



*Concord*

ACADEMY of PETOSKEY

## Parent and Student Handbook

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

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## **SECTION I - ACADEMY OVERVIEW**

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

Concord Academy will provide an inspiring and challenging K-12 educational environment conducive to the development of critical and creative thinking through the integration of the fine arts into the sciences, technology, engineering, and mathematics (STEAM), utilizing project based instruction and multi-age experiences.

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

- To serve the student and educate the whole child providing academic, cultural, and character education.
- To uphold traditional values such as honesty, kindness and respect.
- To encourage students to become leaders and creative thinkers.
- To value contributions and suggestions of students, remembering that true education is not “pouring in” but bringing forth.
- To maintain a positive connection with our community, by both drawing on the valuable resources of our community and contributing harmoniously to our community.

### **CONCORD ACADEMY'S VALUES**

Our greatest achievements occur in community with others.  
Critical thinking and problem solving skills are vital to those wishing to lead change in our complex, evolving social and technological world.

The humanities (and especially the arts) are essential to human existence.  
Personal responsibility and integrity are indispensable in the pursuit of excellence. A sound academic foundation is essential to the development of life skills.

### **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, and 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:

**Executive Director**  
**(231) 439-6800**

Complaints will be investigated in accordance with the procedures as described in Board Policy 2260 (available by request in the office). 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.

### TYPICAL SCHOOL DAY

GRADES DK-5: 8:00 am – 3:00 pm, M-F

GRADES 6-12: 8:00 am – **3:10** pm, M-F

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

### STUDENT RIGHTS AND RESPONSIBILITIES

The goal of the Academy is to allow each student to obtain a safe and appropriate education. Students' rights to freedom of expression and fair treatment will be honored as long as they respect those same rights for other students and the staff. Students are expected to follow teachers' directions and to follow the rules of the Academy. When necessary, disciplinary actions may occur, but it is designed to ensure due process (a fair hearing) in the event of suspension or expulsion.

Parents/guardians are encouraged to build a two-way link with their student's teachers and support the Academy by informing the staff of concerns that may help their student better accomplish his/her educational goals. Parents/guardians will have access to their child(ren)'s progress at school. For students in grades 5-12, grade information is available using PowerSchool. User ID and password information is provided at the beginning of the school year and is available by calling the school office. Families of new students in grades 5-12 will receive PowerSchool User ID and password information upon being scheduled. Grades will be updated weekly for academic classes and every two weeks for fine arts classes. In addition, parents/guardians will be notified when concerns arise. Many times it will be the student's responsibility to deliver that information.

Students are expected to arrive at school on time, ready to learn and participate in the program. If this is not possible, the student should seek help from a teacher or staff member.

The Academy recognizes that a student who reaches the age of majority (18) is afforded all the rights and privileges of adulthood. However, legislation provides the opportunity for schools to establish reasonable rules and regulations to govern student behavior. A student attending school, regardless of age, is subject to the school board policies that have been officially adopted. An 18 year-old student's responsibility to the school does not change upon reaching the age of majority. **The school, acting in loco parentis, requires all students regardless of age unless living on their own, to obtain parental/guardian permission before signing out of school.** Emancipated minors must receive administrative approval before signing out of school. A doctor's note will be required for those 18 year old students and emancipated minors signing out with permission to excuse an absence for medical reasons.

### **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 become aware of any dangerous situation or accident, he/she should notify a staff person immediately.

State law requires that all students must have emergency contact information completed, signed by a parent or guardian, and filed in the Academy's office. **Students whose information is missing or incomplete may be excluded from attending school until the information is brought up to date.**

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.

If a student becomes ill during the school day s/he should ask 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. Students need to take responsibility for their work: younger children may need more guidance from their parents and teachers, and the older students should be more independent.

When parents have questions they should contact the specific teachers. The staff wants to be responsive to parents and students in order to maintain open communication. All staff use modes of communication that follow:

### *Monday Folders*

Every Monday, students (DK-5) take home Monday Folders, which contain information and updates about happenings at Concord including a monthly newsletter and letters from the students' teachers. Our monthly newsletters are emailed to families who provide us with an email address.

Sometimes children's folders do not get to parents on time, or at all. Please work with your child(ren) to ensure you receive the folders, as they are our primary means of communication. Please contact the school office if you need the information to go to multiple homes.

### *Website, Email, Phone and Text Alerts*

Our website contains our school calendar, please refer to this calendar for information about all school activities such as field trips and performances.

