



**ADVANCED STUDIES AND  
LEADERSHIP PROGRAM**  
*In Partnership with  
Massachusetts Maritime Academy*

***Student Handbook-2018***

***Schedule***

***First Evening***

***Sunday July 8, 2018***

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

***Week One***

***Monday, July 9–July 13 Friday @ Noon***

***Week Two***

***Wednesday, July 16 @ 8:15am – Friday July 20 @ Noon***

***Week Three***

***Monday July 23 @ 8:15am – Friday July 27-Commencement @ 9:30AM***

***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, 2018

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.

- 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 on the first floor of Fifth 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 sent to parents before 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, 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, fans and razors are approved electrical appliances. TV sets, refrigerators, baseballs, microwaves, bats, hockey sticks, lacrosse sticks, **cell phones**, 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 (Third Company) and female students are restricted to floors

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 9:45 PM and all lights are to be out at 10:00 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.

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

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 or bullying conduct including cyberbullying and bullying related retaliation
- 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

**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.

**Bullying Conduct** – More fully defined in M.G.L. c. 71, § 37O, bullying is the repeated use by one or more students of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof

**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).