

# Wilbraham & Monson Academy

STUDENT / PARENT  
HANDBOOK  
2019-2020

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## **About This Handbook**

The policies and procedures set forth in this handbook are not a right or part of the enrollment contract. The procedures herein do not confer any contractual rights on any student but instead serve as an aid to Wilbraham & Monson Academy (WMA) in its everyday decision-making responsibilities. This handbook cannot contemplate every situation, and WMA reserves the right to exercise flexibility in the best interest of the students and the school.

Parents/guardians understand that WMA believes a positive and constructive working relationship between WMA and the parent or guardian is essential to the fulfillment of the Academy's mission. WMA reserves the right to terminate the enrollment of any child if WMA concludes in its sole discretion that the actions of a parent or guardian seriously interfere with WMA's accomplishment of its educational purpose.

WMA reserves the right to modify the Student/Parent Handbook with appropriate notice to students and parents/guardians. This current version handbook replaces all prior versions of the Student/Parent Handbook.

## **Non-Discrimination Policy**

WMA prohibits discriminatory conduct of any kind. Unlawful discrimination is the unfair or unequal treatment of an individual (or group) based on certain characteristics that are specifically protected by law or Academy policy. These characteristics include: race, religion, color, national origin, age, sex, disability, sexual orientation, genetic information, military status, gender identity and any other categories protected by federal, state or local law.

# I. Names & Numbers

## A. Important Numbers

Main Switchboard.....	413.596.6811
Main fax number .....	413.596.2448
Administrator on Duty (5 p.m. – 8 a.m.: EMERGENCIES only).....	413.284.9042
Admission Office.....	413.596.9107
Admission Office fax number.....	413.599.1749
Athletic Center.....	413.596.9136
Deans Office.....	413.596.9122
Deans Office fax number.....	413.596.0022
Middle School Office.....	413.596.9167
Security cellular phone.....	413.949.0464

## B. Administration & Program Directors

Head of School.....	Brian P. Easler
Dean of Academics.....	Erik Kindblom
Dean of Faculty.....	Wally Swanson
Dean of Residential Life.....	Mike Mannix
Dean of Students.....	Liz Fontaine Squindo
Dean of Studies.....	Kevin Kane
Assistant Athletic Director/Trainer.....	Erika Whipple
Director of Academic Services.....	Melissa Wenz
Director of Admission & Financial Aid.....	Kate Gaw
Director of Advancement.....	Mark Aimone
Director of Athletics.....	Don Nicholson '79
Director of College Counseling.....	John Boozang
Director of Health Services.....	Rose Power
Director of Information Technology.....	Marxan Pescetta
Director of the International Student Program/ Director of Summer Programs.....	Gayle Hsiao
Director of Library Services.....	Valeri Wallace
Director of Marketing & Communications.....	Teddy Ryan
Director of Parent Programs.....	Kellie Molander
Director of WMA Middle School.....	Stuart Whitcomb
Human Resources Manager.....	Cheryl Feder

## C. Important Webpages

WMA Home Page.....	<a href="http://www.wma.us">www.wma.us</a>
WMA Parents Portal.....	<a href="http://www.wma.us/parents">www.wma.us/parents</a>
WMA Students Portal.....	<a href="http://www.wma.us/students">www.wma.us/students</a>

## II. Introduction

### A. Mission Statement & Values

Wilbraham & Monson Academy is a transformational experience where students become challenge-seeking students and leaders of an evolving world.

Our Community Values stem from one of the top coveted Academy Awards given at Prize Day each year: the Frank Cushman Award. The ideals "Live Clean. Speak True. Work Hard. Play Fair." serve to frame our daily lives within our community on and off campus, in the classroom, on the athletic fields, in the dorms and interacting with one another.

### B. History & Tradition

WMA is an institution born of two early 19th century coeducational academies devoted from their foundation to the education of the broadest spectrum of young men and women. Before the Civil War, African-American students were members of their student bodies and Alumni Memorial Chapel was reportedly part of the Underground Railroad. Students from around the world have traveled to the towns of Wilbraham and Monson to avail themselves of excellent teaching.

Monson Academy, founded in 1804, is the anchor of our history. Wilbraham Academy, originally Wesleyan Academy, was founded in New Market, New Hampshire, in 1812 and relocated in Wilbraham in 1825. Although both Wilbraham and Monson academies were boys' schools for a time, coeducation returned with the merger of the two schools in 1971. The number of young women at WMA has been steadily increasing ever since.

In 1947, Charles Stevens (headmaster from 1935 - 1955) sought a way for graduates of the Academy to leave a reminder of themselves when they graduated. For many years, classes had engraved symbols into the foundation of Fisk Hall. Mr. Stevens' idea resulted in the creation of the Alumni Wall, which is really a series of walls in various parts of the campus. The members of the graduating class design their stones to reflect their identities and interests. Originally students soaked the stones in the Rubicon and hand carved them. These days, most students have them carved professionally.

### C. Why We Are Called the Titans

Our school mascot is Titan. Since the late 1920s, the bust of Atlas has commanded the façade of Rich Hall. Atlas was a male member of the gender-balanced family of Titans in Greek mythology and sided with the Titans in their contest against the Olympians. When the Titans were defeated, Zeus ordered Atlas to bear the weight of the celestial world on his shoulders ... the way we expect our students to bear similar weight in the leadership of our world when they go forth from their time here.

The definition of a Titan is also apt: “one who stands out for greatness in achievement.”

Prometheus was also a Titan and was described by Aeschylus as “Teacher in Every Art, (Who) Brought the Fire That Hath Proved to Mortals a Means to Mighty Ends.” It is for these mythological, historical and metaphorical reasons that we proudly choose to call ourselves ... The Titans.

### **III. A Message From the Head of School**

Dear Students and Parents/Guardians,

This handbook is a community framework and a foundation for our students, parents, guardians and all members of Wilbraham & Monson Academy. The content of the Handbook is rooted in our dedication to creating a healthy, happy and orderly living and learning environment for all of our members. The structure presented here, extending from a core of mutual respect, social responsibility and personal accountability, is designed to create and preserve that environment. The purpose of the Handbook is to communicate our expectations and policies to that end.

Through your willing membership in this community, you have agreed that this academic environment and the rules and policies that sustain it, is one in which you wish to engage your full effort, your talent and your positive energy and to which you commit yourself. By entering into this covenant, students, parents and guardians are assumed to agree to uphold the Academy’s expectations, policies and procedures. Every facet of school life at the Academy relies on this pact and every individual at the Academy plays an important and unique role in accomplishing our mission and making our school great.

No set of rules or guidelines can cover every conceivable situation that might arise at a coed residential middle and high school. The rules, policies and procedures set forth in this Handbook are intended to provide a solid foundation from which we may also respond, when necessary, to unique situations. This Handbook does not limit the authority of WMA to deviate from the normal rules and procedures set forth here and to deal with individual circumstances as they arise in the manner deemed most appropriate by the Academy, taking into consideration the best interests of WMA, its faculty, employees, students or overall school community. The policies may also be revised or updated periodically, even during the school year. You will be advised of any changes or revisions if they occur. Any student or parent with a question about any expectation or policy should feel free to speak with one of the Deans or the Head of School.

I hope you are as excited and eager as I am to begin this year living and learning together, and I look forward to spending it with each and every one of you.



Brian P. Easler  
Head of School

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### I. Citizenship

Citizenship within the WMA community comes with enormous opportunities and responsibilities.

Upon matriculation, each student agrees to adopt the Academy's belief in broad intellectual development, good physical health, personal accountability, mutual respect and commitment to service. Students agree to follow a healthy lifestyle and to contribute to the best of their ability to the general welfare of the WMA community.

Academy policies apply to all students while under the jurisdiction of the school. The term "jurisdiction of the school" includes those times, places and occasions when and where the Academy has responsibility for its students. This includes day and boarding students attending a school-sanctioned event or otherwise considered to be representing the Academy. However, any inappropriate behavior which is, or may be, in the judgment of the administration, disruptive of the educational process, interferes with the work of the Academy, is contrary to the mission of WMA, impinges on the rights of other students, employees or members of the school community, or has a direct or immediate effect on the discipline or general welfare of the school, even if such conduct takes place off campus, during non-school hours, or on breaks from school; will result in disciplinary review. The Academy reserves the right to deviate from normal disciplinary process under circumstances involving off-campus, school break conduct.

The purpose of these policies is to create the best living and learning environment through treating one another with dignity and respect.

#### A. Dress Code & Appearance

The dress code at WMA is part of a long and cherished history of preparing students for their future. We take great pride in how our students and faculty comport themselves. The dress code is a representation of the Academy's high standards and the serious academic environment we wish to nurture. The dress code also teaches valuable life lessons such as self-discipline and the importance of attention to detail.

In an effort to simplify the understanding of dress code expectations and the acquisition of acceptable items of clothing, the Academy has partnered with Lands' End Uniforms. Since we do not have a restricted uniform, we have populated our school portal with all Lands' End clothing items that we consider acceptable for our dress code. Please use the site for reference, purchase of Academy school blazer, or to ease the complications of dress code shopping.

Students are required to own one navy school blazer (for Middle School

students blazer or sweater), each with the Academy's crest embroidered on the upper-left pocket/portion, also available through Lands' End.

Students are expected to be appropriately dressed and groomed for every occasion while on campus or while representing WMA off campus. Generally, students exercise good taste and judgment with regard to their appearance. In case of a difference of opinion, however, the faculty and staff are the final arbiters of what does and does not constitute appropriate dress.

As we strive to prepare our students for the future and dress code expectations, we have four dress codes for our students to learn and follow. Mondays, Tuesdays, Wednesday and Fridays are "regular academic dress code" days. Thursdays are "formal dress code" days. Occasionally, when announced by the Dean of Students, there will be "business casual" or "casual dress code" days.

Students are expected to be in dress code at all times during the academic day, whether or not they are in classes. The academic day on Monday, Tuesday, Thursday and Friday lasts from 8 a.m. to 3 p.m. On Wednesday, the academic day is from 8 a.m. to noon, or the conclusion of an individual student's classes, whichever comes last.

### **Regular Academic Dress Code**

- Students may wear dress pants including slacks, chinos, corduroys or polyester/wool blend trousers. Pants are to be hemmed to the ankles and must have leg seams.
- Students may wear skirts or dresses that are no shorter than two inches above knee length when worn appropriately. If a skirt or dress has a slit, the slit length must be no higher than two inches above the knee.
- Students may wear dress shirts, turtlenecks or blouses that are formal in appearance, similar to what would be worn with a business suit.
- Zippered turtleneck shirts or sweaters maybe worn as a second layer over dress shirts, turtlenecks or blouses.
- Acceptable footwear includes all forms of dress shoes that fit with the requirements and intent of the rest of the dress code. Dressy-looking boots may be worn as long as they are tied or zipped. Students may wear boots with skirts, and they must be formal and dressy in appearance.

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- Timberland, winter boots and rubber or plastic rain boots may only be worn from after Thanksgiving Break to Spring Break and during times of inclement weather.
- Timberland boots must either be dark brown, navy or black.
- Coats must be dressy in appearance.
- Polo-style casual shirts, T-shirts in any form, capri or ¾-length pants, Bermuda shorts, or any pants that are not properly hemmed to ankle length are not acceptable on academic dress days.
- Shoulders and midribs must be covered at all times, and neckline must be professional.

### Formal Thursday Dress Code

On Thursdays, other days designated as “formal” dress code days and special occasions:

- Faculty, staff and all Upper School students will wear their school blazer with dresses, skirts, blouses, dress slacks and appropriate shoes; or dress slacks, dress shirts, ties and appropriate shoes.
- Middle School students will wear their school blazer or school sweater with dresses, skirts, blouses, dress slacks and appropriate shoes; or dress slacks, dress shirts, ties and appropriate shoes.
- Lapel pins on school blazers must be those specific to WMA honors and accomplishments.
- When coats are worn over school blazers, they must be at least as long as the free-hanging blazer worn under them. Blazers may not be tucked or stuffed up into small, form-fitting coats.

### Business Casual Dress Code

Every week, the WMA community has the opportunity to earn a business casual dress code day. This privilege is earned when a majority of the community follows the dress code and looks sharp from Monday to Thursday. When in business casual dress code, students must still look sharp and adhere to a dress code.

- Collared shirts or blouses, or Polo shirts may be worn

- Capri or  $\frac{3}{4}$ -length pants, or Bermuda shorts are permitted
- Casual and athletic clothing and shoes may not be worn

### **Casual Dress Code**

On occasion students will be permitted to wear casual dress. Similarly to business casual days, this privilege is earned. On casual dress code days, students must still look sharp and adhere to a dress code. The following items are only permitted on casual dress days:

- Athletic apparel, clothing with large displayed logos or advertisements, fleece coats or shirts, denim material or any clothing designed to represent denim, or any flannel
- Shorts, casual pants, jeans pants designed to be form-fitting to the ankle, such as yoga pants, running pants, leggings, jeggings, or 'skinny pants,' pants with sewn-on pockets on the front, sides or rear, overalls, cargo pants, pants that can be altered into shorts, and carpenter/painter pants
- Athletic shoes, canvas shoes or sandals of any kind with rubber or foam soles including Birkenstock-style, Teva-style sandals and any other casual shoes including flip-flops, moccasins or slippers

### **General WMA Attire Standards**

Head coverings, unless religious in nature, are never worn in buildings, except in dormitories or the Campus Center.

When dress code is required, students are not permitted to wear military surplus clothing, military fatigues, strapless dresses, spaghetti strap dresses, spaghetti strap tops, tube tops, mini skirts and/or midriff-baring tops.

Clothing that is excessively revealing or reveals students' undergarments is not allowed at anytime, even during casual dress code days or when dress code is not required.

Hair must be of a natural human color. Facial jewelry is reserved for times when dress code does not apply.

When a dress code is not required, students must be dressed appropriately and respectfully and are not allowed to wear anything that might suggest alcohol, tobacco or drug use, sexual innuendo or anything that might be offensive to another member of the community.

Going to the dining hall while wearing clothing that is dirty or excessively revealing is not allowed. For example, athletic tank tops, sports bras and cutoff shirts are not acceptable. Students should wear shirts with sleeves and clothing that is reasonable and respectable for the dining table.

### **Medical Dress Code Exception**

If there is a medical reason why a student needs to be out of dress code, a doctor's note may be requested to be brought to Health Services. The Director of Health Services will excuse the student and inform the Dean of Students. During the academic day, orthopedic inserts are to be worn with dress shoes, not with athletic shoes.

### **Dress Code Consequences**

If a student is found to be out of dress code, the faculty member will notify the Deans Office and instruct the student to remedy the situation. The student will be assigned a Dress Code Infraction. Further dress code infractions involving that student will result in disciplinary action, up to and including dismissal.

The Deans Office will keep track of dress code infractions. Students will receive the following consequences for each infraction. Middle School students follow Middle School guidelines.

Infraction #	Consequence
1	- Deans Office Warning
2	- Five school days of morning Deans Office check-in
3	- One detention and Level 2 consequence
4	- Two hours of work detail and Level 2 and 3 consequences
5+	- Conduct Warning and Level 2, 3 and 4 consequences

### **B. Americans With Disabilities Act (“ADA”) Statement**

Members of the WMA community come from many backgrounds and bring many different gifts. As part of that diversity, the Academy enrolls qualified students with documented physical, psychological and learning disabilities and other health issues. The Academy recognizes that some accommodations will be necessary to ensure access to its academic and other resources and is committed to providing that support for students legally entitled to it.

Although the Academy does not offer special programs for students with

disabilities, the Academy is committed to providing reasonable accommodations in academics, housing and other programs and services to address the disability-related needs of otherwise qualified students with disabilities. Reasonable accommodations are interventions (excluding personal services) that are designed to enable students with disabilities to enjoy equal access to the full array of programs and supports offered at WMA without creating an undue burden on the Academy, fundamentally altering the nature of a Wilbraham & Monson Academy education or lowering its standards.

### **C. Personal Electronic Devices**

Technology can enhance the learning experience, and these procedures assist us in creating healthy and safe practices for our community. Focusing on safety, community members are not allowed to use e-devices while crossing the street, walking down stairs, passing through doorways, with the possible exception of a phone call, or in restrooms and locker rooms.

Cell phones, smartphones, translators, laptops, tablets and other e-devices will be collected at the beginning of classes and stored in the classroom. Upper School faculty have storage units in classrooms for cell phones and will require students to turn off their e-devices and place them in these storage containers. E-devices may only be used for relevant class work when specifically permitted by the faculty. Middle School students will store their cell phones in the MS office during the academic day. If parents need to contact their child, they can call the MS administrative assistant, who will coordinate the communication. During afternoon activity meetings or competitions, school meetings, study hall or any other school commitment or obligation, the use of personal electronic devices is prohibited, unless permission is specifically granted by the adult leaders of the activity for the purposes of the program.

Any student utilizing an unauthorized electronic device during an academic assessment, the assessment will be immediately collected and the electronic device confiscated. The incident will be addressed within our discipline policy.

Headphones, earbuds or other personal audio listening implements are only allowed in personal areas, such as dorm rooms, or when academic endeavors warrant their use and the teacher grants permission. If permitted in class or during study hall, the volume must remain at a level that teachers' instructions can still be heard. Otherwise, such devices block hearing and prohibit social interaction, which is antithetical to being a member of an interactive community, and they are therefore not allowed. Playing music and videos out loud should be kept to personal areas, such as dorm rooms, and not in public spaces or hallways. Using e-devices in the dining hall is limited to specifically

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reserved tables. The rest of the tables in the dining hall are community tables, and using devices at them is not allowed. If community members must take an emergency call, they must excuse themselves and go to the dining hall lobby to use the phone.

Inappropriate use of personal electronic devices, which includes, but is not limited to bullying, harassing and sexting, may result in disciplinary action. “Sexting” means sending a sexually explicit or sexually suggestive photo or video over an electronic device. It is a crime to create, send or possess sexually explicit photos or videos of a minor (even if the photo is of you, or if it is sent to your partner). Therefore, students are not allowed to transmit, possess or display for others any such inappropriate photos or videos on their electronic devices. If any student is participating in this in any way, they may face school discipline and/or police action.

If a student violates any of these rules, the associated electronic device will be confiscated by the discovering faculty member and turned in to the Deans Office.

### **D. WMA Network Technology Use & Ethics**

At WMA, technology is an increasingly important presence in our educational community, integrated into every aspect of life on campus. We expect our students and other users, to employ technology in ways that honor all the rules of the Academy, respecting both the letter and the spirit of the Acceptable Use of Technology Policy, which all students, parents, faculty and staff are required to sign. This document can be found on the school’s website – [www.wma.us/parents/handbooks-policies](http://www.wma.us/parents/handbooks-policies) – and in parents’ PowerSchool account. We also expect that students, faculty and staff members will not use technology to violate any rule at WMA. Please refer to [www.wma.us/academics/technology](http://www.wma.us/academics/technology) for a complete technology overview.

Communication is facilitated through the use of Gmail. It is the responsibility of both day and boarding students to check their email, grades and save their documents digitally. WMA has invested in a significant technology establishment dedicated to the use of its current students, faculty and staff. WMA’s network, our dedicated internet access lines, our email and servers and our file and print servers are maintained for the purpose of legitimate academic, research and instructional use. Access to WMA’s network is a privilege granted to each user by the Academy; that privilege carries with it certain expectations, restrictions, guidelines and responsibilities.

### **E. Behavior in Academic Buildings**

We expect students to maintain the quiet atmosphere of an academic building - akin to behavior expected in a library. For example, students are to keep noise and conversations to a minimal volume; there is to be no horseplay or running; and the flow of traffic through the hallways is to be kept free of obstructions such as legs and book bags. Food and beverages are not to be taken into or consumed in Alumni Memorial Chapel.

### **F. Campus Visitation & Guests**

Visitors are welcome at times that do not interfere with daily tasks and responsibilities. The most convenient times for such visits are Saturday and Sunday afternoons. Guests are to be entertained in the appropriate places and should the guest violate any of the Academy's expectations, the host will be held responsible. Permission to have a guest visit campus, including a dormitory, must be granted by the Administrator on Duty and the dorm parent on duty. Visitors are expected to leave campus prior to 7 p.m. on weekdays and prior to 11 p.m. on weekends. In order to help keep our campus safe and friendly, unidentified people on campus should be reported immediately to the Deans Office, Administrator on Duty, a nearby faculty member or a staff member.

### **G. Student Disciplinary System**

We believe that making mistakes is a normal part of growing up and the learning process, but we expect students to learn from their mistakes. We also believe students must learn the value of consequences for their actions. If students accept their consequences and learn from their mistakes, demonstrated by a change in behavior, they will be given a second chance to be successful at WMA. In order to create a safe, fair and consistent living and learning environment, however, there must be a limit to our flexibility and an accumulation of disciplinary infractions may lead to dismissal.