Parents and students are encouraged to contact teachers via email. If parents call during school hours, please understand teachers may not be able to come to accept calls during class hours. Please remember to keep phone calls short and business oriented as teachers are busy. **Please do not call after 2:30 pm to pass messages to your children.**

**Main Office**

**231-439-6800**

The Academy uses the Text Alert system Remind. Texts will be sent to you regarding school closings, emergency situations and occasional reminders.

To receive messages via text, text the following to 81010:

- **@cap912** to join CAP High School
- **@cap68** to join CAP Middle School
- **@capk5** to join CAP Elementary

## SECTION II - GENERAL INFORMATION

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### ENROLLING IN THE ACADEMY

In general, State law requires that students enroll in the Academy in the area in which their parent or legal guardian resides. **Concord Academy follows all applicable laws regarding ‘open enrollment’ and ‘school of choice’ for charter schools. Open Enrollment typically takes place during 4 weeks in March-April. Call for exact dates. After the Open Enrollment period ends, Concord *may* admit new students under ‘school of choice’.**

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 goal is to assign each student to the appropriate classroom and program. Any questions or concerns about the assignment should be discussed with the child's teacher prior to contacting the Director or Assistant Director. **Placement will be determined by the school.**

### *Secondary Level*

High School schedules are based on the Graduation Requirements and designed to facilitate all students' needs. **Changes at the High School level, for credit reasons, require appropriate approval and must be made during the first week of the semester.** Students may be required to pass prerequisites or take an alternate section due to a classroom space. During the day students are expected to follow their schedules. Any variation should be approved with a schedule change or arranged by a teacher.

## EARLY DISMISSAL

For safety reasons, students may not 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. The 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. According to Michigan state law student records (CA60) are transferred directly from one school to the other. 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 directly to the new school.

## 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 the local Health Department waiving 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 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 extracurricular activities.

## HOMEBOUND INSTRUCTION

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 have their parents/guardian 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 or another caregiver, parent/guardian, and student (if appropriate). 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 the responsibility of the parents or guardian of the student or the student him/herself if s/he is of driving age.

### *Pick Up and Drop Off*

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 is easier if they park in the back parking lot.

Safety is our primary concern during the busy pick up and drop off times; please be aware of ALL children present and encourage safe behavior. Students should arrive at school no earlier than 7:30 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. 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.** Driving privileges may be revoked if the privilege is abused.

### *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, or 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. Other students may only ride to an Academy sponsored activity with a student driver with written permission from the parents/guardians of approval by the Director or Assistant Director.

## **USE OF MEDICATIONS**

In 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 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 lockers/cubbies. The Academy cannot be 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 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 schools have 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 or "casual-contact" diseases. 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.

### ***Head Lice***

Head lice infestation is a continuing problem among many school-aged children in Michigan. In order to prevent it from becoming a problem among our students, we are asking that you check your child/ren's head carefully, and, if evidence of head lice is found, treat the child/ren and any other infested family members before you send them to school. Also, please inform the school office so that we are aware of the problem. We will follow these procedures to help prevent the spread of head lice:

- No student with head lice or nits (eggs) will be permitted to attend school. If lice or nits are found on your child at school, you will be called to pick him/her up.
- Students may return to school, accompanied by their parent, after one treatment with lice shampoo and removal of all nits. Students will be rechecked when they return to school after treatment and must be found to be **free of all lice and nits before being admitted to class.**
- Parents are asked to talk with their children about not sharing combs, hats, or other clothing, and not laying clothing on a pile with those of others.

### ***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.

## STUDENT VALUABLES

Students are encouraged not to bring items of value to the 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 the 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.

## LOCKERS, LOCKS AND DESKS

The lockers, lock and desks assigned to you belong to the school. You may decorate the inside of the locker within the limits of good taste. No suggestive pictures, alcohol, or drug related materials, etc. are allowed. Lockers are to be kept clean and neat. Nothing is to be attached to the outside. All inside decorations and personal items must be removed before the last day of the school year. You are responsible for the locker assigned to you. School authorities for any reason may conduct periodic inspections or searches of lockers and desks at any time, without notice, without student consent, and without a search warrant. Students are responsible for whatever is contained in desks and lockers issued to them by the school district. You should be aware that at various times throughout the school year, a drug-detecting dog is brought in to sniff all lockers for drugs. **You may not change lockers unless you have permission from the office. Students are held responsible for the contents of their assigned locker.**

## LUNCH

Students at Concord Academy must provide their own lunches. Students are responsible for storage of their items.

### *Meal Service*

The Academy does not participate in a meal service at this time.

