

# **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”*

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**APPENDIX  
FORMS**

**APPENDIX  
FORMS AND INFORMATION**

- Internet Usage Agreement
- Parental Safe Home Pledge
- Violent, Abusive, Behavior Report Form
- Parental Complaint Form
- Procedural Guidance regarding Transgender and Non-Binary students

[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 prepare students with learning differences for lifelong success.

### **B. SCHOOL DESCRIPTION**

Concord Academy is a state-accredited, private school that provides a caring environment, for students in grades six through twelve, with special learning needs. Concord serves students whose academic performance is adversely affected by a variety of learning disabilities including Autism Spectrum Disorder, specific learning disabilities, Attention Deficit Disorder, depression, anxiety, and processing impairments. 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 strived to create a learning environment in which their students could thrive.

Therefore, Concord was established to provide the best education and environment for student growth in all aspects of development including specialized academic instruction, social-emotional 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.

Since its inception, all Concord graduates have earned both regular and special education high school diplomas, and have entered universities, community colleges, vocational/technical schools and/or productive employment.

### **D. SCHOOL CURRICULUM**

Instructional programs follow 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. Our school curriculum guide provides more information about the classes we offer.

Modifications may be made in all subject areas. Initial emphasis is placed on mastery of basic competency skills and on building a foundation of general knowledge. 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, social-emotional well-being, and vocational guidance. We teach the “whole child” by providing social, functional, 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 evaluated, improved, and incorporated into our curriculum, to meet specific needs for complete student development and success. Some of these unique programs include:

- 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 skills are taught, which include self-advocacy, 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. Concord employs a Transition Coach who oversees the Transition program and advises students on their post-secondary choices.
- Character, Relationship and Conflict Resolution Skill Building Concord Academy offers opportunities for building good character, fostering healthy relationships, and practicing conflict resolution and management. 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. A Licensed Behavior Analyst (LBA) is on staff to support the social-emotional needs of our students.
- Speech/Language Therapy On-site Speech/Language Therapy is offered through Memphis-Shelby County schools for students who qualify for these services. More information is available in the school office.
- Computer-Based Remediation and Instruction. Concord Academy uses Computer-based programs such as IXL and Star Reading to offer cognitive development and remediation programs for our students. 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 computer program can replace individual instruction, some programs can be very effective in minimizing cognitive deficits.

- Concord PTO Activities. The PTO funds activities that encourage peer interaction and foster feelings of camaraderie among the members of the student body. PTO activities include Spirit Week, all-school mixers, and proms.
- Community Service. Community service opportunities provide students the opportunity to gain social experiences while discovering a sense of self-worth by helping others. Students are required to earn service hours throughout the school year by participating 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 <https://www.tn.gov/education/student-support/special-education/special-education-evaluation-eligibility.html>

1. Primary Focus. Concord Academy's primary focus is to serve students diagnosed with disabilities or 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. 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 withholding of any required information is grounds for immediate removal of the student, even if the admissions process has been completed.
- 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.

## **B. APPLICATION/EVALUATION FOR ELIGIBILITY PROCEDURES**

All interested parents should go to [www.concord-academy.org](http://www.concord-academy.org) to complete an inquiry. Once initial information is collected, a parent visit will be scheduled. Before evaluation for admission, the following current, (within the past 3 years), documents and information from all educational institutions, psychiatrists, therapists and other people involved in providing services to the student, for each potential student.

1. A completed and submitted Concord Academy Application 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 are 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
  - 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. This is so the school can adequately evaluate services your student may need while continuing to meet the needs of the current student population
  9. Any other individually administered test, evaluation, or documentation required by the Administration 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 student visit will be scheduled by the Administration to obtain the best possible understanding of a student's needs.

Following the conclusion of the student visit, 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 requested information, a decision will be made regarding the student's admission request, and parents or guardians will be notified of that decision, including the decision of the Administration regarding 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 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 New Student Enrollment Packet (to be completed online)
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 (to be completed by a physician)<sup>1</sup>;
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 be allowed to re-enroll and begin attending classes at Concord in a subsequent school year when all of the following conditions are satisfied:

1. An online Returning Student Re-enrollment packet is completed and submitted.
2. All past due tuition accounts and fees (from previous years) must be paid in full.
3. The mandatory deposit and administrative fees are paid in full.
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 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.