Certain severe first-time disciplinary infractions, may lead to immediate dismissal. These are actions that the community, as forgiving as we try to be, cannot tolerate or feel we cannot recover from - even if it is a first-time offense. These infractions include, but are not limited to, sale or distribution of drugs or alcohol on campus, egregious acts of violence or threats thereof, or thefts, because of the damaging effects on community trust.

There are several disciplinary tools at the disposal of adults in the WMA community:

**Detention** – A traditional formal study hall held in full formal Thursday dress code in the dining hall on Friday from 8 - 10 p.m. It may be assigned by faculty members for infractions of minor rules. Middle School students typically do not receive detention. They usually receive Silent Lunch in lieu of detention.

**Work Detail** – Work Detail is usually only assigned by the Deans Office or the Athletic Office as a natural consequence for certain infractions or as a part of the consequence for missing a detention or an athletic commitment. Work Detail takes place on Sunday afternoons. Middle School students typically do not receive work detail. They usually receive Silent Lunch in lieu of work detail.

**Conduct Warning** – The first step on the formal conduct status ladder. Conduct Warning is the usual consequence for rule violations from the Other Rules section of this Handbook. Warning generally comes with three weeks restriction to or from campus, three weeks of detention, three weeks of work detail and additional natural consequences for the infraction as determined by the Deans Office. Students usually remain on this level for the remainder of the current trimester and the next trimester.

**Conduct Probation** – A step up from Warning, Probation is very serious. Conduct Probation is the usual consequence for rule violations from the Major School Rules section of this Handbook. Probation generally comes with five weeks restriction to or from campus, five weeks of detention, and five weeks of work detail. Additional natural consequences may include required leave-of-absence, random drug testing, required counseling or a meeting with the student, parents, advisor and the Head of School. Students usually remain on this level for the remainder of the current trimester and two additional trimesters.

The last step in the disciplinary system is the Rules & Discipline Hearing (R&D). The R&D is a panel consisting of three elected students and three elected faculty members, mediated by the chair. The chair is the Dean of Students, unless the student is one of the Dean's advisees – in which case the Dean of Residential Life chairs the hearing. Parents/guardians and lawyers do not sit in on R&D hearings. The purpose of an R&D is to hear the details of a student disciplinary incident and to provide advice and direction to the Head of School, who makes the final decision whenever dismissal of a student is a possibility. The hearing is confidential including statements by the student, advisor, and notes taken by members on the panel. An R&D is a privilege, offered based on the nature of their offense and the certainty of the Head about whether dismissal is deserved and not always guaranteed.

Students who are on Conduct Status may not apply or run for leadership positions or Global Scholars. If a student leader is placed on Conduct Status, they will forfeit their position for the duration of their status and, if necessary, re-apply to the position.

WMA reserves the right to place students who repeatedly violate the same rule or violate multiple rules, on Conduct Status for the remainder of their time at the Academy.

The Academy reserves the right to raise at any school meeting time any issue of discipline regarding a student for the purpose of furthering the educational and learning exposure of students and the school community overall. In any of these areas, federal, state and/or local laws may apply the Academy may involve Wilbraham Police Department. Where illegal drugs are involved, the Academy must notify the police. Students are expected to cooperate in investigations. Students are expected to be honest, but honesty is not necessarily a mitigating factor and students' own statements may be used against them. Failure to cooperate with an investigation may be cause for disciplinary action.

Many colleges ask the student applicant and WMA about disciplinary action involving the student. We expect and urge our students to respond honestly when asked to disclose disciplinary incidents on their college applications. In addition, WMA may disclose the following reportable disciplinary actions: (i) an applicant's probation, suspension, removal, dismissal or expulsion resulting from the violation of a Major School Rule and (ii) any adverse change in a leadership position resulting from disciplinary measures. WMA will also disclose any material change to a student's course load. WMA will report a reportable disciplinary action or change of course load regardless of the time of year in which the violation occurred (e.g., WMA will report even after applications have been submitted) and regardless of whether the college specifically requests such information. If a reportable disciplinary action or change of course load arises after applications are submitted, WMA encourages students to also inform the colleges to which they have applied.

If a student refuses to participate or cooperate at any stage of an investigation for whatever reason, including, but not limited to, pending criminal charges, the school reserves the right to take action, including proceeding without a statement from the student, or to ask the student to leave school.

## **H. School Rules**

The chief purpose of these expectations is to make the Academy a sensitive community that promotes intellectual curiosity and fosters a sense of humanity

on the part of all its members. We expect and need students and parents to cooperate with the Academy in following the policies and rules to maintain our standards. Please understand that the Academy determines the appropriate response to any act of misconduct committed by an Academy student and brought to the attention of the school, especially when local, state and/or federal laws apply.

Any student who gives tacit approval by knowingly and voluntarily remaining in the presence of any punishable offense will be referred to the Deans Office. The range of response may include punishment equal to that of the student committing the offense itself.

### **1. Major Rules**

Conduct that will make a student liable for dismissal includes but is not limited to:

- Interpersonal misconduct (this rule applies to inhumane behavior, which may include harassment, sexual misconduct, fighting, hazing, teasing, bullying, hate crimes, discrimination, threatening or acts of violence)
- Stealing, including shoplifting and credit, bank or phone card fraud
- Distribution of illegal drugs, alcohol or prescriptions
- Use, possession of, or knowingly in the presence of those using or possessing alcoholic beverages or alcoholic beverage containers, illegal drugs, controlled medications (even if prescribed) or possession of drug paraphernalia, including, but not limited to vaporizers
- Possession of an ID that could be used to make illegal purchases
- Use or possession of firearms, knives, explosives or other weapons
- Vandalism
- Misrepresentation of the truth and/or violation of academic integrity
- The possession, transfer, dissemination, recording or posting of electronic media (including but not limited to electronic text, voice, or video files or images, or copies of the same) that are unauthorized,

illegal, or otherwise deemed inappropriate under school rules and policies.

- Direct disobedience to a reasonable request or directive from a faculty member, staff member or prefect
- Smoking, being in the presence of those smoking or unauthorized use of any type of flame in a school building
- Behavior that endangers the health or safety of yourself or others, including tampering with safety equipment or unauthorized use of safety equipment
- Violation of federal, state or local laws
- Inability or difficulty meeting school expectations
- Behavior contrary to the mission of the school

## 2. Other Rules

Conduct that will result in disciplinary action by the school includes but is not limited to:

- Unauthorized presence in a dormitory or another student's room
- Use, possession of, or knowingly being in the presence of those using or possessing tobacco or non-smoking tobacco products, including, but not limited to nicotine delivery devices such as vaporizers, cigarettes and chewing tobacco
- Use or possession of matches, candles or lighters
- Possession of Academy keys other than those assigned
- Being off campus without permission, including walking off campus in surrounding woods/property
- Absence from the dormitory without permission between check-in and 6 a.m.
- Possession of unauthorized heat-producing appliances

- Unauthorized use of motor vehicles, including driving or riding (A boarding student may not have a motor vehicle at the Academy or keep one in the vicinity of the Academy.)
- Repeated dress code infractions
- Unsportsmanlike behavior, insubordination, abusive language, inappropriate gestures, derogatory remarks, disruptive behavior and other similar conduct
- Repeated violation of the attendance policies
- Violation of the Acceptable Use Policy
- Unauthorized exchange of money or other items as a result of gambling, betting, etc.
- Inability or difficulty meeting school expectations
- Dishonesty during a disciplinary investigation
- Violation of academic integrity
- Behavior contrary to the mission of the school

### **I. Searches**

A search of a student's room and/or any other item in a student's possession may occur when any member of the faculty or school administration has reason to believe a disciplinary infraction or the existence of physical or other potential harm to the student or others will be discovered. In addition, in the Academy's ongoing efforts to ensure compliance with our rules and that students engage in appropriate behavior and to maintain a substance free and safe school environment, WMA may choose to conduct a random search of any area of the school premises as well as any item of a student's personal belongings or items in a student's possession at any time and without prior notice.

### **J. Behavioral Interventions**

Rationale – Grappling with difficult choices is a fact of life and a particularly challenging aspect of adolescence. Because students are human, and therefore inherently imperfect and because they lack experience and full cognitive development, they will sometimes make mistakes or venture down paths that

are not in their own best interests. They are still growing and learning the lessons they need in order to make healthy and appropriate choices. As a school, when we notice signs that a student may need our assistance, even when they don't ask for it or want it, we will attempt to help them deal with whatever they are grappling with and learn the lessons they need. When possible, we prefer to assist students before issues become serious. This means that sometimes we need to act on suspicion, intuition and ambiguous details - call it a "feeling."

When we have the feeling a student is grappling with an issue and may need our assistance, we want to provide a forum that encourages the student to be honest and forthright with us so we can help. In order for students to feel comfortable opening up to us, there must be a non-disciplinary framework through which they can receive the support they need. The Intervention model suits these needs perfectly and is a community (family) approach to supportively addressing behaviors that warn of potential risk.

How it works – If a student's behavior, performance or demeanor attracts the attention of the Deans Office, if we get that "feeling" that the student may be struggling with something big, we will pool together information from as many different sources as possible in order to create a better picture of what is going on. We will then inform the student's parents of our concerns and request their support in our endeavors to provide assistance. The crux of the process is a meeting with the student and key personnel at the school. At a minimum, the Dean of Students will meet with the student and their advisor. Depending on the particular circumstances, others may join the meeting such as the student's parents, Director of Health Services, School Counselor, Dean of Residential Life, dorm parents, teachers, friends or student leaders. The exact composition of the intervention group will be dependent on the situation.

In the meeting, we will directly communicate the perspectives and concerns of the community and ask the student if there are grounds for our concern. If there are, we will offer whatever assistance we can within the limits of our program. If there is suspicion of substance use (drugs or alcohol), the student will be notified we will test them with a tox-scan (urinalysis) after the meeting. We will explain to the student in this intervention context that if they admit being involved in substance use and ask for help before we test them, it will be treated as a health issue instead of a disciplinary issue. If a student claims they have not been involved in substance use but the test comes back positive, the student will be subject to full disciplinary consequences. Our object here is to encourage honesty and willingness to ask for help, which will pave the way for us to assist them. In cases not involving suspicion of substance use, we will do our best to provide the right atmosphere for the student to share with

us anything we need to know and provide for them alternative avenues for assistance.

Sometimes our concerns and suspicions will be misplaced or we will not get through to the student. We will continue to monitor concerns, however, because we would rather be wrong than overlook a situation that could jeopardize the safety or welfare of one of our students.

### **K. Intimacy**

To help students make good choices about relationships, WMA provides programs, such as Health class, designed to educate students. Our on-campus health professionals are also important resources that provide learning opportunities.

We understand that the adolescent developmental need to express feelings may result in intimate relationships and sexual contact. However, because we also believe that the emotional risk is too high for adolescents who are not developmentally ready for an intimate relationship, we do not allow students to engage in any form of sexual contact. We define sexual contact as direct genital contact of any kind with any other person. Students unable to refrain from such activity will be subject to Health Services counseling and possible Deans Office actions. We expect parents want to know of any intimate activity in which their children are engaged and, furthermore, we expect the cooperation of the family in addressing any concerns.

It's important to note that according to Massachusetts General Laws, children under the age of 16 may not consent to any type of sexual intercourse. Since all illegal sexual activity is considered abuse, the school is mandated to report such activity to the Department of Children and Families.

With the age and developmental needs of our Middle and Upper School students in mind, WMA expects that students be conscious of physical intimacy of all levels in the presence of others, as public displays of affection can be offensive to other members of the community.

### **L. Anti-Bullying**

At WMA, we expect that all students will treat each other with civility and respect. It is the policy of WMA to provide and maintain a learning environment that is free of bullying and any other verbal or physical misconduct that disrupts the learning environment or makes it unsafe.

The Academy will not tolerate any form of bullying or cyberbullying, nor will we tolerate retaliation against any person who reports bullying, provides information during an investigation of bullying or witnesses or has reliable information about bullying. Bullying and cyberbullying are prohibited on school grounds and at school-sponsored events, athletic or other activities, functions and programs. Bullying and cyberbullying also are prohibited on school buses and other vehicles owned, leased or used by the school and through the use of technology or an electronic device owned, leased or used by the school.

In addition, bullying and cyberbullying are prohibited at a location, activity, school-sanctioned function, or program that is not school-related or through the use of technology or an electronic device that is not owned, leased or used by the school, if the bullying creates a hostile environment at school for a targeted student; infringes on the rights of a targeted student at school; or materially and substantially disrupts the educational process or the orderly operation of the school.

We recognize that certain students may be more vulnerable to become targets of bullying harassment or teasing based on actual or perceived characteristics, including race, color, religion, ancestry, national origin, sex, socioeconomic status, homelessness, academic status, gender identity or expression, physical appearance, or sensory, disability or by association with a person who has or is perceived to have one or more of these characteristics. The school will identify specific steps it will take to create a safe, supportive environment for vulnerable populations in the school community and provide all students with the skills, knowledge and strategies to prevent or respond to bullying, harassment, or teasing.

### **Definitions under the Law**

The following definitions are drawn from the Massachusetts law against bullying.

**Bullying** – Bullying is defined as the repeated use by one or more students or by a member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a victim that:

- Causes physical or emotional harm to the targeted student or damage to the targeted student's property

- Places the targeted student in reasonable fear of harm to themselves or of damage to their property
- Creates a hostile environment at school for the targeted student
- Infringes on the rights of the targeted student at school
- Materially and substantially disrupts the educational process or the orderly operation of the school

**Cyberbullying** – Cyberbullying is bullying through the use of technology or electronic devices such as telephones, cell phones, computers, fax machines and the internet. It includes, but is not limited to, email, instant messages, text messages and internet postings, whether on a webpage, in a blog or otherwise.

**Hostile Environment** – A hostile environment is a situation in which bullying causes the school environment to be permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive to alter the conditions of a student's education.

**Retaliation** – Retaliation is any form of intimidation, reprisal or harassment directed against a student who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying.

It is important that this plan be well understood by all members of the WMA community, which is why the full Prevention and Intervention Plan is published on our website. The Dean of Students is responsible for the implementation and administration of the plan. Questions and concerns related to this plan may be referred to the Dean of Students.

#### **M. Anti-Discrimination**

WMA is committed to maintaining and promoting an educational environment free from all forms of discrimination, including harassment. Discrimination, including harassment, on the basis of race, color, religion, national origin, ethnicity, genetic information or testing, sex, sexual orientation, gender identity, age or disability (hereinafter "membership in a protected class") will not be tolerated. Retaliation against any student or other individual who has complained of discrimination, including harassment, or individuals, who have cooperated with an investigation of such a complaint, is also unlawful and will not be tolerated. The Academy will promptly investigate, remedy any harm and seek to prevent recurrence of such conduct.

This policy applies to conduct directed toward students by all other persons associated with the educational community including, but not limited to, students, school employees, volunteers, vendors and independent contractors.

### **What is Discrimination, including Harassment?**

**Discrimination:** Treating persons differently, or interfering with or preventing them from enjoying the advantages or privileges afforded to others because of their membership in a protected class.

**Harassment:** Oral, written, graphic, electronic or physical conduct relating to a person's actual or perceived membership in a protected class that is sufficiently severe, pervasive or persistent so as to interfere with or limit that person's ability to participate in the District's programs or activities by creating a hostile, humiliating, intimidating or offensive educational environment.

Harassing conduct based on protected status may include, but is not limited to:

- Degrading, demeaning, insulting or abusive verbal or written statements
- Taking personal belongings, taunting, teasing, name-calling or spreading rumors
- Drawing or writing graffiti, slogans, visual displays or symbols on school or another's property
- Telling degrading or offensive jokes
- Unwanted physical contact of any kind
- Physical violence, threats of bodily harm, physical intimidation or stalking
- Threatening letters, emails, instant messages or postings to websites that come within the scope of the District's disciplinary authority
- Defacing, damaging or destroying school or another's property

**Sexual harassment may include, but is not limited to:**

- Verbal forms of sexual harassment, including repeated unwanted requests for dates, sexual rumors, sexually explicit jokes, howling, whistles, catcalls, soliciting conversation regarding sexual activity and experiences, making unwanted gender-based references to a person's physical characteristics;

- Written forms of sexual harassment, including offensive gestures following or stalking another, cornering or blocking a person, leering, pressuring for sexual activities;
- Nonverbal forms of sexual harassment, including offensive gestures, following or stalking another, concerning or blocking a person, leering, pressuring for sexual activities;
- Visual forms of sexual harassment, including displaying sexually suggestive or sexually provocative photographs, pictures, objects, cartoons or posters; or
- Unwelcome physical touching, including grabbing, groping, squeezing, sexual fondling, kissing, brushing against another's body, body hugs and other unwelcome contact

Sexual harassment may occur adult to student, student to student, student to adult, adult to adult. It is important to understand that although there are multiple sides to every story, harassment is determined by the feelings of the recipient rather than the intentions of the initiator.

Each member of the educational community is personally responsible for ensuring that their conduct does not in any way harass or discriminate against any other person that they have contact with in the performance of their duties or studies or while acting as a member of the school community. In addition, each member of the educational community is required to fully cooperate in any investigation of alleged discrimination, including harassment. Further, WMA employees are obligated to intervene and stop any discrimination they witness, including harassment and to immediately report to the appropriate party instances of discrimination, including harassment, that are reported to them or of which they otherwise learn.

WMA does not allow registered sex offenders on campus.

#### **N. Anti-Hazing**

Hazing, which can occur regardless of a person's willingness to participate, is not tolerated at WMA and is also prohibited by state law:

Massachusetts General Laws Chapter 269, Sections 17-19, Anti- Hazing Law

**Section 17:** Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than \$3,000 or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.

The term “hazing” as used in this section and in Sections 18 and 19, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation. Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

**Section 18:** Whoever knows that another person is the victim of hazing as defined in Section 17 and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than \$1,000.

**Section 19:** Each institution of secondary education and each public and private institution of postsecondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and Sections 17 and 18; provided, however, that an institution’s compliance with this section’s requirements that an institution issue copies of this section and Sections 17 and 18 to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution’s recognition or endorsement of said unaffiliated student groups, teams or organizations.

Each such group, team or organization shall distribute a copy of this section and Sections 17 and 18 to each of its members, plebes, pledges or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgement stating that such group, team or organization has received a copy of this section and said Sections 17 and 18, that each of its members, plebes, pledges or applicants has received a copy of Sections 17 and 18 and that such group, team or organization understands and agrees to comply with the provisions of this section and sections 17 and 18.

Each institution of secondary education and each public or private institution of postsecondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full-time student in such institution a copy of this section and Sections 17 and 18.

Each institution of secondary education and each public or private institution of postsecondary education shall file, at least annually, a report with the board of higher education and in the case of secondary institutions, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams or organizations and to notify each full-time student enrolled by it of the provisions of this section and Sections 17 and 18 and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students. The board of higher education and, in the case of secondary institutions, the board of education shall promulgate regulations governing the content and frequency of such reports and shall forthwith report to the attorney general any such institution that fails to make such report.

#### **O. Reporting Procedure for Complaints of Discrimination, Hazing, Bullying or Harm to Others**

The physical and emotional safety of our students is our highest priority. A student who feels they may have been the subject of harassment, hazing or bullying, or any other conduct that may be physically threatening or harmful, whether from another student or an adult, should report the alleged incident immediately to their advisor, the Dean of Students, Health Services, school counselor or any other trusted adult in the community. Other students, parents, employees and anyone else who is aware of any harassing, hazing or bullying behavior targeting a student should also notify any of the above named persons.

Reports must include details of the alleged incident, names of the persons involved and witnesses, and any supporting documentation or materials. WMA is required to report allegations that could be considered a violation of criminal law or covered by mandatory reporting obligations.

The investigation will proceed as expeditiously as possible. Interviews will be conducted with the involved parties, making every effort to preserve the privacy and confidentiality of all parties. When the investigation is complete, WMA will, to the extent appropriate, inform the parties of the outcome. The totality of the circumstances, such as nature, context, intensity, persistence and

repetition of the behavior, as well as the nature of the relationship between the parties involved will be considered in determining an appropriate response. If it is determined that inappropriate conduct has occurred, disciplinary action up to and including dismissal may be imposed.

**Retaliation** – Students and others who make reports on behalf of a student, are protected from retaliation for making good faith complaints or participating in the investigation of a complaint. Any person with a concern that they are being retaliated against should bring it to the attention of the above-named persons.

### **P. Reporting of Suspected Abuse and Neglect**

All members of the WMA community are required under Massachusetts law to report any case of suspected abuse or neglect to the Massachusetts Department of Children and Families' Child-at-Risk Hotline. Any person with any knowledge whatsoever of suspected abuse or neglect, or any concern about possible abuse or neglect, should report it immediately to the Dean of Students so that appropriate reporting and necessary responsive actions can be taken. Students may also report any concerns to a trusted adult within the WMA community who will then report it to the Dean of Students.

