Student Handbook
2024-2025

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

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

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Our School and Community

Massachusetts Academy of Math and Science ("Mass Academy" or the "Academy") is a public high school of excellence for 100 academically accelerated juniors and seniors who are Massachusetts residents.[1] It was established in 1992 by the Massachusetts Legislature to provide an enriching educational opportunity that emphasizes math and science in a comprehensive and interactive academic environment.

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

Mass Academy is highly selective in its admissions process, accepting approximately 50 students who are Massachusetts residents to the junior class each year from a pool of more than 150 applicants. Successful candidates are typically sophomore honors students in the top 10% of their class in public and private schools throughout Massachusetts who are actively involved and engaged in their schools and communities. Our community is open to all qualified 11th and 12th grade students who are Massachusetts residents, regardless of race, sex, age, color, national origin, religion, genetic identity, disability, gender identity or expression, marital or parental status, sexual orientation, transgender status, veteran status, or any other legally protected status.

The Mass Academy staff consists of a director, operations manager, school counselor, teaching faculty, part time nurse, and visiting scholar(s). Seniors are taught by WPI faculty full-time and supported through weekly advisory sessions with Mass Academy faculty.

Our Mission

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

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

Core Values of Mass Academy

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

[1] In order to attend Mass Academy, it is mandatory that the student's parent or legal guardian prove legal residence in Massachusetts. Families whose primary residence is outside of Massachusetts are not eligible to attend Mass Academy. More information about proof of residency can be found on the Mass Academy website [a].

Beliefs about Learning

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

Vision of the Graduate

The Mass Academy Graduate is:

- Forward-Thinking
- Innovative
- Inquisitive
- Confident

Habits of Mind

At the core of all learning are the following habits of mind:

- Constructive acceptance and use of feedback
- Effective management of time and meeting of deadlines
- Consistent and active contribution of knowledge, opinions, and skills
- Consistent and active work towards group goals
- Being prepared and organized for class

Mass Academy graduates are creative problem-solvers and life-long learners who are passionate and resilient when facing challenges and pursuing new opportunities, excel in both independent and collaborative learning environments, are able to apply their knowledge and skills, and are both responsive to and respectful of the diversity of others.

Academic, Civic, and Social Expectations

All Academy students will:

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

Facilities and Resources

The Mass Academy building at 85 Prescott Street, Worcester, MA, contains classrooms, offices, kitchen and lunch areas, multi-purpose rooms, and technology areas. The Arthur E. Chase Brickyard is a common space that is used for schoolmeetings, academic activities, special events, and lunches. All food and drink consumption at Mass Academy is restricted to the Brickyard. The Library is a common space which students may use for quiet study, collaborative activities, or other work.

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

All juniors and seniors are provided with student mailboxes. All juniors are provided with lockers to store their belongings. Students' backpacks are not allowed in most classrooms.

All senior classes and some activities for juniors take place at WPI's campus at 100 Institute Road, Worcester, MA. Academy students have borrowing privileges at WPI's Gordon Library. WPI's Recreation Center is available to juniors for Physical Education classes and for other Academy activities under the supervision of Academy faculty. Seniors may gain access to the Recreation Center after submitting a request form. See the WPI website for the Policies of the Recreation Center [1].

All Academy students have accounts on the WPI computer system. See the WPI website [2] for information regarding WPI's computer resources and the full Acceptable Use Policy (AUP) [3].

School Calendar

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

See the Mass Academy website Events page for the current School Calendar [4].

Communication

A main goal at Mass Academy is for students to develop self-advocacy and effective communication skills. The primary means of communication at Mass Academy is from teacher to student to family. Clear and effective communication between Mass Academy and students, and subsequently from students to their families is vital. If there are major concerns about student performance, Mass Academy will contact families.

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

See the Mass Academy website www.massacademy.org [5] for more information about Mass Academy.

Mass Academy news is regularly posted on the Mass Academy Facebook Page [6].

Attendance Policy

Classes at Mass Academy run from 7:45 AM to 2:45 PM. Extracurricular programs are offered after school and typically end by 4:30 PM. The Mass Academy building closes at 4:30 PM. Occasionally Mass Academy may alter these times to accommodate special programs or events. In such cases, parents/guardians will be notified in advance.

Unless otherwise authorized by the Director, students must be present for the entire school day in order to participate in extracurricular activities, school-sponsored social events, and standardized testing hosted at the school (e.g., PSAT, AP Exams, MCAS). If an event occurs on the weekend, then the student must be present for the entire school day immediately preceding the weekend event in order to participate.

Juniors: Juniors must arrive and sign in at Mass Academy by 7:40 AM on school days and sign out when they leave the building at the end of the day. Juniors who do not sign in by 7:40 AM will be considered tardy.

All juniors must stay in school until the conclusion of their academic and extracurricular obligations for that day, unless the Director has authorized an early dismissal or given a student permission to leave the building to pursue academic or extracurricular activities.

Seniors: Seniors must attend all WPI classes, labs, and discussions in accordance with their WPI course schedules. All seniors must sign in at Mass Academy at least 30 minutes before their first class of the day or they will be considered tardy. Seniors must sign out at Mass Academy after their last class of the day. Seniors are required to attend mandatory class meetings at Mass Academy as scheduled by the Director. Failure to meet these expectations may result in a loss of senior privileges.

On a day when a senior does not have a WPI class or a scheduled appointment or other obligation (e.g., class meeting or appointment) at Mass Academy, that student does not have to come to school.

Tardiness: Any student who is frequently tardy will receive a written notification from the Director to develop a corrective action plan. Excessive tardiness may be subject to further action.

Student Absences

If juniors or seniors are too ill to attend school, their parents or guardians must call the Mass Academy office at (508) 831-5859 before 7:45 AM on each day the student is absent. On the day that the student returns to school, a note explaining the illness, written by the parent or guardian, must be submitted to the Mass Academy office.

Seniors must also communicate directly with their individual WPI instructors and their faculty advisor via email regarding any absence from their classes. For all absences, both juniors and seniors need to contact their instructors regarding make-up work.

Vacations from school for times other than those indicated on the School Calendar are not authorized. Routine medical, dental, or other personal appointments, including college visits, travel, and other activities not sponsored by Mass Academy, should not be scheduled for school days (for juniors) or when the student has WPI classes (for seniors). If an appointment necessitates absence or dismissal for any part of the school day, the student must notify Mass Academy by completing and submitting an Absence Request Form at least one week in advance of the absence when possible, and the student must also arrange to make up missed work. Absences for college visits, personal travel, and activities not sponsored by Mass Academy are considered unexcused. Unexcused/unapproved absences may result in a grade of zero (0) for any in-class assignments or assessments that day. For seniors, the student must also notify any WPI instructors via email and arrange to make up missed work.

Excessive absences impact collaborative work and may have an adverse effect on student success and/or result in a student's dismissal from Mass Academy.

See the Mass Academy website under Resources for Students and Families page for the Absence Request Form [7].

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

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

Inclement Weather Policy

In the event of extreme weather conditions, Mass Academy will email students and parents/guardians to announce school closures or delays. We will also use the REMIND system to notify students via text.

