



*Concord*  
ACADEMY of PETOSKEY

Parent and Student Handbook  
For the academic year 2009-2010

A Michigan Public School Academy founded in 1994  
Authorized by Lake Superior State University

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## FOREWORD

The purpose of this Student/Parent Handbook is to answer many of the commonly asked questions that you and your parents/guardian may have during the school year and to provide specific information about certain policies and procedures adopted by the Academy's School Board. This Handbook contains important information that you should know, so become familiar with the following information and keep the Handbook available for reference by you and your family. If you have any questions that are not addressed in this Handbook, you are encouraged to talk to your teachers or the Director.

To the extent that the Handbook is ambiguous or conflicts with the School Board policies and guidelines, the policies and guidelines shall control. This Handbook is effective immediately and supersedes any prior handbook and other written material on the same subjects.

This Handbook is not an irrevocable, contractual commitment to the student, but only reflects the current status of the School Board's policies and the Academy's rules as of September 1, 2009. If any referenced policies or administrative guidelines are revised after September 1, 2009, the language in the most current policy or administrative guideline prevails.

## **SECTION I - ACADEMY OVERVIEW**

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### **CONCORD ACADEMY'S MISSION**

Concord will provide an inspiring and challenging educational environment conducive to critical and creative thinking by integrating a strong fine arts program into the traditional academic curriculum.

### **CONCORD ACADEMY'S VISION**

By integrating fine arts instruction into a multi-age thematic K-12 college preparatory curriculum, Concord Academy will encourage academic, cultural, and character development in a nurturing environment that inspires, challenges, mentors, celebrate and teaches students to:

- Live the values of the Concord Creed
- Develop self-awareness and responsibility to make a difference in the world  
By sharing their gifts harmoniously and productively in their community
- Lead in order to serve
- Become lifelong learners- remembering that true education is not a pouring in, but a bringing forth
- Honor and appreciate individual and community diversity
- Practice critical and creative thinking
- Pursue their life goals and dreams with confidence and enthusiasm

### **THE CONCORD CREED**

Concord means peace, harmony.  
Peace in the world begins with Concord in my world,  
and that can only happen as I am honest, unselfish,  
generous, kind, forgiving,  
considerate, respectful.

### **EQUAL EDUCATION OPPORTUNITY**

It is the policy of this Academy to provide an equal educational opportunity for all students.

Any person who believes that he/she has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin while at the Academy or an Academy activity should immediately contact the Academy's Compliance Officer listed below:

**Nick J. Oshelski**  
**Executive Director**

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**(231) 439-6800**

Complaints will be investigated in accordance with the procedures as described in Board Policy 2260. Any student making a complaint or participating in an Academy investigation will be protected from any threat or retaliation. The Compliance Officer can provide additional information concerning equal access to educational opportunity.

### **SCHOOL DAY**

The First Day of School is: September 8, 2009

The Last Day of School is: June 9, 2010

PART TIME KINDERGARTEN: MWTh 8:00 am - 3:10 pm

FULL TIME KINDERGARTEN: Monday-Friday 8:00 am-3:10 pm

GRADES 1-4: 8:00 am – 3:15 pm, M-F

GRADES 5-8: 8:00 am – 3:30 pm, M-F

GRADES 9-12: 8:00 am – 3:30 pm, M-F

Please contact the main office if your child is going to be late or absent from school at 439-6800 or [attendance@concordacademy.com](mailto:attendance@concordacademy.com).

### **STUDENT RIGHTS AND RESPONSIBILITIES**

The rules and procedures of the Academy are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those same rights of their fellow students and the Academy's staff. Students will be expected to follow teachers' directions and to obey all rules of the Academy. Disciplinary procedures are designed to ensure due process (a fair hearing) before a student is removed because of his/her behavior.

Parents/guardians have the right to know how their student is succeeding in the Academy. For students in grades 5-12, grade information is available using the Parent/Connect System. User ID and password information was provided at the beginning of the 2009-10 school year and is available by calling the school office. Grades should be updated weekly for academic classes and every two weeks for fine arts classes. In addition parents/guardians will be provided information as needed, when concerns arise. Many times it will be the student's responsibility to deliver that information. If necessary, the mail or hand delivery may be used to ensure contact. Parents/guardians are encouraged to build a two-way link with their student's teachers and support the Academy's staff by informing the staff of suggestions or concerns that may help their student better accomplish his/her educational goals.

Students must arrive at the Academy on time, prepared to learn, and must participate in the educational program. If, for some reason, this is not possible, the student should seek help from their teacher or appropriate staff member.

Adult students (age eighteen (18) or older) must follow all rules of the Academy.

## **STUDENT WELL-BEING**

Student safety is a responsibility of the Academy's staff. All staff members are familiar with emergency procedures, such as fire and tornado drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, he/she must notify a staff person immediately.

State law requires that all students must have an emergency medical card completed, signed by a parent or guardian, and filed in the Academy's office. A student may be excluded from the Academy until this requirement has been fulfilled.

Students with specific health care needs should deliver written information about such needs, along with proper documentation by a physician, to the Academy Office.

## **INJURY AND ILLNESS**

All injuries must be reported to a teacher or the Academy's office personnel. If the injury is minor, the student will be treated and may return to class. If medical attention is required, the office personnel will follow the Academy's emergency procedures.

A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether or not the student should remain in school or go home. No student will be released from the Academy without proper parental permission.

## **COMMUNICATION**

Communication among students, parents and teachers is essential for success. We all need to take responsibility to ensure clear and effective communication. Students need to take primary responsibility for their work, but younger children may need more careful guidance from their parents and teachers, and the older students need and want to be more independent.

We ask that when parents have questions they make contact with teachers. As a staff we accept the responsibility of being responsive to parents and students. We do use a few consistent modes of communication.

## **MONDAY FOLDERS**

Every Monday, students (K-6) should leave school with Monday Folders, which will contain information and updates about the happenings at Concord, including a weekly newsletter and letters from the students' teachers. E-Newsletters are mailed on Mondays for families who prefer electronic updates; please contact the office to request E-Newsletters. It is important that these letters get home as they also contain progress notes throughout the year.

At times children's folders have difficulty getting to parents on time, or at all. Please work

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with your student to ensure they get the folders into your hands, as they are our primary means of communication. Please contact the school office if you need the information to go to multiple homes. Finally families who do not request the E-Newsletter, a hard copy will be sent by mail.

### **WEB SITE, EMAIL, PHONE**

Parents can also find the Monday letter and other information on our web site: [www.concordpetoskey.com](http://www.concordpetoskey.com). Some teachers also use email to communicate with parents and students and will offer email addresses for contact. Parents and the community can also send email to the main office at [office@concordpetoskey.com](mailto:office@concordpetoskey.com).

Parents and students are invited to contact teachers at home when it is appropriate to do so. We ask that home phone calls are kept short and business oriented as some teachers may get more than one a night. If something cannot wait, please call, if only to set a meeting time. Staff members can be reached at the following phone numbers:

Main office	231-439-6800
Fax number	231-439-6803

We ask that if parents call during school hours that they understand teachers may not be able to come to the phone during class hours. Fax numbers should be used to transmit business information and not to send in homework unless requested by a teacher.

## SECTION II - GENERAL INFORMATION

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### ENROLLING IN THE ACADEMY

In general, State law requires that students to enroll in the Academy in the area in which their parent or legal guardian resides.

New students under the age of eighteen (18) must be enrolled by their parent or legal guardian. When enrolling a student, parents/guardians must provide copies of the following documents:

- A. a birth certificate or similar document,
- B. court papers allocating parental rights and responsibilities, or custody (if appropriate),
- C. proof of immunizations
- D. Kindergarten also needs proof of vision screening

Under certain circumstances, temporary enrollment may be permitted. In such cases, parents/guardians will be notified about the documentation required to establish permanent enrollment.