Any student who believes that they have been the victim of abuse should also report the incident(s) to the Dean of Students, Health Services or another trusted adult.

**Abuse** – The non-accidental commission of any act by a caretaker upon a child under age 18 which causes or creates a substantial risk of, physical or emotional injury; or constitutes a sexual offense under the laws of the Commonwealth; or any sexual contact between a caretaker and a child under the care of that individual. This definition is not dependent upon location (i.e., abuse can occur while the child is in an out-of-home or in-home setting).

**Neglect** – Failure by a caretaker, either deliberately or through negligence or inability to take those actions necessary to provide a child with minimally adequate food, clothing, shelter, medical care, supervision, emotional stability and growth, or other essential care; provided, however, that such inability is not due solely to inadequate economic resources or solely to the existence of a handicapping condition. This definition is not dependent upon location (i.e., neglect can occur while the child is in an out-of-home setting).

All members of the WMA community should keep in mind that the threshold for reporting abuse and neglect is triggered by having merely "reason to suspect." Failure to report is a misdemeanor, but good faith reports are

protected under the law. Any person with a question about whether to report any matter should promptly address it with any of the people previously designated to receive reports.

### **Q. Violence/Weapons Policy**

Students must never resort to physical confrontation to resolve their differences. Fighting for any reason will not be tolerated and may result in disciplinary action. Fighting includes (without implied limitation) the throwing of punches or a serious physical struggle. Likewise, threatening another will not be tolerated. Threatening includes any behavior, which purposely places or attempts to place another in fear of imminent bodily injury or physical contact.

The possession of a weapon or other dangerous object in an Academy building or on WMA property, buses or at Academy functions is prohibited and may result in disciplinary action or police intervention. Dangerous objects include without implied limitation items such as guns, firearms, explosive devices, knives, slingshots, pepper spray and chemical sprays. See the Discipline Policy for more information.

### **R. Substance Policy**

**Tobacco** – WMA is a tobacco-free school. No student is allowed to use or possess tobacco products, including e-cigarettes, vaping paraphernalia, matches or lighters and all forms of non-smoking tobacco, while under the school's jurisdiction.

While we understand that this policy may be difficult for those who have used tobacco before coming to the Academy, we firmly believe it is in the best interest of all of our students. We hope those who have used tobacco will use this opportunity to break away from an unhealthy practice. Literature and information pertaining to “kicking” the nicotine habit are available and special programs specifically designed to limit and eventually discontinue the use of tobacco are offered through Health Services. The Director of Health Services is available to answer questions you may have regarding the issue. Cessation

classes are available upon request or may be mandated for tobacco-related rules infractions.

**Drugs & Alcohol** – Like parents and educators across the country, we are concerned about the use of alcohol and drugs by teenagers. In any cross section of today's adolescents, there are increasing numbers whose use of chemicals is

unhealthy, abusive, dependent or addictive. The Academy's goal is to intervene early in an individual's use or suspected use of substances in an effort to stop the progression of a potentially harmful set of behaviors. Only by working together can we create a safe and positive learning environment for our students.

WMA may require, without prior notification, a biochemical test for alcohol and/or drugs be performed on a student at any time with or without parental permission. The cost of such testing is the responsibility of the parents/guardians. Failure to appear for testing, failure to provide a sample, or evidence of attempted adulteration may cause a test to be presumed positive. Results of the test(s) do not affect the consequences, if the students are in the presence of alcohol or drugs.

When school personnel suspect or determine that a problem with substance use exists for a student, in or out of the school's jurisdiction, it is our policy to notify parents of this concern. WMA expects that parents want to know of the school's concern and, furthermore, expects the cooperation of the family in overcoming such a problem. If students or their parents exhibit an unwillingness to confront such a potential problem by refusing to cooperate with the school, the student will be required to withdraw from WMA.

Students found using drugs, alcohol, or other illegal chemical substances while under the school's jurisdiction may be liable for dismissal from the Academy. Students may be allowed to remain if they agree to seek professional assessment and counseling, as well as to satisfy other requirements of the Deans Office. Unannounced periodic drug testing may also be a condition of continued enrollment at the Academy. Agreement to submit to such counseling and testing will be obtained from the student and their parents or guardians. Any costs associated therewith are the responsibility of the family. If students or parents refuse to submit to drug or alcohol testing, it is viewed by the Academy as an admission of guilt.

Involvement with any of the more serious drugs (Massachusetts Drug Laws Class C or above) will likely result in dismissal on the first offense.

Students who voluntarily indicate they are struggling with a substance problem have our assistance dealing with the issue as a medical concern. Such information is treated confidentially and is not considered disciplinary; however, standard policies and procedures are followed for any subsequent substance use following this voluntary admission. A student may not voluntarily admit to substance use as a means to circumvent disciplinary procedures already in progress. We believe this policy represents healthy,

productive support of students struggling with substance issues, and we trust parents will join us in this endeavor.

**Illegal Drugs Defined** – The term “illegal drug” includes any controlled substance not legally obtained and prescribed drugs not being used in the prescribed dosage or for the prescribed purpose, including drugs prescribed legally for someone other than the person using them and steroids and/or any other performance-enhancing substances. The term further refers to other substances (e.g. mail-order stimulants or pills, nitrous oxide, glue, etc.), which are used for other than their intended purposes.

**Sale or Distribution of Substances** – The sale or distribution of illegal substances is regarded as a serious danger to the health and safety of members of the WMA community. Students found to be involved in the sale or distribution of illegal substances to fellow students while within the school's jurisdiction will likely be dismissed from WMA.

## II. General Information

### A. Communication to Parents/Guardians

At the Academy, we believe students, parents/guardians and faculty work together to complete the educational process. We encourage frequent communication between parents/guardians and faculty. Parent/guardian and faculty conferences are an integral part of Family Weekend in the fall. However, these conferences are only part of the contact that occurs between faculty and parents/guardians. Email is often the best way to reach faculty. Email addresses and phone numbers of faculty are available through the Deans Office and on the website.

Our website - [www.wma.us](http://www.wma.us) - provides an additional means of communication. Calendars, schedules and current press releases are all posted here. Photos of events on campus can be found on the website as well. A weekly electronic newsletter informs parents/guardians of upcoming events and WMA Parent Programs functions.

### B. The Advisor Program

Every student is assigned a member of the faculty or staff as their advisor for the year. Parents/guardians should feel free to contact the advisor whenever they wish. They should always be the first resource when students or parents are experiencing a problem. Advisors are encouraged to develop close contact

with their advisees, and a student should contact their advisor whenever the need arises. A formal time is set aside each week for advisees to meet with their advisors.

The advisor is responsible for helping advisees meet the academic and social expectations of the school. Students should bring problems of an academic nature (i.e., proposed course withdrawals, test failures, homework problems, etc.) to the attention of their advisors prior to seeing the Deans Office about these matters. Advisors may, from time to time, set limits or take disciplinary action when deemed appropriate.

### **C. Spiritual Life**

As members of a school community whose goal it is to work with the whole student, we seek ways to develop the mind, body and spirit of our students. We are a nondenominational community, and therefore encourage our students to pursue opportunities they feel are appropriate.

### **D. Safety & Security**

WMA employs security officers who secure and patrol the campus from 6 p.m. to 4 a.m. every day. Our school and security department has an open and cooperative relationship with Wilbraham Police and Fire departments, which are two miles from campus and do an excellent job keeping us all safe and secure at night.

All buildings are secured with AMAG security electronic access systems requiring all students to carry a swipe device to gain entry. This system is on 24 hours a day, seven days a week. Additionally, a campus-wide, closed-circuit video recording system provides footage of public spaces, dormitory entrance doors, parking lots and outside areas.

### **E. Campus Emergencies**

WMA has a complete and tested crisis management plan, which was designed specifically for the unique needs of our college-style high school campus. No plan can cover the extent of possible emergencies at a school, but our plan has been continually revised and updated with our experience and with the input of professional crisis response consultants. We will continue to revise it as appropriate. We do not publish our plans, because to make them public knowledge would be counter-productive to keeping our students safe, but questions can be directed to the Dean of Students. In the event of a major crisis on campus, parents should follow the updates and directions in the resulting text alerts and/or email.

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Fire and safety drills take place multiple times throughout the school year when students, faculty and staff are present. The faculty communicates fire and safety plans with the students at the beginning of the school year and review when needed. Drills take place in the academic, athletic and dormitory buildings.

### F. Inclement Weather

With a significant boarding population, we do not cancel school unless conditions are severe. It makes sense for us to continue with the academic day. However, at no time do we expect day students or their families to take unnecessary risks. Day-student absences accompanied by a parent/guardian phone call on inclement days are excused and work missed can be completed without consequence. Day students who can safely get to school should sign in at the Deans Office as soon as conditions and family comfort allow.

If students cannot drive home from campus due to bad weather, they should notify the Deans Office or the Administrator on Duty. Arrangements can be made for them to sleep on campus.

If classes, practices, games or activities are cancelled, day students are not permitted to be on campus.

For the most current information and updates, students should check email. Families can check the school's website - [www.wma.us](http://www.wma.us) - which is also available on mobile devices.

### G. Text Alerts

Students with cell phones are expected to give their cell phone numbers to the Deans Office at the beginning of the school year. Cell phone numbers will be used for text alerts, which include events, cancellations, inclement weather and school-wide emergencies.

## III. Health Services

### A. Philosophy

The primary purpose of Health Services is to encourage positive health practices among all students at the Academy. Health Services is available to provide the necessary information for students to make responsible decisions about their own lifestyles and health practices. Recognizing each individual has

unique needs and goals, Health Services strives to maintain and/or restore the physical and mental health of each student so they may obtain an optimal level of wellness. In addition, Health Services encourages communication between students and parents/guardians. Health Services works to facilitate better understanding so the needs and goals of all may be worked towards and hopefully met. Each student is responsible for their own health practices and may wish to consider the following in making choices about their lifestyle:

- Healthy decision-making to identify, implement and sustain health enhancing behaviors
- Concepts of preventative medicine
- Healthy ways to cope and manage stress
- Principles of nutrition, healthy weight management and weight control
- The negative effects of smoking, drugs and alcohol
- The importance of sleep
- The value of personal hygiene

## **B. Health Services Staff**

Medical care and treatment in Health Services is provided by registered nurses, any situation requiring more substantial care and treatment is referred to a physician or, in the case of day students, to the parents.

### **I. WMA Nurses**

WMA nurses support student's success by providing health care through assessment, intervention and follow-up for all children within the Academy setting. The WMA nurses address the physical, mental, emotional and social health needs of students and supports their achievement in the learning process.

Responsibilities include but are not limited to:

- Assessing and treating of a range of illnesses and injuries with appropriate follow-up

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- Managing chronic disease, including health teaching to student and family
- Administration of medication as prescribed
- Providing care, assistance and health teaching
- Linking children and families with primary care physicians, specialists and health insurance as needed
- Providing first aid and emergency care for a range of injuries and health conditions
- Identifying students at risk and developing a plan of care with appropriate intervention
- Completing health screenings with follow up as needed
- Providing support and referral resources for children and their families
- Managing health records, immunizations and physical exams
- Assisting with referrals to specialists, dental and vision exams and psychiatric care

## 2. School Physician

WMA utilizes the services of Family Care Medical Center, 1515 Allen Street, Springfield, MA. Family Care Medical Center is staffed by board certified Emergency and Internal Medicine physicians, physician assistants and nurses. There is also an onsite fully staffed X-ray and lab facility.

Family Care Medical Center is the Academy's consultant for health care and is available to Health Services at specified times to treat the boarding school population. All arrangements to see a physician are made through Health Services.

### C. Health Services Hours

Health Services is staffed with registered nurses from 7:30 a.m. to 4 p.m. Monday, Tuesday, Thursday and Friday. Wednesday hours are 7:30 a.m. to 1 p.m.

At all other times, the nurse on call can be reached by cell phone, which is given to all faculty and staff members. Students are requested to have a faculty or staff member contact the nurse on call for them.

#### **D. Medical Forms, Health Insurance and Immunizations**

**Medical Authorization Form** - This form is to be completed annually before the student is allowed to move onto campus and/or attend classes. A signature of a parent or legal guardian is required, along with the date. By signing this, the parent or legal guardian hereby grants permission and authorizes the Academy, acting by and through its Health Services Medical staff and/or its representative to:

- provide medical care to their child, including, but not limited to, dispensing of non-prescription and prescription medication and to allow self administration of medication provided the school nurse determines it is safe and appropriate
- obtain medical and/or surgical treatment for their child in the event of an emergency ONLY if the parent or legal guardian cannot be reached
- immunize their child as required by Massachusetts state law if their child is not up to date on all immunizations and/or provide appropriate boosters and/or flu shots as indicated by the Director of Health Services.

**Health Insurance** - Every student must be covered by a health insurance plan that has a contact address in the U.S. while a student at WMA. If no proof of this exists at the time of registration, the Academy will enroll the student in the school's health insurance plan and will bill the parent/guardian for this coverage. All health care costs, including bills for hospitalization, physician visits, physical therapy, psychological counseling, transportation and medications are the responsibility of the parent or guardian. If health insurance covers health care bills incurred by the student, parents must see to it the insurance company promptly pays these bills. Parents/guardians are responsible for processing and following up on insurance claims and paying copays. Permission to submit insurance gives Health Services, any hospital, physician or person who has attended or examined a student permission to furnish the insurance company or its representative information related to the claim. This signature is required for all students.

**Medication Permission Form** - A permission form for all students receiving prescription medication is required. Please see the Medication section below for more information.

**Physical Exam Form** - Massachusetts law, mandated by the Department of Public Health, requires a physical examination before entry into school and annually before participating in athletics.

**Immunization Record** - Massachusetts Law, mandated by the Department of Public Health, states that students must have all immunizations per Massachusetts requirements prior to starting school. A physician's certificate is the only acceptable evidence of immunization or disease. If your child has not received required immunizations prior to arrival, the immunization will be administered at WMA. All VIS (Vaccine Information Sheets) are available on the WMA Health Service webpage. The information is also available on the United States Center for Disease Control and Massachusetts Department of Public Health.

**Tuberculosis Test** - For students from the U.S., a TB test is required if the student has had close contact with anyone with TB, visited or lived for a month or more in any country with a high rate of TB (most Asian, African and South American countries). If a positive TB test has been reported in the past, the student should not be re-tested but documentation of a negative chest X-ray and/or a negative T-spot or Quantiferon blood test must be received. For international students, a tuberculosis test by Mantoux must be done annually for students living in or who have visited for a month or more in countries with high rates of TB (most Asian, African and South American countries). Documentation of the result is the same as for American students. The student needs to return to their physician 48 to 72 hours after testing to have the results of the Mantoux read and documented. The results must be on the health form before the beginning of school. If any student does not have such documentation on their health form, a Mantoux test will be administered by Health Services during orientation. If an X-ray and/or treatment is necessary, the student will be sent to the Department of Public Health TB clinic in Springfield, Massachusetts.

## **E. Medication**

In order to assure the safe use of all medications by students, all medications, including controlled substances is to be kept in Health Services and dispensed under a nurse's direction.

Medication must be in a properly labeled container or in a legal prescription bottle appropriate to the individual student. If it is not, the medication will not be accepted by Health Services. All medication that must be sent to the school from home or elsewhere must be transported by a parent/guardian or sent via express mail. Subsequently, all medication that arrives at school must be given

to the on-duty nurse, dorm parent or Administrator on Duty and accompanied by a note or explanation.

If prescriptions are filled by a family's home pharmacy, then it is the responsibility of the parent/guardian to get the medication to Health Services in a timely manner so that the student does not go without their medication. Health Services makes every effort to notify the family when medication is low, but it is the responsibility of the family to know when the prescription is due to be filled or if a new prescription is required. Many insurance companies also offer a mail-in prescription plan that provides two to three months of medication.

Under no circumstances are students allowed to keep medication in their dorm rooms without the approval of the Director of Health Services. Students are not to have prescription medication, (e.g. methylphenidate, adderall, medical marijuana) or nonprescription medication (e.g., No-Doz, Nyquil, diet pills, Tylenol, Advil) in their personal possession. If medication kept without the knowledge of Health Services is found, the student may face disciplinary consequences.

## **F. Confidentiality**

Therapists, WMA nurses and the school counselor are bound both ethically and legally to maintain the confidentiality of those being counseled. Confidentiality will only be broken if there is reason to believe a student's behavior is injurious to either themselves or to others. Parents can sign a release to have the therapist communicate with the school.

## **G. HIPAA & School Health**

In 1996, the U.S. Congress passed the Health Insurance Portability & Accountability Act (HIPAA), which increased individuals' ability to maintain health insurance coverage. In addition, the U.S. Department of Health & Human Services was required under HIPAA to issue regulations:

- Standardizing the formats of electronic health care claims and transactions (known as the Transaction Rule)
- Establishing new requirements for the privacy of individually identifiable health care information (known as the Privacy Rule)
- Establishing new requirements for the security of electronic health care information (known as the Security Rule).

**How is this related to school health and the Health Service Department at WMA and is authorization required before a physician is permitted under HIPAA to disclose information and records related to a patient's immunization status to a school and school nurses?**

The Massachusetts Department of Public Health concluded that physicians and other licensed providers are permitted under HIPAA (45 C.F.R. & 164.512(b)) without an individual authorization, to disclose information and records related to a patient's immunization status to a school and its agents to meet the requirements of M.G.L. c. 76, & 15, 105 CMR 220.000 and 603 CMR 18.05. By statute and regulations, schools are authorized to collect or receive information to prevent and control disease.

**Is authorization required before a physician or other health care provider is permitted under HIPAA to discuss the treatment of a patient with a school nurse regarding a patient /student enrolled at the school?**

The HIPAA Privacy Rule permits a health care provider to discuss protected health information about an individual, without the consent of the individual, to another health care provider for that provider's treatment of the individual. 45 CFR 164.506 and 45 CFR 164.501.

**Do school health programs have to comply with the Transaction Rule?**

This does not apply to WMA since we do not transmit any health information in electronic form in connection with a HIPAA standard transaction. Any third party billing that is done through Health Services to a health insurance company is done via paper and an important aspect of the Transaction Rule is that it does not apply to healthcare providers when billing by paper; nor does the Transaction Rule require providers to switch to electronic billing.

WMA also requires all parents/guardians to authorize the WMA Health Service staff to act on their behalf, with regard to the student's medical care while in attendance at the Academy. This gives WMA the legal authority, under Massachusetts state law, to seek medical treatment and secure reimbursement through their health insurance plan. This authorization is listed under Section E on the Health Form, Authorization for Treatment. All students are required to have this section completed in order to attend the Academy.

**Can a covered entity under HIPAA (for example a physician) fax protected health information (PHI) to a school nurse?**

Yes. In December 2002, the Office of Civil Rights issued guidance stating that

the HIPAA Privacy Rule permits physicians to disclose protected health information to another health care provider via fax as long as the disclosure is allowed under HIPAA and both the disclosing and receiving entity have in place “reasonable and appropriate administrative, technical and physical safeguards” to protect the privacy of the PHI.

Health Services has a private fax located in the Health Services Office, available only to the Health Services staff. The fax number is 413.596.3655.

Information regarding HIPAA obtained from the Massachusetts Department of Public Health website, for more information go to:  
[www.mass.gov/dph/fch/schoolhealth/hipaa\\_faq](http://www.mass.gov/dph/fch/schoolhealth/hipaa_faq).

## H. When a Student Needs Medical Care

Visits to Health Services for minor ailments should be planned so as not to conflict with other school responsibilities. Students are expected to be prompt in reporting for their medication before the start of class, students will not be given late passes to class because of their own tardiness to the Health Office.

Medical and dental appointments should be made so as not to interfere with school responsibilities.

**Day Students** - Day students who are ill should remain at home. The parent/guardian must notify the Deans Office that the student is sick. If the student becomes ill during the school day, the student must come to Health Services for evaluation and treatment. Only students seen in Health Services, who are ill, will be excused from missed classes. If more than first aid and/or non-prescription medicine is required, the student’s parents/guardians are notified and parents/guardians must make arrangement to pick their child up for further medical treatment.

If a student is out of school for a week or more for an illness, Health Services may request a letter from the student’s doctor deeming them fit to return to school.

Day students who require first aid and/or medical intervention have the injury treated as necessary by Health Services and/or athletic training. The student’s parents are called and allowed to make a decision regarding necessary treatment or intervention after the nurse’s assessment is given to them.

**Boarding Students** - Boarding students should report to Health Services when they feel ill or are injured. They may not stay in their dormitory rooms unless specifically directed to do so by the Health Services staff. Minor treatments and first aid are administered in Health Services.