Seniors should note that there may be times when Mass Academy is closed but WPI remains in session. Seniors are expected to make every effort to attend classes on such days. **Parents/guardians must decide if road conditions permit safe travel between home and school.** If school is in session but local roads are unsafe, the parent/guardian must notify Mass Academy of the absence as soon as possible, ideally before the first class of the day. Seniors should notify each WPI faculty of the class or classes that they will miss. It is each student's responsibility to make up missed work and ensure that faculty understand the reason for the absence. **The Director will email seniors about electronic sign-in requirements in such circumstances that Mass Academy is closed but WPI remains open.**

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

Grade 11 Program

Mass Academy's Grade 11 program ("juniors") includes academic courses in Math Modeling, Physics, Humanities, Foreign Language (French or Spanish), Computer Science, and STEM (which includes a major independent research project, a group engineering/assistive technology project, and scientific and technical writing). All juniors must also take Physical Education classes, participate in extracurricular programs, and fulfill a community service requirement.

Science Requirement

In order to fulfill graduation requirements, all Mass Academy students must have courses in Biology and Chemistry on their transcripts from a credit-granting institution. Students who did not previously take Chemistry at their sending school must complete a Mass Academy-approved course in Chemistry before senior year. The Biology course may be taken at WPI during senior year, or prior to senior year with pre-approval of the Director.

Junior Summer Assignments

During new student orientation, incoming juniors will be given course-specific summer assignments which must be completed by the prescribed deadlines and no later than the first day of junior year. At the end of junior year, students will be given summer assignments that must be completed prior to beginning senior year.

Junior Extracurricular Programs

Mass Academy recognizes the importance of extracurricular programs in providing opportunities for learning, team building, social interaction, and engaging students in wide areas of interest.

Juniors are required to participate in extracurricular programs for a minimum of 10 hours per semester--at either Mass Academy, their sending school, or through another outside activity approved by the Director--during both semesters of the school year.

Extracurriculars at Mass Academy usually run from 3:00 - 4:30 PM on school days. Attendance requirements for extracurriculars are the same as they are for academic classes. Inconsistent participation in an extracurricular may result in removal from the activity.

With our small population and intensive academic program, we are cognizant of the fact that we need to help guard our students from over-commitment while ensuring the quality of our offerings. Therefore, Mass Academy sponsors a few core extracurricular programs (e.g., FIRST Robotics, Math Team, Programming Team, CyberPatriot, Physics Club), supplemented by term-based activities (e.g. CAD, Biotechnology, Cooking, Arduinos).

Mass Academy cannot sponsor other major extracurricular programs (e.g. Speech and Debate, Model UN, Mock Trial, DECA, Science Olympiad, Science Bowl) for the reasons outlined above.

We encourage students to seek outside extracurricular opportunities for activities that we cannot sponsor at Mass Academy, subject to sending school permission. However, it is expected that students will join a Mass Academy team, club, or organization, rather than the corresponding program at their sending schools, if both exist. Students may not join a sending school team that directly competes against Mass Academy (e.g. Math team, CyberPatriot, STEM Fairs, Robotics).

Athletics programs at sending schools count as extracurriculars for Mass Academy but are also subject to approval by sending school districts.

Participation in outside extracurriculars should not interfere with the Mass Academy program, including attendance at school and extracurricular activities. Any student with a pattern of absences from school due to outside extracurriculars may be placed on probationary status and/or dismissed from Mass Academy.

Subject to the permission of Mass Academy and WPI, juniors and seniors may participate in select WPI extracurricular programs that do not involve intercollegiate athletic competitions or are not sponsored by fraternities or sororities. Acceptable programs include WPI's music ensembles (i.e., Chorus, Band, and Orchestra).

Students wishing to fulfill their extracurricular requirements through programs outside of Mass Academy or WPI must receive prior approval from the Director, and documentation of the student's participation must be provided to Mass Academy upon completion. Any outside extracurriculars that require absence from school at Mass Academy may not be approved.

Students may propose other clubs and activities to the Director which will then be brought to the faculty for consideration. See the Mass Academy website Resources for Students and Families page for the Outside Extracurricular Proposal Form [8].

Student Government/School Council

Each Mass Academy class elects its own student government representatives. The election process and timeline is communicated to the class by the advisors each year.

Mass Academy also has a school council, which includes up to four representatives from each class, as well as parents and faculty members. Student membership on the school council is a two-year commitment that begins in junior year.

To ensure as many students as possible are afforded the opportunity to hold leadership positions, students may not serve as a student government representative and school council representative at the same time. Consequently, student government representatives are not eligible to run for school council representative. Similarly, school council representatives (elected as juniors) are not eligible to run for student government positions for senior year.

In order to hold leadership positions in student government and school council, students must adhere to Mass Academy's Code of Conduct and Academic Honesty Policy and be in good academic standing (see Eligibility Standards below).

Junior Community Service

All Mass Academy juniors must complete at least 50 hours of documented, supervised community service. This service may begin after new student orientation in the spring prior to junior year and must be completed and documented before the beginning of senior year. Students may not receive payment or other credit for such service.

The Director must pre-approve all community service before it can be counted toward the required hours.

All Mass Academy students must complete at least 50 hours of documented, supervised community service during senior year. Subject to the approval of the Director, juniors who perform their community service in the summer between junior andsenior year may apply part of their service to their junior year obligation and the remainder to fulfilling their senior community service requirement.

Of the 100 total aggregate hours of community service required during junior and senior years, at least ten hours must be in a high needs area working directly with under-served populations.

See the Mass Academy website Resources for Students and Families page for the Community Service Guidelines [9] and the Community Service Approval Form [10].

Junior Homeroom Advisory

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

Junior Academic Expectations

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

Junior Performance Reports / Grades

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

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

- For A Term, students receive detailed narrative assessments of their performance as well as scaled ratings that focus on their habits of mind and course-specific standards for each subject.
- For B Term, students receive interim letter grades (A, B, C, D, or F) and scaled ratings on their habits of mind and course-specific standards for each subject.
- For C Term, students receive interim letter grades (A, B, C, D, or F) and scaled ratings on their habits of mind and course-specific standards for each subject.
- For D Term, students receive final letter grades (A, B, C, D, or NR) for each course.

An NR (which stands for "No Record") is given if a student has not met the minimum requirements of the course. A NR results in no record of the course appearing on the student's academic transcript. For Mass Academy students, a grade of NR is a failing grade.

Students who do not meet the expectations of Mass Academy (grade(s) of C or lower and/or concerns about their habits of mind) will be reviewed for consideration for transition back to their sending schools or local public schools for their senior year. See section "Promotion to Senior Year" for more details.

Junior Student Success Plans

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

The Student Success Plan ("Plan") is a proactive plan designed to set measurable goals and develop strategies for the student's self-improvement. The faculty advisor regularly meets with the student and serves as a resource for helping the student achieve the Plan's intended goals.

See the Mass Academy website Resources for Students and Families page for the Student Success Plan Template [11].

Junior Advising

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

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

Any student who is on a Student Success Plan (see above) will also have a faculty advisor monitoring that student's progress on the Plan.

Promotion to Senior Year

To advance to senior year at Mass Academy, juniors are required to earn final grades of C or better in all courses and must fulfill the junior year physical education, extracurricular, and community service requirements. Students who did not previously take Chemistry at their sending school must complete a Mass Academy-approved course in Chemistry before starting senior year.

Student academic progress is reviewed throughout the year, but explicitly at the end of each term. At any point in the year, if there are major concerns, they will be communicated in writing to students and families, which will initiate action steps towards improving academic standing.

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

Students who do not meet the aforementioned requirements will be required to return to a traditional high school for senior year.

Grade 12 Program

Mass Academy's Grade 12 ("senior") academic requirements include twelve (12) one-term college courses at WPI and a Senior Independent Study Project (SISP). In addition, seniors must also take two (2) one-term Physical Education courses (or its equivalent) and complete at least 50 hours of Community Service (for a total of 100 hours over two years).

