

Worcester Academy
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Upper School
Community
Handbook

2025-2026

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Dear Worcester Academy Upper School Students and Families,

Welcome! Our 2025-2026 Community Handbook is a valuable resource clarifying all Upper School expectations, protocols and policies. The guiding principles of the Upper School described in this Handbook and our interpretation of them are based on our mission, core values, and commitment to equity and inclusion. While the handbook contains many rules and policies that will help you navigate daily school life, it ultimately stands as documentation of the high personal and community standards that we embrace and embody.

A strong school community agrees upon community guidelines and rules in order to create an environment conducive to learning and growth. We each need to do our part to uphold the standards put forth in this document in each interaction with peers, teachers, coaches, advisors, administrators and staff. Live true to our core values, *Scholarship, Fellowship, Leadership, Craftsmanship, and Sportsmanship*, and they will inform your decision-making and your actions, and allow you to fulfill our mission to “*Achieve the Honorable*”.

The Upper School has many opportunities to offer to you. Take advantage of these many opportunities and new experiences throughout the year. Welcome to all new and returning members of the Upper School student body. We look forward to engaging and sharing in a productive year with all of you!

Please read through the entire handbook and direct questions to your advisors, teachers, the Upper School Office, or me.

Most sincerely,

James Young

James Young
Head of the Upper School

S. MacKenzie Kuiper

S. MacKenzie Kuiper
Assistant Head of School for Student Life

WORCESTER ACADEMY GUIDING DOCUMENTS

HISTORY OF THE ACADEMY

In 1834, a group of Worcester citizens established the Worcester County Manual Labor High School. Under the guidance of Isaac Davis, who would serve as President of the Trustees for thirty-five years, and Silas Bailey, the school's first Principal, the institution began as "a school for the education of youth in the languages, arts and sciences, for promoting habits of industry and economy, and inculcating the principles of piety and virtue." In 1846, the name was changed to Worcester Academy, and in 1869, the school moved to its present site on Providence Street. Worcester Academy, which now stands on Union Hill, is primarily the product of Daniel Webster Abercrombie, Principal from 1882-1918; under his leadership historically significant buildings still in use today were constructed.

As with most independent schools in existence for over one hundred years, there have been times of both difficulty and prosperity. Nonetheless, through the years the school has remained true to its mission as well as its traditional approach. For example, in the 1890's, to meet the needs of a changing society and to complement the Academy's strictly classical education, Dr. Abercrombie introduced courses in science patterned after those he saw taught in Europe. Other significant events include the readmission of girls in 1974 and the establishment of a middle school in 1987. (The latter was an administrative reorganization since seventh and eighth graders had been enrolled for many years.) The addition of grade six in 1996 constitutes another significant change in the composition of the Academy. Recent physical improvements include the addition of Rader Hall, the New Balance Athletic Fields, Morse Field at South Campus and the renovation of the Kingsley Laboratories and Walker Hall.

THE ACADEMY HYMN

To you O home of learning, Our voices now are raised;
We sing to you dear Worcester this hymn of thanks and praise.
You teach the good of knowledge, and wisely guide our way;
We thank you, Alma Mater, for truth revealed each day.

Sustain your youth, O Worcester, in honor keep us true,
And when we tire or falter, our courage please renew,
Help us in every conflict to champion what is right,

And in the hour of darkness, let knowledge be our light.
Confirm in us the union of mind and hand and heart,
And make us firm in friendship when time our ways shall part.
Wherever life may lead us, we ask that we your youth,
Well taught by you, dear Worcester, may honor peace and truth.

L.J. Smith (revised by D. Irving, 1999)

MISSION STATEMENT & CORE VALUES

Achieve the Honorable through:

Scholarship – Pursuing knowledge and academic excellence with curiosity and rigor.

Fellowship – Building a supportive and inclusive community through kindness, collaboration, and mutual support.

Leadership – Inspiring others through action, responsibility, and vision, while leading with empathy and purpose.

Craftsmanship – Approaching endeavors with dedication and pride, striving for advancement through skill, effort, and continuous improvement.

Sportsmanship – Competing with integrity, respect, and humility, demonstrating fairness and grace in every success and failure.

COMMITMENT TO EQUITY AND INCLUSION

Worcester Academy celebrates the individual and collective diversity of our School community and respects, affirms, and protects the dignity and worth of each person in it. Our commitments are reflected in our mission and core values, in our curriculum, and in the policies, programs, and practices of the School. Given the long history of systems of oppression in the communities that Worcester Academy students, faculty, and alumni navigate, we must reconcile this, and prioritize thoughtful, supportive engagement of the lived experiences of individuals. We will be intentional in our work to eliminate oppressive language and practices that target any identity and lived experience.

- We strive to create accountability for diversity, equity, and inclusion and cross-cultural humility, in our learning community and beyond.
- We strive for life-long learning that elevates diverse interests and perspectives and engagement as global citizens.
- We strive for empathetic leadership and making equitable and honorable decisions.

DEFINITION OF LEARNING

We believe that learning is a process of practice and reflection driven by finding purpose and relevance in the experience. This process leads a learner to grow in their ability to acquire and apply knowledge and skills.

LEARNING PRINCIPLES

The Learning Principles inform the conditions that generally improve learning. These are informed and supported by research, based on what is known about learning, not what is believed. They serve to guide curriculum planning, instruction and assessment. They also provide a shared understanding across our community to discuss best practice, and can function as criteria for a variety of school actions such as making professional development decisions, resource selection, professional goal-setting, environment design and hiring. The Learning Principles are an important component of our Guiding Statements (Mission, Core Values, Portrait of a Learner, Equity Statement).

Learning is enhanced when students...

- find interest and meaning in what they are learning through connecting learning to context and allowing for real world application.
- recognize that effort, focus, and hard work yield growth.
- connect new information to prior knowledge and use it multiple times in varied ways over time.
- are intrinsically motivated to learn, have autonomy, and take ownership of the process.
- engage with timely, actionable, and constructive feedback prompting them to reflect on and revise their work.
- are physically and mentally healthy, prepared to learn and in an environment that is safe and inclusive. Students learn best when they belong to a community that practices cultural competence.
- collaborate. Social interactions result in deeper processing and the construction of knowledge.
- use higher level thinking skills to think critically about, reflect upon, and transfer their learning.
- are instructed utilizing a variety of teaching strategies that combine content knowledge with skills development.

PORTRAIT OF A LEARNER

Worcester Academy believes that we are a community of learners, that learning takes place in and outside the classroom, and that it is through the act of learning that we build and create community.

All learners at Worcester Academy:

- Are independent learners who ask questions, engage in critical and creative thinking, and use a variety of problem solving skills.
- Embrace a growth mindset, understand their personal learning styles, and engage in lifelong learning.
- Continually develop and practice the cultural competencies needed to expand their social and professional relationships in a diverse world.
- Actively collaborate and engage as both leader and member of a team.
- Practice effective and interactive communication; and
- Apply their knowledge, skills, and competencies to the world beyond the classroom.

HEAD OF SCHOOL & DIVISIONAL LEADERSHIP

Head of School - Kevin Breen

Associate Head of School - Marnie Kut

Head of Upper School - James Young

Assistant Head of School for Student Life - MacKenzie Kuiper

Assistant Head of School for Teaching and Learning; Head of Middle School - Jacqueline Arce

Director of Strategic Initiatives; Dean of Faculty - Christopher Themistos

COMMUNITY INTRODUCTIONS AND EXPECTATIONS

The guiding principles of the Upper School described in this Handbook are based on the documents shared in previous pages.

INCLUSIVE SPACES

At Worcester Academy, an inclusive and safe classroom and overall school environment refers to spaces where all students feel supported and are extended a sense of belonging that includes psychological and social-emotional safety, regardless of identity, learning preferences, and educational differences. Inclusive and safe spaces are sustained when instructors are culturally responsive and students work together for thoughtfulness, empathy, respect, and academic excellence, and are key to the academic success of all students.

Instructors should consider a variety of areas to promote inclusivity, including the syllabus, choices in assigned reading, images and artifacts in spaces, civil discussions, social-political views, personal ideologies and style.

PARTNERSHIP WITH FAMILIES

Parents and guardians trust Worcester Academy to provide an excellent education for our students, and our mission and core values provide anchors for community members' relationships in classrooms, on campus, in rehearsals, on courts and fields, and at special events. Because parents and guardians are partners in the WA community, their participation and contributions are a vital part of our students' education.

At Worcester Academy, we believe that a positive relationship between the Academy and a student's parents or guardians is essential to the fulfillment of the Academy's mission. We recognize that effective relationships are characterized by clearly-defined responsibilities, a shared commitment to collaboration, open lines of communication, mutual respect, and a common vision of the goals to be achieved.

The Academy understands and appreciates that parents and guardians may employ different means to meet the expectations and responsibilities expressed in this policy. Nevertheless, Worcester Academy, at all times, may dismiss a student whose parent, guardian, family member, or other adult involved with the student, in the sole judgment of the Academy, fails to comply with this or any other policy or procedure of the Academy, engages in conduct either on or off the Academy's property that could undermine the authority of the Academy's administration, and/or otherwise behaves in a manner that is unbecoming of a member of the Academy community. The Academy may refuse re-enrollment of a student if the Academy believes the actions of a parent or guardian on or off the Academy's property make a positive, constructive relationship impossible, or otherwise

may interfere with the Academy's accomplishment of its mission and/or educational goals.

To assist in creating the most effective relationship, the Academy expects that parents will observe the following guidelines:

1. Share in the Academy's vision.

- Support the mission of the Academy.
- Understand and support the Academy's philosophy, policies, and procedures.
- Support the Academy's disciplinary process, and understand that the Academy's authority in such matters are final.
- Be supportive of the Academy's commitment to a diverse and inclusive community.
- Acknowledge that the payment of tuition is an investment in the education of the student, not an investment of ownership in the Academy.

2. Supports the intellectual, physical, and emotional growth of the student.

- Support a student's study and completion of homework requirements.
- Be aware of the student's online activities and use of computers, television, and video games.
- Encourage integrity and civility in the student.
- Be a role model, especially when it comes to behavior at Academy and at athletic events.
- Encourage the student's participation in events that promote high standards; actively discourage participation in events that can lead to illegal or unwise behavior.

3. Participate in the establishment of a home/Academy and Academy community relationship built on communication, collaboration, and mutual respect.

- Provide a home environment that supports positive attitudes toward the Academy.
- Treat each member of the community with respect, assume good will, and maintain a collaborative approach when conflicts and challenges arise.
- Help build and maintain a positive Academy environment by not participating in or tolerating gossip.
- Maintain tact and discretion with regard to confidential information. In cases when students or others are in imminent danger of harm, when there is a compelling reason for doing so, or when legal requirements demand that confidential information must be revealed, information may be disclosed to the Head of School, administrators, outside professionals, or law enforcement officers.
- Respect the Academy's responsibility to do what is best for the entire community, while recognizing the needs of an individual student.
- Acknowledge the value of the educational experience at the Academy by making regular and timely Academy attendance a priority and scheduling non-emergency appointments outside the classroom day.
- Support the Academy through volunteerism and attendance at Academy events.
- Financially support the Academy to the best of one's ability.
- Share with the Academy any religious, cultural, medical, or personal information that the Academy may need to best serve students and the Academy community.
- Understand and support the Academy's technology policies.

COMMITMENT TO COMMUNICATION

Communication is key to working effectively as a community to support each other and the students. Faculty and staff make every effort to respond to emails and phone calls in a timely manner, with the understanding that the "day-to-day" life of a school doesn't always correspond to regular business hours. Responses within 24 business hours are a goal, and we encourage parents, guardians, and students to follow up if you haven't heard back from a staff member within that time frame.

SCHOOL & FAMILY COMMUNICATION & WHOM TO ASK

ADVISOR as a POINT PERSON

Advisors are a valuable resource to students in every respect. From helping students with goal setting and course selection, and as a source of support. Each student is assigned an advisor who is responsible for monitoring the student's progress, both in the educational experience and student life experience. Advisors work to understand the needs and aspirations of each advisee and help students fulfill their potential.

Advisors meet weekly with students to discuss their well-being, recent or upcoming school events, academic progress reports, and other relevant topics. Advisors are the primary point of contact for the advisees and their advisees' parents.

For students new to Worcester Academy Upper School, individual advisor assignments are made by the Division Heads based on submitted student information. While many returning students choose to keep their advisor for their time at Worcester Academy, students may request an advisor change through a balloting process at the end of each academic year. These requests are not guaranteed and are taken on a first come first serve basis.

GENERAL OFFICE

The General Office is located on the lower level of the Kellner Student Center. The main switchboard resides in the General Office and is staffed by receptionists Monday through Friday 7:30AM-5:00PM. During most school vacations, the switchboard will be open from 8:00AM-4:00PM. Calls received at those times when the switchboard is not open will be forwarded to the school's voice mail system. In the event of an emergency, Security can be reached at 508-769-2670. To reach the Administrator on Duty outside of the academic day, please call 774-239-6265.

All mail and packages are delivered to this location. Students receiving packages will be notified by email to pick up items in the General Office by the receptionist.

Every boarding student is assigned a mailbox with a combination lock. Student mailboxes are in the lower level of the Student Center. Student mail is delivered Monday through Friday only. Student's mailing address is: Student Name & Mail Box #, Worcester Academy, 81 Providence Street, Worcester, MA 01604. Boarding students are encouraged to check their mailboxes daily for incoming mail.

NORMAL BUSINESS HOURS	508-754-5302 (General Office)	Messages left on the automated attendant voice mail are checked each morning (Monday through Friday).
ADMINISTRATOR ON DUTY (AOD)	774-239-6265 (cell phone)	To reach the Administrator on Duty outside the academic day.
SECURITY	508-769-2670 (cell phone)	For emergencies 24/7

UPPER SCHOOL DIVISION OFFICE

The Upper School Office is located on the second floor of Kingsley Laboratory. The office is open Monday through Friday from 7:30AM-4:00PM. The Office will be closed daily from 11:30AM-12:00PM for lunch. For emergencies outside those hours the Administrator on Duty can be reached at 774-239-6265.

THE UPPER SCHOOL OFFICE	Title	Email Address @worcesteracademy.org
James Young	Head of Upper School	Ext. 347 james.young@
MacKenzie Kuiper	Assistant Head of School for Student Life	Ext. 122 mackenzie.kuiper@
Colleen Wheaton	Associate Dean of Academics	Ext. 148 colleen.wheaton@
Kevin Snyder	Assistant Dean of Student Life	Ext 632 kevin.snyder@
Abigail Orleans Thompson	Dean of Equity and Inclusion	Ext. 149 abigaila.thompson@
Zak Johnson	Director of Residential Life	Ext 941 zak.johnson@
Nathan Letendre	Student Activities/Attendance Coordinator	Ext. 106 nathan.letendre@
Robin Fortin	Upper School Executive Assistant	Ext. 114 robin.fortin@

MIDDLE SCHOOL DIVISION OFFICE

The Middle School Office is located on the third floor of Rader Hall. The office is open Monday through Friday from 7:30AM-4:00PM. The Office will be closed daily from 11:00AM-11:45AM for lunch.

THE MIDDLE SCHOOL OFFICE	Title	Email Address @worcesteracademy.org
Jacqueline Arce, Ed.D.	Head of the Middle School	Ext. 105 jacqueline.arce@
Mei Welcom	Administrative Assistant, Middle School	Ext. 155 mei.welcom@

WHOM TO ASK

	UPPER SCHOOL	MIDDLE SCHOOL
Academic Policy	James Young (ext. 347)	Jacqueline Arce (ext. 105)
Academic Schedules	Colleen Wheaton (ext. 148) James Young (ext. 347)	Jacqueline Arce (ext. 105)
Advisor System	MacKenzie Kuiper (ex. 122)	Jacqueline Arce (ext. 105)
Athletic Policy	Julie Berberian (ext. 159)	Julie Berberian (ext. 159)
Attendance	Nathan Letendre (ext. 106)	Mei Welcom (ext. 155)
Automobile Permits	David Borrelli (ext. 432)	
Center for Learning	Tricia MacKay Monheim (ext. 223)	Tricia MacKay Monheim (ext. 223) Christine Murray (ext. 460)
College Counseling	Kelli Reyngoudt (ext. 115) Michael Brosseau (ext. 184) Kate Diamond (ext. 125) Mary Lassey (ext. 116)	
Counseling Office	Jennifer Griffith (ext. 102) Sarah Hebert (ext. 929) Brendan Moran (ext. 993)	Katharine Oikle (ext. 241)
Student Life	MacKenzie Kuiper (ext. 122)	Jacqueline Arce (ext. 105)
Health Office	Kelly Rizy (ext. 166) Amy Alicandro (ext. 468) Glenna Sullivan	Kelly Rizy (ext. 166) Amy Alicandro (ext. 468) Glenna Sullivan
Information Services/ Technology	techhelp@worcesteracademy.org	
International Student Resources	Danielle Bean (ext. 821)	
Reporting Extended Absences	James Young (ext. 347) MacKenzie Kuiper (ext. 122)	Jacqueline Arce (ext. 105)
Residential Life	Zak Johnson (ext. 941)	
School Store	Liz Budzinski (ext. 118)	Liz Budzinski (ext. 118)
Student Activities	Kevin Snyder (ext. 632)	Laurin Baldwin (ext. 514)
Student Finances	Marguerite Savage (ext. 136)	Marguerite Savage (ext. 136)

ACADEMIC POLICIES

ACADEMIC REQUIREMENTS

Each student must successfully fulfill both credit and distribution requirements listed below in grades 9-12/PG to earn a Worcester Academy diploma. The Head of School retains the right to make changes to the following regulations as need arises and may seek the input of faculty and administration in doing so.

I. Credit and Course Load Requirements

- A. Each student must earn the following number of credits in accordance with the number of years attendance at Worcester Academy:
 - Four-year student - 21 credits
 - Three-year student - 16 credits
 - Two-year student - 10 credits
 - One-year student - 5 credits
- B. A student earns one full credit by achieving a grade of D- or better in a full-year course. One-half credit will be earned for a grade of D- or better in each semester course.
- C. In a given semester, a student is expected to enroll in and complete at least five courses. A student must receive the approval of the Committee on Academic Standing to carry a lighter course load or to carry more than six courses in any given semester. The Committee on Academic Standing is chaired by the Upper School Division Head and includes the Associate Head of School, and the Director of College Counseling.

II. Distribution Requirements

In order to be eligible for a diploma each student must complete the following requirements:

Students must fulfill the following requirements to graduate:

DISTRIBUTION REQUIREMENTS

Please note: Upon enrollment, any previous final high school transcripts are evaluated and credit may be applied towards distribution requirements.

English – one credit in English during each of their high school years.

World Language – three credits must be earned by taking three consecutive years of the same language in high school.

Mathematics & Computer Science – three credits of year-long mathematics, at least through Geometry and Algebra II, during high school.

Science – three credits of a lab science, including one credit in Biology.

History and Social Sciences – three credits must be earned; one credit in grade 9, one credit in grade 10 and one credit in grade 11, including one credit in United States history.

Visual and Performing Arts – two credits of arts are required; of which one-half credit must be a performing arts course and one-half credit must be a visual arts course. Exceptions are made for incoming grade 11 students, whom are required to complete one credit of any art course and incoming grade 12/postgraduate students whom are required to complete one-half credit.

Health and Wellness – Students in Grades 9 and 10 must pass Health and Wellness.

Junior and Senior Seminars - Students in grade 11 must complete a College Counseling Seminar. Students in grade 12 must complete both a College Counseling Seminar and a Discovery Project Seminar.

III. Grade Requirements for Promotion and Graduation

- A. A student is expected to earn at least five academic credits each year and use the four year plan form to ensure adequate course distribution requirements are met and will suffice the minimum graduation requirements. However, to be eligible for promotion (or in the case of any returning senior to be eligible for graduation) a student must successfully earn five credits (grade of D- or better) during the year. Six credits is the recommended course load for students.
- B. An underclass student who earns **only** four credits during the year must do one of the following:
 - a. Promotion to the next grade level and repeat the failed course. (Note: full year English classes cannot be repeated.)
 - b. Reclassify to the current grade level.
 - c. Withdraw from Worcester Academy.

The Committee on Academic Standing decides the appropriate step(s) for each such student.

IV. Notes on Academic Policies

- A. At Worcester Academy, we have a rigorous course selection process that involves the student, the advisor, teachers, parents, the College Counseling Office, Department Chairs, and the Associate Dean of Academics. In rare cases when a student struggles to demonstrate growth and achievement in their courses, adjustments may be necessary during the academic year. Discussion with the advisor, the teacher, the College Counselor, and others is factored into any decision regarding a student's change of courses. The final decision is made by the Division Head.
- B. The World Language requirement is waived only for international students who reside in a country whose primary language is not English.
- C. English Language Seminars (I and II) are offered for English language learners. These courses are taught in tandem with students' English and History courses and are required for some English language learners, based on assessments throughout the year and students' individual needs.
- D. A student wishing to add or drop a course must do so within the Course Adjustment Period (CAP). The CAP for full-year courses concludes at the end of the second rotation of the academic schedule, or after 14 school days. For semester-long courses, the CAP concludes after the first rotation of the academic schedule, or after 7 school days. No changes will be considered outside of these periods. To initiate the request, the student's advisor will complete an online form, available to advisors during the CAP. Students remain in their current course until notified that the change has been completed.