Students requiring more comprehensive treatment are referred to the school physician. Possible exceptions to this policy may include dental, orthodontic, orthopedic, dermatological, podiatry or gynecological appointments. Parents/guardians wishing their child to be seen by a doctor other than the school physician should notify Health Services, especially if insurance requires referrals. It is the responsibility of the parents/guardians to contact the new physician with their child's medical and insurance information. After the parent/guardian has made contact, Health Services will help to coordinate the visits. Health Services can provide referrals if necessary.

Appointments for requiring medication management can be made with an area psychiatrist through Health Services with the permission of the parent/guardian. It is the responsibility of the parent/guardian to assume responsibility for paying for these fees.

In case of an emergency or if the school physician cannot be reached, students are taken to the most appropriate medical facility. Parents must handle long-term illnesses or elective procedures at home.

### **Sports Injuries**

Initially, the Athletic Trainer evaluates all emergency sports injuries. If medical consultation is needed, the athletic trainer refers the student to Health Services. In an emergency, students are transported in an ambulance, if necessary, to the most appropriate medical facility.

After incurring an injury requiring medical evaluation, students must present the Athletic Trainer with a statement signed by a physician, indicating the student's status in sports participation and any other pertinent instructions. This statement is kept on file in the Athletic Training room and at Health Services.

### **Concussion Protocol**

Collaboration and sharing of information is crucial to management and coordination of student's care after a head injury. WMA requires coaches and other personnel report any head injury immediately to the athletic trainer and/or school nurse. Parents/guardians of a student who sustain a head injury outside of school related activities are required to inform the athletic trainer. The underlying philosophy of these policies is "when in doubt, sit them out."

We want to have our student-athletes return safely to academics and athletics after a concussion or other injuries. WMA follows the Massachusetts

Department of Public Health guidelines to ensure a student who is concussed is identified, treated appropriately and completely recovered, and to educate the Academy community about concussions. The head athletic trainer oversees the implementation of policies and protocols governing the prevention and management of head injuries.

Any student who receives a blow to the head and/or exhibits any signs or symptoms of concussion must be removed immediately from play/practice. The athletic trainer will initiate care and evaluate.

An athlete who exhibits signs or symptoms of concussion, or has abnormal cognitive testing, will not be permitted to return to play on the day of the injury. Any athlete who denies symptoms but has abnormal cognitive testing should be held out of activity.

WMA uses ImPACT to help evaluate concussion injuries. It is a computerized system to evaluate the student who is concussed after the injury and track recovery for safe return to activity, thus preventing the cumulative effects of concussion. WMA requires all Grade 9 - PG students, and Grades 6 - 8 who play sport, take the baseline ImPACT test. By completing this test, the athletic trainer will be provided with baseline data that will be used to compare post-injury scores if a student sustains a concussion.

Parents/guardians of day students who are symptomatic but stable will be contacted by the athletic trainer and are expected to take responsibility for their child immediately. The athletic trainer will communicate their findings with the parents/guardians.

Parents of boarding students who are symptomatic and stable will be notified of the injury. The student will be monitored for signs and symptoms and referred as necessary.

When a student loses consciousness for any reason, EMS will be activated. Athletes who are removed from play or practice and who begin to develop signs and symptoms of a worsening brain injury will be transported to the ER immediately.

### **Post-concussion protocol**

Any student who has sustained a head injury must participate in a post-concussion protocol and have a doctor's note/or be cleared by the athletic trainers before being able to return to full academic and extracurricular athletic activities.

The plan, put forth by the treating physician, shall be communicated with the parents, Dean of Studies, school nurse and Athletic Trainer. This plan, if needed, shall include instructions for a student, parents/guardians and school personnel addressing physical and cognitive rest, graduated return to academics and athletics, assessment frequencies, as appropriate, physician or athletic trainer until full return to academics and athletics is authorized. If classes appear to be exacerbating symptoms, consideration for academic accommodations must be made until a physician's note is received with specific directives. The Dean of Studies will share the plan with the student's teachers and advisor.

The student is required to see the Health Services Office daily to complete a symptom checklist and must be completely symptom free and medically cleared in order to begin graduated re-entry (stepwise program) to activities.

The student must meet the following criteria in order to progress back to activity:

- Be symptom-free at rest and during full academic days for 5 - 7 days, without medication, or if symptomatic, per concussion specialist written authorization
- Test within normal range of baseline on post-concussion ImPACT testing, as determined by the Athletic Trainer and/or treating physician
- Have written clearance from Primary Care Physician or specialist

If treating physician does not have concussion training and experience or if the concussed athlete's treatment plan varies from the school's concussion protocol, the school and/or physician may be consulted. The athletic trainer with the concurrence of the school physician will have the final say with regards to an athlete's ability to return to any sport activity.

Once the above criteria are met, the athlete's progression back to full activity follows a stepwise process, as recommended by the National Athletic Trainers Association, under the supervision of the school's athletic trainer. Progression is individualized and will be determined on a case by case basis. Progression will require the student-athlete to be symptom-free and generally each step should take 24 hours. Additional medical clearance may be required for full contact.

Step 1: Light aerobic exercise – (e.g., walking, stationary bike)

Step 2: Running or sprinting in the gym or on the field

Step 3: Sport-specific training (e.g., skating in hockey, running in soccer) Non-contact training drills, may lift weights

Step 4: Full practice with contact

Step 5: Full-contact training after medical clearance/unrestricted training Return to play

If the athlete experiences post-concussion symptoms during any phase, the athlete should stop exercise and rest. When symptoms resolve, the student will drop back to the previous asymptomatic level and resume the progression after 24 hours.

Lingering symptoms may require additional physician or other medical specialist follow-up (i.e., concussion MD specialist and neuropsychologist). All associated costs for such will be the responsibility of the parent/guardian.

### **Communicable Diseases**

Health Services evaluates boarding students with conditions that appear to be communicable. Any student requiring isolation is sent home, isolated in the Health Office or hospital, depending on diagnosis. Students may return to campus only after presenting Health Services with a statement signed by their physician certifying the contagious period has ended.

### **Hospitalization**

If an illness or injury requires hospitalization, the student is transported to the most appropriate medical facility with the Medical Authorization Form, which includes parent/legal guardian signature for appropriate treatment, health insurance information and parent contact information. Once the student has been admitted, they are only released to the parent, legal guardian or school nurse. After a hospitalization, students must present Health Services with a signed physician's statement to return to school.

### **Parental Notification of a Student's Illness**

It is not always possible to contact the parents every time Health Services treats a student. Health Services will contact the parents with any significant injuries or illnesses that may require special medical care or a visit to the physician. For minor illnesses and injuries, such as colds, mild sprains and strains, it is the responsibility of the student to contact his/her parent if it seems fit. The parents and/or legal guardians are encouraged to contact the nurses in Health Services at any time with questions and/or concerns about their child.

For serious illness/injuries and hospitalization, Health Services contacts the parents and/or legal guardian as soon as possible. Health Services also informs the administrator on duty of any significant illnesses or injuries.

### **I. Medical Leave of Absence**

Understanding the nature and range of conditions that arise with teenagers, the treatment for certain medical and psychological conditions and behaviors might need to occur outside the school setting. The goal of a medical leave of absence is for the student to regain health and the ability to function consistently, productively and safely when they return to school. The leave provides the student with the time to focus on recovery, medical/psychological care and self-care.

A medical leave of absence generally occurs when:

- a physical or mental illness is seriously affecting the student's ability to attend class, perform in class or do academic work, even with support and accommodations
- the student's ability to participate in academic, athletic and social life, even with support and accommodations, is disrupted and too difficult to manage
- the student behaves in ways that can be considered self-destructive or dangerous to others
- the demands of school are affecting the student's ability to focus on recovery
- the student feels in crisis and requires an increased level of care
- the student is not engaged in treatment that the school has made a condition of attendance, after the student has been evaluated by medical and/or mental health professionals, who have deemed such treatment appropriate

A student's family may request such a leave at the recommendation of objective medical professionals. Additionally, if in the school's judgment, a student is exhibiting symptoms that make the student unable to participate in required academic or extracurricular activities without imposing an undue burden on the school's resources, the school may recommend and require that the student be evaluated and subsequently placed on medical leave. Decisions about granting or requiring a medical leave, or a student's return from leave, rest

with the Dean of Students and Head of School. The Dean of Studies will coordinate the student's academic responsibilities while on leave and makeup work upon return.

To return to school after a medical leave of absence, a thorough professional evaluation of the student's current mental health or medical condition from the physician, psychiatrist or other professional who treated the student during the medical leave of absence must be provided to the school. This evaluation must include the current treatment plan, services required upon return to WMA, and expectations for the student. The Academy may require an additional evaluation or consultation by our physician or consulting school psychologist.

Before returning to school, the student will meet with the Dean of Students, School Counselor and/or Health Services Director to review the student's wellness plan. The plan is developed to ensure the student is best supported at WMA. The student is expected to follow all steps of this plan. Parents/guardians are welcome to attend this meeting.

The guiding principle of return from a medical leave is the school's confidence that the student can return safely, and that the student's return will not compromise the student's continued recovery, interfere with the school's ability to serve other students' needs or place an undue burden on the school. As a corollary to this principle, a student whom the school determines can safely participate in the regular school day may nevertheless be restricted from participation in overnight field trips or other residential-style school activities. Students with disabilities, including those related to mental health conditions, have the right to reasonable accommodations relative to the disability.

The goal of a medical leave is to give the student the opportunity to regain health and thereby function consistently, productively and safely at the school. In the absence of a treatment plan that meets this goal or a student following the treatment plan, in the view of the school personnel, the school may require the student to withdraw.

## **J. Student Compliance with Medically Prescribed Treatment**

Students are responsible for closely following medical advice. Medication must be taken at Health Services unless otherwise directed by the nurse. Students are expected to be on time for scheduled doses or appointments. Frequent tardiness, failure to report or blatant noncompliance with medical advice is unacceptable behavior and will be brought to the attention of the Dean of Students and treated as a disciplinary issue.

### **K. Chemical Abuse and/or Dependency**

Students concerned with their own or another's chemical abuse and/or dependency (e.g. drugs, alcohol, or tobacco products) may contact Health Services. If a student comes to the Health Services Office asking for assistance, the student will not receive disciplinary consequences. Appropriate referrals will be made to meet the individual's needs with the goal of helping the student with treatment and recovery. See the Substance Policy in the handbook for more information.

The role of the parent/guardian in substance prevention is extremely important. Parents/guardians need to be informed and communicate their position on drug and alcohol use with their children, as well as support the Academy and law enforcement policies regarding the use of alcohol and drugs by young people.

### **L. Counseling**

A school counselor is available to meet with students on campus. The counselor meets with the students individually and in groups for the purpose of enhancing student academic, social and emotional success by developing and strengthening coping strategies, resiliency and healthy communication. WMA consults with area psychologists. These psychologists see students by appointment arranged through Health Services. There is a fee for this service. Most insurance plans cover this fee, but it is the responsibility of the family to be sure payment has been made.

### **M. Eating Disorders**

Students with suspected eating disorders are brought to the attention of Health Services so that they may be referred to the appropriate person(s) or facility. Parents and/or guardians are notified of suspected eating disorders for prompt and appropriate treatment. Students diagnosed with an eating disorder will be required to see a nutritionist, psychologist and medical physician, all specifically trained in treating eating disorders. Health Services will work with the student and family to be sure the best care possible is achieved. If the student is not cooperative in their treatment then they may be required to take a medical leave of absence for more intensive treatment.

## **N. Food Allergies**

Students and their families are encouraged to inform the Health Office and FlikDining Services of all food allergies. Parents of students who have severe allergies with potential of anaphylaxis must meet with the Director of Health Services to develop an action plan. The student is responsible for providing Health Services with an EpiPen at the beginning of each year. The goal is to provide a safe and respectful environment for all students and to provide support as students make healthy food choices and gain self confidence in the choices they make.

## **O. Guidelines for Infectious Diseases**

WMA has a responsibility to safeguard the welfare of all members of its community. However, the increasing presence of infectious diseases around the world suggests that all schools need to be vigilant in screening students and employees for signs of illness following the Department of Public Health guidelines. Therefore, the Academy has established guidelines on how to best deal with this issue.

The school shall review each potential and/or actual diagnosed case of infectious disease to determine how best to protect the health of all students and personnel at Wilbraham & Monson Academy. The school maintains the right to interrupt or terminate a student's attendance by virtue of any health condition that may adversely affect the student or student body. The Head of School makes such decisions upon receipt of recommendations from the Health Services staff.

To minimize the potential for infection and disease, we will continue to educate the entire community on how to stay healthy, travel healthfully and learn about risks from the Center for Disease Control and Department of Public Health.

## **P. Sexuality & Reproductive Health**

The Health curriculum in the Middle and Upper School has age-appropriate content and lessons related to growth and development, sexual development, relationships, responsible decision-making, methods of birth control, including abstinence and sexuality.

A student wishing to be sent to a Family Planning Clinic is responsible for scheduling the appointment and paying the cost. We encourage students to speak to Health Services and parents/guardians (if appropriate) to help them make healthy decisions regarding this matter.

To have an abortion in Massachusetts, a woman under the age of 18 must have written permission of both parents. If it is not possible for some reason, she may petition the court to be declared an emancipated minor for this particular situation.

### **Q. Transportation to/from Medical Appointments**

Parents are responsible for any transportation fees incurred by their child while going to or returning from medical and counseling appointments. Transportation to the hospital is available via a school vehicle or any faculty car available at that time. A seriously injured student is transported by ambulance and accompanied or followed by a faculty member. For medical and counseling appointments, transportation fees range from \$10 to \$25, depending on the distance and time involved.

## **IV. Facilities & Services**

### **A. Gill Memorial Library & the Athenæum**

Gill Memorial Library is a place for students to do research, study, read, play quiet games with friends, check email and use the computers. Services are geared toward academic, leisure and social purposes. Students, faculty and staff may borrow books (for pleasure reading or research), DVDs, cameras, periodicals and newspapers. There are computers available for use by students, faculty and staff. Also available are numerous online databases, wireless internet access, a printer and a photocopy machine.

Individual and class instruction in library usage, research strategies, methods and skill development are an integral part of the library program. In support of the Academy's commitment to MLA style, format and documentation, members of the library staff offer instruction in parenthetical citation, creation of the Works Cited and format of written work. Students, faculty and staff are expected to treat borrowed materials with respect; items damaged, lost or unreturned are billed to the borrower.

When construction is complete on the Athenæum the rules, hours, and behaviors will be published in an addendum to this Handbook.

Library Hours:

Monday - Friday: 7:45 a.m. - 10:30 p.m.

Saturday: Closed

Sunday: 11 a.m. - 10:30 p.m.

### **B. Pratt Room**

The Pratt Room is available for students to practice their musical instruments. During the week, students sign out the key from the SESH monitor in the dining hall. On the weekend, students sign out the key with the AOD in the dining hall during brunch or in Rich Lobby during evening snack.

Pratt Room Hours:

Monday – Friday: 8 - 10 p.m.

Saturday: 10 a.m. - noon; 8 - 9 p.m.

Sunday: 10:30 a.m. - noon

We expect everyone to treat the space and the items in the space with respect. If students are not respecting the space and/or instruments or behaving in a manner not appropriate for the space, then the School may close the room to use and/or restrict students from using the space.

### **C. Lak Dining Hall**

The primary rule governing the use of the dining hall is respect for the rights of the community and for the facility itself. Students should wear shirts with sleeves and clothing that is reasonable and respectable for the dining table. At all times, each person eating in the dining hall is expected to exhibit good table manners and to clean up after themselves.

Any student who brings a family member or guest should sign a charge slip for the guest's meal. These are available upon request from a dining services employee.

Faculty and students with suggestions for different types of foods & activities are encouraged to communicate them to the Food Service Director.

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## Dining Hall Hours:

Monday - Friday: Breakfast 7 - 8:20 a.m.

Snack: 8:20 - 10:05 a.m.

Lunch: 11 a.m. - 1 p.m.

Dinner: 5:30 - 7 p.m.

Saturday: Cold Breakfast: 8 - 9:30 a.m.

Brunch: 10 a.m. - noon

Dinner: 5 - 6 p.m.

Sunday: Cold Breakfast: 8:30 - 10 a.m.

Brunch: 10:30 a.m. - 12:30 p.m.

Dinner: 5 - 6 p.m.

\*On weekdays when classes are not held, a weekend meal schedule is in effect.

**D. Campus Center**

The Campus Center is a space where members of our community can relax and interact with one another in an informal setting.

Users are expected to behave in a responsible and considerate manner, to keep the space neat and to treat one another with respect. The Campus Center is open from 7 a.m. to 11 p.m. Monday through Friday and from 10 a.m. to 11 p.m. on Saturday and Sunday. Snack Bar hours for the Campus Center are posted at the opening of school.

**E. Campus Store**

The Campus Store, located on the first floor of Rich Hall, stocks many athletic and gift items in addition to textbooks and school supplies. The Campus Store is open from 9 a.m. to 3:30 p.m. Monday through Friday. The Academy requires families to fund their student's Campus Store account for the purpose of books, academic supplies, college application fees, medical services, etc.

**F. Mail & Packages**

Each boarding student is assigned a Campus Center mailbox where mail and packages are distributed. It is the responsibility of all boarding students to check their mailboxes daily. Mail should be addressed to the student at:

Wilbraham & Monson Academy  
423 Main Street  
Wilbraham, MA 01095

Any packages to be shipped by truck or United Parcel Service should be sent postpaid and plainly marked with the student's name.

Mail is delivered Monday to Friday. Students may pick up packages every day any time the Campus Center Snack Bar is open. Parents/guardians who wish to leave items for their student after hours may call the Administrator on Duty or dorm parent.

Any mail addressed to day students will be held in the mailroom, and the student will be contacted for pickup.

### **G. Laundry**

The Academy offers laundry and dry cleaning services through:  
E & R Laundry and Dry Cleaners  
55 Central Street  
Manchester, NH 03101-9898  
603.627.7661 or 800.243.7789  
<https://www.eandrcleaners.com/>

Laundry bags for Smith and Rich halls are dropped off at the Rich Hall Laundry Room and for Wallace Blake in the front lobby. All laundry and dry cleaning is picked up in the Campus Center.

The Academy uses Automatic Laundry to supply laundry machines to each dormitory for students who choose not to subscribe to E&R. There is a fee per load for these machines that can be paid via an app or pre-paid laundry card.

### **H. Banking Information**

Boarding students are responsible for their own allowance funds. If such services are desired, parents or students can set up an account with a local bank. The closest bank is Citizens Bank at 455 Main Street, Wilbraham, MA 01095.

## All School 2019-2020

## V. Academic Calendar

Tuesday, Aug. 20.....	New International Students: Registration & Orientation
Saturday, Aug. 24.....	Registration (All Students) & Orientation (Upper School students)
Sunday, Aug. 25.....	Matriculation & Convocation
Monday, Aug. 26.....	Upper School Classes begin
Tuesday, Aug. 27.....	Middle School Classes begin
Monday, Sept. 2.....	Labor Day (no classes)
Friday-Sunday, Sept. 6-8.....	On-Campus Weekend
Friday-Saturday, Oct. 11-12.....	Family Weekend (attendance mandatory)
Sunday-Tuesday, Oct. 13.....	Fall Long Weekend
Wednesday, Oct. 16.....	Classes resume
Friday-Sunday, Nov. 15-17.....	On-Campus Weekend
Friday, Nov. 22.....	Fall Vacation (begins at noon)
Tuesday, Dec. 3.....	Classes resume
Friday-Sunday, Dec. 13-15.....	On-Campus Weekend
Thursday, Dec. 19.....	Winter Vacation (begins at 3 p.m.)
Tuesday, Jan. 7.....	Classes resume
Thursday-Monday, Feb. 6-10.....	Winter Long Weekend (begins at 3 p.m.)
Tuesday, Feb. 11.....	Classes resume
Friday, March 6.....	Spring Vacation (begins at noon)
Tuesday, March 24.....	Classes resume
Friday-Sunday, May 8-10.....	On-Campus Weekend
Friday-Monday, May 22-25.....	On-Campus Weekend
Friday, May 22.....	Prize Day (attendance mandatory)
Saturday, May 23.....	Commencement (attendance mandatory)
Monday, May 25.....	Memorial Day (no classes)
Thursday, May 28.....	Middle School: Last Day of School, Closing Ceremonies
Friday, May 29.....	Upper School: Last Day of Exams & School

VI. Campus Map



Campus Map

**Academic & Administrative Buildings**

- Ⓐ Middle School
- Ⓑ Old Academy
- Ⓒ Bonney Hall
- Ⓓ Fisk Hall
- Ⓔ Mattern Hall
- Ⓕ Gill Memorial Library
- Ⓖ Shenkman House Advancement Office
- Ⓗ Leverett Marsden Hubbard Admission Office at Morrow House

**Athletic Facilities**

- Ⓚ Athletic Center, Greenhail Gymnasium & Cowdrey Memorial Pool
- Ⓛ Corbin Field 1 & Phil Shaw Track
- Ⓜ Corbin Field 2
- Ⓝ Dennis W. Ferry Baseball Field
- Ⓟ Hugh Harrell Rugby Field
- Ⓠ Huey & Margolis Water Tennis Courts
- Ⓡ Weaver Athletic Field
- Ⓢ Mohawk Athletic Fields and Turf Complex

**Residential Facilities**

- Ⓣ Rich Hall
- Ⓤ Smith Hall
- Ⓡ Wallace Blake Dormitory
- Ⓛ Rodney & Shirley LaBrecque House
- Ⓜ Malley House
- Ⓝ Head of Schools House
- Ⓟ Shaw House & Health Services
- Ⓠ Watts House
- Ⓡ Chapin House
- Ⓢ Hodgkins House
- Ⓣ Grange House
- Ⓤ Winchester House
- Ⓡ Sewer House
- Ⓢ Shreve House
- Ⓣ Lak House
- Ⓤ Mountain Road House

**Landmarks**

- Ⓚ Alumni Memorial Chapel
- Ⓛ Rubicon & Senior Bridge
- Ⓜ Monson Bell
- Ⓝ LaBrecque Academic Gate
- Ⓟ Heritage Courtyard
- Ⓠ Campus Clock
- Ⓡ Parking
- Ⓢ Maintenance and Facilities Department

## Middle School

### I. Campus Hours & Drop-off/Pick-up

The Middle School campus hours are Monday through Friday from 7:30 a.m. to 5:30 p.m., before and after which there will be no direct supervision available for students unless arranged in advance. Students arriving to school before 7:30 a.m. or who remain on campus after 5:30 p.m. must wait in either the Dining Hall or Campus Center, although WMA strongly discourages this practice.