Senior Summer Assignments

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

Senior Curriculum

Seniors are required to take three (3) courses at WPI in each of the four 7-week terms (A, B, C, and D). These courses must be pre-approved by Mass Academy faculty. Each term must include:

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

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

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

To fulfill graduation requirements, all Mass Academy students must have successfully completed courses in Health, Biology, and Chemistry. Students who did not previously take Chemistry at their sending schoolmust complete a Mass Academy-approved course in Chemistry before senior year. The required Biology course may be one ofthe four Science courses taken at WPI during senior year. The required Health course may be fulfilled through an online program offered by Mass Academy.

Senior Independent Study Project (SISP)

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

See the Mass Academy website Resources for Students and Families page for the SISP Handbook [12].

Senior Extracurricular Programs

Seniors may have access to Mass Academy term-based extracurricular programs on a space-available basis; juniors have first priority on limited capacity programs. For more information on extracurricular programs, see above.

Senior Community Service

Seniors are required to complete at least 50 hours of community service. This obligation may be fulfilled in the summer before senior year or during the senior school year itself. Please see above.

Senior Grades and Graduation Requirements

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

A senior who receives a NR for a WPI course during A Term will be automatically dismissed from Mass Academy to make it possible for the student to transfer to another high school soon enough to complete Massachusetts' graduation requirements at that school by the end of senior year.

A grade of NR during Terms B, C, or D, or a failing grade on a SISP, will prompt a re-evaluation of the student's enrollment and may lead to dismissal from Mass Academy. Such decisions will be made on a case-by-case basis but not before holding a meeting with the student, faculty advisor, parent, and Director.

Any Mass Academy senior who fails two or more WPI courses will not be eligible to graduate from Mass Academy and will return to their sending school.

In accordance with Massachusetts Department of Elementary and Secondary Education graduation requirements, all students must successfully meet their competency determination in order to receive a high school diploma. This is typically achieved by passing the high school MCAS tests in Mathematics, English Language Arts, and Science.

A Mass Academy senior who fails one WPI course and/or does not complete their other obligations will be eligible to graduate from Mass Academy upon completion of these obligations and will need to appeal to the Director in order to participate in the Mass Academy graduation ceremony. Any student not dismissed from Mass Academy must make up the failed course or other obligations between the end of D Term and September 1st of the year of graduation to receive a Mass Academy diploma. Any make-up course must be pre-approved by the Director and must be taken at the student's expense.

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

Mass Academy students may not audit WPI classes. Mass Academy students may not overload (take more than 3 courses per term) with the exception of physical education and Chorus/Band/Orchestra. Participation in the WPI music program (Chorus, Band, Orchestra) for credit does not count toward Mass Academy's graduation requirements.

Note: Course changes (add/drop) for WPI courses may occur through the 5th day of the term, not including weekends. WPI policy includes an option to add/drop courses for a fee during days 6-10 of the term. Due to the short duration of each term and Mass Academy's policies regarding earning a NR in a WPI course, Mass Academy students may not utilize the extended add/drop window (days 6-10 of the term).

Senior Advising

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

See the Mass Academy website Resources for Students and Families page for the Senior Advising Form [13].

Graduation Celebrations

Mass Academy's graduation ceremony is traditionally held on the WPI campus in early May. The dress code at graduation should reflect the formal nature of the ceremony. Because of this, seniors are not permitted to decorate their graduation caps or gowns.

A senior dinner for families and a graduation breakfast for juniors and seniors are traditionally held the week prior to graduation.

Seniors wishing to speak at graduation or senior dinner may apply for this privilege by submitting an application to a faculty review board that selects a limited number of student speakers for these events.

Summary of Requirements for Junior and Senior Years

Junior Year

Successful completion of

- Mass Academy courses in Math Modeling, Physics, French/Spanish, Humanities, Computer Science, and STEM
- Summer assignments
- Physical Education class
- Community Service (50 hours), with at least 10 of the 100 total hours in high-needs area
- Extracurriculars at MAMS or other outside organization (minimum of 10 hours per semester)
- PSAT and MCAS exams
- Chemistry (if not previously on transcript)

Senior Year and Graduation

Successful completion of

- Four (4) WPI Math courses, including Calculus 1021 and Calculus 1022 or equivalent
- Four (4) WPI Science courses
- Four (4) WPI Humanities courses, including two courses in English Literature and/or Writing
- SISP
- Summer assignments
- Approved sports participation or two terms of a WPI Physical Education course(s), selected from a list of options.
- Community Service (50 hours), with at least 10 of the 100 total hours in high-needs area
- Biology, US History, and Health (if not previously on transcript)

School Counseling

Mass Academy's school counselor advises each student on personal and academic matters, as well as career and college selection. Specific responsibilities include supporting students with SAT scheduling, researching scholarships, coordinating and monitoring each student's college application process, administering AP, PSAT and MCAS exams, managing 504 Plans, organizing and presenting college information and financial aid sessions for parents, and working in coordination with the school nurse and Director on developing student wellness programs.

Health Policy and Health Services

Mass Academy has established health policies and procedures in compliance with Massachusetts requirements, WPI policies and protocols, and in consultation and coordination with the Mass Academy nurse and WPI.

Mass Academy requires comprehensive physical exams and vaccinations for all in-coming juniors, as well as the submission of all pertinent forms. See the WPI website for the New Student Health Forms [14], which must be completed and uploaded to the WPI Patient Portal (wpi.medicatconnect.com) [15] prior to the start of junior year. All Mass Academy students are expected to comply with WPI requirements related to COVID vaccination and testing.

The Mass Academy nurse administers student medications as needed, performs hearing and vision screenings, and facilitates student health/wellness programs throughout the school year.

In the event of a medical emergency involving a student, the Mass Academy Director, the Mass Academy nurse, staff, and/or faculty will attempt to reach the student’s parent or guardian as soon as possible.

Safety

WPI's Police Department and EMS provide emergency services to Mass Academy (http://www.wpi.edu/offices/policies/Emergency/) . Officers of the WPI Police Department patrol Mass Academy environs as part of their regular patrol routes and Mass Academy's security alarm system connects directly to the WPI Police Department.

In any crisis or emergency, WPI's foremost concern is for the protection of human life, health, and welfare. Protection of property and of the integrity and reputation of Mass Academy and WPI are also critical.

WPI has an Emergency Response Team that responds promptly and effectively in the case of a natural disaster or other emergency occurring on or affecting Mass Academy or WPI. The Emergency Response Team is made up of faculty members and administrators who work together to manage the crisis from beginning to end, making determinations about the scope and nature of the response as well as coordinating communications about the crisis to all internal and external constituencies.

Mass Academy's Medical Emergency Response Plan [16] is reviewed annually.

Dress Code

Students are expected to exercise responsibility and good judgment in their style of dress. All students should dress in a manner consistent with the academic nature of Mass Academy, and clothing should reflect sensitivity to and respect for the rights of others. There will be times during the school year when students will be required to dress in a more professional style (e.g. during presentations for STEM and Apps for Good, as well as other special events and activities).

Expenses and Fees

All juniors are assessed a standard fee to cover all or part of the cost of various items that are required for participation in the Mass Academy program. These include lab and material fees, activity fees, PSAT test registration, field trips, and ID cards. This fee may be paid in full or in installments at the beginning of junior year.

The cost of some supplies related to STEM classes during junior year are not included in this amount.

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

If these expenses cause financial hardship, parents or guardians should contact the Mass Academy Director. All requests will be handled discretely and reviewed on a case-by-case basis.

National Honor Society

Membership in the Mass Academy Chapter of the National Honor Society is an honor bestowed upon a student. Selection for membership is by a Faculty Council and is based on outstanding scholarship, character, leadership, and service. Once selected, members have the responsibility to continue to demonstrate these qualities.

