



Student Handbook 2016-2017

ART
LIVES
HERE





THE ACADEMY PLEDGE

My signature indicates that I received the Interlochen Arts Academy 2016-2017 Student Handbook and I am familiar with the policies and procedures of Interlochen Arts Academy, including my commitment to the Academy Pledge, written below:

I have read the descriptions of Interlochen policies and rules in the Interlochen Arts Academy 2016-2017 Student Handbook. I understand and affirm the Academy's commitment to excellence in artistic and academic studies as well as personal living. I understand that I am expected to attend classes, lessons, rehearsals, and performances, to complete assignments and honor appointments as arranged, and to respect school property and technology. I pledge to maintain artistic, academic, and personal integrity by not cheating, plagiarizing, stealing, vandalizing, harassing or lying. I further pledge not to use or have in my possession or be under the influence of tobacco products, alcohol, marijuana or other illegal drugs, and not to misuse legal substances, while I am on the Interlochen campus or while enrolled in Interlochen programs. I understand that if I violate this agreement, immediate suspension or expulsion without refund of any part of the tuition and fees may result, as well as other procedures outlined in the Student Handbook.

Student Name (print) _____

Student Signature _____

Date _____

Staff Witness _____



TABLE OF CONTENTS

- [THE ACADEMY PLEDGE](#)
- [INTRODUCTION](#)
- [MISSION STATEMENT](#)
- [STATEMENT OF PHILOSOPHY](#)
- [ANTI-DISCRIMINATION STATEMENT](#)
- [CHANGES BETWEEN EDITIONS](#)
- [OTHER POLICIES, PROCEDURES, AND EXPECTATIONS](#)
- [OUR DIVERSE COMMUNITY](#)
- [STUDENT SENATE \(STUDENT REPRESENTATIVE BOARD\)](#)
- [STUDENT BILL OF RIGHTS](#)
- [GENERAL SERVICES FOR STUDENTS](#)
 - [CAMPUS SAFETY](#)
 - [TRANSPORTATION/TRAVEL OFFICE](#)
 - [SCHOOL BREAKS/VACATIONS](#)
 - [PUBLIC TRANSPORTATION](#)
 - [COMMUNITY MEETINGS/RESIDENCE LIFE MEETINGS](#)
 - [COMPUTERS/INFORMATION TECHNOLOGY](#)
 - [INSTITUTIONAL TECHNOLOGY ACCEPTABLE USE POLICY](#)
 - [TELEPHONES](#)
 - [CELL PHONES](#)
 - [INFORMATION TECHNOLOGY FAQs](#)
 - [BUSINESS OFFICE](#)
 - [HUNTINGTON BANK ON CAMPUS](#)
 - [ID AND KEY CARDS](#)
 - [SCHOOL PHOTOS](#)
 - [LOST AND FOUND](#)
 - [INSTRUMENT SERVICES](#)
 - [MAILROOM](#)
 - [RECORDING SERVICES POLICY](#)
 - [RECYCLING PROGRAM:](#)
 - [SCHOLARSHOP/BOOKSTORE](#)
 - [STONE CENTER](#)
 - [SUMMER STORAGE](#)
 - [LIBRARIES](#)
- [SUPPORT SERVICES FOR STUDENTS](#)
 - [ACADEMIC & COLLEGE COUNSELING](#)

[HEALTH SERVICES](#)
[MEDICATION POLICY](#)
[COUNSELING AND PSYCHOLOGICAL SERVICES \(CAPS\)](#)
[WELLNESS PROGRAM AND CORE/CARE MANAGER](#)
[INTERNATIONAL STUDENT/FAMILY SUPPORT SERVICES](#)
[STUDENT LIFE PROGRAMMING](#)
[SUPPORT GROUPS](#)
[SPONSOR GROUPS](#)
[RELIGIOUS LIFE](#)
[ACADEMIC AND ARTISTIC PROCEDURES AND POLICIES](#)
[ACADEMIC AND ARTISTIC INTEGRITY](#)
[ATTENDANCE POLICY](#)
[OFF-CAMPUS PERMISSION](#)
[COLLEGE AUDITIONS/VISITS](#)
[SCHEDULES](#)
[INTER*MESTER TERM](#)
[EVENING STUDY HALL](#)
[TUTORIALS](#)
[R-RATED MOVIES](#)
[EXTRACURRICULAR AND OUTSIDE PERFORMANCES](#)
[STUDENT PERFORMANCES](#)
[CONCERT ETIQUETTE](#)
[CONCERTO AUDITIONS](#)
[RECITAL SCHEDULING](#)
[GRADUATION REQUIREMENTS](#)
[COLLEGE/CONSERVATORY EXPECTATIONS](#)
[CLASS LOAD REQUIREMENTS](#)
[CLASS STANDING](#)
[ONLINE COURSE POLICY](#)
[INDEPENDENT STUDY](#)
[CLASS AUDITING](#)
[COURSE SELECTION](#)
[CHANGING MAJORS](#)
[NON-ACADEMY COURSES](#)
[ADD/DROP POLICY](#)
[GRADES](#)
[GRADUATION CEREMONIES](#)
[HONORS/AWARDS](#)
[SENIOR OFF-CAMPUS EXPERIENCE PROGRAM](#)
[EARLY GRADUATION](#)
[RESIDENCE LIFE](#)
[RESIDENCE HALL LIFE](#)
[EVENING SCHEDULE](#)
[RESIDENCE HALL ROOMS AND REGULATIONS](#)
[RESIDENCE HALL FIRE SAFETY GUIDELINES](#)
[CAMPUS POLICIES & PROCEDURES](#)

[ACADEMY VISITORS](#)
[AUTOMOBILE POLICY](#)
[TRANSGENDER STUDENT SUPPORT](#)
[BICYCLE POLICY](#)
[DRONES](#)
[BOUNDARIES](#)
[OFF-CAMPUS PERMISSION AND RELEASE FORM](#)
[COMMUNITY SERVICE](#)
[DINING](#)
[FOOD ALLERGY GUIDELINES](#)
[UNIFORM AND ATTIRE](#)
[POSTING SIGNS](#)
[RECORDING DEVICES](#)
[POST-GRADUATE STUDENT POLICIES](#)
[MEDICAL/EMOTIONAL LEAVE](#)
[ACADEMY MANDATED LEAVE](#)
[RE-ENROLLMENT PROCESS](#)
[VOLUNTARY WITHDRAWAL](#)
[STUDENT SUPPORT POLICY](#)
[COMMUNITY STANDARDS, REGULATIONS AND GUIDELINES](#)
[STUDENT RECORDS](#)
[ACADEMY DISCIPLINE](#)
[THE ACADEMY PLEDGE](#)
[BODY PIERCINGS/TATTOOS](#)
[COMPLIANCE WITH ACADEMY PERSONNEL](#)
[EIGHTEENTH BIRTHDAY](#)
[GUNS/WEAPONS POLICY](#)
[HARASSMENT AND BULLYING POLICY](#)
[ILLEGAL ACTIVITY](#)
[SEXUAL INTIMACY](#)
[SUBSTANCE USE/ABUSE POLICY](#)
[DISCIPLINARY INFRACTIONS AND CONSEQUENCES](#)
[DORMING](#)
[SUSPENSIONS](#)
[EXPULSION](#)
[ACADEMY DISCIPLINE BOARD](#)
[ACTIVITIES](#)
[STUDENT ACTIVITIES CREW \(COMMITTEE\)](#)
[RECREATIONAL/PHYSICAL ACTIVITIES](#)
[CHALLENGE COURSE](#)
[STONE CENTER WATERFRONT](#)
[PUBLICATIONS](#)
[OFF-CAMPUS ACTIVITIES, TOURS AND EXCURSIONS](#)
[STUDENT GROUPS](#)
[DAY STUDENT GUIDELINES](#)
[OPENING OF SCHOOL](#)

[LOCKERS](#)
[MAIL AND TELEPHONES](#)
[ATTENDANCE](#)
[MEALS](#)
[OVERNIGHT ACCOMMODATIONS](#)
[RESIDENCE HALL VISITATION](#)
[OFF-CAMPUS ACTIVITIES](#)
[COMMUNITY MEETINGS](#)
[TRANSPORTATION](#)
[UNIFORM](#)
[ON-CAMPUS HOUSING](#)
[EMERGENCY PROCEDURES](#)
[ACCIDENTS](#)
[FIRE](#)
[TORNADO/SEVERE WEATHER](#)
[STORM EVACUATION PLAN](#)
[LIGHTNING](#)
[EMERGENCIES](#)
[DESIGNATED AREAS OF COVER](#)
[LOCKDOWN PROCEDURES](#)
[NOTIFICATIONS](#)
[REQUEST FOR ADVANCE NOTIFICATION BY FIRST CLASS MAIL](#)
[HANDBOOK CHANGES](#)

INTRODUCTION

This Student Handbook is intended to serve as a guide to help the students and parents/guardians of Interlochen Arts Academy understand what is expected of them as members of the Academy community and includes information about Academy rules and policies. Students and parents/guardians should understand that the rules, policies, and procedures outlined in this handbook apply under normal circumstances. However, no set rules or guidelines can cover every conceivable set of circumstances that may arise. From time to time, there are situations that may require immediate or nonstandard responses. In such circumstances, the Academy reserves the ability to take actions deemed in the best interest of the Academy, its faculty, its staff, its students, and the greater Academy community, and to deal with individual circumstances. The Student Handbook does not limit the authority of the Academy to alter its rules and procedures to suit any unusual or changed circumstances. In addition, these handbook provisions may be revised during the Academy year.

MISSION STATEMENT

Last Approved/Affirmed by the Board of Trustees, July 23, 2005

Interlochen Center for the Arts engages and inspires people worldwide through excellence in educational, artistic and cultural programs, enhancing the quality of life through the universal language of the arts.

STATEMENT OF PHILOSOPHY

Approved by the Board of Trustees, March 5, 2011

Interlochen Arts Academy offers its students a curriculum committed to excellence in the arts and academics. Under the guidance of an exemplary faculty of artists and educators, the Academy creates an environment in which students can achieve the highest possible artistic, intellectual, and ethical standards as individuals and as responsible members of a diverse community. Within a framework of healthy competition and frequent presentations, the Academy manifests uncompromising expectations and provides opportunities for character and leadership development through individual initiative.

ANTI-DISCRIMINATION STATEMENT

Interlochen Center for the Arts is committed to equal opportunity in the administration of its educational policies, admissions, scholarships and loan programs, and all other student activities and programs. Interlochen complies with federal and state laws that prohibit discrimination on the basis of race, color, religion, gender, national or ethnic origin, height, weight, sexual orientation, handicap or any other characteristic protected by law applicable to Interlochen, so long as the individual meets all admission and performance qualifications.

CHANGES BETWEEN EDITIONS

The information contained in the 2016–2017 edition of the Student Handbook supersedes all previous editions. Students and families are expected to be knowledgeable about all Academy procedures, policies and regulations. The Academy may make changes to its policies, procedures, or expectations between editions of the Student Handbook. Questions about the Student Handbook should be expressed to the Dean of Students, Academy.