Students may be on campus after hours to attend athletic events or activities such as theatrical productions or concerts, but must leave campus immediately after.

The Middle School student drop-off area is in the Athletic Center parking lot between Lak dining hall and the Athletic Center and is supervised most mornings. Drop-off of Middle School students is not allowed in the Lak Dining Hall parking lot or the LaBrecque Dorm parking lot. Students requiring additional assistance getting from the car to the school building may be dropped off in the spaces marked for handicapped parking closest to the building.

### II. Middle School Academic Program

#### A. Overview

The primary goal of our Middle School is to promote the intellectual, social and physical growth of young adolescents. We seek to stimulate and satisfy the innate curiosity of our young learners. Our academic program features a rich English curriculum, a World Cultures progression covering the world's major religions, geography and history, an issues-oriented science program, an accelerated mathematics program and ability-based world languages courses, with technology skills incorporated into them. All Middle School students also take art, music, health and physical education. The academic program is further enhanced by the inclusion of our boarding program, where students spanning the globe enrich classroom experiences with cultural and experiential diversity.

#### B. Waivers

Waiving of any specific course load requirement resulting from a health-related issue or a diagnosed documented disability is determined on a case-by-case basis. Students requesting a waiver will need to provide documentation supporting any request. The Director of Academic Services and Director of Health Services may be consulted when reviewing a particular case.

The Head of School, Director of Middle School and Dean of Studies make final decisions related to waivers.

### C. Academic Integrity

Education presupposes a context in which honesty is a critical ingredient. Departure from this standard constitutes a violation of a major school rule. Faculty members discuss with students and include on their course syllabi, expectations for individual courses and assignments. The following are examples of academic dishonesty. These examples are not inclusive.

1. Plagiarism (the unacknowledged use of another's words or ideas)
2. Using unauthorized notes or other aids in a test, quiz or examination, or copying from or being influenced by another student's work during a graded evaluation
3. Giving unauthorized aid to another student; examples include, but are not limited to, allowing another to copy or use one's test, paper or homework
4. Using help on homework, papers or take-home tests that is beyond the limits specified by a teacher, including help from other students, siblings, parents and friends
5. Using translating software or translations of texts studied in class without the permission of the teacher
6. Submitting the same work for credit to more than one teacher unless both teachers give their permission, or resubmitting previously submitted work for another grade without permission
7. Intending to cheat by preparing materials to do so, such as notecards and then bringing them into an assessment.

Any incident of academic dishonesty will be brought to the attention of the advisor, the Director of Middle School and the Dean of Studies and addressed within the Discipline Policy as outlined in this Handbook.

In the case of cheating or plagiarizing on standardized tests, or during competitions external to WMA, these incidents will be brought to the attention of the Director of Middle School and the Dean of Studies immediately. WMA will cooperate with and follow any protocol set forth by outside institutions, as well as address the incident within our Discipline Policy.

### **D. Grades & Comments**

Grades and comments are communicated through our online reporting system, PowerSchool. Our academic year is divided into three trimesters. Grades are computed six times each year, at the mid-trimester point and at the end of the trimester.

M1, M2 and M3 represent the mid-trimester grades for the first, second and third trimesters, respectively. T1, T2 and T3 represent the end of trimester grades for the first, second and third trimesters, respectively. E3 represents the final exam grade, but in the Middle School only foreign languages and math give a final exam. F1 represents the end of year grade and is an average of T1, T2, T3.

Parents are notified electronically when the mid-trimester and trimester grades are finalized. Written comments accompany these grade reports as needed. Teachers are asked to update student grades once each week and parents and students can access grades at any time to monitor weekly progress.

### **E. Student Records/Transcripts**

Students' records are kept in the Deans Office using PowerSchool, a web-based student information system and a filing system. PowerSchool allows us to track and archive grades and attendance and the filing system contains transcript(s), standardized test results, other pertinent educational information and formal communication with the school and family, including disciplinary infractions.

### **F. Grading System**

Faculty members assess student academic performance by assigning the following grades: A, B, C, D and F with plus and minus notations when appropriate. The numerical equivalent of each letter grade are listed below. Incomplete grades may only be assigned when a student has been absent for an approved reason and was unable to complete work by the end of the particular marking period.

### **G. Academic Honors**

Lists of students earning Honors, High Honors and Highest Honors are published on the Academy website at the end of each trimester. A student must earn a grade point average of 3.30 to be eligible for Honors, 3.70 for High Honors and 4.00 for Highest Honors. A student may not have a grade below a C and must take five credits throughout the trimester to be eligible for

academic honors. Any student placed on conduct status as a result of academic dishonesty is not eligible for academic honors for the trimester in which the offense took place.

The GPA calculated to determine Academic Honors each trimester is considered a simple GPA. Letter grades for each class are converted to GPA numerical values (below) and an average is calculated to the nearest hundredth. Midterm grades are not included in the calculation.

Grade	Regular Courses
A+	4.33
A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
C-	1.67
D+	1.33
D	1.00
D-	0.67
F	0.00

## H. Honor Nights

An honor night is a reward for commendable work or effort in a course, as determined by the teacher. Students may earn honor nights by recommendation of their teachers and approval by the Deans Office and their advisors. Normally, boarding students are expected to study in the Evening Study Hall, as a group. As a useful transition to the expectations of a high school experience, in the third trimester each honor night excuses a student from Evening Study Hall one night per week, where students are given the option to study in their rooms.

Students on the honors lists receive five honor nights per week for the following marking period (five weeks). Students who are on academic status or restricted due to conduct status or who have any grade lower than C are not eligible for honor nights for one marking period.

Non-boarding Middle School students who have earned an Honor Night for a particular course may be excused from Directed Study sessions for that

course, for the remainder of the marking period, unless the awarding teacher directs the student otherwise.

### **I. Study Habits**

Students are encouraged to take responsibility for their learning and mature academically by structuring their daily lives so that academics is a priority.

Students at WMA who are doing suitable work and maximizing their academic achievement understand that they must carefully use their time during the week to study and prepare for classes. Students cannot expect to do well and maximize their achievement at WMA if they limit their studying and preparation for classes to evening study hall hours of 7 - 8:30 p.m. Careful use of other times during the week will be necessary not only to complete homework assignments, but to study for future assessments and to plan and complete larger and long term projects. These times might include Directed Study during the academic day and weekends. With appropriate permission, the Athenæum is another place where many students may study during the academic day.

If a student is experiencing difficulty in using time outside of class effectively, they should seek help from their advisor, dorm parents and/or teachers for help in developing a study schedule that will allow them to spend an appropriate amount of time on each subject.

### **J. Homework**

Middle School teachers anticipate that students will spend approximately 20 minutes each night in preparation for each major subject. The length of assignments will necessarily vary from time-to-time, but this guideline should be followed so that students will not be overburdened in any one class.

Students are encouraged to see their teacher if they are unable to complete assignments for any of their classes. Teachers can provide specific suggestions as to how to better prepare for that class. It is very important that students ask for help if they find themselves falling behind.

### **K. Academic Help**

Students are encouraged to take advantage of the resources available to them to seek and receive help with their academics. Advisors, teachers and other students play an important role in creating a learning community. Advisors act as an informal counselor to students and attend to students' academic needs.

Teachers are available for extra help outside of class time. This may be in the form of one-on-one to address a learning skill or concept, or larger study groups with open questions.

### **1. Directed Study Periods**

The purpose of Directed Study is to enhance the classroom experience for all students by assisting students struggling in a specific subject area or areas. Students will be assigned Directed Study based on their performance during the previous marking period. Each day there is a dedicated time for students to meet with their teacher in a specific core subject area. In special instances a teacher may request a student come in for a Directed Study period, even if they had not previously been assigned Directed Study.

### **2. Drop Everything And Read (DEAR)**

During Directed Study those students not mandated to attend a specific Directed Study will participate in Drop Everything And Read (DEAR). DEAR allows students time to pursue their interests through reading, and simultaneously reinforces literary skills and strategies learned in the classroom. Students may read fiction or nonfiction but must read print media, as digital provides too many opportunities for distraction. Students in need of digital media must receive permission from the Director.

### **3. Middle School Afternoon Study Hall (SMASH)**

After School Study Hall runs from 3:30 - 5 p.m. on Monday, Tuesday, Thursday and Friday. On Wednesday, it runs from 1:30 - 3 p.m. It is supervised by WMA faculty. Any day student may participate in this study period. Students must check in with the supervising faculty at 3:30 p.m. and must stay in the room or rooms until 5 p.m. or until they are picked up from school. Students leaving SMASH without permission will be sent home and will risk the privilege of using the program.

## **L. Tutoring**

Sometimes students feel they need more individualized help in a particular subject or with general organization, planning and completion of assignments. If a student needs individualized tutoring, the Director of the Middle School can assist in making arrangements for this kind of support. The family bears

the expense for such tutoring and coordinates fees and payment directly with the tutor. The tutoring sessions may take place on campus. WMA requires tutors, who will be using our facilities and may have direct and unmonitored contact with our students, to have appropriate background checks.

### **M. Academic Support Services**

WMA is committed to providing an accessible and supportive environment for students with disabilities. We encourage students to become active partners in the accommodation process and to take ownership of their educational experience. We aim to help these students develop self-awareness, self-acceptance and self-advocacy, which are critical life skills and essential to finding success at WMA.

### **Academic Accommodations**

In compliance with the Americans with Disabilities Act as Amended (ADAAA) of 2008, WMA provides accommodations that are reasonable and appropriate to students with properly documented disabilities. Accommodation eligibility is determined on a case-by-case basis after a thorough documentation review. Reasonable accommodations permit a qualified student access to WMA's programs without fundamentally altering the essential elements of the academic program, requirements or curriculum.

Students who wish to request such accommodations should contact the Dean of Studies to receive guidance in what documentation is necessary for the review. Please keep in mind necessary documentation from an evaluator with relevant professional credentials can take substantial time and the review of accommodation requests may be subject to processing and service delays. Any questions should be directed to the Director of Academic Services or Dean of Studies.

### **Standardized Testing Accommodations**

The College Board (SSAT, PSAT, SAT, SAT Subject Tests and AP exams) and the ACT offer nonstandard administration of standardized tests for qualified students. Applying for accommodations on standardized tests is a separate process from that which is used at WMA to determine eligibility for accommodations on school-based tests. All applications and appeals are the responsibility of the student and family. WMA does not initiate or coordinate the application or appeal process to the College Board or ACT and will only complete documents that are required from the school for submission.

In order to receive any approved accommodations on College Board exams, particularly the PSAT, SAT and AP exams, students and families must fill out and submit the “Consent Form for Posting Status on the College Board Dashboard.” This form allows the Test Center Supervisor at WMA to see students’ accommodation status so they can be implemented for standardized testing. If this form is not submitted, accommodations may not be provided.

### **N. Testing Days**

During the final week of each marking period, specific class periods are designated for testing. The purpose of this policy is to limit the number of major tests a student may have on any given day. During testing days, the intent is that a student should not take more than two tests per day. Short quizzes of 20 minutes or less may be given at any time. The testing-day schedule is published at the beginning of the year. Students should see the Director of Middle School if they have any questions or concerns.

### **O. Exams**

At the end of the year, exams are given only in mathematics and world languages; they count for 15 percent of the yearlong grade. During the exam period, regular classes are suspended and exams are scheduled each day. Students remain in the exam for 1<sup>1/2</sup> hours and may stay up to 2<sup>1/2</sup> hours.

Students must take their exams at the regularly scheduled exam times; the school may not honor requests to shift exam times in order to accommodate travel or vacation plans.

### **P. Course Changes**

At the beginning of the year for yearlong courses and of the trimester for trimester-long courses, students are allowed to change courses without penalty before the end of the first week of classes. If a change is made within this time period, it is not entered on the student’s transcript. If it is necessary for a student to drop a course after the official change period, the grade WP (withdrew passing) or WF (withdrew failing) is entered on the transcript. This grade is determined by the instructor from the student’s cumulative grade at the time of withdrawal. A student may request permission for course changes from the Director of Middle School and the Deans Office. The teacher, advisor and/or Academic Services may be consulted regarding the availability of the request.

Requests related to switching levels in a particular subject must be brought to

the Dean of Studies. These requests will be reviewed with the teacher, Director of Middle School and department chair. If the request is approved prior to the end of the first marking period, no record of the initial level will appear on the student's transcript. If the request is approved after the end of the first marking period, the grade of WP (withdrew passing) or WF (withdrew failing) is entered on the transcript for the initial course within the trimester the change took place. If the change occurs near the end of a trimester, a grade may not appear on the transcript for the new level because the teacher may not have enough graded material to make a fair assessment. In this case, a trimester grade would be determined for the initial level and the grading for the new level would commence in the next trimester.

#### **Q. Academic Review/Academic Status**

The Director of Middle School, in coordination with the Dean of Studies, reviews student mid-trimester and trimester grades and comments. Students experiencing academic difficulty, as determined by the Director of Middle School and the Dean of Studies, may receive a formal response from the Academy.

Academic Probation and Academic Warning are the Academy's official response to students who are struggling to meet academic expectations. Academic Warning indicates either a problem has begun to develop or a problem continues at a level that remains a concern. Academic Probation indicates that the problem is serious or has continued for a period of time, with little to no progress and dismissal is possible without considerable improvement.

The student and parents will be informed of any academic status, along with expectations for satisfactory improvement in performance and/or academic effort. The student will remain on academic status until at least the end of the next marking period. At the end of the marking period, the student's academic record will be reviewed again and the Director of Middle School and Dean of Studies will determine an appropriate response from the school.

#### **R. Attendance Policy**

With regard to attendance, our expectation is very simple: we expect students to attend all of their classes and obligations, including, but not limited to: assigned study halls, examinations, school meetings, advisor meetings, family-style sit down meals and athletic commitments. We consider the decision to attend WMA to be a commitment by both students and their parents/guardians.

A student may be excused for reasons relating to illness or injury, but the student must go to Health Services as soon as possible to obtain this permission and, under most circumstances will not be excused after the fact. If a boarding student is ill, they must report to Health Services before the beginning of classes. When the Health Services has determined that a student is well enough, the student is required to be in attendance at all classes and obligations.

### **Attendance Consequences**

Unexcused absences from classes result in a loss of two points for each unexcused absence. The points are deducted from the trimester grade. Students whose absences, excused or unexcused, exceed 20 percent of the amount of class time for a given course will be reviewed by the Director of Middle School. Students may need to petition the Director of Middle School to determine if credit will be awarded for the course. Students with a pattern of absences may be placed on Conduct Status or dismissed from the Academy.

Unexcused absences from non-credit obligations such as study hall, school meeting, advisor meetings, family-style sit down meals, etc., may result in disciplinary action.

See Afternoon Program for the absence policy and consequences for activity and athletic commitments.

PowerSchool immediately posts absences noted by faculty. Unexcused absences are indicated by the letter "A."

Students have the sole responsibility to check PowerSchool daily and clear any absences with the Director of the Middle School within 48 hours if a mistake was made. Requests to make changes after the 48-hour period will most likely be denied.

### **Unexcused Tardiness and Consequences**

Students are expected to arrive at school appointments and obligations on time. Three unexcused tardies from classes, including assigned study hall, result in a conference with the student, family, the Director of Middle School and their teachers. Every unexcused tardy after the third in a trimester may result in disciplinary action. Excessive trend of tardiness from classes may result in Conduct Status and/or dismissal from school.

A trend of unexcused tardies from non-credit obligations such as school

meetings, advisor meetings, college counseling appointments, family-style sit down meals, etc, will result in a consequence as determined by the Director of Middle School. Continued trend of unexcused tardies may result in Conduct Status and/or dismissal from school.

### **Weekends and Vacations**

Absences resulting from student travel plans not coinciding with school vacation times, which include unauthorized early departure or late return for weekends or vacations, are considered unexcused. Assignments, tests, exams or projects that are missed as a result of these absences may not be made up and count as zeros toward the class grade.

Students may not be excused from classes for flights prior to the end of the final class on departure days or for late returns at the end of vacations or long weekend without express permission from the Director of Middle School.

### **Special Permission**

Special permission for missing classes or other school obligations may be granted to allow a student to attend an especially significant family event or to pursue an area of “excellence” in one’s academic, athletic or activity experience. This type of permission will not be granted to attend such events as a school dance, to extend vacations or to accommodate travel plans, except in the most extreme situations.

In order to obtain special permission for a student to miss classes and other school obligations, a parent or guardian must contact the Director of Middle School at least one week prior to the expected time of departure. The student will meet with the Director of Middle School to determine whether or not permission will be granted. Requests are reviewed on a case-by-case basis and we encourage families not to make travel plans/arrangements prior to either receiving or being denied special permission. Any time a student misses classes without receiving special permission or being excused by the Director of Middle School, the student should expect to receive the consequences as stated earlier in this section.

### **Day student absences, late arrivals and daytime departures**

The Director of Middle School requests that parents encourage their children to meet all obligations on time and without excuse or exception. The only acceptable excuse for absence from school is illness. If a day student is

unable to attend school, parents must call the Middle School Office by 8:30 a.m. Any other reason for a student's absence must be cleared by their parents with the Director of Middle School well in advance of the day.

Students who need to leave campus during the academic day may do so only after obtaining permission from the Director of Middle School. After receiving permission, students should sign out at the Middle School Office. Leaving without permission could result in disciplinary action.

Please make every effort to arrange appointments with doctors, dentists, etc., so as not to conflict with classes, afternoon activities or other obligations. If an appointment does need to occur during a school obligation, then the student is required to bring a note from their appointment. When planning family activities for school vacations, please make sure to meet all school obligations on the last day before and the first day after vacations.

### **Leaves of Absence**

A short-term leave is typically a few days and granted to a student, at the request of their family, for the purpose of attending medical/dental appointments at home. A long-term Deans or medical leave may be granted or required by the Dean of Students, Director of Middle School and/or Director of Health Services. Please see the General Information Leave of Absence section and Medical Leave of Absence section in the handbook for a detailed explanation of these processes.

### **Teacher Absence**

If a teacher does not appear for class or a school obligation, students should wait quietly for dismissal by an authorized person. If, after 10 minutes, the teacher is still missing, one student should report this fact to the Director of Middle School. At that time a substitute will be assigned and the class will continue. Teacher absence for any length of time is not grounds for excusing oneself from the classroom.

### **S. Summer Reading & Work**

The Academy values engagement in summer reading. Not only does it allow students to maintain or further develop reading comprehension and vocabulary skills, but it also creates a common starting point for discussions in the classroom, all-school meetings and advisor meetings. Each summer we require an all-school read, as well as additional reading assignments for

different classes. Middle School summer work can be found on WMA's website.

## II. Middle School Afternoon Program

### A. Philosophy & Options

In conjunction with the philosophy of the Academy, our afternoon requirement places an emphasis on developing a healthy, active lifestyle and is consistent with our belief that students should interact with their peers both on and off campus. We believe that the experiences gained from physical activity benefit our students and play a significant role in allowing them to develop the skills, attitudes and habits necessary to build a strong mind, body and spirit.