The Mass Academy's NHS Chapter Bylaws [17], including the selection process, can be found on the website under Resources for Students and Families.

Sports Participation / MIAA Waivers

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

The stipulations of this rule are as follows:

> *An Alternative, Non-traditional Education Rule #52 participation agreement must be reached between the principals of the sending high school and of the Academy. A waiver must also be submitted to the MIAA by the Athletic Director of the school where the student will be participating, at least one term before the athletic season begins.*

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

Computer Network Acceptable Use Policy (AUP)

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

WPI's Acceptable Use Policy (AUP), Campus Code of Conduct [18], and several other university policies collectively govern WPI's computing resources.

See the WPI website for the full Acceptable Use Policy (AUP) [3].

Intellectual Property Policy

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

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

See the WPI website for information on Intellectual Property & Innovation [19].

Anti-Bullying Policy

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

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

See the Mass Academy website Resources for Students and Families page for the Anti-Bullying Policy [20].

Mass Academy Code of Conduct

Students of Mass Academy have the right to be treated with respect and to study in a safe environment. Students also have the responsibility to observe all state and federal laws and regulations, as well as Mass Academy and WPI policies and procedures, to treat others in a respectful manner, and to properly care for the facilities and materials provided to them.

Listed below are the expectations and responsibilities for all students. Please note that the lists of prohibited behaviors are not exhaustive:

- Recognizing and following school rules regarding on/off task behaviors [21] at Mass Academy.
- Respecting the safety of community members by not engaging in behavior that harms or endangers, including abuse, assault, bullying, fraud, hazing, impairing the well-being of another community member or self, retaliation, or threat.
- Conducting oneself in a manner that creates and facilitates a safe environment. Prohibited behaviors include violating lab or fire safety procedures, possession of explosive/dangerous devices or materials, and possession of a weapon.
- Engaging in ethical behavior, including academic integrity and respecting intellectual property rights. Prohibited behaviors include violation of the Academic Honesty Policy, the WPI Acceptable Use Policy, the Intellectual Property Policy, and the inappropriate use of copyrighted materials such as music, videos, and software.
- Interacting respectfully and civilly with other members and guests of Mass Academy and WPI community. Prohibited behaviors include violation of the Notice of Non-Discrimination [22] and Title IX & Sexual Misconduct Policy [23] which prohibit discrimination or harassment based upon race, sex, age, color, national origin, religion, genetic identity, disability, gender identity or expression, marital or parental status, sexual orientation, transgender status, veteran status, or any other legally protected status.
- Treating fellow students with respect, specifically regarding explicit or implied words or actions of a sexual nature. This includes awareness of and compliance with the WPI's Title IX & Sexual Misconduct Policy [24], which addresses sexual misconduct under Title IX and other forms of sexual misconduct.
- Conducting all affairs with integrity and cooperating with Mass Academy and WPI officials. Prohibited behaviors include failure to provide valid identification to a Mass Academy or WPI official, failure to comply with directions of an authorized Mass Academy or WPI official, and lying or intentionally providing false information to a Mass Academy or WPI official.
- Avoiding behavior that causes disruption in Mass Academy/WPI or broader community. Prohibited behaviors include disorderly or harassing conduct on or off-campus, at school or university-sponsored or supervised functions, which adversely affects the Mass Academy or WPI community. Students are responsible for the behavior of individuals they bring to functions as guests.
- Respecting others' privacy. Prohibited behaviors include entering teachers' offices and faculty areas without permission and unauthorized sharing of content or photographic images to which a person has a reasonable expectation of privacy.
- Respecting the property of Mass Academy, WPI, and others. Prohibited behaviors include misappropriation, theft, damage, and destruction of personal, public, Mass Academy or WPI property.
- Respecting and abiding by property-access limitations and restrictions. Prohibited behaviors include unauthorized entrance, trespassing, and the unauthorized use or possession of keys or access cards.
- Following all Mass Academy and WPI policies and procedures. Prohibited behaviors include violation of the policies regarding illegal drugs and alcohol, controlled substances, recreational marijuana, the Tobacco-Free Campus Policy, and any other Mass Academy and WPI policies in the WPI Student Code of Conduct [25],

posted oncampus or on the Mass Academy and WPI websites. Mass Academy students are not allowed in any WPI dorms, fraternities, or sororities, or other off-campus student housing.

- Respecting and abiding by all city, state, and federal laws and regulations.

Nondiscrimination Policy and Notice of Nondiscrimination

It is the policy of the Massachusetts Academy of Mathematics and Science that each qualified individual, regardless of race, sex, age, color, national origin, religion, genetic identity, disability, gender identity or expression, marital or parental status, sexual orientation, transgender status, veteran status, or any other legally protected status, shall have equal opportunity in education and services of the Massachusetts Academy of Mathematics and Science.

Title IX: Mass Academy does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in admission and employment.

Inquiries about Title IX may be referred to WPI's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights, or both. WPI's Title IX Coordinator and contact information are listed below.

WPI's nondiscrimination policy and grievance procedures can be located at Notice of Non-Discrimination and Title IX & Sexual Misconduct Policy.

To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please refer to Title IX & Sexual Misconduct Policy.

Title IX Coordinator:
Stanley Horton
Rubin Campus Center
100 Institute Rd.
Worcester, MA 01609
508-831-6514
titleix@wpi.edu

Director:
Anne Ludes
Mass Academy of Math and Science at WPI
85 Prescott St.
Worcester, MA 01605
508-831-5859
aludes@wpi.edu

Academic Honesty Policy

Academic honesty is essential for the well-being of the Mass Academy and WPI community. Mass Academy expects every student to be intellectually honest in the preparation of all academic assignments.

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

Violations of Academic Honesty include the following:

Cheating - an act of deception by which students misrepresent that they have mastered information on an academic exercise. Examples of Cheating:

- Copying from another student's work or receiving unauthorized assistance during a quiz, test, or examination, or on problem sets, or homework assignments
- Copying from an essay or any printed or electronic source
- Using books or notes when not authorized
- Copying reports, laboratory work, electronic information, or computer programs/files
- Submitting electronic translations as one's own
- Using ChatGPT without instructor permission

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

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

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

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

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

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

Violations of Academic Honesty in Academy Courses

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

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

If it is the student's first violation of the Academic Honesty Policy, the Director will inform the faculty member that they should attempt to resolve the issue directly with the student.

If the student admits to the act of academic dishonesty and agrees to the penalty imposed by the faculty member, the student will acknowledge this in a signed document. The maximum penalty that can be applied at this level by a faculty member is “no credit” (zero) for the test or assignment.

A signed, written report (which includes the student’s acceptance of the penalty) regarding this matter shall be sent to the student’s parent/guardian, and a copy of the report will be placed in the student’s cumulative folder. The student will also complete an Academic Integrity Seminar.

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

The Director shall meet with the student, the faculty member, and the student’s parent(s)/guardian(s). Disciplinary actions imposed by the Director may include one or more of the following: lowering the grade of an assignment or course, no credit on an exam, denial of course credit, a disciplinary letter in the student’s file, loss of Mass Academy privileges, acknowledgement of the violation on college applications, completion of an online academic integrity seminar, probation, suspension, or expulsion from Mass Academy.

The decision of the Director is subject to appeal to the Dean of Undergraduate Studies at WPI. Any appeal of a decision by the Director must be made to the Dean in writing within five (5) business days of the decision.

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

Violations of Academic Honesty in WPI Courses

Students enrolled in WPI courses are subject to WPI’s Academic Honesty Policy. See the WPI website for Academic Integrity Policies [26].