## **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. 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 FACTS Management. Concord financial assistance is granted based on verified need.

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

1. Complete FACTS enrollment annually online, via the enrollment packet.
2. Complete the Application for Financial Assistance by going to the FACTS website:  
<https://online.factsmgmt.com/ga/aid/inst/3D2QM>

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<sup>1</sup> Specific religious and medical exemptions to immunization requirements can be made on a case-by-case basis.

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 may 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 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 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 and needs.

## 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 Principal as soon as practical after the occurrence. 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 social-emotional needs.

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.

For students admitted or re-admitted to Concord Academy, and 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.
  - Requiring 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 and/or social media
9. You will assist with transportation and supervision during special activities and field trips; and
  10. You will 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-enrolment.**

All parents/guardians of Concord students are required to sign a pledge to document their support of Concord's Parent Safe Home rules. This pledge 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. Parents must provide Concord Academy with a copy of the certification of immunization.

## **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.). An online 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 online School Directory is voluntary. The School Directory can be accessed through Renweb.

# **3. ATTENDANCE POLICIES AND PROCEDURES**

## **A. ATTENDANCE**

**Regular attendance is required by law** and is necessary for satisfactory schoolwork. When a student misses a day of school, valuable class time is lost, 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.

All students should be report to class no later than 8:00 a.m. The exterior doors of the premises will be locked at 8:00 am. Students who arrive in class later than 8:00 will be marked tardy. 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. 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 their first period class.

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

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

- c. Penalties for Absences and Tardiness<sup>2</sup>. Absences and tardiness will be handled as follows at the discretion of the Administration:

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<sup>2</sup> Academic consequences for absences and tardiness are contained in Section 10, "Academic Policies and Procedures."

- 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 law<sup>3</sup>.
  - b. 10 Days Absent. Written verification 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 will 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).
- d. 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: We will send a text message notification to families when an emergency closing occurs. Please watch local television stations and Concord social media sites for information regarding emergency closings.**
  - b. Special Events and Activities. Throughout the year we participate in many activities, recreation days, and field trips. 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.

#### **4. PREMISES AND PROPERTY POLICIES AND PROCEDURES**

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<sup>3</sup> Each successive accumulation of five (5) unexcused absences shall also be reported to the Director as required by law.



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. A student may enter the office in an emergency situation that warrants being in the Administrative office.

## **B. USE OF PHONES**

School phones are for office use only. Student cell phones will not be allowed on campus. Exceptions can be arranged on an individual basis if there is a need (medical monitoring, student drives to school, etc.). If a student is found in possession of an unauthorized phone, the phone will be collected and kept for the remainder of the school day, and a detention will be issued. Please be sure current phone numbers for parents/guardians and emergency contacts are updated in RenWeb or provide updates to Mrs. Pitcher at [apitcher@concord-academy.org](mailto:apitcher@concord-academy.org).

## **C. STUDENT LOCKERS**

Each student will be assigned a locker to use for his/her convenience. Students may not place locks on their lockers. The Administration specifically reserves the right to open and inspect 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 personal items is discouraged unless prior approval is granted from parents/guardians of both students.

## **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. Each student is personally responsible for the cleanliness of the school property utilized.

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. 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 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 DOOR in the north stairwell unless it is a true emergency or an emergency drill.
- Do not use the south stairwell except during an emergency or an emergency drill.
- Do not go into the gym or other parts of the buildings or grounds without permission and 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 inside lockers, not classrooms, the office, or hallways/tops of lockers. Items lost or confiscated will be turned into the front office.
- Books and materials provided to the student are the property of the school, and are the student's responsibility. Any loss or damage not caused through normal wear 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 free of any unauthorized decoration.
- 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 go behind a teacher's desk, 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 classroom and must be disposed of properly.
- Aluminum cans must be emptied, rinsed, and placed in the recycling bin/garbage can.
- Lunches brought to school must be kept in a student's locker. Students may not use the refrigerator.
- Microwave ovens are for staff use only.
- Water is available at school.
- Some pre-packaged foods will be available for purchase at lunch time.