**LSSU requires that Concord Academy maintain a closed campus, so students will NOT be allowed to leave the Academy's premises during the lunch period without permission of the Director.**

## **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 the school is to be canceled. Please do not call the school. This will also be posted on the school's Facebook page as well as sent via the school's text alert system, Remind.

Please look for *Concord Academy Petoskey*. 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/guardians, are welcomed at the Academy. In order to promote the safety of students and staff, each visitor must sign in the office upon entering the Academy and obtain a visitor's badge. 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.*

### **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 your teacher.

### **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. This includes the use of printers, copiers, and fax machines in the office. 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, and at the close of the school year. **Students are responsible for their own belongings and should not bring anything of great value (electronics, large sums of money, etc.) to the school.**

### **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. **All plans for after-school activities should be made prior to the activity so that last minute phone calls won't be necessary.**

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 seeking permission to leave the Academy for illness or any other reason. Students are not permitted to call parents from cell phones to request pick-up.**

### **CELL PHONES/ELECTRONIC DEVICES**

While students are allowed to bring and use electronic communications devices on school property, **no student shall use them during instructional time, or in a manner that disrupts any school activities.** Students who violate this policy in a manner that disrupts instructional time will be considered insubordinate and will be referred to the office. A

second offense will result in parents being required to pick up the device at the end of the day. **When a student is directed to put their electronic device away, they are expected to comply.** Continued violations will result in progressive discipline, which may include confiscation of the electronic device, detention, suspension, and/or loss of privileges.

If a student becomes ill during the school day, students will be required to use the office phone to contact their parent/guardian, not their personal cell phone.

Any device found to be used for illegal purposes or used in a manner that violates the Student Code of Conduct may be confiscated pending, where appropriate, parent/guardian conference and/or police involvement. Students assume responsibility for the care of their electronic device. At no time shall the school be responsible for the theft, loss, or damage of an electronic device.

Students found to be using any electronic communications device to, in any way, send or receive personal messages, data, or information that would contribute to or constitute cheating on tests or examinations shall be subject to discipline and the device shall be confiscated and not returned until a parent conference has been held. Students violating this rule will be disallowed from carrying any personal communication device following the incident unless it can be established by the building Principal that such a device is necessary.

## **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, 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's standards. 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 related to 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 folktales to sacred dance to celebratory music. We hope to promote respect for cultural differences and the intent in touching on matters of religion is simply to broaden students' understanding about the world.

### ASSESSMENT

Concord Academy uses many assessment tools throughout 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 MSTEP test as well as NWEA. High school students also take the PLAN, PSAT, MME and the ACT college entrance exams and 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 grounds and are considered part of the Academy's extra-curricular program. No student may participate in any Academy-sponsored trip without written parental consent. **Students are expected to be in attendance the day before and after a field trip. If a student is absent after a field trip it will be considered unexcused and they may be prohibited from attending the next field trip.**

### GRADING

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

## **GRADING POLICY**

**DK-4:** No letter grades are given for students in grades DK-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.

**5-12:** 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 coursework 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: 24 credits required for graduation**

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

#### **Mathematics:**

4 credits to include:

- Algebra 1
- Algebra 2
- Geometry
- Seniors must take a math class their final year in school.

#### **Science:**

3 credits to include:

- Biology
- Chemistry or Physics
- One additional credit

#### **English:**

4 credits

#### **Social Studies:**

3 credits to include:

- United States History
- World History
- Civics (.5 credit)/Economics (.5 credit)

#### **Fine Arts:**

- 6 credits (3 MUST be Performance credits)

#### **World Languages**

- 2 credits (including any exposure before High School) **OR**
- 1 credit may be fulfilled by a CTE Program or Performing/Visual Arts (Graduating in 2016 through 2024)

## Health/PE

- 1 credit (.5 health and .5 health/sports)

**\*Requirements may be met through use of online instruction.**

## TESTING OUT OF HIGH SCHOOL CLASSES

In accordance with Michigan law, the Board of Education of a school district shall grant high school credit to a pupil enrolled in high school, even though the pupil is not enrolled in that course - if the pupil has exhibited a reasonable level of mastery of the subject matter of the course by attaining a grade of not less than C+ (78%) on both semester exams in the course; or, if there is no final exam, by exhibiting mastery through the basic assessment used in the course (which may consist of a portfolio, performance, paper, project or presentation).