Students who violate WPI’s Academic Honesty Policy are also subject to additional sanctions imposed by the Mass Academy Director under Mass Academy’s Academic Honesty Policy.

Good Academic Standing

In order to maintain their academic standing at Mass Academy, all students must demonstrate that they have fulfilled certain standards and expectations.

Among these are the following "Habits of Mind":

- Constructive acceptance and use of feedback
- Effective management of time and meeting of deadlines
- Consistent and active contribution of knowledge, opinions, and skills
- Consistent and active work towards group goals
- Being prepared and organized for class

For juniors, additional indicators of Good Academic Standing include:

- Mass Academy term performance report grades of B or better, with no more than one grade of C or lower in a term
- No substantial concerns documented on narrative term reports from Mass Academy faculty

For seniors, additional indicators of Good Academic Standing include:

- WPI term report grades of B or better, with no more than one grade of C or lower in a term
- No consecutive WPI term report grades with grades of C or lower
- A WPI Grade Point Average (GPA) of 3.0 or above
- No substantial concerns from WPI professors and/or Mass Academy faculty.

Eligibility

Eligibility to participate in extracurricular programs and represent Mass Academy in Student Government and School Council requires that students adhere to the Mass Academy Code of Conduct and be in good academic standing.

Students who do not meet Eligibility Standards (violate the code of conduct or are not in good academic standing) may be placed on probationary status and/or deemed ineligible to continue to participate in extracurriculars, competitions, organizations, and events, or hold or run for leadership positions at Mass Academy, based on the seriousness or frequency of violation(s).

Students placed on probationary status will be notified in writing. Probationary status will last for a specified period of time (typically one term) and may result in the implementation of a Student Success Plan developed in conjunction with a designated Mass Academy faculty advisor and the student's parent or guardian. Probationary status will be reviewed at the end of the specified time period and a determination will be made at that time as to the student's eligibility status.

The Student Success Plan is a proactive instrument designed to set measurable goals and develop strategies for student self-improvement. It is monitored by a faculty advisor who meets regularly with the student and serves as a resource for helping the student achieve the plan's intended goals.

Due Process

Before students receive disciplinary penalties from Mass Academy, they have the right to receive:

- Oral or written notice of the charges against them
- An explanation of the evidence against them
- The opportunity to present their side of the story

Disciplinary measures for violations of the code of conduct may include, but are not limited to: written warning, community service, short- or long-term suspension, or returning to one's sending school.

In the case of a violation requiring suspension from school or, in extreme or repeated cases, the return to one's sending school, notice of the suspension and the hearing must occur before the students may be asked to leave school, unless the students present an immediate threat to school officials, other students or themselves, or clearly endangers the school environment. In such cases, the hearing may be delayed but must be held within a reasonable period of time. Copies of reports of any disciplinary action(s) are maintained until a student graduates.

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

Discipline of Students with Disabilities

All students are expected to meet the requirements for behavior as set forth in this handbook. Section 504 of the Rehabilitation Act of 1973, the American Disabilities Act, and the Individuals with Disabilities Education Act (IDEA) require that additional provisions be made for students who have been found by a school evaluation team to have a disability and whose program requires accommodations through a 504 educational plan or individualizededucation program (IEP). The following additional requirements apply in such cases:

1. The 504 or IEP for every student with a disability will indicate whether the student can be expected to meet the regular discipline code or if the student's disabilities require accommodations. Any accommodations to the discipline code expectations for a student with a disability will be described in the 504 or IEP.
2. The director will notify the building 504 coordinator/school counselor of the suspendable offense of a disabled student, and a record will be kept of such notices.
3. When it is known that a disabled student is being considered for a long-term suspension, the TEAM willmake a finding as to the relationship between the student's misconduct and his/her disabling condition. This process will consider whether to:
    i. design a modified program for the student, or
    ii. write an amendment to the 504 or IEP with new accommodations and any needed modification of the 504 or IEP relative to discipline code expectations.
4. In the absence of a modified discipline code (as described in #1 above), and a manifestation determination, all suspensions which are less than 10 days (cumulative) in a school year shall be subject to the requirements described in this handbook.

504 Coordinator:
Lisa Post, School Counselor
Mass Academy of Math and Science at WPI
85 Prescott St.
Worcester, MA 01605
508-831-5859
lpost@wpi.edu

Massachusetts Student Discipline Statutes

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

Section 37H [27]
(Policies relative to conduct of teachers or students; student handbooks)
Notwithstanding any general or special law to the contrary, all student handbooks shall contain the following provisions:
(a) Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or a knife; or a controlled substance as defined in chapter ninety-four C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the principal.

(b) Any student who assaults a principal, assistant principal, teacher, teacher's aide or other educational staff on school premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school or school district by the principal.

(c) Any student who is charged with a violation of either paragraph (a) or (b) shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal. After said hearing, a principal may, in his discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (a) or (b).

(d) Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have ten days from the date of the expulsion in which to notify the superintendent of his appeal. The student has the right to counsel at a hearing before the superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.

(e) Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion, under section 21 of chapter76. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to its schools or provide educational services to the student in an
education service plan, under section 21 of chapter 76.

Section 37H1/2 [28]
(Felony complaint or conviction of student; suspension; expulsion; right to appeal)

Notwithstanding the provisions of section eighty-four and sections sixteen and seventeen of chapter seventy-six:

(1) Upon the issuance of a criminal complaint charging a student with a felony or upon the issuance of a felony delinquency complaint against a student, the principal or headmaster of a school in which the student is enrolled may suspend such student for a period of time determined appropriate by said principal or headmaster if said principal or headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and the reasons for such suspension prior to such suspension taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such suspension; provided, however, that such suspension shall remain in effect prior to any appeal hearing conducted by the superintendent.

The student shall have the right to appeal the suspension to the superintendent. The student shall notify the superintendent in writing of his request for an appeal no later than five calendar days following the effective date of the suspension. The

superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the student's request for an appeal. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such a decision shall be the final decision of the city, town or regional school district with regard to the suspension.

(2) Upon a student being convicted of a felony or upon an adjudication or admission in court of guilt with respect to such a felony or felony delinquency, the principal or headmaster of a school in which the student is enrolled may expel said student if such principal or headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and reasons for such expulsion prior to such expulsion taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such expulsion; provided, however, that the expulsion shall remain in effect prior to any appeal hearing conducted by the superintendent.

The student shall have the right to appeal the expulsion to the superintendent. The student shall notify the superintendent, in writing, of his request for an appeal no later than five calendar days following the effective date of the expulsion. The superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the expulsion. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such a decision shall be the final decision of the city, town or regional school district with regard to the expulsion.

Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion, under section 21 of chapter 76. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to its schools or provide educational services to the student under an education service plan, under section 21 of chapter 76.

Please note that the Director serves as both the principal and the superintendent of Mass Academy.

Discrimination and Harassment Grievance/Complaint
Procedure for Students

The following procedure for responding to complaints of discrimination or harassment has been established to meet the requirementsof applicable state and federal anti-discrimination laws.

Any student experiencing an alleged violation related to race, sex, age, color, national origin, religion, genetic identity, disability, gender identity or expression, marital or parental status, sexual orientation, transgender status, veteran status, or any other legally protected status is encouraged to report the discriminatory act. Mass Academy also treats retaliation as a form of discrimination. Retaliation is defined as acts against a person for opposing, reporting or filing a complaint, aiding in the filing of a complaint, or cooperating in the investigation of any act or practice reasonably believed to be discriminatory as prohibited by applicable law and/or this policy. Retaliatory acts include overt or covert acts of reprisal, interference, punishment, or harassment against an individual or a group.