OTHER POLICIES, PROCEDURES, AND EXPECTATIONS

While the Student Handbook contains many of the policies, procedures, and expectations that students and families are expected to follow and uphold, there are some policies that are published in other documents. Students and families are expected to follow those policies that are relevant to them. Students and families are encouraged to contact the appropriate offices to policies relating to the specific functions of those departments. For example, many art divisions have specific expectations of their students that are not listed in this Handbook.

OUR DIVERSE COMMUNITY

The Academy is a community where all members can listen, question, challenge, probe, and thereby make sense of their world. The motto, "Dedicated to the promotion of world friendship through the universal language of the arts," has been a cornerstone of our philosophy throughout Interlochen's history.

At the Academy, diversity is regarded as a positive aspect of our lives and an essential element of an Interlochen education. Our community is composed of individuals of many backgrounds from every state in the nation and many countries. The students, staff, faculty, parents, trustees, and friends of Interlochen recognize and respect the fact that diversity exists in the languages we speak, the colors of our skin, the traditions we observe, the structures of our families, the financial and educational resources in our lives, and the special needs we may have.

We believe our separate heritages, beliefs, and choices of expression help to define us as individuals, and our commitments to learning about one another and the larger world unite us as a community. At Interlochen, such topics as race, gender, religion, physical attributes, sexual orientation, and economic differences are discussed with the goal of recognizing and celebrating the diversity of our community.

We view the family as the primary source of customs, celebrations, and values for our students. Our families possess a diverse collection of experiences and cultural traditions. We believe the role of the Academy is to affirm that each individual has a distinct character, and we endeavor to help our students appreciate and share their own identities and explore the traditions of others. We strive to help our students gain a strong sense of self worth as they prepare to participate with pride and confidence in a rich, complex society.

STUDENT SENATE (STUDENT REPRESENTATIVE BOARD)

The Student Representative Board (formally Student Senate) is the official representative organization of the student body and is a liaison between the student body, administration and faculty. The Board is a vehicle for focusing and articulating student concerns and suggestions. The Board meets weekly, and any student is welcome to observe the Board meetings. In the fall, new and returning students have the opportunity to join the Student Representative Board and members of the Executive Committee are elected. A staff or faculty advisor for Student Representative Board is appointed by the Dean of Students and functions as a sounding board for the Board.

Student Representative Board Chair and Vice Chairs are elected in the spring of each year for the upcoming school year.

STUDENT BILL OF RIGHTS

Approved 2013 - 2014
PREAMBLE

The Student Bill of Rights, created by the former Student Senate, is a companion piece to the Student Handbook. Both documents outline the opportunities and boundaries given to each member of the Interlochen community. The hope is that the Student Bill of Rights will stand as a unifying document, presenting the opportunity to make changes to the community and evolve moving forward into the future.

1. Given that Interlochen is an educational and learning community, students are encouraged to question, challenge, and probe as part of the educational process. Reflection, analysis, and creative thinking are important to the experience of all members of this community.
2. Students are encouraged to express their ideas freely and to demonstrate creativity and critical thought in all their work, as are all members of the community.
3. Students who wish to organize a club or activity group must meet with the Dean of Students to make the necessary arrangements to become official so they can post signs, advertise events, and stand in the community. Students who wish to organize a formal gathering of students and reserve a space must meet with the Dean of Students to make the necessary arrangements. For spontaneous gatherings of students, which will be noted by residence life on a case-by-case basis, one student must take responsibility for the event.
4. The Student/Parent Handbook outlines appropriate behavior for all members of the school community and the consequences for not adhering to the policies and guidelines. No person is above the policies outlined in the handbook. Students have the right to know, to the extent possible, how behavior may be deemed inappropriate. Students who have questions regarding issues related to disciplinary action should talk with the Dean of Students or the Vice President of Student Affairs. It is important to remember that Interlochen maintains a high level of confidentiality regarding disciplinary issues for those involved and to adhere to certain outside legal guidelines concerning confidentiality and privacy.
5. The Student Senate is the student governing body and provides an open forum for discussion. Students have the right to free election of their peers in the student government and the right to seek and hold office. The President and Vice President of the Student Senate present issues, ideas, and proposals to various Academy administrators for review and consideration. The power to dissolve the Student Senate rests with the unanimous vote of the Senate advisors, the Dean of Students, and the Vice President of Student Affairs and Vice President of Education Programs.
6. Interlochen encourages creativity, and understands that artistic expression takes a variety of forms in different arts and academic disciplines. Guidelines determining the appropriateness of work are established within each arts and academic division. Students are encouraged to discuss any issues regarding artistic expression with the instructor/division director. Students must understand that not all expression is appropriate to be displayed or produced in public domains and forums. If the work is deemed inappropriate, an instructor/division director will help the student move forward with their process.
7. The Student Senate shall maintain the right to amend and protect the Student Bill of Rights. Any changes to the document must always be in the interest of the entirety of the IAA student body. Amending and removing the Student Bill of Rights shall require a majority vote of the Senate representatives, the President and Vice President of the Student Senate, and the approval of the Vice President of Student Affairs and Dean of Students.

GENERAL SERVICES FOR STUDENTS

CAMPUS SAFETY

Campus safety and security are top priorities at Interlochen Center for the Arts. The campus is patrolled by trained professionals, providing response and assistance 24 hours a day, 7 days a week, year-round. The Academy residence life staff is trained in campus emergency procedures and play a supervisory role across the campus. It is important to note that Interlochen has an open campus. Campus access roads, with the exception of the main campus entrance, are gated during certain times of the day and night, restricting vehicle access onto campus. However, the campus grounds are not fenced.

The campus safety office is located at the main entrance off of M-137. In case of any emergency which may require the attention of safety personnel, students may contact a member of the residence life staff or an adult employee. Dial campus safety directly (x7575) from any campus telephone, or dial 231-276-7575 from a non-campus phone. In the case of a life-threatening emergency, call 911 from any telephone. Additional emergency call boxes (small silver boxes) are located adjacent to the front doors of Mozart/Beethoven, Picasso, Hemingway, Thor Johnson, and DeRoy residence halls.

Interlochen has a sophisticated communications network and multiple emergency alert systems throughout the campus. These systems are part of an extensive emergency plan that has been developed in cooperation and consultation with local law enforcement and Homeland Security personnel. Emergency procedures are routinely evaluated and updated in cooperation with law enforcement and emergency services. Emergency procedures are posted in each residence hall and other buildings for evacuation and emergencies.

TRANSPORTATION/TRAVEL OFFICE

The Transportation and Travel Office is located in the same building as Campus Safety at the main entrance from M-137. The Coordinator of Student Travel works with students, parents, airlines and the institution in coordinating student travel to and from Interlochen. The Coordinator must be kept apprised of student travel plans at vacation times and at the beginning and end of the school year, even when students are traveling by private automobile. Students and parents are asked to help by complying with travel information requests.

Transportation for students to and from the Traverse City airport and bus station at the beginning and end of the school year and for Academy vacations is provided for a fee of \$10 each way and \$11 each way at any other time of the year. An additional charge, up to \$30, will be assessed to students who do not submit their travel plans, turn them in past the deadline and/or provide less than 7 days notice for any other arrival/departure. There is a \$10 round trip fee for the mall and downtown areas, and an additional cost of \$22 may be added for those who miss the return bus, requiring the dispatching of a car and driver to pick up a student. Local medical runs are \$7 round trip, and Traverse City medical runs are \$22 round trip. Trips outside of the Traverse City area cause the mileage to be multiplied by 57.5¢ per mile plus the cost of the driver. There is no cost for the Toms bus on Wednesday evenings or the church buses. Use only the appropriate online travel plans form found in the **Academy Parent Resource** section of Aspen to submit travel plans. If for some reason this is not possible, contact a travel coordinator with travel plans at 231-276-7373. For safekeeping, students are encouraged to keep airline tickets and passports in the travel office safe.

Due dates for vacation travel plans for the 2016-2017 school year:

August 21, 2016

Opening of School

October 23, 2016	Thanksgiving Break
November 27, 2016	Winter Break
February 19, 2017	Spring Break
April 29, 2017	End of Year

International student travel: Parents and families of international students are expected to manage the travel and/or housing arrangements for international students during the vacation breaks. The Academy calendar includes three scheduled vacation breaks each school year. It is the family's responsibility to plan ahead and find appropriate lodging off-campus during the periods of Thanksgiving Break, Winter Break and Spring Break. Students are not allowed to stay in hotels over Academy breaks unless supervised by an Academy parent or guardian. Students are not allowed to leave early or return late from breaks. Any absences immediately before and after a break are unexcused.

SCHOOL BREAKS/VACATIONS

Thanksgiving (2:00 PM on November 19, 2016 to 2:00 PM on November 26, 2016)

Winter (2:00 PM on December 17, 2016 to 2:00 PM on January 1, 2017)

Spring (2:00 PM on March 18, 2017 to 2:00 PM on April 1, 2017)

Please note that all residence halls are CLOSED during these scheduled vacation breaks.

Interlochen does not arrange for or facilitate homestays in the United States.

There is no "host family" program. Interlochen is not able to provide housing assistance to students during these times and students are not permitted to remain on campus.

Transportation for students to Traverse City during the school year: The Transportation Department provides transportation for students who have appointments in the Traverse City area for a \$22.00 fee. For transportation to and from appointments in the Interlochen area, there is a \$7.00 charge. If the driver needs to stay with the student during the appointment, there may be an additional fee.

Transportation to the airport or bus station for non-vacation trips: Students must complete an Off-Campus Permission Form (blue form) when Interlochen transportation services are needed for times other than departures and arrivals at opening of the school year, vacation breaks, and end of the school year (see "Off-Campus Permission" and "College Auditions/Visits"). There is a charge of \$22.00 round trip to the bus station or the airport. Travel arrangements must be made at least 48 hours in advance or a late fee of \$30 will be charged to the student's account. Important additional information regarding details of arranging travel to and from school can be found on the Parent Resources section of Aspen.

PUBLIC TRANSPORTATION

The Bay Area Transportation Authority (BATA) in Traverse City (telephone: (231) 941-2324) can provide transportation at various times and to various locations in Traverse City. Their rate can sometimes be more economical when making individual trips. For information on BATA, visit <http://www.bata.net>.

BATA has established regular stops at the Interlochen campus that will continue throughout the year. If BATA Bus is used for transportation to doctor or counseling appointments, students must work through Health Services for absences to be excused. Specific parent permission must be obtained either by the Parent Permission Form or by phone for a student to ride public transportation and the established sign-out procedure in the residence hall must be followed. Students must remember to sign out, as a staff member is not at the departure point.

Taxi Service is available from companies in Traverse City. Specific parent permission must be obtained, as noted on the Parent Permission Form or by phone, for a student to ride public transportation and the normal

sign-out procedure in the residence hall must be followed. This is a very expensive way to get to and from Traverse City.

