

**CONCORD ACADEMY
STUDENT POLICIES AND
PROCEDURES HANDBOOK**



**CONCORD ACADEMY
4942 WALNUT GROVE ROAD
MEMPHIS, TN 38117
901-682-3115**

“Making a Positive Difference Since 1983”

**CONCORD ACADEMY
STUDENT POLICIES AND PROCEDURES HANDBOOK
TABLE OF CONTENTS**

| SECTION | TITLE | PAGE |
|----------------|---|-------------|
| | Table of Contents | i |
| 1. | Our School | 1 |
| | A. Mission Statement | 1 |
| | B. School Description | 1 |
| | C. School History | 1 |
| | D. School Curriculum | 1 |
| | E. Programs and Activities | 2 |
| 2. | Policies and Procedures for Admission/Continuation of Service | 4 |
| | A. Admission Policies | 4 |
| | 1. Primary Focus | 4 |
| | 2. Limitations | 4 |
| | 3. Student IQ | 4 |
| | 4. General Parameters | 4 |
| | 5. Potential Students with Higher Intellectual Capacity | 5 |
| | 6. Potential Students with Social or Emotional Issues | 5 |
| | B. Application/Evaluation for Eligibility Procedures | 7 |
| | C. Enrollment Procedures | 8 |
| | D. Annual Re-Enrollment Policies for Returning Students | 8 |
| | E. Tuition Assistance | 9 |
| | F. Re-Admission Policies and Procedures | 9 |
| | G. Treatment/Rehabilitation Program Participation | 10 |
| | H. Full Disclosure Policy | 10 |
| | I. Parental Responsibilities and Expectations | 10 |
| | J. Immunization Requirements | 12 |
| | K. Student Directory | 12 |
| 3. | Attendance Policies and Procedures | 13 |
| | A. Attendance | 13 |
| | B. Absences and Tardiness | 13 |
| | 1. Excused Absences | 14 |
| | 2. Avoidable Absences | 13 |
| | 3. Unexcused Absences | 14 |
| | a. Leaving School Grounds | 14 |
| | b. Tardiness | 14 |
| | 4. Penalties for Absences and Tardiness | 14 |
| | 5. Occurrences Not Considered Absences or Tardiness | 15 |
| | a. Emergency Closing of School | 15 |
| | b. Special Events and Activities | 15 |
| 4. | Premises and Property Policies and Procedures | 16 |
| | A. Presence of Students in the Office | 16 |

| SECTION | TITLE | PAGE |
|----------------|---|-------------|
| | B. Use of Office Telephone | 16 |
| | C. Student of Lockers | 16 |
| | D. Respect for the Property of Others | 16 |
| | E. Respect for School Property | 16 |
| | F. Internet/Social Media Policy | 18 |
| | G. Responsibilities and Rules for Checking Out Library Books | 19 |
| 5. | Medications, Illnesses, and Minor Injuries Policy and Procedures | 20 |
| | A. Over the Counter Medications | 20 |
| | B. Prescription Medications | 20 |
| 6. | Dress Code and Uniform Policies and Procedures | 21 |
| | A. General Dress Code Policies Applicable to ALL Students | 21 |
| | B. Uniform Policy Requirements | 21 |
| | 1. Uniform Purchasing | 22 |
| | 2. Uniform Requirements | 22 |
| | C. Casual Days and Activity Days | 24 |
| | D. Field Trips and Off-Campus Activities | 24 |
| | E. Violations and Rewards | 24 |
| 7. | Policies and Procedures on Alcohol, Drugs, Tobacco, Weapons, Other Prohibited Items, and the Right to Search | 25 |
| | A. Alcohol | 26 |
| | B. Non-Prescribed Medications and Illegal Drugs | 26 |
| | C. Tobacco | 27 |
| | D. Weapons | 27 |
| | E. Other Items Prohibited on Campus | 28 |
| | F. Right to Search | 28 |
| | G. Right to Alcohol/Drug Testing | 28 |
| | H. Parental Safe Home Pledge | 29 |
| 8. | Mandatory Transportation and Student Driving Rules | 30 |
| | A. Obtaining a Driver's License | 30 |
| | B. Obtaining/Retaining Permission to Drive To and From School | 30 |
| | C. Students Driving Other Students | 31 |
| | D. Mandatory Driving Rules | 31 |
| | E. Field Trips | 31 |
| 9. | Conduct Policies and Procedures | 32 |
| | A. General Conduct Rules | 32 |
| | B. Violent, Abusive/Harassing, Manipulative, and/or Destructive Behaviors... | 32 |
| | C. Parent Grievance Procedures..... | 33 |
| | D. Academic Dishonesty | 35 |
| | E. Illicit Substances/Weapons | 35 |
| | F. Applicability of Discipline to Any Violation | 36 |
| | G. Discipline Options | 36 |
| | 1. Special Procedures | 36 |
| | 2. Denial of Privileges | 36 |
| | 3. Detention | 36 |
| | 4. In-School Suspension (ISS) | 37 |

| SECTION | TITLE | PAGE |
|----------------|--|-------------|
| | 5. Out-of-School Suspension (OSS) | 37 |
| | 6. Board Suspension/Expulsion | 38 |
| | H. Referral for Mandatory Behavioral or Psychological Assessment | 38 |
| | I. Drug and Alcohol Screening | 39 |
| | J. Involvement of Authorities | 39 |
| | K. Newly-Admitted and Re-Admitted Student Probation | 39 |
| | L. Disciplinary Probation | 39 |
| | M. Prolonged/Multiple Suspensions | 39 |
| | N. Hazing | 40 |
| | N. Gift-Giving Policy | 40 |
| | O. Relationships with Staff | 40 |
| | P. Code of Discipline | 40 |
| | 1. Level One Conduct Examples and Possible Consequences | 41 |
| | 2. Level Two Conduct Examples and Possible Consequences..... | 42 |
| | 3. Level Three Conduct Examples and Possible Consequences..... | 43 |
| | 4. Level Four Conduct Examples and Possible Consequences | 44 |
| 10. | Academic Policies and Procedures | 45 |
| | A. Maintenance of Student Records | 45 |
| | B. Confidentiality of Student Records | 45 |
| | C. Rights of Parents and Guardians | 45 |
| | D. Record Retention and Destruction | 45 |
| | E. Grading Scale | 46 |
| | F. Progress Reports | 46 |
| | G. Conferences | 46 |
| | 1. Conduct-Related Conferences | 47 |
| | 2. Parent/Guardian Conferences with Staff | 47 |
| | 3. IEP Conferences | 47 |
| | H. Exams | 47 |
| | I. Use of Sponsors | 48 |
| | J. Graduation Requirements | 48 |
| | 1. Attendance | 48 |
| | 2. Service Hours | 48 |
| | 3. Academic Credits and State-Mandated Testing | 48 |
| | Table: State of TN Graduation Requirements | 50 |
| | K. Exit Exams: ACT College Entrance Testing/WorkKeys Assessments | 51 |
| | L. Transition Services | 51 |
| | M. Distance Learning Courses | 52 |
| 11. | Concord Academy Tuition Assistance Policy | 53 |
| | A. Tuition Assistance Availability | 53 |
| | B. Tuition Assistance Process | 53 |
| | 1. Determining Enrollment Eligibility | 53 |
| | 2. Tuition Assistance Packet | 53 |
| | 3. Tuition Assistance Application Forms | 54 |
| | 4. M.O.S.T. | 54 |
| | 5. Initial Payment | 54 |
| | C. Tuition Assistance Information and Requirements | 54 |

| SECTION | TITLE | PAGE |
|----------------|--|-------------|
| 12. | Concord Academy Disaster Preparedness Policy | 56 |
| A. | Concord Academy Disaster Preparedness Policy | 56 |
| B. | List of Emergency Contacts | 56 |
| C. | Student Emergency Supply of Medications | 56 |
| 13. | Asbestos Notice | 57 |
| 14. | Legal Notice | 57 |
| 15. | Suspected Child Abuse or Neglect | 57 |
| 16. | Reservations of Right to Amend, Add, or Delete Policies and Procedures | 57 |
| 17. | Infectious Disease Policy | 57 |
| 18. | Concord Academy Volunteer Policy | 58 |

**APPENDIX
FORMS**

**APPENDIX
FORMS AND INFORMATION**

- Internet Usage Agreement
- Concord Academy List of Approved Websites
- Parental Safe Home Pledge
- Middle and High School Curriculum
- Violent, Abusive, Behavior Report Form
- Parental Complaint Form
- Community Service Hours Form

[Other referenced forms, publications, and supplemental information can be obtained from the school office as needed]

1. OUR SCHOOL

A. MISSION STATEMENT

The mission of Concord Academy is to educate and guide students with special learning and social-emotional needs by challenging them to reach their personal best in all aspects of development to attain confident, productive, and fulfilling lives.

B. SCHOOL DESCRIPTION

Concord Academy is a State-approved, private school (grades six through twelve) that provides a caring environment for students with special learning needs. Concord serves students whose academic performance is adversely affected by a variety of learning disabilities including dyslexia, attention deficit disorder, and processing impairments. In addition, the school works with students who have dysfunctions such as depression, anxiety, or Asperger's Syndrome that interfere with effective social interactions. Sometimes the students we serve are challenged with a single, special learning consideration or a defined social-emotional need. Much more often, however, these students face a combination of disabling factors that require modifications in all subject areas and a variety of programs to address unique needs. Concord provides small classes, a flexible curriculum, and specialized programming within a small, nurturing, personal environment in which students feel comfortable, learn, and thrive.

C. SCHOOL HISTORY

Concord Academy was founded in 1983 by a group of parents who recognized their students with disabilities were quickly falling behind their peers in large and highly competitive educational settings. These founding parents recognized that students with special needs often have a painful awareness they are "different" and experience great frustration when they cannot achieve what others typically master with ease.

Therefore, Concord was established to provide the best education and environment for students' growth in all aspects of development including specialized academic instruction, psycho-social well-being, and vocational guidance. The founding parents wanted to provide a positive atmosphere wherein students would be challenged to reach their personal best and become independent, contributing members of society. Concord Academy is doing just that!

Since its inception, over 91% of all Concord graduates have satisfied State requirements to earn a high school diploma and have entered community colleges, universities, vocational/technical schools and/or productive employment.

D. SCHOOL CURRICULUM

Instructional programs follow general Tennessee State curriculum guidelines, adapted to meet the needs of students according to a realistic, yet challenging pace for learning based on the students' abilities and achievement.

Modifications may be made in all subject areas. Math, reading, and English are individualized according to the functioning levels of each student. Initial emphasis is placed on mastery of basic competency skills and on building a fund of general knowledge. However, each student is challenged to meet his/her highest level of individual potential.

Concord Academy offers all minimum course requirements for students to earn a regular high school diploma (provided the successful completion of Tennessee State requirements)

and to attend an appropriate vocational-technical school, community college, or four year university.

E. PROGRAMS AND ACTIVITIES

Concord Academy strives to provide the best education and environment for student growth in all aspects of development including academics, psycho-social well-being, and vocational guidance. We teach the “whole child” by providing social, emotional, pre-vocational, transitional, as well as academic instruction. Personal and relationship skill-building programs, social skills, independent adult living, and transitional programs are continually being devised, improved, and incorporated into our curriculum to meet specific needs for complete student development so our students can live successfully in the home, community, and workplace. Some of these unique programs include:

- Teen/Adult Living and Transition Courses. These courses prepare our students for life beyond high school through direct classroom instruction, career counseling, administration of career inventories, and career exploration through college and workplace site tours. Transition and Independent Living courses are offered which include job application, job interview, and job maintenance skills; public speaking; budgeting and banking; interpersonal relationship skills; and instruction in other common daily living skills to assist each student with a smoother, more successful transition into adult living no matter what career or educational path is selected after high school.
- Character, Relationship, Conflict Resolution Skill Building Courses. Concord Academy offers opportunities for building good character, healthy relationships, and to practice conflict resolution and management to encourage healthy living habits and future career awareness. Concord Academy conducts informational parent programs, and the staff is available to work with individual students and families to resolve various academic, social, or emotional issues as they arise.
- Individual/Group Therapy. Group and individual therapy sessions conducted by a licensed professional counselor/licensed clinical social worker (LCSW) and/or Board Certified Behavioral Analysts (BCBA) are offered on-site during the school day. On-site Speech/Language Therapy, Occupational Therapy, and Physical Therapy are also offered through private pay. More information/fees for these therapies are available in the school office.
- Computer-Based Remediation and Instruction. Concord Academy has established a computer lab to offer computer-based cognitive development and remediation programs for students identified as having reading, attention, and processing deficits. These computer programs have been proven to be effective supplemental and intervention materials that provide students with the basic cognitive, language, attention, and reading skills they need to succeed in school. While no computerized therapy can replace individual instruction or therapy, therapy software can be very effective in minimizing cognitive deficits. Computer-based instruction allows for intensive practice and repetition that cannot be provided as consistently by human instructors. These products are foundational and “rewire” the brain to process information more efficiently resulting in lasting cognitive improvements in memory, attention, processing rate, and sequencing tasks.

- Concord PTO Activities. The PTO funds activities that encourage peer interaction and foster feelings of being “typical”, accepted members of the student body. PTO activities include Spirit Week, school dances, field trips, awards banquets, field days, proms, and graduation ceremonies. Participation in all of these activities promotes feelings of acceptance and self-worth within a student population aware of its differences from other mainstream student populations yet desiring to “fit in” and enjoy typical teenage experiences.
- Community Service Programs. Community service opportunities provide students the opportunity to gain social experiences while discovering a sense of self-worth by helping others. Students are offered encouraged to participate in school and local service projects to foster a sense of community and citizenship.

2. POLICIES AND PROCEDURES FOR ADMISSION AND CONTINUATION OF SERVICE

A. ADMISSION POLICIES

Concord Academy follows the Tennessee State Department of Education's recommended eligibility guidelines. These Approved Disability Eligibility Standards can be found on the State website at <http://www.state.tn.us/education/speced/doc/41610apprvdeliq.pdf>.

1. Primary Focus. Concord Academy's primary focus is to serve students diagnosed with learning disabilities, Asperger's Syndrome, anxiety/depression disorders, or attention disorders who may benefit from our nurturing environment and modified curriculum.
2. Limitations. Concord Academy is not an alcohol, drug, or mental health treatment program, nor can the school serve all types of handicapping conditions. Therefore, the needs and vulnerabilities of each individual student and the entire student body must be taken into consideration when making decisions concerning accepting or continuing to serve an individual student.
3. Student IQ, Achievement, and Adaptive Behavior. Concord Academy recognizes the Intellectual Quotient ("IQ") of a student is only one measure of predicting success in school. Because some students do not test well, several factors are included in the evaluation for placement. However, Concord Academy generally serves students whose IQ's range from 75 to 115. Student achievement must be no lower than 3rd grade level. In addition, students must not be significantly impaired in adaptive behavior in school, home, or community. All scores (including IQ, achievement, and adaptive behavior) as well as complete diagnoses are evaluated to determine if a student will benefit from Concord's programs and is an appropriate "fit" into the existing student population.
4. General Parameters. The following general considerations apply when assessing Concord Academy's ability to serve a student:
 - The potential student must be willing to accept the unique characteristics and needs of the other students in the school.
 - The potential student must be compatible with and fit into the existing student population.
 - The potential student must be able to perform the majority of assignments given at his/her level of functioning in an independent manner given appropriate modifications.
 - The potential student must have the ability to advance academically.
 - The potential student's legal problems, such as interactions with police and Juvenile Court, must be fully disclosed to Concord Academy, including historical and present problems.
 - The potential student's withholding of any required information is grounds for immediate removal of the student, even if he/she has completed the admissions process.

- Admission of students whose education has been interrupted at a prior facility by virtue of incident-related or involuntary withdrawal *may* be admitted after extensive communication with health care professionals, school officials and other community professionals as the Administration deems necessary in order to obtain a satisfactory understanding of the student's current educational and psycho-emotional functioning.
 - At any point in the admission process, parents or guardians of a student may be asked to provide additional documentation to assist in the Administration's admission decision.
5. Potential Students with Higher Intellectual Capacity. Potential students whose abilities fall into the higher range of intellectual capacity with whom we are most successful include those who fall into the following situations:
- The potential student has social anxiety or school phobia and may have felt isolated in other educational settings.
 - The potential student has special social needs, such as difficulty in establishing friendships, difficulty with appropriate communication, or difficulty with change in routine such as is seen in Asperger's Syndrome.
 - The potential student is unable to maintain the pace and pressure of more traditional programs.
 - The potential student is unable to stay focused in large classrooms and facilities.
 - The potential student may have depressive symptoms and would benefit from Concord's nurturing, positive environment.
6. Potential Students with Social or Emotional Issues. While some of our students may be socially immature, Concord Academy is not equipped to serve students with social or emotional issues that place extreme demands on staff or the Administration or that severely interfere with the learning, emotional well-being, or safety of other students. Therefore, psychological and behavioral concerns must be under control with medication, therapy, or another system prescribed by a health care professional. The following is a general, non-inclusive listing of social and emotional expectations for potential and current students:
- Potential students must have the ability to pay sufficient attention to receive instruction and attend to tasks given or tests administered with appropriate modifications.
 - Potential students must be co-operative and willing to give effort on tasks assigned.
 - Potential students must be alcohol free. Potential students must be free of all drugs except those prescribed by appropriate medical professionals for the student's use. **NOTE: New students applying to Concord Academy will be required to successfully pass an unannounced alcohol/drug screening test prior to**

enrollment and all enrolled students must be able to successfully pass random alcohol/drug screening tests as a condition of continued enrollment.