GRADUATION REQUIREMENTS

1. **Academic:** All distribution and credit requirements described above must be met.
2. **Community Service Program:** All Upper School students must complete a certain number of community service hours before graduation. While students are encouraged to make a strong commitment to one or two projects, these hours may consist of a combination of the annual class community service events and work with other schools, non-profit and community organizations, and individuals as it suits the student's interests. Students may log their hours for any service project by completing the Community Service Form, having it signed by their school advisors and project supervisors, and submitting the form to the Assistant Dean of Student Life. The Upper School Office oversees the program and is the primary contact for questions and concerns.

Community service hours are eligible for credit towards the graduation requirement after the first day of classes the year the student enrolls. All community service hours for all classes must be completed before a student's final day of classes in their respective graduating year.

A full breakdown of current & future student requirements is below:

Entering in Grade 9: 60 hours
Entering in Grade 10: 50 hours
Entering in Grade 11: 40 hours
Entering in Grades 12 or PG: 20 hours

Discovery Projects - Graduation Project: Under the direction of the Head of the Upper School, Community Outreach Coordinator, the Graduation Project Team Leaders, and with the mentorship of their advisors, seniors and postgraduates must successfully complete a graduation project before earning a Worcester Academy diploma. Here students have the opportunity to develop a project that emerges from their inspiration; that develops with their insight; that is engaged using their energy and enthusiasm; and that is evaluated using their standards. Projects generally fall into one of four tracks: career engagement, service-learning, Masterworks, or a Capstone project.

The goal of the project is for students to extend their knowledge of a topic for which they have a particular genius, passion, or genuine interest. Work on Capstone and Masterworks is more significant and takes place throughout the year. All students will demonstrate the ways in which they have extended their knowledge in a presentation at the end of their projects.

Extracurricular Requirements: Worcester Academy firmly believes that education continues outside the classroom and requires our students to pursue learning opportunities and character development through our extracurricular activities.

Each year, students in grades 9-12 and Postgraduates must earn two activity credits, **one of which must be an after-school** extracurricular activity. This requirement may be fulfilled through membership on an interscholastic athletic or academic team, participation in a theater or music production, or participation in a qualifying club or activity at Worcester Academy. Students may use an off-campus activity for ***one credit only*** with prior approval from the Head of the Upper School. Credit will only be given to off-campus activities not offered through Worcester Academy programming and that require an intensive time commitment.

GRADING AND ASSESSMENT GUIDELINES

Letter Grade	Minimum	Maximum	Equivalent Score for Non-Honors, Non-AP Courses	Equivalent Score for Honors, AP Courses (includes added weight)
A+	97	100.00	4.33	5.00
A	93	96.99	4.00	4.67
A-	90	92.99	3.67	4.34
B+	87	89.99	3.33	4.00
B	83	86.99	3.00	3.67
B-	80	82.99	2.67	3.34
C+	77	79.99	2.33	3.00
C	73	76.99	2.00	2.67
C-	70	72.99	1.67	2.34
D+	67	69.99	1.33	2.00
D	63	66.99	1.00	1.67
D-	60	62.99	0.67	1.34
F	0	59.99	0.00	0.00

Worcester Academy does not rank its students. The school calculates both a weighted (WGPA) and unweighted (GPA) GPA at the end of each academic year. Both the WPGA and the GPA include grades for ALL courses. The WGPA adds points to any Honors or AP course grade: 0.67 points for full-year courses, and 0.33 points for semester-long courses.

All grades are calculated at the end of each semester, and settings are made in myHILLTOP to automatically round when greater than 0.5. Teachers may only use their discretion to manually round a final grade (either at the end of a semester, for semester-long courses, or at the end of the academic year for full-year courses).

Teachers choose the grading scheme for the year end grade calculation and will publish the plan to students.

- 1) Calculate each semester as 50% of the final grade.
- 2) Calculate each semester as 45% of the final grade and the final exam/assignment as 10%.
 - a) If the course has a midterm and a final exam, the teacher/department will decide to have the midterm count as a grade in Semester 1 or as 5% of the final grade with the final exam accounting for the final 5% of the final grade.

HONOR ROLL

Students with strong academic records at the end of each semester may be named to the Worcester Academy Honor Roll. The Upper School Honor Roll will be calculated based on the semester average of all courses taken each semester; these semester averages will **not** be further rounded. The Honor Roll list will be published **twice** per year at the end of each semester. The Honor Roll calculation excludes Health and Wellness classes for 9th and 10th grade students as well as any approved Independent Study.

Report cards and transcripts do not carry numerical values as grades are reported using letter grades. Since Honor Roll is based on the letter grade that appears on these official documents, an equivalent score is used in writing the formula. The Honor Roll calculation is based on the equivalent scores in the table above. The formula is adjusted to include the added weight given to Honors and AP level courses.

The Worcester Academy Honor Roll distinctions are cited below:

Head's List	Average 3.67 and above
First Honors	Average 3.00 - 3.66
Second Honors	Average 2.67 - 2.99

ACADEMIC WARNING AND ACADEMIC PROBATION

Students whose overall academic performance is considered inadequate by the Committee on Academic Standing are placed on Academic Probation. This probation may be determined at the end of a marking period or at any time during the year. Students on Academic Probation are required to follow a plan of action specified by this Committee.

The Upper School Division Head may elect to send an official letter home between marking periods if the academic performance of a student warrants an official notification from the school.

Generally, Academic Warning and Academic Probations are defined as:

Academic Warning	Average 1.67 - 2.32
Academic Probation	Average 1.66 and below

COURSE WORK & ASSESSMENT

Academic departments maintain significant autonomy in developing their own grading systems, though most will use some combination of tests, quizzes, papers, projects, discussions, reflections, collaborative work, journals, presentations, final assessments, homework and daily assignments, class participation, and active class engagement in formulating student performance and grades.

Teachers will help students make up work missed during an illness, but it is the student's responsibility to arrange for such help. Make-up work typically will not be given for unexcused absences.

On school days following major vacations no homework of any sort is to be due. Policy around AP classes and vacation assignments is currently under review.

For students who celebrate religious holidays (e.g., Yom Kippur, Eid, Easter), are excused from submitting an assignment the day they return from observation of the holiday.

ACADEMIC MARKING PERIODS AND REPORTS

A review of a student's progress is ongoing, taking place weekly during the advisory meetings. Grades are accessible to parents online through the myHILLTOP parent portal at any time. Only the grades generating credit at the end of each marking period are reported on a student's transcript. The information on myHILLTOP assists the Student Support Team and the Division Head, the advisor, or other student support personnel to determine action steps to improve student performance.

Grade Reports and Progress Comments are available six times a year; reminders are sent to parents in the weekly Upper School Parent e-Newsletters. Parents are encouraged to partner with both their child and their child's advisor to remain current with their child's progress. Gradebooks, feedback, assigned work is available on myHILLTOP and can be accessed at any time.

Questions or concerns regarding academic progress should be addressed to the child's advisor. If unresolved at that level, the parent may contact the Division Head.

COURSE SELECTION POLICY AND PROCEDURE

Students are encouraged to seek challenge and personal growth through their academic coursework. Students should work closely with their teachers, advisor(s), and parents/guardians to select a balanced and rigorous schedule that helps them meet their goals. Before choosing courses, students should be introspective in identifying their interests, strengths, and weaknesses.

For returning students, this process begins in the spring of the previous school year. Choices are finalized by the end of the school year, and the school makes every effort to enroll students in their desired courses. New students work directly with the Associate Dean of Academics and the College Counseling Office to select courses.

ADVANCED PLACEMENT POLICY

Advanced Placement (AP) courses offer college-level curriculum to high school students. Most colleges and universities in the U.S. offer college credit, placement out of introductory courses, or both, for qualifying AP exam scores.

Every student enrolled in an AP course is expected to take the AP exam. Completion of an AP course is a sign that a student has chosen to undertake advanced coursework and the AP exam offers closure to such courses. Students who do not take the AP exam may be required to take an alternate final assessment.

AP exams are given at Worcester Academy over a two-week period in May. Students who complete an AP course receive a 0.667 point increase to their weighted grade point average.

Worcester Academy may allow juniors and seniors the opportunity to register for AP exams for courses that they are not taking at WA. AP exams are only offered for courses in the course catalog. Students can not take AP exams as a substitute for a prerequisite (for example AP Calculus AB). Students will also be ineligible to take the course at Worcester Academy after taking the exam, regardless of score received.

In rare cases, Worcester Academy may proctor an AP exam for non-WA students when approved by the AP Coordinator.

Advanced placement fee waivers are available. Please refer to the College Board Fee Waiver Guide for more information. Students and their families are encouraged to contact the AP Coordinator for more information.

ACADEMIC INFRACTIONS

Academic integrity is at the core of a Worcester Academy education. As a member of the Worcester Academy community, a student's work must represent their ideas and ideals, and be just that, their own work.

Worcester Academy's Upper School uses Turnitin as a support for students during the writing process. The goals for using Turnitin are to help students better understand when they should cite sources and how to paraphrase, summarize, and synthesize information. Turnitin will be used by students to identify citation mistakes in their research papers, lab reports, etc. prior to turning projects into teachers.

See *SCHOOL RULES, DISCIPLINARY RESPONSES AND POLICY* section for further information.

STUDENT SUPPORT TEAM

The Upper School Student Support Team (SST) meets weekly to discuss Upper School students. The goal of the team is to put student concerns in the context of the 360 degree student experience, and create action steps and a plan for support. The Student Support Team's membership includes representatives from all of the major student-facing offices on campus. The SST also hosts regular Student Success Meetings to discuss individual students with pertinent adults on campus such as the student's teachers, dorm parents, coaches, advisor, and learning specialist, if applicable.

ACADEMIC RECORD RETENTION

The Worcester Academy Registrar manages all academic records for current and former students. Please see *Appendix XV: Record Retention Policy* for further information about transcript requests and record retention.

UPPER SCHOOL ATTENDANCE POLICY

Consistent attendance is crucial for academic success, as it ensures students fully engage with the learning process and benefit from continuous instruction and interaction. Students and families both play a vital role in maintaining regular attendance.

A high number of absences will jeopardize a student's academic standing and enrollment.

- Students should have no more than 5 absences per course per semester.
- If a student has 6 or more absences in one or more courses in a semester, they will receive a grade deduction in each of those courses of 2% for their final grade for that semester. If a student is absent for 10 or more classes of one course in a semester, they will lose an additional 2% for their final grade for that semester.
- Excessive absences beyond this will result in further conversations with the Upper School Office and family related to the student's ability to maintain enrollment at Worcester Academy.

REPORTING ABSENCES

Prompt and consistent daily attendance is an expectation of the Academy. This includes all class days, as well as assemblies and special programs. Students are expected to be on time and prepared for all commitments.

We recognize that, on occasion, students may be tardy or absent from school but these absences should be limited. Planned absences should be scheduled to minimize disruption to school commitments. If a student is late to class they must first come to the Upper School Office or one of the first floor offices in Walker Hall to sign in and receive a tardy slip. If a student is dismissed early from classes by a parent, the student must first check out in the Upper School Office or one of the first floor offices in Walker Hall prior to leaving campus.

Day students may be excused due to illness or other unanticipated circumstances via phone prior to their first commitment on campus. Students may not be excused via email. Parents should call the Attendance Coordinator at 508-754-5302 x116.

Day student parents can only excuse a tardy for first block of the day. Parents can only excuse 5 tardies per semester unless a medical note or other legitimate excuse is offered, which will be determined on a case by case basis. The school will monitor traffic patterns and excuse tardies when routes are disrupted.

While boarding at school, residential students may not be excused from school due to illness by a parent. Residential students must be evaluated by a school nurse in the Health Office no later than 8:00AM if they are ill. If a boarding student is unable to travel to the nurse's office, they must call the Administrator on Duty (AOD) at 774-239-6265. If a residential student falls ill while at home and will not return to school as planned, parents should be in contact with the Administrator on Duty (AOD) at 774-239-6265.

EXCUSED ABSENCES

Absences from classes and other appointments are excusable only for:

- Illness – Parents of day students must call the attendance office by 9:00AM. Boarding students must be excused by the Health Office by 8:00AM. Any student excused from the school day due to illness cannot participate in extracurricular activities.
- Medical or Dental Appointments – Every effort should be made to schedule appointments so as not to conflict with classes or other school activities. In the event of an unavoidable conflict, a parent must call the attendance office no later than 9:00AM on that day to excuse the student,

though we prefer that the school be notified in advance. Students absent for a medical appointment must bring a Doctor's note to the Attendance Coordinator in the Upper School Office. When a student arrives on campus after being excused by a parent they must first check in with the Attendance Coordinator in the Upper School Office prior to attending class or other Worcester Academy commitments. Students will not be allowed to attend class until the office has heard from a parent.

- Boarding students are allowed to have one unexcused absence excused by the Upper School Office per semester. This is allotted to residential students allowing them to miss one class period whether intentional or unintentional without facing the consequences usually allotted to those with an unexcused absence (one-hour study hall) with the exception of classes giving any type of assessment or field trip. As in any absence, all missed classwork will have to be made up in a timely manner following the missing work guidelines in this Handbook. If a student accidentally sleeps through a class or chooses to miss the course, they must notify the AOD or the Upper School Office that they would like to use your one class free-pass for the semester. Students **MUST** call the AOD before the end of that class period.

EXTENDED ABSENCES

Families receive a calendar in early summer for the upcoming year giving dates when school is in session and are expected to make plans accordingly. In the event of unforeseen circumstances or unavoidable conflicts, permission may be requested for an extended absence.

If any absence exceeds three days, a student must fill out an "Extended Absence Form" from the Upper School Office. This form outlines a plan for missing work for each class and has teacher signatures before departure and upon completion of the work. All signatures must be collected and the form must be turned in at least one week prior to the student's departure date. Students are responsible for keeping up with their classes on myHILLTOP.

The Academy reserves the right to not grant excused absences for academic or disciplinary reasons. Students who have not been granted permission for a planned absence will face both academic and disciplinary action if they choose not to attend school.

Family emergencies should be reported to the Upper School Office so that the school can offer support and arrangements can be made concerning the length of the absence and any class work that will be missed.

If a student needs to take a leave of absence from school, there is a formal policy and process. Attendance requirements are suspended during an official leave of absence. See *Appendix XIV: Student Leave and Re-Entry Policy*

Students will work with their advisor and the Coordinator of Academic Support during their absence, as appropriate, and upon their return to school to be sure the student completes outstanding work in a timely manner.

UNEXCUSED ABSENCES

If a student is not excused in advance, the absence or tardy is considered unexcused. Unexcused absences are published to students and parents at the end of each academic day via myHILLTOP.

Students absent or tardy without a valid excuse are not allowed to make up any graded homework or assessments due in class that day. An unexcused absence or tardy from any school commitment (i.e. assembly, advisory, class meeting, make-up tests, athletics, etc.) is treated the same as if it were an academic class and counts toward the total number of unexcused absences or tardies. Students missing half or more than half of a class automatically receive an unexcused absence for that class.

Disciplinary outcomes for unexcused absences and tardies are outlined below. Students have three academic days from when they receive documentation in the form of an email or myHILLTOP notification of their tardy and/or absence to follow up with the Attendance Coordinator on attendance concerns. After the three academic days, the absence or tardy will remain unexcused.

Students with **excessive unexcused absences** may be subject to an acceleration of this disciplinary schedule:

Number of unexcused absences	Consequences
1	One-hour morning study hall, communication home to parents or guardian from Upper School Office
2	One-hour morning study hall, communication home to parents or guardian from Upper School Office
3	One-hour morning study hall, phone call home to parents or guardian from Upper School Office, loss of free time on campus
4	One-hour morning study hall, daily check-in before school with the Upper School Office, loss of free time on campus, in-person or Zoom meeting with student and parents or guardians with the Upper School Office
5	One-hour morning study hall, daily check-in before school with the Upper School Office, loss of free time on campus, phone call home to parents or guardians from the Upper School Office, sitting for an Honor Meeting for additional disciplinary follow up.
6	One-hour morning study hall, daily check-in before school with the Upper School Office, loss of free time on campus, phone call home to parents or guardians from the Upper School Office, sitting for an Honor Meeting for additional disciplinary follow up.
7	One-hour morning study hall, daily check-in before school with the Upper School Office, loss of free time on campus, phone call home to parents or guardians from the Upper School Office, sitting for a Core Values Committee for additional disciplinary follow up.
8	Student and Parents/Guardian meet with the Division Head and Assistant Head of School for Student Life to discuss the student's status at school.

UNEXCUSED TARDIES

Tardies must be excused in advance or as they occur by a parent or an appropriate school official. (i.e.: a parent brings a student late or a meeting with a teacher runs late) If they are not excused in advance, the tardy will be considered unexcused.

- Students missing half or more than half of a class automatically receive an unexcused absence for that class.
- For any unexcused tardy for a class with an assessment, students may either receive a grade penalty or forfeit the time missed on the assessment. Students missing a full quiz will receive a zero for that quiz.

Students with **excessive tardiness** may be subject to an acceleration of this disciplinary schedule:

Unexcused Tardy Total	Consequences
4	30 minute morning study hall
8	One-hour morning study hall, communication home to parents or guardian from Upper School Office
12	One-hour morning study hall, daily check-in before school with the Upper School Office, phone call home to parents or guardians from the Upper School Office.
16	One-hour morning study hall, daily check-in before school with the Upper School Office, loss of free time on campus, in-person or Zoom meeting with student and parents or guardians with the Upper School Office
20	One-hour morning study hall, daily check-in before school with the Upper School Office, loss of free time on campus, phone call home to parents or guardians from the Upper School Office, sitting for an Honor Meeting for additional disciplinary follow up.
24	One-hour morning study hall, daily check-in before school with the Upper School Office, loss of free time on campus, phone call home to parents or guardians from the Upper School Office, and sitting for a Core Values Committee for additional disciplinary follow up.
28	Student and Parents/Guardians meet with the Division Head and Assistant Head of School for Student Life to discuss the student's status at school.

Students who fail to attend morning study hall or to serve other disciplinary consequences stemming from attendance concerns will be placed on Deans' Warning and/or could face additional disciplinary consequences. Further attendance transgressions after being placed on Deans' Warning could lead to an Honor Meeting or Core Values Committee depending on the type and volume of attendance concerns.

COMPLETING MISSING WORK FROM AN ABSENCE

At Worcester Academy, we encourage responsibility and accountability in attendance, as regular participation is essential for academic success. Our Missing Work Policy, which can be found in **Appendix XVIII**, outlines the consequences for missed assignments to ensure fairness and consistency.

ATTENDANCE FOR EXTRACURRICULAR AND ATHLETIC ACTIVITIES

For a student to earn credit from a major activity at Worcester Academy, students are expected to be present at all practices, rehearsals, performances, or meetings. Students must be in school by 9:15am to participate in practices, games, rehearsals, performances, or meetings on that day, unless the student has a doctor's note or other legitimate excuse.

Students who miss an assigned morning study hall without prior approval from the Upper School Office and **will not be permitted to participate** in **any** extracurricular activities until the morning study hall is served. No exceptions will be made.

Extracurricular activities utilize the same parameters for excused and unexcused absences as academic commitments during the school day.

Examples of Excused and Unexcused Absences

- Excused – illness, family emergency, religious holiday, medical appointment, college visits, injury, or academic conflict that is communicated to the athletic department by a teacher/advisor
- Unexcused – missing practice time to finish academic requirements, morning study hall, transportation issues, attending out of season recruiting showcases, camps, clinics, tournaments, etc.

Athletes must let the coach know at least one week in advance (except in the case of emergencies) that they will not be able to attend an athletic commitment and are required to meet with coaching staff at the outset of the season to discuss potential conflicts with said policy. Each coach will communicate the consequences for lateness. Any athlete who is chronically late will meet with the Athletic Director and may be suspended or removed from the team.

- An athlete who accrues a second unexcused absence will not be permitted to start in the next game. Coaches who oversee programs relying more on individual based participation (cross country, track, golf, tennis, skiing, swimming and crew) are asked to use discretion in determining extent of participation with a second unexcused absence.
- An athlete who accrues a third unexcused absence will not be permitted to play in the next game, will meet with the Athletic Director, and may be removed from the team.
- An athlete who is absent from practice, whether excused or unexcused, the day before a game will not start, in accordance with the discretion of the athletic department.

A student participating in a theater production must discuss attendance and potential conflicts before they arise with the director. Any participant who is chronically late will meet with the Visual and Performing Arts Chair.

SNOW DAYS

In cases of snow or other inclement weather, it may be necessary for the Academy to cancel classes, offer asynchronous work, or hold remote classes. These decisions are announced via our emergency alert system, web site, and voice mail system as well as the local television and radio stations listed below.

SCHOOL VOICE MESSAGE	(508) 754-5302 or (508) 831-3823 ext. 599
SCHOOL WEBSITE	www.worcesteracademy.org
TV STATIONS	WBZ – CBS4 WCVB – ABC5 WHDH – 7 News WBTS – NBC10 WFXT – Fox 25 NECN
Emergency Alert System	Automated call to either a cell or home phone number

For more information about coursework on snow days, see Appendix XVI: Snow Day Homework Policy.