Students will not be permitted to use public transportation, including taxis, after dusk (posted hours) unless specific permission is granted by a Residence Hall Manager. In instances of campus restrictions or severe weather, students may be restricted from using public transportation and/or ordered back to campus. Students on public transportation must carry a cell phone and travel in pairs. Special permission may be given for single riders.

COMMUNITY MEETINGS/RESIDENCE LIFE MEETINGS

On Wednesdays from 10:40-11:30 AM, we sometimes gather as a school community to discuss important topics, recognize special achievements, share information, and make announcements. Community meetings and residence life meetings can also occur on Wednesday evenings or Saturday mornings. On occasion, the meeting may involve a special speaker or presentation. Attendance at community meetings and residence life meetings is required and is managed by residence life staff. Students who are unexcused from community meetings and residence life meetings will serve detention. Like any other obligation during the class day, students must be wearing uniform, including student identification. Use of cell phones or other technology is prohibited during community and residence life meetings.

COMPUTERS/INFORMATION TECHNOLOGY

Students are provided a network account to register their devices for accessing the internet and some classroom resources such as network storage while at Interlochen. Google Apps (email, calendar, documents, etc.) accounts are issued to each student. Accounts are limited to educational, informational, and communicative use only. Community kiosk computers and printing are available in the Bonisteel Library; however, due to limited access, school-related computer needs take precedence over personal use on all public machines.

Interlochen uses an account naming convention that follows the style `firstname.lastname@interlochen.org` as closely as possible. Students with multiple first or last names will have these combined as part of their username, for example:

joseph.maddy@interlochen.org
josephrobert.maddy@interlochen.org
joseph-robert.maddy@interlochen.org

Student Owned Computers: All students attending the academy are **required** to have an Apple laptop. Information and requirements concerning student computers can be found in the frequently asked questions document located here <http://academy.interlochen.org/technical-faq>. If you have additional questions, please contact the IT help desk at <http://help.interlochen.org>.

Wireless Access: Wifi access is available throughout campus buildings and residence halls. Information and a wifi coverage map can be found here: <http://help.interlochen.org/customer/portal/articles/815627-wireless-coverage-map>

Web Filtering Policy: Like all schools, Interlochen is expected to follow laws regarding Internet access by students through school networks. Providing online safety for students is important and required. Interlochen uses a software product that is used by schools, libraries, businesses, and individuals across the country to filter internet access. The filter is designed to block only the most questionable categories of websites according to reasonable standards. Should a student find that a requested site is not available and believes that it should be, especially if needed for curriculum related research, instructions will be provided to request access. Questions or comments can be referred to webfilter@interlochen.org.

Aspen:

What is Aspen? Aspen is a Student Information Management System created by Follett Software Corporation. Interlochen Arts Academy uses Aspen to manage student information including grading, scheduling, attendance, discipline and other data. Parents can log into Aspen to view information about their children.

What is the URL for Aspen? <http://aspen.interlochen.org/>

How do I set up my computer to access Aspen? Aspen may be accessed with any Internet-connected computer. Just about any web browser can be used - Internet Explorer, Firefox, Safari or others. Pop-ups need to be enabled, and any and all pop-up blockers installed may be adjusted to allow pop-ups from mi-interlochen.myfollett.com.

What should I do if I forget my password? A self-reset may be performed by using the "I forgot my password" link on the login page. Alternatively, passwords may be reset by emailing techhelpdesk@interlochen.org.

I have not received a username and password - how can I get one? Initial usernames and passwords are sent via email shortly after paying the deposit and signing the enrollment agreement. If this email was not received, a username can be requested by contacting helpdesk@interlochen.org. Please be sure to include the student's name as well as the parent name in the request.

Student Internet Hours of Operation:

Sunday through Thursday: 6:00 AM – 11:30 PM

Friday and Saturday: 6:00 AM – Midnight

IT Questions and Training: The Interlochen Information Technology department is available to assist with any technology questions. The Help Desk is located in the Information Technology Studio, which can be found in the lower level of the Maddy building. The IT department may also be reached by dialing extension 7242, emailing techhelpdesk@interlochen.org, or visiting the online help portal, which includes answers to many typical questions: <http://help.interlochen.org>.

INSTITUTIONAL TECHNOLOGY ACCEPTABLE USE POLICY

Overview and Purpose

Computer, telephone, and cell phone accounts are provided for professional and educational use by employees and students, and for communication with others in a manner that is consistent with the goals of Interlochen Center for the Arts (ICA). The purpose of this policy is to outline the acceptable use of these technologies at ICA. Inappropriate use exposes ICA to risks, including virus attacks, the compromise of network systems and services, and legal issues. Effective Information Technology (IT) security must be a team effort, involving the participation of every employee, student, and affiliate who deals with information or information systems; therefore, these rules are in place to protect both the employee and ICA. It is the responsibility of all technology users to know these guidelines and to conduct their activities accordingly.

Scope

This policy applies to employees, students, contractors, consultants, temporary employees, and other workers at ICA, including all personnel affiliated with third parties. It also applies to all equipment that is owned or leased by ICA. The following rules and policies clarify the responsibilities and obligations of individuals who use ICA technology and the network.

Guidelines

1. All equipment, technology, data, and communications are the property of Interlochen Center for the

Arts. No rights to privacy or confidentiality exist. Employees who administer key systems have access to all transmitted data. Messages relating to or in support of illegal or inappropriate activities may be reported to the proper authorities. As laws require, ICA may store all electronic communications occurring on the ICA network (wired and wireless communication).

2. The use of ICA's systems and technology is a privilege, not a right. Inappropriate use may result in the revocation of privileges.
3. ICA equipment may not be used in ways that violate applicable laws or regulations.
4. Network traffic and user accounts are monitored for appropriate use and to assure efficient network operation.
5. Actions or activities that disrupt the educational and work environment are unacceptable.
6. Families should be aware that students have unsupervised access to the internet on campus. Ultimately, parents and guardians of minors are responsible for the same guidance of internet use as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media.

User Accounts and Passwords

- Users are responsible for all communications under their login names.
- Use only your own login name and password.
- Do not reveal your password to anyone.
- Do not allow others to use your assigned account(s).
- Do not send anonymous messages.
- Do not continue to send email messages to individuals after being asked to stop.

Individual Responsibilities (Including, but not limited to, the following)

1. Users are expected to abide by all pertinent policies as outlined in the Student Handbook, Faculty/Staff Policy and Procedures Manual, and/or Employee Handbook(s).
2. Users are not permitted to seek or to attempt unauthorized access to Interlochen computer systems and records. Likewise, users are not permitted to seek unauthorized access to other (non-Interlochen) systems and records via the Interlochen network or phone lines. Users may not allow others to access ICA network through any equipment.
3. Users may not willfully or negligently damage or misuse any of ICA's technology network or equipment, or non-Interlochen systems. Such prohibition includes, but is not limited to:
 - Any malicious or disruptive code.
 - No single mailing should go to more than 25 addresses without prior permission from your supervisor or hall manager.
4. The following uses of internet access are strictly prohibited:
 - Accessing, uploading, downloading, storing, or distributing pornographic, obscene, or sexually explicit material.
 - Transmitting or posting defamatory, abusive, obscene, sexually explicit, threatening, or offensive content.
 - Vandalizing, damaging, or disabling the property of another individual or organization.
 - Violating copyright laws or otherwise using the intellectual property of another individual or organization without permission. All sources must be credited and appropriately cited.
5. Users should be aware of dangers and responsibilities related to internet use. Keep in mind when you are utilizing the internet that you still represent ICA. The ICA network and systems may not be used for commercial purposes or financial/personal gain.
6. Personal networking devices, such as hubs and wired or wireless routers, are not to be used on the ICA network.
7. Interlochen employees need to protect the computing devices, particularly mobile devices such as laptops and cell phones, that have been provided to them with appropriate care. In the unfortunate case that a device is damaged due to negligence or mishandling to the extent that it needs to be replaced or repaired, the employee will incur half (50%) of the related expense. Employees whose devices need to be replaced or repaired more than once will incur all (100%) of the expense. Hardware failure that is not caused by the user will be repaired at ICA's expense.

TELEPHONES

Room Telephones: Each residence hall room is equipped with an Interlochen-issued telephone. These phones are considered emergency equipment and broadcast emergency messages to the entire community when necessary; therefore, they must remain plugged in at all times. While room phones are operable 24 hours a day, students are expected to limit their use to between the hours of 6AM and midnight. Damaged or missing phones will result in a \$300 replacement fine. Emergency calls may be directed to Campus Safety (231-276-7575) or Health Services (231-276-7220) or, if life threatening, by dialing 911.

Students can call all other Academy extensions by dialing the four-digit extension number. To obtain an outside line for toll-free local calls from the residence hall, dial 8 and the number being called. For long distance calls (collect, credit card, or phone card only): dial 8, 0, area code (if outside area 231) and the number. Students needing to call numbers that will not accept collect calls should make arrangements to secure a calling card.

Voicemail System: Room telephones are equipped with voicemail and students are expected to set up and maintain their voicemail accounts. All voicemail greetings should follow the same guidelines as appropriate room décor and student activities (i.e. no profanity and no messages which demonstrate and/or condone activities that are not congruent with school behavioral policies). Please remember that others from off campus will also be accessing individual student voice messaging accounts (i.e. colleges, universities, etc.); students should consider how others interpret their greeting. Voice messaging is available 24 hours, 7 days a week. Any questions or concerns regarding this system should be reported to the IT Service Desk (x7242). Unwanted and inappropriate calls should be reported to the residence life staff immediately. In such events, please do not erase the messages, dates, or time of day the messages arrived.

CELL PHONES

The use of cellphones is a privilege. Students are expected to follow the Interlochen policy for cell phone use. Students failing to adhere to the guidelines below will have their cell phone confiscated for 24 hours. Paging or recording (video and audio) devices are not permitted. Cell phones are not to be used:

- In public/commons places anytime it will be disruptive or distracting for others.
- In academic or artistic settings (classrooms/studios, library), during tutorials, evening study hall, rehearsals, community meetings, detention, meetings with staff and faculty, and performances.
- After lights out.

While investigating incidents, the Academy may temporarily confiscate student cell phones, computers, and other belongings.

INFORMATION TECHNOLOGY FAQs

Please visit <http://academy.interlochen.org/technical-faq> for more information and for frequently asked questions.

BUSINESS OFFICE

The Business Office is located on the second floor of the Maddy Building. In addition to handling student spending accounts and managing the payment of fees, the Business Office also sells personal money orders for a fee. A student ID card must be presented when doing business. The Business Office is open as posted outside the office.

HUNTINGTON BANK ON CAMPUS

Huntington National Bank Representatives are on campus during the Registration process to open No-fee Checking accounts with an ATM/Debit Card for those Academy students who are interested. A cash-dispensing-only ATM is also available on campus for 24-hour service in the Stone Student Center lobby.