A section for parental authorization of such testing is provided as part of the application/enrollment packet.

- Potential students must be free of violent or extreme behaviors.
- Potential students must refrain from sexual “acting out” behaviors, and must not engage in conversations regarding sexual behaviors, alcohol or drug abuse that might influence or encourage others to engage in those behaviors.
- Potential students may not be disruptive in any way that interferes with the learning or emotional well-being of other students.
- Potential students must not engage in manipulative behaviors that upset or take advantage of other more vulnerable students, and they must not influence others to behave in inappropriate or deceitful ways.
- Potential students must not have extreme symptoms of conduct disorders or borderline personality disorders, severe oppositional defiant disorders, psychoses (including schizoaffective disorder), severe ADHD, conditions causing extreme tics, echolalia, distracting vocalization, loud outbursts, severe paranoia, obsessions, or other symptoms that are upsetting or highly distracting to other students.
- Potential students with known or suspected emotional or behavioral disorders, with or without an accompanying learning disability, will be required to obtain a behavioral/psychiatric assessment and submit a written report as a condition of consideration for admission.
- Potential students who have undergone any hospitalization for psychological or psychiatric treatment within the last 3 years will be required to supply a complete treatment record as a condition of consideration for admission. A complete treatment record includes, but is not limited to: (a) an admitting diagnosis; (b) a complete history taken by professionals at the treating facility; (c) an explanation of treatment received by the treating facility; (d) the student’s prognosis; (e) written educational and behavioral strategies that have been proven effective; and (f) documentation of the potential student’s successful completion of the treatment program. Additionally, in some circumstances, a potential student transitioning directly from or requesting re-enrollment from an in-patient hospitalization or residential treatment facility will be required to first demonstrate successful transition in a day treatment program before being considered for admission to Concord.
- Potential students with recent alcohol, illegal drug, or non-prescribed drug use or abuse or a history of the sale and/or distribution of such illicit substances are not appropriate for this program.
- Once accepted, these parameters for potential students continue to be in effect for duration of the student’s affiliation with Concord Academy.

B. APPLICATION/EVALUATION FOR ELIGIBILITY PROCEDURES

All interested parents should go online to complete an application. Before evaluation for admission, each potential student must provide the following current¹ documents and information **from all educational institutions, psychiatrists, therapists and pertinent people involved in providing services to the student.**

1. A completed Concord Academy Application for Admission Form with a non-refundable application fee.
2. An individually-administered, psycho-educational evaluation report that includes all needed performance scores [WISC or WAIS intelligence testing and achievement testing] for all students; in addition, a “BASC” or Vineland adaptive behavior scale is needed for a suspected autism spectrum disorder or if a student’s IQ is below 75;
3. A vision screen performed within the last 12 months;
4. A hearing screen performed within the last 12 months;
5. The most recent report card OR, for high school students, an up-to-date, complete transcript and transfer sheet or withdrawal form (as applicable) from the prior school including a statement of any remaining financial obligations at the school ;
6. For students who have previously received special education services, copies of the following documents from the prior institution would be helpful:
 - a. His/her most recent IEP;
 - b. A Student Referral Form;
 - c. Classroom Observations (if not included in the psycho-educational report);
 - d. Eligibility Form;
 - e. Consent for Assessment Form; and
 - f. Any other applicable special education documentation/forms.
7. Documentation and/or evaluations of any additional conditions that interfere with the student’s academic success (such as language disabilities, auditory processing deficits, visual discrimination deficits, etc.);
8. A completed Concord Academy Consent for Release of Information Form to allow the Administration to communicate with **all educational and professional agencies involved in treatment of the student** and procure necessary information regarding your student so the school can adequately evaluate services your student may need while continuing to meet the requirements of the current student population;
9. Any other individually administered test, evaluation, or documentation required by the Administration² on a case-by-case basis from any persons involved in the student’s treatment.
10. A letter of recommendation from a licensed psychologist or medical doctor, as well as a statement of diagnosis with educational recommendations, is very helpful in evaluation for appropriateness of placement as well as a **mandatory release to allow regular communication with medical and psychological professionals to assist in the appropriate placement and programming needs.**
11. Upon the receipt of all required documentation, a mandatory personal interview or school/classroom visit will be scheduled by the Administration to obtain the best possible understanding of a student’s needs.

¹ For the purposes of documentation required by this Handbook, “current” is defined as having been administered within the last three (3) years.

² Specific documents may be required to substantiate specific disabilities; you will be advised regarding procuring these additional documents.

Following the conclusion of the mandatory personal interview, requests for additional information and/or documents may be made. Further consideration of a potential student for admission depends upon the delivery of all subsequently requested information. **Failure to provide any requested information will result in a student's removal from consideration for admission to Concord Academy.**

Following receipt of all subsequently-requested information, a decision will be made with regard to the student's admission request, and parents or guardians will be notified of that decision, including the decision of the Administration with regard to the actual academic placement of the student. Academic placement decisions are based upon the student's age, grade functioning levels, special needs, and general compatibility within the existing schedule and groupings of students. Students admitted to Concord Academy will be admitted on a probationary basis for the duration of the first year. Students who qualify for admission, but for whom no space exists, will be placed on a waiting list for admission, and granted admission only when an opening becomes available.

C. ENROLLMENT PROCEDURES

Upon acceptance to Concord Academy, but prior to a student being allowed to attend classes, additional enrollment documents will be required including, but not limited to, the following documentation. **Failure to provide any of the requested information will result in a student's removal from consideration for admission to Concord Academy. A majority of this documentation is required by the State and must be on file for concord to be in compliance with state requirements and to retain our accreditation**

1. A completed and signed online New Student Enrollment Form
2. A completed Concord Academy Medical Examination Form (to be completed by a physician)
3. A Medical Information/Certification Form (to be completed by a physician)
4. A current immunization record showing compliance with all State of TN Department of Health immunization requirements (new requirements effective July 1, 2010) (to be completed by a physician)³;
5. Copy of the student's Social Security card
6. Copy of the student's birth certificate
7. Copies of legal guardianship or custody (if applicable)

D. ANNUAL RE-ENROLLMENT POLICIES FOR RETURNING STUDENTS

Students will not be allowed to re-enroll and begin attending classes at Concord in a subsequent school year until all of the following conditions are satisfied:

1. An online Returning Student Re-enrollment Form is completed.
2. All past due tuition accounts and fees (from previous years) must be paid in full.
3. The mandatory deposit is paid in full [the non-refundable deposit is applied to tuition; the Administrative Fee is applied to workbook and drug testing fees].
4. When required, the application fee is paid in full [the application fee is usually a one-time fee for new students upon initially applying to the school; however, if the

³ Specific religious and medical exemptions to immunization requirements can be made on a case-by-case basis.

mandatory deposit for a subsequent year is not received by the published due date, an additional application fee may be charged to a student who is re-enrolling].

5. ALL re-enrollment paperwork is properly completed and submitted to the school office. Note: **A majority of the REQUESTED documentation is required by the State and must be on file for concord to be in compliance with state requirements and to retain our accreditation.**
6. All required hearing screenings, vision screenings, and immunization certificates are current. [Note: Effective July 2010, the TN Department of Health has updated immunization requirements for students. You must ensure your student meets the most recent immunization requirements. See Section H. Immunization Requirements of this chapter of the Handbook for more detailed information].

E. TUITION ASSISTANCE

Concord Academy may be able to offer limited financial assistance to a student depending on the sponsorships received from outside foundations and other contributions to the school's tuition assistance fund. However, due to extremely limited funds, Concord reserves the right to restrict the amount and number of students receiving financial assistance in any school year. Determination of eligibility due to financial need is made through the School and Student Service for Financial Aid (SSS). Reduced tuition (paid on a 12-month basis instead of a 10-month basis) **may be considered but must be approved in advance by the Board.** Concord financial assistance is granted on the basis of verified need.

Parents/guardians of new or returning students seeking tuition assistance must meet the following requirements for each school year:

1. Satisfy all M.O.S.T. requirements and established deadlines (annually in March) [Note: M.O.S.T. is currently not accepting new applications.]
2. Complete the SSS forms annually online at www.nais.org/financialaid/sss [Note: Concord's school code is 2889].
3. Complete the Concord Academy Application for Financial Assistance. Copies are available upon request from the school office. The deadline for submitting tuition assistance requests will be April 15th.

Students receiving assistance must be willing to work to maintain good grades and exhibit good behavior at school and school functions. Families in need of tuition assistance must be willing to complete and submit all needed paperwork in a timely manner and actively seek other outside sources of assistance. Concord Academy staff can assist in identifying potential sources of assistance but **the family must be willing to complete and submit needed paperwork to determine eligibility for assistance.** They must also support Concord by participating in fundraising and school events.

More detailed information about tuition assistance procedures can be found in Chapter 11, Tuition Assistance Policy, of this Handbook.

F. RE-ADMISSION POLICIES AND PROCEDURES

Students whose education has been interrupted due to non-incident related, voluntary withdrawal from Concord Academy will be re-admitted following the same procedures set forth for new students but using an Application for Re-Enrollment form instead of an Application for Enrollment form.

The re-admission of students whose education has been interrupted at Concord Academy by virtue of incident-related or involuntary withdrawal may be re-admitted after extensive communication with health care professionals, school officials, and other community professionals as the Administration of Concord Academy deems appropriate and necessary in order to obtain a satisfactory understanding of the student's current educational and psycho-emotional functioning. At any point in the re-admission process, parents and guardians of a student may be asked to provide additional documentation to assist in the Administration's decision, which may encompass not only the well-being of the student requesting re-admission, but the well-being of the student body as a whole. Current releases of information must be provided for all professionals involved in intervention and maintenance of the student.

Students re-admitted to Concord Academy will be required to successfully pass an unannounced alcohol/illegal drug screening test prior to re-admission. Re-admitted students will be accepted on a probationary basis for the duration of the first year. Those students being re-admitted to Concord Academy may also be re-admitted solely upon their agreement to adhere to a behavioral contract or upon such other terms and conditions as the Administration may deem appropriate.

G. TREATMENT/REHABILITATION PROGRAM PARTICIPATION

The parents/guardians of a student who receives specialized treatment or participates in a treatment/rehabilitation program at any time during the year (over a holiday or summer, fall, or spring break) MUST submit a treatment summary prognosis to Concord Academy upon the student's return to school. They must also provide a signed release of information form allowing Concord staff direct communications with any therapist/ professional who provided service to that student during the treatment period to ensure the school staff has a satisfactory understanding of the student's current educational and psycho-emotional functioning.

H. FULL DISCLOSURE POLICY

If, at any time, a behavioral or medical change, legal involvement, or other uncommon incident occurs outside of school that impacts your student in any way (physically, emotionally, or educationally), the administration of Concord Academy requires full disclosure of the incident be made to the Director and/or Guidance Counselor as soon as practical after the occurrence. Such incidents may seem personal or embarrassing to the family. However, our staff must be informed of incidents that impact a student so we can have a satisfactory understanding of the student's current educational and psycho-emotional functioning level and ability.

Likewise, parents/guardians must also provide a signed release of information form allowing Concord staff direct communication with any professional or organization who provided service(s) to that student as result of an incident or other change impacting the student. Failure of a parent/guardian to disclose information pertinent to a student's well-being will be deemed as defiance and may result in disciplinary action up to and including immediate dismissal of the student.

I. PARENTAL RESPONSIBILITIES AND EXPECTATIONS

In order for students admitted or re-admitted to Concord Academy to remain enrolled, parents and guardians must be willing to work with the school regarding their student's behavior and academic effort. By submitting an application for their student to be admitted

or re-admitted to Concord Academy, each parent and/or guardian hereby agrees to fully cooperate in all aspects of the student's school experience including compliance with all of the school's policies and procedures.

The following delineates Concord Academy's expectations of each student's parent or guardian:

1. You will ensure that you and your student fully comply with all school rules and the policies and procedures delineated in this Handbook;
2. You will attend all meetings requested by the school;
3. You will support the school's fundraising efforts;
4. You will support the school's recommendations and decisions regarding consequences for inappropriate behavior;
5. You will follow the recommendations of medical and psychological professionals regarding your student;
6. You will promptly communicate to us any behavioral, educational, psychological, or medical information reasonably necessary to keep us informed about your student, including the observations of professionals assisting or evaluating your student;
7. You will maintain control over your student's out-of-school activities, including, but not limited to, the student's use of cars and phones; student compliance with curfews; student adherence to all applicable city, state, and Federal ordinances and laws;
8. You will maintain control over your student's out-of-school interactions with other students and friends including, but not limited to, the following:
 - Providing adult chaperones when having other students or friends in your home.
 - Demanding and confirming the presence of adult chaperones when your student is in the home of another student or friend.
 - Providing adequate adult supervision if you are to be away from home.
NOTE: Other students or other young adults 18-25 years of age are not considered appropriate "adult" supervision, regardless of student's age.
 - Refusing to allow your student, any visiting student, or your student's friends to possess or use tobacco, non-prescribed medications, illegal drugs, or alcohol.
 - Refusing to allow your student, any visiting student, or your student's friends to possess a weapon of any nature when supervising adults are not present.
 - Communicating with another parent or guardian if you have information indicating his/her student is participating in dangerous or unhealthful practices, and keeping these communications confidential if asked to do so.
 - Providing specific supervision when your student or visiting students are using the Internet;
9. You will assist with transportation and supervision during special activities and field trips; and
10. You will timely pay all sums owing Concord Academy as delineated in your contract with us. **ALL ACCOUNTS MUST BE SETTLED BEFORE GRADES OR TRANSCRIPTS WILL BE RELEASED OR BEFORE A STUDENT IS ACCEPTED FOR RE-ENROLLMENT THE NEXT SCHOOL YEAR.**

All parents/guardians of Concord students are required to sign a pledge sheet to document their support of Concord's Parent Safe Home rules. A pledge sheet is part of the online enrollment packet.

J. IMMUNIZATION REQUIREMENTS

All students are required by TN State law to have records on-site at Concord proving they are either fully, legally immunized (or have an acceptable religious or medical exemption from immunization). **Should a student fail to provide one of the foregoing documents, the student will be considered inadequately immunized and prohibited from attending school until the required documentation is provided.**

Parents and guardians who do not have immunization records on their student should immediately contact the Memphis and Shelby County Health Department (MSCHD) or their family physician to obtain the required immunizations and certificate of immunization. Provide Concord Academy with a copy of the certification of immunization.

IMPORTANT: For the first time in 10 years, the TN Department of Health (TDOH) has changed and updated its immunization requirements for child care, pre-school, and school entry. The effective date for these new requirements is July 1, 2010. Concord Academy students in every grade must meet all TDOH immunization requirements for enrollment (or have an acceptable religious or medical exemption). These new and updated requirements affect students entering the 7th grade and new students enrolling from out of state (immunization requirements vary by state).

More detailed information and a sample immunization certificate can be found at the TDOH website: <http://health.state.tn.us/ceds/required.htm>. Valid certificates of immunization can only be obtained from a licensed medical provider or the Memphis Shelby County Health Department.

K. STUDENT DIRECTORY

Throughout the school year, Concord Academy parents/guardians may want to contact other parents/guardians at home (to discuss homework, to ask for advice, to invite students to birthday parties, etc.). A School Directory including family telephone numbers and addresses makes it easier for parents/guardians to get in touch with each other. Some parents/guardians may not want home contact information to be released to other families. Inclusion in the printed School Directory is VOLUNTARY. All families will receive a copy of the School Directory upon request (even families that opt not to be included in the Directory).

Personal contact information is maintained by the office for school use. However, Concord Academy will NOT release this information to other families without written permission. At registration at the beginning of each new school year, families will be asked to complete a form indicating if they do/do not want to be included in the Concord School Directory.

3. ATTENDANCE POLICIES AND PROCEDURES

A. ATTENDANCE

Regular attendance is required by law and is necessary for satisfactory school work. When a student misses a day of school, he/she loses valuable information presented to the class, which will likely negatively affect the student's grades regardless of make-up work. While Concord Academy understands that illness or emergency situations occasionally make it impossible for a student to attend school, parents and guardians should understand that absences for any reason should be a rarity.

Students are to arrive at school **no earlier than 7:30 a.m.** unless prior, specific permission for an earlier arrival has been obtained from Administration. There must be adequate supervision of students who arrive early.

All students should be ready for classes no later than 8:00 a.m. The exterior doors of the premises will be locked at 8:00 a.m. A yearly school calendar of scheduled school days and events will be given to each student for their use throughout the year. Failure to be present while school is in session, as more specifically described below, shall constitute an absence or tardiness.

B. ABSENCES AND TARDINESS

One of the following types of absences shall be applied to each student who is not present in school for any part of a school day:

1. Excused Absence. An excused absence is an absence resulting from uncontrollable circumstances. Illness of the student or death in the student's family are examples, **provided that a parent or guardian has called the school to advise that their student will be absent and why, and provided that the parent or guardian sends to school a written, signed excuse upon the student's return to school.** Students given an excused absence will be given an opportunity to make up assignments for credit of work missed.
2. Avoidable Absence. An avoidable absence is an absence resulting from family decisions that cause a student to be out of school whether for a full day, for part of a day, including early release. Family vacations, non-emergency doctor and dental appointments, business trips, and church activities are examples. **Prior approval of the Administration is mandatory in order to have an avoidable absence considered as an excused absence, said reclassification occurring solely at the discretion of the Administration.**

If prior approval of an avoidable absence has been sought, and a request has been made for the avoidable absence to be considered an excused absence, the student must complete and submit all allowable make-up work. **Failure to complete and return all allowable make-up work may result in the absence being designated as an unexcused absence, said determination occurring solely at the discretion of the Administration.**

"Avoidable Absence" also includes any non-emergency reason that a student must leave school for any portion of a school day.