SCHOOL RULES, DISCIPLINARY RESPONSES, AND CONSEQUENCES

Achieving the Honorable assumes that each member of the Worcester Academy community upholds the mission and values of our school, behaves in a socially mature and responsible manner, respects the rights and property of others, and adheres to the guidelines of our school's mission and core values. Worcester Academy asserts that mutual respect, collaboration, and safeness are prerequisites for any student to access our educational experience, student growth, and personal achievement. Regardless of whether an action or behavior is specifically defined as right or wrong, Worcester Academy students are expected to behave in ways that undeniably uphold our core values and school's traditions and demonstrate both individual and collective community worth; each student is expected to distinguish between what is right and in keeping with our school's values, what is wrong.

Major School Rules

Major School Rules are set forth below. Students are expected to know these rules and must sign, along with their parents, an acknowledgement of having read this handbook; these signed forms are kept on file in the Upper School Office.

Infractions of either the letter or spirit of these rules are serious disciplinary matters and often lead to suspension, dismissal, or other institutional responses. Students in the presence of these rule violations add support to the behavior by their presence and may also be held accountable.

1.	Dishonesty: Honesty is essential to the preservation of trust in our community. Students are expected to be honest and forthright at all times. Lying, cheating, plagiarism or any form of academic dishonesty, theft, hacking, misrepresenting one's identity in person, on- or off-line, or any other dishonest behavior is strictly prohibited. Please see below for academic infractions descriptions.
2.	Vandalism or Theft: Property belonging to other people and to the Academy must be treated with respect. In this regard, theft (including identity theft) and vandalism are strictly prohibited. Students must not damage, deface, or misuse property of fellow students, faculty, the Academy campus, or the surrounding neighborhood. Graffiti, inappropriate signage, or any other alteration of an object or building's face is prohibited.
3.	Involvement with Alcohol, Tobacco/Nicotine, or Illegal Drugs: The use of alcoholic beverages, tobacco, nicotine, marijuana, THC, and any other illicit drugs is prohibited. This includes the possession of and the use of vaporizers, e-cigarettes, and any and all related paraphernalia. Students may not possess or be in the presence of alcohol, tobacco or tobacco products, nicotine or nicotine products, marijuana, marijuana products, THC or CBD products, or <u>any other illicit drugs or drug paraphernalia</u> , or be under the influence thereof either on campus or at a school event off campus regardless of age. Worcester Academy has a drug testing policy, as outlined in our Alcohol and Drug Testing Policy. Worcester Academy is tobacco-free; this includes every campus: main campus, Gaskill Field, South Campus, and New Balance fields, and school parking lots. For specific policies related to alcohol, tobacco, marijuana, please refer to <i>Appendix VIII: Alcohol, Tobacco, Nicotine, Marijuana, THC, CBD, and Other Illicit Drug Policy</i> and <i>Appendix IX: Worcester Academy Drug and Alcohol Sanctuary Policy</i> .
4.	Physical Assault, Threats, Hazing, Harassment & Possession of Weapons: The possession and/or use of any weapon or weapon-like device is prohibited. Instances of harassment or assault (sexual or otherwise), bullying, hazing, written, verbal or physical abuse or intimidation, or the like towards any member of the

	<p>community, students, or employees, are prohibited. In addition, any instance of harassment or assault (sexual or otherwise), bullying, hazing, written, verbal or physical abuse or intimidation, or the like towards any member of the community (students or employees) that is committed because of the actual or perceived race, color, religion, national origin, gender, sexual orientation, gender identity, appearance, or ability of such community member is unacceptable and is prohibited. Jokes or comments deemed by the School as in conflict with community values (ex. racist, homophobic, sexist, bigoted, etc.), inappropriate, or hurtful in nature will be handled as discipline.</p> <p>Fighting or any form of physical assault or altercation is prohibited.</p> <p>Please see <i>Appendix VII: Policy Against Bullying, Harassment, Hazing And Retaliation</i></p>
5.	<p>Failure to Follow Fire Regulations: Creation of a fire hazard, for example the use of an open flame in a building or the misuse of fire extinguishers, is prohibited.</p>
6.	<p>Violation of the Internet Acceptable Use Policy: Students are expected to respect and follow the guidelines outlined in the Internet Acceptable Use Policy. The Worcester Academy network and cellular networks must never be used for activities that are illegal, that are harmful, dangerous, degrading or disrespectful, or that compromise the integrity or damage the reputation of Worcester Academy. This includes, but is not limited to, bullying, Internet gambling, and pornography.</p> <p>Please see <i>Appendix V: Network & Internet Acceptable Use Policy</i></p>
7.	<p>Unauthorized Absence, Visitations, and Curfew Violation(s): No student may leave campus, by any means of transportation, without specific permission. School procedures for leaving and returning to campus must be followed precisely, so that the school is aware of student locations. All students involved need to make sure the proper sign in/sign out procedures are followed. No student may be out of a residence hall after check-in or prior to 5:45 a.m., without specific permission. Visiting the residence of a member of the opposite sex is not permitted, except as outlined in the residence hall regulations. Being in another person's room or in another residence hall section after final check-in is prohibited. Students are not permitted in buildings without specific permission or supervision.</p>
8.	<p>Inappropriate Conduct: Any student conduct detrimental to the best interests of the School or its community members, whether on School grounds, off School grounds, or online, while school is in session or during vacation, is sufficient grounds for disciplinary action as outlined below.</p>

Academic Infractions Descriptions

Cheating – It is expected that all student work will reflect the individual's academic efforts, and that students will refrain from any type of cheating. Cheating includes the use or possession of another student's notes, copying another student's work, or overtly permitting a student to copy from another student. Students suspected of cheating will be brought to the appropriate Division Office.

Plagiarism – It is expected that all student work will cite sources used in its preparation properly and follow the specifications of the teacher assigning it. Any student who submits written work which is not his or her own and is not properly cited is guilty of plagiarism. This includes copying, paraphrasing, using quotations from another source without proper referencing, and the unauthorized use of online translators or translating applications and the use of content generated by artificial intelligence. Individual work must always be submitted, even in the case of collaborative assignments such as laboratory reports. It is the rare exception that a teacher expects the same exact assignment to be turned in by two or more students. Care must be taken while collaborating on course work.

- **Tier 1 Offenses:** If a student is academically dishonest in an unorganized sense, such as an incorrect citation, forgetting to cite something properly, paraphrasing or taking ideas from online sources without proper citation, a minor transgression on homework, using a few sentences of AI without citations etc, it may be categorized as a Tier 1 offense. Students may not under any circumstances receive credit for work that is not their own. This should be treated as a teachable moment and handled by the classroom teacher. The teacher is expected to inform the parents in writing and document it with the appropriate Division Office.
- **Tier 2 Offenses:** If a student acts in such a way where they intentionally pass off another person's work as their own, the offense may be categorized as Tier 2 and carry more significant repercussions. These acts can be described as copying another student's essay, directly copying information from an internet source without proper citation, or using AI generated content.
 - Tier 2 offenses in grades 11 and 12 are considered a major disciplinary infraction and therefore are self-reported on university applications. When a student is self-reporting a discipline matter to colleges, the student's college counselor will work with the student in drafting their statement explaining the discipline matter and the underlying circumstances. These offenses will follow the consequences outlined below.

Consequences for incidents of cheating & plagiarism (Tier 2)

First offense:

Any student found to be cheating has forfeited the automatic 50% score and will receive a zero for the assignment as well as a Dean's Warning. They can earn the 50% by retaking/redoing the assignment and utilizing teacher support during CCL but if they choose not to, it is expected that they will work to recover the missed content on their own. Students must also apologize to the teacher.

Second and subsequent offense(s):

Any subsequent offense will result in a zero for the assignment as well as receive a more severe consequence such as failure of the course and dismissal, which will be determined through a recommendation from the Core Values Committee to the Head of School.

Generally, any two acts of academic dishonesty are grounds for dismissal from Worcester Academy.

Policy on Late Work

At Worcester Academy we believe in fostering students' ability to manage deadlines and take responsibility for their learning, skills that are essential for future academic and professional success. Our Late Work Policy, which can be found in **Appendix XVIII**, aims to encourage timely submission of work while also supporting students facing extenuating circumstances.

ADDITIONAL SCHOOL RULES

Balloons – Due to latex allergies, latex balloons (inflated or water) are NOT permitted on campus.

Cell Phones – Upper School students are not allowed to use cell phones during any academic class, assembly, or meeting unless given specific instruction to do so. Due to privacy concerns, cell phone use is not allowed on the lower level of Daniels Gymnasium or in any restrooms on campus. Please see *Appendix II: Upper School Cell Phone Policy* for further detail.

Dormitory Use – Our dormitories are for the use of residential students first and foremost. In the case of visitors to the dormitories, please see the Dormitory Guest Policy under the Residential Life Section. Middle School students are not permitted to be in the dormitories. Day students are rarely permitted to be in the dormitories.

Dress Code – The guidelines for Worcester Academy dress code are outlined in the *Appendix I: Dress Code*. Please direct questions regarding our Upper School Dress Code to the Upper School Office.

Electronic Devices – Students must adhere to the rules and guidelines found in *Appendix III: Network and Internet Acceptable Use Policy*. Use of electronic devices during the academic day are intended to serve the educational goals of classroom teachers and the school community. Thus, students must not use laptops or any other electronic devices, i.e., smart watches, in a recreational manner during a time or place in which recreational computer use is not allowed, such as in class, advisory, and other academic times and places during the day. Playing games, computer messaging, and texting are examples of recreational use.

Gambling – Gambling is prohibited at any time or anywhere on campus or off campus while under Worcester Academy's jurisdiction or care.

Headphones/Earbuds – No earbuds or headphones of any type are allowed to be used where cell phones are not permitted. Please see *Appendix II: Upper School Cell Phone Policy* for further detail.

Healthy Relationships and Sexuality – For students, the issue of sexual intimacy is complex. While we recognize that healthy, romantic relationships may involve a range of intimacies, we are aware of the potential physical and emotional implications of early sexual relationships. We wish to educate our students about healthy sexual behaviors with themselves and others, sexually transmitted infections, emotional trauma, and/or pregnancy. In short, we believe that most adolescents are not ready to assume the responsibilities that accompany sexual relationship, still recognizing that, within our diverse community, families may share varying moral beliefs about sexuality and sexual behavior.

Worcester Academy by nature is a public, shared space and, therefore, not appropriate for intimate sexual activity. We do not condone students engaging in sex on campus or at any school sponsored event. In particular, community members and visitors have the right to be free from unwanted exposure to the intimate sexual behaviors of others. If students do engage in sex on campus, the dean of students will consult with the Health Office and Counseling staff and may notify the students' parents. The school may also take disciplinary action.

Locked Doors – No two people should be behind a locked door at any time.

Off-Campus Privileges – Students may not leave the immediate campus during the academic day (the start of the first class period through the end of the last scheduled class period regardless of whether a student has a class that meets that period) without permission of the Upper School Office. Residential students, please refer to the Residential Life section for off-campus rules for boarding students outside the academic day.

The Quad – Worcester Academy is fortunate to have a beautiful Quad at the center of our campus. Students are encouraged to use the Quad to gather and socialize with friends, engage in recreational activities, or to find a quiet and comfortable place to study. In order to preserve the beauty of the Quad, and to avoid the creation of worn

pathways, all members of the Worcester Academy community are expected to refrain from cutting across the Quad.

School Dance Expectations – Students are expected to act responsibly and exhibit appropriate, respectful behavior including but not limited to following all school rules. Please refer to the *Appendix XVII: Upper School Dance Rules* for detailed school dance expectations.

DISCIPLINARY AND RESTORATIVE JUSTICE RESPONSES AND PROCESS

Discipline is handled in a manner that aligns with our mission, core values, and supports student growth and personal responsibility. The consequences for violation of school rules policies as stated herein or for any act which contravenes our core values include but are not limited to: loss of campus privileges, loss of technology, morning study hall, loss of free periods, warning, restoration plans, restriction, probation, suspension, and dismissal. Any student involved in a disciplinary process may be placed on Dean's Leave.

RESPONSES

- **Morning Study Hall** – 30 minute and 1-hour study halls are scheduled on a weekly basis.
- **Loss of Free Periods** – The Upper School Office will use their discretion in scheduling academic support activities during a student's free period if the student is habitually tardy, absent, failing to meet academic commitments, or complete work in a timely fashion.
- **Loss of Technology** – The Upper School Office may require students to limit or surrender technology due to behaviors such as, but not limited to, inappropriate technology use, failure to meet school expectations or obligations, or failure to comply with the Cell Phone and Empowered Digital Use Policy.
- **Morning Check-In** – Students, particularly residential students, who have difficulty arriving on time for first period classes may be assigned to check-in with the Upper School Office and/or attend breakfast in the dining hall before the start of the school day.
- **Meal Check ins** - Students, particularly residential students, who have difficulty arriving on time to various commitments may be assigned to check-in with the Upper School Office and/or attend meals in the dining hall
- **Dean's Warning** – A formal written notice to the student and parents that further violations of a particular school rule could lead to suspension or dismissal from school.
- **Dean's Leave** – A formal written notice to the student and parents that the student will be off campus and out of classes while a student life and/or academic concern is investigated. The need for Dean's Leave and the length of the leave is determined by the Upper School Office
- **Restriction** – Restrictions are imposed for serious violations of Academy regulations. Boarding students are confined to campus, dormitory, or room and must check in as assigned with a Dorm Parent, Administrator on Duty, or other authorized individual. Day students are restricted from campus events, except for specified school commitments. For all students, restriction usually entails reporting to the Upper School Office on free periods during the week. Boarding students could also be placed on dorm restriction and/or room restriction depending on the offense.
- **Probation** – Probation entails a formal written notice to the student and the parents. Students generally are placed on probation after serving a suspension. Violation of a major school rule while on probation may result in dismissal from the Academy.

- ***Suspension*** – Suspension from school results from serious breaches of conduct, and range in duration according to the severity of the infraction. Students are expected to keep current with missed work while they are suspended from school. In-house suspensions are approved by the Division Director and are only allowed in certain circumstances.
- ***Loss of or Limitation on Leadership Position*** – All student leaders who are suspended and/or placed on probation as a result of violating a major school rule or who conduct themselves in a manner that diminishes their character and status as a campus role model will be stripped of their leadership position. In these cases students will not be permitted to serve in a student government in the next Leadership Season cycle. Any student has the option to submit an appeal to the Upper School Office. Eligibility for candidacy will be based on severity of disciplinary offense, date of offense, and evidence of personal growth.
- ***Educational Requirement or Restoration Plan*** – A student may be asked to actively participate in some form of educational experience related to the offense. This may include completing a restoration plan where a student, with their advisor, outlines steps they can take to rebuild trust in the community after violations of core values and school policies.
- ***Dismissal*** – All students are expected to adhere to the school’s disciplinary policies and behaviors expected of Academy students; failure to do so may result in dismissal from the school. Grounds for dismissal from the Academy are outlined in this handbook.

PROCESS: CORE VALUES COMMITTEE

1. The student will select a trusted adult to serve as their advocate in the committee
2. The Assistant Head of School for Student Life or Core Values Committee Chair will ask two faculty members to join the committee. The faculty members have an opportunity to self-declare bias related to the student or incident. If this is the case, they will be replaced by a teacher who is not connected to the student. The Chair will brief them with a factual account and contextual information of the incident. Two student leaders will also be asked to join.
3. The committee will convene with the Chair, student, trusted adult, two faculty members, and two student leaders.
 - a. Brief factual overview of the incident
 - b. The student will read or say a prepared statement about the incident.
 - c. The committee can ask clarifying questions allowing them to make the most informed recommendation.
 - d. The trusted adult has an opportunity to make a statement to advocate for the student.
 - e. The student has an opportunity for any final thoughts.
 - f. The trusted adult and student are excused and the committee deliberates. They make a recommendation, which is written up and sent to the Head of the Upper School or Associate Head of School, who approves or amends the recommendation.
4. The Chair meets with the student and their advisor to read the letter and answer any questions. The decision made by the Head of Upper School or Head of School is communicated to the student and parents within a reasonable timeframe.

PROCESS: POLICY ON REPORTING DISCIPLINE AND CHANGE IN STATUS

Worcester Academy’s policy on reporting disciplinary infractions has been created in consideration of the

National Association for College Admission Counseling's Guide to Ethical Practice in College Admissions, and is rooted in our school's Core Values.

Although since the 2021-2022 admissions cycle the Common Application no longer asks, colleges and universities often ask applicants for admission to answer a question about disciplinary infractions on their applications. We expect Worcester Academy students to answer such questions honestly.

The College Counseling team will work closely with the Dean of Students to determine reportable offenses occurring in grades 9 and 10. Reporting may depend on a pattern of student behavior. Our goal is to be transparent and truthful in recommending future students and community members to colleges. Reporting will consist of a brief report in writing stating that the student received a disciplinary action and the category of the infraction. It will include the date of the offense and the Academy's response. Students will be expected to provide truthful details if/when the college asks. The college office will not provide further details. Students should expect that colleges are most concerned about academic integrity, community safety, and causing harm to others.

When a student is self-reporting a disciplinary matter to colleges, the student's college counselor will work with the student in drafting their statement explaining the disciplinary matter and the underlying circumstances. The student will be asked to submit a copy of this statement to their college counselor prior to submitting the report to colleges.

THE RESIDENTIAL LIFE PROGRAM

As a boarding school since its founding in 1834, Worcester Academy believes that there is much to be gained from participating in the experiences inherent in a residential life program. Boarders have the unique opportunity to develop personal responsibility and independence, while learning to live harmoniously in close proximity. Living together requires mutual respect for the rights and property of others. With our school's core values of Scholarship, Fellowship, Leadership, Craftsmanship, and Sportsmanship, students are expected to learn and live these values as part of residential life. Dormitory life also serves to foster lasting relationships with other students and with on-campus families. Guidelines to the boarding program at Worcester Academy are as follows.

DORMITORY LIFE

All residential program business is conducted through the Upper School Office or the **AOD** (Administrator on Duty). The AOD can be reached at 774-239-6265.

Respect for People and Property	Residential living requires consideration on everyone's part for the safety and well-being of each other. Integrity, cooperation, honesty, and respect are essential elements in the development of any community. Students are expected to respect themselves, others, and school property. It is incumbent upon everyone to report any damage of school property to the Upper School Office so that necessary repairs can be made.
Residential Families	Each resident student will be assigned to a "family" that is led by a Residential Life faculty member in their dorm. The purpose is to provide each student with a more individual and personal boarding experience. They will meet once per month on Tuesday evenings for Family Dinners
Tuesday Evening: Programming	Residential students are required to attend programs each Tuesday evening. Programs include Dorm Programming, Family Dinner, and Dorm Cup. Dorm Programs are developed by Dorm Heads in partnership with our Upper School Office, Counseling Office, Health Office, and Office of Equity and Inclusion. Family Dinner is a family-style meal shared by a small group of students and one faculty member. Dorm Cup is an inter-dorm competition that engages students in many different types of activities. .
Weekend Activities	The goal of the Coordinator of Student Activities and the Upper School Office is to provide a robust activities program of both on- and off-campus events, catering to students of different cultural backgrounds. All residential students will be encouraged to participate in weekend activities during the year. Categories of activities include cultural, outdoor/adventure, and Worcester Academy sponsored events. Weekend activities are generally free of charge to residential students. Students sign up for trips on Reach. We highly encourage students, both boarding and day, to attend events on the weekends.
Guests	Worcester Academy encourages students to have family visit them during their time away from home. Parents and guardians are allowed to visit their student's dormitory room, but we ask that they are accompanied by the student and cognizant of the other students who live in the dormitory. Visits that fall outside immediate family should check in with the Administrator on Duty and/or Dorm Parent. Students must understand that they are responsible for the behavior of their guests. Guests must abide by all codes of school conduct. In the event that a guest should misbehave, the host student will be held responsible.

DORMITORIES AND DORM ROOMS

Furnishings	Dormitory rooms are set up for double occupancy. Each room is furnished with a bed, mattress (twin long), desk and desk chair, dresser, mirror, closet and room key for each occupant.
Decorations	Students are encouraged to bring personal articles to decorate their rooms. However, decorations must reflect good taste. No poster, sign or decoration may contain profanity, nudity, violence, or advertise activities that are contrary to school policy. Resident faculty may remove any offensive material.
Appliances and other Electrical Equipment	Students in grades 11, 12, and PG are permitted to have one mini-fridge that is shared by both roommates. The size cannot exceed 3.1 cubic feet. No student may have a monitor larger than 27 inches in their room. Space heaters, halogen lamps, televisions, microwaves, air conditioners, cooking equipment, irons, and other such items are not permitted. Students in grades 11, 12, and PG are permitted video game consoles, however they may be confiscated if students use them inappropriately. Students in grades 9 and 10 may not have mini-fridges or gaming consoles.
Cell Phones & Computers	All student cell phone numbers will be registered with the Upper School Office. Each residence hall is equipped with wireless internet. Laptops are provided to each student by the school.
Safes	There is a safe for each student in each room. These boxes have programmable combination locks and can hold each student's valuables including laptops, iPods, passports, jewelry, cash, etc. There is no extra charge for this security item and students are strongly encouraged to take advantage of their safe.
Pets	Students are not allowed to have pets of any kind in the dormitories.
Inspections	Students are expected to keep their rooms in good order. Students will also need to produce student IDs and keys. To ensure the health and safety of students and the community, faculty and school administration may search a student's room if necessary
Common Spaces	In each dormitory there are common areas that the residents share. It is the responsibility of all boarding students to take into account the rights of others while sharing the common areas. Common areas should be kept neat and clean and personal belongings should not be left in these areas. Common rooms are furnished with couches, TV's, tables and chairs.
Kitchens	Kitchens are equipped with dishes, pots and pans, flatware, microwave, refrigerator and stove. Students are expected to clean up after themselves. If necessary, kitchens will be closed at the discretion of the Dorm Head and Dorm Parents if they are consistently used irresponsibly.
Laundry	Laundry facilities are provided in each dormitory for student use
Attire	See the <i>Appendix I: Dress Code</i>
Hotels and Apartments	Worcester Academy does not allow students to rent hotels, motels, apartments or condominiums for their own use. This includes, but is not limited to, services such as AirBNB and VRBO.