ID AND KEY CARDS

ID photos are taken Opening Weekend at no cost to students. Students are required to wear their student ID on a safety lanyard around their neck at all times except for when performing or in their own residence hall. Replacement IDs may be requested at the residence hall desk or during business hours at the Dean's office. Replacement IDs cost \$15. Replacement lanyards are \$5. While IDs and lanyards are being replaced, students must wear a temporary form of identification. Temporary IDs can be issued at Residence Hall front desks or from the Dean's office.

The Visual Arts Building, DeRoy Residence Hall, and DeRoy editing suites have key card access. Just as with regular keys, key cards should not be shared and should be treated with great care. Key cards may be replaced through the Campus Safety Office. Students should contact their hall staff for assistance with ordering replacement IDs and key cards. There is an additional \$50 charge to activate the key cards.

SCHOOL PHOTOS

School photos are taken during the first quarter by commercial photographers who provide file record photographs, as well as portraits that students and parents may purchase on a pre-paid basis. Every student must have their picture taken. Purchasing portraits is optional.

LOST AND FOUND

Lost and Found is located at the Stone Hotel desk, Campus Safety and the desks in each Residence Hall. Found articles should be turned in at Campus Safety or Stone Center. Missing articles should be reported to the Residence Hall and Campus Safety. A Theft/Loss/Vandalism form must be completed. At the conclusion of each school year, all remaining lost and found articles are discarded or donated to a local charity. Interlochen Center for the Arts cannot assume financial responsibility for lost, stolen, or broken personal property of students. It is recommended that parents insure such items on an individual basis.

INSTRUMENT SERVICES

Instrument Services lends instruments to students as dictated by ensemble and studio needs. Click [here](#) to view student responsibilities when checking out instruments. Contact J Berry at berryyj@interlochen.org or x7821 with questions or to make arrangements to check out an instrument.

MAILROOM

The Mailroom is located in the basement of the Maddy Building and provides a full range of postal services, including stamps and parcel service during posted hours. In addition, there is a U.S. Government Post Office less than a mile from the campus. Incoming mail is collected and delivered to the residence halls daily except Sunday. See the resources link [here](#) for mailroom hours.

Student mail should be addressed as follows:

Student Name
Name of Residence Hall
P.O. Box 200

For UPS and FedEx shipping purposes:

Student Name
Name of Residence Hall
9900 Diamond Park Road

RECORDING SERVICES POLICY

Recording service (audio only) is available from Interlochen Public Radio (IPR). It is recommended to record in Studio A at IPR weekdays between 9:30 AM and 4:30 PM. Evening, weekend, and Chapel recordings are sometimes available with enough notice and engineer availability. Senior recital recordings may also be requested. The fee for Interlochen students and faculty is \$10 per quarter hour for recording and editing. CD's are available for \$10 each or audio can be delivered as .wav or .mp3 files. By signing a voucher, students may have fees withdrawn from their account. Cash and checks are also accepted (no credit cards). Email is the best way to schedule a recording with IPR. Contact IPR for further information. Audition recordings may not be edited (except between movements of a piece) due to most music school policies.

RECYCLING PROGRAM:

ICA Vision for Recycling, Energy Conservation & Campus Care

- ICA is a community leader in environmental preservation through education and action.
- Recycling is practiced and expected throughout the institution.
- Recyclable materials are reused and sold as a source of revenue.
- Paper use is minimized through electronics.
- All on-campus printing is on recycled paper.
- Use of hazardous chemicals is minimized.
- Hazardous chemicals are used and disposed of properly.
- Environmentally friendly materials are used throughout the institution.
- Sharing and reusing of resources is encouraged throughout the institution.
- Cafeteria dishware is not to be taken out of the cafeterias.
- Self-provided containers, like Tupperware or paper sacks, are used to take food from the cafeteria.
- Disposable dishware is used minimally in our cafeterias.
- Environmentally friendly products are available for purchase through the Scholarship.
- Campus grounds are clean and visually attractive.
- Conservation of energy, electricity, heat, and water is practiced and expected throughout the institution.

Where to Recycle: There is a recycling box or bin in every classroom, studio, building, performance area, and public space. If one is not in sight, please ask the instructor or adult in charge where the nearest site is located. There are recycling dumpsters on campus for paper, cardboard, and co-mingles. Co-mingles are any recyclable aluminum, plastic (#1 & #2), glass and metal containers. Used batteries may be recycled at any Residence Hall front desk.

Residence Hall Recycling Program/Procedures: Each residence hall lobby has a recycling bin for paper/cardboard and a bin for co-mingles. For Hemingway and Picasso, the trash dumpsters are located at the south end of Hemingway. Mozart/ Beethoven, McWhorter, and DeRoy can use the dumpster across the street from Mozart/Beethoven near the library. For Thor Johnson, the recycling bins are located in the breezeway. It is imperative that students put only paper and cardboard in the paper/cardboard bin and only co-mingles in the co-mingle bin. Improper sorting results in contamination of the entire bin, and all contents are considered trash. Do not place bags of trash or recyclables on top of the dumpster lids.

Student Residence Halls Energy Conservation Program/Procedures:

Things students can do to help conserve electricity:

- Turn off lights every time you leave an otherwise unoccupied room.
- Turn off computers, radios, CD players, TVs, and all appliances when not in use.
- Do not use screen-savers.
- Use natural light whenever possible instead of turning on lights.
- Turn off ceiling lights when just a reading lamp is sufficient.

- Avoid the use of night-lights and turn them off during the day.
- Do not use automated door buttons unless you are disabled.
- Unplug refrigerators if empty. Share a refrigerator.

Things students can do to help conserve heat:

- Keep furniture and belongings away from room heaters.
- Keep windows closed in the winter. If a room is too hot, notify a Residence Hall Coordinator or Manager.
- If you must open a window, close it when you leave the room.

Things students can do to help conserve water:

- Do not let faucets, toilets, or showers drip. If you see one dripping, turn it off. One drip/second = 2,700 gallons/year!
- Turn water off while brushing teeth, shaving, or shampooing.
- Take shorter showers.
- Only wash full loads of clothes, and reduce water level appropriately. Wash clothes in cold water.

SCHOLARSHOP/BOOKSTORE

The Scholarship, located in the Campus Center, stocks school supplies, greeting cards, snacks, convenience items, Interlochen clothing, and gifts. It is open during posted hours. The Scholarship also houses the music store and the textbook store. All items may be charged to the student's account, bank cards (Visa, MasterCard, Discover, American Express) or paid for in cash. All proceeds go toward the scholarship fund.

STONE CENTER

The Stone Center, in addition to housing the cafeteria, is also a hotel for guests visiting the campus. For information on accommodations and rates, please contact the manager of the Stone Center directly at 231-276-7570.

Important note: **All overnight guests under 18 years of age must be accompanied by an adult.** There are no exceptions to this policy. Academy students are not permitted to visit guests, other than their parents, in the hotel or guest lodges without the special permission of an administrator.

SUMMER STORAGE

At the end of the school year, the Academy arranges for returning students to store a limited amount of their belongings. All articles for storage must be securely boxed and clearly marked with the student's name and address. There is a fee for this service, which must be paid before items can be accepted for storage. Items stored for the summer will not be accessible until September of the following school year. Information is made available near the end of the year concerning fees for summer storage. Space is limited and is first come, first served.

There is some storage allocated for Camp students who are coming back to the Academy in the same year. Interlochen is not responsible for items that are lost or damaged.

LIBRARIES

Bonisteel Library is a vibrant hub consisting of The Seabury Academic Library, The Frederick and Elizabeth Ludwig Fennell Music Library and The Archives. The library's high quality services, including staff, facilities, technology and collection, support the academic and artistic needs of the ICA learning community.

The Seabury Academic Library is located on the upper level of the Bonisteel Library. The library's dynamic collection supports the arts and academic disciplines with a vast and diverse variety of materials including online databases such as eBrary, Jstor, Oxford Art, Literature Resource Center, Theatre in Video and American Film Scripts. The library also provides meeting and study spaces and a variety of AV equipment that can be checked out.

The Frederick and Elizabeth Ludwig Fennell Music Library is located on the lower level of the Bonisteel Library. The Music Library has over 100,000 items in its collection of scores, music periodicals, performance materials and sound recordings. Online databases for streaming audio, such as Naxos and Classical Music Library, are available through the library website. The library also provides three group listening rooms and a listening center with individual stations.

The Archives of the Interlochen Center for the Arts (ARTICA) is located on the lower level of the Bonisteel Library, and houses the institutional documents and photographic history of ICA, as well as the Greenleaf Collection of Musical Instruments. The photographic portion of the collection contains tens of thousands of large and medium format photo negatives, color slides and prints, hand-tinted glass negatives, and 8 x 10 black and white prints. The Greenleaf Collection contains over 200 brass and woodwind instruments from the 18th-20th centuries, as well as a number of ethnic instruments from around the world. The audio and film portions of ARTICA are housed at Interlochen Public Radio, and consist of over 10,000 hours of audio recordings, and hundreds of reels of motion picture film and video tapes. Most portions of the collection are open to researchers by appointment.

Library Hours

Monday - Thursday: 8:00 AM to 9:30 PM

Friday: 8:00 AM to 5:30 PM

Saturday: 1:00 to 5:00 PM

Sunday: 3:00 to 9:30 PM

POLICIES

Borrowing privileges:

A student ID must be presented to borrow items.

Books and scores: 3 weeks

CDs: 3 days

Magazines, DVDs, AV equipment: 1 week

Limits:

Printed materials: up to 15 items at a time

CDs and DVDs: up to 3 items at a time

AV equipment: 1 item at a time

Fine & Fee Policy:

All materials (except CDs): \$1 after 7 days overdue, \$2 after 14 days overdue

CDs: 25 cents per day after 3 days overdue

Replacement processing fee: \$5 (Academic Library) or \$25 (Music Library)

Individual replacement costs vary by item.

Ensemble parts must be returned after each concert (band/orchestra/choir/jazz/percussion). Parts not returned are considered lost and will be billed accordingly.

Additional information for both libraries can be found at <http://library.interlochen.org>.

SUPPORT SERVICES FOR STUDENTS

ACADEMIC & COLLEGE COUNSELING

The Academic and College Counseling office is located on the second floor of the Maddy Building. Each Academy student is provided the opportunity to meet with the Academic and College Counseling professional staff for credit review, long range course planning, and post secondary counseling. In addition, intense college advising begins in the junior year, including college/conservatory selection, resume/repertoire list creation, and standardized test administration (PSAT, SAT, SAT II, ACT, TOEFL). In the senior year, through group and individual meetings, students work toward the completion of the college application process.

Transcripts will be issued upon student request for use in the college process as well as scholarship applications. The Interlochen transcript does not include standardized testing scores which must be issued by the testing organization (College Board, ACT, TOEFL, etc.). In accordance with the Family Educational Rights Privacy Act of 1974, as amended, transcript information is transferred on the condition that it not be released to any other party without appropriate written consent of the person(s) involved.