3. Unexcused Absences. Any absence not classified as an excused absence is an unexcused absence. Also designated as unexcused absences are the following:
- a. Leaving School Grounds. Any student leaving the school campus during the school day without following the provisions delineated in this Handbook and receiving express permission to do so may be given an unexcused absence.
 - b. Tardiness. Students are to arrive at school no earlier than 7:30 a.m. (unless specific permission for an earlier arrival has been obtained from Administration) and be ready for classes no later than 8:00 a.m. Immediately upon arrival, high school and middle school students are expected to report to the morning room teacher.

Students are to be in their homeroom no later than 8:00 a.m. with all required materials, and in each subsequent class with all required materials when delineated by the student's specific schedule. Any student not arriving in a class at the designated time will be considered tardy. All students should report to the Administrative office immediately upon arrival for first period to obtain an "Admit Slip." **No tardy student shall proceed to any class without first reporting to the Administrative office and obtaining an Admit Slip.**

Any student who must leave a classroom to obtain any required materials from his or her locker will be considered tardy.

4. Penalties for Absences and Tardiness⁴. Absences and tardiness will be handled as follows at the discretion of the Administration:
- a. 5 Days Absent. An office or telephone conference may be held with parents or guardians when a student has been absent 5 days (or 30 class hours) in a semester. If a student has five (5) unexcused absences, whether successive or not, he/she shall be reported to the Superintendent of Schools as required by law⁵.
 - b. 10 Days Absent. Written verification from care-giving professionals may be required to substantiate prior absences or to verify future absences when a student has been absent 10 days (or 60 class hours) in a semester.
 - c. 3 Class Tardies. Any 3 "class" tardies received in a nine week period shall result in detention.
 - d. Tardiness In General. All tardiness may be considered a discipline issue and handled pursuant to the Code of Discipline (refer to part F., "Code of Discipline," of Section 9, "Conduct Policies and Procedures," in this Handbook for information regarding discipline options for various offenses).

⁴ Academic consequences for absences and tardiness are contained in Section 10, "Academic Policies and Procedures."

⁵ Each successive accumulation of five (5) unexcused absences shall also be reported to the Director as required by law.

Tardiness In General. All tardiness may be considered a discipline issue and handled pursuant to the Code of Discipline (refer to part F., “Code of Discipline,” of Section 9, “Conduct Policies and Procedures,” in this Handbook for information regarding discipline options for various offenses).

5. Occurrences Not Considered Absences. The following situations are not considered absences from school:
- a. Emergency Closing of School. On rare occasions, weather conditions (existing and predicted), driving conditions, traffic conditions, parking conditions, personnel shortages, and the actual or imminent possibility of an emergency condition will require the Administration to close Concord Academy to protect the safety or health of our students. These circumstances are not considered absences as defined in this Handbook. **NOTE: Please check our website, listen to local radio stations or watch WMC-TV Channel 5 News or other local television stations for information regarding emergency closings.**
 - b. Special Events and Activities. Throughout the year we participate in many activities, recreation days, and field trips⁶. Time out of school while participating in a school activity or field trip will not be counted as an absence or tardy. However, days on which these activities or trips occur are **not school holidays**, and students not participating in the activity or trip are expected to remain at school and complete school assignments or they will be considered tardy or absent as circumstances dictate.

Students participating in these activities are subject to all school policies and procedures, as are any adults accompanying them.

⁶ Some locations historically visited are: The Pink Palace Museum, IMAX Theater, and Planetarium; The Brooks Art Gallery; Goldsmiths’ Civic Center & Gardens; Lichterman Nature Center; Memphis Zoological Gardens; local libraries; local parks; bowling and skating centers; Agricenter International; various colleges, universities, and vo-tech schools; the Huntsville Space Center; the St. Louis Arch; the St. Louis Zoo; Six Flags Over St. Louis; the St. Louis Science Museum; Blanchard Springs Caverns in Mountain View, AR; the Tennessee Aquarium; Ruby Falls; and Rock City.

4. PREMISES AND PROPERTY POLICES AND PROCEDURES

The following premises and property rules apply to all students.

A. PRESENCE OF STUDENTS IN OFFICE

Students are not allowed in the office except to conduct necessary school business such as requesting tardy slips, delivering written excuses for absences, or managing the delivery or receipt of medication pursuant to Section 5., “Medications, Illness, and Minor Injury Policies and Procedures,” of this Handbook. A student may also enter the office when a teacher has given that student express permission to go to the office and provided that student with an office pass. A student may enter the office in an emergency situation that warrants being in the Administrative office. **A student must knock on the door and receive permission to enter prior to entering the office.**

B. USE OF OFFICE PHONES

School phones are for office use only. Students will not be allowed to use school phones for personal use except in extraordinary circumstances as determined by the Administration.

C. STUDENT LOCKERS

Each student will be assigned a locker to use for his/her convenience. Students must bring their own lock and must submit the combination or duplicate key to the office. Lockers should be kept locked at all times. Concord Academy is not responsible for lost or stolen items, and the Administration specifically reserves the right to search any student’s locker at any time and for any reason.

D. RESPECT FOR THE PROPERTY OF OTHERS

Students must respect the property of others. Borrowing or wearing items belonging to another student is strictly prohibited. Selling or buying of goods among students is prohibited. Students may not purchase supplies or food/snacks for other students. Exchanging items (such as CDs, DVDs, books, or magazines) is prohibited unless prior approval is granted from parents/guardians of both students and the Concord staff.

E. RESPECT FOR SCHOOL PROPERTY

Concord Academy and its students are guests of Mullins United Methodist Church. Therefore, extra care must be taken to preserve and protect the premises and to keep all school property clean at all times, particularly the lunchroom, the classrooms, the lockers, and the hallways. Each student is personally responsible for the cleanliness of the school property he/she utilizes including, but not limited to, cleaning the microwave after use, throwing trash in the appropriate bins, leaving the lunch room sink empty of containers brought to school, and returning food containers to home each afternoon.

Specifically, the following rules must be followed at all times. Failure to adhere to these rules may, at the discretion of the Administration, subject a violating student to disciplinary action:

- **DO NOT BRING OPEN BEVERAGE CONTAINERS to school. This restriction includes items such as Starbucks, canned drinks, or travel cups filled at home regardless of the beverage in the container. All opened drinks must be disposed of in the trash receptacle outside before entering the building. Open drink containers may not be placed in lockers to save for snack time or lunch. Open drink containers found within the school will be confiscated.**

- High caffeine and/or energy drinks (such as Red Bull, Vault, etc.) are prohibited and shall not be brought into the school.
- Use only the double glass doors on the north side of the building (these are the doors facing the gym) to enter and exit the property.
- DO NOT USE THE FIRE EXIT in the north stairwell unless it is a true emergency or an emergency drill.
- Do not use the south stairwell (next to the church library) except during an emergency or an emergency drill.
- Do not go into the gym or other parts of the buildings or grounds without permission or without supervision.
- Remain within view of your teacher or supervisor during all activities.
- Do not enter a classroom without a teacher or supervision without specific permission to do so.
- Books, supplies, backpacks, and other personal items must be kept in lockers, not classrooms the office, or hallways. Items lost or confiscated will be placed in the “Lost and Found” container and a fee of \$.50 per item will be charged to reclaim the item.
- Books and materials provided to the student are the student’s responsibility. Any loss or damage not caused through normal wear and not noted on a receipt taken from the student regarding the condition of his/her textbooks or materials at the beginning of the semester, shall result in the student being required to pay for the lost or damaged item. All textbooks are to be covered with a book cover.
- Lockers must be kept clean and locked and free of any unauthorized decoration.
- Locker combinations must be kept confidential (not provided to other students). The combination must be provided to the office before the lock is installed on the locker. Locks with keys may also be used but a second, spare key must be left in the office. The Administration specifically reserves the right to search any student’s locker at any time and for any reason.
- Desks must be left as arranged unless specific permission is received from a teacher to rearrange them.
- Writing on, damaging, and/or destroying school property, including books, desks, walls, lockers, or bathrooms, will not be tolerated and will be disciplined appropriately (refer to conduct violations in Section 9 of this Handbook).
- Blinds, windows, and air conditioning/heating equipment should not be touched by any student unless specifically directed to do so by a teacher.

- Students are not allowed to sit at or on any teacher's desk or touch any item on a teacher's desk without specific permission from a teacher.
- DO NOT ever empty foods (including soups) into the classroom sinks; only drinks or water should be poured into the sink and then the sink should be washed out
- Commercially-sealed drinks (with the exception of high caffeine and/or energy drinks) may be brought for break and lunch but unfinished drinks may not leave the lunchroom and must be disposed of properly.
- Aluminum cans must be emptied, rinsed, and placed in the recycling bin.
- Lunches brought to school must be kept in a student's locker. Students may not use the refrigerator.
- Microwave ovens are for use at lunch only.
- Each student is responsible for cleaning the microwave after using it.
- Drinks available at school are bottled water and diet soda only. These will be sold for a sum published on the dispensing machines.
- Some prepared foods and food for special occasions will be available for purchase at a price published by the school. These foods will be ordered once a month in advance.

F. INTERNET/BLOGGING/SOCIAL MEDIA POLICY

All students granted permission to use the computers or network at school must follow the rules delineated in the Concord Academy School Internet Usage Agreement Form located in the Appendix. Students and their parents/guardians must read, sign, and return the School Internet Usage Agreement prior to the student being allowed access to computers at Concord. Improper or unauthorized use of school computers can result in disciplinary action (refer to Level 2 conduct violations in Section 9 of this Handbook). A list of approved websites can also be found in the Appendix of this Handbook.

All Concord Academy network resources are owned solely by and are the property of Concord Academy including, but not limited to, email messages, stored files, and network transmissions. **Thus, students have no reasonable expectation of privacy as to the items contained in such property.** Concord Academy reserves the right to monitor, for any purpose, communications and to access usage via the school computer systems.

Concord Academy recognizes that our positive reputation is critical to supporting our mission. Public criticism of Concord Academy, its employees, Board, volunteers, and students, whether by name or implication, or dissemination of material contrary to the school's interests, is not permitted. Concord Academy may, at its option, monitor internal and external sources to identify inappropriate use. Students responsible for posting disparaging material or for other misuse will be subject to disciplinary action. Concord Academy reserves the right to take legal action if and when necessary to protect our reputation.

G. RESPONSIBILITY AND RULES FOR CHECKING OUT LIBRARY BOOKS

Before your child will be allowed to check books out of the school library, a form must be signed by both the parent/guardian and the student. Students **MUST** take proper care of Concord library books

The rules for checking out and using library books include:

- Do not write in any of the books.
- Do not bend back pages to mark a spot; use a bookmark.
- Be careful with the book binding; do not continuously crease the pages back.
- Do not have foods and beverages near a book while reading; drinks can ruin the pages if spilled and certain foods like Cheetos leave stains on book pages.
- Students are responsible for any damaged or lost books. Book replacement cost ranges from \$5.00 to \$60.00.
- Books are checked out for a two-week period. The fine for late books is \$0.10 a day.
- A student's Report Card will be held if he/she has any library fines that are not paid or lost/damaged books that have not been paid for/replaced.

If you would like to donate a book in honor of someone, please contact the office.

H. PUBLICITY RELEASE POLICY

Throughout the school year, Concord Academy will conduct activities that may be publicized through school or local media outlets to promote the positive activities, honors, and work of our school, staff and students. These activities may include interview sessions with news reporters; photographs of individual students or groups of students for newspapers or various school publications including newsletters, calendars, and brochures; the use of student photos on the Concord Academy website and Facebook page; and videotaping for local news programs and school promotional videos. Publications may also include student identification by name.

We understand some parents/guardians do not want their student's photograph or identifying information to be used. Therefore, each parent/guardian must complete the Receipt and Acknowledgment Form in the Enrollment to ensure the Administration adheres to your wishes regarding your student's publicity and photo release. **Please note, however, that your child's image or likeness may appear in occasional candid photos without any identifying information and the use of these candid photos of your child is permissible regardless of how this form is completed.**

5. MEDICATIONS, ILLNESSES, AND MINOR INJURY POLICY & PROCEDURES

Students who are ill and have a fever will be sent home. Parents and guardians will be notified immediately. Students who feel ill but do not have a fever may be given over-the-counter medicines (for example Tylenol or a generic equivalent) for headache or pain provided the student's parent/guardian has given written permission for this medication to be administered.

A student may be excluded from school to prevent the spread of a contagious disease. The parents/guardian will be notified and the student will be isolated until he/she goes home. Contagious diseases include, but are not limited to, red measles, German measles, chicken pox, conjunctivitis, ringworm, head lice, and other disease diagnosed as contagious.

A. OVER-THE-COUNTER MEDICAL ITEMS

No over-the-counter (OTC) medical items or medications will be given to a student by the Concord Academy staff unless prior parental permission is provided to the office. If a student's parent/guardian would like **OTC medications** (for example, Tylenol, Pepto-Bismol, or cough drops) to be administered to that student during the school day, those medications must be approved for use in Section 2. OVER-THE-COUNTER (OTC) MEDICATIONS/MEDICAL ITEMS on a signed online Concord Academy Medical Information and Release Form (part of the enrollment packet).

Only those OTC items that are approved by the parent or guardian will be administered when needed. If a parent or guardian wants other OTC medical items and/or medications that are NOT LISTED on the Concord form available for administration during the day, the parent or guardian must supply those over-the-counter medications in their original containers to the school office with specific administration instructions for their use. These other OTC medications must be listed in Section 2. OVER-THE-COUNTER (OTC) MEDICATIONS/ MEDICAL ITEMS on the signed Medical Information and Release form (where it states "Other (specify)").

Minor injuries will be treated with hydrogen peroxide, MediQuick (or similar first aid medicine), Band-Aids, gauze, tape, etc., IF a parent or guardian has given written consent to such treatment on the signed Medical Information and Release Form.

B. PRESCRIPTION MEDICATIONS

No prescription medications will be given to a student by the Concord Academy staff unless prior parental permission is provided to the office. Prescription medication(s) will be administered by Concord Academy only if the medication in its original prescription bottle has been sent to school by the student's parent/guardian, accompanied by a signed online Medical Information and Release Form containing specific administration instructions for each medicine. Section 4, Parent's Authorization for Administering Prescription Medications, on the Concord Academy Medical Information and Release Form must be completely filled out and signed prior to medications being administered at school. The medication will be kept locked up in the school office. It is the student's responsibility to obtain his/her medication from the office at the appropriate time during the day. Unused medications will be returned to the parent only or discarded properly.

It is the parent's responsibility to notify the school of any change in the prescription medication information on the Medical Information and Release Form during the school year.

6. DRESS CODE AND UNIFORM POLICIES AND PROCEDURES⁷

Students of Concord Academy are expected to dress and appear in a manner that reflects self-respect, respect for Concord Academy as a learning environment, and complies with the following policies and rules both while on campus and when attending off-campus, school-related functions. These rules also teach our students appropriate dress habits that will carry over into their future workplaces.

Responsibility for compliance is shared between the students and their parents or guardians. In order to avoid dress code infractions, parents and guardians should carefully review their student's attire (including hair, jewelry, make-up, and accessories) before the student leaves for school each day. There are no exceptions to these rules. Students who choose not to comply shall be given a detention and promptly removed from class until parents bring appropriate attire to achieve compliance.

A. GENERAL DRESS CODE POLICIES APPLICABLE TO ALL STUDENTS

The following dress code policy applies to **ALL** Concord Academy students.

- Clothes must meet all uniform policy requirements.
- Clothes must be free of stains.
- Clothes may not be excessively tight, clingy, or distracting.
- Belts must be fitted and are required.
- Shoes must be worn at all times.
- Sufficient underclothing is required beneath clothes.
- Underclothing must not be visible and shall be covered at all times.
- Hats, caps, headscarves, and sunglasses may not be worn in the buildings unless a specific medical or school-function exception has been made.
- Hairstyles may not be extreme either in cut, color, or coif.
- Visible tattoos are not allowed.
- Pierced rings or studs in noses, tongues, or any visible body part are not allowed except for discrete earrings worn by female students.
- Jewelry, accessories, or articles of clothing that depict skulls, crossbones, symbols of anarchy, cults, gangs, music groups, drugs, alcohol, other substances or activities that are immoral, illegal, profane, sexually suggestive, derogatory or violent, or any other symbol or wording that is determined to be offensive, vulgar, or crude in the opinion of the Administration, are prohibited.
- Chains, metal spikes, heavy or large metal necklaces, or wristbands, or any similar item, are not allowed.
- Jelly bracelets or black bands are not allowed, and no more than three other types of bracelets may be worn at one time.