EVENING STUDY HALL

Study Hall occurs Sunday through Thursday evening from 8:00PM-9:30PM. It is the expectation that students are on time and stay in designated areas for the entirety of study hall on Sunday through Thursday evenings. Students can be excused, in very exceptional circumstances, with parent permission, from evening study hall for family or medical obligations. The Upper School Office can grant exceptions only if a parent communicates with the Upper School in advance of the day the student is requesting to be excused from attending study hall. **Students are not excused from study hall for social outings.**

- Students must be present at dorm check-in at 7:30PM. After check-in, study hall begins at 8:00PM and all students are expected either to be studying in their rooms, in the dormitory common room, or attending a specialized study hall.
- The playing of music may be allowed at the discretion of the dorm parent and only with the use of headphones. Gaming, or other non-academic computer or technology use is not allowed during study hall.

Dorm Study	Students must be in their rooms, with assignments, books and materials needed by 8:00PM. Doors must stay wide open. Students are to study alone during the study period. Students may be allowed to study together with permission from dorm faculty on duty. Students wishing to work together should utilize Academic Study Hall for this purpose.
Academic Study	Students may sign out to a classroom during study hall with Dorm Parent permission.
9th Grade Study	Acknowledging the transition to high school while away from home, new ninth-grade boarding students have a study hall program where they receive intentional and targeted programming followed by time to work independently on homework in a supervised setting.

POST-STUDY HALL HOURS

After study hall hours on weeknights, students have free time from 9:30PM-10:30PM. Students may not use the gym during this time, nor can they visit other dormitories or buildings on campus unless permission is granted by both dorm parents. Students must be in their own dorm by 10:30 PM and in their own rooms by 11:00PM. It is the expectation that students are ready for bed at this time. Students may request permission from their dorm parent to finish work in the common room after 11pm check-in..Permission is granted on a case-by-case basis and should not be requested on a regular basis.

Overnight Technology Restriction

To support healthy sleep and study habits, all students in the ninth grade must turn in all of their electronic devices to their dorm parent at 11pm check-in. Devices are stored on the common room table connected to a charging station. Students in grades 11-PG may also be required to turn in their electronic devices on a case-by-case basis.

RESPONSE TO BEHAVIOR CONCERNS

Students with **excessive residential attendance or behavior concerns** may be subject to an acceleration of this disciplinary schedule:

Number behavioral infractions (such as, but not limited to room clean checks, , study hall policy infractions, absences from programming commitments, and/or weekend commitments)	Consequences
1	Meeting with dorm parent
2	Meeting with Dorm Head
3	Meeting with Dorm Head, email to parents
4	Honor meeting with the Director of Residential Life and advisor, possible restorative action with the US Office, Dorm Head and advisor
5	Meeting with Upper School Office and parents to discuss student residential life status
6	Further necessary meetings to discuss the student's status at Worcester Academy.

RESIDENTIAL POLICIES

FOOD DELIVERY

There is no food delivery permitted during the academic day. We encourage students to attend dinner in the dining hall on a nightly basis. However, students can have food delivered to campus until 8:00PM. Food cannot be delivered after 8:00 PM on school nights. On weekends food can be delivered until 10:00PM. All food must be picked up at the Front Gate on Providence Street.

DORMITORY GUEST POLICY

The policy was created in consultation with the Residential Life Staff and the Board of Monitors. The purpose of this policy is to create and promote a way for students to interact with other community members in a mature and positive manner during traditional social times.

Day students may request to be honorary members of one dormitory. Honorary members of a dormitory must be accompanied by a resident of the dorm for the duration of their visit, and the visit must be in the common room of the dorm. Honorary day students are not permitted in student dorm rooms. To become honorary members of one dormitory, a student must fill out a form and have a meeting with the Dorm Head or Director of Residential Life to review dormitory policies and expectations. Day students are not permitted in the dormitories in any capacity unless they have been approved as an honorary member of a dormitory.

Rules and Guidelines:

While visiting a dormitory that is not their own, students are expected to adhere to all Worcester Academy rules and policies. Middle School students are never allowed in the dormitories.

Students living in Davol and Dexter may visit each other before 7:30pm on weekdays and before 10pm on the weekends without a dorm parent present and without asking for permission.

Students living in Heydon and Stoddard may visit each other before 7:30pm on weekdays and before 10pm on the weekends without a dorm parent present and without obtaining permission from a dorm parent.

A dorm parent must be present for all other visitation. The first floor of Dexter is considered part of the dormitory on the weekends and after the end of the academic classes during the week. The hosting student must ask for permission from the AOD before the visit, and the visiting student must check-in face-to-face with the dorm parent on duty when they arrive and when they leave.

When visiting a dorm, the visiting student can only visit if the hosting student is present for the entire visit. A visiting student cannot be present in the dorm without the hosting student.

All behavior must be appropriate. If, at any time, the dorm parent on duty or the AOD feels that the visit is inappropriate, student actions are inappropriate, and/or the policy is violated the visiting student will be asked to leave the dormitory and the host will be also held accountable.

Students are expected to conduct themselves appropriately during visits and with their behaviors on campus remembering that dormitory living space is a shared space where public displays of affection are prohibited, noise levels must be monitored, and spaces must be left clean and organized.

This policy is considered a privilege. This privilege will be revoked for both the host and guest if the policy is not followed. Further restrictions and disciplinary follow up may be assigned.

Special Circumstances:

A student seeking extra help from a dorm parent may go to that dorm during weekly study hall with permission.

AUTOMOBILE POLICY FOR RESIDENTIAL LIFE STUDENTS

Worcester Academy prohibits the use of automobiles by residential students. Bringing an automobile onto campus without permission is considered a major rule violation. Residential students may not have a car on campus for their personal use. This includes parking on side streets near the Academy, garaging or storing their car at another student's home or alternate location.

No exceptions will be made for regularly scheduled non-Worcester Academy, off-campus activities or appointments (i.e. participation in a local athletic league or attending weekly medical appointments). Families **must** make transportation arrangements for these events and abide by school and residential program rules in reporting absences, meeting curfew, etc.

The school considers requests for exceptions to have a car on campus on a case by case basis if the following conditions are met and only for a short term agreement (for example 1 to 2 days):

1. The request must be submitted by a parent or guardian via email to the Director of Residential Life and approved in writing at least 72 hours in advance of the automobile arriving on campus. The email must state the reason for the request, the exact time frame that the car is to be on campus, and who is transporting the car to and from campus.
2. If permission is granted, instructions for parking and turning in keys come from a member of the Upper School Office team.
3. Worcester Academy security maintains regular rounds of the lot; however, Worcester Academy will not be liable for any damages to the automobile parked in this lot.
4. Resident student drivers must keep their keys in the Upper School Office prior to using the car for events and obligations.

Any residential student found bringing an automobile to campus in violation of this policy, parking in the vicinity of campus, or storing an automobile in the region of school without permission will be required to remove the car immediately, even if it requires that the student miss class. All class absences accrued under these circumstances are considered unexcused, and the student must comply with the consequences administered as a result. Repeated violations of this automobile policy may result in escalating disciplinary responses and, ultimately, suspension or dismissal from the residential program or from school.

CAMPUS LEAVE POLICIES

The residential life staff must know the whereabouts of all students off-campus. All students must follow proper sign out procedures before leaving campus. Students who take personal trips off campus must have a working U.S. mobile number. Students who do not have a U.S. mobile number may still take school-sponsored trips off campus. *Individual student permissions may vary based on the permissions granted by each student's parent or guardian via the Residential Life Permission Forms submitted in Magnus Health.* The proper sign-out procedures for students are as follows:

- Step 1: Student submits a leave request on Reach.
- Step 2: The pass is reviewed by parents and hosts
- Step 3: The pass is reviewed by the Administrator on Duty
- Step 4: If a pass is approved, the student must check out with an adult when they depart campus. If a pass is rejected, the student must remain on campus.

Students who depart campus for medical appointments must submit a Medical Appointment leave request in Reach and inform the Health Office regarding the details of the appointment. The Health Office is a required step in the approval process for any leave request regarding a medical appointment.

Failure to follow policy can be considered a major rules violation and carries with it disciplinary consequences through the Upper School Office.

TAXICABS, UBER, LYFT, RIDESHARE SERVICES AND PUBLIC TRANSPORTATION

All students taking a taxi, uber, lyft, or rideshare service must be picked up and dropped off at the front gate on Providence street and check in / check out with Campus Security. **No exceptions.** All vehicles must leave campus through the front gate on Providence Street; occupants will be signed out by Worcester Academy Security for safety purposes.

LEAVING CAMPUS IN A DAY STUDENT'S CAR

Only students whose parents or guardians have given them permission to ride in a day student's car via the *Residential Life Permission Form* will be allowed to do so. Students who have permission to ride in a day student's car may not leave campus without checking out with an adult and going through the leave request process in Reach. Boarding students whose parents or guardians have not given permission to ride in a day student's car via the *Residential Life Permission Form* will not be allowed to leave campus in a day student's vehicle without parent permission and an approved leave request in Reach.

CAMPUS LEAVE POLICY

Students are allowed to sign off campus after the school day and during the weekend by following correct procedures through Reach. Requests to leave campus are at the discretion of the Upper School Office and/or the Administrator on Duty (AOD). Students must check out with an adult as they leave campus and check in immediately upon arriving back to campus.

CHECK IN & CURFEW TIMES	
7:30PM	Sunday, Monday, Wednesday & Thursday check in with dorm parents
6:30PM	Tuesday Night – Residential dorm/family dinner and/or programming
11:00AM - 12:00PM	Saturday and Sunday - Brunch Check-in
10:00PM	Friday & Saturday - students must return to campus by this time
10:30PM	Friday & Saturday - students must be in their own dormitory
11:00 PM	Final check-in - students must be in their own rooms

WEEKEND CURFEW

On weekends, all students must return to campus and check in face-to-face with a Dorm Parent in their own dorm at 10:30PM and then be in their dormitory room at 11:00PM. Special requests to return later than curfew can be approved at the discretion of the Administrator on Duty.

Students must return on time for curfew, including on all Sunday nights. With the rare exception when a student

cannot return by curfew, the student's parent/guardian must notify the **AOD** (Administrator On Duty) at **774-239-6265** prior to the stated curfew, and no later than 7:00PM on weeknights (including Sunday). A parent must call the AOD to request a late arrival to campus. Permission to return late from a weekend (Sunday night) must be arranged and approved by the AOD via a Reach leave request.

WEEKEND OVERNIGHT LEAVE PROCEDURES

To sign out of campus overnight for the entire weekend, students must submit a leave request in Reach by Thursday evening at 10pm. The AOD will review the parent and host approval on the Reach request and give final approval if all parties have approved. Any change of plans after the leave request is submitted and approved must be communicated to the AOD. Students will not be allowed to stay overnight at a location where an adult (over the age of 21) is not present. Once the leave request is approved students are expected to check out in person with an adult at the time they depart the main campus.

Parents are notified of each sign in/sign out infraction. Students with **excessive residential sign in/sign out issues** may be subject to an acceleration of this disciplinary schedule.

Number of residential Sign In / Sign Out Infractions (SISO)	Consequences
2	Warning
4	Meeting with Dorm Head, campus restriction for one day
5	Meeting with Dorm Head,, campus restriction for multiple days
6	Honor meeting, Meeting with Director of Residential Life and Parents
8	Meeting with Upper School Office and parents to discuss student's status

FIRE REGULATIONS

Each room is equipped with a smoke detector and a fire exit route from the room to the closest fire exit. This sign is located on the back of the room door. Announced and unannounced fire drills take place periodically throughout the year.

Fire Extinguishers – Each floor is supplied with a dry chemical fire extinguisher. Students should report any discharged extinguisher or low battery on a room smoke detector to a resident faculty member. Tampering with fire extinguishers, smoke detectors, or any other piece of fire safety equipment is considered a major rules violation.

Fire Hazards – Candles, incense, and other flammable materials are absolutely prohibited in the dormitories. ***Open flames in the dormitories constitute a major school violation.***

Fire Safety – Whenever a fire alarm sounds, students are required to vacate the building immediately, and may not return until permission is received from a resident faculty member or the AOD.

Fire Drills – The Upper School Office and the Head of Campus Security plan several safety drills for the residential program each year. These include, but are not limited to:

- Fire drills
- Evacuation drills
- Shelter in place drills
- Cold weather drills

LOCKED DOORS

Students should never be behind a locked door. Being behind a locked door potentially jeopardizes how quickly a faculty member can clear the building in the event of an emergency. Any student found behind a locked door will face disciplinary consequences.

ROOMS AND SECURITY

Dormitory Entrances	Each dorm entrance is equipped with a card reader that will be activated with each student's ID card. Lost ID cards must be replaced.
Room Key	Lost room keys must be replaced, and can be obtained in the Upper School Office. There is a \$5 fee for the first key replaced. If, for security reasons, students request a new lock, they will be billed at replacement cost. The return of a room key is the personal responsibility of each student. Those who fail to return their key prior to leaving campus will be billed at the current rate of replacing the lock.
Room Safes	There is a safe for each student in each room. These boxes have programmable combination locks and can hold each student's valuables including jewelry, cash, important documents, etc. There is no extra charge for this security item.
Room Care and Upkeep	In the event of deliberate or accidental damage to school property, the cost of repairs will be billed immediately to the student. At the end of the school year, it is expected that all personal possessions will be removed and the room cleaned for a final inspection by the dorm faculty with the student present. A cleaning fee will be assessed to those that do not leave the room in proper condition. Each dorm on campus will have a chores schedule as assigned by the dorm parents. The chore schedule will rotate so that common room, kitchen, and laundry area upkeep is equitable.
Liability	Worcester Academy will not be responsible directly or indirectly for loss and/or damage to personal property by fire, theft, or any other cause. Student rooms should be kept locked when unoccupied, and keys should never be left over doors or loaned to others. Boarders are encouraged to review their individual family's personal property insurance coverage since Worcester Academy's policy is limited to coverage of school-owned property. Boarders are urged to label all books and articles of value (including clothing) with their name and to keep a record of relevant serial numbers. Students are also urged to take valuables home during vacation and holiday periods.

Incidental Charges	Student accounts may be billed for damages and cleaning fees if the damage and cleanliness fall outside the norm.
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SERVICES FOR BOARDERS

Internet	The Academy's computer network has full internet capabilities and is monitored under the Academy's Empowered Digital Use Policy. Internet will shut off at midnight for 9th and 10th grade and 1:00AM for 11 th , 12 th and postgraduate
Maintenance	Boarding students should report any necessary repairs to their rooms or surrounding areas directly to dorm parents.
Housekeeping	Custodial service is provided in each dormitory. Custodians will clean bathrooms and empty the trash in common spaces. Students are expected to do their part in keeping their dorm rooms and common spaces clean. Students must pass room inspection twice a week.
Laundry	Washers and dryers are located in each dormitory free of charge.
Vending Machines	Vending machines are available in dormitories for the convenience of the students. All machines accept cash, coins, or credit/debit cards for purchases. It is expected that students will respect this property, as well as its use, to prevent termination of service by the vendor or the Academy.

STUDENT SERVICES

ADAMS HALL AND THE MEGARON DINING HALL POLICIES

All meals are served and are to be consumed in the Adams Dining Hall or Megaron (lunch only). Boarding students are welcome to all meals. All students eat lunch on campus every day. Day students are welcome to attend breakfast and dinner on campus for a nominal fee. However, Tuesday night dinner is reserved for boarding students only, unless granted prior permission by the Director of Residential Life.

The weekend schedule is also in effect for holidays, snow days, or when school is canceled. Proper dress, etiquette and decorum are expected. No food or drink is to be removed from the dining hall unless there is a sanctioned event or meeting. All dishes and flatware must be returned to the dining hall in a timely manner. Students are expected to return leftover food, utensils, and other items to the dish room window after eating.

Dining Hall Schedule		
	Monday – Friday	Saturday & Sunday
Breakfast	7:00AM - 8:00AM	
Lunch	11:40AM - 12:45PM	11:00AM - 12:00PM (Brunch)
Dinner	6:00PM - 7:15PM	5:30PM - 6:30PM

MILDRED H. McEVOY LIBRARY

The Mildred H. McEvoy Library is a critical partner in ensuring the success of Worcester Academy students by providing books and other resources for their interest, information, and enlightenment. Through materials, direct instruction, and collaboration with faculty, the library encourages student imagination and intellectual curiosity and educates students in their use of ideas and information, empowering them to become ethical users, evaluators and creators of information, and independent lifelong learners.

Library Hours: Monday through Friday 7:30AM-5:45PM

Library Expectations:

- Keep your voice down; show respect for those who are studying or reading.
- Magazines may be used only in the library, so everyone has access to them.
- Check out your books.
- Drinks with a tight cap or lid are allowed.
- Cold snacks only are allowed, and please be careful (crumbs and odors attract mice!).
- If you move furniture, put it back where you found it before you leave.
- Clean up after yourself, including separating trash and recyclables.
- If you need help for any reason, ask the librarian.

KELLNER STUDENT CENTER

The Student Center is available as a place of recreation and relaxation for all Upper School students during the academic day and for evening and weekend events associated with the Student Activities Office and Student Life Program. Students abusing this privilege will be restricted in their use of this facility.

Monday through Thursday	8:00AM - 4:00PM
Friday	8:00AM - 4:00PM; 6:30PM - 10:30PM
Saturday	1:00PM - 5:00PM; 6:30PM - 10:30PM
Sunday	1:00PM - 5:00PM

The Hilltopper Cafe is located inside the Kellner Student Center and is open to the community during posted hours (outside of Adams Hall & Megaron meal times).

The General Office is located on the lower level of the Kellner Student Center. The main switchboard resides in the General Office and is staffed by receptionists Monday through Friday 7:30AM-5:00PM.

TECHNOLOGY & INFORMATION SERVICES

The IT Offices are located in McEvoy Library in Rader Hall. We are open from 8:00AM-4:00PM Monday through Friday. Issues that arise outside of that time we ask that students, faculty and staff email techhelp@worcesteracademy.org and someone from our offices will be in contact with you within 24 hours during the week and within 36 hours on the weekends.

Please refer to the laptop policy for specifics regarding your assigned device.

EMAIL: All students and employees are assigned an email account upon arrival at Worcester Academy.. **It is essential that students check their email and myHILLTOP twice a day during the academic week to receive class assignments, campus memos, and announcements.**

myHILLTOP: myHILLTOP provides members of the Worcester Academy community with the content and information they need regarding classes, gradebooks, schedules, forms, student billing, college counseling, and much more. When you visit <https://worcesteracademy.myschoolapp.com>, you can log onto myHILLTOP using your username and password to search the directory, view the school calendar and access important Academy resources. We encourage all members of the Worcester Academy community to use myHILLTOP as your direct way of staying informed and obtaining the information you need throughout the year.

CENTER FOR LEARNING

The Center for Learning (CFL) augments the organizational, writing, technology, problem solving, self-advocacy, and time management skills being taught and modeled in the Middle and Upper School classrooms and advisories.

The CFL is a fee-for-service program. However, CFL placement for support services of current students is determined by the Director of the CFL only after reviewing educational, neuropsychological, and/or psycho-educational evaluations submitted during the admissions process and student work samples demonstrating student performance. If this overview demonstrates support is needed, the student is placed on the CFL roster and the staff of the CFL compiles a comprehensive student profile delineating guidelines for support services. This is shared with the teachers, parents, Upper School Office, and support staff. However, if there is not sufficient information to compile a comprehensive student profile, families will be asked to secure a current outside evaluation, at their own expense, in order for the CFL to better target student needs and appropriate support

services. Recommendations for these evaluation services are made to families by the Director of CFL in conjunction with the Division Head and the Upper School Office. Once a student is assigned to the CFL, a required schedule is assigned.

The Student Support Team meets weekly to discuss students. When individual student issues are identified, teachers are asked to share their observations with those involved in assessing appropriate support services. The Director of the CFL will observe these students in class and conduct follow-up meetings with teachers, advisors, and administrators, prior to scheduling a meeting with parents to discuss the student's needs. Regular updates on the students' progress are gathered, and the students' needs are re-evaluated periodically. Contact the Director of the CFL for details regarding student participation and enrollment in the program.

If a student has had an educational evaluation, but is not enrolled in the CFL, they will not receive in-school accommodations such as extended time unless official support from the CFL is no longer indicated as determined by the Director of the CFL.