Students enrolling from another school must have an official transcript from their previous school in order to have credits transferred. Concord Academy will assist in obtaining the transcript, if the transcript is not presented at the time of enrollment.

Homeless students, who meet the Federal definition of homeless, may enroll in the Academy. Such students will be under the direction of the Academy's Liaison for Homeless Children with regard to enrollment procedures.

New students who are eighteen (18) years of age or older are not required to be accompanied by a parent/guardian when enrolling. When residing with a parent/guardian, however, these students are encouraged to include their parents/guardians in the enrollment process. When conducting themselves in the Academy, adult students have the responsibilities of both student and parent/guardian.

A student who has been suspended or expelled by another public school in Michigan may be temporarily denied admission to the Academy during the period of suspension or expulsion, even if that student would otherwise be entitled to attend school in the local school district. Likewise, if a student has been expelled from a public school in another state (or otherwise removed for disciplinary purposes) and, if the period of expulsion or removal has not expired, that student may be temporarily denied admission to the Academy until the expiration of the period of expulsion or removal. Prior to denying admission, however, the Director shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Director determines to be relevant.

## **SCHEDULING**

### ***Elementary level***

The Director or designee will assign each student to the appropriate classroom and program. Any questions or concerns about the assignment should be discussed with the Director or designee.

### ***Secondary level***

Schedules are provided to each student at the beginning of the school year or upon enrollment. Schedules are based on the student's needs and available class space. Any changes at the High School level, for credit reasons, a student's may change classes with appropriate approval only during the first week of the semester. Students may be denied course enrollment due to a lack of available space or the need to pass prerequisites. Students are expected to follow their schedules. Any variation should be approved with a schedule change or by a teacher.

## **EARLY DISMISSAL**

No student will be allowed to leave the Academy prior to dismissal time without a written or verbal permission by the parent/guardian. No student will be released to a person other than the custodial parent(s) or guardian without written permission signed by the custodial parent(s) or guardian.

## **TRANSFER OUT OF THE ACADEMY**

Parents/guardians must notify the Director about any plans to transfer their student to another school. If a student plans to transfer from Concord Academy, the parent/guardian must notify the Director. Transfer will be authorized only after the student has completed the arrangements, returned all of the Academy's materials, and paid any fees or fines that are due. The Academy's records may not be released if the transfer is not properly completed. Parents/guardians are encouraged to contact the main office for specific details.

The Academy's officials, when transferring student records, are required to transmit disciplinary records including suspension and expulsion actions against the student.

## **WITHDRAWAL FROM THE ACADEMY**

No student under the age of eighteen (18) will be allowed to withdraw from the Academy without the written consent of his/her parents or guardian.

## **IMMUNIZATIONS**

Students must be current with all immunizations required by law or have an authorized waiver from State immunization requirements. If a student does not have the necessary shots or waivers, the Director may remove the student or require compliance with a set

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deadline. This is for the safety of all students and in accordance with State law. Any questions about immunizations or waivers should be directed to the main office.

### **EMERGENCY MEDICAL AUTHORIZATION**

The Board has established a policy that every student must have an Emergency Medical Authorization Form completed and signed by his/her parent or guardian in order to participate in any activity off school grounds. This includes field trips, performances and other extra-curricular activities.

The Emergency Medical Authorization Form is provided at the time of enrollment and at the beginning of each year. Failure to return the completed form to the Academy will jeopardize a student's educational program.

### **HOMEBOUND INSTRUCTION**

Parents/guardians of students who are not able to attend classes because of a physical or emotional disability for a period of five (5) days or longer may obtain an application for homebound instruction at the office.

Applications for individual instruction shall be signed by a physician licensed to practice in this state, parent/guardian, student, or other care giver. The physician must do the following: certify the nature and existence of the medical condition; state the probable duration of the confinement; request such instruction; and present evidence of the student's ability to participate in an educational program. Applications for homebound instruction must be approved by the Director.

### **TRANSPORTATION**

Concord Academy does not operate or use a public transportation service of any kind. Transportation to the Academy is completely the responsibility of the parents or guardian of the student or the student themselves if they are of driving age.

Parking on the Academy's property is a privilege, which can be revoked at any time. Students and their parents/guardians assume full responsibility for any transportation to and from school and other school functions.

#### ***Pick up and drop off***

Parents are responsible for their children's transportation to and from school. To help minimize traffic congestion before and after school, parents should use the drive through areas for quick pickups and drop offs, **pulling forward as far as possible**. If parents need to park and go into the building, it makes it easier for everyone if they park in the back parking lot. Safety is our primary concern during the busy pick up and drop off times; we ask all parents be aware of the children present and encourage safe behavior with their own children. Students should arrive at school no earlier than 7:45 a.m. and leave school no later than fifteen minutes after dismissal.

### ***Cars***

Students who drive to school are expected to park in the back parking lot and not use the car for any purpose except getting to and from school. Driving privileges may be revoked if the privilege is abused. Whether or not other students may ride to and from school with a student driver is a matter for the students' parents to decide. This is not an area Concord Academy can monitor. Students who will be driving to school must register their cars by make, model and license number with the office.

Failure to comply with these rules will result in loss of privileges

### ***Transportation during school hours***

Students are transported during school hours in a variety of modes. Students may be transported by a local bus service. Volunteer parents may also transport students. Older students may travel to and from local school events with other students. At the beginning of the school year parents must complete an information form to give approval for their student to be transported to and from school events. Teachers will notify families about upcoming trips in the weekly newsletter.

When the Academy provides transportation, students shall not drive to Academy-sponsored activities, unless written permission is granted by their parents/guardians and approved by the Director. Approved student drivers may not transport other students to an Academy sponsored activity without written permission from the parents/guardians of passenger students and written approval by the Director.

## **USE OF MEDICATIONS**

In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed:

- A. Parents/guardians should determine, with their physician's counsel, whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The Prescription Medication Form must be filed with the Director before the student will be allowed to begin taking any medication during school hours.
- C. All medications must be registered with the main office.
- D. Medication that is brought to the office will be properly secured.

Medication must be conveyed to the Academy directly by the parent/guardian. This should be arranged in advance. A two to four (2-4) week supply of medication is recommended. Medication MAY NOT be sent to the Academy with a student, except for emergency

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medications for allergies and/or reactions.

- E. Any unused medication, unclaimed by the parent/guardian, will be destroyed by personnel when a prescription is either no longer to be administered or at the end of a school year.
- F. The parents/guardians shall have sole responsibility to instruct their student to take the medication at the scheduled time, and the student has the responsibility for both presenting himself/herself on time and taking the prescribed medication.
- G. A log for each prescribed medication shall be maintained, which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written instructions and the parent's written permission release.

### ***Asthma Inhalers***

Students, with appropriate written permission from the physician and parent/guardian, may possess and use a metered dose inhaler or dry powder inhaler to alleviate asthmatic symptoms.

### ***Non-Prescribed (Over-the-Counter) Medications***

Concord Academy advises that students DO NOT self administer any forms of medication or keep such medications on them or in their lockers/cubbies. The Academy is not responsible or liable for students who are self administering any form of medication, prescription or over-the-counter.

No staff member will be permitted to dispense non-prescribed, over-the-counter (OTC) medication to any student.

Before any prescribed medication or treatment may be administered to any student during school hours, the Board requires the written prescription and instructions from the student's physician, accompanied by the written authorization of the parent/guardian. Both must also authorize any self-medication by the student. Before any non-prescribed medication or treatment may be administered, the Board requires the prior written consent of the parent/guardian along with a waiver of any liability of the Academy for the administration of the medication. The parent/guardian must also authorize any self-medication by his/her student.