B. UNIFORM POLICY REQUIREMENTS

The following instructions outline the uniform policy requirements for Concord Academy. There is some flexibility in choosing pants from any store (not uniform store pants), but there are style restrictions and guidelines. **Please do not buy any school clothes or send your student to school in clothes that do not meet these guidelines.** We appreciate

⁷ Exceptions to specific dress code or uniform requirements based on documented health or religious issues may be granted after consideration and approval from the Administration.

your continued support. This policy is necessary to make sure we can use our valuable time on education instead of wasting time enforcing our dress code. We also hope this guidance will make it easier for parents when they go shopping for student clothing.

1. Uniform Purchasing. Uniforms and school jackets (including hoodies) may be purchased from Mid-South Solutions. Order forms are available from Mid-South solutions or online. New students must order uniform shirts and jackets upon enrollment. They may wear solid color polo-style shirts or oxford button down shirts and solid fleece hoodies until their uniform order arrives. Orders usually take approximately 2 weeks to arrive.
2. Uniform Requirements. Uniform requirements and restrictions for both male and female students are outlined below. If there are any questions regarding these rules, please ask a teacher or staff member to clarify the requirement.
PE Uniforms if a student dresses out for PE they must wear Concord Academy PE T- shirt and shorts.

Uniform Requirements: MALES

- Shirts must be tucked in
- Shirts must be Concord Academy T-Shirts (Friday only), solid color polo-style shirts with school logo, or solid color oxford button down shirts with school logo purchased through a school-approved vendor
- Shirt buttons shall be buttoned except for the top one
- Shirts must cover all skin when a student is sitting, bending, and/or raising his arms
- Pants may be khaki or navy pants or walking shorts; shorts must be no more than two (2) inches above the knee and comply with all other restrictions related to pants
- **No jeans-style** or knit material (such as sweat pants)
- **NO CARGOS (pants or shorts)**
- Athletic pants of any kind are prohibited
- A belt must be worn with shirt tucked in
- Pant must **fit at the waist** (cannot be baggy or sagging)
- Faces should be clean-shaven at all times
- Facial hair must be kept neatly trimmed and clean
- No full beards will be allowed
- Hair shall be completely out of the eyes (no longer than mid-forehead), mid-ear, and no longer than touching the top of the shirt collar. Sideburns should not be lower than the bottom of the ear.
- Male students are NOT allowed to wear earrings; if a male student arrives at school wearing an earring, it must be removed and left in the school office for the duration of the school day and returned at the end of the day

Uniform Requirements: FEMALES

- Shirts must be tucked in
- Shirts must be Concord Academy T-Shirts (Friday only) or solid color polo-style shirts with school logo purchased through a school-approved vendor
- Shirt buttons shall be buttoned except for the top one
- Shirts must cover all skin when a student is sitting, bending, and/or raising her arms; no midriff- or cleavage-baring shirts are allowed.
- Khaki or navy pants, walking shorts capris, skorts, and skirts are allowed

- Shorts, skorts, and skirts must be no more than two (2) inches above the knee and comply with all other restrictions related to pants
- Pants must be mid-rise or at waist; no low-rise (at or below the navel)
- **No jeans-style** or knit material (such as leggings worn as pants or sweat pants)
- **NO CARGOS (pants or shorts)**
- Athletic pants of any kind are prohibited
- A belt must be worn with shirt tucked in

Shoes: MALES and FEMALES

- Examples of appropriate shoes are athletic shoes, crocs, dress shoes, loafers, wallabies, boots, oxfords, or Birkenstocks.
- Shoes, except sandals, must be worn with socks or hose (solid color socks and tights only)
- Athletic shoes are permitted but must be worn with socks
- Shoes may not have heels higher than 1 inch
- Flip-Flops are not allowed

Jackets, Sweatshirts, and Hoodies: MALES and FEMALES

- No sweatshirts, hooded jackets, or outdoor wear are allowed inside the school **except for approved Concord Academy hoodies. Hoodies with any other logos, pictures, and/or writing will not be allowed. DO NOT REQUEST ANY EXCEPTIONS TO THIS RULE.**
- Outside coats/jackets may be worn to school but shall not be worn inside the building; coats/jacket may be removed and stored in the student's locker
- School hoodies must fit and not be over-sized

C. CASUAL DAYS AND ACTIVITY DAYS

Certain days, called "Casual Days" or "Activity Days", may be identified during the school year as days on which the school dress code will not be strictly enforced. However, even on these days, certain rules do still apply. Appropriate casual day clothing is outlined below. Parents and students will be responsible for knowing what attire is appropriate; a reminder of appropriate clothing rules will **not** be sent home every time there is a Casual or Activity Day. All attire must be modest, respectful, and non-offensive. Therefore, even on Casual or Activity Days, no tight, baggy, low-rise, revealing, nor offensive clothing or accessories may be worn. Students are not allowed to wear black shirts with black pants (all black). Additional instructions regarding appropriate attire for other special days or activities will be given at the time of the event.

The staff reserves the right to make the final decision on any questionable attire. If these guidelines are not followed, the parent or guardian will have to bring a change of clothes and the student will not be allowed to participate in the next Casual Day.

Casual or Activity Day Dress Code Pants: Males and Females

- Jeans may be worn but must not be too baggy or tight
- Pants must be mid-rise (no low-rise)
- Pants must be free of holes
- Shorts (skorts and skirts) must be no more than two (2) inches above the knee and comply with all other restrictions related to pants

- NO cargo pants or cargo shorts
- No athletic pants or gym shorts
- If pants have a belt loop, a belt is required

Casual or Activity Day Dress Code Shirts: Males and Females

- Shirts must not have any inappropriate pictures or writing on them
- Shirts with skulls or music groups are not allowed
- Shirts must not be tight, sleeveless, or too revealing
- Shirts must cover skin when arms are lifted
- Shirts do not have to be tucked in as long as they aren't used to cover inappropriate pants or are not too long in length.

D. FIELD TRIPS AND OFF-CAMPUS ACTIVITIES

Students are to adhere to all uniform requirements when attending off-site school activities and field trips. Our students are our representatives in public and they must dress and act appropriately when attending off-campus events. Students who are not dressed appropriately may be denied permission to participate in the field trip or off-site activity. **A FIELD TRIP OR OFF-CAMPUS ACTIVITY DOES NOT AUTOMATICALLY MEAN STUDENTS MAY WEAR CASUAL CLOTHING.** Any exceptions to the requirement to wear a school uniform will be announced by a staff member in advance of the event.

E. VIOLATIONS AND REWARDS

Staff and teachers at Concord Academy will monitor students for compliance with the dress code and uniform requirements. Remember that time spent by the Administration enforcing the dress code and uniforms takes valuable time away from educational time.

For each violation of the dress code, the parents will be required to bring a change of clothes to the school. The student will receive a detention and not be allowed to be present in class unless he/she is in compliance with the dress code. As with any Concord Academy policy, any parent who continually chooses to not support the dress code policy may jeopardize his/her student's continued attendance at Concord Academy. If guidelines for Casual or Activity Days are not followed, the parent or guardian will have to bring a change of clothes and the student will not be allowed to participate in the next Casual Day.

Rewards for dress code compliance may be given on a random basis by the Administration. These rewards may include edible treats, gift certificates, prizes, special coupons allowing additional Casual Days, or lunch out with a special teacher.

7. POLICIES AND PROCEDURES ON ALCOHOL, DRUGS, TOBACCO, WEAPONS, OTHER PROHIBITED ITEMS, AND THE RIGHT TO SEARCH

It is the goal of Concord Academy to support parents and guardians in their efforts for and responsibilities to their students whose special needs place them at especially high risk of becoming involved in behaviors known to be detrimental to them, to their peers, and to the school as a whole. Use of tobacco, alcohol, and/or non-prescribed or illegal drugs is detrimental to our students' health and well-being, is criminal conduct, and significantly interferes with motivation, development, and the ability to learn. The presence of illegal drugs, alcohol, tobacco, and/or weapons threatens the safety of everyone and undermines the students' feeling of security while at school.

To that end, Concord Academy strives to provide a safe, alcohol-free, drug-free, weapon-free environment in which all of its students can feel secure, learn, and mature. To meet this goal, the following rules and procedures are required and will be strictly and diligently enforced within the discretion of the Administration. **Parent/guardian or student refusal to comply with any part of this established policy will result in disciplinary action up to and including expulsion from Concord Academy.**

A. ALCOHOL

Alcoholic beverages are not allowed on campus or at school functions off-campus. Any student who is in possession of or uses alcoholic beverages at school or at school functions (whether on-campus or off-campus), or who comes to school or to school functions after having drunk alcoholic beverages, or who is involved in the sale or distribution of alcoholic beverages (whether on-campus or off-campus), will be subject to disciplinary action including probation, probation with continued alcohol screenings, suspension, or expulsion at the discretion of the Administration.

Additionally, at the discretion of the Administration, the parents or guardians of any student involved in or reasonably believed to be involved in the conduct delineated herein will be immediately notified, as will the parents or guardians of any student identified or "rumored" to be involved as well.

Further, at the discretion of the Administration, a student may be tested at any time for the presence of alcohol. The student being tested will NOT BE ALERTED to this testing procedure; this testing must be a surprise, supervised test. It will be conducted at the school by a licensed medical professional trained in appropriate testing methods. The date and time of the testing will be indicated on the student's testing notification form provided to the student by the test administrator at the time of testing and on the test results provided to the parents/guardians by the school. Documented results will be provided confidentially to the school within 72 hours of the testing; a confidential copy will then be forwarded to the parent/guardian from the school.

If the student or parent/guardian refuses to cooperate with testing, he/she will be considered defiant and the student will be disciplined accordingly. Forms for alcohol testing can be found in the Appendices of this Handbook.

Also at the discretion of the Administration, legal authorities may be called and informed of the identity of any student involved or believed to be involved in the conduct identified in

this section, with all information received by the school being shared with the legal authorities.

Regardless of any of the foregoing, at the discretion of the Administration, mandatory referrals may be made to the appropriate professional to evaluate the student, with verification of the results of said evaluation and any related management plan being fully shared with the school immediately upon completion of the evaluation process.

Failure of the student and/or the student's parents or guardians to comply with any request made by the Administration pursuant to this section will result in the student's immediate removal from school either permanently or temporarily dismissal as decided solely in the discretion of the Administration.

B. NON-PRESCRIBED MEDICATIONS AND ILLEGAL DRUGS

Non-prescribed legal drugs (excluding those over-the-counter medications identified in Section 5, "Medications, Illnesses, and Minor Injuries Policies and Procedures") and illegal drugs are not allowed on campus or at school functions, whether those functions are on-campus or off-campus. Any student who is in possession of or uses non-prescribed or illegal drugs at school or at school functions (whether on-campus or off-campus) or who comes to school or to school functions after having taken non-prescribed or illegal drugs, or who is involved in the sale or distribution of non-prescribed or illegal drugs (whether on-campus or off-campus) will be subject to disciplinary action including probation, probation with continued drug screenings, suspension, or expulsion at the discretion of the Administration.

Additionally, at the discretion of the Administration, the parents or guardians of any student involved in or reasonably believed to be involved in the conduct delineated herein will be immediately notified, as will the parents or guardians of any student identified or "rumored" to be involved as well.

Further, at the discretion of the Administration, a student may be tested at any time for the presence of non-prescribed or illegal drugs. The student being tested will NOT BE ALERTED to this testing procedure; this testing must be a surprise, supervised test. It will be conducted at the school by a licensed medical professional trained in appropriate testing methods. The date and time of the testing will be indicated on the student's testing notification form provided to the student by the test administrator at the time of testing and on the test results provided to the parents/guardians by the school. Documented results will be provided confidentially to the school within 72 hours of the testing; a confidential copy will then be forwarded to the parent/guardian from the school.

If the student or parent/guardian refuses to cooperate with testing, he/she will be considered defiant and the student will be disciplined accordingly. Forms for drug testing can be found in the Appendices of this Handbook.

Also at the discretion of the Administration, legal authorities may be called and informed of the identity of any student involved or believed to be involved in the conduct identified in this section, with all information received by the school being shared with the legal authorities.

Regardless of any of the foregoing, at the discretion of the Administration, mandatory referrals may be made to the appropriate professional to evaluate the student, with

verification of the results of said evaluation and any related management plan being fully shared with the school immediately upon completion of the evaluation process.

Failure of the student and/or the student's parents or guardians to comply with any request made by the Administration pursuant to this section will result in the student's immediate removal from school either permanently or temporarily as decided solely in the discretion of the Administration.

C. TOBACCO

The use of tobacco is not allowed on campus (including in a student's car in the school parking lot) or at school functions, whether those functions are on-campus or off-campus. Any student who is in possession of or uses tobacco at school or at school functions (whether on-campus or off-campus) or who is involved in the sale or distribution of tobacco (whether on-campus or off-campus) will be subject to probation, suspension, or expulsion at the discretion of the Administration.

Additionally, at the discretion of the Administration, the parents or guardians of any student involved in or reasonably believed to be involved in the conduct delineated herein will be immediately notified, as will the parents or guardians of any student identified or "rumored" to be involved as well.

Also at the discretion of the Administration, legal authorities may be called and informed of the identity of any student involved or believed to be involved in the conduct identified in this section, with all information received by the school being shared with the legal authorities. According to State law, a citation will be issued.

Failure of the student and/or the student's parents or guardians to comply with any request made by the Administration pursuant to this section will result in the student's immediate removal from school either permanently or temporarily as decided solely in the discretion of the Administration.

D. WEAPONS

Weapons of any nature are not allowed on campus or at school functions, whether those functions are on-campus or off-campus. Any student who is in possession of a weapon at school or at school functions (whether on-campus or off-campus) or who is involved in the sale or distribution of weapons (whether on-campus or off-campus) will be subject to probation, suspension, or expulsion at the discretion of the Administration.

Additionally, at the discretion of the Administration, the parents or guardians of any student involved in or reasonably believed to be involved in the conduct delineated herein will be immediately notified, as will the parents or guardians of any student identified or "rumored" to be involved as well.

Also at the discretion of the Administration, legal authorities may be called and informed of the identity of any student involved or believed to be involved in the conduct identified in this section, with all information received by the school being shared with the legal authorities.

Failure of the student and/or the student's parents or guardians to comply with any request made by the Administration pursuant to this section will result in the student's immediate

removal from school either permanently or temporarily as decided solely in the discretion of the Administration.

E. OTHER ITEMS PROHIBITED ON CAMPUS

The following items are **NOT ALLOWED ON CAMPUS**: cigarettes, energy or high caffeine drinks (such as Red Bull, Vault, etc.), chewing tobacco, beepers, cell phones, tapes or tape players, walkie-talkies, iPods, MP-3 players, CD's or CD players, radios, electronic games or game-players or any communication device, toys, matches, lighters, video tapes, skateboards, inline skates, computer software, large amounts of money, and/or valuables of any sort. Prior approval must be obtained from the Administration before cell phones, iPods, MP-3 players, or tape players are brought to school. If approval is granted, however, **THESE ITEMS MUST BE TURNED IN TO THE OFFICE UPON ARRIVAL AT SCHOOL IN THE MORNING AND PICKED UP IN THE AFTERNOON PRIOR TO LEAVING SCHOOL GROUNDS**. These items are not to be stored in lockers or given to a teacher to keep during the school day. Students and their lockers are subject to random searches; any prohibited items found during such searches will be confiscated by the Administration.

Some items may be permitted on occasion with the specific prior permission of a teacher. Certain items like cigarettes, energy drinks, and tobacco products, etc., are prohibited at all times.

Any prohibited item is subject to confiscation and may be held indefinitely at the discretion of the Administration.

F. RIGHT TO SEARCH

In order to protect the safety and well-being of all students attending Concord Academy, as well as to ensure compliance with the policies and procedures delineated herein, the Administration and staff of Concord Academy specifically reserve the right to search school property, students, students' lockers, students' personal property, and automobiles **at any time, for any reason**, including while on field trips or attending activities. Any prohibited, unauthorized, illegal, or contraband item may be confiscated and held indefinitely. Police and search dogs may also be used for this purpose if deemed necessary by the Administration.

School lockers, desks, and other such property are owned by the school and Concord Academy exercises exclusive control over its property. Therefore, **neither students nor their parents and guardians should expect any right of privacy in said property. Nor should any student expect any right of privacy in or to any item he/she may bring onto school grounds or to a school-related activity**. Additionally, each student is individually responsible for the property contained in his or her desks, lockers, backpacks, automobiles, etc.

Searches of students shall be carried out with dignity and respect for the student and in the presence of only adult witnesses. Students shall not be required to undress, with the exception of the removal of pocket contents, jackets, coats, vests, hats, shoes, socks, and other articles of outer clothing if, in the discretion of the Administration, removal of this type of clothing is necessary.

G. RIGHT TO ALCOHOL/DRUG TESTING

Notwithstanding the foregoing, Concord Academy **reserves the right to test any student at any time for the presence of alcohol, non-prescribed medications, and/or illegal**

drugs. New students applying for admission to Concord will be required to successfully pass an alcohol/drug screening test prior to acceptance for admission. Enrolled students must be able to successfully pass alcohol/drug screening tests as a condition of continued enrollment at Concord Academy.

Test samples will be collected on school grounds. Testing will be conducted by a licensed medical professional employed by an outside company trained in proper testing methods. The cost for all testing will be shared equally by all students and will be included in the Administrative Fee paid by all students. EVERY student will be required to pay the same fee to cover the cost for testing of the whole student population. As this program was enacted to ensure the safety of the total population and is a benefit to all, everyone shall share the cost. Forms for testing can be found in the Appendices of this Handbook.