THE COLLEGE COUNSELING OFFICE

The college counseling team consists of a director, a senior associate director, and an associate director, who jointly develop and deliver programming and individual advising primarily to junior and seniors, as well as PG's. All team members are part of the residential life program and contribute in various ways to student life outside of the office. The College Counseling office (CCO) is located in Walker Hall where students may drop-in with questions or meet their counselors by appointment. We are using the newest software, MaiaLearning, to enhance the application experience and ensure seamless digital delivery of application documents to universities. Our team also currently handles questions about standardized testing for college: PSAT, SAT, and ACT, as well as NCAA Eligibility Clearinghouse matters. Practice tests are scheduled throughout the year, and families will be notified as to how to register. Workshops and meetings are held in-person and on Zoom throughout the year. Our goal is to help each student to find the best fitting colleges, and to leave Worcester Academy with pride in their achievements, and confidence in the future.

COUNSELING and WELLNESS

Worcester Academy's Counseling Office is staffed by four master level counselors, all of whom support the Worcester Academy community by addressing mental health and well-being concerns when they interfere with a student's academic and social progress. The counselors are available to evaluate such situations and to make recommendations to students and parents/guardians for support and treatment, including referrals to outside mental health providers. In addition, the Academy retains both a consulting psychologist and consulting psychiatric nurse practitioner, both of whom work closely with the school counselors, the Head of Upper School, and the Health Office. Although the Academy provides this service, it must be stressed to students and parents that this counseling help is short-term and available only to aid the student in coping with problems that interfere with normal academic progress. These services are not intended to remedy learning disabilities, serious psychological disturbances, or other problems requiring extensive or long-term attention. If such conditions are determined to exist, one of the school counselors will refer the family to appropriate services outside of the Academy. All psychological information shared between students, parents, and the Academy's school counselors is private and is treated confidentially within the limits of the law. The Health And Wellness Department oversees our 9th and 10th grade Health and Wellness Programming specifically addressing the social and emotional well-being of our students. The Counseling Office is located on the first floor of Dexter Hall.

HEALTH OFFICE

The Worcester Academy Health Office provides care for all boarding and day students. The Health Office is staffed with professional nurses Monday through Friday and a school pediatrician by appointment on Wednesdays. There is an on-call nurse for all evenings and weekends when students are on campus.

The Worcester Academy Health Office observes a Coordinated School Health Model defined by the Center for Disease Control (CDC) and Prevention; health education, health services, social and physical environment, physical education, guidance and support services, food service, school and worksite health promotion, and integrated school and community health promotion.

Programs and Services:

- Care for acute and chronic medical conditions
- Partnership with parent/guardian/PCP/counselors/athletic trainers in the development of student health plans
- HIPAA Compliant Health Office
- Preventative health care including immunizations and epi-pen emergency response protocol
- 5-bed inpatient unit for students requiring rest and/or medical observation
- Linked with community primary care, mental health and dental health providers, local youth and family service agencies, local and state Departments of Public Health and emergency providers
- Nutrition counseling with special emphasis on helping students develop a healthy body image
- Act as liaison to hospital/patient/family/school for student with health care providers
- Health education pamphlets, vide, and other resources
- Coordinate trainings and speakers on various health topics for faculty and students
- Collaborate with WA Health Team, student support team, WA faculty, coaches and athletic trainers for the promotion of individual academic and athletic success
- ARC CPR/AED certification for instruction and training
- Management of WA AEDs
- Emergency Response Team

Location:

The Health Office is conveniently located on the first floor, north end of Dexter Hall. It is a locked and secure area. A WA issued ID key card is needed for entry.

Hours:

Monday through Friday 7:30AM-3:30PM

On-call nurses are available 24 hours a day when school is in session for residential students.

Clinic hours with the school physician, Dr. Malkani, are Wednesdays 11:30AM-12:30PM. Routine and non-emergency visits to the Health Office should be made during the student's free period or between classes. Emergencies will be handled by the school nurse while on duty and/or in consultation with residential faculty/athletic trainers/coaches.

Illness While at School:

Boarding Students who awaken feeling ill and are unable to attend class must report to the Health Office prior to the start of their first period class. If the student becomes ill midday, they are to report immediately to the fHealth Office. The Health Office will excuse students from class as necessary.

All Worcester Academy boarding students must have a local contact for emergencies that would require them to leave campus and be supervised. Some examples would be surgery, severe illness, or behavioral issues. This person can be a family member, friend, guardian, hired consultant or hired agency. This person must be over 21 and have access to transportation to pick up their student from campus in an emergency situation.

All Worcester academy boarding students must have one local contact for emergencies that would require them to leave campus and be supervised by an adult. Some examples would be severe illness, surgeries, behavior issues and mental health. The person can be a family member, friend, guardian or hired agency. This person must be over 21 and have access to transportation to pick up the student from campus in an emergency situation. The

emergency contact must be within 300 miles of campus.

Parents of boarding students are not permitted to call in and excuse their child from class due to illness unless the student is home in the parent's care at the time.

Day students who become ill while at school will be evaluated by the school nurse. The school nurse will communicate with the parent/guardian. Arrangements will be made for the student to be picked up from school or cleared with a parent/guardian that the student is safe to drive home. The nurse will excuse the student from any remaining classes for the day.

Health Insurance:

All students at Worcester Academy are required to be covered under a health insurance plan for the entire academic year. A comprehensive student health insurance plan are available through Worcester Academy for international students only. International students are automatically enrolled in the health plan as part of the international student fee. A separate dental plan can be purchased at an additional cost and families should contact the Worcester Academy Health Office if interested. Parents of all out-of-state students should confirm with their individual health plans that services will be covered if needed when a student is out-of-state. Any uncovered medical expenses are the responsibility of the parent/guardians.

Management of Student Health Records:

Student medical records (SMR) are managed in the Worcester Academy Health Office via the online database, Magnus Health. As a web based system, parents/guardians have continuous access to their student's health record and the ability to make updates as necessary. Families have the option to take their digital health file upon leaving Worcester Academy.

Individual Magnus Health SMR accounts for every student are accessed through the myHILLTOP account. Parents/guardians are required to upload annual physical examination reports and complete required documentation for each academic year. ***Health information is required within individual Magnus Health SMR accounts for every student attending Worcester Academy by July 1 for the upcoming academic year.***

Magnus customer support can be reached by phone at 877-461-6831 or by email at service@magnushealthportal.com.

All health information in the Worcester Academy Health Office is confidential. It is shared on a need to know basis with permission from the parent or guardian, except in case of an emergency or life-threatening condition.

Worcester Academy is in compliance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and therefore requires the annual completion of the HIPAA compliance for exchange of information form, *The Authorization for Release of Health Information* for each student. Completion of additional Authorization for Release of Health Information may be requested by the Worcester Academy Health or Counseling office for students with health issues that impact their functioning at Worcester Academy such as but not limited to; class attendance, academic and athletic participation, and as part of the student re-entry processes following a Medical Leave of Absence.

For Magnus Health Privacy Policy consult the Magnus Health Privacy and Security page at www.magnushealth.com/privacy-and-security.

Further Health Office Policy can be found in the Appendix - Requirements for Participation, Management of Student Medication, Fever Policy, and Concussion Policy

ATHLETIC FACILITIES

The 2025-2026 school year will mark the opening of the Capozzoli Athletic Center and the McCabe Natatorium. Over the course of the year, we will be transitioning our athletic operations to these facilities. Please monitor school communications for the hours of operation of all of our various athletics facilities, including Daniel's Gymnasium and the Hall Weight Room and Cardio Rooms as they will fluctuate during this transition.

STUDENT LEADERSHIP PROGRAM

Worcester Academy believes that having students in positions of leadership is a highly valuable experience for them and the Academy. These students make important contributions to the daily operation of the school, they help bridge the gap between students and adults, they represent the student body's interests and concerns, and they have the opportunity to develop leadership skills.

Student leaders must embrace and embody the mission and values of the school, uphold school rules, and model exemplary behavior. Appointed or elected student leaders who do not meet these standards may lose their positions and/or may not be permitted to run for or otherwise pursue leadership roles at the school.

Worcester Academy offers a wide array of opportunities for students to be involved in student leadership. Below are some examples of leadership groups on campus.

BOARD OF MONITORS

"On a time-honored tablet in the Megaron are engraved the names of the Head Monitors of the school. Since 1887, when Dr. Abercrombie first dispelled the distance between faculty and student by placing authority of student life into the hands of the students, this traditional office has been an Academy honor, and none so honored has failed his trust." Headmaster S. F. Holmes, 1929

Monitors embody the highest level of student leadership in the school. The Board of Monitors consists of conscientious and dedicated students who serve the Academy Community and uphold its traditions. Students self-nominate and secure a certain number of student signatures to affirm the nomination. Candidates then submit a platform sheet that outlines their ideas and initiatives should they be elected, followed by a brief interview with the Upper School Office. The final step is a speech given before the Upper School community. Based on their speeches, new members are elected by the student body in the spring. The Board serves as a liaison between students and faculty and administration. Class and club leaders must periodically report to the Board on the state of their classes and clubs respectively. In the fall of the new school year, the postgraduate students elect one of their group to serve on the Board. Elected offices include Head Monitor, Second Monitor, Sergeant at Arms, Master Prefect, Treasurer, Oversight Monitor, and International Monitor.

PILLARS

The Pillars program was built upon the foundation of Worcester Academy's mission statement and core values (Scholarship, Fellowship, Leadership, Craftsmanship, and Sportsmanship). Each year sixteen to twenty Peer Educators are selected from the rising junior and senior classes after a lengthy and competitive application and selection process. Pillars Peer Educators teach their peers in education forums including grades 9 and 10 Health and Wellness classes, class meetings, advisory periods, assemblies, and other school-wide events. Pillars also play a significant role in the new student Orientation Program in order to support a smooth transition into the Worcester Academy community.

PROCTORS

Proctors are student leaders within the residential community. Successful candidates must be considered leaders for their scholarship and citizenship within the framework of the broader school community. Proctors are assigned to specific dormitories and work with both students and faculty to create a positive and inclusive living environment with clear channels of communication between boarders and the residential faculty. Proctors also work closely with the Board of Monitors and class officers to discuss general student issues and concerns.

HEAD AMBASSADORS

Head Ambassadors play an important role in welcoming and orienting prospective students and families to the Worcester Academy community and representing the Academy at special events and functions. They also have the responsibility of helping organize and run the Ambassador Program.

DIVERSITY COMMITTEE

The Diversity Committee is the student leadership cohort of the Office of Equity and Inclusion. The Committee (composed of student representatives from each grade and one student head) will plan programming for Worcester Academy and collaborate with all of the Affinity, Interest and Alliance groups on campus. The group would be responsible for scheduling Common Ground discussions, cultural celebrations, and other events.

ALUMNI AMBASSADORS

The Alumni Ambassadors are a dedicated student leadership group that partners with the Advancement Office to strengthen alumni connections, support fundraising efforts, and foster a culture of philanthropy within their classes. As ambassadors for the Annual Fund, these students play a vital role in driving participation in key initiatives like senior gifts and Founders Day. They also take on essential stewardship responsibilities, ensuring donor contributions are recognized and appreciated, while helping to connect alumni back to the Hilltop.

This opportunity helps students develop valuable networking and communication skills, connect with alumni, and make a lasting impact on their class and for future Hilltoppers. Alumni Ambassadors are encouraged to stay engaged after graduation, inspiring their peers to remain connected and actively participate in alumni events like Reunion. They also play an active role in supporting Advancement events, serving as vital links between past, present, and future generations of the WA community.

VARSITY CLUB OFFICERS

Varsity Club Officers' primary responsibility is to promote athletics and student-athlete involvement within the school community. Throughout the school year, the Varsity Club Officers meet to discuss projects, policies, recommendations for new programs, and generally deal with the ongoing athletic programs from season to season. The chosen officers lead the Varsity Club, which is composed of all varsity letter winners in all sports here at Worcester Academy. All varsity letter winners are automatically enrolled as a member, unless they choose not to be by indicating this choice to the Director of Athletics.

CORE VALUES COMMITTEE

The Core Values Committee are student leaders who work with the Student Life Office to ensure fair accountability practices in our community. They serve on the Core Values Committee Meetings and help establish restorative plans for students who have broken a major school rule. They also review school policies to make sure that they are equitable for the current student population.

APPENDIX I

DRESS CODE

The Worcester Academy dress code is intended to support an equitable, inclusive academic environment where adults and students are encouraged to express their individuality while instilling a professionalism and appropriateness of dress in an academic setting. Adults and students must be conscious of how clothing choice can be representative of our community and core values. Therefore, it is important to wear clothing that is respectful, sensible, and appropriate at all times. Everyone is expected to achieve the honorable of following the dress code.

Adults and students are encouraged to express their individuality while maintaining a united community semblance of professional appropriateness of dress in our academic setting, representative of our community and core values. Therefore, clothing must be respectful, within our guidelines, sensible and appropriate at all times. Everyone is expected to "achieve the honorable" of following the dress code. In the case of attire for special events, such as sports, academic assemblies or performances, the faculty, staff or coaches responsible have the authority to set the standards of dress for the occasion in accordance with the dress code standards. The academic day dress code applies whenever classes are in session, including during lunch and free periods and regardless of whether a particular student has a scheduled class or meeting.

Academic day dress code

The following meet dress code during the academic day:

- Clothes that are neat, clean and in good repair with no rips or tears
- Collared shirts, polo shirts, tailored shirts, dress blouses, sleeveless tops; sweaters, turtlenecks; neckties and blazers are optional. Shirts are expected to be on the shoulders and cover torsos
- Pants, Shorts, Skirts: khakis, chinos, corduroy, jeans, leggings, joggers
 - Students should be able to move comfortably through their day, including up and down stairs, without undergarments being exposed
- Sneakers, shoes, boots, dress sandals, leather or leather-like flip-flops, crocs, and heels. Shoes must be worn at all times on campus
- Worcester Academy sweatshirts with an approved shirt underneath and sweatshirts that are maroon, white, gray, or black and plain without graphics, logo, etc.
- Non-sport/athletic head coverings are allowed: scarves, durags, hair wraps, fashion hats, non-athletic hats and headbands, cultural, ethnic, and religious headwear

The following items do not meet dress code the academic day:

- Sweatpants, including Worcester Academy sweatpants, or athletic shorts
- Revealing (clothes must be worn so that genitals, buttocks, and nipples are covered with opaque material), faded, ripped, or distressed clothing, soiled, frayed, or ripped clothing
- Beach attire
- Pajamas or slippers
- Shirts that do not have a full back, cover the torso; Spaghetti strap shirts or tank tops are not allowed. T-shirts are not allowed even if worn under an approved WA sweatshirt
- Clothing, head covering or body art with inappropriate or offensive messages. This includes, but is not limited to, clothing with messages advocating violence, sex, graphic/derogatory pictures, alcohol, or drugs; clothing expressing obscenities; and clothing that is derogatory to an individual or group are never allowed on campus
- Any sport/athletic covering (including baseball caps and headbands) and bandanas, are not allowed.
- No undergarments should be exposed including underwear, boxer shorts, undershirts, bras, and bralettes

Dress code after the academic day and during the weekends

Outside of the academic day and school functions, students are permitted to dress casually, as long as clothing maintains a level of necessary respect, as a reflection of the standards of the school community, Core Values, and school mission.

Dress Down Days, Field Trips, or other special events:

Occasionally, as announced, students may be allowed to “Dress Down” in more casual clothes for a school day or school function. The Dress Down days and/or school function and the appropriate attire for those dress down days are determined by the Head of the Upper School/Middle School and the Assistant Head of School for Student Life.

APPENDIX II

UPPER SCHOOL CELL PHONE POLICY

We believe that cell phones should not be allowed in classes for the following reasons:

Distraction to learning

Cell phones should not be allowed in classrooms because they can be a major distraction for students. With easy access to social media, games, and other apps, students might be tempted to focus on their phones instead of paying attention to the lesson. This can disrupt not only the student using the phone but also others around them.

Privacy concerns

Cell phones also create concerns about privacy issues, as students might use their phones to take photos or videos without permission. By keeping cell phones out of the classroom, we aim to create a more focused and respectful learning environment for everyone.

Mental Health

Research indicates that cell phones can have damaging effects on teenagers' mental health. Excessive use of social media and constant access to online content can contribute to anxiety, depression, and low self-esteem among students. The pressure to keep up with peers online and the exposure to negative content can be overwhelming. By limiting cell phone use during school hours, we hope to reduce these risks and encourage healthier, more balanced habits.

Upper School

Upper School students are not allowed to use cell phones during any academic class, assembly, or meetings. Teachers will not ask students to use their phones for academic purposes. Due to privacy concerns, cell phone use is not allowed on the lower level of Daniels Gymnasium or in any restrooms on campus. Exceptions may be granted in the case of medical need, as determined by the Health Office.

During class

It is mandatory for all cell phones to be placed into a phone hotel in every classroom. Phones will remain there until the end of the class period and cannot be taken out for bathroom breaks. Teachers are responsible for enforcing this at the beginning of every class period.

Headphones/Earbuds

No earbuds or headphones of any type are allowed to be used where cellphones are not permitted. Students must remove headphones at the start of class. Teachers are responsible for enforcing this.

Infractions

Infractions of this policy are considered community infractions. This includes refusing to/avoiding placing a phone into the phone hotel, using a phone in a space or during a time for which it is prohibited, refusing to remove headphones/earbuds.

When a student uses a phone in class, a teacher can take the phone away and hand it into the US office. The student may retrieve the phone at the end of the academic day.

Additionally, when a student has a community infraction, the following consequences will occur:

- First Offense: A faculty member will speak with the student directly and then send an official note to alert the student and their advisor of this infraction.
- Second Offense: When receiving an official note for the second offense of a community infraction, the student's advisor will reach out to parents/guardians

- Third Offense: Worcester Academy community service hours will be assigned for students after their third violation. This will be assigned by the Upper School Office.
- Further violations will result in increased disciplinary action, including a meeting between the Upper School Office, the student, and their family to discuss community standards and expectations.

Middle School

The use of cell phones is prohibited during the regular school day. Cell phones should be turned off and stored in the student's locker or backpack during the school day. Students are welcome to use the Middle School Office phone if they need to contact families during the day. Additionally, students can send and receive email during school to confirm pick up times, relate changes in practice schedules, etc.

Infractions

When a student uses a phone at any time during the school day, a teacher can take the phone away and hand it into the MS office. The student may retrieve the phone at the end of the academic day.

- Initial infractions will result in a teacher meeting and reflection.
- Second infractions will result in a meeting with parents and the Grade Team Leader, a reflection, and a formal disciplinary warning
- Third and subsequent infractions will be treated as a violation of a major school rule and will be addressed by the CVC.
- For repeated infractions, a likely consequence is the requirement to turn the cell phone in at the start of every school day for an identified period of time.

APPENDIX III

VEHICLE USE POLICY

DAY students driving to campus must adhere to the following guidelines:

- Vehicles driven by students must be registered with Campus Security and have a Worcester Academy parking sticker on the front window. Request forms for stickers may be obtained through Campus Security. Permits are valid for the current school year and may not be transferred from one vehicle to another. You must submit a new form each year and with any additional vehicles you might utilize to drive to campus.
- Vehicles are not to be used during the academic day unless expressly permitted. If students need the use of their cars during the academic day, permission must be granted by the Upper School Office. Students may not leave campus after classes and return for a Worcester Academy commitment such as a practice unless given permission by the Upper School Office
- Students are not allowed to use their vehicles to shuttle other students to or from Gaskill, New Balance, or Morse Fields, Mt. Wachusett, hockey rink, and athletic contests held at other schools.
- Student drivers must reference and adhere to the school's policy on driving residential students as stated in the residential life portion of the handbook.
- Upper School students should only drive Middle School students if they are a family member or part of an organized carpool.

Only Seniors may park on campus and ONLY in the Daniels Gym parking lot. Seniors will be asked to park in Lot B on Providence St. on special days, and/or if the number of seniors with cars exceeds the capacity of the gym lot. All other students who drive to school are required to use the space available at Lot B on Providence St. Students cannot park on neighborhood side streets, this includes but is not limited to Aetna Street, Dorchester Street, Barclay Street, and Providence Street. All students parking in Lot B may use the Worcester Academy shuttles to and from the parking lots. Security can be reached at 508-769-2670 to request a shuttle ride.

Consequences for Community Infractions:

When a student has a community infraction, the following consequences will occur:

First Offense: A faculty member will speak with the student directly and then send an official note to alert the student and their advisor of this infraction.

Second Offense: When receiving an official note for the second offense of a community infraction, the student's advisor will reach out to parents/guardians

Third Offense: Worcester Academy community service hours will be assigned for students after their third violation. This will be assigned by the Upper School Office.

Further violations will result in increased disciplinary action, including a meeting between the Upper School Office, the student, and their family to discuss community standards and expectations.

APPENDIX IV

ATHLETIC POLICIES AND PROCEDURES

Worcester Academy requires all students to submit a health form with an updated physical exam report annually. No one will be allowed to participate in athletic contests, and practices without the health form on file.

PARENTAL SUPPORT

We believe that athletics are an extension of the classroom, providing countless opportunities for students to learn more about themselves through the experience of sport. Athletes are encouraged to work together towards common goals, to make commitments to teammates and their coaches, to respect themselves and others, and to proudly represent Worcester Academy and its athletic traditions. As we strive to teach our athletes the values of sportsmanship, integrity and discipline, we ask that parents reinforce these values by supporting individuals and teams in a manner consistent with our motto to “Achieve the Honorable.”