This grievance process is an internal procedure of Mass Academy. Use of it does not prevent the complainant from pursuing other remedies available under the law through the U.S. Department of Education, Office of Civil Rights (OCR) or the Massachusetts Department of Elementary and Secondary Education. Reasonable accommodations, such as a personal interview or a tape recording of the complaint, will be made available for students with disabilities who are unable to submit a written complaint.

Step One:

Students with a discrimination or harassment concern should first contact their assigned advisor (for juniors, the student'shomeroom advisor; for seniors, the student's senior advisor) to discuss the issue.

The student should do this as soon as possible following the alleged violation.

Step Two:

If the complaint has not been resolved informally in Step One or if the student does not wish to use Step One, the student should file a formal complaint in writing. The complaint should include the name, address and telephone number of the student filing the complaint and should describe the circumstances giving rise to the complaint. A student can also submit their formal complaint anonymously by not including their name, address, and telephone number.

A faculty or staff member may assist the student in drafting the formal complaint.

All complaints should be addressed to:

Director
Massachusetts Academy of Math and Science
85 Prescott St.
Worcester, MA 01605
mams@wpi.edu
508-831-5859

Step 3:

Upon receipt of a complaint or report, the Director or designee shall promptly (by no later than 2 school days) initiate an investigation into the alleged act(s). The Mass Academy Director may meet with the student and the respondent to discuss the complaint, and any other interested persons will be given an opportunity to submit evidence relevant to the complaint.

The nature and duration of an investigation will depend on the circumstances, including the type, severity, and frequency of the alleged act. The Director or designee will complete the investigation as soon as practicable, but generally within 10 school days after receipt of the complaint or report except for good cause. If the Director or designee needs more than 10 school days to complete the investigation, the Director shall notify the parties in writing and include an anticipated completion date.

Step 4:

If the complaint or report is substantiated, the Director or designee shall promptly decide on the appropriate action, based on the investigative findings. Such actions shall include imposing discipline reasonably calculated to deter future conduct and remedy the effects of the discrimination, including harassment or retaliation, or other prohibited conduct, on the student victim(s) and the school community, as applicable.

Mass Academy reserves the right to impose disciplinary measures or other consequences against any student who violates this policy, intentionally falsely accuses another student of violating this policy, or retaliates against any complainant or witness. Discipline of a student may include, but is not limited to, a written warning, community service, short- or long-term suspension, return to one's sending school, or any other action authorized and consistent with this school handbook and code of conduct. Students facing discipline will be afforded due process as required by law and outlined in this handbook.

A written determination as to the validity of the complaint and a description of the resolution, if any, shall be issued by the Mass Academy Director and a copy forwarded to the complainant and the respondent. The Director's response will explain the position of Mass Academy and offer options for substantive resolution of the complaint.

The Mass Academy Director shall maintain the files and records of Mass Academy relating to any discrimination and harassment complaintsthat are filed.

Step Five:

The complainant or respondent may appeal the Director's decision in writing in a letter of appeal to the Dean of Undergraduate Studies at WPI:

Dr. Arne Gericke
WPI Dean of Undergraduate Studies
Room 3007, Life Science and Bioengineering Center
60 Prescott Street
Worcester, MA 01605

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

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

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

Appendix A

Mass Academy of Math and Science at WPI
Disciplinary Procedures
under M.G.L.c. 71, Section 37H3/4
Updated 4/2022

Adapted with permission from Framingham Public Schools' Code of Character, Conduct, and Support

In-School Suspension	Action Steps
1 - 2 Consecutive Days	An alternative to short-term suspension, in-school suspensions provide the time, space, and support for one to reflect on and take ownership of their actions and the consequences of their behavior. During in-school suspension, a student also has access to school resources to complete classwork and begin to repair relationships. 1. The Director/Designee conducts an investigation of the incident by speaking with the student and others who were involved or impacted by the incident in order to gather all relevant facts. 2. The Director/Designee informs the student of the substance of the offense and gives the student an opportunity to dispute and/or explain the circumstances. 3. Director/Designee informs parent/guardian of the substance and severity of the behavior violation and any injuries or property destruction that occurred; and meets with the parent/caregiver, either by phone the same day or in person as soon as possible. 4. If the Director determines the student committed the offense, the Director shall informs the student of the length of the suspension which may not exceed ten days, cumulatively or consecutively, in a school year. 5. The Director/Designee orally informs the parent of the disciplinary offense, the reasons for concluding that the student committed the infraction, and the length of the in-school suspension. The Director/Designee shall invites the parent/guardian to a meeting to discuss the student's academic performance and behavior, strategies for student engagement, and possible responses to the behavior. The meeting with the parent/guardian shall be scheduled for the day of the suspension, or as soon as possible. The Director/Designee shall document at least two attempts to reach the parent for the purpose of orally informing the parent. 6. The Director/Designee shall send written notice to the student and the parent/guardian about the in-school suspension, inviting the parent to a meeting if such meeting has not occurred. This notice must be delivered on the day of the suspension. 7. The student serves in-school suspension for the assigned number of days and participates in an embedded intervention during the school day. 8. Follow-up actions may include a restorative conversation with an adult who submitted the referral as well as progress monitoring.

Out-of-School Suspension	Action Steps
1 - 4 Consecutive Days	Out-of-school suspensions are reserved for more severe infractions. It is used to communicate the seriousness of inappropriate or unacceptable behavior and to provide distance between the student and anyone affected by the incident. Mass Academy recognizes that suspensions beyond four days have an exponentially negative impact on student performance. Limiting the length of a suspension enables students to recover more quickly from lost instructional time and re-engage in the school community. 1. The Director/Designee conducts an investigation of the incident by speaking with the student and others who were involved or impacted by the incident in order to gather all relevant facts. 2. The Director /Designee informs the student and parent/guardian of the substance and severity of the behavior and any injuries or property destruction that occurred; alerts parent/guardian of possible out-of-school suspension; and **schedules a hearing (meeting)** with the parent/caregiver. Notice of Potential Suspension is given orally and in writing as soon as possible. 3. The Director /Designee completes the investigation of the incident. 4. The Director /Designee conducts the hearing (meeting) with the parent/caregiver, the student, and any others who are present to discuss the disciplinary offense, the basis for the charge, and any other pertinent data, and to share critical information or provide support for the student, including giving the student the opportunity to dispute or explain the circumstances. At this hearing, the student and parent, if present, shall be given the opportunity to present information, including mitigating facts for the director's consideration in determining appropriate remedies and consequences for the student. 5. The Director/Designee will make a determination of whether the student committed the disciplinary offense and if so, determine the remedy or consequence to be imposed, based upon available information including mitigating circumstances. The Director /Designee provides written notice to parent/guardian as soon as possible. This notice will include the determination, the reason for it, and if the student is suspended, the duration of the suspension and the opportunity to make up assignments or other schoolwork needed to make academic progress during the period of removal. 6. The student serves out-of-school suspension for the assigned number of days. The student is provided an opportunity to make up assignments and schoolwork in order to continue academic progress. 7. The student is not permitted to be on school property or to take part in any school function during the assigned suspension. 8. A re-entry meeting is required with the Director for the assignment of 3 or more days 9. Follow-up actions may include any of the following: a parent/guardian phone call or in-person meeting to strategize about next steps; an intervention delivered by the school counselor or other counseling staff; and a progress monitoring plan.