The testing agency will send confidential, documented test results to the school within 72 hours of the testing. Notification of testing and test results will be sent from the school to parents/guardians with instructions for follow-up testing or counseling if warranted based on the testing results.

Should a student require follow-up testing as a result of initial testing results, then this follow-up testing will be conducted immediately. The student shall NOT BE ALERTED to this testing procedure. It will be conducted at the school by a licensed medical professional. Follow-up testing shall be conducted at the expense of parents or guardians. The parents/guardians will be notified of the cost for testing.

If the student or parent/guardian refuses to comply with or pay for follow-up testing, he/she will be considered to be defiant and the student will be disciplined accordingly, up to and including expulsion.

H. PARENTAL SAFE HOME PLEDGE

All parents/guardians are expected to support and comply with all policies outlined in this Handbook that Concord Academy has enacted to protect the safety and well-being of its students. Further, all parents/guardians will be required to support the Safe Home guidelines that have been affirmed by Concord Academy concerning out-of-school activities and pledge to maintain control over their students' out-of-school interactions with other students and friends. This support will be documented on the online Parental Safe Home Pledge form. This form will be included as one of the required enrollment forms. Failure of a parent to comply with these Safe Home guidelines will be considered to be defiant and the student will be disciplined accordingly, up to and including expulsion from Concord Academy.

8. MANDATORY TRANSPORTATION AND STUDENT DRIVING RULES

A. OBTAINING A DRIVER'S LICENSE

Driver's license applicants under the age of eighteen (18) must present a diploma or certificate of graduation when applying at the DMV for a permit. If the applicant cannot present either of these documents, the under-18 applicant must provide documentation showing that he/she is:

1. Enrolled and making satisfactory progress in a course leading to a general educational development certificate (GED) from a state-approved institution or organization, or has obtained such certificate;
2. Enrolled and making satisfactory progress in a secondary school of this State or any other State as documented on a Certificate of Compulsory School Attendance (SF 1010 in the State of TN); or
3. Excused from such requirement due to circumstances beyond the applicant's control.

Concord students applying for a driver's permit must obtain a Certificate of Compulsory School Attendance (TN SF 1010) from the school office PRIOR TO GOING TO THE DMV TO APPLY FOR A PERMIT. This form must be completed by the applicant's school and presented at the DMV when applying for a permit. This form and more detailed instructions are available online from the [Tennessee Department of Safety](#).

B. OBTAINING/RETAINING PERMISSION TO DRIVE TO/FROM CONCORD

A student who is a licensed driver may be allowed to drive an automobile to school but ONLY with a parent or guardian's permission. Students must have a Student Driver's Pass to be allowed to drive to school and park on campus. Applications for a Student Driver's Pass may be obtained from the school office.

It is strongly suggested that parents and guardians thoroughly familiarize themselves with the restrictions applicable to student drivers including their ability to drive themselves to or from school. **Students who disobey the rules outlined in this Handbook and/or drive recklessly or speed in the parking lot and endanger the safety of others will be penalized, up to and including being denied the privilege of driving to and from Concord Academy.** Driving a car to and from school is a privilege extended to students who demonstrate maturity by driving safely and observing all school and traffic rules.

Concord Academy **shall not be held responsible** for anything that may occur as a result of non-compliance with the driving policies outlined in this Handbook.

In order to be allowed to **retain** the *privilege* of driving to and from Concord Academy, each student driver must comply with the following rules and considerations or risk losing Concord Academy's permission to drive onto school property, which shall be determined solely in the discretion of the Administration:

- Students must be in compliance with all State, city, and county laws and licensing procedures.
- Students must subject themselves and their vehicles to all policies and procedures delineated by Concord Academy, including the right to fully search them and their vehicles, as well as the right of Concord Academy to impose discipline and/or withdraw driving privileges for infractions.

- Students are not allowed to operate other motorized vehicles (for example, motorcycles) on school property.
- Students are not permitted to stay in their cars after arriving at school each morning and must immediately remove themselves from their vehicles.
- Students are not allowed to go to their cars during school hours.
- Students are not allowed to gather around or in their vehicles before, during, or after school.
- Student drivers are required to leave school property by 3:00 p.m. each day (unless they are required to stay after school hours to attend to school business).
- Students must park in designated parking areas.
- Students are not allowed to play car stereos loudly.
- Students must drive very slowly, limiting their speed to 10 MPH, while on Concord Academy premises.
- Student must be mindful of other Concord students, Mullins United Methodist Church employees, as well as young children who attend Mullins United Methodist Church's Mothers' Day Out program who might carelessly walk behind cars or run out in front of cars.
- Students may not drive recklessly or speed onto or off of the school premises.
- Student drivers are not allowed to transport other students to school or to have other students in their car at any time unless specific permission is obtained as outlined in Section C., Students Driving Other Students, below.
- Students are not allowed to drive other students to school functions.

C. STUDENTS DRIVING OTHER STUDENTS

Concord Academy ***strongly discourages*** parents and guardians allowing their students to ride with or drive other students. Parents or guardians must consider the risk, responsibility, and insurance implications before allowing students to ride with other students. **However, under special conditions, students may be allowed to transport other students to or from home with PRIOR approval in writing from both students' parents and legal guardians. Arrangements must be made outside of school in advance of the day on which shared transportation will occur.** The office phone will NOT BE USED to make these transportation arrangements. In the event that a student is allowed to drive or ride with another student, Concord Academy will not be responsible for any consequences of any nature that may occur as a result of this decision.

D. MANDATORY DRIVING RULES FOR ALL DRIVERS

Concord Academy requires ALL parents, guardians, and other drivers obey safe driving rules (drive slowly; be mindful of children and adults walking in the parking lot; do not drive recklessly; park in designated parking areas) while entering, on, or leaving the school grounds. These rules were established to ensure the safety of our students, participants in the Mother's Day Out program, and Mullins staff and congregation. Adult drivers should set good examples for our impressionable student drivers by following established driving rules. Drivers who refuse to comply with these published rules will not be allowed to enter the school parking lot in a vehicle.

E. FIELD TRIPS

Parents who volunteer to serve as chaperones and drive students on school-sponsored field trips will be required to provide proof of a current, valid driver's license and insurance.

9. CONDUCT POLICIES AND PROCEDURES

A. GENERAL CONDUCT RULES

The following general rules are applicable to all students who attend Concord Academy.

- Be in your seat and ready to work when class begins. Being “ready” means having your materials with you (textbooks, paper, sharpened pencils, homework, assignment book, etc.).
- Sit up in your desk or at your table. Feet and chair legs must be on the floor at all times.
- Stay seated throughout the class unless given specific permission or when participating in a teacher-directed activity.
- Talking or interrupting while a teacher or another student is talking is prohibited, as is making distracting gestures or noises during class time.
- Raise your hand and wait to be recognized before speaking.
- **Ridiculing, laughing at, writing about, or talking about other students in an unkind or negative way is strictly prohibited and will be dealt with severely.**
- **Violent, abusive/harassing, manipulative, and/or destructive behavior is strictly prohibited and will be dealt with severely.**
- **Hazing is strictly prohibited.**
- **Encouraging or influencing another student to talk or behave in an inappropriate manner is prohibited.**
- Bossing or directing another student is prohibited as is gossiping and spreading rumors about another student. Mind your own business.
- Swearing, name-calling, and/or lewd language are prohibited.
- Inappropriate or lewd gestures, writing, or physical contact, is prohibited. This specifically includes any public display of affection, which is defined as handholding, kissing, or face-to-face hugging.
- Gum, food, and/or drinks are not allowed in class without specific permission from a teacher.
- Hats are not allowed to be worn indoors without specific permission from a teacher or for special occasions (such as “Spirit Week”).
- **Horseplay (rough or boisterous play); hitting, pushing, and/or kicking; silliness; spit wads; rubber band shooting; food throwing; and/or other physical contact games are not allowed** as this type of behavior can easily escalate into more aggressive actions or fighting; “I was just playing or kidding around” is NOT an acceptable excuse for such behaviors and they can result in disciplinary actions.
- While on a field trip or participating in a special activity, stay with your group at all times, participating solely in the activity that has been scheduled for you.

Academic consequences for conduct infractions are contained in Paragraph C of this Section and Section 10, “Academic Policies and Procedures,” of this Handbook.

B. VIOLENT, ABUSIVE/HARASSING, MANIPULATIVE, DESTRUCTIVE BEHAVIORS

Violent, abusive/harassing, manipulative, and/or destructive behavior in any form will not be tolerated on campus or at school functions, whether those functions are on-campus or off-campus. Any violent, abusive/harassing, manipulative, and/or destructive behavior shall be promptly reported to the administration of Concord Academy using the “Violent, Abusive or Destructive Behavior” form provided in the Appendix this Handbook. “Abusive/harassing

behaviors” include, but are not limited to, behaviors such as physical aggression, verbal harassment, sexual harassment, sexual intimidation, possession of sexually explicit or pornographic materials, entering an area known to be designated solely for the opposite sex, illegal sexual offenses, other criminal offenses, verbal bullying, non-verbal bullying, physical bullying, verbal or written intimidating or falsely malicious comments or threats, and/or the destruction of property.

Any student who is involved in violent, abusive, and/or destructive behavior (whether on-campus or off-campus) will be subject to probation, suspension, or expulsion at the discretion of the Administration. Additionally, at the discretion of the Administration, the parents or guardians of any student involved in or reasonably believed to be involved in the conduct delineated herein will be immediately notified, as will the parents or guardians of any student identified or “rumored” to be involved as well.

Also at the discretion of the Administration, legal authorities may be called and informed of the identity of any student involved or believed to be involved in the conduct identified in this section, with all information received by the school being shared with the legal authorities.

Regardless of any of the foregoing, at the discretion of the Administration, mandatory referrals may be made to the appropriate professional(s) to evaluate the student, with verification of the results of said evaluation and any related management plan being fully shared with the school immediately upon completion of the evaluation process. Failure of the student and/or the student’s parents or guardians to comply with any request made by the Administration pursuant to this section will result in the student’s immediate removal from school either permanently or temporarily as decided solely in the discretion of the Administration.

C. PARENT GRIEVANCE PROCEDURES

Concord Academy has a set of procedures that parents must follow when they are dissatisfied with either a certain teacher or administrative actions. The following parental complaint and grievance procedure is designed to be used as an immediate and general reference for teachers who are confronted by oppositional parents. A general complaint form has been provided for use in the appendix of this handbook. These procedures apply only during non-violent and rational confrontations where the teacher does not feel that his/her personal safety may be in danger. If a teacher feels that this is a potentially violent and irrational parental confrontation, the teacher shall implement established school security procedures.

Complaint Procedures

Step 1: Parents must communicate their disagreement with a teacher by phone conversation, a written letter, email, or a pre-arranged informal conference with that teacher.

Step 2: Parents must then arrange a meeting with the teacher to discuss the complaint.

Step 3: If there is still parental dissatisfaction, parents must then arrange a formal or informal meeting with the Program Director with the teacher present to discuss the complaint.

Step 3: If there is still parental dissatisfaction after meeting with the Program Director and the teacher, the parent must then arrange a formal or informal meeting with the Executive Director. It will be at the discretion of the Executive Director to invite the teacher and/or

Program Director to this meeting. The parent will be advised of the Executive Director's decision regarding who will attend the meeting.

Step 4: If there is disagreement with the Executive Director's decision, then a parent may fill out a formal complaint form regarding the incident and send it to the Board of Trustees.

Note: If the complaint involves the Executive Director, the parent must file a complaint form with the Board of Trustees for resolution.

What are the responsibilities of the complainant?

- Receives complaint procedures from school administration.
- Files a written complaint and follows the all steps in the complaint procedures.
- May appeal to the Board of Trustees for resolution if he/she is dissatisfied with the decision of the school administration.

What are the responsibilities of the school administration?

- Ensures compliance with applicable school, federal, and state rules and regulations.
- Designates a staff member to be responsible for complaint resolution.
- Adopts complaint policies and procedures consistent with the TN code of regulations.
- Notifies, at least annually, parents, employees, students, and other interested parties of complaint procedures, including the opportunity to appeal the administration's decision. The notice must also advise recipients of any legal remedies that may be available.
- Protects complainants from retaliation.
- Ensures confidentiality.

School administration shall implement the following procedures:

1. Any individual, public agency, or organization alleging a violation of federal or state statutes may file a written complaint regarding specific programs with the school administration. Discrimination complaints must be filed by a person harmed or by a person on behalf of another. These complaints must be filed no later than six (6) months from the occurrence or when they are first acknowledged. The confidentiality of the parties and the facts related to the case shall be protected at all times during the procedure.
2. Any individual may file a written complaint regarding general school policy or staffing to the administration.
3. Resolves the complaint through mediation or investigation and completes a written report within 60 days of receipt of a complaint. The administration must give the filing party an opportunity to present evidence relevant to the complaint. The administration must also advise the complainant regarding rights of appeal within 15 days of receipt of the written report to the Board of Trustees.
4. Submits, on notification of an appeal, the following to the Board of Trustees:
 - a. The original complaint.
 - b. A copy of the administration's decision.
 - c. A summary of the nature and extent of the mediation or investigation conducted by the school if not covered in the administration's decision.
 - d. A report of any action taken to resolve the complaint.
 - e. A copy of the school's complaint procedures.

- f. Such other relevant information as the Board may require to resolve the complaint.

The school administration or complainant may appeal to the Board if either the school administration or complainant is dissatisfied with the decision.

D. ACADEMIC DISHONESTY

Academic dishonesty or cheating of any sort, including plagiarism, will not be tolerated. Those students engaged in academic dishonesty, regardless of whether they are giving or receiving information, will be required to re-complete the task in question including, but not limited to, tests along with loss of points on the grade, detention, In-School Suspension, and/or denial of privileges.

E. ILLICIT SUBSTANCES/WEAPONS

Incidents involving illicit substances and/or weapons require special treatment. Whenever any amount of alcohol, illicit substances, paraphernalia, and/or weapons is confiscated from a student, the Director is required to notify the Memphis Police Department. (Note: For purposes of this Manual, "illicit substances" refer to any drug or substance, whether licit or illicit, that is used for a purpose other than that for which it is intended including prescription medications taken by anyone other than the individual for whom it is prescribed, intended for non-medical use, but used as a drug (such as glue, paint, gasoline, white-out, etc.)). All substances confiscated are to be turned over to the police and, if possible, the student should be detained until they arrive. Any action taken by the police upon their arrival at the school is at the discretion of the investigating officer. The Director should immediately notify the parent or guardian of the student of the action taken.

The Director is required to follow these procedures when weapons, alcohol, or illicit drugs are involved.

1. Weapons. Any student having in his/her possession on or near school premises or at a school-sponsored activity any dangerous weapon or object to inflict injury to himself or another person shall be expelled from school.
2. Suspected substance abuse. If alcohol or illicit substance involvement is suspected but no evidence warranting a police contact is present, the parent/guardian must be called to the school. Both the student and parent are to be advised of the suspicion and the consequences if caught with a substance. The school may require drug screening and/or recommend obtaining a therapeutic evaluation and participating in an intervention program for the student and/or parents/guardians. Refer to the Student Handbook for drug testing policies.
3. First substance use/possession. Upon determination of a first incident of substance use/possession, the student shall be suspended. The school shall recommend the parents/guardian obtain an evaluation by a qualified drug counselor to determine the nature and extent of his/her alcohol and/or drug use. A drug and alcohol intervention program may be recommended. If the parents/guardians and student follow the school's recommendations, the school may consider lifting the suspension. In this event, routine counseling with supporting documentation submitted to the school and intermittent follow-up drug screening at the parent/guardian's expense will be required for the

student to remain in school. If the parent/guardian and student choose not to comply, the student will be expelled.

4. Second substance use/possession. Upon determination of a second substance use/possession within a single school year the student shall be expelled by the Board.

F. APPLICABILITY OF DISCIPLINE TO ANY VIOLATION

Regardless of where a possible infraction is set forth in these policies and procedures, and regardless of specific discipline that may be laid out above, all of the following types of discipline are applicable to any infraction solely at the discretion of the Administration, including those rules, policies, or procedures that may be constructed or modified in the future.

G. DISCIPLINE OPTIONS

Students who experience learning frustrations may react to their stresses in a variety of ways. Concord Academy's discipline policy involves the documentation and analysis of problem behaviors, as well as various procedures implemented for students on an individual basis, such as the following:

1. Special Procedures: Examples of special procedures that can be implemented on an individual basis are as follows:
 - Completion of a daily log or incident report.
 - Development of a behavioral goal sheet.
 - Use of incentives or rewards to motivate students.
 - Use of conferences with parents, guardians, and students.
 - Reports and consultations with therapists, doctors, etc.

In addition to the foregoing, Concord Academy has also established various types of discipline which are defined as follows:

2. Denial of Privileges. The denial of privileges may include loss of the right to participate in field trips, school parties, school trips, and special events and activities, and shall continue for any length of time and under any circumstances deemed appropriate by Concord Academy.
3. Detention. Detention involves isolation from peers either before school, during lunch or breaks, after school, or at any other period of time, and for a length or duration determined to be appropriate by Concord Academy. Students receiving detention during lunch will be allowed to eat but will remain isolated. During afterschool detention students are expected to report immediately to their assigned location and must accept consequences, such as additional detention time, for those who are not prompt or do not comply with the expectations delineated in this paragraph.

Additionally, compliance with the following rules is required while in detention:

- A student's head may not be rested on desk at any time.
- A student must write continuously on the assignments given during detention. Homework or class work assigned by another teacher may not be completed during detention unless specific permission is given.