TEAM PRACTICES & GAMES

Students are expected to attend all team practices and games unless excused by the coach or the athletic trainer. For a daily medical excuse, students must obtain a note from the school nurse and present it to the coach or athletic trainer. Students excused from practice by the nurse or trainer must report to and remain at practice and for an extended absence a doctor’s note is required. Emergencies notwithstanding, student-athletes and families must identify potential conflicts for absences with the head coach at the outset of each season.

Representing the school in an athletic activity is a privilege, not a right. Therefore, any Worcester Academy student participating in a sport may be subject to disciplinary action for missing practices or games, unsportsmanlike conduct, or breaking NEPSAC or team rules and regulations. Similarly, failure to fulfill classroom obligations or upholding our values, i.e. attendance, academic performance, conduct may result in the loss of athletic privileges. A coach has the right to oversee the training and discipline of team members, subject to the approval of the Director of Athletics. An athlete who is suspended from school will miss all contests played during this absence or will miss the next scheduled game upon their return to school, if there were no contests played during the suspension. Head coaches, in consultation with the Director of Athletics will oversee the return to play conditions for the athlete.

Athletic Awards – Individual and team awards are presented at the end of each season. The criteria for these awards are as follows:

- ☐ Sub Varsity Teams – Awards are based solely upon attendance, participation, attitude and effort.
- ☐ Varsity Teams – Varsity athletes are awarded a letter, per recommendation of the head coach, for time, energy, effort, and commitment to the program. All those recommended for letters, must be approved by the Director of Athletics.

A senior may receive a letter on the recommendation of the coach despite the possibility that they have not met the aforementioned guidelines.

ATHLETIC CODE OF CONDUCT

As a student at Worcester Academy, it is my responsibility to review and familiarize myself with both the Mission Statement of the school and the Core Value Statements that should guide my actions in pursuit of this Mission.

Additionally, I understand that being a student-athlete at Worcester Academy is a privilege and as such I will act in accordance with the conditions and expectations set forth in the Worcester Academy Student Handbook. As a Worcester Academy student-athlete and ambassador of the school, I recognize that I am held to a higher level of scrutiny and accountability and readily accept the challenge of always conducting myself in a manner that will reflect positively on my

team, my coaches, my school, and myself.

As a student-athlete at Worcester Academy, I will...

- Demonstrate good character and judgment at all times, on and off the playing field
- Exhibit respect and courtesy to all in and out of the competitive arena
- Not engage in inappropriate, divisive, or unethical conduct that may be detrimental to my team, school or others
- Use discretion and sound judgment in my use of Social Media
- Adhere to all team rules as they pertain to me and my teammates
- Take full advantage of the opportunities Athletics presents to me and vow to represent my team with responsibility, integrity, and good sportsmanship at all times.

Violation of this agreement may result in dismissal from the team and I agree at all times to be truthful no matter what the consequences.

APPENDIX V

NETWORK & INTERNET ACCEPTABLE USE POLICY

The Worcester Academy Communication and Information Systems exist to support the educational mission and program of the School. Use of the Worcester Academy information technology network is for educational purposes only. Network usage is a privilege, not a right. Users are expected to exercise responsible behavior and will be held accountable for maintaining the integrity of all aspects of the network.

Student Responsible and Acceptable Network and Internet Use Policy (AUP)

ACCEPTABLE USE OF COMMUNICATION/INFORMATION SYSTEMS

The School provides certain communications and information equipment, systems, networks, software, and other related devices and resources, including computers, Internet access, email, and telephones (collectively, “Communication/Information Systems”), to aid students with the performance of their academics. All Communication/Information Systems are to be used only in connection with a student’s duties as a student of the School, unless otherwise noted, in accordance with the following policies. Each user is personally responsible for all uses and contents of her account. Giving out personal passwords, access codes, login procedures, or misrepresenting one’s identity in electronic communication are not permitted. Unauthorized copying, removing, or distributing software violates copyright laws and software license agreements and are prohibited. Modifying, manipulating, or otherwise tampering with applications, files, and data on the network, or any attempt thereof, are not permitted.

SCHOOL EMAIL

All students will be provided with a School email address (Google), and it is their responsibility to check this account regularly, including during the summer vacation and other School breaks. Further, all School related matters, including communications with teachers and staff members should be conducted using the student’s School email, and not using a personal email address.

RESPONSIBLE USE

Students should use the Information Systems primarily for school-related reasons. Information Systems have been installed by the School for use in the conduct of School business. The School recognizes, however, that students may desire to use these systems, and the email system, occasionally for personal purposes. The School will permit such occasional, personal use of the Communication/Information Systems, provided that:

- Such use is kept to a minimum during school hours;
- Such use does not result in additional costs to the School;
- Such use is not excessive or abused by students; and,
- Students understand (and are hereby informed) that all messages transmitted or received on the email system, of whatever nature, remain fully subject to all of the provisions of this email policy (thus, for example, even personal messages on the e-mail system constitute the School’s property in which students have no right of privacy and which may be stored, monitored, or disclosed at any time by the School).

Students may not use the Communication/Information Systems for any inappropriate or unauthorized use, including but not limited to the following:

- To post, view, or access social networking sites during school hours, unless authorized by the Technology Department;
- For any illegal, fraudulent, or unauthorized purpose;
- To solicit or to address students regarding commercial, religious, political, or non-School fundraising causes, except when done with explicit permission from an Academic Division Head;

- To knowingly send, receive, download, store, or post any messages, files, or other materials that are defamatory, discriminatory, obscene, pornographic or otherwise inappropriate and/or harass, threaten, or intimidate another person or to violate any other School policy;
- To disseminate or print copyrighted materials, including articles and software, in violation of copyright laws; and,
- Post a “home page” or otherwise disseminate information that suggests the School as the source or that relates to the School unless authorized in writing.

ACCESS

The School has the right to restrict and/or terminate a student's access to Communication/Information Systems, including network privileges and/or access to the Internet, at any time for any reason.

EQUIPMENT

The School provides standard equipment for use by students. This equipment, including but not limited to telephones, computers, laptops, iPads, etc., is and remains School property. When a student leaves, or at any time prior if requested by the School, it is their responsibility to return all School equipment to the Technology Department. All content generated and/or stored on the equipment is considered School property. Students should have no expectation of privacy with regard to any material created, stored, sent, or received on such School equipment. Deleting, cleansing, wiping, or resetting to factory settings is expressly prohibited.

Student Use of Social Media

The school’s core values, motto and handbook guidelines extend to the electronic world. Students are also expected to exercise responsible behavior online. When a student presents themselves publicly (such as on a social networking website), they must know that any inappropriate behavior, references or photographs (including but not limited to alcohol or drug use and sexual behavior) and/or inappropriate use of language (including but not limited to foul, profane, and/or derogatory) is in violation of School rules.

APPENDIX VI

GENDER IDENTITY POLICY

The following Gender Identity Policy exists in our evolving efforts to create an inclusive, safe and supportive learning community, where all students have equal opportunity to learn, thrive and succeed, regardless of gender identity. The responsibility for determining a student's gender identity rests with the student, or in the case of middle school students not yet able to advocate for themselves, with the parent. When students are at school, we will respect, support, and adhere to how each student self-identifies, including the gender that they identify as. We will also support students to our best ability (given possible family constraints), in adhering to the usage of their preferred names (via email address, documentation, diplomas, awards, etc.) if different from their legal name.

Gender Identification at Worcester Academy:

"Gender identity" shall mean a person's gender-related identity, appearance or behavior, whether or not that gender-related identity, appearance or behavior is different from that traditionally associated with the person's physiology or assigned sex at birth. Gender-related identity may be shown by providing evidence including, but not limited to, medical history, care or treatment of the gender-related identity, consistent and uniform assertion of the gender-related identity or any other evidence that the gender-related identity is sincerely held as part of a person's core identity; provided, however, that gender-related identity shall not be asserted for any improper purpose.

Transgender Identity

For those students who undergo gender transition while attending Worcester Academy, we will develop a plan for initiating use of the chosen name and pronouns consistent with the student's gender identity.

Transgender students will have access to restrooms, locker rooms and changing facilities that are safe and adequate so they can comfortably and fully engage in their school program and activities.

Physical Education Classes, Intramural and Extracurricular Athletic Activities

Most PE classes are coed, so the gender identity of students should not be an issue with respect to those classes. Where there are sex-generated classes or athletic activities, intramural and interscholastic athletics, all students will be allowed to participate in a manner consistent with their gender identity. We will proactively discuss the needs with individual students.

Affirming Students in their Gender Identities: Policy and Practices

The following policies for supporting and affirming our students' gender identities exist in our evolving efforts to create an inclusive, safe and supportive learning community, where all students have equal opportunity to learn, thrive and succeed. When students are at school, we will respect, support, and adhere to how each student self-identifies.

When a student discloses information about their gender identity or their process of undergoing a gender transition to an adult employed by Worcester Academy, WA commits to proactive conversations with the student about how to support them in their identity and/or transition, as the student feels ready for these conversations.

Conversations should include, but not be limited to:

- Name used in email address, myHILLTOP databases, diplomas, awards, graduation program, WA publications, and other documentation.
- Pronoun use by adults employed by WA and when referring to the student in communication with parent/guardian.
- If, how, and when teachers, coaches, and other WA employees who interact with the student should be informed of gender transition and pronoun use.

- If a gender marker within the school's databases should be changed or removed.
- Plan to ensure access to restrooms, locker rooms, changing facilities, and dormitories that correspond with the student's gender identity, and to ensure the student feels safe accessing them.
- Access to support systems such as the counseling office and affinity spaces.
- A documented course of action for the student to take if they feel their needs are not being accommodated.

Before beginning these conversations, the adult WA employee will ask the student's permission to initiate the discussions. The WA adults involved in facilitating conversations will commit to confidentiality about the discussion of the student's gender identity until and unless the student decides they want information to be shared.

WA commits to maintaining ongoing conversations with the student where needed, acknowledging that gender transitions can require different accommodations over time. These conversations will be consistent with and in accordance with Massachusetts law and DESE guidelines.

Finally, WA also commits to educating its employees about gender and gender identity as part of its diversity, equity, and inclusion initiatives, and to ensuring that WA employees are compliant in supporting student's identity and elected course of action as discussed with the school.

For reference, the following information is directly from “*Guidance for Massachusetts Public Schools Creating a Safe and Supportive School Environment*” (<https://www.doe.mass.edu/sfs/lgbtq/GenderIdentity.html>)

Definitions:

Understanding the terminology associated with gender identity is important to providing a safe and supportive school environment for students whose rights are protected under the law. These are the most commonly used terms, and students may prefer other terms to describe their gender identity, appearance, or behavior. The term "gender identity" is specifically defined in the Mass. General Laws, as amended by *An Act Relative to Gender Identity* (the gender identity law).

- **Sex:** is the sex that the medical community labels a person when they are born (usually based on perception of genitalia). If your gender identity matches the sex assigned to you at birth, then you are cisgender. For example, if you identify as a girl and you were assigned female at birth, then you are cisgender. People whose gender identity does not match their sex assigned at birth may be transgender.
- **Gender:** Gender is much more complex than “boys” and “girls,” but not too complicated for students of any age to learn about. All students have a gender, express that gender each day, and are affected by gender stereotypes. You can use [GLSEN's Gender Terminology Visual](#) to explain these basic gender terms.
- **Gender identity:** as defined in part at G.L. c. 4, § 7, is "a person's gender-related identity, appearance or behavior, whether or not that gender-related identity, appearance or behavior is different from that traditionally associated with the person's physiology or assigned sex at birth ..."
- **Gender expression:** the manner in which a person represents or expresses gender to others, often through behavior, clothing, hairstyles, activities, voice, or mannerisms.
- **Transgender:** an umbrella term used to describe a person whose gender identity or gender expression is different from that traditionally associated with the assigned sex at birth.

APPENDIX VII

POLICY AGAINST BULLYING, HARASSMENT, HAZING AND RETALIATION Bullying, Harassment and Hazing Prevention and Intervention Plan

Overview

Students, faculty, staff members, and others connected with Worcester Academy should expect to be treated with respect and consideration. As stated in our Inclusive Safe Spaces section of the Upper School Handbook, at Worcester Academy, an inclusive and safe classroom and overall school environment refers to spaces where all students feel supported and are extended a sense of belonging that includes psychological and social-emotional safety, regardless of identity, learning preferences, and educational differences. As a community enriched by its diversity, we recognize and celebrate differences in characteristics such as culture, race, age, ethnic origin, religion, gender, sexual orientation and socio-economic level. It is extremely important, and a condition of every individual's employment, to ensure that no student experiences any of the behaviors defined in this policy. Employees, in particular those having regular contact with students, are required to become familiar with these policies. Failure to report any evidence of these behaviors involving a student, whether based on first-hand knowledge or otherwise, will be grounds for disciplinary action.

While this policy sets forth our goals of promoting an environment that is free of discrimination, harassment, bullying, hazing and retaliation, it is not designed or intended to limit the Academy's authority to discipline or take remedial action for conduct which the Academy deems unacceptable, regardless of whether that conduct satisfies the definitions above.

Definition under the law

The following definitions are drawn from the Massachusetts law against bullying (M.G.L. c.71, s. 370). Note, however, that stricter standards of behavior may apply under the School's policies in order that we may prevent inappropriate verbal and physical conduct before a student has been subject to bullying as it is defined under law. For example, although the law defines bullying as "repeated use" of certain expressions, acts, and/or gestures, the School reserves the right to apply disciplinary measures and other corrective action in the case of even a single expression, act or gesture, if the School determines it to be of sufficient severity to warrant disciplinary measures or other remedial action or that the repetition of such expression, act, or gesture might reasonably result in bullying as defined by law.

- **Aggressor.** An aggressor is a student who engages in bullying, cyber-bullying, or retaliation.
- **Bullying.** Bullying is defined as, the repeated use by one or more students of a written, verbal, or electronic expression or a physical act or gesture, or any combination thereof, directed at a target that:
 - causes physical or emotional harm to the target or damage to the target's property;
 - places the target in reasonable fear of harm to himself or of damage to his property;
 - creates a hostile environment at School for the target;
 - infringes on the rights of the target at School; or
 - materially and substantially disrupts the education process or the orderly operation of the School.

Bullying may include conduct such as physical intimidation or assault, including intimidating an individual into taking an action against their will; oral or written threats; teasing; put-downs; name-calling; stalking; threatening looks, gestures, or actions; unkind rumors; false accusations; and social isolation.

Under Massachusetts law and at Worcester Academy, bullying carried out in electronic form is considered bullying, but is nonetheless given a separate term "cyber-bullying".

Cyber-bullying: Cyber-bullying is bullying carried out through the use of technology or any electronic communication, which shall include, but not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo

electronic or photo optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications. Cyber-bullying also includes:

- the creation of a web page or blog (including all forms of social media such as Facebook, MySpace, etc.) in which the creator assumes the identity of another person;
- the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated above in the definition of bullying; and
- the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if such distribution or posting creates any of the conditions enumerated above in the definition of bullying.

Cyber-bullying may include conduct such as sending derogatory, harassing or threatening email messages, instant messages, or text messages; creating websites that ridicule, humiliate, or intimidate others; and posting on websites or disseminating embarrassing or inappropriate pictures or images of others.

Hostile Environment. Hostile environment is defined as a situation in which bullying causes the School environment to be permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive to alter the conditions of a student's educational experience.

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

Target. Target is a student against whom bullying, cyber-bullying or retaliation has been perpetrated.

Bullying, Harassment and Hazing Prevention & Intervention Plan

Leadership

The Head of School and members of the administrative team have taken responsibility for developing this Plan and all associated tasks related to creating a community free of discrimination, harassment, bullying, hazing and retaliation. This Plan is designed to coordinate with Worcester Academy's existing Policy Against Discrimination, Harassment, Bullying, Hazing and Retaliation ("Policy").

Training and Professional Development

- a. Worcester Academy will conduct annual training for continuing and new employees to help employees understand how the school can prevent, identify, and respond to discrimination, harassment, bullying, hazing and retaliation at Worcester Academy.
- b. The final Plan and the Policy will be posted on the school's intranet and in employee and student handbooks.

Access to Resources and Services

- a. Members of Worcester Academy's administrative team will identify training, counseling, safety planning and other services appropriate for members of the community or the community as a whole.
- b. In many situations, these services will be provided on campus. Where appropriate, these services will be provided off campus for convenience or where a conflict of interest may occur.
- c. In the event that complainants, alleged aggressors and/or their family members require services Worcester Academy is unable to provide, the Director of Counseling will provide referrals to external counselors.

Academic and Non-academic Activities

- a. Worcester Academy will conduct annual training for students on the forms discrimination, harassment, bullying, hazing and retaliation can take, the ways in which their participation in these prohibited behaviors are antithetical to the mission and core values of the school, and steps they must

take to respond to incidents of these prohibited behaviors.

- b. The annual training will present approaches to preventing and responding to these prohibited behaviors.

Reporting bullying or retaliation:

Anyone who believes they, or a student they know, is being subjected to discrimination, harassment, bullying, hazing or retaliation must immediately notify a member of the Compliance Team: The Upper or Middle School Head, the Assistant Head of School for Student Life, the Director of Counseling, the Associate Head of School, the Dean of Faculty, the Director of Human Resources or the Head of School. If a student is uncomfortable contacting one of these individuals, they must ask their advisor, another adult including a parent, a school prefect, or a student friend to help him or her contact one of the above individuals. The report may be documented by using the Worcester Academy reporting form available on Employee Connect.

Each employee is a mandatory reporter who must contact a member of the Compliance Team if they become aware of a possible incident of discrimination, harassment, bullying, hazing or harassment.

A report of bullying of a student or retaliation relating to a report of student bullying may be made anonymously.

School response, resolution, follow up:

School response

Before fully investigating a report, where appropriate the Head of School or his designee will take steps to restore a sense of safety to the complainant and or to protect the complainant from possible further incidents. The Head of School or his designee will implement appropriate strategies for protecting from discrimination, harassment, bullying, hazing and/or retaliation students who have reported, witnessed or provided information about the incident. The Head of School or his designee will notify the parents or guardians of the complainant and the alleged aggressor of the report and of the Academy's procedures for investigating the report. An investigation will be initiated, during which relevant community members will be interviewed. The school reserves the right to require the involved students to be off campus during the investigation. If the reported incident involves students from another school, the Head of School or his designee will contact, by phone, the Head of School of that school so that each school may take appropriate action. At any point after receiving a report, including after an investigation, if the Head of School or his designee has a reasonable basis to believe that criminal charges may be pursued against the alleged aggressor, the Head of School will notify the Worcester Police Department.

The Head of School or his designee will conduct a prompt and thorough investigation of the report as the particular circumstances warrant. If deemed necessary, the investigation will be done by someone trained in Title IX law. Generally, an investigation will involve at a minimum interviews with the individual making the report, the complainant who may be a different person than the reporter, the person who allegedly perpetrated the reported behavior, and with persons identified as witnesses or otherwise having knowledge of the incident or conduct. All employees and students are required to cooperate with and participate fully in the investigation of a report of prohibited behavior. While Worcester Academy cannot promise strict confidentiality, all persons will be instructed to treat the investigation as confidential and not to discuss the allegations with other persons at the school. Although information must be shared to conduct an effective investigation, the school will only release information on a legitimate need-to know basis. All persons will be informed that retaliation against an individual who has complained in good faith is unlawful and will result in discipline. The Head of School or his designee will maintain a written record of the investigation.

Resolution and follow up

The Head of School or his designee will make a determination based on the facts. If after investigation, the report is substantiated, the Head of School will take steps reasonably calculated to prevent recurrence and to ensure that the complainant is not restricted in participating in school or benefitting from school activities. After an investigation the report is substantiated, appropriate remedial or disciplinary action will be taken. Following this, the Head of School or his designee will promptly notify the complainant, the alleged aggressor, and the parents or guardians of the complainant and the respondent about the results of the investigation and, if the report was substantiated, what action is being taken to prevent further acts of prohibited conduct. The Head of School or his designee will adhere to confidentiality laws protecting student records in determining what information he can report to each parent or guardian.

Upon the Head of School determining that prohibited conduct occurred, Worcester Academy may require a wide range of skills-building approaches, educational activities, behavioral supports and/or behavioral plans to teach appropriate behavior. Worcester Academy may take whatever disciplinary action it deems appropriate. If the Head of School determines that a student knowingly made a false allegation of discrimination, harassment, bullying, hazing and/or retaliation, that student may be subject to disciplinary action. The Head of School or his designee will make adjustments in the school environment to enhance the complainant's sense of safety. Within a reasonable period of time following the determination and the implementation of responses to the prohibited conduct, the Head of School or his designee will contact the complainant to determine whether or not there has been a recurrence of the prohibited conduct and will take action as appropriate.

Student Safety Reporting Requirements

Please see Section 5 below for a summary of Commonwealth of Massachusetts Student Safety Reporting Requirements. Employees should always be cognizant that they are entrusted with the care of minors. Safety is of primary importance on school grounds. Student well-being must be at the forefront of each employee's responsibilities.

Massachusetts law requires schools to file a report to the Department of Children and Families (DCF) when they have reasonable cause to believe that a child under the age of 18 years is suffering from physical or emotional injury resulting from abuse inflicted that causes harm or substantial risk of harm to the child's health or welfare, including sexual abuse, neglect, or malnutrition. Worcester Academy employees thus have an affirmative duty to report any suspected negligence and/or abuse immediately to the Head of School so that a determination can be made as to whether or not a report should be filed with the DCF. The failure of any employee to report their suspicions shall be cause for disciplinary action. Such reports will be promptly and confidentially acted upon. Any report to state authorities will be made by the Director of Counseling.