## **A. INTERNET/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. Improper or unauthorized use of school computers can result in disciplinary action (refer to Level 2 conduct violations in Section 9 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, threatening, bullying, or inappropriate 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**

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 leave stains on book pages.
- Students are responsible for any damaged or lost books.
- Books are checked out for a two-week period.
- 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 or memory 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 Concord Academy social media accounts; 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 packet to ensure the Administration adheres to your wishes regarding your student's publicity and photo release.

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

Students who are ill and have a fever, will be sent home. Students who experience vomiting or "bathroom accidents" at school will be sent home. Parents and/or 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, Covid-19, measles, conjunctivitis, ringworm, head lice, and other diseases diagnosed as contagious. For more information about our Covid-19 policies, please refer to our Concord Academy COVID Safe School Policies and Procedures handbook, on our website, [www.concord-academy.org](http://www.concord-academy.org).

## **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, Neosporin, (or similar first aid medicine), Band-Aids, gauze, tape, etc., If a parent or guardian has given written consent to such treatment in the enrollment packet.

## **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 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 PROCEDURES<sup>4</sup>**

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<sup>4</sup> 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.

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. 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. Responsibility for compliance is shared between the students and their parents or guardians. 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. Students who choose not to comply will be promptly removed from class until parents bring appropriate attire.

## **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, holes, rips, and tears
- Clothes may not be excessively tight or clingy
- Belts must be fitted and are required when belt loops are present on clothing
- 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, religious, or school-function exception has been made.
- Hair must be completely out of the eyes.
- No decorative patterns (insignias, slogans, "mohawk", etc.) shall be cut into the hair.
- The wearing of facial make-up shall be kept subdued and at a minimum. Highly contrasting make-up is not permitted. False eyelashes are not permitted.
- Fingernails should be kept at a moderate length in order to avoid injury during manual skills & activities.
- Faces must be clean-shaven at all times.
- Visible tattoos are not allowed
- Piercings in noses, tongues, ears, or any visible body part are not allowed except for those which are discreet
- Jewelry, accessories, or articles of clothing that depict weapons, skulls, crossbones, symbols of anarchy, cults, gangs, 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.
- Jewelry should be discreet. Chains, metal spikes, heavy or large metal necklaces or wristbands, dog collars, or any similar item, are not allowed.

- Pocket chains are not allowed
- All jackets, sweatshirts, and shirts worn in the building must have the Concord logo.

## **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, 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 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 may be purchased through Concord Academy. 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 all 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 are not required.

### **Uniform Requirements**

- Shirts must be tucked in
- Shirts must be solid color polo-style shirts with school logo purchased through a school-approved vendor, or Concord Academy T-Shirts (Friday only)
- Shirts must cover all torso skin when a student is sitting, bending, and/or raising arms; no midriff-bearing shirts are allowed
- Pants may be black, khaki, or navy pants, skirts, skorts, capris, or walking shorts; skirts, skorts and shorts must be no more than two (2) inches above the knee and comply with all other restrictions related to pants
- No denim (jeans) or knit material (such as sweatpants or leggings)
- NO CARGOS (pants or shorts)
- Athletic pants or leggings of any kind are prohibited
- A belt must be worn when belt loops are present.
- Pant must fit at the waist (cannot be baggy, low-waist, or sagging)
- Clothing must be free of stains, holes, rips, and tears

### **Shoes:**

- Examples of appropriate shoes are athletic shoes, dress shoes, loafers, or boots
- Shoes, except sandals, must be worn with socks, tights, or hosiery
- Athletic shoes are permitted but must be worn with socks
- Shoes may not have heels higher than 1 inch
- Flip-Flops and slippers are not allowed

**Jackets, Sweatshirts, and Hoodies:**

- **No sweatshirts, hooded jackets, or outdoor wear are allowed except for approved Concord Academy hoodies and jackets.** Jackets, coats, or hoodies with any other logos, pictures, and/or writing will not be allowed.
- 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, nor can they be worn around the waist.