- A student may not leave his detention area for any reason at any time, including asking questions of staff, unless specifically given permission to do so.
 - A student may not talk or use any other form of communication to others, including social discussion with a teacher or staff (unless the teacher or staff member is providing needed “guidance” to the student).
 - A student must bring snacks or a sack lunch containing only sandwiches, dry foods, and water in a sufficient amount for lunch and breaks. Students are not allowed to enter the lunchroom to use the refrigerator or microwave or purchase foods from the school store.
4. In-School Suspension (ISS). The Director shall issue an In-School Suspension (ISS) whenever possible for cases involving repeated minor infractions of rules. Parents or guardians must be notified of in-school suspensions and reply to the Director regarding the action within three (3) days. If the parent or guardian does not respond within that time period, the student will be subject to a home suspension unless an extension is granted by the Director.

In-School Suspensions (ISS) involve the same terms and conditions as Detention. Any student assigned to ISS may be placed in an isolated study area, shall be counted in attendance, and required to complete all academic assignments. However, the student is not allowed to leave the designated area for any reason except supervised bathroom breaks. Behaviors noted during an ISS may be recorded on an observation form and sent home to parents or guardians. Notes regarding effort used in doing work, work completion, and accuracy of work may also be noted. ISS shall continue for any length of time and under any circumstances deemed appropriate by Concord Academy. All assignments must be completed while under an In-School Suspension. Only the Director of the school has the authority to suspend a student.

5. Out-Of-School Suspension (OSS). Out-Of-School Suspensions (OSS) are very serious. Only the Director of the school has the authority to suspend a student. When an OSS is issued, the student is sent home and not allowed to attend school for a period of time. An OSS shall continue for any length of time and under any circumstances deemed appropriate by Concord Academy.

The duration of an OSS is determined by: (1) the response time of parents/guardians to the suspension; and (2) agreement with the parents/guardians on a reasonable solution to the problem that caused the suspension. Any OSS longer than ten (10) days will involve a mandatory meeting between the Administration and a student’s parents or guardians. Concord Academy will make a determination regarding the cause of the behavior and whether a student will be allowed to continue to attend Concord Academy or, if attendance is allowed to continue, under what circumstances and conditions.

All required assignments must be completed at home; however, at the sole discretion of the Administration, reduced credit or no credit may be given for this work.

Parents or guardians must respond to notification of an OSS within three (3) days. If the parent or guardian does not respond with that time period, the student will be subject to a Board suspension/ expulsion unless an extension is granted by the Director because of an emergency or circumstances beyond the control of the parents/guardians. At least one parent or guardian must attend a meeting with the Administration or the Discipline

Review Committee comprised of members of the Board of Trustees in order for the student to be considered for re-admission.

Only the Director or a designated representative can clear suspensions following a personal conference with at least one parent or guardian of the student involved.

6. Board Suspension/Expulsion. The Director shall be the sole staff member with the authority to suspend a student. However, for severe violations of school rules and regulations, the Director may opt to involve the Board. The enrollment of students with continued, flagrant, or serious behavioral problems may be subjected to review by the Discipline Review Committee of the Board of Trustees. This Committee will meet and review all aspects of the student's file, including but not limited to progress reports, grades, prior infractions, behavioral or psychological assessments and recommendations, behavioral goal sheets, and incident logs to determine whether or under what conditions a student shall be allowed to continue his/her education at Concord Academy. In most cases, a student will have received an ISS and an OSS prior to receiving a Board suspension or expulsion.

"Expulsion" is the permanent removal of a student from Concord Academy. Expulsion may occur only after a review and/or hearing before the Discipline Review Committee of the Board of Trustees. Only the Board of Trustees has the authority to expel a student from attendance at Concord Academy. A hearing must be held prior to expulsion of a student from school by the Board. At the close of the hearing, the decision of the Board is final. Any Board expulsion of the student from the school shall be for the remainder of the school year. Lifting of a Board expulsion will not be considered.

A mandatory Board expulsion shall be issued for the following offenses.

- a. A student having in his/her possession on or near school premises or at a school-sponsored activity any dangerous weapon or object to inflict injury to himself or another person.
- b. A student breaking in or causing malicious damage to school property.
- c. A student displaying chronically disrespectful, disruptive, insubordinate, and/or defiant behavior or using abusive language.
- d. A student striking a member of the school faculty or administrative staff.
- e. A student exhibiting immoral conduct or persistently using sexually suggestive language and/or gestures on or near the school premises or at a school-sponsored activity.
- f. A student testing positive for a second substance use within a school year.

G. REFERRAL FOR BEHAVIORAL OR PSYCHOLOGICAL ASSESSMENT

At the sole discretion of the Administration, upon discernment of conduct or behavior that concerns staff, the Administration may require a student submit to mandatory behavioral or psychological assessment. Representatives from Concord Academy may also require they be allowed involvement in and access to such testing, its procedures, its results, as well as the findings and recommendations of the professionals involved. Concord Academy may use the knowledge gained in this process to determine whether or not to allow a student to continue to attend Concord Academy or whether, if attendance is allowed to continue, under what circumstances and conditions.

H. DRUG AND ALCOHOL SCREENING

In accordance with the policies and procedures concerning drugs or alcohol, at the sole discretion of the Administration, drug and alcohol screening tests may be given to any student, at any time, for any reason.

I. INVOLVEMENT OF AUTHORITIES

At the sole discretion of the Administration, should the conduct of a student indicate the contacting of public authorities, such as the police or the fire department, is appropriate, then Concord Academy shall contact the appropriate public authority and release to it all relevant information, including drug or alcohol testing results.

J. STUDENT PROBATION

Students newly admitted or requesting re-admission to Concord Academy are given a period of probationary enrollment lasting up to 1 year in order to ascertain the appropriateness of Concord Academy for the student in light of his/her issues. Students newly admitted or requesting re-admission to Concord Academy are also required to submit to and pass an alcohol/drug screening.

K. DISCIPLINARY PROBATION

Behavior and conduct infractions may subject a student to a period of monitoring to allow the Administration to ascertain the appropriateness of Concord Academy for the student in light of his or her issues. Disciplinary probation may continue for any length of time deemed appropriate by Concord Academy.

L. PROLONGED AND MULTIPLE SUSPENSIONS

After suspensions for more than ten (10) days, or multiple suspensions for the same offense for more than a total of ten (10) days per school year, a change of placement for handicapped students must be considered. In such cases, appropriate placement must be re-evaluated before additional suspensions are imposed. The student's IEP Team must meet and determine: (1) whether the offense was a manifestation of the student's handicapping condition; and (2) the appropriateness of the student's current placement.

If the IEP Team determines the offense is a manifestation of the student's handicap and the student is not responsive to the academic and behavioral adjustments Concord has offered, the student may not continue to be suspended or expelled but, instead, must be evaluated for placement in a setting that more appropriately accommodates both the handicapping condition and the manifested offense(s). If the IEP Team determines the offense is not a manifestation of the student's handicap, the student shall be treated as if he/she was not handicapped and may be suspended or expelled by the Board of Concord Academy.

Either determination is subject to due process procedures. If challenged, placement must be frozen pending the outcome of any administrative or judicial proceeding. If a student is suspended by the Board, the school must continue to provide educational services to the student during the suspension period as determined by the IEP Team.

In extraordinary cases, where the student poses a danger to himself/herself or others, or when he/she causes disruption of the school, the student may be suspended or expelled immediately without an informal hearing. In such cases, however, an informal hearing must be held within ten (10) days of the incident.

M. HAZING

Hazing is any intentional or reckless act by one student acting alone or with others directed against any other student that endangers the mental or physical health or safety of that student, or induces or coerces a student to endanger such student's mental or physical health or safety. Hazing is strictly prohibited and is a Level 3 Code of Discipline offense that warrants Out-of-School Suspension (OSS); mandatory parent conference with recommendations for mandatory behavioral or personality assessments and/or development of intervention plans by appropriate outside professionals; denial of privileges; hearing before the Discipline Review Committee; and/or probation.

N. GIFT GIVING POLICY

It is the policy of Concord Academy that no student, parent, guardian, or family member may give a gift or cause a gift to be given to a Concord teacher or staff member in excess of \$50 per semester. This policy excludes donations made to the school or to Concord Academy in honor of a teacher or staff member.

O. STUDENT AND/OR FAMILY MEMBER RELATIONSHIPS WITH STAFF

Concord Academy requires all of its staff and volunteers to maintain professionally-appropriate relationships with our students and their family members. Any type of teacher-student/family member interaction that could be misconstrued as inappropriate is prohibited (e.g., invitations to join Facebook sites, accepting personal gifts). No student or family member is allowed to date or have an intimate relationship with a staff member or school volunteer while the student is enrolled at the school.

P. CODE OF DISCIPLINE

The Code of Discipline shall apply to violations of the policies and procedures of Concord Academy. The behaviors described herein, however, are general in nature and are not a complete list of possible infractions that can occur or disciplines that may be imposed in a particular set of circumstances. Concord Academy shall be the sole interpreter of the conduct in question, and the discipline applied shall be at the sole discretion of Concord Academy. Concord Academy specifically reserves the right to permanently suspend or expel any student for chronic or serious misconduct.

| Concord Academy Code of Discipline Level One Conduct | | | |
|---|--|--|---|
| General Acts of Misconduct | Examples of Misconduct | Minimum Discipline | Maximum Discipline |
| Any behaviors that disrupt the orderly education process in the classroom or in other areas of the school or during off-campus activities | <ul style="list-style-type: none"> • Tardiness. • Running. • Making excessive noise. • Initiating or participating in unacceptable physical contact (including horseplay or "play fighting" which often escalates into more serious behaviors). • Being in an unauthorized area of the classroom, the school, the church buildings, or the grounds. • Being in authorized areas of the school or grounds but at an unauthorized time. • Initial dress code violations. • Disruptive conduct such as talking out of turn or interrupting. • Not completing homework or classroom work with good effort. • Other similar acts. | <p>Concord Academy has developed a school wide discipline program which relies on positive reinforcement. It utilizes a system of rewards for good behavior. Likewise, rewards may be removed when misconduct occurs.</p> <p>Teachers are encouraged to utilize this system as a first method of behavior control.</p> <p>In the case of continued misconduct, detention before or after school, at lunch, during breaks, or at any other period of time and for any length or duration deemed appropriate by Concord Academy will be assigned.</p> | For repeated or serious violations, extended detention, staying afterschool, In-School Suspension (ISS), denial of privileges, and/or disciplinary probation. |

| Concord Academy Code of Discipline Level Two Conduct | | | |
|--|--|---|--|
| General Acts of Misconduct | Examples of Misconduct | Minimum Discipline | Maximum Discipline |
| Abusive or defiant conduct, as well as conduct involving inappropriate language, inappropriate discussion topics, driving violations, and academic dishonesty. | <ul style="list-style-type: none"> • Leaving school grounds without permission. • Skipping class. • Insubordination or abusive conduct. • Defiance of authority. • Refusing to do assigned work. • Refusing to follow directives given by an adult supervisor. • Being sarcastic or disrespectful. • Possessing or using tobacco or smoking-related products. • Possessing or use of any prohibited item. • Exhibiting hostile physical actions. • Exhibiting malicious behavior. • Using inappropriate language. • Making inappropriate gestures. • Engaging in abusive language or conduct, including mocking, belittling, sarcasm, name-calling, or any other conduct that threatens self-esteem, damages emotional or social well-being, or school morale. • Violations of school internet agreement. • Violations of student driving policies and procedures. • Academic dishonesty of any nature. | Detention, In-School Suspension (SS), grade reduction, and/or denial of privileges. | Mandatory parent conference with recommendations for alcohol and drug screenings, mandatory behavioral or personality assessments and/or development of intervention plans by appropriate outside professionals; hearing before Discipline Review Committee; probation; Out-of-School Suspension (OSS); denial of privileges; and (for academic dishonesty) the reduction in grading for the work in question. |

| Concord Academy Code of Discipline Level Three Conduct | | | |
|--|---|---|---------------------------|
| General Acts of Misconduct | Examples of Misconduct | Minimum Discipline | Maximum Discipline |
| Conduct that jeopardizes the safety or physical or mental well-being of students or staff. | <ul style="list-style-type: none"> • Fighting. • Gambling. • Theft of personal or school property. • Verbal or written threats of harm to students or staff occurring inside or out of school. • Bullying (physically or verbally). • Hazing. • Extortion. • Use of intimidation, coercion, or force. • Verbal or written harassment. • Sexual harassment or misconduct. • Discussing or encouraging participation in inappropriate activities, such as sexual activity, drug use, gang signs. | Out-of-School Suspension (OSS); mandatory parent conference with recommendations for mandatory behavioral or personality assessments and/or development of intervention plans by appropriate outside professionals; denial of privileges; hearing before the Discipline Review Committee; and/or probation. | Expulsion. |

| Concord Academy Code of Discipline Level Four Conduct | | | |
|---|---|---|--------------------|
| General Acts of Misconduct | Examples of Misconduct | Minimum Discipline | Maximum Discipline |
| Any conduct or act that constitutes a criminal act under State or Federal law | <ul style="list-style-type: none"> • Vandalism. • Possession of explosives. • Possession, use, sale, and/or distribution of alcohol or non-prescribed or illegal drugs. • Possession, use, sale, and/or distribution of weapons. • Assault. • Sexual assault. | Report to law enforcement; mandatory Out-of-School Suspension (OSS); mandatory behavioral or personality assessments and/or development of intervention plans by appropriate outside professionals; denial of <u>all</u> privileges for remainder of year; hearing before the Discipline Review Committee; mandatory In-School Suspension (ISS) if allowed to return to school; and/or probation. | Expulsion. |

10. ACADEMIC POLICIES AND PROCEDURES

A. MAINTENANCE OF STUDENT RECORDS

Two types of files are kept on each student who attends Concord Academy. They are described as follows:

1. Cumulative Record: All transcripts, grade reports, applications, enrollment forms, health forms, and immunization records.
2. Special Education: Eligibility forms with supporting documentation such as health impairment forms, psycho-educational reports, adaptive behavior scales, speech/language evaluations, and other testing as well as IEP's, behavioral records, and teacher observations.

B. CONFIDENTIALITY OF STUDENT RECORDS

All student records are kept in a locked cabinet. Only the student, a parent or guardian, school personnel, and Tennessee State Department of Education consultants are given access to any student's file. Other persons wishing to review a student's records must obtain approval from the Administration, as well as the signed consent of the student's parent or guardian. Additionally, Concord Academy will require a signature for each such review.

C. RIGHTS OF PARENTS AND GUARDIANS

Each parent or guardian has the right to review records relating to his/her student unless the Administration has been formally advised that said parent or guardian has lost his or her rights to review a student's records. Copies of any applicable court orders restricting or removing a parent or guardian's right to review a student's record must be supplied to the Administration. A copy of the rights granted to parents and guardians by the State of Tennessee Department of Education can be obtained from the school office.

D. RECORD RETENTION AND DESTRUCTION

Concord Academy maintains student transcripts and all psycho-educational testing for an indefinite time period. All remaining student educational records will be purged after 5 years from the date of the termination of services to a student. Prior to the destruction of a student's records, Concord Academy will give written notice of its intention to destroy records, and the parents or guardians given an opportunity to take possession of them prior to their destruction. Should Concord Academy not receive a specific request from a parent or guardian with regard to a student's records, then said records will be destroyed as notified.

Notwithstanding the foregoing, Concord Academy reserves the right to retain the following, even if notice of intent to destroy has been given: record of the student's name, address, telephone number, grades, attendance, classes attended, grade level completed, year completed, psycho-educational evaluations, last IEP and Eligibility Form, State-mandated tests, and ACT/Work Keys scores.

E. GRADING SCALE

The following grading scales shall apply at Concord Academy as indicated.

1. Academic Grading Scale. At Concord Academy, grades are based upon students' individual functioning levels and not necessarily actual grade placements. Notwithstanding the foregoing, the grading scale is as follows:

| | |
|----------|---|
| 94 – 100 | A |
| 86 – 93 | B |
| 76 – 85 | C |
| 70 – 75 | D |
| 69 – 0 | F |

2. Daily Grades. In addition to the foregoing, daily grades will be given to each student. Daily grades are based upon a teacher's observations of the student's use of time, the amount of material covered by the student, the student's effort, and the student's class or project participation.
3. Notebook Grades. All students are required to keep an organized notebook in a format delineated by the school. This notebook is checked periodically and given a grade as if a test were administered.
4. Conduct Scale. All teachers will maintain a daily record of conduct to assist in determining a Nine-Weeks Conduct Grade. The conduct grades are included on the report card with academic grades. Any conduct entry on the report card without an indicated grade or mark shall be understood to be satisfactory. Behavior contracts, observation reports, and incident reports may be used to determine a student's conduct grade. Conduct is evaluated and graded on the following scale:

E = Excellent
S = Satisfactory
N = Needs Improvement
U = Unsatisfactory

F. PROGRESS REPORTS

Report cards are sent home every nine (9) weeks. There are two (2) nine-week periods in each semester. The dates on which report cards are to be issued are indicated on the school calendar. Parents or guardians must sign the report card, initial all IEP goal sheets verifying that they have received their student's progress reports, and return both the report card and IEP goal sheets to school.

In addition, interim, mid-9 week reports are issued to each student in order to give parents and guardians current information regarding areas of strength and areas of deficiency allowing for students to achieve needed improvement prior to report card issuance.