Regarding courses in which there is a final exam given, but the exam is not intended as a comprehensive examination of all the coursework covered (i.e. the exam is merely the last in a series of tests on portion of the curriculum sequentially taught during the length of the course), passage of the non-comprehensive exam would not be sufficient to "test out" of that course. A non-comprehensive exam would need to be combined with such other exams, papers, presentations or projects to fairly indicate attainment of a reasonable level of mastery. No final exam will be created solely for the purpose of allowing pupils to "test out" of a course. The "testing out" requirement may be met by performing work which includes papers, projects or presentations (such as in an art course or a writing course), or a number of exams, or work together with an exam(s), if the combination used would logically be considered as exhibiting mastery of the content of the course.

- Credit earned according to this policy shall be based on a "pass" grade and shall not be included in the computation of the grade point average for any purpose.
- Credit earned according to this policy may be counted toward the numerical total required for graduation.
- Once credit is earned according to this policy, a pupil may not receive credit thereafter for a course lower in course sequence in the same subject area.

Testing out periods will occur in the summer and prior to second semester. Please contact your counselor for specific testing out deadlines and dates. Students must complete and turn in an intent to test out form in the counseling office to be eligible and will be provided upon approval the following materials:

1. Textbooks used for the course
2. A course syllabus

Core courses are aligned with the Michigan Merit Curriculum, which can be accessed at [www.mde.gov](http://www.mde.gov). Final exams will include coverage of these standards as well as other important concepts listed in the course syllabus.

## **DUAL ENROLLMENT**

Any full time 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 High School Coordinator to obtain the necessary information. **Any student exhibiting difficulties in their studies or behavior will not be allowed to participate in dual enrollment.**

## **PERSONAL CURRICULUM/WORK-BASED LEARNING/CAREER TECH**

Parents may request a Personal Curriculum which the school is required to write. However, the school may reject the curriculum once written at the discretion of the Director. Students are entitled to one semester of Work Based Learning as well as CTE courses offered through the ISD. For more information, contact Robin Crane.

## **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 for the MSTEP, MME, graduation, and college or career.

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 coursework 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 Technology Acceptable Use and Safety Agreement and the requisite student and parental agreement will be distributed at the beginning of each school year.

**Use of the Internet is a privilege, not a right. The Board of Education's Internet connection is provided for educational purposes only. Unauthorized and inappropriate use will result in a loss of this privilege.**

**\*Students may not use personal computers.**

## SECTION IV - STUDENT ACTIVITIES

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### ACADEMY-SPONSORED CLUBS AND ACTIVITIES

Concord Academy provides 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.

**Participation in a school sponsored activity is a privilege, not a right (i.e. school dances, after school clubs, graduation ceremony, etc.).**

### 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 prescribed 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 cooperates with other area schools to provide athletic activities in which students may participate. Please see the athletic handbook for rules that apply to students that participate in sports as well as disciplinary consequences for violations of those rules. The Academy fulfills its Physical Educational requirement through athletics or online instruction.

## **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. Mrs. Thompson, in the office, keeps the appropriate level work permit for students 14-years-old or older.

## **PERFORMANCES**

Performances at Concord Academy are similar to athletic competitions at traditional schools and require the same dedication and result in many of the same benefits. Performances occur after an extensive rehearsal period and 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 makeup work when a performance is missed as it is part of graded work. At the High School Level performances fill the state-required summative assessment for credit and are the exam for the class.

### ***Rehearsals***

Concord Academy uses various area performance spaces since it does not have its own performance space. In order to facilitate these locations and develop a high level of performance, students may expect some after-school rehearsals. These will be kept to a minimum in respect for other family commitments.

### ***Showcase***

An important tradition at Concord is the opportunity for students to share their accomplishments and talents with other students. The benefits of Showcase 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.

### ***DK-4 Music & Movement***

For music & movement developmental kindergarten through fourth grade, the students sing, drum, play instruments and perform movement. Students generally participate in two concerts, one at mid-year and at the end of the year. Students usually wear black pants and a white collared 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.

## **SECTION V - STUDENT CONDUCT**

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### **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 be in attendance in order 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. **Students not in attendance during the school day may not participate in events after school.**

### **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** 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/guardians 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.

### *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 reported 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 he/she arrives at their assigned location. **Students continually late to class will receive a reduction in their grade. Every 3 tardies is equivalent to an unexcused absence. Unexcused students will not receive credit for missed work.**

### *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.

**Unexcused students will not receive credit for missed work.**

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.

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. 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. However, some class work such as rehearsals, in-class activities, and labs may not be able to be made up, which may negatively impact the student's grade.