**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 may 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. 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:**

- Jeans may be worn but must not be too baggy or tight
- Pants must be mid-rise or high-rise (no low-rise)
- Clothing must be free of stains, holes, rips, and tears
- 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, gym shorts, or leggings
- Shirts must not have any inappropriate pictures or writing on them
- Shirts with skulls, weapons, etc., 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. DRESS CODE VIOLATIONS**

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 a first-time violation of the dress code, a student will be issued a warning. For subsequent violations: second offense-a warning and an email home, and third offense-detention, and an email home. Student will not be allowed to be present in class unless compliant with the dress code. As with any Concord Academy policy, any parent who continually chooses to not support the dress code policy may jeopardize their 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.

## **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 reported 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 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 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, chewing tobacco, vaping pens, electronic devices, smart devices, matches, lighters, computer software, large amounts of money, and/or valuables of any sort. **Student cell phones are not allowed in the school building.** 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, only with the specific prior permission of Administration

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 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.

## **A. 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.

## **A. 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**

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.

### **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 permission from Administration be allowed to drive to school and park on campus.

**I 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.** 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. 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, scooters, hoverboards, motorized skateboards) on school property.
- Students are not permitted to stay in their cars after arriving at school each morning and must immediately exit from their vehicles and enter the school building.
- 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 pedestrians, including other Concord students, Mullins United Methodist Church employees, as well as young children and parents associated with Mullins United Methodist Church's Parents' Day Out program
- 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 Parent'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, within 48 hours of the trip.



## **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 needed materials with you (textbooks, paper, sharpened pencils, homework, assignment book, etc.).
- Students must be seated at a desk or table. Feet, table, and chair legs must be on the floor at all times. Students should not be seated on the floor.
- Stay seated in a desk or at a table throughout the class unless given specific permission or when participating in a teacher-directed activity.
- Students should never go behind or sit at or on a teacher’s desk.
- 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.
- 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.
- Swearing, name-calling, and/or lewd language are prohibited.
- Inappropriate or lewd gestures and inappropriate writing are prohibited
- Physical contact is prohibited. This includes any touching, hugging, and public display of affection, which is defined as handholding, kissing, or face-to-face hugging.
- Food, and/or drinks are not allowed in class without specific permission from a teacher.
- Horseplay (rough or boisterous play) is 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 reported 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.

### **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 Principal with the teacher present to discuss the complaint.

Step 3: If there is still parental dissatisfaction after meeting with the Principal 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 Principal 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 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. Loss of points on the grade, detention, In-School Suspension, and/or denial of privileges may also be consequences.

## **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. 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 administration.
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 may not eat or drink while serving detention, unless medically necessary
4. The Principal shall issue an In-School Suspension (ISS) 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 Principal.

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 Principal 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. A student posing danger to himself/herself or others

## **H. 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.

## **I. 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.

## **J. 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.

## **K. 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.

## **L. 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.

## **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; 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 Concord Academy in honor of a teacher or staff member.

## **O. STUDENT AND/OR FAMILY MEMBER RELATIONSHIPS WITH STAFF**

Concord Academy requires all 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., sending to students or accepting from students invitations to join social media sites, or 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 administration 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"> <li>• Tardiness.</li> <li>• Running.</li> <li>• Making excessive noise.</li> <li>• Initiating or participating in unacceptable physical contact (including horseplay or "play fighting" which often escalates into more serious behaviors).</li> <li>• Being in an unauthorized area of the classroom, the school, the church buildings, or the grounds.</li> <li>• Being in authorized areas of the school or grounds but at an unauthorized time.</li> <li>• Initial dress code violations.</li> <li>• Disruptive conduct such as talking out of turn or interrupting.</li> <li>• Not completing homework or classroom work with good effort.</li> <li>• Other similar acts.</li> </ul>	<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><b>Teachers are encouraged to utilize this system as a first method of behavior control.</b></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.