G. CONFERENCES

Information delivered from the school to a parent or guardian is very important; however, it is also important to share information about your student with the school. If information is traveling in both directions, then everyone is better able to deal effectively with the needs of a student.

Conferences are an important way to accomplish effective communication. By meeting with each other we are able to do the following:

- Provide information about the student's personality, background, and aspirations.
- Strengthen the co-operative relationships between parents and staff.
- Clarify educational and behavioral expectations.
- Discuss misunderstandings carried from home to school or from school to home.
- Explore options and resources for the family and school.
- Suggest educational experiences in the home.

Therefore, the following conferences are available to parents, guardians, teachers, and the Administration:

1. Conduct-Related Conferences. Conduct-related conferences are delineated in Section 9, "Conduct Policies and Procedures," of this Handbook.
2. Parent/Guardian Conferences With Staff. Conferences between parents, guardians, teachers, and the Administration may be arranged on the Thursday afternoon and evening following each nine-week reporting period. Appointments are required, and parents and guardians are encouraged to schedule a meeting with each of their student's teachers to discuss progress, concerns, and improvement strategies.

Additionally, conferences may be scheduled by appointment on an as-needed basis at the request of parents, guardians, teachers, or the Administration.

3. IEP Conferences. Individual Educational Programs (or IEP's) are developed for each student. The IEP includes both long- and short-term goals for each student. Parents are invited to the IEP conference to assist in planning the student's educational, social, and behavioral programs. Developing an IEP should be a collaborative effort, developed by the parents and school staff.

IEP goals are evaluated at the conclusion of each nine-week period with revisions made as needed in the opinion of the Administration. All IEP goals are delineated and attached to report cards for parental review. IEP conferences for all returning students are held in the spring so that plans may be made for the coming year. New students must have an IEP before beginning classes.

Parents are required to attend all scheduled conferences. Every effort will be made to schedule meetings at a time convenient for all parties involved.

H. EXAMS

All Concord students are required to take exams except senior students who have earned exemptions as defined below. Parents will be notified regarding the exam schedule. Senior students exempt from all exams on any given day need not report to school on those days. However, if a senior student must take one or more exams on a given day, then he/she must remain at the school until all required exams are completed. Students are required to attend school all day if they are scheduled to take an exam.

During each semester (exams are administered at the end of the semesters), a senior student who meets all of the following criteria in a given class will be exempted from an exam in that class for that semester if he/she has:

1. Maintained an average of 94 or above in the class for the semester;
2. No (zero) unexcused absences for the semester;
3. No more than 3 excused absences for the semester; and
4. Not been disciplined with an Out-Of-School Suspension for the semester.

I. USE OF SPONSORS

Each student is assigned a sponsor who is responsible for the planning, monitoring, coordinating, and advocating for the student. The sponsor is also responsible for moderating weekly staff discussions regarding the student, coordinating the IEP process and conference, and maintaining all paperwork regarding the student. The sponsor may arrange private opportunities to talk with the student regarding his or her status and make recommendations that will assist the student.

J. GRADUATION REQUIREMENTS

Students must satisfy the following requirements to be eligible for graduation:

1. Attendance. All students are required to have satisfactory records of attendance and conduct.
2. Service Hours. Learning through a spirit of service helps our students find a sense of purpose. Therefore, a **minimum of 6 service hours** is required for **grades 6 – 8**; a **minimum of 10 service hours** is required for **grades 9 – 10**; a **minimum of 15 service hours** is required for **grades 11 – 12**. A Community Service Form shall be used to document service hours and is available from the school office. A sample form is provided in the Appendix of this Handbook.
3. Academic Credits and State-Mandated Testing. The State of Tennessee graduation requirements are shown in the table on p. 48. Concord requires the academic credits, curriculum, and testing shown in the tables on p. 49-50 to remain in compliance with State graduation requirements. A listing of the school's curriculum is provided in the Appendix of this Handbook.

Student with disabilities may exit high school with:

- Regular Diploma
- Transition Certificate
- IEP Certificate (equivalent to Special Education Diploma)

Students who began high school (9th grade) in the fall of 2009 and thereafter are required to meet increased graduation requirements as established by the State of Tennessee. The required number of academic credits increased from 20 to 22. Teachers and parents/guardians must determine which level course is appropriate for each student for the next school year.

Beginning with the 2009/2010 9th grade class:

- Students must earn 22 units for graduation.
- Students must be enrolled in a math class EACH year throughout high school.

- Students with **qualifying disabilities** in math (documented in the IEP) must achieve at least Algebra I and Geometry.
- Students with **qualifying disabilities** in reading and/or math must achieve at least Biology 1 with 2 other qualifying lab science credits.

End-of-Course (EOC) exams that test the mastery of expectations leading to college- and work-readiness will be given to all high school students. There are nine (8) total EOCs:

- English I, II, III
- Algebra I, II
- Biology
- US History
- Chemistry

Students who fail to earn a yearly grade of 70 in a course that has an EOC (End of Course) test and who disability adversely affects performance in that test will be allowed to demonstrate State-identified core knowledge and skills through an alternative performance-based assessment approved by the IEP team.

The required number of credits will be achieved through increased instructional time, appropriate methodologies, accommodations, and other differentiated instruction as determined by the IEP team. Concord students may need to remain in school longer than the typical 4 years to meet these increased State graduation requirements. Students with disabilities may remain in high school to meet the necessary graduation requirements through the end of the year they turn age 22.

ALL students will be assessed using the following State-mandated tests⁸: (1) TCAPs in the 6th, 7th, and 8th grades; (2) ACT Aspire in 8th and 10th grade; and (4) TCAP writing assessments in 6th-11th grades. ACT college entrance testing or ACT WorkKeys[®] exit exams are required by the State of TN depending on the future goals of each student.

The **ACT Aspire** program is designed to help 8th and 10th graders explore a broad range of options for their future, build a solid foundation for future academic and career success, and provides information needed to address school districts' high-priority issues. The Aspire test prepares students not only for their high school coursework, but helps students measure their current academic development, explore career/training options, and make plans for the remaining years of high school and post-graduation years.

More information about the Aspire programs can be found at <http://www.act.org/education/index.html>.

⁸ The State charges Concord Academy a fee for each State-mandated test (e.g., EOC exams, ACT Explore, and ACT PLAN). Concord may require parents to pay additional fees to cover the costs of these State-mandated tests.

Tennessee Diploma Project: Graduation Requirements

Following the implementation of the Tennessee Diploma Project in 2009, high school students must complete 22 credits to graduate. They also will be tested in core subject areas with End of Course exams, part of the Tennessee Comprehensive Assessment Program, or TCAP. Their performance on these exams will factor into their semester grade for the course.

| Requirements for Students Beginning High School in Fall 2009 and after | Approved Modified Requirements for Students with <u>Qualifying Disabilities</u> |
|---|---|
| Total Credits Required: 22 | Total Credits Required: 22 |
| Math: 4 Credits - Including Algebra I, II, Geometry and a fourth higher level math course | Math: 4 Credits - Algebra 1a and 1b, and Geometry 1a and 1b |
| Science: 3 Credits - Including Biology, Chemistry or Physics, and a third lab course | Science: 3 Credits – Biology 1a and 1b, and 2 other lab courses |
| English: 4 Credits – English I - IV | English: 4 Credits – English I - IV |
| Social Studies: 3 Credits – World History & Geography, US History, and Government 0.5 and Economics 0.5 | Social Studies: 3 Credits – World History & Geography, US History, and Government 0.5 and Economics 0.5 |
| Physical Education And Wellness: 1.5 Credits | Physical Education And Wellness: 1.5 Credits |
| Personal Finance: 0.5 Credits | Personal Finance: 0.5 Credits |
| Foreign Language: 2 Credits Fine Arts: 1 Credit - May be waived for students not going to a University to expand and enhance the elective focus Elective Focus: 3 Credits - Math and Science, Career and Technical Education, Fine Arts, Humanities, Advanced Placement (AP) or International Baccalaureate (IB) | Elective: 6 Credits to include Life Skills/Transition, Work-Based Learning (WBL), and/or vocational focus based on IEP Transitional Plan |

Source: <http://www.tennessee.gov/education/instruction/graduation.shtml>

K. ACT COLLEGE ENTRANCE TESTING/ACT WORKKEYS® ASSESSMENTS

The TN Department of Education is now requiring each student to take either the ACT college entrance test or the ACT WorkKeys® assessment depending on the future goals of each student.

1. ACT College Entrance Testing. Concord Academy offers ACT college entrance testing with accommodations for students who are considering continued education after high school. The ACT test assesses high school students' general educational development and their ability to complete college-level work. The multiple-choice tests cover 4 skill areas: English, mathematics, reading, and science. The Writing Test is optional and measures skill and planning in writing a short essay. ACT test results can be used to assist in developing a student's college and career path. Students must meet eligibility requirements to be allowed to take the ACT administered by Concord. ACT test administration can be modified for special needs students based on the provisions outlined in their IEPs. More detailed information about ACT testing is provided to the student's parent/guardian in the junior year. There is a fee for ACT testing paid by the parent/guardian to ACT.
2. ACT WorkKeys® Assessments. The Career Readiness Certificate (CRC) has become a popular nationwide system for certifying the basic skills necessary for success in typical jobs. A Certificate gives specific information about a person's ability to perform common tasks that all employers require. Tennessee is one of 35 states that have implemented ACT's National Career Readiness Certificates (NCRC) based on ACT's WorkKeys® assessments that link job skills with workplace success and examine the essential foundational skills needed for most occupations. By earning a Certificate, a student demonstrates he/she possesses key foundational job skills needed for virtually every job. This Certificate gives the job seeker an advantage when applying for jobs, a complement to a diploma and resume. A high school diploma demonstrates a student's achievement in the academic world; a Certificate demonstrates the ability to perform tasks in the world of employment. To earn a Certificate, a student must take 3 WorkKeys® assessments: Applied Mathematics, Reading for Information, and Locating Information. WorkKeys® scores determine what level of Certificate a student earns. A Level 3 score in each one earns the Bronze certificate; Level 4 in each one earns the Silver; a score 5 or higher in each level earns the Gold certificate.

More information about ACT College entrance testing or the WorkKeys® assessments can be found at <http://www.act.org/education/index.html>.

L. TRANSITION SERVICES

Through the cooperative efforts of Vocational Rehabilitation Services and the Concord Academy staff, Concord Academy offers several levels and types of programs designed to help students transition between a school environment and a work environment. A student's ability to participate in any particular transition program is dependent upon the student's individual abilities, interests, academic record, and behavioral record. Copies of our transition programs are available upon request once your student enters the high school program, and final transition programs are developed during the spring of a student's junior year. Regular reviews are conducted, and revisions in the transition plan may be made at any time.

M. DISTANCE LEARNING COURSES

For students seeking additional academic enrichment, he/she may opt to participate in distance education high school programs. Various distance learning programs are located throughout the United State and offer high school classes (either online or printed material) that are not offered as a part of the regular curriculum at Concord Academy. These courses may meet State of Tennessee requirements for high school credit and count toward graduation requirements. All distance learning course fees and materials must be paid for by the parent/guardian (in addition to Concord tuition and fees). Contact the Administration if your student may be interested in participating in distance learning courses. All distance learning courses must be approved in advance prior to the beginning of the school year by the Administration to ensure the course will meet State of TN requirements and to ensure there will be a staff member available to serve as administrator to the student while participating in the course.

11. TUITION ASSISTANCE POLICY

A. TUITION ASSISTANCE AVAILABILITY

Concord Academy may be able to offer limited financial assistance to a student depending on the sponsorships received from foundations and other contributions to the tuition assistance fund. However, due to limited availability of funds, Concord reserves the right to restrict the dollar amount and number of students receiving financial assistance in any one school year. Determination of eligibility due to financial need is made through the School and Student Service (SSS) for Financial Aid (**no monetary assistance is provided from this business**) and the Concord Academy Parent Application for Financial Aid form. Reduced tuition (paid on a 12-month basis (versus a 10-month basis) may be considered but **must be approved in advance by the Board**. Concord financial assistance is granted on the basis of verified need and in a non-discriminatory manner as to race, color, origin, gender, or creed.

B. TUITION ASSISTANCE PROCESS

The following steps must be taken to initiate the tuition assistance process:

1. Determining Enrollment Eligibility. A parent desiring financial aid first must complete the Concord Academy school application process by submitting **all** required application forms and documentation to Concord. This application information is used by Concord to determine if a potential student is eligible for enrollment to the school. Eligibility for enrollment is based upon the student's age, grade functioning levels, special needs, and general compatibility within the existing schedule and groupings of students as established by the information provided by the parent.
2. Tuition Assistance Packet. Once a potential student has been accepted for enrollment or a returning student has been accepted for re-enrollment, then a parent may request financial assistance. Packets to assist parents in requesting financial aid are available upon request from the school office. Personalizing the request by writing a letter explaining a child's specific requirements and how Concord is the best educational program for that child helps the Tuition Assistance Committee understand individual needs. **NOTE: Incomplete application packets/forms will automatically be rejected.**
3. Tuition Assistance Application Forms. The financial aid packet available in the school office includes the documentation a parent must complete and submit prior to consideration for financial aid: (1) the School and Student Services (SSS) Parents' Financial Statement (PFS) form⁹; and (2) the Concord Parent Application for Financial Aid form. **Both of these forms must be completed prior to consideration for any type of financial aid.** Parents of returning students who want to request financial aid for a subsequent school year must complete and submit both the PFS to SSS and a Concord Application for Tuition Assistance form **annually** to verify continued eligibility. Eligibility

⁹ The National Association of Independent Schools (NAIS) is a membership organization with 501(c)(3) nonprofit status. NAIS represents approximately 1,300 independent schools and associations in the United States. SSS is a service of NAIS used by more than 2,400 K-12 schools and other organizations across the country to help assess a family's ability to pay school costs. The Educational Testing Service (ETS) manages the SSS program and provides support and services to families and schools on behalf of NAIS. The SSS process promotes objectivity and consistency in financial aid procedures among schools, *and is based on the premise that parents should finance their child's education to the extent they are able.* Additional information about SSS can be found online at www.nais.org/financialaid/ssc.

is based on income, expenses, and family assets that can change from year to year and must be reassessed.

a. SSS Parents' Financial Statement (PFS). Submitting the Parents' Financial Statement (PFS) gives SSS permission to analyze a family's financial information. SSS estimates a family's ability to pay school costs based on an analysis of income, expenses, and family assets. Once calculated, a family's Report of Family Contribution (RFC) used to determine a family's financial aid package is then sent to the specific schools or other organizations as requested by the parent. All information provided remains confidential. Only the schools specifically named will receive a family's financial information.

A completed hard copy PFS must be mailed directly to SSS. An online PFS may be submitted on the NAIS website at www.nais.org/financialaid/sss. There is a fee for each school/organization chosen to receive the information and a separate fee a Family Report. This fee is nonrefundable. The online PFS will calculate the processing fee due (unless a fee waiver is obtained from the school). Once submitted, SSS will review the PFS and provide the RFC information to Concord. Note: Concord's school code for the SSS form is 2889.

It takes approximately 2 days for SSS to process an online PFS. The schools indicated on the PFS will be able to view an Online PFS within two days. It takes approximately 7 days for SSS to produce and mail the RFC to the schools listed on an online PFS and to a family indicating a RFC Family Report on an online PFS. SSS can be contacted for additional help at (866) 387-2601 between 8 AM and 5 PM, Eastern Standard Time, Monday through Friday.

b. Concord Academy Parent Application for Financial Aid Form. The Concord Parent Application for Financial Aid form must be submitted to the school office accompanied by copies of the parent's income tax returns from the last two (2) years. This form along with the SSS information is used by the school's Tuition Assistance Committee to determine eligibility for financial assistance.

4. M.O.S.T. In addition, any parent seeking financial aid may also be required to apply for the Memphis Opportunity Scholarship Trust (M.O.S.T.) scholarship (when available).
5. Initial Payment. While awaiting a decision regarding financial aid, the parent is expected to pay the application fee (for new students), the non-refundable deposit applied to tuition, and the administrative fee until a decision regarding aid is reached.

Upon receipt of a fully completed application packet accompanied by all required documentation, the Tuition Assistance Committee will evaluate the request for financial aid.

C. TUITION ASSISTANCE INFORMATION AND REQUIREMENTS

Financial aid, if available, will be awarded based on the information submitted to SSS and on the Concord Application for Tuition Assistance form. Available financial aid will be awarded in the following order:

1. Families approved by M.O.S.T. (if applicable)
2. Families with documented needs who actively help Concord with fundraising and special events.

3. All other families with verified needs in order of need.

Parents of students who are awarded financial assistance (from Concord or any other source) are expected to personally fund or procure from an outside corporate or individual sponsor any remaining balance of the tuition and fees due to the school.

Parents or guardians of students approved for financial aid must sign a Special Tuition Payment Agreement. This Agreement outlines the financial aid awarded to that student and details any tuition balance due (full tuition plus all fees less the financial aid awarded). The parent or guardian must sign this Agreement, indicating by that signature a commitment to pay the balance in full owed to Concord within the given school year. **All account balances must be paid in full before a student will be allowed to re-enroll for subsequent academic years at Concord Academy.**

For tuition assistance funds to be properly applied to your account and for a student to continue receiving tuition assistance, **ALL STUDENTS RECEIVING AID AND THEIR FAMILIES MUST:**

- Maintain good attendance, attitude, and behavior;
- Maintain an overall “B” average in all classes;
- Actively support and abide by all rules and policies outlined in the Student Policies and Procedures Handbook;
- Actively participate in Concord fundraising and special events;
- Willingly volunteer a minimum of 20 service hours in the school year;
- Make the monthly payments (or other parental contribution as agreed upon);
- Ensure the school obtains the additional required tuition amount.

