Mass Academy School Rules
Know the difference between **On-Task** and **Off-Task** times
and what is allowed during each

<table>
<thead>
<tr>
<th>The On-Task times include:</th>
<th>The only Off-Task times are:</th>
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<tbody>
<tr>
<td>• All-school meetings</td>
<td>• Before school</td>
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<tr>
<td>• Homeroom Advisory</td>
<td>• Lunch</td>
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<td>• All classes including P.E. and extracurriculars</td>
<td>• After school</td>
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<tr>
<td>• Advisories</td>
<td>• Break time during advisory</td>
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<tr>
<td>• Assemblies and Presentations</td>
<td>• Break between class time and extracurriculars</td>
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<td>• Passing between classes</td>
<td>(2:45-3:00)</td>
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<td>• Field Trips</td>
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<td>• Basically, anything that is not off-task time</td>
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</table>

During **On-Task** time (unless instructed by a teacher, for educational purposes), you may **NOT**:

- Use or check cell/smart phones for any reason (calls, text, music, camera, time, etc.)
- Use social media and entertainment sites such as Facebook, YouTube, etc.
- Use/check email
- Play games (board or video games)
- Listen to music, watch videos, or access other electronic media

At all times (**on or off task**):

**DO**

- Be civil and respect classmates, faculty and guests
- Create and maintain a positive educational environment conducive to learning. That includes the use of appropriate language, respecting personal space (e.g. no PDA), dressing appropriately (students should dress in a manner consistent with the academic nature of the Academy; clothing should reflect sensitivity to and respect for the rights of others) and following all school and university policies, which are found in the handbook.
- **BE RESPONSIBLE!**
- Be on time!
- Use gated side entrance to Mass Academy rather than entering through office building
- Ask someone if you are not sure of something
- Clean up after yourself-this is all our community property
- **Check your email daily**, and email your teachers for assignments if you are going to be absent

**DO NOT**

- Eat or drink in common carpeted areas of building (except spill proof drinks)-teachers will share rules of classrooms
- Enter faculty areas (offices/dining room/copy room) without permission
- Broadcast music or sound (use headphones)
- Block front entrance of 85 Prescott Street (don't stand in the way of people entering/exiting)
- Park in the main lot at 85 Prescott Street
- Walk **alone** between Mass Academy and Campus-find a buddy or use the shuttle

**DO HAVE A WONDERFUL EXPERIENCE AT MASS ACADEMY**

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