Middle School students are eligible to try out for Upper School junior varsity or varsity sports that are not offered at the Middle School. Participation by a Middle School student in an Upper School sport requires both parental permission and approval of the Middle School administration. The student and parent/legal guardian will have to sign a contract agreeing to abide by the Upper School attendance policy. Students will be held accountable for missing practices or games for personal or academic reasons, unless the absence has been cleared by the coach, instructor or director in advance of the scheduled meeting.

Middle School boarding students are required to participate in an afternoon program each trimester. Boarding students may participate in an activity offered at the Middle School level or may try out for selected Upper School junior varsity or varsity sports that are not offered at the Middle School.

Middle School day students are not required to participate in an afternoon program but are invited to participate if they choose to do so. Day students may participate in an activity offered at the Middle School level or may try out for Upper School selected junior varsity or varsity sports that are not offered at the Middle School.

While day students in the Middle School are not required to participate in extracurricular activities, those who choose to participate are expected to honor their commitment by attending all sessions/practices. While academics take priority over extracurricular commitments, students must recognize that participation in these activities demands a balanced and structured approach.

Day students choosing not to participate in an afternoon sport or activity and

not picked up at the close of school are required to attend MS Afternoon Study Hall (SMASH).

### **B. Change Policy**

As the goal of the program is to have fun and learn something new, students will have one week at the beginning of each trimester to change athletics/ activities commitments.

### **C. Attendance Policy**

We expect students to attend all activity/athletic commitments, such as meetings, practices and contests. Such is the expectation when committing to any team or group and is a significant element to the growth and success of both the individual and the team.

Students must attend a majority of their classes during the day to participate in athletic practices and activities in the afternoon, i.e.: four of the seven periods in an average school day.

Students must attend all daily classes in order to participate on game days. Students who have excused absences may participate in the afternoon contest with valid and/or formal documentation. For example, an excused absence for medical reasons must come with written notice from the doctor.

Any student seen by a physician must submit a note from the medical doctor to the athletic trainer stating the diagnosis, physical limitations and the date when the student may resume physical activity. Notes or phone calls from parents will not be accepted in place of a physician's note.

### **D. Sportsmanship**

Sportsmanship is a quality valued in both athletes and spectators at the Academy. Below are guidelines for the Code of Ethics and Conduct as defined by the New England Prep School Athletic Conference (NEPSAC). We expect all Titans to adhere to them.

1. Treat others as you know they should be treated and as you wish them to treat you.
2. Treat officials and opponents with respect.

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3. Accept without quarrel the final decision of any official.
4. Honor visiting teams and spectators as your guests and treat them as such.
5. Be gracious in victory and defeat.
6. Be as cooperative as you are competitive.
7. Remember that your actions on and off the field reflect on you and WMA as a school.

### III. Middle School Student Life

#### A. Student Leadership

The Middle School Student Government represents the Middle School student body. Its objectives include increasing student empowerment and school spirit/pride and strengthening fundraising efforts.

#### B. Student Organizations

Students are encouraged to participate in or form clubs or other interest groups, which are guided with assistance from faculty advisors.

#### C. Personal Belongings

All students are provided with areas to keep their personal academic and athletic belongings during the day.

### IV. Middle School Boarding Student Life

#### A. Mission Statement & Middle School Boarding Overview

Wilbraham & Monson Academy students will develop social and personal skills while living in a diverse educational community.

For students who board, their dormitory serves as the nucleus for much of their lives at WMA. Their dorm parents are members of faculty and staff who support them, academically, socially and emotionally. The Middle School residential life staff, Director of Middle School, Deans, and dorm parents work to plan and develop developmentally appropriate on-campus and

off-campus activities to build community among the Middle School boarding population.

Students also participate in dorm chores. Our cleaning service still cleans the dorms, and through Tidy Titans students develop a sense of pride and respect for their communal living space, recycle and learn how to maintain a clean living space for all those in the dorm.

Boarding students' families should ensure that their homeowner's insurance policy covers students' belongings in the dormitory. Items lost or damaged during the school year are not covered in the Academy's insurance policy and the school is not able to assist in replacement costs.

### **B. Middle School Boarding Policies**

Dormitory rules are based on common courtesy and respect for the rights and property of others. The purpose of these guidelines is to enable students and faculty to live together in a pleasant, positive environment. Reasonable requests of dorm parents are to be honored by all students.

Middle School boarding students will learn more about their policies during the first few weeks of school. Off-campus excursions and travel for students will be coordinated through the Deans Office and Middle School Office.

### **C. Lights Out & Technology**

By assigned lights out times, students should give all electronic devices (iPads, phones, cords, etc.) to the dorm parent, turn off all lights (except for small night lights) and be in bed. After lights out, students are expected to stay in their rooms. They are not allowed to hang out in the hallway, the lobby or in someone else's room because the adult supervision has gone to bed. Breaking this "after lights out expectation" may lead to disciplinary action.

### **D. Personal Belongings**

Students are expected to secure valuables appropriately. If there is a need to have large amounts of cash, students should ask a dorm parent or the Deans Office to secure the money for them. Also, students are to close and lock room doors when they are not in their rooms. The ability of the school to respond to theft is very limited, especially when belongings are left unsecured. The Academy reserves the right to search a student, their room and all of the contents therein.

### **E. Dorm Rooms**

Students are not allowed to put stickers nor signs of any kind on the outside of room doors. A door tag, created by the dorm staff and a small dry-erase whiteboard are allowed. Additionally, wall hangings and decorations made of cloth (such as flags or tapestries) that present increased flammability are not allowed. Posters with inappropriate subject matter are not allowed; anything that may be offensive to a reasonable person entering the room is not allowed. Examples of what is considered inappropriate are references to alcohol, drugs, cigarettes, sex, or representation of inappropriate nudity, etc.

### **F. Dorm Room Items Provided, Allowed & Suggested**

Provided in the dorm room:

- Bed – extra-long twin (with mattress)
- Desk with chair
- Bureau

Suggested personal items to bring:

- Floor or desk lamp
- Wastebasket
- Basket for toiletries, shower slippers
- Bed linens – extra long twin
- Pillow, blanket, towels
- Personal mirror
- Headphones
- Posters (appropriate)

Electrical items allowed

- Stereos with speakers or bluetooth speakers
- Computers

Items not allowed

- Heat-producing items (hot pots, rice cookers, steamers)
- Refrigerators, air conditioners and other large appliances
- Subwoofers
- Students are not allowed to have pets of any kind.

Items provided in dormitories

- Cleaning supplies (irons and ironing boards, vacuum cleaners and brooms)
- Microwaves
- Washers/dryers

- TVs, DVD players and video game systems

In order to avoid end-of-year maintenance charges, students must use only removable substances such as 3M marking squares to hang wall decorations, which are available in the Campus Store.

An off-campus vendor provides summer storage of student belongings at the families' expense. This is coordinated with the Dean of Residential Life.

### **G. Vacations, Overnight Visits and Weekend Returns**

All Middle School boarding student overnight, weekend and vacation permission will be coordinated through the Deans Office and REACH. No student is allowed to leave without the permission of the Director of Middle School or Dean of Residential Life.

## Upper School

### I. Upper School Academic Program

#### A. Grades 9-12

We require a total of 57 credits for graduation, 42 of which are to be earned from our core requirements across six disciplines. The remaining 15 elective credits allow students to further strengthen their academic preparation for college, pursue personal passions and interests, as well as to meet college-specific requirements. Equivalent transfer credits from other schools will be evaluated on an individual basis.

#### **English (12 credits)**

Students must be enrolled in English every trimester. Successful completion of grade level English in each of the four years is required – full year or three electives for Grade 12. Seniors taking electives must take Writing Seminar or Research & Writing along with other English electives to equal three credits. ESL students will be placed in appropriate courses through Grade 12.

#### **Mathematics (9 credits)**

Three years of mathematics are required, including successful completion of Algebra 1, Geometry and Algebra 2. All students take mathematics through Grade 11. Many colleges may require mathematics through Grade 12.

#### **History & Global Studies; Center of Entrepreneurship, Economics and Finance (6 credits)**

Equivalent to social science credits that colleges require. Two years of social sciences courses are required, including World History in Grade 9 and U.S. History. International students may be placed in U.S. History for ESL Students to fulfill their U.S. History requirement. Many colleges may require at least three years of social sciences.

#### **Science (6 credits)**

Two years of laboratory science are required. STEM 9 Physics is required of all students in Grade 9. Many colleges may require at least three years of laboratory science.

#### **World Language (6 credits)**

Two years of the same language are required. Students must meet department requirements before advancing to the next level within a language. Many colleges may require three or four years of the same language.

### **Fine & Performing Arts (3 credits)**

Three credits in the Fine & Performing Arts.

### **B. Postgraduates**

In order to be eligible for our diploma, postgraduates are required to take the courses outlined below. Postgraduates who elect not to follow the course of study are eligible to receive a Certificate of Attendance from the Academy.

- One English elective each trimester, one course must be Writing Seminar or Research & Writing
- An appropriate mathematics course
- A yearlong course in science, world languages, social sciences or CEEF
- Two additional yearlong courses (or a combination of six trimester courses) in History & Global Studies, CEEF, mathematics, science, world languages or Fine & Performing Arts

### **C. Additional Diploma Requirements**

1. All Grade 9 students are required to take Freshman Foundations
2. All Grade 11 students are required to take Health 11
3. Students are enrolled at the Academy throughout the senior or postgraduate year and participate in Commencement
4. Seniors and postgraduates must pass the equivalent of five yearlong courses
5. All students must successfully complete the afternoon requirement as stated in the Afternoon Program section of this handbook (see Section III)

### **D. Course Load Requirements**

Students are required to take five courses (credits) each trimester. Students are permitted to take six courses (credits) each trimester. Students are discouraged from taking seven courses (credits) in a trimester due to the intensity and time commitment required. A student wishing to exceed six courses (credits) in a trimester must see the Dean of Studies.

### **E. Waivers**

Waiver of any specific diploma or course load requirement resulting from a health-related issue or a diagnosed documented disability is determined on a case-by-case basis.

Students requesting a waiver will need to provide documentation supporting

any request. The department chairs, Director of College Counseling and Director of Health Services may be consulted when reviewing a particular case. The Head of School and Dean of Studies make final decisions related to waivers.

## F. Academic Integrity

Education presupposes a context in which integrity is a critical ingredient. Departure from this standard constitutes a violation of a major school rule. Faculty members discuss with students and include on their course syllabi, expectations for academic departments, individual courses and assignments. The following are examples of violating academic integrity. These examples are not inclusive.

1. Plagiarism (the unacknowledged use of another's words or ideas)
2. Using unauthorized notes or other aids in a test, quiz or examination, or copying from or being influenced by another student's work during a graded evaluation
3. Giving unauthorized aid to another student; examples include, but are not limited to, allowing another to copy or use one's test, paper or homework
4. Using help on homework, papers or take-home tests that is beyond the limits specified by a teacher, including help from other students, siblings, parents, friends, consultants, teachers and tutors
5. Using translating software or translations of texts studied in class without the permission of the teacher
6. Submitting the same work for credit to more than one teacher unless both teachers give their permission, or resubmitting previously submitted work for another grade without permission
7. Intending to cheat by preparing materials to do so, such as notecards and then bringing them into an assessment.

Any incident of academic dishonesty will be brought to the attention of the advisor, department chair and the Dean of Studies and addressed within the Discipline Policy as outlined in this handbook.

In the case of cheating or plagiarizing on standardized tests, AP Exams or

during competitions external to WMA, these incidents will be brought to the attention of the Dean of Studies immediately. WMA will cooperate with and follow any protocol set forth by outside institutions, as well as address the incident within our Discipline Policy.

### **Use of Unauthorized Electronic Device**

For the purpose of maintaining the integrity of classroom assessments and minimizing the temptation to cheat, the Academy is adopting the following policy: The use of cell phones and certain other electronic devices, indicated below, is prohibited during exams, tests and quizzes. These devices must be given to the teacher prior to taking exams, tests, quizzes or other assessments, as determined by the teacher.

Unless authorized by the teacher for their specific class, prohibited devices include, but are not limited to:

- Cell phones or smartphones including iPhones or Android devices
- iPods or other MP3 players
- iPads or other tablet devices
- Smart watches and other wearable computing devices
- Laptops, notebooks, PDAs or any other personal computing devices
- Pagers or any other texting devices
- Separate timers of any type
- Cameras or other photographic equipment
- Translators of any kind
- Any device capable of recording audio, photographic or video content, or capable of viewing or playing back such content

If a student is seen using, or found to be in possession of, a cell phone or unauthorized electronic device during these type of assessments, including during breaks, it will be presumed the student is cheating and the assessment will be immediately collected and the electronic device confiscated. The incident will be addressed within our Discipline Policy.

### **G. Grades & Comments**

Grades and comments are communicated through our online reporting system, PowerSchool. Our academic year is divided into three trimesters. Grades are computed six times each year, at the mid-trimester point and at the end of the trimester.

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M1, M2 and M3 represent the mid-trimester grades for the first, second and third trimesters, respectively. T1, T2 and T3 represent the end of trimester grades for the first, second and third trimesters, respectively. EX represents the grade on the final exam, which is administered at the end of the school year in non-AP yearlong classes. Final represents the end of year grade and is a weighted average of T1, T2, T3 (85 percent) and E3 (15 percent).

Parents are notified electronically when the mid-trimester and trimester grades are finalized. Written comments are provided for all students at the end of each mid-trimester (M1, M2 and M3). Written comments are provided at the end of the trimester for students experiencing academic difficulties in their classes. Teachers are asked to update student grades once each week and parents and students can access grades at any time to monitor weekly progress.

### H. Student Records/Transcripts

Students' records are kept in the Deans Office using PowerSchool, a web-based student information system and a filing system. PowerSchool allows us to track and archive grades and attendance and the filing system contains transcript(s), standardized test results, other pertinent educational information and formal communication with the school and family, including disciplinary infractions.

### I. Grading System

Faculty members assess student academic performance by assigning the following grades: A, B, C, D and F with plus and minus notations when appropriate. The numerical equivalent of each letter grade are listed below. Incomplete grades may be assigned when a student has been absent for an approved reason and was unable to complete work by the end of the particular marking period.

Grade	Numerical Equivalent
A+	100-97
A	96-93
A-	92-90
B+	89-87
B	86-83
B-	82-80
C+	79-77
C	76-73
C-	72-70
D+	69-67

D	66-63
D-	62-60
F	59 and below

## J. Academic Honors

Lists of students earning Honors, High Honors and Highest Honors are published on the Academy website at the end of each trimester. A student must earn a grade point average of 3.30 to be eligible for Honors, 3.70 for High Honors and 4.00 for Highest Honors. A student may not have a grade below a C and must take five credits throughout the trimester to be eligible for academic honors. Any student placed on conduct status as a result of violating the academic integrity policy is not eligible for academic honors for the trimester in which the offense took place.

The GPA calculated to determine Academic Honors each trimester is considered a weighted GPA. Letter grades for each class are converted to GPA numerical values (below). The GPA numerical value for each class is weighted by the course credit value. The total GPA points are then divided by the total number of credits. Freshman Foundations and Health classes are not included in the calculation. Midterm grades are not included in the calculation.

Grade	Regular Courses	Honors/AP
A+	4.33	4.67
A	4.00	4.33
A-	3.67	4.00
B+	3.33	3.67
B	3.00	3.33
B-	2.67	3.00
C+	2.33	2.67
C	2.00	2.33
C-	1.67	2.00
D+	1.33	1.67
D	1.00	1.33
D-	0.67	1.00
F	0.00	0.00

## K. Honor Nights

For full-time academic core classes, an honor night is a reward for commendable work or effort in a course, as determined by the teacher. Normally, boarding students are expected to study in their rooms. Each honor

night excuses a student from dorm study one night per week. Students may earn honor nights by recommendation of their teachers and approval by the Deans Office and their advisors.

To help Grade 9 boarding students acclimate to using their time productively and responsibly, they are not eligible for honor nights during the first trimester and are limited to earning a maximum of two honor nights in the second and third trimesters. Students who are on academic status or restricted due to conduct status or who have any grade lower than C are not eligible for honor nights for one marking period.

### **L. The Cum Laude Society**

The Academy is proud of the fact that its chapter, established in 1923, is one of the oldest of the Cum Laude Society. This is the secondary school equivalent of the Phi Beta Kappa Society on the college level. Each year, the Academy chapter chooses new members from among those seniors (and occasionally exceptional juniors) who have achieved distinguished academic records. These students must also have demonstrated good character, honor and integrity in all aspects of school life.

### **M. Study Habits**

Students are encouraged to take responsibility for their learning and mature academically by structuring their daily lives so that academics is a priority.

Students at WMA who are doing suitable work and maximizing their academic achievement understand that they must carefully use their time during the week to study and prepare for classes. Students cannot expect to do well and maximize their achievement at WMA if they limit their studying and preparation for classes to evening study hall hours. Careful use of other times during the week will be necessary not only to complete homework assignments, but to study for future assessments and to plan and complete larger and long term projects. These times include: study/free periods during the academic day, office hours, 6 - 8 p.m. Monday through Thursday and weekends.

There are many study areas on campus for student to use during the academic day, including the Athenæum. Dormitories are expected to be quiet during the academic day to allow boarding students to study in their rooms.

If a student is experiencing difficulty in using time outside of class effectively,

they should seek help from their advisor, dorm parents and/or teachers for help in developing a study schedule that will allow them to spend an appropriate amount of time on each subject.

## **N. Homework**

Upper School teachers anticipate that students will spend 30 minutes (45 minutes for AP classes) each night in preparation for each class. The amount accomplished during that time should be greater for older students. The scope of assignments will vary (e.g., extra time may be necessary for long-term projects such as a research paper), but these guidelines are presented so that students carrying normal course schedule will not be overburdened by any one course.

Students are encouraged to see their teacher if they are unable to complete assignments for any of their classes. Teachers can provide specific suggestions as to how to better prepare for that class. It is very important that students ask for help if they find themselves falling behind.

## **O. Academic Help**

Students are encouraged to take advantage of the resources available to them to seek and receive help with their academics. Advisors, teachers and other students play an important role in creating a learning community. Advisors act as an informal counselor to students and attend to students' academic needs. Teachers are available for extra help outside of class time. This may be in the form of one-on-one to address a learning skill or concept, or larger study groups with open questions. These sessions with teachers could take place during the office hours period, a mutual study/free period during the academic day or evening study hall hours, depending on each teacher's schedule. Student volunteers are also available through our Writing Center and Math Peer Tutoring programs.

### **I. Mutual Study/Free Periods**

There are periods in a student's schedule when they will not have a class, called "study" periods. A teacher may share the same study/free period and be available to work one-on-one or in small groups with students. It is best for students to inquire with their teachers and ask if they share a study/free period and make arrangements ahead of time to meet. Successful students will make good use of these

periods, whether it is to meet with a teacher or to use this time to plan and complete assignments.

## **2. Faculty Office Hours/Extra Help**

One of the key features of our schedule is the office hours period during the day when all of the faculty members are available to see students outside of classroom time, either for additional clarification of topics or for further exploration of material covered in class. Sometimes, teachers require students to see them at this time through our Directed Study Program.

## **3. Evening Study Hall Hours**

Evening study hall hours take place from 8 - 10 p.m. During this time, teachers may be available to work with students one-on-one or in small group sessions. Some teachers make themselves available one evening a week in their classroom, while others make themselves available during their evening duty in the dorm or supervised evening study hall. Each teacher has their own schedule for evening help and students should inquire and make arrangements ahead of time.

Writing Center and Math Peer Tutors are available during evening study hours, Monday through Thursday. These student volunteers, who receive training and guidance from the English and Math Departments, serve as a valuable resource for students needing help with their work in these areas.

### **P. Writing Center**

The Writing Center is a place where students receive help with any type of writing. After training, the tutors work with all Academy students to improve English and history essays, presentations, lab reports, college essays – anything involving writing. Students may ask for help at all stages of the writing process from brainstorming and organizing through polishing and publishing.

### **Q. Directed Study**

Although we encourage students to take responsibility for their learning and become more mature in the way they choose to use their time, we understand that some students may need additional structure to their day. Students who are

demonstrating difficulty in a subject area or completing assignments well and on time, or simply are not putting enough time into planning their workload and studying, may be required to participate in one or more of the following:

### **1. Directed Study Contracts**

Students who demonstrate that they need help strengthening their study skills and/or deepening their understanding of course material, but may not be inclined to use office hours/extra help or mutual study/free periods to meet with their teacher may be assigned a Directed Study Contract. These students are required to receive additional help from a teacher in the area where they are experiencing difficulty. Faculty will notify student advisors when students are not fulfilling their Directed Study Contract. The advisor will encourage their advisee to meet this obligation. If a student continues to not meet this obligation, then it will be brought to the attention of the Dean of Studies.