Out-of-School Suspension	Action Steps
5 - 10 Consecutive Days	Mass Academy recognizes that extended exclusion from the school community has a lasting impact on a student's social and emotional well-being and attachment to school. The student in this situation may find it extremely difficult to make up for missed learning. Assignment of a 5–10-day suspension is only used for the most egregious or violent violations that have a profoundly negative impact on the classroom or school community. A student who has been suspended from school for five or more school days for a single violation in any school year has the **Right to Appeal** the suspension to the **Dean of Undergraduate Studies.** 1. The Director /Designee conducts an investigation of the incident by speaking with the student and others who were involved or impacted by the incident in order to gather all relevant facts. 2. The Director /Designee informs the student and parent/guardian of the substance and severity of the behavior and any injuries or property destruction that occurred; alerts parent/caregiver of possible out-of-school suspension; and **schedules a hearing (meeting)** with the parent/caregiver. Notice of Potential Suspension is given orally and in writing as soon as possible. 3. The Director /Designee completes the investigation of the incident. 4. **The Director/Designee consults with the Dean of Students/Designee regarding the investigation, contributing factors and potential discipline.** 5. The Director /Designee conducts the hearing (meeting) with the parent/caregiver, the student, and any others who are present to discuss the disciplinary offense, the basis for the charge, and any other pertinent data, and to share critical information or provide support for the student, including giving the student the opportunity to dispute or explain the circumstances. At this hearing, the student and parent, if present, shall be given the opportunity to present information, including mitigating facts for the director's consideration in determining appropriate remedies and consequences for the student. 6. The Director/Designee will make a determination of whether the student committed the disciplinary offense and if so, determine the remedy or consequence to be imposed, based upon available information including mitigating circumstances. The Director /Designee provides written notice to parent/guardian as soon as possible. This notice will include the determination, the reason for it, and if the student is suspended, the duration of the suspension and the opportunity to make up assignments or other schoolwork needed to make academic progress during the period of removal. If the consequence is an assignment of 5-10 days out-of-school suspension, the written notice shall include the right to appeal the suspension to the Dean of Undergraduate Studies. 7. The student serves out-of-school suspension for the assigned number of days. The student is provided an opportunity to make up assignments and schoolwork in order to continue academic progress. 8. The student is not permitted to be on school property or to take part in any school function during the assigned Suspension. 9. A re-entry meeting is required with the Director. 10. Follow-up actions may include any of the following: a parent/guardian phone call or in-person meeting to strategize about next steps; an intervention delivered by the school counselor or other counseling staff; and a progress monitoring plan.

Out-of-School Suspension	Action Steps
More than 10 Consecutive Days for Major Behavior Violations	**Except for suspensions under 37H and 37H ½,** no student may be suspended for more than **ninety (90) school days** in a school year, beginning with the first day that the student is removed from school. No suspension shall extend beyond the end of the school year in which such suspension is imposed. A student who has been suspended from school for more than 10 school days for a single violation or for more than ten (10) school days cumulatively for multiple violations in any school year has the **Right to Appeal** the suspension to the **Dean of Undergraduate Studies.** 1. The Director/Designee conducts an investigation of the incident by speaking with the student and others who were involved or impacted by the incident in order to gather all relevant facts. 2. The Director/Designee informs the parent/guardian of the substance and severity of the behavior and any injuries or property destruction that occurred; alerts parent/guardian of possible out-of-school suspension; and schedules a hearing(meeting) with the parent/guardian Notice of Potential Suspension is given orally and in writing as soon as possible. 3. The Director/Designee completes the investigation. 4. **The Director/Designee consults with the Dean of Students/Designee regarding the investigation, contributing factors and potential discipline.** 5. For the hearing, the student and parents have the right to review the student record and Director's documents in advance; be represented by counsel or lay person at their own expense; produce witnesses and explanation of the incident; cross examine witnesses presented by the school; and request an audio recording of the hearing, a copy of which shall be provided to the student and parent upon request. All parties have the right to be informed before the hearing that an audio copy will be made of the hearing. 6. The Director /Designee conducts the hearing (meeting) with the parent/caregiver, the student, and any others who are present to discuss the disciplinary offense, the basis for the charge, and any other pertinent data, and to share critical information or provide support for the student, including giving the student the opportunity to dispute or explain the circumstances. At this hearing, the student and parent, if present, shall be given the opportunity to present information, including mitigating facts for the director's consideration in determining appropriate remedies and consequences for the student. 7. The Director/Designee will make a determination of whether the student committed the disciplinary offense and if so, determine the remedy or consequence to be imposed, based upon available information including mitigating circumstances. The Director /Designee provides written notice to parent/guardian as soon as possible. This notice will include the disciplinary offense, date and participants of the hearing, key facts and conclusions, length and effective date of suspension and return to school, notice of the student's opportunity to receive education services during removal, and the student's right to appeal to the Dean of Undergraduate Studies for a suspension of more than 10 days. 8. The notice of appeal must be sent in English and the primary language of the home and address the process for a student and/or parent to submit a written appeal to the Dean of Undergraduate Studies which must be

	provided within five days of the effective date of the long-term suspension or request an extension for filing for up to seven days. The notice will also state that the long-term suspension remains in effect unless the Dean of Undergraduate Studies reverses the Director's decision. See section: **Superintendent's Hearing (Dean of Undergraduate Studies' Hearing)** 9. The student serves out-of-school suspension for the assigned number of days. The student is provided an opportunity to make up assignments and schoolwork in order to continue academic progress. 10. A student suspended for more than 10 days is provided the opportunity to receive education services and to make academic progress through Mass Academy's education service plan. 11. The student is not permitted to be on school property or to take part in any school function during the assigned Suspension. 12. A re-entry meeting is required with the Director. 13. Follow-up actions may include any of the following: a parent/guardian phone call or in-person meeting to strategize about next steps; an intervention delivered by the school counselor or other counseling staff; and a progress monitoring plan.

Emergency Removal	**Action Steps**
The temporary removal **shall not exceed two (2) school days** following the day of the emergency removal	The Director may remove a student from school temporarily when a student is charged with a disciplinary offense and **the continued presence of** t**he student poses a danger to persons or property, or materially and substantially disrupts the order of the school, and, in the Director's judgment, there is no alternative available to alleviate the danger or disruption.** The temporary removal **shall not exceed two (2) school days** following the day of the emergency removal, during which time the Director shall: 1. Make immediate and reasonable effort to orally notify the student and the student's parent/caregiver of the emergency removal, the reason for the need for emergency removal. 2. Provide written notice to the student and parent with the **Notice of Emergency Removal**. 3. Provide the student and parent/guardian, within two school days, an opportunity for a hearing with the Director consistent with the requirements for a hearing for short- and long-term suspensions, as applicable, unless an extension of time for the hearing is agreed upon by the Director, parent/guardian, and student, and documented by the Director/Designee. 4. Render a decision orally on the same day as the hearing, and in writing no later than the following school day, consistent with the requirements for notice for short- and long-term suspensions, as applicable. **The Director may not remove a student from school on an emergency basis for a disciplinary offense until adequate provisions have been made for the student's safety and transportation.** Any time a student is removed from school and/or regular classroom activities, on account of the student's behavior for disciplinary reasons, before the end of the school day, the removal counts as one full school day.

Superintendent's Hearing (Dean of Undergraduate Studies' Hearing)

A student who is placed on long-term suspension following a hearing with the Director shall have the right to appeal the Director's decision to the Dean of Undergraduate Studies.

