proctor's office on each dormitory floor. Pay phones are available.

#### **XX. Field Trips**

Field trips are an integral component of many of the ASLP courses. If your son/daughter is enrolled in one of these classes, he/she will be transported to and from Massachusetts Maritime Academy for said field trips under the supervision and direction of the ASLP staff who will exercise their responsibility for reasonable and appropriate care and supervision of your child. It is understood that parents have approved of said trips unless we are notified in writing of a parent's objection.

## **XXI. College Facilities**

Use of the facilities during the three weeks of our program is shared with other programs as well as cadet undergraduate students. Exemplary conduct on the part of our students is expected at all times in order that we not create problems for other programs or a disruption of adult level classes or studies.

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## **CAPE COD COLLABORATIVE ADVANCED STUDIES AND LEADERSHIP PROGRAM CODE OF CONDUCT**

The Advanced Studies and Leadership Program (ASLP) conducted at Mass. Maritime Academy (MMA) is under the jurisdiction and control of the Board of Directors of Cape Cod Collaborative (CCC).

### **PURPOSE**

To ensure that the students enrolled in the Program are in a safe and secure environment in the dormitory, classrooms, laboratories, off-campus field trips, dining room, athletic fields, recreational areas, auditorium, and on campus.

### **PHILOSOPHY**

The emphasis of ASLP is on self-discipline - it underlies the entire structure of our summer program. Self-discipline is training that develops self-control, character, and consideration of the rights of others. Our students are expected to conduct themselves accordingly.

Students enrolled in the Program are expected to treat all members of the Program community with dignity and respect.

Students who lack the maturity and responsibility for managing their own lives should not undertake the Advanced Studies and Leadership Program. The session is brief and intensive, and separation from the Program will be necessary for students who cannot meet the responsibilities for living under the few reasonable and necessary rules.

## **RIGHTS AND RESPONSIBILITIES**

### **EXPECTATIONS**

Students are expected to meet all appointments and not neglect their work. Possession or use of controlled substances, alcoholic beverages, tobacco; possession of weapons; fighting; stealing; profanity; vandalism/destruction of property; harassment; and insubordination are forbidden. Students are expected to dress tastefully, appropriately, and informally. Students are responsible at all times for maintaining socially acceptable behavior during all Program activities.

Due process procedures are observed for serious misconduct and suspension or expulsion from the Program. The Code of Conduct is included with the Letter of Acceptance and published in the Student Handbook. It is reviewed during the scheduled orientation meetings prior to the beginning of the Advanced Studies and Leadership Program and again during student orientation the first day of the Program. Enrollment in the ASLP is acceptance by the parents and student of the Code of Conduct.

## **RULES AND REGULATIONS**

The Cape Cod Collaborative reserves the right to establish and maintain the Rules and Regulations of the Advanced Studies and Leadership Program as delineated in the Student Handbook. In addition, the Executive Director and Program Director and his/her assistants may at any time enact reasonable rules and regulations without prior notice that are consistent with the mission of ASLP and establish disciplinary procedures that insure the students enrolled in the Program are in a safe and secure environment.

### **Dress**

Students' clothing will be consistent with the Rights and Responsibilities in this Code of Conduct. Students will comply with reasonable requests of any staff member regarding hats, footwear, student dress, and/or inappropriate clothing.

### **Liability**

Students are personally liable or responsible for actions resulting in the loss or damage of property of others or the Program or College and for behavior which interferes with the rights, education or dormitory life of other students. Any student experiencing or witnessing such violation of rights or property is expected to report incidents to a Proctor, Resident Administrator, Program Director, or Teacher.

### **Unsupervised Areas**

Students are not allowed in unsupervised areas. Areas, which are not supervised by a teacher or member of the residential staff can pose a safety hazard or invite inappropriate behavior.

### **Sexual Harassment**

Sexual, racial, ethnic, religious, and or sexual orientation harassment in any form is not allowed at the Program. If you believe you have been the victim of harassment, talk to a member of the Administrative Team as soon as possible. A discussion will take place with the alleged harasser to determine if discipline is warranted, but most importantly to ensure the behavior will stop.

The range of sexual harassing behaviors includes, but is not limited, to the use of profanity, telling off-color jokes or making sexist comments and innuendos, leering, pinching, grabbing, suggestive verbal comments, spreading sexual gossip, pressure for sexual activity, unwanted advances and unwanted physical contact of a sexual nature.

### **Reasonable Search and Seizure**

If a student is suspected of violating Program rules or state law, he or she may be subject to reasonable search and seizure by a program administrator including the search of his or her dormitory room, personal effects and or person.

### **Minor Infractions**

Minor infractions in the classrooms are handled by the Teachers. In the dormitory, minor infractions are handled by the proctors and resident administrators, and may also involve the Program Director and his/her assistants. Minor infractions may also involve the Executive Director. Disciplinary action is limited to restrictions and or loss of privileges to attend social events.

## **Serious Infractions**

Serious infractions are divided into three groups - A, B, and C.