### **2. Daytime Study Hall**

Any student whose marking period report includes a grade lower than a C (73 percent) or has developed a trend of not completing assignments well and on time in any of their classes, may be assigned to one or two Daytime Study Halls. Daytime Study Hall takes place during a study/free period in a student's schedule.

Students report to a designated classroom four times a week and use this time to complete assignments and plan and prepare for classes. A faculty member, who checks in with students and asks questions related to the work that will be accomplished during the period, monitors the study hall. Students also have the opportunity to schedule a time to meet with a teacher who may have a mutual study/free period at that time. Once students have improved their performance and demonstrated greater responsibility for their course work, then they may be removed from Daytime Study Hall the following marking period.

### **3. Supervised Evening Study Hall**

Any boarding student whose marking period report includes two grades lower than a C (73 percent), one failing grade or has developed a trend of not completing assignments well and on time in

multiple classes, may be assigned to Supervised Evening Study Hall. Supervised Evening Study Hall takes place Monday through Thursday 8 - 10 p.m. in Lak Dining Hall and is monitored by a faculty member. The two-hour block of time is used to complete assignments and plan and prepare for classes.

Students in Supervised Evening Study Hall also have access to the Writing Center and Math Peer Tutors. Once students have improved their performance and demonstrated greater responsibility for their course work, then they may be removed from Supervised Evening Study Hall the following marking period.

With time and continued encouragement, most students demonstrate improvement in making better choices with their time and in taking greater responsibility for their learning and are given the opportunity again to structure their time and priorities, independently. Please note that even after the additional structure is in place, a student may still not be able to fulfill their academic requirements satisfactorily. Continued academic difficulty may result in academic status (see Academic Review/Academic Status in this Handbook).

## **R. Tutoring**

Sometimes students feel they need more individualized help in a particular subject or with general organization, planning and completion of assignments. If a student needs individualized tutoring, the Dean of Studies can assist in making arrangements for this kind of support. The family bears the expense for such tutoring and coordinates fees and payment directly with the tutor. The tutoring sessions may take place on campus. WMA requires tutors, who will be using our facilities and may have direct and unmonitored contact with our students, to have appropriate background checks.

## **S. Academic Support Services**

WMA is committed to providing an accessible and supportive environment for students with disabilities. We encourage students to become active partners in the accommodation process and to take ownership of their educational experience. We aim to help these students develop self-awareness, self-acceptance and self-advocacy, which are critical life skills and essential to finding success at WMA.

## 1. Academic Accommodations

In compliance with the Americans with Disabilities Act as Amended (ADAAA) of 2008, WMA provides accommodations that are reasonable and appropriate to students with properly documented disabilities. Accommodation eligibility is determined on a case-by-case basis after a thorough documentation review.

Reasonable accommodations permit a qualified student access to WMA's programs without fundamentally altering the essential elements of the academic program, requirements or curriculum.

Students who wish to request such accommodations should contact the Dean of Studies to receive guidance in what documentation is necessary for the review. Please keep in mind that necessary documentation from an evaluator with relevant professional credentials can take substantial time and the review of accommodation requests may be subject to processing and service delays. Any questions should be directed to the Director of Academic Services or Dean of Studies.

## 2. Standardized Testing Accommodations

The College Board (PSAT, SAT, SAT Subject Tests and AP exams) and the ACT offer nonstandard administration of standardized tests for qualified students. Applying for accommodations on standardized tests is a separate process from that which is used at WMA to determine eligibility for accommodations on school-based tests. In order to receive assistance in submitting accommodations requests, please complete the ACT's and College Board's Consent Forms for Accommodations Requests so that we can submit the appropriate and required documentation on behalf of your child. Families and students should contact the College Counseling for assistance.

## T. Assessment Days

During the final week of each marking period, specific class periods are designated for assessment. The purpose of this policy is to limit the number of assessments a student may have on any given day. During assessment days, the intent is that a student should not have more than two assessments per day. Assessments may include taking a test or quiz, or submitting a paper, lab report or project due that day. The assessments day schedule is published at the

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beginning of the year. Students should see the Deans Office if they have any questions or concerns.

### U. Exams

At the end of the year, exams are given in mathematics, social sciences, science, English and world languages; they count for 15 percent of the yearlong grade. During the exam period, regular classes are suspended, and exams are scheduled each day. Students remain in the exam for 1<sup>1/2</sup> hours and may stay up to 2<sup>1/2</sup> hours.

Students must take their exams at the regularly scheduled exam times; requests to have exams at other times to accommodate travel or vacation plans are typically not granted.

### V. Course Changes

At the beginning of the year for yearlong courses and of the trimester for trimester-long courses, students are allowed to change courses without penalty before the end of the first week of classes. If a change is made within this time period, it is not entered on the student's transcript. If it is necessary for a student to drop a course after the official change period, the grade WP (withdrew passing) or WF (withdrew failing) is entered on the transcript. This grade is determined by the instructor and the Dean of Studies from the student's cumulative grade at the time of withdrawal. A student may request permission for course changes from the Deans Office. The teacher, advisor and/or College Counseling Office may be consulted regarding the request.

Requests related to switching levels in a particular subject must be brought to the Dean of Studies. These requests will be reviewed with the teacher and department chair. If the request is approved prior to the end of the first marking period, no record of the initial level will appear on the student's transcript. If the request is approved after the end of the first marking period, the grade of WP (withdrew passing) or WF (withdrew failing) is entered on the transcript for the initial course within the trimester the change took place. If the change occurs near the end of a trimester, a grade may not appear on the transcript for the new level because the teacher may not have enough graded material to make a fair assessment. In this case a trimester grade would be determined for the initial level and the grading for the new level would commence in the next trimester.

### **W. Academic Review/Academic Status**

The Dean of Studies Office, in coordination with the Academic Department Chairs, reviews student mid-trimester and trimester grades and comments. Students experiencing academic difficulty, as determined by the Dean of Studies and the Academic Department Chairs, may receive a formal response from the Academy.

Academic Probation and Academic Warning are the Academy's official response to students who are struggling to meet academic expectations. Academic Warning indicates either a problem has begun to develop or a problem continues at a level that remains a concern. Academic Probation indicates that the problem is serious or has continued for a period of time, with little to no progress and dismissal is possible without considerable improvement.

A student on academic status (Warning or Probation) will be required to attend daytime study hall (boarding and day students) and/or evening study hall (boarding students). Other requirements or restrictions may be imposed at the discretion of the Dean of Studies.

The student and parents will be informed of any academic status, along with expectations for satisfactory improvement in performance and/or academic effort. The student will remain on academic status until at least the end of the next marking period. At the end of the marking period, the student's academic record will be reviewed again and the Dean of Studies and the Academic department chairs will determine an appropriate response from the school.

Seniors and postgraduates who have failed any classes in the first trimester (yearlong or trimester course) and are in jeopardy of not meeting the diploma requirements, may be dismissed from school at the end of the fall trimester.

### **X. Attendance Policy**

With regard to attendance, our expectation is very simple: we expect students to attend all of their classes and obligations, including, but not limited to: assigned study halls, examinations, school meetings, advisor meetings, family style sit-down meals, college counseling appointments and athletic commitments. We consider the decision to attend WMA to be a commitment by both students and their parents/guardians.

A student may be excused for reasons relating to illness or injury, but the student must go to Health Services as soon as possible to obtain this

permission and, under most circumstances will not be excused after the fact. If a boarding student is ill, they must report to Health Services before the beginning of classes. When Health Services has determined that a student is well enough, the student is required to be in attendance at all classes and obligations.

### **Attendance Consequences**

Unexcused absences from classes result in a loss of two points for each unexcused absence. The points are deducted from the trimester grade. Students whose absences, excused or unexcused, exceed 20 percent of the amount of class time for a given course will be reviewed by the Dean of Studies. Students may need to petition the Academic Review Board to determine if credit will be awarded for the course. Students with a pattern of absences may be placed on Conduct Status or dismissed from the Academy.

Unexcused absences from non-credit obligations such as study hall, school meeting, advisor meetings, family style sit-down meals, college counseling appointments and athletic commitments, etc., result in assignment to detention.

(See Afternoon Program for the absence policy and consequences for activity and athletic commitments.)

PowerSchool immediately posts absences by faculty. Unexcused absences are indicated by the letter "A."

Students have the sole responsibility to check PowerSchool and clear any absences with the Deans Office within 48 hours if a mistake was made. Requests to make changes after the 48-hour period will most likely be denied.

### **Unexcused Tardiness & Consequences**

Students are expected to arrive at all school appointments and obligations on time.

Three unexcused tardies from classes, including assigned study hall, result in assignment to detention. Every unexcused tardy after the third in a trimester also results in assignment to detention. Excessive trend of tardiness from classes may result in Conduct Status and/or dismissal from school.

An unexcused excessive tardy, as determined by the teacher, may result in a

detention. A trend of unexcused excessive tardies may result in Conduct Status and/or dismissal from school. An unexcused excessive tardy (20-plus minutes late for a 45-minute class or 30-plus minutes late for a 65 minute class) counts as an unexcused absence, resulting in two points being deducted from the trimester grade.

A trend of unexcused tardies from non-credit obligations such as school meetings, advisor meetings, college counseling appointments, family style sit-down meals, etc., will result in assignment to detention as determined by the Dean of Students. Continued trend of unexcused tardies may result in Conduct Status and/or dismissal from school.

### **Weekends & Vacations**

Absences resulting from student travel plans not coinciding with school vacation times, which include unauthorized early departure or late return for weekends or vacations, are considered unexcused.

Students may not be excused from classes for flights prior to the end of the final class on departure days or for late returns at the end of vacations or long weekend without express permission from the Deans Office.

### **Special Permission**

Special permission for missing classes or other school obligations may be granted to allow a student to attend an especially significant family event or to pursue an area of “excellence” in one’s academic, athletic or activity experience. This type of permission will not be granted to attend such events as a prom or class reunion, to extend vacations or to accommodate travel plans except in the most extreme situations.

In order to obtain special permission for a student to miss classes and other school obligations, a parent/guardian must contact the Deans Office at least one week prior to the expected time of departure. The student will meet with a member of the Deans Office to determine whether or not permission will be granted. Requests are reviewed on a case-by-case basis and we encourage families not to make travel plans/arrangements prior to either receiving or being denied special permission. Any time a student misses classes without receiving special permission or being excused by the Deans Office, the student should expect to receive the consequences as stated earlier in this section.

### **Day Student absences, late arrivals and daytime departures**

The Deans Office requests that parents encourage their children to meet all obligations on time and without excuse or exception. The only acceptable excuse for absence from school is illness. If a day student is unable to attend school, parents must call by 8:30 a.m. Any other reason for a student's absence must be cleared by his or her parents with the Dean of Students well in advance of the day.

Please make every effort to arrange appointments with doctors, dentists, etc., so as not to conflict with classes, afternoon activities or other obligations. If an appointment does need to occur during a school obligation, then the student is required to bring a note from their appointment. When planning family activities for school vacations, please make sure to meet all school obligations on the last day before and the first day after vacations. Students who need to leave campus during the academic day may do so only after obtaining permission from the Deans Office. After receiving permission, students should sign out at the Deans Office. Leaving without permission could result in disciplinary action.

### **Leaves of absence: Medical Leave and Deans Leave**

It is expected that families will schedule medical appointments that do not conflict with school obligations, however, we understand this may not always be the case. A short-term leave is typically a few days and granted to a student, at the request of their family for the purpose of attending medical/dental appointments at home. Medical leaves of absence can be short or long term.

A long-term medical leave may be requested by the family or required by the school. If requested by the family, the Director of Health Services works with the family and when appropriate, the attending medical professional at home to determine whether the condition warrants a medical leave.

Together they decide on the duration of the leave and the condition for the student's return. In the case of a required medical leave of absence, the Director of Health Services, in consultation with the Dean of Students and/or other appropriate faculty, will articulate the concerns necessitating the leave. Please see the Health Services Section for a more detailed explanation.

The School may require a Deans Leave. It is a non-disciplinary, non-medical leave of absence. This type of leave occurs when the Head of School or Dean of Students determines a student needs to leave campus before a disciplinary

decision is reached. A student is on a Deans Leave for a specific amount of time determined by the Head of School and/or Dean of Students. During a student's leave they are expected to continue with their academics.

### **Teacher Absence**

If a teacher does not appear for class or a school obligation, students should wait quietly for dismissal by an authorized person. If, after 10 minutes, the teacher is still missing, one student should report this fact to the Deans Office. Only then, after compiling a list of students present, will the appropriate adult dismiss the group. Students who leave before the adult dismisses them will receive an unexcused absence.

### **Y. Summer Reading & Work**

The Academy values engagement in summer reading. Not only does it allow students to maintain or further develop reading comprehension and vocabulary skills, but it also creates a common starting point for discussions in the classroom, all-school meetings and even advisor meetings. Each summer we require reading assignments and/or work for the different English classes and some AP classes. Summer work and reading can be found on WMA's website.

## **II. Afternoon Program**

### **A. Philosophy & Requirements**

In conjunction with the philosophy of the Academy, our afternoon requirement places an emphasis on developing a healthy, active lifestyle and is consistent with our belief that students should interact with their peers both on and off campus. We believe that the experiences gained from physical activity benefit our students and play a significant role in allowing them to develop the skills, attitudes and habits necessary to build a strong mind, body and spirit.

Therefore, the following requirements apply:

All students in Grades 9 and 10 must participate in three seasons from the group options.

All Grade 11 students and members of the graduating class (seniors and postgraduates) must participate in a minimum of two seasons of the group option. During the other seasons, these students can choose either a group or individual option.

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Students are required to participate on a daily basis and attendance is taken daily. In addition, both the group and individual options have a minimum weekend commitment of five Saturday meetings per trimester for a minimum of 1<sup>1/2</sup> hours.

### **B. Afternoon Program Concentration (APC)**

An Afternoon Program Concentration provides an opportunity for a student with a demonstrated commitment and expertise in a certain extracurricular area to focus on that area for an additional amount of time within a given school year. This is considered an exception to our normal Afternoon Program requirements. The application will be sent to the student upon registering for a concentration for the first time on the Afternoon Programs sign-up form sent out to all students. All applications are due by August. 1.

Applicants will have their proposals evaluated by the Afternoon Program Concentration Committee. This committee will determine whether the proposal is accepted or not. Those receiving the concentration will have a full evaluation at the end of the school year by the Director of Athletics to determine the success of their concentration and whether they may continue it for the following year.

### **C. Determination of Level of Play**

All students must attend tryouts and are placed at the appropriate playing level. The head coach makes the final decision in placement and playing time.

### **D. Captains Council**

The Captains Council is an advisory committee on athletics comprised of the current trimester's team captains. The Director of Athletics supervises the committee.

### **E. Change Policy**

A student will have one week at the beginning of each trimester to change their afternoon program commitment. In some cases (e.g. varsity/JV cuts), changes may take longer. If a student does not report to their afternoon program during this period, the student is given an unexcused absence for each missed day.

## F. Program Obligations & Attendance

A student must attend a majority of their classes during the day to participate in athletics and activities in the afternoon, i.e.: four out of seven periods on an average day.

Students must attend all daily classes in order to participate on game days.

Students who have excused absences may participate in the afternoon contest with valid and/or formal documentation.

Any student seen by a physician must submit a written note from the medical doctor to the athletic trainer stating the diagnosis, physical limitations and the date when the student may resume physical activity. Notes or phone calls from a parent will not be accepted in place of a physician's note. An injured student must attend all practices and contests. If an injured student does not attend practices and games, they will be charged with unexcused absences for each day they do not attend.

Students who are excused from actively participating in their afternoon commitment by Health Services must provide a note from the nurse to the coach or activity advisor and remain at the activity or practices for the allotted time.

Absences are considered unexcused unless the student provides the Director of Athletics/Assistant Athletic Director with a written explanation (usually medical) no later than 48 hours after the absence. The only person able to excuse absences would be the Director of Athletics or Assistant Athletic Director. In the case where the student is absent and excused for the entire academic day, athletic or activity absences are also excused.

A missed game or other extended day obligation (ex: Wednesday/Saturday) counts for two unexcused absences. Students may be given detention and/or work detail for earning an unexcused absence from their game. Four or more unexcused absences or a total of eight (excused or unexcused) will result in the failure of a sport or activity.

If a student is removed from an afternoon activity for conduct reasons, accumulates four unexcused or a combination of eight excused and unexcused absences, they fail the season requirement. The student will be required to serve five detentions and five work details, and in most cases will attend their normal daily afternoon program. If a student fails at the end of the trimester, they will still be required to attend five detentions and five work details. Any future absences will be subject to disciplinary action through the Deans Office.

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These absence and failure policies apply to all Afternoon Programs that fulfill the Academy's afternoon obligation.

### **G. Medical Exception**

The need for a Medical Exception from the Afternoon Program may occur at WMA. All proposals for Medical Exceptions will be considered on an individual basis. These proposals must be submitted to the Director of Athletics before the start of school in the fall.

### **H. Sportsmanship**

Sportsmanship is a quality valued in both athletes and spectators at the Academy. Below are guidelines for the Code of Ethics and Conduct as defined by the New England Prep School Athletic Conference (NEPSAC). We expect all Titans to adhere to them.

1. Treat others as you know they should be treated and as you wish them to treat you.
2. Treat officials and opponents with respect.
3. Accept without quarrel the final decision of any official.
4. Honor visiting teams and spectators as your guests and treat them as such.
5. Be gracious in victory and defeat.
6. Be as cooperative as you are competitive.
7. Remember that your actions on and off the field reflect on you and WMA as a school.

Any infraction to this code may be subject to disciplinary action.

## **III. College Counseling**

### **A. Overview**

The College Counseling Office provides support for all students throughout the college selection process. Members of the graduating class are expected to take responsibility for managing the process, including communicating their

interests and needs as well as adhering to application requirements and deadlines. Parents are encouraged to contact the College Counseling Office with any questions or concerns.

The College Counseling Office provides access to college search and test prep software, guidebooks, videos, applications, view books and catalogs, all available for student use. In addition, admission representatives from colleges and universities across the country visit the Academy each year, primarily in the fall and winter trimesters. Students are also encouraged to visit college campuses as part of their research; each student is allowed up to three trips to visit campuses and class absences will be excused as long as students complete their visit form and there are no academic or disciplinary concerns. As we discuss with students in their spring Sophomore Seminar classes, students should begin to prepare for the college search process at the end of sophomore year.

### **B. Reporting disciplinary action to colleges and universities**

Many colleges ask the student applicant and WMA about disciplinary action involving the student. We expect and urge our students to respond honestly when asked to disclose disciplinary incidents on their college applications. In addition, WMA will disclose the following reportable disciplinary actions: (i) an applicant's probation, suspension, removal, dismissal or expulsion resulting from the violation of a Major School Rule and (ii) any adverse change in a leadership position resulting from disciplinary measures.

WMA will also disclose any material change to a student's course load. WMA will report a reportable disciplinary action or change of course load regardless of the time of year in which the violation or change occurred (e.g., WMA will report even after applications have been submitted) and regardless of whether the college specifically requests such information. If a reportable disciplinary action or change of course load arises after applications are submitted, WMA encourages students to also inform the colleges to which they have applied.

### **C. NCAA Clearance**

Students who are interested in participating in college athletics should familiarize themselves with the National Collegiate Athletic Association (NCAA). For those considering institutions at the Division I and II level, it is necessary to register with and be cleared by the NCAA Initial-Eligibility Clearinghouse. To be cleared by the Clearinghouse, a student must graduate from high school and meet specific core course grade point average and

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standardized college admission test score requirements. Students may register online at [www.ncaaclearinghouse.com](http://www.ncaaclearinghouse.com) after the completion of their junior year. Students must also submit the required NCAA student release form, available online, to the College Counseling Office so we can then forward a student transcript to the NCAA. Students must also electronically submit their SAT or ACT test scores to the NCAA using the noted websites.

Additional information about the College Counseling Office procedures and process can be found on our website, which includes the College Counseling Office Policies and Procedures Guide. You can navigate to College Counseling via the Academics section on the [www.wma.us](http://www.wma.us) home page.

### IV. Upper School Student Life

#### A. Student Leadership

**Student Government** – The Student Government represents the Upper School student body. Its objectives include increasing student empowerment and spirit, class pride; serving on the R&D; strengthening fundraising efforts; planning for class gifts and trip; and supporting the transition of students into the Alumni body.

**Prefects** – The prefects are an essential part of our residential life program. They are expected not only to uphold the Academy's rules and policies but also to enforce them. In doing so, they play a significant role in making dorm life run smoothly. As peers and confidantes to fellow dorm mates, prefects also work closely with dorm parents and the Deans Office.