Questions regarding this Tuition Assistance Policy should be directed to Mrs. Nan Miller, Concord Academy, by calling the school office at (901) 682-3115.

07/27/10

12. CONCORD ACADEMY DISASTER PREPAREDNESS POLICY

A. CONCORD ACADEMY DISASTER PREPAREDNESS POLICY

Regardless of whether the disaster is natural (earthquake, tornado, etc.) or man-made (terrorism, etc.), Concord Academy policy regarding disaster and emergency preparedness is based on recommendations of the Tennessee Emergency Management Agency (TEMA).

No student will be dismissed from school except to a parent, guardian, or person designated in writing by a parent or guardian. There will be no exceptions made to this rule. Students driving themselves to and from school will also be held at school until an appropriately designated person arrives to retrieve them as external conditions cannot be deemed to be safe by the Administration.

If evacuation of the school is required, then students will be taken to the ball field next to the parking lot. Signs will be placed as close as possible to the school entrance advising parents as to the exact location of students. A temporary release station will be promptly organized, and parents and guardians may retrieve their students by signing them out at the temporary release station.

If conditions require that students be secured in the building but outside the school area, then students will be removed to the Fellowship Hall in the basement of the Mullins United Methodist Church's Fellowship Hall under the main sanctuary.

At least two staff members will maintain current CPR and first aid certification. The Administration will remain in contact with local emergency services. **Please do not immediately call the office.** It is very important to keep all phone lines open for emergency use. Please turn on your radios or televisions to local stations for emergency information and directions.

B. LIST OF EMERGENCY CONTACTS

Concord Academy policy requires each parent prepare a roster of emergency contacts **both local and out-of-town**. This list includes names, telephone numbers, physical addresses, e-mail addresses, and a brief description of the contact's relationship to your student for school use in the event of a disaster. **BE SURE THE INFORMATION YOU PROVIDE ON THE CONTACT LIST IS KEPT CURRENT.** Contact the school office to update this information during the school year when changes occur. Emergency contacts are provided on the Disaster Preparedness Information and Release Form that each family completes as part of the required enrollment documentation.

C. STUDENT EMERGENCY SUPPLY OF MEDICATIONS

Concord Academy also requires each parent to send in a 3-day (72-hour period including days and nights) supply of ALL required medications (prescription and non-prescription) clearly labeled with your student's full name and specific dosage instructions. These medications should be placed together in a plastic bag labeled with your student's name. **DO NOT PLACE MEDICATIONS IN THE EMERGENCY KIT. MEDICATIONS MUST BE TURNED IN TO THE OFFICE** so they can be placed in an emergency pack and stored in a locked closet for use only in the event of an emergency (many of these prescription medications must be stored in a locked location).

BE SURE TO KEEP THIS 3-DAY SUPPLY OF MEDICATIONS CURRENT; bring in new dosages or medications as your student's prescription(s) changes.

13. ASBESTOS NOTICE

Mullins United Methodist Church has been responsible for the testing, identification, and containment of any asbestos-containing materials in our facilities. Concord Academy hires a certified consultant to routinely review and update this management plan as needed. A complete copy of the management plan is available for review in the school office each week day between the hours of 9:00 a.m. and 4:00 p.m.

14. LEGAL NOTICE

Concord Academy is a State-approved school and complies with all required Federal and State health and safety regulations. We are inspected at least annually by local fire and health departments.

15. SUSPECTED CHILD ABUSE OR NEGLECT

All cases of suspected or known child abuse or neglect will be immediately reported to the Tennessee Department of Children's Services (1-877-237-0004) or to local police authorities as required by Tennessee Code Annotated Section 37-1-403 or any other or subsequent applicable law.

Support for victims of child abuse or neglect may be found by contacting the Memphis Child Advocacy Center at 1085 Poplar Avenue, Memphis, TN, 38105, (901) 525-2377, or <http://www.memphiscac.org/>.

16. RESERVATION OF RIGHT TO AMEND, ADD, OR DELETE POLICIES AND PROCEDURES

Concord Academy specifically reserves the right to amend, add, or eliminate any part or all of the policies and procedures delineated in this Handbook when, in its sole discretion, the well-being, safety, and/or education of students will be enhanced. Students and parents will be given notice of such changes to the Handbook when they become effective.

By submitting an application for their students' attendance at Concord Academy, all parents and guardians agree to be bound by any amendment, addition, or elimination of all or any part of the policies and procedures that may be released in the future immediately upon notification of such a change.

17. INFECTIOUS DISEASE POLICY

Concord Academy's infectious disease policy is maintained under separate cover. Refer to the Bloodborne Pathogens (BBP) Exposure Control Policy Manual in the school office for additional information. Concord Academy's policy regarding infectious or communicable diseases is based on recommendations of the Shelby County Schools, Memphis & Shelby County Health Department (MSCHD), and the Centers for Disease Control (CDC).

Copies of the procedures that have been implemented to minimize the spread of communicable diseases (e.g., H1N1) at Concord Academy and procedures that will be implemented in the event a student presents questionable health issues are available in the school office.

18. CONCORD ACADEMY VOLUNTEER POLICY

The Concord staff and Board of Trustees appreciate the time and talents generously donated by our many generous parent and community volunteers. Insurance regulations and State laws mandate that the school establish specific requirements for all individuals who work directly with our students. This Volunteer Policy was enacted to insure the safety and well-being of our students.

All volunteers are required to read the policy herein regulating volunteer and parent leadership activities and responsibilities and sign a Volunteer Leadership Responsibilities form available in the school office to indicate that you have read the school policy and agree to abide by the policy as published. Any volunteer who does not abide by the requirements set forth in the volunteer policy will not be allowed to work directly with Concord students in a volunteer capacity.

All volunteers and staff of Concord Academy are required by State law to submit to criminal background investigations prior to working directly with students. Volunteers are also subject to alcohol/drug screenings.

All volunteers, including parents/guardians, shall support and personally adhere to all rules of conduct and dress code of the school when working with and/or supervising Concord students during any school-sponsored activity or any school-related event. These rules include, but are not limited to:

- Not personally using or distributing to students any illicit drug, alcohol, or tobacco products.
- Wearing modest attire appropriate for the occasion/event.
- Using appropriate language (i.e., avoiding profanity, caustic or critical comments, degrading, or sexually-explicit remarks, etc.).
- Conducting oneself in an appropriate manner (i.e., avoiding any behavior that might be misconstrued, misinterpreted, or received as sexual harassment or molestation).
- Assuming responsibility as an adult leader.
- Respecting and adhering to all rules, time schedules, and guidelines established by the school administration for the activity/event.
- Providing firm and visible adult supervision at all times of all students assigned to your chaperonage.

Volunteers shall NEVER BE ALONE in a closed room with an individual student for any substantial period of time.

Volunteers shall not use a student or group of students to promote any type of specific agenda.

Volunteers are responsible for reporting any misconduct by students, other volunteers, or school staff to the Director of the school or the individual staff member in charge of the specific activity/event.

Volunteers who serve as chaperones and drive staff or students in privately-owned vehicles on school-sponsored trips will be required to provide proof of a current, valid driver's license and insurance.

**CONCORD ACADEMY
STUDENT POLICIES AND PROCEDURES
HANDBOOK**

**APPENDIX
FORMS AND INFORMATION**

“Making a Positive Difference Since 1983”

CONCORD ACADEMY SCHOOL INTERNET USAGE AGREEMENT

As a Concord Academy student, I acknowledge that I have been given the privilege to access resources on the school's computers and network. As a user of the computers and network, I understand and agree to the following terms and conditions:

- I will use the computer and network only for teacher-approved, educational needs for classroom instruction;
- I will use the computer and network to access only school-approved websites during free time and activity periods (a list of approved sites can be found in Appendix C of the Student Policies and Procedures Handbook);
- I will adhere to all copyright and privacy laws;
- I will not share my password with others;
- I will not use another student's password;
- I will exit Internet Explorer and log off after each use;
- I will be diligent in my efforts to keep all inappropriate material from entering the school's network;
- I will not impersonate or misrepresent myself to other users while online;
- I will not harass, act maliciously nor commit illegal activities while online;
- I will not delete, alter, erase, nor otherwise damage files, records or programs;
- I will not download, copy, nor store any software, video files, or music files;
- I will not enter chat rooms nor access inappropriate materials or sites;
- I will not send nor receive email without a teacher's direction and approval;
- I will not enter personal information about myself or others including, but not limited to, names, addresses, phone numbers, email addresses, passwords, user names, or screen names.
- **I understand there is no expectation of privacy and Concord will monitor communications and access usage via the school computer software systems.**

07/27/11

**CONCORD ACADEMY
LISTING OF APPROVED WEBSITES****

www.internet4classrooms.com
www.factmonster.com
www.pbskids.org
www.brainpop.com
www.puzzlemaker.com
www.ontheissues.org
www.coolmath.org
www.disneychannel.com
www.lego.com
www.funbrain.com
www.history.com
www.discovery.com
www.collegeboard.com
www.classbrain.com
www.learn-with-math-games.com
www.purplemath.com
www.nationalgeographic.com
www.si.edu (Smithsonian)
www.nasa.gov
www.senate.gov
www.house.gov
www.planningyourdreams.com
www.nyse.com
www.aleks.com
www.mobymax.com/tn490
www.newsela.com
www.codeacademy.com
www.scratch.mit.edu
www.code.org

**This list of approved sites is subject to change at the discretion of Concord staff at any time. Students will be notified in advance of any changes to the approved sites. Improper or unauthorized use of school computers, including accessing unapproved websites, will result in disciplinary action (refer to Level 2 conduct violations in Section 9 of this Handbook).

08/13/14

CONCORD ACADEMY PARENTAL SAFE HOME PLEDGE

As a parent of a Concord Academy student, I pledge my support of following Safe Home guidelines that have been affirmed by Concord Academy concerning out-of-school activities. I pledge to maintain control over my student's out-of-school interactions with other students and friends by adhering to, as a minimum, the following guidelines:

- I will provide appropriate adult supervision* when having other students or friends in my home. I will be especially vigilant when hosting students of the opposite sex in my home.
- I will ensure there are appropriate adult chaperones* present and visible when I have a student-attended party in my house or on my property.
- I will demand and confirm the presence of appropriate adult chaperones* when my student is in the home of another student or friend.
- I will demand and confirm the presence of appropriate adult chaperones* when my student participates in an activity or attends an event with another student or friend.
- I agree to make plans to provide for appropriate adult supervision* of my student if I am to be away from home.
- I will refuse to allow my student, any visiting student, or my student's friends to possess or use tobacco, non-prescribed medications, illegal drugs, or alcohol or participate in other dangerous activities (such as sniffing glue or white out) while in my home or under my chaperonage.
- I will refuse to allow my student, any visiting student, or my student's friends to possess a weapon of any nature while in my home or under my chaperonage.
- I understand I am encouraged to call the school administration or another parent/guardian if I have information indicating his/her student is participating in dangerous or unhealthful practices. I agree to keep these calls confidential if asked to do so.
- I will provide appropriate adult supervision* when my student or visiting students are using the Internet.
- I will supervise my student's use of the telephone, cellphone, emails, and text messaging and not allow my student to harass other students or friends over the telephone or by email.

***NOTE: Other students or other young adults 18-25 years of age are not considered appropriate "adult" supervision or chaperones, regardless of student's age.**

07/27/10

Concord Academy Middle School Course Offerings

The Concord Academy Middle School (or Junior High) is comprised of 6th, 7th, and 8th grade students. Curriculum is specifically geared to each student's individual functioning level. Some courses are rotated annually to ensure all State requirements are satisfied.

ENGLISH:

6th gr. English
7th gr. English
8th gr. English

MATH:

6th gr. Mathematics
7th gr. Mathematics
8th gr. Mathematics

SCIENCE:

6th gr. Science
7th gr. Science
8th gr. Science

SOCIAL STUDIES:

6th grade World History & Geography: Early Civilization through the Decline of the Roman Empire

7th grade World History & Geography: The Middle Ages to the Exploration of the Americas

8th grade US History: Colonization of North America to Reconstruction & The American West

COMPUTER:

Foundations of Technology

Physical Education:

6th, 7th, 8th gr. Physical Education
Adaptive Physical Education

STUDY SKILLS

6-8TH Study Skills

ART

6th – 8th grade Middle School Art

In addition to the curriculum requirements listed above, Middle School students are also required to take the following State-mandated evaluations and tests:

- TCAP testing – 6th, 7th, and 8th grades
- TCAP writing assessment – 6th, 7th, and 8th grade
- ACT Aspire College Readiness Test- 8th grade

06/08/15

HIGH SCHOOL CURRICULUM

Concord Academy's offers the following fundamental high school curriculum for 9th through 12th grades. Concord modifies curriculum while satisfying graduation requirements aligned with State requirements. Curriculum and assessment changes are made as needed for Concord to comply with State curriculum and graduation requirements and retain school accreditation. See Section 10, Academic Policies and Procedures, of this Handbook for more detailed academic credit and graduation requirements.

ENGLISH:

English I
English II: World Literature
English III: American Literature
English IV: British Literature
Foundations English I II, III, IV

MATH:

Algebra I
Algebra I A
Algebra I B
Algebra II
Foundations Math I, II, III, IV
Geometry
Geometry A
Geometry B
Integrated Math

SCIENCE:

Anatomy & Physiology
Biology
Chemistry
Environmental Science
Physical Science I
Physical Science II
Wildlife Biology

SOCIAL STUDIES:

Economics
Government & Civics
Personal Finance
United States History
World History & Geography

FOREIGN LANGUAGE:

Spanish I
Spanish II

PE, HEALTH & WELLNESS:

Adaptive Physical Education
Health & Wellness
Physical Fitness

FINE ARTS:

Art Appreciation
Music Appreciation

ELECTIVES:

Computer I: Intro to Computer Applications
Computer II: Advanced Computer Applications
Contemporary Issues
Driver Education: Test Prep
Life Skills Computer I, II, III, IV

VOCATION EDUCATION/TRANSITION:

Media & Technology
Publishing/Business Writing
9TH Transition
10TH Transition: Adult Living
11TH Transition
12TH Transition

In addition to the curriculum requirements listed above, High School students are also required to take the following State-mandated evaluations and tests:

- End of Course (EOC) testing
- ACT Aspire College Readiness Test– 10th grade
- TCAP writing assessment – 9th- 11th grade
- ACT College Entrance Testing

Mailing Address:
4942 Walnut Grove Road
Memphis, TN 38117



**CONCORD
ACADEMY**

Tel: 901-682-3115
Fax: 901-682-0986
www.concord-academy.org

**CONCORD ACADEMY
VIOLENT, ABUSIVE, HARASSING, MANIPULATIVE, OR DESTRUCTIVE BEHAVIOR
COMPLAINT FORM**

Interviewer's Name: _____

Name of Alleged/Harassed Complainant: _____

If you need additional space, please attach a separate sheet.

Identify the time and the location of the incident(s): _____

Why do you think this behavior occurred? _____

How did you respond? _____

Are there any witnesses who can support or confirm the incident? If yes, who? _____

Have you observed this behavior being directed at others? If so, please identify person(s), behaviors, time and location. _____

**CONCORD ACADEMY
VIOLENT, ABUSIVE, HARASSING, MANIPULATIVE, OR DESTRUCTIVE
BEHAVIOR COMPLAINT FORM – Continued**

What actions have you taken to stop the behavior? _____

Are there any documents, material, or other forms of evidence that may support the existence of this behavior? _____

What would you recommend as a solution? _____

What would you prefer we not do at this time? _____

Any questions? _____

Written statement obtained from complainant? (Please circle) Yes or No

Comment Section for interviewer: _____

Complainant's Signature

Date

Interviewer's Signature

Date

Mailing Address:
4942 Walnut Grove Road
Memphis, TN 38117



**CONCORD
ACADEMY**

Tel: 901-682-3115
Fax: 901-682-0986
www.concord-academy.org

**CONCORD ACADEMY
VIOLENT, ABUSIVE, HARASSING, MANIPULATIVE, OR DESTRUCTIVE
BEHAVIOR RESPONSE FORM**

Interviewer's Name: _____ Date: _____

Name of Person Being Interviewed: _____

Can you tell me what you know about this incident? _____

Describe the incident: _____

If you need additional space, please attach a separate sheet.

Identify the time and the location of the incident(s): _____

How did you respond? _____

Are there any witnesses who can support or confirm the incident? If yes, who? _____

Has the complainant spoke with you? If yes, what was said? _____



CONCORD ACADEMY

4942 Walnut Grove Road
Memphis, TN 38117
Phone (901) 682-3115 Fax (901) 682-0986
Nan Miller, Director
Becky Dean, Program Director

COMMUNITY SERVICE HOURS REPORT FORM

Date: _____

Student Name: _____

Facility: _____

Occasion/Event: _____

Description of Duties/Tasks Completed: _____

Hours Worked: _____

Comments: _____

Name of Supervisor: _____

Title: _____

Signature: _____

Thank you for allowing a Concord Academy student to serve with you!