## **CONTROL OF COMMUNICABLE DISEASES AND PESTS**

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The Academy's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest such as lice.

Specific casual-contact diseases include the following: diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

Any removal of a student will be for only the contagious period as specified in the Academy's administrative guidelines.

## **CONTROL OF NON-CASUAL-CONTACT COMMUNICABLE DISEASES**

In the case of non-casual-contact communicable diseases, the Academy still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The Academy will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion.

Non-casual-contact communicable diseases include the following: sexually transmitted diseases; AIDS (Acquired Immune Deficiency Syndrome); ARC-AIDS Related Complex (condition); HIV (Human immunodeficiency); HAV; HBV; HCV (Hepatitis A, B, C); and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents/guardians will be requested to have their student's blood checked for HIV, HBV, and other blood-borne pathogens when the student has bled at school and other students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

## **INDIVIDUALS WITH DISABILITIES**

The Americans with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the Academy's programs and facilities.

A student can access special education services through the proper evaluation procedures. Parental involvement in this procedure is important and is required by Federal (IDEA) and State law. Contact the Special Education Coordinator (Robin Crane) at (231) 439-6800 to inquire about evaluation procedures and programs

## STUDENT RECORDS

The Academy maintains many student records, including both directory information and confidential information.

Directory information can be provided upon request to any individual, other than a for profit organization, even without the written consent of a parent/guardian. Parents/guardians may refuse to allow the Board to disclose any or all of such “directory information” upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release, you may consult the Board’s annual notice, Family Education Rights and Privacy Act (FERPA).

Parents/guardians have the right to request that their student’s directory information not be released to military recruiters without prior written consent. Forms for this purpose are found in the Academy’s main office.

Other than directory information, access to all other student records is protected by (FERPA) and Michigan law. Except in limited circumstances as specifically defined in State and Federal law, the Academy is prohibited from releasing confidential educational records to any outside individual or organization without the prior written consent of the parents/guardian, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age. Such “confidential records” include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

Students and parents/guardians have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent/guardian. To review a student’s records, please provide a written notice, identifying the requested records, to the Director. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

Parents/guardian and adult students have the right to amend a student’s record when they believe that any of the information contained in the record is inaccurate or misleading or is in violation of the student’s privacy. A parent/guardian or adult student must request the amendment of a student record in writing and, if the request is denied, the parent/guardian or adult student will be informed of their right to a hearing on the matter.

Individuals have a right to file a complaint with the United States Department of Education if they believe that the Academy has violated FERPA.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as part of the Academy’s program or curriculum, without prior written consent of the student (if an adult, or an emancipated minor or, if an unemancipated minor, his/her parents/guardian) to submit to or participate in any survey, analysis, or evaluation that reveals information concerning the following:

- A. political affiliations or beliefs of the student or his/her parents/guardian;
- B. mental or psychological problems of the student or his/her family;
- C. sexual behavior or attitudes;
- D. illegal, anti-social, self-incriminating, or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or his/her parents/guardians; or
- H. income (other than that required by law to determine eligibility for participation in a program or to receive financial assistance under such a program).

Consistent with the PPRA and Board policy, the Director shall ensure that procedures are established whereby parents/guardians may inspect any materials used in conjunction with any such survey, analysis, or evaluation.

Further, upon request, parents/guardians have the right to inspect a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the Academy to the student. The parent/guardian will have access to the survey/evaluation within a reasonable period of time after the request is received by the Director.

The Director will provide notice directly to parents/guardians of students enrolled in the Academy of the substantive content of this policy, at least annually at the beginning of the school year and within a reasonable period of time after any substantive change in this policy. In addition, the Director is directed to notify parents/guardians of students in the Academy, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

- A. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information or otherwise providing that information to others for that purpose; and
- B. the administration of any survey by a third party that contains one or more of the items described in A through H above.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents/guardians and/or eligible students who believe their rights have been violated may file a complaint with the following:

Family Policy Compliance Office  
 U.S. Department of Education  
 400 Maryland Avenue, SW 20202-4605  
 Washington, D.C.  
[www.ed.gov/offices/OM/fpco](http://www.ed.gov/offices/OM/fpco)

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Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:

FERPA@ED.Gov  
PPRA@ED.Gov

### **ARMED FORCES RECRUITING**

The Academy must provide to official armed forces recruiters at least the same access to the high school campus and to student directory information of the high school students as is provided to other entities offering educational or employment opportunities. “Armed forces” means the armed forces of the United States (Navy, Army, Marines, and Air Force), their reserve components, and the United States Coast Guard.

If a student, or the parent or legal guardian of a student, submits a signed, written request to the Director that indicates that the student, or the parent or legal guardian, does not want the student’s directory information to be accessible to official armed forces recruiting representatives, then the Academy’s officials shall not allow that access to the student’s directory information. The Board shall ensure that students and parents or guardians are notified of the provisions of the opportunity to deny release of Directory information. Public notice shall be given regarding the right to refuse disclosure to any or all directory information, including the armed forces of the United States and the service academies of the armed forces of the United States.

### **STUDENT VALUABLES**

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The Academy cannot be responsible for their safe-keeping and will not be liable for loss or damage to personal valuables. Students have storage areas or lockers for their personal belongings. Locks **will be permitted** only with approval of the Director.

### **REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES**

Parents/guardians have the right to review any instructional materials being used in the Academy. They also may observe instruction in any class, particularly those dealing with instruction in health and sex education. Any parent/guardian who wishes to review materials or observe instruction must contact the Director prior to coming to the Academy. Parents’/guardian’s rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

## LUNCH

Students at Concord Academy may either choose to bring a brown bag lunch or participate in the prepared meals program. Student who bring their own lunch are responsible for storage of their items.

### ***Meal service***

The Academy participates in the Petoskey Public School Lunch Program and makes sack lunches available to students for a fee of \$2.10 for lunch / \$.35 for milk for students in K-12. Students may also bring their own lunch to school. No student shall be allowed to leave the Academy's premises during the lunch period without written permission granted by the Director.

Applications for the Academy's Free and Reduced-Priced Meal program are distributed to all students. If a student does not receive one and believes that he/she is eligible, contact the office.

## FIRE, TORNADO AND LOCKDOWN DRILLS

The Academy complies with all safety laws and will conduct safety drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building.

## EMERGENCY CLOSINGS AND DELAYS

If the Academy must be closed or the opening delayed, the Academy will notify the following radio and television stations:

TV stations 9/10, 4/7, and 29, plus local radio stations will notify by 7:00 a.m. if school is to be cancelled. Please do not call the school.

Please look for ***Concord Academy Petoskey*** OR ***Petoskey Public Schools***. Please do not be confused by the closing of other Concord schools.

**Concord Academy Petoskey will always follow the school closure of the Petoskey Public Schools if they close because of severe weather; however, because of our location and the lack of public transportation, we may also close when the Petoskey Public Schools does not.**

## EMERGENCY CLOSURE DURING SCHOOL HOURS

If weather becomes severe, parents may pick up their children early in order to get home safely. Concord Academy does not have bus service, so if Concord had to close early for an emergency, parents would be contacted to pick up their children. In the case of loss of power or water, Concord will stay in session as long as the situation does not pose a safety hazard for students.

## **VISITORS/VOLUNTEERS**

Visitors, particularly parents/guardian, are welcomed at the Academy. In order to properly monitor the safety of students and staff, each visitor must sign in the office upon entering the Academy. Upon their first visit, volunteers must submit personal information and be willing to undergo a background check before they may participate in a program with students. Concord Academy complies with all state and federal law in regards to its process of approving volunteers who work with students.