<b>Concord Academy Code of Discipline Level Two Conduct</b>			
<b>General Acts of Misconduct</b>	<b>Examples of Misconduct</b>	<b>Minimum Discipline</b>	<b>Maximum Discipline</b>
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"> <li>• Leaving school grounds without permission.</li> <li>• Skipping class.</li> <li>• Insubordination or abusive conduct.</li> <li>• Defiance of authority.</li> <li>• Refusing to do assigned work.</li> <li>• Refusing to follow directives given by an adult supervisor.</li> <li>• Being sarcastic or disrespectful.</li> <li>• Possessing or using tobacco or smoking-related products.</li> <li>• Possessing or use of any prohibited item.</li> <li>• Exhibiting malicious behavior.</li> <li>• Using inappropriate language.</li> <li>• Making inappropriate gestures.</li> <li>• 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.</li> <li>• Violations of school internet agreement.</li> <li>• Violations of student driving policies and procedures.</li> <li>• Academic dishonesty of any nature.</li> </ul>	Detention, In-School Suspension (ISS), 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.

<b>Concord Academy Code of Discipline Level Three Conduct</b>			
<b>General Acts of Misconduct</b>	<b>Examples of Misconduct</b>	<b>Minimum Discipline</b>	<b>Maximum Discipline</b>
Conduct that jeopardizes the safety or physical or mental well-being of students or staff.	<ul style="list-style-type: none"> <li>• Fighting.</li> <li>• Gambling.</li> <li>• Theft of personal or school property.</li> <li>• Bullying (physically or verbally).</li> <li>• Exhibiting hostile physical actions</li> <li>• Hazing.</li> <li>• Extortion.</li> <li>• Use of verbal or physical intimidation, coercion, or force.</li> <li>• Verbal or written harassment.</li> <li>• Sexual harassment or misconduct.</li> <li>• Discussing or encouraging participation in inappropriate activities, such as sexual activity, drug use, gang signs.</li> </ul>	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.

<b>Concord Academy Code of Discipline Level Four Conduct</b>			
<b>General Acts of Misconduct</b>	<b>Examples of Misconduct</b>	<b>Minimum Discipline</b>	<b>Maximum Discipline</b>
Any conduct or act that constitutes a criminal act under State or Federal law	<ul style="list-style-type: none"> <li>• Vandalism.</li> <li>• Possession of explosives.</li> <li>• Possession, use, sale, and/or distribution of alcohol or non-prescribed or illegal drugs.</li> <li>• Possession, use, sale, and/or distribution of weapons.</li> <li>• Assault.</li> <li>• Sexual assault.</li> <li>• Verbal or written threats of harm to students or staff occurring inside or outside of school</li> </ul>	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 ILP'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.

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 ILP 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
0 -69	F

## 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 ILP goal sheets verifying that they have received their student's progress reports, and return both the report card and ILP goal sheets to school.

In addition, interim, mid-9 week progress 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. ILP Conferences. Individualized Learning Programs (or ILP's) are developed for each student. The ILP includes both long- and short-term goals for each student. Parents are invited to the ILP conference to assist in planning the student's educational, social, and behavioral programs. Developing an ILP should be a collaborative effort, including the parents and school staff.

ILP goals are evaluated at the conclusion of each nine-week period with revisions made as needed in the opinion of the Administration. All ILP goals are delineated and attached to report cards for parental review. ILP's are valid for one year and ILP meetings are held year-round depending on the ILP due dates.

**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 ILP 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. 51. Concord requires academic credits, curriculum, and testing to remain in compliance with State graduation requirements. A listing of the school's curriculum is provided in the curriculum guide located on Concord Academy's website.