The student or parent/guardian shall file a written notice of appeal with the Dean of Undergraduate Studies within five (5) calendar days of the effective date of the long term suspension; provided that within the five (5) calendar days, the student or parent/guardian may request and receive from the Dean of Undergraduate Studies an extension of time for filing the written notice for up to seven (7) additional calendar days; and that the long term suspension will remain in effect unless and until the Dean of Undergraduate Studies decides to reverse the Director's determination on appeal. If the appeal is not timely filed, the Dean of Undergraduate Studies may deny the appeal, or may allow the appeal in their discretion, for good cause.
The Dean of Undergraduate Studies shall hold the hearing within three (3) school days of the student's request, unless the student or parent/guardian requests an extension of up to seven (7) additional calendar days, in which case the Dean of Undergraduate Studies shall grant the extension.

The Dean of Undergraduate Studies shall make a good faith effort to include the parent/guardian in the hearing. The Dean of Undergraduate Studies shall be presumed to have made a good faith effort if they have made efforts to find a day and time for the hearing that would allow the parent/guardian and Dean of Undergraduate Studies to participate. The Dean of Undergraduate Studies shall send written notice to the parent/guardian of the date, time, and location of the hearing.
The Dean of Undergraduate Studies shall conduct a hearing to determine whether the student committed the disciplinary offense of which the student is accused, and if so, what the consequence shall be. The Dean of Undergraduate Studies shall arrange for an audio recording of the hearing, a copy of which shall be provided to the student or parent upon request. The Dean of Undergraduate Studies shall inform all participants before the hearing that an audio record will be made of the hearing and a copy will be provided to the student and parent upon request. The student shall have all the rights afforded the student at the Director's hearing for long-term suspension.

The Dean of Undergraduate Studies shall issue a written decision within five (5) calendar days of the hearing which meets the requirements of law and regulation. If the Dean of Undergraduate Studies determines that the student committed the disciplinary offense, the Dean of Undergraduate Studies may impose the same or a lesser consequence than the Director but shall not impose a suspension greater than that imposed by the Director's decision. The decision of the Dean of Undergraduate Studies shall be the final decision of the school regarding the suspension.

Periodic Review of Discipline Data

At least once per year, the Director will review discipline data to ensure equitable practices are in place.

This review will include the following:

1. A review of data disaggregated by race and ethnicity, gender, socio-economic status, English language learner status, and students with disability status.
2. An assessment of the extent of in-school suspensions, short and long-term suspensions, expulsions, and emergency removals and the impact of such disciplinary actions on selected student populations.
3. A determination of whether it is necessary or appropriate to modify disciplinary practices due to an over-reliance on suspensions, expulsions, or removals on selected student populations compared with other students.

Reference Links

[a] Mass Academy Website
http://www.massacademy.org/

[1] WPI Policies of the Recreation Center
http://www.wpi.edu/student-experience/sports-recreation/sports-recreation-center

[2] WPI Resources and Support
https://www.wpi.edu/student-experience/resources

[3] WPI Acceptable Use Policy (AUP)
http://www.wpi.edu/about/policies/acceptable-use

[4] Mass Academy School Calendar
https://www.massacademy.org/events/calendar/

[5] Mass Academy Website http://www.massacademy.org/

[6] Mass Academy Facebook Page http://www.facebook.com/MassAcademyofMathandScience/

[7] Mass Academy Absence Request Form cpb-us-w2.wpmucdn.com/wp.wpi.edu/dist/2/277/files/2022/06/AbsenceRequestForm-REVISED-2022.pdf

[8] Mass Academy Outside Extracurricular Proposal Form
http://www.massacademy.org/files/2017/07/extracurricular_outside_mams_proposal.pdf

[9] Mass Academy Community Service Guidelines
https://www.massacademy.org/files/2023/06/CommunityServiceGuidelines2023_v2_FINAL.pdf

[10] Mass Academy Community Service Approval Form
https://www.massacademy.org/files/2023/04/CommunityService-Form-2023.pdf

[11] Mass Academy Student Success Plan Template
https://cpb-us-w2.wpmucdn.com/wp.wpi.edu/dist/2/277/files/2019/06/SuccessPlan-v3.pdf

[12] Mass Academy SISP Handbook https://www.massacademy.org/files/2023/04/SISP-Handbook-2023-2024-SC_Revised_03_28_23-1.pdf

[13] Mass Academy Senior Advising Form https://www.massacademy.org/files/2024/06/SeniorAdvisingForm2024.pdf

[14] WPI New Student Health Forms
http://www.wpi.edu/student-experience/health-wellness/health-services/policies-forms/new-student-health-forms

[15] WPI Patient Portal http://wpi.medicatconnect.com

[16] Mass Academy Medical Emergency Response Plan
https://www.massacademy.org/students-and-families/

[17] Mass Academy National Honor Society Bylaws
https://cpb-us-w2.wpmucdn.com/wp.wpi.edu/dist/2/277/files/2020/09/NHS-Bylaws-2020-2021-final.pdf

[18] WPI Campus Code of Conduct
https://www.wpi.edu/offices/dean-students/code-of-conduct

[19] Intellectual Property & Innovation http://www.wpi.edu/offices/intellectual-property-innovation

[20] Mass Academy Anti-Bullying Policy https://www.massacademy.org/students-and-families/

[21] Mass Academy On/Off Task Behavior
https://cpb-us-w2.wpmucdn.com/wp.wpi.edu/dist/2/277/files/2018/12/SchoolRules-OnOffTask-2mv8zt9.pdf

[22]WPI Notice of Non-Discrimination
https://www.wpi.edu/about/policies/notice-of-non-discrimination

[23] WPI Title IX & Sexual Misconduct Policy
https://www.wpi.edu/offices/title-ix/title-ix-and-sexual-misconduct-policy

[24] WPI Title IX & Sexual Misconduct Policy
https://www.wpi.edu/offices/title-ix/title-ix-and-sexual-misconduct-policy

[25]WPI Student Code of Conduct
https://www.wpi.edu/offices/dean-students/code-of-conduct

[26] WPI Academic Integrity Policies http://www.wpi.edu/about/policies/academic-integrityxx

[27] Massachusetts General Law Section 37H
https://malegislature.gov/laws/generallaws/parti/titlexii/chapter71/section37h

[28] Massachusetts General Law Section 37H1/2
https://malegislature.gov/Laws/GeneralLaws/PartI/TitleXII/Chapter71/Section37H1~2

Special thanks to the Framingham Public Schools for their assistance and permission for the use of language in some aspects of this handbook.

Student Handbook
Verification and Agreement Form

Student Name - Please Print _____

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

_____ Our School and Community
_____ Our Mission
_____ Core Values of Mass Academy
_____ Beliefs about Learning
_____ Vision of the Graduate
_____ Habits of Mind
_____ Academic, Civil, and Social Expectations
_____ Facilities and Resources
_____ School Calendar
_____ Communication
_____ Attendance Policy
_____ Student Absences
_____ Inclement Weather Policy
_____ Grade 11 Program
_____ Grade 12 Program
_____ Summary Requirements for Jr and Sr Years
_____ School Counseling
_____ Health Policy and Services

_____ Safety
_____ Dress Code
_____ Expenses and Fees
_____ National Honor Society
_____ Sports Participation / MIAA Waivers
_____ Computer Acceptable Use Policy (AUP)
_____ Intellectual Property Policy
_____ Anti-Bullying Policy
_____ Mass Academy Code of Conduct
_____ Academic Honesty Policy
_____ Good Academic Standing
_____ Eligibility Standards
_____ Due Process
_____ Discipline of Students with Disabilities
_____ Title IX Nondiscrimination Policy and Notice
_____ Massachusetts Student Discipline Statutes
_____ Discrimination Grievance/Complaint Procedure

Student Signature_____Date _____

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

Parent/Guardian Signature_____ Date _____