Any visitor found in the building without signing in shall be reported to the Director. If a person wishes to confer with a member of the staff, he/she should call for an appointment prior to coming to the Academy in order to schedule a mutually convenient time.

Students may not bring visitors to school without prior written permission from the Director. Permission forms are available in the office. A 48 hour notice is required.

## **USE OF THE LIBRARY**

The library is available to students throughout the school day. Books on the shelves may be checked out and used for school use. To check out any other materials, contact the librarian.

## **USE OF THE ACADEMY'S EQUIPMENT AND FACILITIES**

Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the Director to use any other school equipment or facility. Students will be held responsible for the proper use and protection of any equipment or facility they are permitted to use.

## **LOST AND FOUND**

The lost and found area is in the main lobby. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity during winter, spring break at the close of the school year.

## **STUDENT SALES**

No student is permitted to sell any item or service in school without the approval of the Director.

## **USE OF TELEPHONES**

School telephones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call.

A telephone is available in the Academy's office for students to use if granted permission when they are not in class. Office personnel will initiate all calls on behalf of a student

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seeking permission to leave the Academy.

Students are encouraged not to bring a pocket pager, cellular telephone, or any other electronic communication device. Cell phones and other electronic devices are not permitted for use during class hours.

### **USE OF CELL PHONES/ELECTRONIC COMMUNICATION DEVICES**

A student may possess a cell phone or other electronic communication devices in the school, or on school property, at after school activities and at school related functions, provided that the cell phone/ electronic communication devices **remain off** during the school day. Cell phones/ electronic communication devices may only be used before/ after school in designated area. The designated areas for cell phone use will be in **the main lobby area or the octagon area.**

Violations of this policy may result in disciplinary action against the student. Such disciplinary action may result in confiscation of the cell phone/ electronic communication devices.

The student who possesses a cell phone/ electronic communication device shall assume responsibility for its care. At no time shall the school be responsible for preventing theft, loss, or damage to cell phones/ electronic communication device brought on its property.

### **PLAYGROUND**

Although there are no scheduled recess periods during the day, except lunch, the teachers have the liberty of taking the children outside for exercise or playtime as they determine the need. The rules of the playground are really based on the idea that the playground should be fun for everyone and so students should be considerate of one another. Students are encouraged to go outside and in the winter they are required to bring appropriate clothes to do so. Staff members and volunteer parents set and enforce playground rules.

The playground is not monitored before or after school, and so it is not a good place for children to loiter at those times.

### **ADVERTISING OUTSIDE ACTIVITIES**

Students may not post announcements or advertisements for outside activities without receiving prior approval from the Director. The Director will try to respond to requests for approval within twenty-four (24) hours of their receipt.

The Academy has a central bulletin board located above the drinking fountain in the lobby that may be used for posting notices, after receiving permission from the Director.

## **SECTION III - ACADEMICS**

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### **ACADEMIC CONTENT**

Concord Academy follows its own Instructional Plan written for Concord Academy. The Instructional Plan is aligned with the State of Michigan Grade Level Expectations and High School Content Expectations. Course content is determined by Concord's Instructional Plan. The staff is aware of content in classes that might be sensitive. Certain issues require greater sensitivity than others do. Concord selects its content for educational purposes and weighs the importance with the sensitivity of the content. In cases where necessary and appropriate, teachers may substitute content for an individual child or offer an option in the course of study for a limited assignment.

Music, drama, dance or visual art may contain some religious content as we study many historical eras and cultures. This content is not selected for the purpose of proselytizing but because it is important to the course of study. This may range from cultural folk tales to sacred dance to celebratory music. We hope to promote respect for our differences and our intent in touching on matters of religion is simply to broaden our students' understanding about the world we live in.

### **ASSESSMENT**

Concord Academy uses many assessment tools through the year and over the course of the K-12 curriculum. Most assessment takes place within an individual classroom by a classroom teacher. Concord also has its own set of performance evaluations that are given by classroom teachers throughout the year.

Concord Academy gives a wide range of standardized tests each year. These include the State of Michigan's MEAP test and the Scantron's Performance Series Testing. High school students also take the PLAN, PSAT, MME and the ACT college entrance exams and the Advanced Placement exams for college credit. These results are reported every year in the annual report.

### **FIELD TRIPS**

Field trips are academic activities that are held away from the Academy's grounds. There are also other trips that are part of the Academy's extra-curricular program. No student may participate in any Academy-sponsored trip without written parental consent.

## GRADING

Concord Academy has a standard grading procedure, as well as additional notations, that may indicate work in progress or incomplete work.

### GRADING POLICY

**K-6:** No letter grades are given for students in grades K-4; letter grades begin in grade 5. A report card will be prepared four times a year, at nine-week intervals, which will provide information regarding the child's progress.

**7-12:** Letter grades are given for all assigned work and examinations. Report cards are issued every nine weeks. A student may make up any failing semester grades during summer school. Two semesters of course work may be completed during summer school, but if a student fails three semesters of coursework over the academic year, that student may be required to repeat the year.

Please contact the Assistant Director for specific information regarding Grading, Promotion, Retention and Graduation Requirement.

## GRADUATION REQUIREMENTS

### Academics:

Students must successfully complete one credit (a full year) for each of the following courses:

#### Mathematics:

Algebra 1  
Algebra 2  
Geometry  
Trigonometry

- If students enter at a lower level, they must complete through Algebra 1, Algebra 2, and Geometry according to the State of Michigan requirements

#### Science:

Biology  
Chemistry  
Physics  
AP Science or Independent Study

#### English:

World Literature and Composition  
European Literature and Composition  
American Literature and Composition  
Ancient Literature and Composition

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**Social Studies:**

World History and Geography  
European History  
American History  
Ancient History

**Fine Arts:**

Visual Arts- ½ credit per year  
Students take four years following the above thematic study

Band- 1 credit per year or Strings- ½ credit per year  
Students take four years following the above thematic study

Choir- ½ credit per year  
Students take four years following the above thematic study

Dance- ½ credit per year  
Students take four years following the above thematic study

Theatre- 1 credit per year  
Students take four years following the above thematic study

**DUAL ENROLLMENT**

Any student in 10th, 11th, or 12th grade may enroll in a postsecondary program, providing he/she meets the requirements established by law and by the Academy. Any interested student should contact the Assistance Director to obtain the necessary information.

**PROGRESS REPORTS AND REPORT CARDS**

Progress reports are generally sent mid-quarter. Teachers have different policies regarding progress reports as some send none, some send only for students who are having problems, and some teachers send a progress report for every student. It is important that these get home to parents, and we ask that parents get them back to school. If parents need additional progress reports, teachers often arrange to communicate through a student's planner.

Report cards are sent at the conclusion of every quarter. At that time parents are informed of any outstanding debts students might have, and we ask that those debts are resolved at each marking period.

**HOMEWORK**

The assignment of homework can be expected. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation

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for the MEAP , MME and graduation.

Homework will not be used for disciplinary reasons but to enhance the student's learning. The amount of homework is based on a student's course work and grade level. A general rule is 10 minutes per night for each grade level.

### **COMPUTER TECHNOLOGY AND NETWORKS**

Before any student may take advantage of the Academy's computer network and the Internet, he/she and his/her parents/guardians must sign an agreement that defines the conditions under which the student may participate. Failure to abide by all of the terms of the agreement may lead to termination of the student's computer account, possible disciplinary action, as outlined in the Student Code of Conduct, and/or referral to law enforcement authorities. Copies of the Academy's Student Network and Internet Acceptable Use and Safety Policy and the requisite student and parental agreement will be distributed at the beginning of each school year.