Letters of Recommendation from faculty and educational staff are a confidential exchange of information to scholarship and admission committees. They will not be released to students or families.

HEALTH SERVICES

Health Services is located on the southeast corner of the first floor of Thor Johnson House. It is open daily from 7:00 AM to sign-in, with coverage provided overnight for student medical needs.

Health Services is staffed 24 hours a day and 7 days a week by a team of Family Nurse Practitioners, Registered Nurses, and Licensed Master Social Workers who are available to handle routine and emergency student medical and mental health care needs.

Nursing services are available to students at all times. In addition, the Academy Health Care Provider holds Clinic three mornings a week. While there is no per visit fee for students to see either the Nurse or Provider, there is an annual health services fee that all students pay to help defray the cost for on-campus care provided by health services staff. Parents may be billed for services provided by Interlochen providers that go beyond normal routine care.

Health Services can treat minor injuries and illnesses, dispense over-the-counter and prescription medications, obtain medical supplies, and collect laboratory specimens for processing. More serious illnesses or emergencies are referred to local providers or to Munson Medical Center, which is located about 15 miles from campus in Traverse City. Parents will be notified if a serious illness or injury occurs.

Similarly, Health Services Counseling staff can provide crisis intervention and weekly therapeutic services to assist students in support of their academic, artistic, emotional and interpersonal goals. Students can seek help in uses including, but not limited to, adjustment and homesickness, stress management, mood difficulties, grief and loss, relationship and family issues, etc. Counseling services can be requested directly by students or their parents, and can be recommended or required by ICA. There is no charge for occasional visits, however, parents may be billed for long term counseling/therapy sessions. In such cases, parents would be notified in advance. Ongoing therapeutic and medication management issues are referred to local therapists, providers, psychologists and psychiatrists.

Health Services staff can also assist students in making off-campus medical, dental, mental health and rehabilitation appointments. Parents should notify Health Services when making outside appointments to

coordinate transportation and continuity of care. Interlochen is not responsible for the costs associated with medical or mental health services provided outside of Interlochen Center for the Arts by non-Interlochen personnel (Munson Medical Center, emergency room visits, area medical clinics, etc.).

All efforts will be made to keep medical information as confidential as appropriate and shared only on a need-to-know basis. Students should be aware that state child protection laws mandate that school and health care personnel are required to report any suspected cases of abuse (physical, mental or sexual) or neglect to authorities.

Students should report to Health Services any time they need assistance with a health-related issue, or before missing any class for illness. Students must go to Health Services immediately when they believe they are too ill to attend class to be considered for an excused absence from class and to avoid any unexcused absences and subsequent detention (see "Attendance Policy"). Health Services will not excuse any absences after classes have been missed. Only Health Services staff can issue medical excuses.

At the discretion of the Health Services staff, students may be permitted to recuperate for 1-2 hours and then return to classes. Students who are excused from more than a few classes due to illness may be required to stay in Health Services for the remainder of the day and evening, or in their residence hall room with permission from the nurse on duty. If the student is required to stay in his/her residence hall and violates this restriction, any previously excused class absences for that day may be changed to unexcused. Occasionally, it is necessary for a student to spend the night in Health Services with the nurse on duty. Health Services has beds for day and overnight use. Parents are contacted whenever a student stays overnight in Health Services.

Students who are in emotional distress may be required to visit Health Services for assistance and assessment. Students may be required to see Health Services upon the direction of the Residence Hall Staff, the Health Services Staff, and/or the Dean of Students.

MEDICATION POLICY

Prior to the beginning of the school year, each student will be required to complete an Academy Health Form including a list of all medications in their possession, both prescription and over-the-counter. This form must be updated any time a student acquires new medication. Also, students taking any type of "controlled" medication, as defined by Interlochen, will be asked to sign a "Statement of Understanding" that further explains the social ramifications of such drugs. All "controlled" medications will be stored and dispensed from Health Services.

Interlochen reserves the right to determine the conditions under which medications will be administered. To best ensure student medication safety and security, all Health Services dispensed must be filled through a local third party vendor: Munson Community Health Center Pharmacy. Prescriptions will be filled, packaged, labeled and delivered to campus prior to each student's arrival and refilled as needed throughout the school year. A \$5 monthly convenience fee is associated with these services. Medications are dispensed by authorized Interlochen personnel.

In addition to using one pharmacy vendor to provide clearly labeled and pre-packaged medications, a partnership must exist between parents, students and Interlochen in order to provide safe and responsible means for supervision of student medications. Parents must submit, or have their student's physician submit, any prescriptions directly to the Munson Community Health Center Pharmacy. Students are responsible for picking up medications from Health Services as scheduled, and for picking up any unused medications at the end of the school year. Students and/or parents not abiding by the terms of the medication policy, or repeatedly fail to take medications as prescribed, will place the student's continued enrollment in jeopardy. The responsibilities of each party are defined below:

Parents and the student's physician will ensure that accurate information is provided to Munson Community Health Center Pharmacy so that medications can be filled in a timely manner. Instructions and other information about the prescriptions must be in English, and reflect the current dose and schedule. Prescriptions must be written to provide enough medication to administer to the student throughout the Academy session, including providing refills or any changes in medication, and must be done in a timely fashion.

Students will comply with Interlochen policies, provider/nurse instructions and/or parent wishes concerning the use of medications. Students must be able to visually identify their medications for the appropriate time of day. Students are also expected to report to Health Services for routine "controlled medications" without reminders from staff.

Students must arrive for medications at times assigned by Health Services. The deadline for evening medications is 8:00 PM. Failure to follow this policy will lead to referrals to the Dean of Students for disciplinary action.

Health Services personnel will maintain appropriate documentation of medication administration and provide communication to students, parents, physicians, and staff regarding student health issues and medication compliance. Health Services will also promote an atmosphere of understanding and acceptance for students who require medical interventions.

Classification of Medication (as pertinent to dispensing):

Self-Administered Medications: Most non-prescription (over-the-counter) drugs may be self-administered by the student without supervision. Exceptions to this are certain food/dietary supplements, diet aids, stimulants, caffeine pills, or sleep aids, which must be taken under the direction of Health Services.

Prescription Medications: All prescription medications must be in the original labeled container from a pharmacy, labeled by the pharmacy in English with the name of the student for whom it is prescribed, and with instructions for use and expiration date. Nurses must dispense medications as labeled on the prescription. A note from the prescribing provider, or a new prescription, is required for medications to be dispensed differently from what is on the prescription label. If medicine is taken "as needed" or on class days only, this directive MUST appear on the label or be provided with additional written documentation from the prescribing provider. Certain prescription medications may be self-administered by the student, but only under the direction of Health Services.

"Controlled" Medications: Controlled medications, as defined by Interlochen, are only dispensed by Health Services staff and typically for no more than one dose or one day at a time. Examples would include, but are not limited to, medications prescribed for depression, anxiety, Attention Deficit Disorder, pain, etc. Students taking "controlled medications" will be required to sign a "Statement of Understanding" that outlines the student's responsibilities associated with these medications.

Dispensing Medication: Medications must be listed on the student's Medication Inventory, which will be kept on file in Health Services, and will be dispensed by authorized Health Services personnel under the direct supervision of a licensed nurse. Medications administered by staff will be stored in a secure, locked, clean container or cabinet.

Terminating Medication: Medications may only be terminated after parent permission and written documentation from the prescribing provider is submitted to Health Services. Health Services staff may contact the prescribing provider for input regarding the reason for terminating the prescribed medication.

COUNSELING AND PSYCHOLOGICAL SERVICES (CAPS)

Counseling and Psychological Services (CAPS) is part of the Health Services Department at Interlochen Center for the Arts. CAPS is comprised of Licensed Master's Social Workers. Practitioners at CAPS provide mental health and socio-emotional supports addressing students' needs on a case-by-case basis. CAPS provides crisis intervention, assessment, ongoing support, guidance, recommendations and referrals, as needed.

Counseling staff are available Monday through Friday by appointment with two walk-in appointments on a daily basis. A Counselor is on-call 24/7 for emergent or urgent needs. Students may schedule appointments with the CAPS Counselor of their choice or be referred to an outpatient provider in the community. Students may schedule an appointment with CAPS through contacting the front desk of Health Services and may self-refer or be referred to CAPS via Interlochen staff and faculty or parent/guardian. Two initial counseling sessions are available free of charge with CAPS. If a student chooses to continue these services, a fee will be charged to the student's ICA student account. Please contact Health Services staff for more information or concerns regarding counseling fees.

Counseling sessions are utilized to address a multitude of issues including, but not limited to, depression/anxiety, self-harm or suicide ideation, eating disorders, relationship dynamics, conflict resolution, family issues, substance abuse, identity, gender, and grief/loss.

In addition to providing counseling, CAPS staff provide consultation with staff/faculty and parents, as well as direct outreach to students of concern. CAPS is also available to facilitate support groups and assist with Residence Life student events.

WELLNESS PROGRAM AND CORE/CARE MANAGER

The Care Manager functions as a link between the Faculty (both Arts and Academic) and the Core Team, Residence Life, and Health Services. This person chairs the Core Team meetings and Students of Concern meetings, and facilitates communication from those groups out to faculty and back again in an effort to keep all of a student's stakeholders in the communication loop. The Care Manager also pushes follow-up and keeps track of the next steps for students of concern, and tracks contact with parents and the student themselves.

INTERNATIONAL STUDENT/FAMILY SUPPORT SERVICES

The Manager of International Student/Support Services can be found on the second floor of the Maddy Building, across from Academic and College Counseling. The Manager serves as a liaison between the Academy and international students/families throughout the Academy year, facilitating communication and support, and catering to the specific needs of international families.

STUDENT LIFE PROGRAMMING

The Academy strives to provide a balance between the academic, artistic, and personal development of each individual by offering a variety of opportunities and programming. On a two-year rotation, the following themes are the center of focus for individual residence hall programming, larger-scale campus-wide events, community meetings, and activities/information offered by other departments:

- Community
- Life Skills
- Physical Health
- Personal Identity

Professionalism and Etiquette
Higher Self
Personal Safety
Relationships
Mental Health
Global Awareness

These themes encompass a wide range of student needs. They promote an intellectual curiosity and internal growth, and fuel connections between people that nurture and support our young artists.

Educational and social opportunities and requirements are presented by staff and faculty throughout the school year to provide activities for students outside of the classroom and outside of the class day. As a part of this program, the Academy may arrange for qualified staff and guests to meet with students about a variety of issues including, but not limited to, chemical dependency, human sexuality, stress, physical health, emotional health, relationships, etc.. It is the Academy's philosophy to present these issues as objectively as possible. Many sessions are optional but some will be required. Day students are expected to attend any required sessions. Any questions or concerns should be directed to any counselor, nurse, or dean.