In the Commonwealth of Massachusetts, the age of consent to any sexual activity is 16 years old. A child younger than 16 years old is legally unable to consent to any sexual activity. Therefore any student under 16 engaging in any sexual activity with a partner who is either older, younger, or the same age, is legally unable to consent to this sexual activity. If a Worcester Academy employee becomes aware of such sexual activity we are mandated to report this to DCF using the procedure above.

APPENDIX VIII

ALCOHOL, TOBACCO, NICOTINE, MARIJUANA, THC, CBD, and OTHER ILLICIT DRUG POLICY

The purchase, possession, distribution or use of illegal drugs, and/or controlled substances on the Academy campus renders the student liable for dismissal. Any student found in the presence of alcohol, alcohol containers, tobacco, nicotine, drugs or drug paraphernalia is subject to immediate suspension or Dean's Leave.

DRUG AND ALCOHOL USE AND TESTING

The presence of alcohol or other drugs on or off campus affects the entire community and threatens the psychological and physical safety of all students. Furthermore, it interferes with positive and constructive relationships between faculty and students, and among students, since the presence of illegal substances often requires secrecy, dishonesty, and deceit.

All parents/guardians must review the Worcester Academy Drug and Alcohol Testing Policy consent form with their student and sign prior to registration for classes annually. The consent form clearly defines our program and the circumstances under which testing would be appropriate.

- Suspicion of drug, alcohol or tobacco, or nicotine use and/or unusual changes in behavior, appearance or presentation will require the student to submit to testing. This includes students returning to campus suspected of being under the influence of drugs or alcohol.
- Unannounced, random, drug testing may be initiated by the Health Office staff or Upper or Middle School Office in response to a drug or alcohol rules violation or when substantial concern is raised about the possibility of drug or alcohol use by a student. "Random" refers to the time and frequency of the test, not selection of an individual student.
- Parents/guardians will be notified when testing has occurred.
- Every effort will be made to notify parents/guardians of the results from the Worcester Academy Upper or Middle School Office in a person-to-person conversation.
- The cost of drug and alcohol testing will be the parent's responsibility and will be billed to the student's account.
- Any student enrolled at Worcester Academy who tests positive for drug or alcohol use will face disciplinary consequences, with exception of the Sanctuary Policy described below.
- Under the Sanctuary Policy, an initial positive test result for a student not involved in a disciplinary event will be treated as a health concern. A plan to support that student will be designed for each individual student in consultation with the Health Office, Counseling Office, and Upper or Middle School Office. It will include the *Authorization For The Release Of Health Information* parental/guardian permission form to allow for communication between the Health and Counseling offices and treatment facilities and providers. The student must comply with the support plan in order to continue their Worcester Academy enrollment.
 - ✓ Random drug testing will be administered for the next 12 months.
 - ✓ Further positive test results may initiate a medical leave, withdrawal, or discipline
- During a disciplinary event, and outside of the Sanctuary Policy, positive drug or alcohol test results will result in a Core Values Committee hearing, **whether the student engaged in the drug or alcohol use on or off campus.**
 - ✓ The student must have a drug and/or alcohol evaluation by an outside consultant. A copy of the completed report must be sent to a Worcester Academy Counseling Office and Health Office. The student is expected to follow through with all recommendations as outlined by the consultant.
 - ✓ The student must attend at least one session on substance use and abuse with an approved

- practitioner by the Upper School Head.
- ✓ Consultant fees will be the responsibility of the parents/guardians.
- ✓ The student might be subject to random testing for some portion or all of their remaining time as Worcester Academy students.
- ✓ The parents will be encouraged to seek further counseling for the student.

Worcester Academy tests students on campus using rapid drug/alcohol testing. These results will also be sent to an off-campus lab for further analysis. Any costs incurred is the responsibility of the parent/guardian.

TOBACCO AND NICOTINE

Worcester Academy is a tobacco and nicotine-free campus. This includes, but is not limited to, the use of any tobacco or nicotine products. Smoking cessation products, including products such as Nicorette gum and patches, will be authorized at the discretion of the Health Office

Tobacco is defined as ALL tobacco-derived or containing products, including but not limited to, cigarettes (clove, bidis, kreteks), electronic cigarettes, vaping pens and/or cigarettes, cigars and cigarillos, pipes, hookah-smoked products and oral tobacco/nicotine products(spit, spitless, smokeless, dissolvable, chew, and snuff).

Any student in possession or use of tobacco on or off campus is under Worcester Academy's jurisdiction. Tobacco use is strictly prohibited and will result in disciplinary action. The Worcester Academy Health Office will actively assist students with tobacco dependence and tobacco-use cessation.

ALCOHOL AND DRUG TESTING CONSENT FORM

I support Worcester Academy in its commitment to provide its students with educational opportunities in a community free of drugs and alcohol. Consistent with this objective and as a condition of enrollment, I understand and accept Academy policy that authorizes the Academy, under the advisement of the Health Office to require students whose behavior raises justifiable concern to undergo a urine drug and/or alcohol screening test. It is further understood that refusal to submit to the test is grounds for dismissal from the Academy.

By signing below I agree to the terms above as well as have reviewed them with my student.

Electronic signature obtained via Magnus web portal on myHILLTOP.

APPENDIX IX

DRUG AND ALCOHOL SANCTUARY POLICY

Worcester Academy has a Sanctuary Policy to allow students to disclose alcohol or other drug use/abuse without triggering a disciplinary response to the Health Office or Counseling Office in order to access treatment services. This policy recognizes that students are often reluctant to seek care for problems related to behavior that violates a school rule. Student confidentiality is of utmost importance and information will only be shared on a need-to-know basis with pertinent individuals.

When a student requests treatment for use of alcohol or other drugs, the Sanctuary Policy is in effect under the following conditions:

- A student comes forward of their own accord to any trusted adult on campus who will escort them to the Health Office or Counseling Office.
- A student is brought to the Health Center accompanied by another student. The concerned student who brings a fellow student to the Health Center will not be liable for disciplinary action and their identity will remain confidential.
- The Sanctuary Policy may only be used once. All subsequent violations of school rules regarding drugs and alcohol will be subject to Worcester Academy Alcohol and Drug Policies.
- The student agrees to participate in a discussion with their parents/guardians. The student is required to undergo an evaluation by an outside Drug and Alcohol Abuse Specialist who will generate a written evaluation that is shared with parents and the Worcester Academy Health and Counseling offices.
- Two follow-up meetings with a member of the counseling staff are also required. If a student is referred for treatment, the parent or student must sign a consent form allowing communication between the providers and the Health and Counseling Offices. Failure to meet treatment expectations may affect the student's status at Worcester Academy.
- Parents/Guardians, and often the student, must participate in a meeting with pertinent school personnel to set up any necessary action plans, including treatment plans, medical leaves, and return to school protocols.
- If the severity of the medical problem necessitates hospital admission, the Upper School Office will be notified but the response will remain a non-disciplinary one. If, however, the student becomes unmanageable or disruptive, or suggests a threat to self or others, security and administrators will be called.

If a student does not adhere to these expectations, the student and parent will be notified that the sanctuary policy is no longer in place for that student. Any further issues may warrant a disciplinary response.

APPENDIX X

HEALTH REQUIREMENTS FOR PARTICIPATION

Required Report of Annual Physical Examination

Worcester Academy requires all students to submit a report of an annual physical examination performed by a physician or nurse practitioner. Parents who are physicians or nurse practitioners cannot perform a physical exam report on their own child for submission. Physical examination reports expire thirteen months from the date of the exam. Updated forms are due in the WA Health Office PRIOR to expiration.

All physical examinations must be completed in English.

All WA students must have a report of a current annual physical examination on file in the WA Health Office for athletic and academic participation.

Parents/guardians are encouraged to inform the WA Health Office of medical, emotional concerns, new diagnosis or changes in health. If the school health professionals identify a student at risk involving academic and/or athletic participation, parents/guardians will be contacted. A medical evaluation may be requested.

Immunization Requirements

Worcester Academy requires all students to be fully immunized per the Massachusetts Department of Public Health regulations (102 CMR 7.09 and CMR 220.00) unless the student qualifies for a medical or religious exemption as stated in these regulations. Per State Law, all students require the following immunizations:

- 4 doses DTaP/DTP OR ≥ 3 doses Td
- 1 dose Tdap
- 3 doses Polio
- 3 doses Hepatitis B
- 2 doses MMR
- 2 doses Varicella vaccine OR physician documented history of disease OR documented positive serology
- 1 dose of MenACWY grades 7-10, 2 doses MenACWY grades 11-12, PGc
- FOR ALL NEW BOARDING STUDENTS –1 dose of meningococcal vaccine or signed Massachusetts Department of Public Health Waiver available in the WA Health Office

Tuberculosis Testing

The Worcester Academy Health Office requires all international students to show documentation of a recent Mantoux tuberculosis test (ppd) done within the past 3 months prior to the start of classes if you have recently traveled to an endemic country, identified by the World Health Organization, with a high rate of Tuberculosis. Positive tests must be followed up with a T-Spot (blood test) and/or chest X-RAY. Documentation must be provided.

APPENDIX XI

MANAGEMENT OF STUDENT MEDICATION

Massachusetts State law requires appropriate management of medication in the school setting. The Worcester Academy medication policy has been developed to ensure the health and safety of all of our students. These policies and procedures conform to Massachusetts regulation 105 CMR 210.000. Please notify the Health Office of all student medications, including prescribed, over-the-counter, herbal, dietary supplements, vitamins, minerals, performance enhancers, or other medications.

A Permission for Prescribed Medication Form must be completed, by both parent and prescribing physician or nurse practitioner, for any child who will need to take prescription medication while at school. A medication administration plan shall be developed before they enter or re-enters school for all students who will receive medication by the School Nurse.

All prescription medications should be brought to school by the parent or responsible designated adult and given to the staff in the Health Office. Medication must be delivered in a pharmacy labeled container and state the following information in ENGLISH: Student Name, Name of Medication, Strength of Medication, Dosage and Route, Time and Frequency of Dose. (Any medication that is not labeled appropriately will not be accepted.) For your convenience, ask your pharmacist to provide separate labeled bottles for school and home.

Students CANNOT carry any medication (prescription and nonprescription) with them at school EXCEPT emergency medications such as asthma inhalers and epinephrine auto-injectors that have been cleared with the Health Office.

ALL STUDENT MEDICATION must be delivered directly to the Health Office via mail, pharmacy delivery or by the parent or guardian. In the event a boarding student returns to campus with a medication and the Health Office is closed, the parent must notify and hand off the medication to the AOD.

BOARDING STUDENTS ONLY CAN self-administer the following medications: topical prescribed medications and certain oral prescribed medications for the treatment of acne or other skin conditions, oral antibiotics, daily allergy medications, and oral contraceptives as well as any medication individually approved by the Health Office.

The Health Office reserves the right to revoke a student's right to self-administer medication when, in the professional judgment of the medical staff, the student has demonstrated an inability to self-medicate safely.

ALL OTHER MEDICATIONS WILL BE KEPT IN THE HEALTH OFFICE AND ADMINISTERED BY THE SCHOOL NURSE OR HEALTH OFFICE DESIGNEE.

Additionally, the Health Office is authorized by the School Physician to administer a selection of over-the-counter products to students for the relief of various ailments and complaints. These include:

- Advil
- Allergy medication
- Anti-diarrheal medication
- Cough & Cold medication
- Milk of Magnesia
- Pepto-Bismol
- Tums
- Tylenol

APPENDIX XII

ILLNESS/FEVER POLICY

Protocol For Students With Fevers Greater Than 100.5°F

The Worcester Academy Health Office follows the Center for Disease Control (CDC) recommended school guidelines for a student presenting with Flu-Like Illness (FLI), fever greater than 100.5°F and COVID 19

Dismissal from School for Illness

- Day students presenting with flu and fever will be sequestered in the Health Office and cared for until a parent/guardian arrives for dismissal home.
- 7-day boarding students living within a 90-minute commute of Worcester Academy will be sequestered in the Health Office and cared for until a parent/guardian arrives for dismissal home.
- Boarding students with longer than a 90-minute commute will be sequestered in the Health Office and excused from classes and athletics. At the end of the academic day, they will return to their dorm room. Residential faculty will be advised on the care of the student unless they require a stay in our quarantine area, or leave campus to be with their emergency contact, which will be determined at the discretion of our health professionals.
- A school nurse on call will call at 10:00PM for check-in and be available overnight via phone for emergencies. The student will return to the Health Office the following morning for continued care and monitoring.
- The student will be excused from classes and remain in the Health Office until they are 24 hours with a temperature less than 100°F without the aid of fever-reducing medication and the discretion of the health care provider in the best interest of the student's well being and the Worcester Academy Community.
- The CDC recommends that individuals with flu-like illness remain at home for at least 24 hours after they no longer have a fever (100° F [37.8° C] or greater when measured orally), or signs of a fever, without the use of fever-reducing medicines. This recommendation is based on epidemiologic data about the overall risk of severe illness and death and attempts to balance the risks of severe illness from flu and the potential benefits of decreasing transmission through the exclusion of sick people with the goal of minimizing social disruption.
- We also ask students who have lingering symptoms such as cough and cold to wear a mask.

Return to School

- Students should return to school when they are at least 24 hours without a fever (oral temperature less than 100°F) without the use of fever-reducing medication.
- All students must visit the Health Office on their return to school.
- CDC recommends keeping people with a fever at home may reduce the number of people who get infected since elevated temperature is associated with increased shedding of flu virus. CDC recommends this exclusion period whether or not antiviral medicines are used. People on antiviral treatment may shed flu viruses that are resistant to antiviral medicines.
- CDC recommends fever-reducing medicines, that is, medicines containing acetaminophen or ibuprofen, are appropriate for use in individuals with flu-like illness. Aspirin (acetylsalicylic acid) should not be given to children or teenagers who have flu; this can cause a rare but serious illness called Reye's syndrome. The determination of readiness to return to school should be made when at least 24 hours have passed since the sick person's temperature first remained normal without the use of these medicines.
- Sick students and staff should always be required to stay home. The CDC recommends that students and staff who appear to have a flu-like illness at arrival or become sick during the day be promptly separated from other students and staff and asked to go home immediately.

APPENDIX XIII

CONCUSSION POLICY AND PROTOCOL

Worcester Academy has established this protocol to provide education about head injuries/suspected concussions for coaches, school personnel, students and families. This protocol outlines education plans, procedures for staff to follow in managing concussions, and outlines school policy as it pertains to return to play issues following a concussion. This protocol is in direct accordance with Massachusetts Department of Public Health regulations on head injuries and concussions, 105 CMR 201.

All WA students will be bound by the WA Concussion Policy, whether or not the head injury occurred during a WA sponsored activity. The Concussion Policy and Protocol in its entirety can be found in the Appendix.

In the event a student is dealing with long term symptoms, requiring academic accommodations for greater than three weeks, the student's parents will be advised to seek the consultation of a healthcare provider that specializes in the field of head injury and concussion management (typically a physician or neuropsychologist). Authorization to share healthcare information from consulting physician must be given to the WA Health Office.

Dismissal from School for Concussion:

- Day students presenting with a concussion will be sequestered in the Health Office and cared for until a parent/guardian arrives.
- Boarding students will be sequestered in the Health Office and cared for until a parent/guardian arrives.

According to the Center for Disease Control (CDC) a concussion is a type of brain injury that changes the way the brain normally works. A concussion is caused by a bump, blow, or jolt to the head. Concussions can also occur from a fall or blow to the body that causes the head and brain to move rapidly back and forth. Even what seems to be a mild bump can be serious.

<http://www.cdc.gov/Concussion>

Worcester Academy has established this protocol to provide education about head injuries/suspected concussions for coaches, school personnel, students and families. This protocol outlines education plans, procedures for staff to follow in managing concussions, and outlines school policy as it pertains to return to play issues following a concussion.

This protocol is in direct accordance with Massachusetts Department of Public Health regulations on head injuries and concussions, 105 CMR 201:

<http://www.lawlib.state.ma.us/source/mass/cmr/cmrtxt/105cmr201.pdf>

Worcester Academy seeks to support athletic and academic success for all students following any injury, but particularly after a concussion. In order to effectively and consistently manage these injuries, procedures have been developed to aid in ensuring that concussed students are identified and treated appropriately, receive appropriate follow-up medical care during the school day, including academic accommodations if necessary, and are fully recovered prior to returning to activity.

Worcester Academy has designated a committee comprised of the Director of Athletics, the Health Office medical staff, and the athletic trainers to oversee the implementation of policies and protocols regarding the prevention and management of concussions.

This committee shall be responsible for:

- 1) Supporting and enforcing the protocols, documentation, training and reporting outlined in this policy.
- 2) Assuring that all documentation is in place.
- 3) Reviewing the policy every two years and including updates in annual training.

- 4) Assuring that the policy is available in the school handbook and on the school website.

Worcester Academy uses ImPACT®, (Immediate Post-Concussion Assessment and Cognitive Testing), a computerized cognitive testing tool, to aid in management of concussion and return to play decisions.

<http://www.impacttest.com>

Each student must have a physical examination on an annual basis within 13 months of the student's last physical examination (to allow for insurance coverage of the examination). Any student athlete who does not have a current physical on file with the nurse, prior to the first day of tryouts/practice, is not eligible until a new/updated physical is turned in. If the student's physical examination expires during the sports season, they must have an updated physical examination to continue to participate in the sports season. All physicals are to be turned in to the school nurses and are kept on file in the Health Office.

All students and parents/guardians are required to disclose a complete history of concussions via the "Worcester Academy Pre-Participation Head Injury/Concussion Reporting Form For Interscholastic Athletics" available in the **Magnus Health** portal prior to the start of the school (academic) year. Parents/guardians must also notify/disclose any head injuries that occur outside of a Worcester Academy sponsored program during the year. Written consent for the sharing of healthcare information will be provided to the WA Health Office.

The Athletic Training Staff will, prior to each athletic season, review all pre-participation forms and discuss those forms indicating a history of head injury or concussion. The Athletic Training Staff will communicate, as necessary, with the coaching staff, Director of Athletics, Health Office staff, the student and parents, as to whether a history of head injury/concussion will allow continued participation in athletics or whether to modify the conditions of such participation.

Education

All faculty, athletic staff, and coaches will complete the National Federation of High Schools' (NFHS) online training course, "Concussion in Sport – What You Need to Know."

All parents or legal guardians and students will be provided educational material in the **Magnus Health** portal and must sign an acknowledgement verifying that they have reviewed the written materials.

Common signs and symptoms of a suspected concussion

These signs and symptoms following a witnessed or suspected blow to the head or body are indicative of probable concussion.

Signs (observed by others):

- Student appears dazed or stunned
- Confusion
- Forgets plays, score
- Unsure about game, opponent
- Personality change
- Moves clumsily, poor coordination
- Balance problems
- Responds slowly to questions
- Forgets events prior to hit
- Forgets events after the hit
- Loss of consciousness

Symptoms (reported by student):

- Headache

- Fatigue
- Nausea or vomiting
- Double vision, blurry vision
- Sensitive to light or noise
- Feels sluggish
- Feels “foggy”
- Problems concentrating
- Problems remembering

Any student who exhibits signs, symptoms, or behaviors consistent with a concussion will be immediately removed from the contest, practice or activity and shall not return to play/activity until cleared by an appropriate health care professional in coordination with the Worcester Academy Athletic Trainers. The athletic trainer will record the signs and symptoms using a “Standardized Assessment of Concussion,” a “Graded Symptom Checklist,” and the “Worcester Academy In Season Head Injury/Concussion Reporting Form For Interscholastic Athletics.” Students, and parents, if present, will be provided with the written documentation about concussion treatment, “Concussions - Treatment Guidelines for Worcester Academy Students”

Second Impact Syndrome

Avoid any activity that could result in a second head injury. Receiving another concussion before a brain injury has healed can lead to acute brain swelling, resulting in further injury to the brain.

Emergency Medical System will be activated in the event that/of:

- Loss of consciousness at time of injury
- Headache continues to worsen
- Impaired memory
- Changes in level of consciousness, alertness or personality
- Blood or other fluids draining from ears or nose
- Convulsions or seizures
- Neck pain
- Tinnitus (ringing in ear)
- Increased dizziness, loss of coordination or balance
- Disturbances in vision, hearing or speech
- Continued vomiting
- Unusual drowsiness or inability to awaken
- Cannot recognize people or places

Coaches should seek assistance from the host site athletic trainer, if available, at an away contest.

Management

The athletic trainer is responsible for notifying the student’s parents of a head injury and depending on the severity of the injury, either an emergency vehicle will transport or parents will pick the student up at the event.

Students with suspected head injuries will not be permitted to drive home. In the event that a student’s parents cannot be reached, and the student is able to be sent home, the athletic trainer should ensure that the student will be with a responsible adult who is capable of monitoring the student and understanding the home care instructions before allowing the student to go home. The athletic trainer should continue efforts to reach a parent. If there is any question about the status of the student, or if the student cannot be monitored appropriately, the student should be referred to an Emergency Department for evaluation. A coach should accompany the student and remain with the student until a parent arrives. After speaking with a parent, the athletic trainer will notify the school Health Team of the suspected concussion. The athletic trainer will document the injury via the “Worcester Academy In Season Head Injury/Concussion Reporting Form For Interscholastic Athletics.”