- A. Those which could involve a minimum suspension of one day
- B. Those which could involve suspension -minimum of three days
- C. Those which could involve suspension, expulsion or exclusion

Serious infractions are handled by the Program Director, and may involve legal action. Serious infractions include, but are not limited to the following violations:

Serious infractions are divided into three groups - A, B, and C.

### **Group A**

- Open profanity
- Stealing (restitution will be required)
- Vandalism or destruction of property (restitution will be required)
- Any action that jeopardizes the safety of students or staff
- Projecting any object in such a way that could cause injury to another person
- Misuse of campus Emergency Call Boxes, including those located in elevators
- Unauthorized departure from campus
- Behavior while traveling on a bus or in a classroom that in any way jeopardizes the safety and welfare of students or staff

### **Group B**

- Disrespect or insubordination to a staff member
- Fighting
- Failure to immediately report the presence of contraband or weapons on campus or in the possession of other students.
- Crossing over to “off- limit” sections of the dormitory
- Plagiarism
- False statements on the application or other material submitted to the Program

### **Group C**

- Use, possession of, or being under the influence of contraband alcohol, drugs, narcotics, controlled substances, or drug/alcohol paraphernalia.
- Possession of or setting off any type of exploding or incendiary device including fireworks.
- Tampering with fire alarms/smoke detectors in any way including pulling a false alarm.
- Fighting
- Assault and or battery on a staff member or student
- Harassing conduct
- Selling or distributing, alcohol, drugs, narcotics, controlled substances, or drug/alcohol paraphernalia.
- Violation and/or conviction of any state or federal law
- Possession of a weapon
- Inappropriate sexual contact
- Use, possession and or selling/distributing tobacco and or tobacco products.

The Cape Cod Collaborative reserves the right to discipline students up to possible exclusion from the Program for any conduct not listed above which in any way interferes with the conduct of the Program or which impugns the reputation of Cape Cod Collaborative/ASLP.

## **DISCIPLINE PROCEDURES AND DUE PROCESS**

In determining the severity of the penalty or suspension the following criteria may be considered:

- a. student's previous disciplinary records
- b. severity of the disruption of the Program
- c. degree of danger to self, others, and the Program in general
- d. degree to which the student is willing to change his/her inappropriate behavior

### **Due Process Procedures**

1. The incident will be investigated by the Program Director and/or his/her assistants.
2. The student will be advised of the evidence against him/her and be given an opportunity to present evidence and fully explain his/her side of the incident.
3. For breaches of the ASLP Rules and Regulations the Program Director is the adjudicator of fact, and when disciplinary action is contemplated, he/she determines the appropriate disciplinary remedy.
4. The student has the right to a prompt decision.
5. The Program Director has the authority to issue discipline up to suspension of up to three days.
6. If a suspension of three days or more, or expulsion from the Program is recommended by the Program Director, the recommendation, including the grounds for the recommendation, will be submitted in writing to the Executive Director. The student will be suspended for one to three days. Within the suspension period, the student has the right to an expulsion hearing with the Executive Director. The meeting will be conducted according to the following procedure.
  - a. Verbal presentation of the charges. If requested, the charges will be presented in writing.
  - b. The right to present evidence and to fully explain his/her side of the incident.
  - c. The right to a prompt decision including specific grounds for the decision. If requested the decision will be presented in writing.
7. The decision of the Executive Director is final.

## GLOSSARY OF TERMS

**Alcohol/Drug Paraphernalia** - any object used in the consumption, sale, or distribution of alcohol, drugs, or other controlled substances. In addition, ASLP forbids students from possessing jewelry, personal adornments, or clothing with insignia, logos, decals, or other trademarks which are associated with the use of alcohol, drugs, or tobacco products.

**Appeal** - A written request by a parent or guardian for a meeting to review a disciplinary decision.

**Cooling-Off Period** - The parent/guardian is contacted and the student is sent home overnight. Final decision on disciplinary action is subject to a meeting of the student, parent, and Program Director. **Crossing over** - Presence in the off limit sections of the dormitory.

**Expulsion** - Permanent exclusion for the remainder of the Advanced Studies Program and loss of tuition and fees.

**Suspension** - Exclusion from the Advanced Studies Program for a specific number of days. The Program Director has the right to suspend, and the parent/guardian has the right to appeal this decision in writing to the Executive Director subsequent to a one day cooling-off period.

**Possession** - To hold on one's person or in one's belongings. This includes, but is not limited to, items located in the student's dormitory room such as in or on one's desk, in or on one's bureau, in one's closet, or on or under one's bed.

**Unauthorized departure from campus** - Leaving campus during the summer session by means other than by being accompanied by a parent, an adult authorized by the parent to remove his/her child from campus, or a sanctioned ASLP employee.

**Harassment** - Words or action that create a hostile, threatening, or unfriendly climate.

**Minor infractions** - Incidents that do not impact the safety and security of oneself or others.

**Serious infractions** - Incidents that are a violation of the written rules and regulations adopted by the Board of Directors.

**Sexual Harassment** - Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

**Inappropriate sexual conduct:** Any intimate behavior between students that transgresses the level of holding hands.

**Program Administrators:** Executive Director, Director of Special Projects, Program Director, Assistant Program Director, Resident Administrator(s).