SUPPORT GROUPS

On an as-needed basis, support groups for students may be formed under the direction of the Academy's administration and/or Licensed Professional Counselors/Social Workers. For more information about support groups, see the Academy Resource Document (click [here](#) for the link).

SPONSOR GROUPS

Each faculty and applicable educational staff member is assigned a small group of students. These groups help meet the needs of students by planning regular social events, having dinner together on or off campus, and encouraging students to come to them with their concerns. Sponsors take an interest in students' academic and artistic progress, peer and adult relationships, and their general happiness and well-being. Sponsors are always welcome as advocates of their students in disciplinary situations. When appropriate, sponsors receive copies of correspondence pertaining to their students.

At Interlochen, the classroom, studio, and residence halls are integrally related. Academy students benefit from hall counselors and faculty who work together to address student needs: education, personal, and social. Students are encouraged to contact their sponsor whenever they have problems or feel the need for adult support and encouragement.

RELIGIOUS LIFE

Academy students represent a wide range of religious affiliations and interests. Traverse City offers worship opportunities to nearly all students. Transportation (without charge) is provided to area worship services. Students may form groups for on-campus study and fellowship which serve them much like religious youth groups at home. Adult sponsors, approved by the Academy, are required for such groups. Students must remember that the use of candles or incense for spiritual or religious purposes is prohibited in student rooms because of the "open flame" rules. Please see residence life staff for appropriate use, times and places.

A particular religious holiday may sometimes coincide with classes, a student performance or a special event or program such as Family Weekend. Religious holidays may also fall adjacent to the beginning or conclusion of a vacation period. Given Academy's diverse community with many faiths represented, the Academy has made it a practice not to observe any special day for any religion, as it would be very difficult, if not impossible, to make adjustments to the calendar in order to accommodate all potential requests. However, Interlochen recognizes each student's and employee's right to observe a day that is sacred to his or her faith. Those individuals may seek permission through the Dean of Students' Office to be excused as

needed from required events, activities or class days, and are not penalized.

ACADEMIC AND ARTISTIC PROCEDURES AND POLICIES

ACADEMIC AND ARTISTIC INTEGRITY

Maintaining scholastic and personal integrity is important and expected. Incidents of academic, artistic and personal dishonesty (cheating, plagiarism, deception, lying, incomplete truths) are Level 4 Infractions and are unacceptable within the Interlochen Arts Academy community.

Presenting as one's work, published material or work taken from another source, in part or in full, without permission and/or appropriate documentation is considered plagiarism. Using or giving unauthorized notes or other aids on a test, paper, or homework assignment is considered cheating. Plagiarism and cheating are serious disciplinary issues. Consequences can range from a lowered grade up to, and including, expulsion. In addition, violations of this nature may result in the student being placed on re-enrollment hold for the following year.

If the instructor and the division director determine that the circumstances indicate cheating or plagiarism may have taken place, a meeting will be scheduled with the Director of Education Programs and Student Academic Support, the student and the instructor. Students should know that Academy instructors may utilize plagiarism identifying software in assessing the authenticity of student work.

ATTENDANCE POLICY

Regular class attendance is vital to the learning process and success at the Academy. The special nature of Academy educational programs, in what is already an abbreviated school year compared to many schools, means a premium must be placed on class attendance and limits set on the number of allowed absences, excused and unexcused. Tours, run-outs, field trips, and other school-sponsored activities also contribute to the importance of maintaining good attendance when school is in session.

Students are expected to attend all classes and class-related activities, arriving on time and prepared for the day. Attendance is monitored and reported to the Student Affairs and Education Offices daily. When ill, students must report to health services prior to the scheduled class time in order for the absence to be excused. All other absences for non-health-related reasons must be planned and excused well in advance, as explained in the "Off-Campus Permissions" and "College Auditions/Visits" sections below.

The student is responsible for any class work, examinations, homework, or lessons missed as a result of an absence, excused or unexcused, and the responsibility rests with the student to consult with the instructor about making up work missed. Instructors are not required to assist students to make up work missed as the result of unexcused absences. Attendance during Festival and Commencement activities is required for those with performance obligations. It is very important for students to plan ahead and to clear planned absences IN ADVANCE with instructors, the arts division director and the Education Office.

Excessive absences will affect a student's status in the housing lottery.

The details of the attendance policy for the 2016-2017 Academy year have been updated and the following is in effect for the second semester of the 2016-2017 Academy year:

Interlochen Arts Academy believes that a student's presence and participation in classes are essential to the educational mission of the school. The Academy also believes that the class and community dynamic is

negatively affected by having students missing classes. Additionally, student health and safety are important to the community, and it is important that students be present in the proper locations during the day.

When a student has 10 total absences in one semester, regardless of reason, from a specific class, credit for that class is automatically reduced 50%. When a student has 20 absences, regardless of reason, the student is withdrawn from the class for the remainder of the semester.

Absences are posted as "Absent" only. Academy offices (such as Health Services, Dean of Students, etc.) may attach notes to the record for the sake of clarity. Absences will be posted as "Absent, Detention" or "Absent, No Detention." Absences without a reason will lead to detention. Three tardies will result in detention.

Faculty must take and post attendance in the first 5 minutes of every class. Absences that convert to tardies must be emailed in real time to academy@interlochen.org. Regular tardies are still marked in Aspen.

When a student is reported absent, the residence life staff find and talk with absent students in real time with the goal of getting the students to class. The student will also have a follow-up conversation the same day with a Hall Manager (RHM) and/or Dean. Based on the conversation and the circumstances, the staff may require follow up from/with the student. The follow up includes (but is not limited to):

- Referral to the Academic Center for Enrichment
- Referral to Counseling and Psychological Services
- Referral to other offices
- Contact with family

The Dean's Office may also issue Academy discipline and other requirements to the student.

If a student has two absences from Health Services in a row, that student is not allowed to attend classes for the rest of the day, including arts block. Health Services notifies the relevant offices and staff of students who have missed two classes in a row due to health reasons. The list is reviewed by the Dean's Office and then distributed to residence life staff who start the student restriction process. The missing student protocol is activated if the student is unaccounted for over an extended period of time.

OFF-CAMPUS PERMISSION

Students who wish to leave campus during the school week, and as a result will miss classes, must obtain permission by completing and returning an Off-Campus Form (blue form) to the Deans' Offices. This form must be returned at least one week prior to leaving and must include parent permission. Students missing classes for college visits must also complete and submit this request form at least one week prior to leaving (see "College Auditions/Visits" below).

Students who arrange off-campus trips during weekends and will not miss any classes, AND require Interlochen transportation services, do not need to complete a blue form, but must work with his/her Hall Manager to arrange transportation to and from the Traverse City airport or bus station.

COLLEGE AUDITIONS/VISITS

Seniors and post-graduate students may be excused from classes to visit or audition at prospective colleges when planned in advance and when such visits are not in conflict with Academy obligations. The length of time away from class and absences already accumulated will be taken into consideration. When possible,

Interlochen recommends scheduling college auditions and visits during Academy vacations.

Students must obtain and complete an Off-Campus Permission Form (blue form) from the desk of their residence hall or the Dean's office. It must be completed and returned **at least one week in advance of the planned absence or the absence will be unexcused**. Students are expected to attend classes on the day of departure when their travel schedule allows. A maximum of **six excused** absences per school year will be allowed for the purpose of college auditions for seniors and post graduates. Students may seek approval for more than six excused absences, however these missed days may not be excused if a student has previous unexcused absences and/or tardies on their record. The Academy understands the importance of student auditions, but expects that all students maintain an exemplary attendance record so that college audition trips do not jeopardize their academic and artistic work in their classes.

College visits scheduled after spring break must have the signed approval of all current instructors and the student's division director, the Director of Education Programs and Student Academic Support, and the Education Office. **Any additional absences due to auditions/visits may be unexcused**. Note: Extended or frequent absences can affect Interlochen's ability to accommodate a request for a college trip or audition, and may also affect class grade and credit (see "Attendance Policy").

Many schools send representatives to our campus to interview and audition students, thus diminishing the need for travel while school is in session. Academic and College Counseling can provide a listing of schools planning to visit our campus so that families can plan in advance.

SCHEDULES

For more information about class day schedules, please see the Academy Resource Document (click [here](#) for the link).

INTER*MESTER TERM

Inter*mester will occur in January during the first two weeks of Academy following winter break. Inter*mester is an independent grading period and the curriculum offered is separate from the academic/artistic offerings of semesters one and two. Inter*mester is a required term for all students and attendance and grading policies are enforced. Faculty and staff are encouraged to offer courses that are interdisciplinary in nature, use *authentic assessment*, and inspire students to explore subjects in unique and collaborative ways.

If students return late from winter break (not due to unavoidable travel delays) and miss Inter*mester class days, they risk having their grades lowered and credit denied. Inter*mester grades are reported on student transcripts and are factored into student GPAs.

EVENING STUDY HALL

Students in need of additional academic support or structured study time may be enrolled in Evening Study Hall. Students are required to attend 4 hours per week. Evening Study Hall is held Sunday through Thursday evenings from 7:00–9:00 PM in the Academic Library. All study hall students are required to attend study hall on Sunday. Evening Study Hall is a scheduled commitment and students/parents can track the student's attendance progress in Aspen. In addition, students who do not meet the weekly requirement will be assigned consequences in his/her residence hall ranging from a loss of off-campus privileges to makeup time. Evening Study Hall is staffed by members of the Residence Life department and coordinated by the Dean of Students. When necessary, students will be excused from Evening Study Hall to attend tutorials or other appropriate arts or academic obligations around campus. Time spent in academic tutorials will count toward the required 4 hours if a tutorial pass is submitted.

Participation:

- Students admitted or re-enrolled as a performance/academic concern will be required to enroll in

Evening Study Hall.

- At the end of each quarter, a student may be excused from this obligation if it is no longer necessary.
- Likewise, students may be required to enroll in Evening Study Hall at any time throughout the year if a parent, faculty member, Academic/College Counselor, or residence hall staff feels it is appropriate. Requests are channeled through the Dean of Students or the Academic and College Counseling Office.

Due to the development of the Academic Center for Enrichment, the structure of Evening Study Hall may change during the Academy year.

TUTORIALS

Academic tutorials are regularly scheduled on Monday and Tuesday evenings, 7:00 PM to 9:00 PM. Academic instructors hold tutorials to assist students who may desire or need help with their studies. Students are encouraged to attend tutorials. Instructors may require attendance, in which case absences are considered equivalent to absences from regularly scheduled classes. Optional academic tutorials may occasionally be offered other evenings during the class week. Similarly, artistic tutorials are also scheduled during the week and may or may not be required. Peer tutoring is available in math and science. Tutoring may be arranged by students or parents by contacting the Math / Science Division Director.

R-RATED MOVIES

At times, the Academy will show R-Rated movies as a part of advancing the artistic and educational mission of the Academy. In some arts areas, R-Rated movies are a planned part of the artistic curriculum. Any R-Rated movie shown for artistic and/or educational purposes will be supervised by qualified faculty and/or staff. Students and families who are concerned about viewing R-Rated movies should contact the Dean of Students.