- Parents will be instructed to have the student stay home from school the day following suspected concussion and to report to the Health Office on return to WA Campus and every morning as directed by the Health Office.
- The student and/or parents or residential faculty will be provided with written documentation: pamphlet “CONCUSSIONS: Treatment Guidelines for WA Students” will be given to residential faculty on call.
- Boarding students will be instructed to report to the WA Health Office the morning following a suspected concussion for assessment and cognitive and physical rest. Day students will report to the Health Office upon their return to campus prior to attending classes daily until otherwise instructed. All students on campus will also report to the Athletic Training Room daily for evaluation.
- The school nurse, in consultation with the school physician and athletic trainer, will evaluate any boarding student requiring overnight observation in the Health Office. The parents/guardians of boarding students who require long-term cognitive rest and who live greater than a 90-minute commute from Worcester Academy will be notified of urgency to arrive or send a custodial provider/consultant within 48 hours and assume care responsibilities of a concussed student. The parent/guardian of boarding students who live within 200 miles of Worcester Academy and who are determined to require long-term cognitive rest will be advised to pick up their student (by last residential check-in at 11:00 p.m.). The student will remain with a responsible adult until parent/guardian arrival.
- Any student seeking medical care outside Worcester Academy will have documentation from physician/ER submitted to the WA Health Office.
- The faculty, Student Life Office, athletic trainers, coaches, and the WA Health Office will coordinate to support the student’s academic and athletic success.
- NO sports practice or games, **including observation**, until otherwise instructed. Appropriate personnel will be notified.

Following a concussion, many students will have difficulty in school. These problems may last from days to months and often involve difficulties with short- and long-term memory, concentration, and organization. In many cases, it is best to lessen the student’s class load early on after the injury. This may include staying home from school for 1-2 days while symptomatic followed by a lightened schedule for a few days, or longer, if necessary. Decreasing the stress on the brain early on after a concussion may lessen symptoms and shorten the recovery time. Upon return to school, students must first report to the Health Office for evaluation. At that point, a member of the Health Office staff will re-evaluate the student utilizing a graded symptom checklist and provide a plan based on the student’s current condition, initial injury information and additional information provided by the parent. In the coming days, the Athletic Training Staff can administer a post-injury ImPACT® test.

Sharing of Information

Informal collaboration occurs on a temporary, as-needed basis. There may be circumstances in which there is a need to share information in the student health record with authorized school personnel, either to enhance the educational progress of the student or to protect their safety or well being. This type of disclosure should be made only to those authorized school personnel who work directly with the student in an instructive (academic or athletic), administrative, or diagnostic capacity. Finally, authorized school personnel will be instructed not to re-disclose the information. Federal regulations permit information in the student health record to be seen by authorized school personnel on a need to know basis, and the basis for such sharing seems even more compelling when necessary to protect the well being or safety of the student. See Chapter 2 of the Comprehensive School Health Manual for further discussion of this issue. (<http://files.hria.org/files/SH3001.pdf>)

Notification procedure for student with suspected concussion:

- After speaking with a parent, the athletic trainer will communicate suspected concussion to the WA Health Team via email.
- Once the student returns, the WA Health Office will be responsible for notifying the student’s class dean, advisor, faculty and residential faculty of the student’s status and needs via email.
- Athletic Trainers and the WA Health Office will document every student visit in “Magnus Health” in a

timely manner.

Parents of any student treated for a suspected concussion sustained outside the WA community **MUST** notify the WA Health Office prior to the student's return. Documentation from treating physician/ER must accompany or precede student's arrival to campus.

Follow Up ImPACT Testing

The athletic trainers can administer a post injury ImPACT test(s) as part of the student's recovery assessment and will notify the Health Office of test results.

Return to Learn Procedures After Concussion

Worcester Academy institutes a gradual return to academics after being diagnosed with a concussion. It is strongly recommended that students remain home from school immediately following a concussion to avoid unnecessary stimulus that can affect symptom resolution. Once symptoms begin to diminish, students are allowed to return to school with approval from the WA Health Office. The Health Office Staff along with Coordinator of Academic Support, the student's advisor, and the teaching faculty will work together with the student's family to develop and implement a plan that gradually returns the student to full participation in academic activities.

Return to Play (RTP) Procedures After Concussion

Return to activity and play is a medical decision. The student must be asymptomatic at rest and with both cognitive and physical exertion. Once the above criteria are met, the student will be progressed back to full activity following the step-wise process detailed below. The athletic trainer will closely supervise this progression.

Progression is individualized, and will be determined on a case-by-case basis. Factors that may affect the rate of progression include: previous history of concussion, duration and type of symptoms, age of the student, and sport/activity in which the student participates. A student with a prior history of concussion, one who has had an extended duration of symptoms, or one who is participating in a collision or contact sport may progress more slowly.

Stepwise progressions as described below:

1. Complete physical cognitive and rest. This would include staying home from school 1-2 days and perhaps limiting school hours (and studying) for several days. Activities requiring concentration and attention may worsen symptoms and delay recovery.
2. Return to school full-time.
3. Light exercise. This step cannot begin until the student is no longer having concussion symptoms. At this point the student may begin walking or riding an exercise bike. No weight lifting.
4. Running in the gym or on the field. No helmet or other equipment.
5. Non-contact training drills in full equipment. Weight training can begin.
6. Full contact practice or training.
7. Play in game.

If post-concussion symptoms occur at any step, the student must stop the activity. The student may be told to rest for 24 hours and if asymptomatic, may possibly resume activity at a level one step below where they were at when the symptoms occurred.

The student should have post-injury ImPACT test scores that correlate with their baseline test and/or acceptable norms.

Worcester Academy athletic trainers will be responsible for monitoring the above protocol and for making final return to play decisions. The Health Office/athletic trainers fill out the “Worcester Academy Head Injury/Concussion Clearance Form” and will notify the student’s class dean, advisor, teaching faculty, residential faculty and coaches or extracurricular advisors of concussion clearance.

Worcester Academy’s athletic department staff should enforce rules prohibiting dangerous moves (e.g., “spearing” or “horse collaring,” clothes-lining or helmet-to-helmet contact in football). In addition, staff must ensure that student athletes learn proper checking/tackling techniques that are safe and minimize the risk of head injury. Athletic department staff should encourage students to follow the rules of play and to practice good sportsmanship at all times.

All WA students will be bound by the WA Concussion Policy whether or not the head injury occurred during a WA sponsored activity.

In the event a student is dealing with long term symptoms requiring academic accommodations for greater than three weeks, the student’s parents will be advised to seek the consultation of a health care provider that specializes in the field of head injury and concussion management (typically a physician or neuropsychologist). Authorization to share Healthcare information from consulting physicians must be given to the WA Health Office.

Students recovering from a suspected concussion are bound by the WA attendance policy requirements.

APPENDIX XIV

STUDENT LEAVE OF ABSENCE and RE-ENTRY POLICY

Medical/Psychological Leave

We believe that a student's mental and physical health and wellness is of utmost importance. Because of this, when a significant mental or physical health concern arises for a student we partner with families and/or providers to help students get the help they require. Parents and guardians may initiate a student leave, in addition to the school initiating the process.

Worcester Academy reserves the right to make decisions regarding any student who needs to separate from school for a specified length of time. This decision is made in consultation with our on-campus professionals including but not limited to the Upper School or Middle School Director, Director of Health Services and Director of Counseling, the Associate Head of School, and the Head of School. A leave is indicated if the level of care required surpasses the scope and practice of Worcester Academy professionals, including health and counseling professionals, faculty, and residential staff. Additionally, a student may temporarily separate from the school if a student's mental or physical health compromises their own or their peer's ability to function within the school community. Finally, the intent of a leave of absence is to allow the student to receive necessary medical, psychological or other treatment where appropriate.

While on leave, a student is not responsible for academic work. If the conditions of the leave allow for some academic work to be completed, the student should do so. While on leave, the student is not to return to campus without the permission of the Head of Upper School.

RE-ENTRY POLICY FROM MEDICAL/PSYCHOLOGICAL LEAVE

Before a student begins their leave, the Head of Upper School, with members of the Health or Counseling offices, will meet with the student and parent/ guardian to delineate the request for and requirements of an off-campus evaluation, as well as the conditions of the re-entry process. A re-entry meeting will occur at the time the student is returning to campus which will include the initiation of the return to learn protocol. Students will work with a member of our academic support staff in addition to their advisor as they return to school work. Medical clearance from a doctor is required when a student returns from a medical leave or injury.

Personal Leave of Absence

Worcester Academy may grant the request by any student and family to separate from school for a specified length of time in warranted situations. This request applies to personal leave for reasons such as high level of athletic competition or extenuating family circumstances.

This decision is made in consultation with our on-campus professionals including but not limited to the Upper School or Middle School Director, the Associate Head of School, and the Head of School. The nature of this leave is personal for reasons not limited to high level of athletic competition or extenuating family circumstances.

APPENDIX XV

STUDENT RECORD RETENTION POLICY

The student record consists of the child's transcript and temporary record which includes, among other things, testing results, grade and comment reports, attendance, and previous school record, if received.

The student's transcript shall be maintained by Worcester Academy for at least 60 years following their transfer, graduation, or withdrawal from Worcester Academy.

Once the student is no longer enrolled in Worcester Academy upon their transfer, graduation, or withdrawal, the registrar shall periodically review and destroy the temporary records on the following timeline:

- The student's entire temporary record kept five years
- Year five the entire temporary student record is purged, and the final transcript is the only student record retained by Worcester Academy

Written notice will be given to the student and their parent of the approximate date of destruction of the records at the time of transfer, graduation, or withdrawal.

If a student/parent wishes a copy of the temporary records scheduled to be destroyed on this timeline, the request must be received in the office of the registrar no later than six months prior to the approximate date of destruction given at the time of transfer, graduation, or withdrawal from Worcester Academy.

Please note official proof of identity may be required when requesting records.

The records request form can be found on myHILLTOP on the Resource Board - Find It Here - For All Students.

Any questions regarding record requests can be directed to registrar@worcesteracademy.org.

APPENDIX XVI

SNOW DAY HOMEWORK POLICY

Purpose: To recover lost learning time and maintain student engagement due to snow days using relevant and purposeful assignments.

When the Head of School makes the decision to cancel school for snow, they will designate the day as one of the following:

- **Snow Day** - no assignments or lessons added to work assigned on the last in-person school day
- **Asynchronous Learning Day** - work assigned by noon via myHILLTOP
- **Remote Learning Day** - live classes held remotely on Zoom (a special schedule will be created for this contingency)

STUDENTS WILL:

- Bring home essential materials and supplies to ensure ongoing access to required material when a snow day is anticipated.
- Check myHILLTOP and email for communication from the school and from teachers communicating assignments and expectations.

On an Asynchronous Learning Day, **TEACHERS WILL:**

- Plan and assign relevant and manageable tasks that further student learning or ongoing practice.
- Be aware of student workload; assignments should be reasonable in length.
- Post assignment expectations on myHILLTOP by 11:00 AM for all class periods affected by the cancellation.
- If possible, be available to answer questions during the snow day.

On a Remote Learning Day, **TEACHERS WILL:**

- Revise and adapt their existing lesson plans to the online environment
- Create and post Zoom links on myHILLTOP, on their class page bulletin boards, by 10:00AM, for all class periods scheduled to meet that day.

SPECIAL CONSIDERATIONS:

- In the event of a power outage prohibiting a student from completing snow day assignments, parents must communicate this issue to BOTH their child's teacher(s) and the advisor by 10:00AM the next day if school is in session.
- If a student does not have home internet access and is unable to connect to myHILLTOP for snow day assignments, a parent/guardian must communicate this to the Upper School Office at the beginning of the academic year.

APPENDIX XVII

UPPER SCHOOL DANCE RULES

Upper School hosts dances throughout the academic year. These are opportunities for our entire student body to socialize outside of the academic day. The following rules have been developed to ensure that these events are fun and safe for all those in attendance.

1. Students attending a dance must show their student ID card at the door to the faculty chaperone.
2. Students may bring one guest from outside the school. The overall number of guests is limited at the discretion of the Upper School Office. Guests must complete and submit our Guest Registration Form at least one week in advance. At the door, guests must enter with their Worcester Academy hosts, present identification, and be introduced to at least one chaperone. Host students are accountable for the behavior of their guests.
3. Students should dress appropriately for a school function.
4. Any student whose behavior or appearance suggests the use of drugs or alcohol must submit to testing at the request of the adults present. Students determined to have been using drugs or alcohol are subject to school rules and the disciplinary process as outlined in this Handbook.
5. No outside beverages or food may be consumed at the dance. Refreshments are provided.
6. No grinding and no dancing simulating sexual acts. Students violating this policy receive a warning from the chaperone who observes their behavior. Students who fail to heed that warning for the remainder of the evening are asked to leave the dance and may receive further discipline from the School, including the loss of privilege to attend dances and other school events.
7. Any other unbecoming conduct at the dance, including excessive public displays of affection, deemed inappropriate by the chaperones may result in the consequences outlined in the bullet item above concerning dancing.

Students are expected to conduct themselves in a responsible manner. The Academy reserves the right to take appropriate disciplinary action when students act in a manner injurious or dangerous to themselves or others. The same applies to actions, which are detrimental to the good name of the Academy.

APPENDIX XVIII

LATE WORK, MISSING WORK, & REASSESSMENT POLICIES

What do grades mean at Worcester Academy?

Grades are representative of a phase of learning. All of our policies related to grades refer back to the phase of learning in which students are operating.

- [Late Work Policy](#)
- [Missing Work Policy](#)
- [Reassessment Policy](#)

Grade	Phases of learning
A	<p>Mastery</p> <ul style="list-style-type: none">• Demonstrates a deep understanding of the material, with strong critical thinking and problem-solving skills. Can apply knowledge in new or complex situations.• Highly developed academic and practical skills; work is thorough, detailed, and well-organized.• Reflects to recognize successes in order to repeat them
B	<p>Approaching</p> <ul style="list-style-type: none">• Understands the material well but may have minor gaps in complex concepts. Can apply knowledge effectively in most situations.• Shows good progress in developing skills, with work that is clear and organized but may lack depth in some areas.• Reflects to identify gaps or errors in order to plan for future improvement
C	<p>Developing</p> <ul style="list-style-type: none">• Grasps the essential concepts but struggles with deeper understanding and application in unfamiliar situations.• Developing necessary skills but may show inconsistencies in application, organization, or accuracy.• Reflects in order to review gaps & inconsistencies, to review and re-learn; applies through revising and retaking
D	<p>Beginning</p> <ul style="list-style-type: none">• Shows limited understanding of the material, with significant gaps that make it difficult to apply knowledge effectively.• Skills are still developing and at a point in which they cannot be applied effectively to complete tasks• Reflects in order to relearn; applies through revising and retaking

Late Work Policy

At Worcester Academy we believe in fostering students' ability to manage deadlines and take responsibility for their learning, skills that are essential for future academic and professional success. This policy aims to encourage timely submission of work while also supporting students facing extenuating circumstances.

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- Assignments that can be submitted/taken late are: Projects, Papers, Lab Reports/Problem Sets, Quizzes, Tests
- Assignments that are up to teacher discretion are: Performances/Presentations/ Discussions, Homework, Collaboration/participation
 - If the above are missed due to absences, defer to absence-related missed work policy
 - Minor assignments (classwork) that are not submitted and are worth below 10 points should be given a zero
- If a student is present, they are expected to complete quizzes, tests, performances/presentations. If they opt out, they will receive a zero.

General Guidelines for work that can be submitted late

1. **Communication:** If a student anticipates a delay due to a valid reason, they should communicate with their teacher 24 hours in advance of the due date via email
2. **Penalty for Late Work:**
 - Assignments submitted late without prior arrangement will receive a 5% grade reduction per day (starting on the due date) until ten academic days overdue.
 - Any work submitted after ten days overdue, will receive a 50% provided the work meets basic standards for completion/ demonstrates a good faith effort.
 - Any work that is never submitted or submitted after ten days but not showing a good faith effort will receive a zero.
 - If it is a major assignment, students are not allowed to pass the course before they complete it, demonstrating a good faith effort.
3. **Revision Opportunities:**
 - Late work submitted after ten days is not eligible for retakes or revisions.
 - Late work penalties apply even to revisions/retakes.
4. **Academic Integrity:** Assignments turned in after discussing an extension with the teacher are expected to maintain academic integrity. Plagiarism or copying work as a result of last-minute submission pressures will lead to disciplinary action in line with the school's policy

This policy encourages students to be proactive, maintain communication, and seek support when needed, while establishing fair consequences to promote accountability.

Missing Work Policy

At Worcester Academy, we encourage responsibility and accountability in attendance, as regular participation is essential for academic success. This policy outlines the consequences for missed assignments to ensure fairness and consistency.

For excused absences

Work submitted late due to an excused absence should be submitted upon return and is otherwise subject to the late work policy. The timeline of submission is up to the discretion of the teacher and/or the student support team. Tests and quizzes missed for excused absences should be made-up on a date determined by the teacher.

For school breaks: for excused absences on the week of school leading up to a long break/ the week after a long break, students are required to complete and submit work in advance. If they do not, it will be subject to the late work policy.

For unexcused absences

1. **Assignments missed during the class period (i.e. classwork):** need to be made up and are

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subject to the late work policy

2. Projects, Papers, Lab Reports, Problem Sets

- Assignments or projects with due dates during an unexcused absence must still be submitted on time, either digitally or through alternative means arranged in advance.
- Failure to do so will result in a grade penalty consistent with late work policies.

3. Class Participation / Performances/ Discussions / Presentations:

- The same assignment or an alternative make-up will be allowed for a 50% if completed within ten academic days; the student must demonstrate a good faith effort.
- If the make-up is not completed within ten academic days or does not demonstrate a good faith effort, it will receive a zero.

4. Tests/ Quizzes

- An alternative (make up) tests and quizzes can be taken for a maximum of 50%.

This policy ensures that all students are held to consistent standards of attendance, accountability, and respect for learning opportunities while emphasizing the importance of clear communication and responsibility.

Reassessment Policy

This policy is designed to support students' growth through the phases of learning while encouraging responsibility and reflection in the process. Students are allowed to revise or retake assessments according to the criteria below, with a cap on the grade. The purpose of this is to support students in their growth from the beginning and developing phases of learning to the approaching and mastery phases thus eliminating gaps and enforcing consistent application of skills/understanding.

Different assessment types have specific guidelines based on the nature of the assignment. This policy aims to reinforce a commitment to continuous improvement and academic integrity while maintaining rigorous standards for assessment.

- All revisions and retakes are only allowed once per assessment.
- No revisions or retakes are allowed on finals and midterms.
- Teachers are not expected to provide extensive feedback on work submitted with revisions or retakes- only a new grade is expected.
- Teachers should add a comment to the myHILLTOP feedback box indicating if the student is eligible for a reassessment and what the next steps are.

1. Multi-Draft Essays and Major Writing Assignments

- **Eligibility:**
 - For multi-draft essays in which students have received teacher feedback on at least one prior draft, revision opportunities on the final draft are determined by the teaching team (or teacher if there is no team) and shared with students in advance of submission.
 - For essays in which students have not received teacher feedback on prior drafts, students who earn below 80% on the final draft are eligible for revision.
- **Grade Cap:** A revised essay score will be averaged with the original score for the final grade, not exceeding the 80% grade cap.
- **Preparation Requirements:** Students must connect with the teacher to review feedback in order to earn a revision.
- **Deadline:** Revisions must be submitted within one week of receiving feedback on the original assessment, unless the teacher has granted an extension.

2. Tests and Quizzes

- **Eligibility:** Tests and quizzes scheduled to take fewer than 15 minutes of class time are not eligible for reassessment. Those scheduled to take 15 minutes or more are eligible for either a retake or corrections with a grade cap of 80%. Whether it is a retake or correction is determined by the teaching team (or teacher if there is no team).
- **Grade Cap:** A retake will be *averaged* with the original score for the final grade, not exceeding the grade cap. Corrections are also subject to the grade cap.
- Retakes will cover the full range of tested content, not just the questions answered incorrectly.
- **Preparation Requirements:** Students must complete corrections on the original test or quiz with the teacher or during CCL.
- **Deadline:** Retakes must be scheduled within one week but taken within ten school days of receiving feedback on the original assessment.

3. Projects, Performances, Lab Reports

- **Eligibility:** Revisions are typically not allowed for final projects, performance-based assessments (i.e. seminar, skit, presentation, speech) and lab reports due to their unique and often cumulative nature.
 - In cases where a project includes stages (e.g., research proposal, outline, final presentation), feedback will be provided at each stage to guide improvement.
 - For performance-based assessments, no retakes are allowed unless extenuating circumstances (such as illness) prevented completion of the task.

4. Minor Assignments

- **Eligibility:** Any assignments in categories other than those above (homework, classroom, collaboration/ participation, problem sets) are not eligible for revisions

Additional Guidelines

- **Responsibility:** It is the student's responsibility to meet with the teacher to discuss their revision or retake options and to complete any required preparatory steps.
- **Effort Requirement:** Only students who demonstrate a genuine effort to improve based on feedback will be eligible for a grade change. Superficial changes or minimal adjustments may result in the original grade remaining in place.