### ***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 equal to the days of 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 core academic classes.

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

## **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, and 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 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 a 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/or the National Anthem. Students who choose not to are expected to 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, as they are not respectful of others. Violations of this policy may result in disciplinary action against the students.

### ***Swearing***

Swearing, obscene language and gestures that 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. The Academy may confiscate certain items that deem to be a distraction to the academic environment or harmful to others, and return them to the student's parents/guardian.

Damage to, or loss of, the Academy's equipment and facilities are 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: non-sponsored, 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 the 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, 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, the use of tobacco products which includes the use of Juuls, vape pens, and other ENDS devices are not permitted in the school building or on school grounds. The School Campus is defined as anywhere the students take classes and includes field trips, performance locations, and any school sponsored events (i.e. school

dances).

### ***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 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.

### ***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 individuals 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 the 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 implications. 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 the 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.

### ***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 VI – 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 its need increases for parents to assist in a class, chaperone 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 Petoskey. 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. 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. Fundraising 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**

This document is a commitment on the part of parents, and the students, and the school for 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 make a positive difference in student achievement.**

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### **SECTION VII – LEGAL NOTICES**

#### **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 Director Robin Crane at (231) 439-6800 to inquire about evaluation procedures and programs

#### **EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) affords parent(s)/guardians(s) and students over 18 years of age certain rights with respect to the student's educational records. They are:

1. The right to inspect and copy the student's educational records within 45 days of the day the District receives a request for access.
  - a. Parent(s)/Guardian(s) or eligible students should submit to the Director a written request that identifies the record(s) they wish to inspect.
  - b. The Director will make arrangements for access and notify the parent(s)/guardian(s) or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent(s)/guardians(s) or eligible student believes are inaccurate, misleading or an invasion of privacy.
  - a. Parent(s)/Guardians(s) or eligible students may ask the District to

amend a record that they believe is inaccurate, misleading, or an invasion of privacy. They should write the Director or Enrollment Officer, and clearly identify the part of the records they want changed, and specify the reason.

- b. The right to challenge school student records does not apply to:
  - academic grades of their child
  - references to expulsions or out-of-school suspensions, if the challenge is made at a time the student's school records are forwarded to another school to which the student is transferring.
- c. If the District decides not to amend the record as requested by parent(s)/guardian(s) or eligible student, the District will notify the parent(s)/guardian(s) or eligible student of the decision and advise him/her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent(s)/guardian(s) or eligible student when notified of the right to a hearing.
3. The right to permit disclosure of personally identifiable information or PII contained in the student's education records (including immunization records to the local Health Department) except to the extent that the FERPA or Michigan law authorizes disclosure without consent. To opt out of PII being provided to the local Health Department, please request a FERPA REQUEST FOR NON RELEASE FROM from the school office.
4. The right to be informed that, pursuant to federal law and state mandate, records of suspension or expulsion action against the student are considered to be a part of the "student records" and the District is required to transfer those records pertaining to suspension or expulsion to any public or private school in which the student has enrolled within 30 days of the date of the request from the other school.
5. The right to be informed that disclosure is permitted without consent to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board; a person or company with whom the District has contracted to perform a special task (such as attorney, auditor, medical consultant, or therapist); or the parent(s)/guardian(s) or student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her personal responsibility.
6. The right to know that, upon request, the District discloses education records, including records of suspension or expulsion action against the student, without consent to officials of another school District in which a student has enrolled or intends to enroll as well as to person(s) specifically

required or allowed by State or federal law.

7. The right to know that disclosure is also permitted without consent to: any person for research, statistical reporting, or planning, if not student or parent(s)/guardian(s) can be identified; any person named in a court order; and appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons.
8. The right to prohibit the release of Directory information concerning the parent(s)/guardian(s) child. Throughout the school year, the District may release Directory information regarding students, limited to:
  - Name
  - Picture
  - Grade Level
  - Academic awards, degrees and honors
  - Information related to school sponsored activities & organizations.
  - Major field of study.