EXTRACURRICULAR AND OUTSIDE PERFORMANCES

Students interested in producing (or participating in) any student-generated presentation, production, or event not sponsored by Interlochen must have the approval of the division director for the students' arts major. Student-generated performances or events will be considered a student activity and therefore must be coordinated through the Student Activities Committee. Students will be expected to follow guidelines set by the academy and the Student Activities Committee and a failure to do so may result in a loss of extracurricular privileges. Students must realize that participation in such activities may affect casting and/or participation in on-campus productions. Students must also adhere to copyright laws and be mindful of performance space availability, supervision needed, costs, etc.

STUDENT PERFORMANCES

Academy students are encouraged to attend campus performances, which are free of charge. Seating demands, however, may require that students reserve tickets in advance for certain events, including all ensemble concerts in the Chapel. Academy students may reserve tickets to performances in the Harvey and Phoenix Theatres on the day of the show only. Tickets not picked up may be resold ten minutes prior to the start of performance.

CONCERT ETIQUETTE

Interlochen is an institution built on the highest artistic standards. All students are expected to behave appropriately during performances and presentations. Our audiences also include area residents, parents, trustees, and alumni who hold student performance behavior to a very high standard. As members of both the audience and performing ensemble, a few reminders to follow:

- No gum, candy, or food in performance spaces.
- Please do not clap for stage crew personnel.
- Please keep your feet off the seats.
- Students in the audience should not call out to those on stage (i.e. no whistling, whooping, yelling).
- Enter and exit performances at the designated beginning and end. If one MUST leave due to an urgent situation, please do so during applause between acts/pieces. Do not walk on or across the Harvey performance area at any time.
- Talking during performances is unacceptable.
- Use of cell phones, iPods, or other electronic devices during performances is unacceptable.

CONCERTO AUDITIONS

Concerto auditions are held in October and November. The soloists perform with the Academy orchestra in February. Students wishing to enter this competition should inquire about deadlines and the application process with the Music Office.

RECITAL SCHEDULING

Successful recital performance is achieved through a progression that starts with performances in studio classes, followed by performances in student recitals, and culminating in a half or full solo recital.

Student recitals: Student recitals occur weekly and feature works of short duration. Application forms are available at the Program Office.

Solo recitals: To schedule a solo recital, it is necessary to have substantial recital performance experience and to audition for division faculty. Students should obtain and complete a recital form before the instructor schedules the audition. A committee of at least three faculty members must approve before a date is assigned. Forms may be picked up in the program office and returned completed to the Calendar and Facility Scheduling Office.

Solo recitals in January and February are available to students in all grades as approved by faculty. Solo recitals in April and May are only offered to seniors and post graduates. The deadline to turn in the recital request form for solo recitals in April and May is the Friday before spring break at 4:00 PM. Instructors should make every effort to schedule their students' recitals promptly and as far in advance as possible, as the recital calendar fills quickly, especially in the spring. Recital dates are filled on a first come, first served basis and no extra recitals beyond what appears on the calendar will be added in April and May.

GRADUATION REQUIREMENTS

The **minimum** requirement for graduation from the Academy is 22 units. A **minimum** of 10 of the 22 units of credit must be academic courses that include the specific requirements outlined below. Additional coursework beyond the minimum requirements is selected from a variety of electives to fulfill arts major requirements and to satisfy anticipated college/conservatory entrance requirements. See the "College/Conservatory Expectations" section that follows. Students should seek complete information from their counselor in the Academic and College Counseling Office regarding graduation and college entrance requirements.

Requirements for all students:

Credit Type of Course

- (1.0) 2 semesters of English I
- (1.0) 2 semesters of English II
- (1.0) 2 semesters of English electives successfully completed during grades 11 or 12
- (1.0) 2 semesters of American History or U.S. Political Science **
[International students may apply 1 semester (.5) of their home country history]

- (1.0) 2 semesters of World History **
- (2.0) 2 years of Mathematics
- (2.0) 1 year of Science
- (0.5) 1 semester of Interlochen 101 (if admitted during 9th grade)

**** 2 semesters of the History requirement must occur in grades 11 or 12.**

Additional details regarding specific artistic requirements are outlined on the web pages for each arts area.

COLLEGE/CONSERVATORY EXPECTATIONS

Be aware of the requirements for the colleges and conservatories to which you hope to apply. Experience tells us that colleges prefer:

- 4 years of English
- 2-4 years of math (3 preferred for standardized testing purposes – Algebra I/Algebra II/Geometry) In addition, some specific state universities require one class above Algebra II to meet entrance requirements.
- 2-4 years of science (balanced between earth science/biology and chemistry/physics)
- 2-4 years of social science (balanced between US history/political science and additional social sciences, i.e. geography, world history, economics, sociology)
- Minimum of 2 years of study in the same foreign language

For additional important information regarding college expectations and the college admissions process, see the Academic and College Counseling website page titled, “College Information.”

CLASS LOAD REQUIREMENTS

- All students must enroll in and complete a minimum of five class hours per day, including at least one academic course. However, the expectation is that students will take an artistic load as described by the division/department in the course description material and two to three (sometimes four) academic courses. See “Graduation Requirements” for details.
- Students may not take more than seven class hours per day without permission from the Director of Education Programs and Student Academic Support, and the Vice President for Education Programs.
- All students are required to schedule B1, B2, or B3 period for lunch.
- Students whose class loads fall below the required five hours risk dismissal from the Academy.

CLASS STANDING

In order to be considered a member of a given class, students must meet the following criteria:

- To be considered a sophomore, students must have earned at least 5.5 credits and have successfully completed at least one year of high school.
- To be considered a junior, students must have earned at least 11 credits and have successfully completed at least two years of high school or tenth grade.
- To be considered a senior, students must have earned at least 16.5 credits and have successfully completed at least three years of high school or eleventh grade.
- One-year seniors must earn a minimum of 6 units of ACADEMY credit, including at least one academic credit, in order to receive an Academy diploma.
- One-year Post Graduates must earn a minimum of 5 units of ACADEMY credit, including at least one academic credit, in order to receive a Post Graduate certificate.
- Students in the Music Conservatory Program have a set curriculum and are expected to complete all required curriculum successfully.
- Students who fail classes, and as a result fall below the minimum number of classes to be considered a full time student, or do not earn the minimum number of credits for their class year, may be required to withdraw.

ONLINE COURSE POLICY

Interlochen Arts Academy is a member of the Hybrid Learning Consortium (HLC), a growing consortium of like-minded national and international independent schools offering online courses to students of HLC member schools. There will be a supplemental charge of \$445 per semester per course for online courses offered by HLC.

Academy students can see the list of courses offered through HLC, and those students who wish to enroll in an HLC course, or any online course offered by any organization, must keep the following guidelines in mind:

- Before enrolling in an online course, students will need to consult with their Academic and College Counselors, as well as obtain parent permission.
- During the school year, students may not take an online course that is offered as a part of our regular program.
- If a student adds an online course to his or her schedule during the academic year, there must be open time in the schedule to accommodate the online coursework.
- Students may count one online course toward our graduation requirements. Additional online courses may be taken as electives.
- Online courses taken through HLC will appear on the Interlochen transcript as Interlochen courses. Specific questions about courses offered by HLC, or about online courses in general, should be addressed to the student's academic and college counselor.

INDEPENDENT STUDY

Academy students may seek to undertake individual independent study projects in areas not covered by the established curriculum. Independent study may not be sought as an alternative to or as a way to avoid courses that are already in the curriculum. A high level of scholarship and self-discipline is expected. The deadline to submit independent study proposals is the same as the last day to drop a class. The student, teacher, division director, Director of Education Programs and Student Academic Support, and the Vice President for Education Programs must all approve and sign the proposal. Forms for independent study are available in the Academic and College Counseling office. Credit for independent study projects will be determined by the instructor and the Director of Education Programs and Student Academic Support.

CLASS AUDITING

Students may audit a class if the instructor, Director of Education Programs and Student Academic Support, Vice President for Education Programs, and class size permit. The student's obligations and responsibilities in that class will be determined by the instructor and the student. However, neither grades nor credits can be granted. Audit status must be declared before the end of the fourth week of classes and will not be granted after that date.

COURSE SELECTION

- Classes are most often filled on the basis of student seniority and division director recommendation.
- With teacher permission, students may be allowed to take arts classes in another arts major area if there is available seating in the class.
- Low enrollment in a particular class may cause it to be withdrawn or offered in a subsequent semester.
- Some math courses have strict prerequisites that may require that students achieve a certain grade in a previous math course and/or obtain the recommendation of a math instructor. Please consult the Math/Science course page for more information.

CHANGING MAJORS

On rare occasions, it becomes appropriate for a student to change from one major to another. Students requesting a change in major should first discuss their plans with their Academic and College Counselor for guidance throughout the process. In order for a change of major request to be approved, students must have the approval of the two arts division directors involved, all relevant studio instructors, parent(s), Admissions, the Director of Education Programs and Student Academic Support, and the Vice President of Education Programs.

While the change of major process may be initiated by a student at any point, the enactment of a change of major status may only occur at the beginning of a new semester. No major changes are permitted beyond the add/drop week of each semester.

NON-ACADEMY COURSES

Once enrolled in the Academy, certain limits are placed on the number of courses taken from other institutions or programs used to meet the required minimum Academy graduation requirements. Students who take a non-Academy course from an accredited institution may use a maximum of 1 full credit towards graduation requirements.

Before enrolling, students must submit proposed non-Academy coursework for graduation requirements to the Director of Education Programs and Student Academic Support. See course descriptions for each division/department for specific guidelines and requirements. Students are free to take additional non-Academy **elective** courses to enhance their portfolio for college admission once they have met minimum graduation requirements, but are strongly encouraged to seek advice from the Academic and College Counseling office to ensure that planned coursework will meet specific college entrance requirements. A more detailed description of the Non-Academy Course Credit Policy is available from the Academic and College Counseling office.

ADD/DROP POLICY

Any student wanting to add or drop a class must first obtain permission from the Academic and College Counseling Office before the change can be initiated. All drops and adds must be in adherence to the Academy's Class Load Requirements Policy. Any exceptions to this "Add/Drop Policy" must receive the approval of the Director of Education Programs and Student Academic Support, or in the Director's absence, the Vice President of Education Programs.

Adding a Class:

1. Classes may be added during the first week of a semester if space is available in the class and the student fulfills required conditions (i.e. teacher permission, prerequisite(s), space available in the student's schedule).
2. Classes may be added in the second week of the semester only with the direct approval of the Academic and College Counseling office, as well as the instructor.
3. If the student wishes to audit a class, permission must be granted by the instructor, the Academic and College Counselor and approved by the Director of Education Programs and Student Academic Support and the Vice President for Education Programs. The student may not request a change to audit status after the first two weeks of each semester.