Student with disabilities may exit high school with:

- Regular Diploma
- Special Education Diploma
- Alternate Academic Diploma (regular diploma with modifications for students with disabilities)

**Students on a regular diploma track are required to meet graduation requirements as established by the State of Tennessee.**

- 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 ILP) 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 will be given to all high school students, on a regular diploma track, in the following courses:

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

The required number of credits will be achieved through increased instructional time, appropriate methodologies, accommodations, and other differentiated instruction as determined by the ILP 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 tests<sup>5</sup>: (1) TCAPs in the 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grades; (2) Pre-ACT in grades 8 and 10; and (4) ACT testing (for students on a regular diploma track)

The **Pre-ACT** program is designed to help 8<sup>th</sup> and 10<sup>th</sup> 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 Pre-ACT 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>.

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<sup>5</sup> 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 pursuing a regular diploma 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>
<b>Total Credits Required: 22</b>	<b>Total Credits Required: 22</b>
<b>Math: 4 Credits</b> - Including Algebra I, II, Geometry and a fourth higher level math course	<b>Math: 4 Credits</b> - Algebra 1a and 1b, and Geometry 1a and 1b
<b>Science: 3 Credits</b> - Including Biology, Chemistry or Physics, and a third lab course	<b>Science: 3 Credits</b> – Biology 1a and 1b, and 2 other lab courses
<b>English: 4 Credits</b> – English I - IV	<b>English: 4 Credits</b> – English I - IV
<b>Social Studies: 3 Credits</b> – World History & Geography, US History, and Government 0.5 and Economics 0.5	<b>Social Studies: 3 Credits</b> – World History & Geography, US History, and Government 0.5 and Economics 0.5
<b>Physical Education And Wellness: 1.5 Credits</b>	<b>Physical Education And Wellness: 1.5 Credits</b>
<b>Personal Finance: 0.5 Credits</b>	<b>Personal Finance: 0.5 Credits</b>
<b>Foreign Language: 2 Credits</b> <b>Fine Arts: 1 Credit</b> - May be waived for students not going to a University to expand and enhance the elective focus	<b>Elective: 6 Credits</b> to include Life Skills/Transition, Work-Based Learning (WBL), and/or vocational focus based on ILP Transitional Plan
<b>Elective Focus: 3 Credits</b> - Math and Science, Career and Technical Education, Fine Arts, Humanities, Advanced Placement (AP) or International Baccalaureate (IB)	

### K. ACT COLLEGE ENTRANCE TESTING/ACT WORKKEYS® ASSESSMENTS

The TN Department of Education requires each student pursuing a regular diploma to take the ACT

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 ILPs. 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.

More information about ACT College entrance testing 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 post-secondary environment. A student's participation in any transition program is dependent upon the student's individual abilities, interests, academic record, and behavioral record. The state of Tennessee requires a transition program for every student beginning at age 14, as a part of the student's ILP. Yearly reviews are conducted, and revisions in the transition plan may be made at any time.

## **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 FACTS. Concord financial assistance is granted based on verified need. Concord Academy does not discriminate based on race, color, national origin, religion, age, gender, sexual orientation, or disability in its enrollment, programs, activities, or employment.

### **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 through the FACTS website at: <https://online.factsmgt.com/ga/aid/inst/3D2QM>
2. 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 family's need. The application must be completed and submitted by April 15 of each 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;
- Make the monthly payments (or other parental contribution as agreed upon);

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

## **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 parking lot. 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.

All 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 check local radio and TV stations, the Concord website, and Concord social media accounts for emergency information and directions.

### **B. LIST OF EMERGENCY CONTACTS**

Concord Academy policy requires each parent to provide a list 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 IN YOUR ONLINE ENROLLMENT PACKET IS KEPT CURRENT.**

## **13. ASBESTOS NOTICE**

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 Director's office each week day between the hours of 9:00 a.m. and 3:00 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 a local fire department.

## **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.

## **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**

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., Covid 19) 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 (e.g., avoiding profanity, caustic or critical comments, degrading, or sexually-explicit remarks, etc.).
- Conducting oneself in an appropriate manner (e.g., 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, or other secluded area with an individual student for any substantial period. Concord uses the “Rule of Three” to minimize one-on-one, unsupervised contact. No fewer than 3 people should be alone together.