## **SECTION IV - STUDENT ACTIVITIES**

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### **ACADEMY-SPONSORED CLUBS AND ACTIVITIES**

Concord Academy provides to students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be for credit, required for a particular course, and/or contain school subject matter.

The Board authorizes many student groups that are sponsored by a staff member.

Extra-curricular activities do not necessarily reflect the Academy's curriculum, but are made available to students to allow them to pursue additional, worthwhile activities such as recreational sports, drama, and the like.

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements.

### **NON-ACADEMY-SPONSORED CLUBS AND ACTIVITIES**

Non-Academy-sponsored student groups organized for religious, political, or philosophical reasons may meet at the Academy during non-instructional hours. The application for permission can be obtained from the Director. The applicant must verify the following: that the activity is being initiated by students; that attendance is voluntary; that no Academy staff person is actively involved in the event; that the event will not interfere with the Academy's activities; and that non-Academy persons do not play a regular role in the event. All rules of the Academy will still apply regarding behavior and equal opportunity to participate.

Membership in any fraternity, sorority, or any other secret society as proscribed by law is not permitted. All groups must comply with the rules of the Academy and must provide students with equal opportunity to participate.

Non-Academy-sponsored organizations may not use the name of the Academy or the Academy's mascot.

### **ATHLETICS**

Concord Academy does not provide any athletic activities in which students may participate, as athletics are not part of the Academy's Mission. The Academy fulfills its Physical Educational requirement through its K-12 dance program.

## **STUDENT EMPLOYMENT**

The Academy does not encourage students to take jobs outside of school that could interfere with their success in school. If a student believes that he/she must maintain a job in addition to going to school, he/she must first fulfill any legal requirements and obtain any needed documents.

## **PERFORMANCES**

Performances occur after an extensive rehearsal period. Performances give students a unique opportunity to share their work with an audience. It is vital for students to attend performances as other students rely on their contribution. At times when illnesses and family emergencies do occur, please let your child's teacher know if your child will not be able to participate. Teachers may require make up work when a performance is missed and it is part of graded work. At the High School Level performances fill the state-required summative assessment for credit.

### ***Sharing***

An important tradition at Concord is the opportunity for students to share their accomplishments and talents with other students. The benefits of Sharing in terms of developing poise and self-confidence have been incalculable. Parents are welcome to attend, with the realization that these are not formal performances for parents but rather designed for their peers, and that space can be limited.

### ***K-4 music***

For music kindergarten through fourth grade, students generally participate in two concerts at mid-year and the end of the year. Students usually wear black pants and a white Concord Academy shirt. Attendance at concerts is expected, and a phone call if a child is ill is appreciated. We ask that parents help out by chaperoning their own children before and after the show. Soprano recorders and books are used in third and fourth grades.

### ***Concord music & movement***

C M & M is a fourth through sixth grade performing group. The students sing, drum, play instruments and perform movement. Membership is by audition. The group meets once a week from 3:30 – 5:30.

## SECTION V - STUDENT CONDUCT

### ATTENDANCE

Learning takes place during active participation in the classroom and other Academy activities that cannot be replaced through individual study. Therefore it is imperative for students to not miss a significant portion of their education.

Attendance is important in the development of a high quality work ethic, which will be a significant factor in a student's success with future employers. One of the most important work habits that employers seek in hiring and promoting a worker is his/her dependability in coming to work every day and on time. This is a habit the Academy wants to help students develop as early as possible in their educational careers.

### TRUANCY

In compliance with the Michigan State Compulsory School Attendance law, unexcused absences from the Academy (truancy) are not acceptable. Students who are truant will receive no credit for school work that is missed. After 10 days of truancy during a semester, a student will be considered a "habitual truant," which can lead to the following results:

- A. Assignment to an alternative placement, with loss of ability to participate in activities and events of the Academy;
- B. A report to local authorities concerning lack of parental responsibility in providing proper care and supervision of a student, which may lead to a hearing before a judge in a court of law.

#### ***Notification of Absence***

If a student is going to be absent, the parents/guardians must contact the Academy at **(231) 439-6800** or ***attendance@concordpetoskey.com*** and provide an explanation. If prior contact is not possible, the parents/guardian should provide a written excuse as soon as possible. When no excuse is provided, the absence will be unexcused, and the student will be considered truant. If the absence of a student appears to be questionable or excessive, the Academy's staff will try to help parents/guardian improve their student's attendance.

An excused absence allows the student to make up all possible work. Students are responsible for obtaining missed assignments. Certain kinds of school work, such as labs or skill-practice sessions, cannot be made up and, as a result, may negatively impact a student's grade.

If the absence is unexcused or unauthorized by the Director, a student may not make up the work. Skipping classes or any part of the school day is considered an unexcused absence and no make-up of class work will be permitted, and disciplinary action will follow.

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## ***Tardiness***

### Elementary Level

A student who is not in his/her assigned location by the start of the school day shall be considered tardy. Any student arriving late to school will be report to the Academy's office upon arriving to class.

### Secondary Level

Each student is expected to be in his/her assigned location throughout the school day. If a student is late in arriving at school, he/she will be reported to the Academy's office when his/her arrives to their assigned location

## ***Unexcused Absences***

Any student who is absent from school for all or any part of the day without a legitimate excuse shall be considered truant, and the student and his/her parents/guardians shall be subject to the truancy laws of the State.

No credit shall be given for any school work not completed as a result of truancy.

If a high school student, under the age of eighteen 18, is truant for more than a total of ten 10 consecutive or non-consecutive days of truancy during a semester, he/she will be considered a "habitual" truant and will be reported to the proper authorities.

## ***Excused Absences***

Students may be excused from the Academy for one or more of the following reasons and will be provided an opportunity to make-up missed class work and/or tests:

1. Medical Reason
2. Pre-approved vacation
3. College Visit
4. Arts/Academic Enrichment Opportunity
5. Any other function that is approved by the Director

Students with a health condition that causes repeated absence are to provide the Academy with a written explanation of the condition from a registered physician.

Parents/guardians must provide an explanation for their student's absence. They are to contact the main office at (231) 439-6800 or [attendance@concordpetoskey.com](mailto:attendance@concordpetoskey.com) and explain the reason for the absence. If the absence can be foreseen, the "good cause" may be approved by the Director. The parent/guardian should arrange to discuss the matter as many days as possible before the absence will occur so that arrangements can be made to assist the student in making up the missed class work.

### ***Suspension from the Academy***

Absence from school due to suspension shall be considered an authorized absence.

A suspended student will be responsible for making up class work lost due to suspension. It is recommended that a student complete missed assignments during the suspension and turn them in to the teacher upon his/her return to the Academy. Assignments may be obtained from the teachers before the beginning of a suspension. Making up missed tests may be scheduled when the student returns to the Academy.

The student will be given credit for properly completed assignments and a grade on any make-up tests.

### ***Excusable, Non-Approved Absence***

If a student is absent from school because of suspension or vacation, the absence will not be considered a truancy, and he/she may be given the opportunity to make up the school work that is missed.

### ***Vacations During the School Year***

Parents/guardians are requested not to take their student out of the Academy for vacations. When a family vacation must be scheduled during the school year, the parents/guardians should discuss the matter with the Director and the student's teacher(s) to make necessary arrangements. It may be possible for the student to receive certain assignments that are to be completed during the trip.

### ***Make-up of Tests and Other School Work***

Students, who are pre-excused for an absence or who have been suspended, shall be given the opportunity to make up work that has been missed. The student should contact the teacher(s) and main office as soon as possible to obtain assignments.