**Orientation Leaders** – Orientation leaders create and implement the new student orientation program. This fun-loving bunch of students integrate necessary information about the first days of school with a series of jovial games that act as icebreakers between returning and new students.

**Sit-down Lunch Leader** – Sit-down Lunch Leaders are responsible for the implementation of the family style sit-down lunch program. Their responsibilities include, but are not limited to creating table assignments for each rotation, making announcements, acting as a liaison between the students, faculty and dining hall for menu suggestions, and monitoring attendance.

## B. Student Organizations

Each year, a number of groups meet on campus to pursue common interests. They vary based on student and faculty interest and include competitive academic teams. Each group is student-directed in conjunction with a faculty/staff advisor. Students who wish to start a new organization must see the Dean of Residential Life or Dean of Students for more information.

## C. Community Service

Through athletic team projects, clubs, programs like Global Leaders and class designed service experiences, students have opportunities to support our community and personal sense of social responsibility.

Additionally, each season an Afternoon Program option focused on community service is offered. Students who decide to participate will gain skills in public, media and community relations, event planning and global economics, all while helping others in need.

## D. 18th birthday letter (Addendum to Reservation and Enrollment Contract)

Communication between students, parents/guardians and the Academy is paramount. This dialogue, between the school and the family, helps foster student growth in all areas of the Academy. In order to maintain this dialogue throughout a student's entire tenure at the Academy, once a student turns 18 years old they are required to sign an addendum to the Reservation and Enrollment Contract.

This addendum states:

"By signing below, I, \_\_\_\_\_, agree to the terms of the Reservation and Enrollment Contract (the "Contract") relating to my enrollment at Wilbraham & Monson Academy ("WMA"). Additionally, by signing below, I give permission to WMA to discuss and release any information and records to my parents and legal guardians about any issues relating to my enrollment at WMA, including, but not limited to, academic records, academic performance, health matters, disciplinary issues and financial matters. By signing below, I acknowledge that I understand and agree that this Addendum supersedes all applicable laws that might otherwise restrict WMA from sharing such information and thus WMA is authorized to interact with my parents and legal guardians as if I were under the age of 18."

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The Deans Office will contact the student to sign the paperwork. Failure to sign the paperwork will result in dismissal from the Academy.

### V. Boarding Student Life

#### A. Mission Statement & Philosophy

Wilbraham & Monson Academy students will develop social and personal skills while living in a diverse educational community.

For students who board, their dormitory serves as the nucleus for much of their lives at WMA. Their dorm parents are members of faculty and staff who support them, academically, socially and emotionally. The Residential Life staff, Deans, dorm parents and prefects, work to plan and develop on-campus activities to build community among the boarding population, including Sunday Socials, birthday celebrations and Dorm Olympics. Students also participate in “Tidy Titans,” a dorm chore program. Our cleaning service still cleans the dorms, and through Tidy Titans students develop a sense of pride and respect for their communal living space, recycle and learn how to maintain a clean living space for all those in the dorm.

#### B. Dorm Room Items: Provided, Suggested and Prohibited

Provided in the dorm room:

- Bed – extra-long twin (with mattress)
- Desk with chair
- Bureau

Suggested personal items to bring:

- Floor or desk lamp
- Wastebasket
- Basket for toiletries, shower slippers
- Bed linens – extra long twin
- Pillow, blanket, towels
- Personal mirror
- Headphones
- Posters (appropriate)

Electrical items allowed

- Stereos with speakers or bluetooth speakers
- Computers

Items not allowed

- Heat-producing items (hot pots, rice cookers, steamers)
- Refrigerators, air conditioners and other large appliances
- Subwoofers
- Students are not allowed to have pets of any kind.

Items provided in dormitories

- Cleaning supplies (irons and ironing boards, vacuum cleaners and brooms)
- Microwaves
- Washers/dryers
- TVs, DVD players and video game systems

In order to avoid end-of-year maintenance charges, students must use only removable substances such as 3M marking squares to hang wall decorations, which are available in the Campus Store.

An off-campus vendor provides summer storage of student belongings at the families' expense. This is coordinated with the Dean of Residential Life.

### **C. General Dormitory Guidelines**

Dormitory rules are based on common courtesy and respect for the rights and property of others. The purpose of these guidelines is to enable students and faculty to live together in a pleasant, positive environment. Reasonable requests of dorm parents and prefects are to be honored by all students. Note: Students are not allowed to have pets of any kind.

Boarding students' families should ensure that their homeowner's insurance policy covers students' belongings in the dormitory. Items lost or damaged during the school year are not covered in the Academy's insurance policy, and the school is not able to assist in replacement costs.

In order to avoid end-of-year maintenance charges, students must use only removable substances such as 3M marking squares to hang wall decorations, which are available in the Campus Store.

An off-campus vendor provides summer storage of student belongings at the families' expense. This is coordinated through the Dean of Residential Life.

### **D. Dorm Sign Out/In Process**

Before leaving campus, boarding students must ask permission in-person

("face-to-face check out") from the dorm parent on duty and sign out on the dorm clipboard. Upon their return to campus, they must complete an in-person check in. Boarding students who have signed out for the weekend cannot drive a car to campus without permission from the Deans Office. On-campus students must ask permission and sign out to visit any faculty residence not in their own dormitory.

### **E. Room Check**

Sunday through Thursday, at 7:30 p.m., the dorm parent or prefect on duty inspects students' rooms. Beds must be made, clothes hung in the closet or folded in dresser drawers, dirty clothes in a basket, clutter picked up, desk organized and cleared for work and trash discarded. In general, the entire room should be neat, clean and tidy.

### **F. Evening Study**

Sunday through Thursday, from 8 - 10 p.m., students are required to study in a manner determined by their academic standing. For more information see the Academic Program section of this handbook.

### **F. Check Ins & Lights Out**

Face-to-Face Check In – By assigned check-in times, students should be in the dorm and should personally check in with the dorm parent or prefect on duty. It is the student's responsibility to seek out the dorm parent or prefect on duty.

Saturday Afternoon/Evening check In – Students check-in with the weekend dorm parent on duty at the designated time between 2 - 3 p.m. in the dorm or 5 - 6 p.m. in Lak Dining Hall. If a student participates in the afternoon check-in, they are exempt from the 5 p.m. check-in.

Lights Out – By assigned lights out times, students should turn off computers and all lights (except for small night lights) and be in bed. After lights out, students are expected to stay in their rooms. Students may ask for late lights if necessary and may stay up past lights out time if permission is granted by the dorm parent or prefect on duty. They are not allowed to hang out in the lobby or in someone else's room because the adult supervision has gone to bed. Breaking this "after lights out expectation" can lead to a change in a student's conduct status.

**Check In & Lights Out Times****Students in Grade 9**

Sunday - Thursday: Check in	7:30 p.m.
Check in if using an honor night	9:30 p.m.
Post Study Hall Check in	10:15 p.m.
Lights out	10:45 p.m.

**Friday & Saturday Afternoon/Evening**

Check in	2 - 3 p.m. or 5 - 6 p.m.
Check in	10:30 p.m.
Lights out	10:45 p.m.

**Students in Grades 10 and 11**

Sunday - Thursday: Check in	7:30 p.m.
Post Study Hall Check in	10:15 p.m.
Lights out	10:45 p.m.

Friday: Check in	10:30 p.m.
Lights out	11 p.m.

Saturday Afternoon/Evening: Check in	2 - 3 p.m. or 5 - 6 p.m.
Check in	11 p.m.
Lights out	11:30 p.m.

**Students in the Graduating Class**

Sunday - Thursday: Check in	7:30 p.m.
Post Study Hall Check in	10:30 p.m.
In Dorm Room	11 p.m.

Friday: Check in	10:45 p.m.
In Dorm Room	11:15 p.m.

Saturday Afternoon/Evening: Check in	2 - 3 p.m. or 5 - 6 p.m.
Check in	11:15 p.m.
In Dorm Room	midnight

**H. Visitors, Guests, & Dorm Visitation**

Boarding students are expected to introduce all guests to the Deans Office and/or the dorm parent on duty. Non-WMA overnight guests, including relatives of

students, are welcome to sleep over in a boarding student's room if cleared by the Deans Office before 3 p.m. on Friday. Parents/guardians are not allowed to sleep in the dorms. Please see the Visitors & Guests section in the All-School Citizenship section of this handbook for more information.

WMA recognizes the wish of students to visit each other in the dormitories. Accordingly, visitation is allowed under the following conditions:

- Dorm visitation takes place in on Friday and Saturday evenings from 8 - 10 p.m.
- Non-WMA students are not permitted to participate in dorm visitation unless approved by the Deans Office or AOD.
- Students must introduce their guest (WMA student or visitor) to their dorm parents and request permission for visitation; any change of location requires the student to notify the dorm parent.
- Guests are escorted through the dorm by their hosts.
- During dorm visitation, doors are open, lights on and music is kept at a reasonable level.
- Students' conduct should reflect respectful and reasonable social interaction.

Students who fail to abide by these guidelines or comply with the requests of dorm parents will lose this privilege and may face disciplinary consequences.

### **I. Personal Belongings**

Students are expected to secure valuables appropriately. If there is a need to have large amounts of cash, students should ask a dorm parent or the Deans Office to secure the money for them. Also, students are to close and lock room doors when they are not in their rooms. The ability of the school to respond to theft is very limited, especially when belongings are left unsecured. The Academy reserves the right to search a student, their room and all of the contents therein.

### **J. Dorm Room & Door Decorations**

Students are not allowed to put stickers or signs of any kind on the outside of room doors. Only a door tag, created by the dorm staff and a small dry-erase whiteboard are allowed. Additionally, wall hangings and decorations made of cloth (such as flags or tapestries) or that present increased flammability are not allowed. Posters with inappropriate subject matter are not allowed; anything that may be offensive to a reasonable person entering the room is not allowed.

Examples of what is considered inappropriate are references to alcohol, drugs, cigarettes, sex or representation of inappropriate nudity, etc.

### **K. Open & On-Campus Weekends**

Open weekends include long weekends, Labor Day Weekend and weekends that are not designated as on-campus weekends. During open weekends, boarding students who are eligible may follow the proper sign-out process and be granted permission to take overnight or weekend trips. Day families and boarding students who live close to campus are also encouraged to invite students from far away to visit their homes.

On-campus weekends affect only boarding students. During on-campus weekends, boarding students are expected to sleep on campus. Guests are still welcome to visit. As part of the community bonding experience, special events are organized during the weekend. The first weekend after Labor Day and four additional weekends – in November, December and May – are designated as on-campus weekends.

Boarding students are not allowed to sign out for overnight/weekend trips during the following dates in the 2019-2020 academic year:

September	6-8	On-Campus Weekend
November	15-17	On-Campus Weekend
December	13-15	On-Campus Weekend
May	8-10	On-Campus Night (prom)
May	22-25	On-Campus Weekend (weekend before exams for underclassmen)

### **L. Overnight & Weekend Permission**

Any boarding student wishing to leave campus for a weekend must complete a Weekend Leave Request through REACH, our boarding student portal, and submit it digitally to the Deans Office by 3 p.m. on Thursday. In certain situations, the advisor, the head dorm parent, the athletic department or the Deans Office may deny weekend privileges for academic, athletic or social reasons.

Weekend privileges begin when students sign out and leave campus after their last obligations. Students must return from weekends and be ready for room check by 7:30 p.m. on the evening before the next academic day. In the event of an unavoidable delay in returning from a weekend, a student must call the

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AOD or dorm parent on duty. Failure to do so will result in restriction of further weekend privileges.

Students leaving campus Saturday morning or Saturday afternoon will still be required to take part in their Saturday afternoon/evening check-in with their dorm parent.

Boarding students who are eligible may be granted permission to take overnight or weekend trips. After following the proper sign-out procedure, they may leave with authorized persons. In the case of any overnight absence from campus, a parent/guardian must contact the Deans Office at least one day prior to departure regardless of the student's age. For trips outside of the regular school program (i.e. Sunday afternoon trips to Boston), parents/guardians are also required to grant separate permission.

If a student is planning on taking a trip outside of a 30-mile radius, they will need to complete the appropriate REACH signout for, requiring parental permission. Once the student has received permission from their parent and the Deans Office, the student may leave. The expectation of signing out and signing back in, face-to-face, remains the same.

In addition, students must have specific permission from their parents/guardians to leave the Academy on any weekend or vacation, even if they are going home.

If students are going to destinations other than their own homes, permission from the host family is required via REACH, in writing or by phone. These permissions are to be communicated to the Deans Office by Friday before 9 a.m.

The Academy does not condone students staying in hotels unsupervised. However, permission will be granted for such plans as long as specific written permission from the parents/guardians of each student planning to do so are submitted to the Deans Office by Friday before 9 a.m.

### **M. Vacation & Weekend Returns**

All boarding students are expected to depart for fall, winter, spring and summer vacations after their last obligation. We do not allow students to take early departures, nor do we permit early/late returns.

Dormitories do not open with supervision until the published return date. In

addition, students must have specific permission from their parents/guardians to leave the Academy on any weekend or vacation, even if they are going home. If students are going to destinations other than their own homes, permission from the host family is required and confirmed through REACH.

Students returning from vacation are to be ready for room check by 7:30 p.m. on the evening before the next academic day. Students returning from weekends off campus must be ready for room check by 7:30 p.m. on the evening before the next academic day. If a student is going to return after this time, then it is the student's responsibility to contact the dorm parent on duty.

#### **N. Transportation**

It is the Academy's policy that students may only use the services of licensed taxi and car services. Students are not permitted to access or use rideshares (e.g., Uber, Lyft, Via) for transportation to/from campus unless they are 18 years or older and the school has received a signed Rideshare Permission Form.

If a student is 18 years old, and they have a younger sibling attending WMA, the younger sibling may accompany the older sibling in the car, provided the younger sibling also submitted a Rideshare Permission Form.

Any parent who wishes for their child to be allowed to use a rideshare service in accordance with WMA policy must complete the Rideshare Permission Form, which must be on file in the Deans Office before a student will be allowed to use this service. The permission form can be found on the Parent Portal at [www.wma.us/parents](http://www.wma.us/parents). Once such permission is received, any student who is using such service and is being picked up on campus must notify their Dorm Parent or the Administrator on Duty. Drivers should be instructed to pick students up outside of their dorms: Rich Hall, Smith Hall and Wallace Blake.

#### **School Provided Transportation**

At times when students are required to leave the Academy - fall, winter, spring and summer vacations, the Deans Office arranges transportation to and from ONLY the following locations.

Peter Pan/Greyhound Bus Station, Springfield, Massachusetts  
Please check [www.peterpan.com](http://www.peterpan.com) or [www.greyhound.com](http://www.greyhound.com) to compare schedules and prices.

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Amtrak Train Station, Springfield, Massachusetts

Please check [www.amtrak.com](http://www.amtrak.com) for train schedules and ticket prices.

Bradley International Airport, Hartford, Connecticut

Logan International Airport, Boston, Massachusetts

\*Students traveling to WMA must be traveling with adult tickets. WMA does not arrange for transportation of unaccompanied minors.

### **Transportation Signup Process**

Students are required to sign up for transportation through the Deans Office. Shuttles from/to the Academy are scheduled utilizing travel forms that are submitted to the Deans Office on time. In addition, shuttles are planned to accommodate the most students in the fewest number of trips. It is the responsibility of the parents and students to notify the Deans Office of any changes in travel plans (i.e. cancelled or missed flights, illness, etc.). Students who fail to notify the Deans Office of changes will face disciplinary consequences.

Transportation is not possible between the hours of 11 p.m. and 6 a.m. Parents and students are expected to set up their own arrangements at these times.

### **Transportation Permission & Schedule**

Trips for athletics, academics or recreational activities are an integral part of the Academy's program. All students are granted permission to ride with WMA faculty drivers or adult drivers authorized by the school. Students may not ride in vehicles driven by other students and may not take public transportation unless their parents/guardians have authorized permission with the school. If students have questions about their transportation authorization, they should contact the Deans Office.

Boarding students must always have permission from the Deans Office or a dorm parent in order to ride in any vehicle on or off campus. Boarding students are not allowed to sit in a day student's car, even when the car is parked. During the week, boarding students may not ride in vehicles driven by other students. Boarding students may ride with parents or guardians of day students with permission from their parent/guardian and the Deans Office. To travel off campus, boarding students must also abide by the dorm sign out/in process.

Boarding students who have signed out for the weekend cannot drive a vehicle to campus without permission from the Deans Office.

## VI. Day Student Life

### A. Driving Permission

The following guidelines apply to students driving to and from school. Students:

- Must purchase a \$5 parking tag for their vehicle(s) during registration or when they wish to be granted the privilege of driving to school
- Must park in their assigned school parking lots on campus
- All underclassmen must park in the lot next to Athletic Center building.
- Members of the graduating class may park in the Mattern parking lot, as assigned, but may not move their cars during the day.
- May drive only those vehicles that have been registered with the Deans Office
- May drive only to and from school and may not use their vehicles during the academic day unless given specific permission by the Dean of Students
- May only drive boarding students who have the necessary parent/guardian and dorm parent permission on weekends (Friday at 5 p.m. to Sunday at 7:30 p.m.).
- Must abide by all rules and laws of the road and drive respectfully and safely to, while on and from campus
- Failure to abide by these guidelines may result in the loss of driving privileges and/or disciplinary action.

### B. Lockers

Day students sign up for lockers during registration. Upper School lockers are found in Mattern. Students may purchase locks at the Campus Store. Please understand that the Academy reserves the right to search a student's locker, vehicle and person if deemed necessary. Students empty their lockers by the Friday of exam week.

## Addendum

### I. Wilbraham & Monson Academy Policy on Unmanned Aircraft Systems (UAS) or Drones

Under specific circumstances, adult members of the WMA community (e.g. faculty, staff etc.) may be permitted to use drones on campus.

To be permitted to fly a drone on the WMA campus, one must comply with the following rules and procedures:

- Drones are permitted only for educational or recreational purposes
- Owners/operators must complete the WMA Use of Grounds for Drones Agreement (“Agreement”) and return to the Marketing & Communications Office
- Agreement must be approved and signed by a representative of the Marketing & Communications Department prior to operation
- Drones cannot be operated during any athletic contests or on athletic fields, over crowds or groups of people, or near dorm buildings or faculty housing
- Drones may only be operated between the hours of 8 a.m. and 5 p.m.
- Drones may not be operated in close proximity to any emergency response efforts (e.g. fire trucks, police, EMT etc.)
- Owners/operators must keep the drone within their visual line-of-sight
- Drones must stay below 400 feet
- Owners/operators will not conduct surveillance or photograph persons in areas where there is an expectation of privacy
- Drones will not be used to secretly record conversations of others without permission
- Owners/operators must abide by all applicable state, local and federal laws

Current students who wish to fly a drone for a school-related project must adhere to the guidelines outlined above and acquire faculty member supervision during flights.

WMA reserves the right to revoke permission for the operation of any drone on its campus at the sole discretion of the WMA.

## Use of Grounds for Drones Agreement

Name: \_\_\_\_\_ Today's date: \_\_\_\_\_

WMA Role: \_\_\_\_\_

Best phone number to reach you: \_\_\_\_\_ Time of Day: \_\_\_\_\_

Email: \_\_\_\_\_

Flight Date(s) Requested: \_\_\_\_\_ Time(s): \_\_\_\_\_

Purpose of flight: \_\_\_\_\_

### Note:

In consideration for the use and enjoyment of the facilities of Wilbraham & Monson Academy (the "Academy"), I hereby remise, release and forever discharge the Academy and its officers, agents, employees and servants from any and all claims, demands, actions and causes of actions of every name and nature which I now have or might ever have against them arising out of any personal injuries, damages, expenses or loss whatsoever that the undersigned may incur during the use and enjoyment of said facilities. I recognize that I am responsible for any damage to Academy property resulting from this use as well as responsible for any insurance deductible incurred.

I, the undersigned, agree to indemnify and hold the Academy harmless against any injury, loss, claim or damage to any person or property caused by the undersigned or the undersigned's guests or invitees during the period of the use or arising from the use of the Academy's facilities; and without limiting the generality of the foregoing, if the Academy shall be made a party to any litigation commenced by or against the undersigned, the undersigned's agents, servants, employees, officers, members, guests or participants, the undersigned shall protect and hold the Academy harmless and indemnify it from and against loss or damage sustained by the Academy as a result thereof and the undersigned shall pay all reasonable costs and expenses, including reasonable attorney's fees, incurred or paid by the Academy in connection with any such litigation.

Note: Wilbraham & Monson Academy is a "smoke free" campus.

Drone Pilot Signature \_\_\_\_\_

Date: \_\_\_\_\_

Please sign and return one copy five days prior to arrival on campus:

Office of Marketing & Communications

Wilbraham & Monson Academy

423 Main Street

Wilbraham, MA 01095

marketing@wma.us