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, within 48 hours of the trip.

**§ 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
- 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 all programs and log off after each use;
- I will not access social media sites
- 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.**

## **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.**

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



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? \_\_\_\_\_

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---

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Describe the incident: \_\_\_\_\_

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---

**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? \_\_\_\_\_

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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  
PARENTAL COMPLAINT FORM**

Date: \_\_\_\_\_ Date of Incident(s): \_\_\_\_\_

Type of Incident: \_\_\_\_\_

School Personnel Involved: \_\_\_\_\_  
\_\_\_\_\_

Describe Incident/Complaint: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What have you done about the problem to date? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What is your suggestion to resolve the problem? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Complainant (please print): \_\_\_\_\_

First Middle Last

Address of Complainant: \_\_\_\_\_  
Street City State Zip

Phone Number: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

I certify that all of the information on and attached to this form is true, correct, and complete. I understand that any information I have provided will be investigated.

Signature of Person Making Complaint: \_\_\_\_\_

Please return this completed form to the school to the Executive Director's attention:  
Concord Academy  
4942 Walnut Grove Road  
Memphis, TN 38117

**Use back of form or additional pages if more space is needed.**

06/08/

## **Procedural Guidance regarding Transgender and Non-Binary students**

1. Tennessee law requires schools to identify a student (regardless of age) by the name on the student's birth certificate. TCA 49-6- 5106 provides that "such student shall be known by such lawful name in all facets of school records, report cards, student testing and any school activities." Schools may change names on student records due to marriage or following a court order, but only after receipt of a marriage certificate or court order.
  - a. Because of this law, the name given on a student record will remain.
2. Research derived from a report by the American Academy of Pediatrics states, "Around two-years-old, children become conscious of the physical differences between boys and girls. Before their third birthday, most children are easily able to label themselves as either a boy or a girl. By age four, most children have a stable sense of their gender identity."
  - a. With this information in mind and to avoid any situations that might distract from the educational process, a conference with the parent/guardian is mandatory in this process. After the decision is reached about what gender the student will identify with fully, the student will be addressed as such for the remainder of their time at Concord Academy by all school personnel.
  - b. The student's gender and name information collected during the enrollment process is what the school will use and keep on file if no conference is requested.
3. The Concord Academy school principal or the school counselor are the contact people regarding any questions/concerns/guidance revolving around gender issues.
4. When a parent/guardian or student informs the school that a student is seeking to change their name or pronouns from what is on the student's birth certificate, the parent, principal and/or counselor will schedule a conference. The meeting attendees will consist of the parent, the principal and/or the counselor. The conference can be via phone call or in person.
  - a. Research shows that strong parent and school collaboration leads to greater student success.
5. An agreement that documents this meeting and the decisions made will be signed by all the attendees. This form will be filed and a copy will be provided to the parent.
  - a. The student will be brought into this process after a final decision has been made between the school and the parent(s).
6. Separate restroom accommodation is not feasible given the small school campus. The student shall use the restroom that coordinates with their biological gender.
7. The grammar rules and pronouns used in the current school issued texts and class assignments will remain as they are.
8. Harassment or bullying of any student or staff will not be tolerated.

Date: \_\_\_\_\_

According to the Concord Academy Procedural Guidance Regarding Transgender and Non-Binary preferences, this will serve as the written agreement that documents this meeting and the decisions made during the meeting. It will be signed by the parent, the administrator(s), and the student, if present. This form will be filed if needed for future reference and a copy will be provided to the parent. This form is not valid without both a parent and administrator's signature.

Student's birth name: \_\_\_\_\_

Student's desired name: \_\_\_\_\_

Parent agreement: Yes/No (please circle)

Comments:

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Student's biological pronouns: \_\_\_\_\_

Student's desired pronouns: \_\_\_\_\_

Parent agreement: Yes/No (please circle)

Comments:

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Parent Signature

\_\_\_\_\_  
Administrator Signature

\_\_\_\_\_  
Student Signature (if applicable)