1. Make-up work due to suspension must be completed by the time the student returns to school.
2. Make-up work for students due to a pre-excused absence will be given the number of days of equal to the excused absence.

If a student misses a teacher's test due to an excused absence, he/she may make arrangements with the teacher to take the test.

### ***Absences for religious reasons***

Parents have a right to excuse their children from school for religious reasons. This includes religious instruction for up to two hours per week outside of school and attendance for special religious education so long as it does not interfere with academic work.

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No solicitation for attendance at religious instruction is permitted at school, and no staff member may encourage nor discourage participation in religious instruction.

### ***Student attendance at the academy's events***

The Academy encourages students to attend as many events of the Academy held after school as possible, without interfering with their school work and home activities.

## **CODE OF CONDUCT**

A major component of the educational program at Concord Academy is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards and rules.

Concord Academy's Code of Conduct is rooted in the Concord Creed which states:

Concord means peace, harmony.  
Peace in the world begins with Concord in my world,  
and that can only happen as I am honest, unselfish,  
generous, kind, forgiving,  
considerate, respectful.

All behavior and choices should align from the Creed and be the guideline in which all students, teachers, staff, administrators and parents act. It is also the base in which the following attributes are taken.

### ***Expected Behaviors***

Each student shall be expected to conduct himself/herself in with the Concord Creed and in the following manner:

1. abide by national, state, and local laws and obey the rules of the Academy;
2. respect the civil rights of others;
3. act courteously toward adults and fellow students;
4. be prompt to school and attentive in class;
5. work cooperatively with other students and the staff when involved in accomplishing a common goal, regardless of the other's ability, gender, race, religion, height, weight, disability, or ethnic background;
6. complete assigned tasks on time and to the best of his/her abilities;
7. help maintain a school environment that is safe, friendly, and productive;
8. act at all times in a manner that reflects pride in self, family, community and Concord Academy.

### ***Dress and Grooming***

While fashions change, the reason for being in school does not; students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these

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general guidelines.

Students should consider the following questions (and answers) when dressing for school:

1. Is my appearance respectful to others? (yes)
2. Does my clothing expose too much? (no)
3. Does my clothing advertise anything that is disrespectful to others or prohibited to minors? (no)
4. Are there obscene, profane, drug-related, gang-related, or inflammatory messages on my clothing? (no)
5. Would I interview for a job in this outfit? (yes)
6. Am I dressed appropriately for the weather? (yes)
7. Do I feel comfortable with my appearance? (yes)

If a student has selected a manner of appearance that is judged by the Director to be beyond mere freedom of expression and disrupts the educational process or presents risk to them or others, the student may be required to alter their dress.

Students who represent Concord Academy at an official function or public event may be required to follow specific dress requirements. Usually, this applies to performances and productions.

### ***Pledge of Allegiance and National Anthem***

Students will be asked to participate in the Pledge of Allegiance and the traditional Concord Academy songs. Students are expected to stand and be respectful during this time. If there are religious or other concerns in regard to this participation, we ask parents to contact the front office.

### ***Physical Displays of Affection***

Students are expected to act as gentlemen and ladies in their relationship to one another. Casual respect and healthy student-to-student friendships are encouraged; however, displays of inappropriate physical affection are not acceptable at the Academy.

### ***Swearing***

Swearing, obscene language and gestures do not follow the Concord Creed, are not an acceptable part of social etiquette and are forbidden at Concord Academy by all students, staff, teachers, administrators and parents.

### ***Care of Property***

Every student is responsible for the care of his/her personal property. The Academy will not be responsible for any student's personal property. Valuables, such as jewelry or irreplaceable items, should not be brought to school. The Academy may confiscate certain items that deem to be a distraction to the academic environment or harmful to other, and return them to the student's parents/guardian.

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Damage to, or loss of, the Academy's equipment and facilities is unproductive and undermines the school's program. Therefore, if a student does damage to or loses the Academy's property, the student or his/her parents/guardian will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline, according to the Student Discipline Code.

### ***Student right of expression***

The Academy recognizes the right of students to express them. With the right of expression, however, comes the responsibility to do it appropriately. Students may distribute or display the following at appropriate times: nonsponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet the following guidelines of the Academy:

- A. A material cannot be displayed if it has any of the following characteristics:
  - 1. is obscene to minors, libelous, indecent, and pervasively vulgar;
  - 2. advertises any product or service not permitted to minors by law;
  - 3. intends to be insulting or harassing;
  - 4. intends to incite fighting or presents a likelihood of disrupting school or a school event; or
  - 5. presents a clear and present likelihood that, either because of its content or manner of distribution or display, it causes (or is likely to cause) a material and substantial disruption of school or school activities, a violation of the Academy's regulations, or the commission of an unlawful act.
  
- B. Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Materials students wish to display must meet the Academy's guidelines and must be presented to the Director twenty-four (24) hours prior to display.

### ***Academic Integrity***

Concord Academy is an academic community where knowledge, character and integrity of the students are important for the growth of the individual. Essential to the success of this education mission is a commitment to principles of ethical academic integrity. Every member of Concord Academy's community is responsible for upholding the Concord Creed in all aspects of our program and the highest standards of honesty at all times. Students, as members of this community, are also responsible for adhering to the principles and spirit of academic honesty at all times. Violations of honesty standards can result in denial of credit (F) in a course and can be referred for disciplinary action, which may include suspension or expulsion. Penalties are given at the discretion of Administration.

## *Academic Dishonesty*

Academic dishonesty is defined as the intentional using or giving of unauthorized aid on any work for which a grade is issued. This specifically includes quizzes, tests, examinations, compositions, term papers, reports on scientific experiments and any other unit of work that is submitted for a grade. Because courses differ in nature, methodology and subject matter, the precise definition of “unauthorized aid” will vary from course to course, and sometimes from assignment to assignment.

Activities that have the effect or intention of interfering with education, pursuit of knowledge, or fair evaluation of a student’s performance are prohibited. Examples of such activities include, but are not limited to, the following definitions:

1. Cheating: Using or attempting to use unauthorized assistance, material, or study aids in examinations or other academic work, or preventing or attempting to prevent another from using authorized assistance, material, or study aids. Examples: using a cheat sheet in a quiz or exam; altering a graded exam and resubmitting it for a better grade, etc.
2. Plagiarism: Using the ideas, data, or language of another without specific and proper acknowledgment. Examples: misrepresenting another’s work (paper, lab report, article, or computer work) as one’s own original creation and submitting it for an assignment; using someone else’s ideas without attribution; failing to cite a reference or use quotation marks where appropriate, etc.
3. Fabrication: Submitting contrived or altered information in any academic exercise. Examples: making up data for an experiment; fudging data; citing nonexistent or irrelevant articles, etc.
4. Multiple submission: Submitting, without prior permission, any work submitted to fulfill another academic requirement. Example: submitting the same paper for two different classes, etc.
5. Misrepresentation of academic records: Misrepresenting or tampering with or attempting to tamper with any portion of a student’s transcripts or academic record, either before or after coming to the Academy. Examples: forging a registration form, tampering with computer records, etc.
6. Facilitating academic dishonesty: Knowingly helping or attempting to help another violate any provision of this code. Example: working together on a take-home exam or other individual assignment; transmission of unauthorized information from one student to another either on paper, electronically, or by other means.
7. Unfair advantage: Attempting to gain unauthorized advantage over fellow students in an academic exercise. Examples: gaining or providing unauthorized access to examination materials (either past or present); obstructing or interfering with another student’s efforts in an academic exercise; lying about a need for an extension on an exam or paper; continuing to write even when time is up during an exam; destroying,

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hiding, removing, or keeping library materials, etc.