**Any parent(s)/guardian(s) or eligible student may prohibit the release of any or all of the above information by obtaining a FERPA REQUEST FOR NON-RELEASE FORM from the school office or by a written objection to the building Principal within 30 days of the first day of school. No Directory information will be released within this time period, unless the parent(s)/guardian(s) or eligible student is specifically informed otherwise.**

9. The right to prohibit the release of Directory information concerning the parent(s)/guardian(s) child to Armed Forces recruiting personnel. Student information to be released to the Armed Forces to include:
  - Name
  - Address
  - Telephone Number
10. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

The name and address of the office that administers FERPA and PPRA is:  
Family Policy Compliance Office  
U.S. Department of Education  
Washington DC 20202-4605

## **STUDENT PRIVACY AND CONSENT/OPT-OUT FOR SPECIFIC ACTIVITIES**

The Protection of Pupil Rights Amendment (PPRA), 20 USC 1232h, requires Concord Academy Petoskey to obtain consent or allow you to opt your child out of participating in certain school activities, including a student survey, analysis, or evaluation in an applicable program that concerns one or more of the following eight areas:

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with who respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, physicians, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parent/guardian;
8. Income, other than as required by law to determine program eligibility or financial assistance.

This opt-out right also applies to the collection, disclosure, or use of student information for marketing purposes and to certain physical exams and screenings. Parents will be given the opportunity to opt-out of any/all of the above activities in advance.

### **ARMED FORCES RECRUITING**

Two federal laws and one Michigan law require public schools to provide military recruiters, upon request, the names, addresses, and telephone numbers of high school students. A parent/guardian or 18-year-old student may exercise the option to withhold consent for the release of this information to the military recruiters by obtaining a **FERPA NON-RELEASE FORM** from the school office. If you do not return this form by October 1, the district must release this information.

### **NONDISCRIMINATION AND GRIEVANCE PROCEDURE**

Concord Academy will comply with all local, state, and federal laws, and regulations prohibiting discrimination. No person, on the basis of sex, race, color, national origin, religion, height, weight, marital status, handicap, age or disability shall be discriminated against, excluded from participation in, or be denied benefits of any program for which the Administration or Board of Education is responsible. Inquires related to discrimination Direct all other inquires related on basis of disability should be to discrimination to the Executive Director.

The government has made legal provisions to insure that no person is discriminated against on the basis of sex, race, color, national origin, religion, height, weight, marital status, handicap, age, or disability. Inquiries concerning the application of, or grievances for, any of these regulations should be addressed to the Executive Director.

## **SEXUAL HARASSMENT**

Sexual harassment is a violation of Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments Act of 1972 and the Michigan Elliott-Larsen Civil Rights Act. Sexual harassment is a form of sexual discrimination. As sexual harassment is unacceptable to this school district, it is against the policy of this school district for any administrator, employee, student, independent contractor or volunteer, male or female, to sexually harass another administrator, employee, independent contractor, volunteer [Hereinafter at times referred to as "employee(s)"], or student.

This policy is intended to provide a confidential way to report incidents and to ensure incidents will be investigated and resolved fairly and according to law. It is school policy that all reports of violations of this policy or making false allegations or complaints will be treated as serious disciplinary matters.

Sexual harassment is prohibited and is defined as:

- A) Unwelcome sexual advances; or
- B) Requests for sexual favors; or
- C) Other verbal or physical conduct or communication of an intimidating, hostile or offensive sexual nature when:
  - 1) Submission to such conduct or communication is made either explicitly or implicitly a term or condition of the employee's employment status or the student's educational status; or
  - 2) Submission to or rejection of such conduct or communication by an individual is used as a basis for decisions affecting the person's employment or educational status; or
  - 3) Such conduct or communication has the purpose or effect of substantially interfering with the person's work or creating an intimidating, hostile or offensive employment or educational environment.

Sexual harassment does not refer to behavior or occasional compliment of a socially acceptable nature. It refers to behavior which is not welcome, which is personally offensive, which fails to respect the rights of others, which lowers morale and which, therefore, interferes with an employee's work effectiveness or a student's educational effectiveness. Sexual harassment may take different forms. One specific form is the demand for sexual favors.

Other forms of harassment include:

- A) Verbal - Written or oral sexual innuendos, suggestive comments, jokes of a sexual nature, sexual propositions, threats.

- B) Non-verbal - Sexually suggestive objects, pictures, graphics, commentaries, or sexually suggestive or insulting sounds or gestures.
- C) Physical - Unwanted physical contact of a sexual nature, including but not limited to touching, patting, hugging, pinching, brushing against a person's body, coerced sexual intercourse, assault.

All employees and students of Concord Academy Petoskey are expected to comply with this policy and take appropriate measures to ensure that such conduct does not occur.

Appropriate disciplinary action designed to stop the harassment immediately and to prevent its recurrence will be taken against any employee or student who violates this policy against sexual harassment. Based on the seriousness of the offense, disciplinary action may include verbal or written warning or reprimand, suspension, demotion or discharge, or expulsion.