8. Computer crimes: Damaging or modifying computer programs without permission. Examples: software piracy; hacking; constructing viruses; knowingly introducing viruses into a system; copying programs and data belonging to others, etc.

### ***Harassment***

Harassment is prohibited and will not be tolerated. This includes inappropriate conduct by students as well as employees, board members, parents, guests, contractors, vendors and volunteers. Concord's policy is to provide a safe environment for all students. Harassment is repeated inappropriate conduct that negatively affects a student's educational, physical or emotional well being. Any student who feels the subject of harassment should report the situation to a teacher or director.

Hazing activities are strictly prohibited. Hazing involves any form of initiation into a group that causes mental, emotional or physical harm. Concord has not experienced hazing as groups that form are meant to be productive and positive.

Bullying activities are strictly prohibited. Bullying involves any form of threatened or actual physical harm or verbal taunting. Any student who feels intimidated by another student should contact a teacher or director to help resolve the conflict.

### ***Smoking on Campus***

According to Michigan State Law, use of tobacco products is not permitted in the school building or on school grounds.

### ***Weapons, Illegal Drugs and Controlled Substances***

The school and encompassing area and any school controlled external recreational facilities are alcohol, drug, and weapon-free zones. By Contract with the students and parents, one violation of an alcohol, drug, or weapon rule may result in the expulsion of the student. "Fearing and learning are not compatible."

A student shall not possess, handle, create, illustrate, or transmit any object or instrument that is, or looks like, a weapon (e.g. rubber knife, toy gun, etc.) or weapon paraphernalia, drugs or drug paraphernalia, or alcohol or alcohol paraphernalia unless authorized by the administration.

A student shall not threaten or cause physical injury to any student, school employee or other person (e.g. fighting).

Parents and guests are to refrain from consuming alcoholic beverages, use of tobacco products, and/or illegal drugs while chaperoning students on campus, off-campus, or other school-sponsored trips.

Parents will not allow alcoholic beverages or other illegal drugs to be consumed by the

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student in their home, property or any other location organized by the parents or any family members. Parents are responsible to actively supervise any parties organized by themselves or any family members.

### ***Search and seizure***

Search of a student and his/her possessions, including lockers and vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Directors, if there is a reasonable suspicion that the student is in violation of law or the Academy's rules. A search may also be conducted to protect the health and safety of others. All searches may be conducted with or without a student's consent.

Students are provided lockers, desks, and other equipment in which to store materials. This equipment is the property of the Academy and may be searched at any time if there is reasonable suspicion that a student has violated the law or the Academy's rules. Anything that is found in a search that may be evidence of a violation of the Academy's rules or the law may be either taken and held or turned over to the police. The Academy reserves the right not to return items that have been confiscated. In the course of any search, students' privacy rights will be respected regarding any items that are not illegal or against the policy of the Academy.

All computers located in classrooms, labs, and offices of the Academy are the Academy's property and are to be used by students, where appropriate, solely for educational purposes. The Academy retains the right to access and review all electronic, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the Academy's computer system and email. Students should not expect any information contained on such systems to be confidential or private.

Review of such information may be done by the Academy with or without the student's knowledge or permission. The use of passwords does not guarantee confidentiality, and the Academy retains the right to access information in spite of a password. A student's refusal to permit such access may be grounds for disciplinary action.

### ***Police in Schools***

There are times when the local or state authorities may need to speak to a student during the school day. The Academy will always encourage the officers to seek alternative places/times to do so. If a student is to be questioned by a police officer during school hours, the school administrator shall use reasonable efforts to see that:

1. The interrogation takes place privately in the office of a school official in the presence of an administrator or his/her representative.
2. The student has been notified of his/her rights.
3. A record of the interrogation will be compiled for the future use of the police, the school, and the student/parent/guardian.
4. When students are removed from school for any reason by law enforcement authorities, reasonable effort will be made to notify the parents or guardian.

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### ***Student concerns, suggestions, and grievances***

The Academy exists for the benefit of the students. The Academy's staff is here to assist each student in becoming a responsible adult. If a student has suggestions that could improve the Academy, he/she should feel free to offer them.

When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or punished for the proper expression of a legitimate concern. As with suggestions, concerns and grievances may be directed to the Director.

A student may have the right to a hearing if the student believes he/she has been improperly denied participation in an activity of the Academy or has been subjected to an illegal rule or standard. A student may not petition to have a grade changed.

## **DISCIPLINE**

The successful history of Concord Academy shows a school that is safe and friendly for students. Concord is by design a small, one-school district where students and teachers may interact on a personal level. Student conduct over the years has been an area of pride for our school and clearly reflects a school that is teacher-friendly, parent-friendly and student-friendly. Our intent is not to create a book of rules and "catch" students in inappropriate behavior, but to foster a positive environment where disciplinary issues are rare and do not interfere with students' education.

Good behavior is expected from students at all times. Teachers and administrators are committed to guiding and assisting students in learning. It is not expected that a disproportionate period of time be spent on student discipline.

The school may employ discipline as it deems wise and expedient (i.e., reprimand, disciplined detention, parent supervision, in-school suspension, out-of-school suspension, Saturday school, expulsion, etc.). Listed below, under behavior offenses, is a sampling of disciplinary actions, and is not to be considered exclusive. Students may be required to correct their actions.

A student who is on suspension or expulsion shall not participate in, or attend any school related activities, sports, functions or events held on or off school property without the permission of an administrator. A student who is on school property without permission shall be deemed to be trespassing and will be requested to leave.

The following policy statements are meant to inform and not threaten, but the State of Michigan and Lake Superior State University encourage the clear articulation of rules. We hope that teachers, parents and students will always work together to foster a climate that is safe, positive and productive for all students.

### ***Special Needs Students***

A special needs student may be suspended if found to be in violation of the school rules, but may not exceed ten (10) days unless the student's placement and special needs condition are reviewed by a committee made up of a school administrator, faculty, and other designated individual that may provide services. Disciplinary action, including suspension for more than 10 school days in a school year or expulsion of a student with a disability shall be in accordance with all applicable laws.

### ***Separation***

The term "separation" as it is used at Concord Academy has two meanings. A student may be separated from their peers (i.e., reprimand, disciplined detention, in-school adult supervision, out-of-school parent supervision, suspension, expulsion, etc.), or from a place or person. A student who becomes involved in disciplinary difficulties in a particular locality or with an individual may be separated from that locality or individual for a certain period of time. A student who fails to complete an assigned task on schedule may be separated to a specific locality (i.e. office) until that task is accomplished. While separated, a student is expected to work on the assignment for which he or she is removed or other duties. Once the assignment or duty is completed, the student may be released by the faculty member who assigned the separation.

## **DISCIPLINARY PROCEDURES**

Disciplinary procedures for behavior offenses include:

### ***Reprimand***

A student may receive a verbal or written reprimand for inappropriate behavior. Disciplinary action is expected to correct a student's behavior and action.

### **Separation**

Disciplinary action may include loss of privileges. If a student reprimanded for breaking the same rule, the disciplinary procedures may be cumulative.

### ***Suspension***

In-school or out-of-school suspension is a disciplinary action that is available to the director of the school and is automatic for some offenses. The director or designee may remove a student from school for a period of one (1) to ten (10) days. If a student receives suspension for breaking the rules, the disciplinary procedures may be cumulative and could result in temporary dismissal. Students suspended from school will be responsible for all homework and class work missed. The work must be completed by the time the student is reinstated. Students suspended from school will not be readmitted until a conference is held with the student and parent.

### **In-School Supervision**

In-school supervision is a disciplinary action which may be assigned at the direction of director. During in-school supervision the student's parent/guardian may be required to attend school with the student (administrative intervention may be applied at any time).

### **Out-of-School Supervision**

Out-of-school supervision is a disciplinary action where the student is under the direct supervision of their parent/guardian during a regular school day.

### ***Expulsion***

Students may be permanently dismissed from the school after close consideration from an administrator, and the Board of Directors. Expulsion is required in some cases and is automatic for extreme offenses. The following procedure will govern the expulsion process, and a written record will be kept.

- a. Written notice of charges against a student will be supplied to the student and his/her parent or guardian. Included within this notice will be a statement of the time and place of the hearing.
- b. Parents or guardians will have the right to be present at the hearings and be represented by counsel (at student's own expense).
- c. The student will be given an opportunity to give his/her version of the facts and their implication. The student should be allowed to offer the testimony of other witnesses and other evidence.
- d. The student will be allowed to observe all evidence offered against him/her. In addition, the student will be allowed to question any witnesses.
- e. The hearing will be conducted by administration.
- f. The administration will bring their recommendation to the Board of Directors. The Board may go into a closed session at the request of the parent, but the Board must act publicly.
- g. The findings of the Board will be reduced to writing and sent to the student and his/her parent within five (5) school days.

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## ***Behavior Violations***

The sample offenses listed below have been categorized according to the values expressed in the “Concord Creed”.

### **Offenses:**

**Honesty-** Stealing, cheating/ plagiarism, lying, extortion, leaving campus without permission

**Unselfishness-** Skipping class/ school, tardiness, absenteeism

**Kindness-** Fighting, harassment/ bullying, threats, weapons, hazing

**Consideration-** Disruptive in class, use of cell phones or other electronic devices, possession Unauthorized articles, violation of computer use, violation of driving privileges, Unauthorized activation of fire alarms

**Respectful-** Disrespectful behavior to staff/ students, disrespectful language, tobacco, alcohol, drug possession/ use, defacing school/ personal property  
arson, weapons possession, bomb threat, student’s physical display of affection, violation of dress code

### **Consequences**

Consequences for behavior violations will depend on the nature of offense and the severity and frequency of the inappropriate behavior. The school director or designee will determine the appropriate consequence.

## SECTION V – CONCORD ACADEMY’S COMMITMENT

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### BOARD OF DIRECTORS

The Board of Directors is ultimately responsible for the supervision of Concord Academy. The Board is charged with educating students, providing a safe environment, maintaining the property, contracting and supervising the staff and approving all financial operations.

The Board meets the third Thursday of each month, in the School building, at 5:30 p.m. Meetings are open to the public and a time is set aside during each meeting for public comment. The Board of Trustees at Lake Superior State University appoints directors from nominations submitted by the sitting Concord Board. The list of Board members appears on the staff directory page.

### PARENTAL INVOLVEMENT

Concord Academy thrives on the efforts of volunteer parents. Every year it seems our need increases for parents to assist in a class, chaperon field trips, organize fundraising and more. We encourage parents to volunteer as their schedules permit.

The evidence is overwhelming that student success is directly related to the degree of parental involvement. Parents are always welcome at Concord Academy. We strongly encourage parents to be involved beginning at home and continuing into individual classrooms and in the school as a whole.

One obvious way to get involved is through the Concord Family Association, and a list of contact people follows. Parents can also get involved in individual classrooms by assisting a teacher with academic work or providing transportation for a field trip. Often teachers will send out requests for help, and we encourage you to respond.

Parents may also contact CFA, Concord Family Association, who coordinates parent volunteers in the classroom.

#### ***Concord Family Association***

Our Concord Family Association (CFA) has been a major supporter of Concord activities of all kinds. Fund raising is a major, ongoing project, but the Association provides critical support to Concord in other ways by providing a forum for direct communication between parents and administration. The CFA also organizes parent meetings and all school “get-togethers.” The CFA offers a variety of opportunities for parents to get personally involved in activities that directly affect the whole Concord community.

## THE CONCORD ACADEMY PARENT-STUDENT-SCHOOL CONTRACT

Student's Name: \_\_\_\_\_

This document is a commitment on the part of parents, and the students, and the school to the formation of social and academic excellence in our schools. With the cooperation and dedication of the three principle partners (Parent(s), school, and student) excellence can be obtained. The level of effort, interest and motivation put forth by the three principle partners will determine the level of each student's success. Together we can improve teaching and learning.

This document outlines the rules, regulations, and key commitments between the parent(s), school, and students.

### THE SCHOOL'S COMMITMENT TO STUDENTS AND PARENTS

#### *As the director, I pledge to:*

- Create a welcoming environment for all students and parents.
- Provide a safe and orderly learning environment.
- Actively work toward the goal of achieving EXCELLENCE in our school.
- Reinforce the partnership between parents, students, and staff.
- Communicate regularly with parents, students, and staff regarding the school's mission, philosophy, principles, key values, desired student achievements, programs, available services, achievements, needs, etc.
- Act as an instructional leader by supporting teachers in their classroom.
- Maintain and foster high standards of academic achievement and behavior.
- Understand, communicate and reinforce the rules and regulations of the school, including the Student Code of Conduct.

#### *As a teacher, I pledge to:*

- Actively work toward the goal of achieving EXCELLENCE in our schools.
- Respect, love, and encourage children, their ideas, and their growth.
- Provide motivating and interesting learning experiences in my classroom.
- Maintain and foster high standards of achievement and behavior.
- Explain my expectations, instructional goals, and grading system to students and parents.
- Read and reinforce the mission, philosophy, principles, key values, and desired student outcomes of The Academy.
- Communicate regularly with parents and students regarding student's progress in learning and behavior.
- Understand, explain and reinforce The Parent-Student Handbook, rules and regulations, and the Student Code of Conduct to the student and his/her parent(s).
- Communicate with each parent to ensure the best education possible.
- Reinforce the dress code.

## THE PARENTS' AND STUDENTS' COMMITMENT TO THE SCHOOL

### *As a parent I pledge to:*

- Provide adequate food and rest so my child is prepared to learn.
- Provide a quiet study time at home and encourage good study habits.
- Talk with my child about his/her school activities every day.
- Read, understand, and reinforce The Parent-Student Handbook, mission, philosophy, principles, key values, desired student achievement, rules and regulations, and the Student Code of Conduct.
- Read and agree to the computer use guidelines and policies.
- Be active in my child's education by attending conferences, reviewing school work communicating with teachers, and being involved in school functions.
- Be active in the parental participation program by volunteering my time at the school.
- Help my child in any way possible to meet his/her responsibilities.
- Seek medical treatment including physicals and vision testing on a regular basis or as needed from a licensed medical professional.
- Reinforce the dress code.

### *As a student I pledge to:*

- Complete all assignments to the best of my ability.
- Come to school on time and prepared to work.
- Go to the public libraries to enhance my studies.
- Respect the rights of others to learn without distraction and disruption.
- Encourage other students to achieve.
- Show respect for people and property by not using profanity, stealing or vandalizing.
- Discuss with my parent(s) what I am learning in school.
- Read, understand, and adhere to The Parent-Student Handbook, mission, philosophy, and principles, follow the key values, rules and regulations, Student Code of Conduct and achieve the desired student outcomes.
- Read and agree to abide by the computer use guidelines and policies.
- Show respect and cooperation with all adults in the school, using common courtesies of please and thank you.
- Refrain from using tobacco products, using drugs or alcohol.
- Adhere to the school dress code.
- Take personal responsibility for my actions.

\*\*Students of the age 18 or over give Concord Academy the right to notify parents and/or guardians as their representative who will receive Academy grades, progress, awards, and violations of the Student Code of Conduct at the discretion of The Academy.

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Student signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/guardian signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/guardian signature \_\_\_\_\_ Date \_\_\_\_\_

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