Dropping a Class:

1. Students may drop a class without record within the first three weeks of the class.
2. Any student dropping a class after the first three weeks of the class will receive either a "withdraw pass" or "withdraw fail" depending upon the quality of his/her work at the time of the drop. The course name and "WP" or "WF" will be recorded on the transcript. The last day to withdraw from classes (WP or WF)

will be the Friday of the 9th week of the semester; after that date, a grade will be awarded for the semester.

3. To drop the class, the student must go through the following procedure:
 - a) There must be a discussion among the student, the teacher, and an Academic and College Counselor. The Academic and College Counselor and the teacher will review the request, and the drop will be allowed if both are in agreement. If a unanimous agreement cannot be reached, the Director of Education Programs and Student Academic Support will resolve the situation.
 - b) In cases where parental approval is required for schedule changes, the Academic and College Counselor and parent will discuss the matter, which will become part of the decision-making process.
 - c) If the student is allowed to drop the class, no credit will be given for work performed that semester in the class prior to the drop date.
 - d) If the request is denied and the student fails to continue to attend that class, the instructor will notify the Education Office and the student will receive an automatic "F" in the class.
 - e) If a student drops below the required 5 class hour load, he/she will be in jeopardy of dismissal from the Academy.
4. Any 9th, 10th, or 11th grade student dropping or being dropped from a class with an "F" may be placed on "Re-enrollment Hold" for the following year (see "Re-enrollment Procedure"). Seniors who receive an "F" may find their graduation status in jeopardy.

GRADES

Grading Scale: Teachers have final authority for the grading standard in their classes. Class grades include many factors and, at teacher discretion, the following scale serves as a guide:

A = Excellent or 100 – 90 D = Poor or 69 – 60

B = Good or 89 – 80 F = Failing or 59 or below

C = Fair or 79 – 70

For the purpose of determining grade point averages, the following scale is used:

A 4.00 B+ 3.33 C+ 2.33 D+ 1.33 F 0.00

A- 3.67 B 3.00 C 2.00 D 1.00

B- 2.67 C- 1.67 D- .670

Student cumulative Grade Point Average (GPA) is recalculated at the conclusion of each semester. Students may obtain information about their GPA and accumulated credits from Academic and College Counseling. Interlochen does not use a weighted grading system.

Grade Reports and Transcripts: Grade reports are issued via ASPEN four times throughout the school year. Mid-semester Progress Reports, noting current progress, are emailed to students and parents but are not recorded on the transcript. Semester Grade Reports are also emailed to students and parents at the conclusion of each semester. Semester grades and credits are recorded on student transcripts and are calculated into semester and cumulative grade point averages.

Interim Reports: Submitted by teachers, residence life staff, and community service supervisors, interim reports are used to identify effort, achievements, concerns, and growth. These reports are submitted and sent electronically to the student, the parent/guardian, and adults on campus that work directly with the student. Interim reports are primarily used to signal an early warning of a student's need for a more concerted effort in academic or artistic studies, and must be sent by a teacher if a student's grade falls to a "C-" or below.

Incomplete Grades: As a result of incomplete work, students may receive an "NG" (no grade) at the end of any marking period. When this occurs, students must complete the work required within the next two school weeks. All responsibility for the completion of any tests or assignments rests with the student. The student risks receiving an "F" in the class if the work is not completed within the two-week period. Exceptions to this

policy must be approved by the Vice President for Education Programs.

GRADUATION CEREMONIES

Preparation work for graduation ceremonies occurs all year long, beginning with cap and gown orders and culminating in two formal events during the last week of the Academy year. The last day of classes is Tuesday of the last week, followed by three days of intense artistic performances and presentations, as well as large-scale student activities. Honors Convocation occurs on Friday night and Commencement on Saturday morning. Faculty, staff, graduating seniors, and post-graduates process in full academic regalia for these two final events. Graduation announcement costs, which vary from student to student, and the rental fee for the cap and gown (deducted from the student's account) are the responsibility of the student. Further details regarding graduation ceremonies are shared with students and parents throughout the year.

The cost for the cap/gown/tassel graduation packages will be \$28.00. This amount will be deducted from the student's account in April 2017.

HONORS/AWARDS

Honor Roll - At the end of each semester, students from all grade levels in good standing in their classes and as citizens within the school community will receive special recognition for earning the following (un-weighted) grade point averages:

High Honors with Distinction:	3.90 - 4.00
High Honors:	3.70 - 3.89
Honors:	3.50 - 3.69

Senior Honors – Upon graduation, Senior Honors is awarded to graduating seniors who have achieved a 3.70 or higher cumulative grade point average on an **un-weighted** 4.0 scale. This award accounts for all grades and credits earned in grades 9 through the first semester of 12th grade in all subjects at Interlochen **and** a 3.70 or higher cumulative grade point average (on an **un-weighted** 4.0 scale) at their previous high school.

Other Awards/Honors – Students who have especially excelled in artistic, academic, and extracurricular activities are recognized at the annual Recognition Assembly in May and at Honors Convocation the evening before Commencement. The student's standing in all classes and citizenship within the school community are also taken into consideration when awarded these accolades.

- **Fine Arts and Academic Awards:** Presented to outstanding students in each academic and arts area. Students in all grade levels are eligible.
- **Young Artist Award:** Awarded to graduating seniors or post-graduate students for distinguished artistic achievement.
- **Young Scholar Award:** Awarded to graduating seniors or post-graduate students for distinguished academic achievement. Candidates must excel in at least six academic credits during their final four semesters at the Academy (or nine academic credits in their final six semesters at the Academy) and meet other standards of excellence, including two years of high school study of a foreign language.
- **President's Art Award:** Purchase of an outstanding artwork that is added to the school's permanent collection.
- **Jacobi Award:** For outstanding school citizenship - presented to the senior who most exemplifies those qualities of citizenship which the Academy values: leadership, dependability, service, and school spirit. Faculty and staff members nominate students for this honor.
- **Senior Speaker and Senior Performer:** Each year at Commencement, there will be one Senior Speaker and one Senior Performer. Any senior interested in applying for this honor must submit a proposal, which will be reviewed by a committee comprised of faculty, administrators, and students. Achievement and citizenship will also be considered as part of the overall selection process. Information and proposal forms can be obtained in the Education Office and are due in the Education

Office the first day of second semester each year.

SENIOR OFF-CAMPUS EXPERIENCE PROGRAM

Limited to seniors who have been enrolled at the Academy for two or more years, the Senior Off-Campus Experience Program provides qualified students with the opportunity to undertake an off-campus project that helps synthesize educational experiences. Individual programs may last from a few weeks up to an entire semester. Off-campus programs can include, but are not limited to, work with governmental, business or individual enterprises, specialized study at another school or college, and supervised overseas travel/study programs. The application and approval process is involved and requires significant advance planning, including consultation with the student's instructors, Academic and College Counseling, and the Academy administration. Interested students must initiate an application with the Director of Education Programs and Student Academic Support. Plans for 1st semester programs must be submitted and approved by May 1 of the student's junior year. Plans for a 2nd semester program must be initiated by November 1 of the senior year with submission of a final plan and approval by December 1.

Families of seniors who arrange for the one semester off-campus option are responsible for one-quarter of the semester's expected family contribution as determined by the financial aid committee. For any portion of the semester the student is in residence at the Academy, prorated full fees are due and must be paid before the student leaves for the off-campus activity. Expenses incurred for the project itself are the responsibility of the student and the student's family.

EARLY GRADUATION

Only under very exceptional circumstances will a student qualify to graduate early and only students who have demonstrated exceptional proficiency in their arts major for two or more years at the Arts Academy will be considered. Meeting minimum graduation requirements does not qualify a student for early graduation. Candidates for early graduation must successfully pass through a rigorous review process that includes, among other things, the recommendation of their primary arts instructor(s). Requests for early graduation must be made to the Director of Education Programs and Student Academic Support by November 1 of the student's junior year. The deadline for mid-senior year graduation is April 1 of the student's junior year. A complete explanation of the process and criteria is available from the Academic and College Counseling Office.

RESIDENCE LIFE

RESIDENCE HALL LIFE

The residence halls are central to the role of the Academy as an extended family setting. Living in a residence hall community is an experience of personal growth and requires cooperation and patience with people, as well as tolerance for new situations. The Dean of Students for the Academy oversees the management of the residence halls.

Residence Hall Managers live in the residence halls and serve as Academy administrators with shared responsibility for upholding Academy policies relative to community standards and the health and safety of students. Each Hall Manager is responsible for the overall operation of the residence hall she/he is assigned.

Residence Hall Coordinators are responsible for the social, artistic and academic development of students in a boarding high school environment. Hall Coordinators hold a significant role in student affairs and will, at times, be required to work extraordinary hours. This student personnel position involves working with other residence life staff in the parental guidance of a diverse group of young people. This position will have focus areas and campus duties for the purpose of assisting with school operations, advising/assisting student groups and providing structured activities. These assignments take between 6-8 hours, sometimes 20+

hours, each week and can fall within the following areas: Campus Schedule, managing / advising student groups, Campus Work Hours, student leadership, Transportation, Detention, and other special projects. Residence Hall Coordinators were called Residence Hall Counselors in prior years.

Residence Hall Assistants are non-resident staff members who manage the main desk in the residence hall lobbies. They are responsible for recording telephone messages, transferring telephone calls, maintaining announcement boards, relaying maintenance requests, managing mail, and other operational aspects of the residence halls. Residence Hall Assistants were called Housemothers in prior years.

Peer Advisors are students selected by the Academy to serve as peer leaders and to assist Hall Coordinators in the needs of the residence halls.

Custodial Staff maintain the public areas of the residence hall facilities. Students are expected to keep their own rooms, bathrooms, and other areas of the residence halls clean and orderly.

EVENING SCHEDULE

School Nights: Sunday-Thursday		
Time	Freshmen and Sophomores	Juniors, Seniors, Post Graduates
6:00 PM - Sign-In	Attend evening study hall, tutorials, practice, homework, recreation, free time, etc.	
9:00 - 9:30 PM	Sign-In	
9:30 - 10:00 PM		Sign-In
10:00 PM	Practicing ends on campus	
10:30 PM	Lobby clean-up	
	Students in their own rooms	
11:00 PM		Students in their own rooms
11:30 PM	Telephone use ends, Internet off, Lights Out	
12:00 AM	Front Desks Close	
6:00 AM	Telephone use resumes, Internet on	
7:00 AM	Students permitted to leave their rooms and the residence halls	
8:00 AM	Front Desk opens	

Time	Weekend Nights: Friday and Saturday
10:30 - 11:00 PM	Sign-In
11:00 PM	Practicing ends on campus
11:30 PM	Lobby clean up, clear lobbies, students in his/her room
12:00 AM	Telephone use ends, Internet off, lights out
12:30 AM	Front Desks Close
6:00 AM	Telephone use resumes, Internet on
7:00 AM	Students permitted to leave their rooms and the residence halls
8:00 or 9:00 AM	Front Desk Opens at 8:00 AM on Saturday, 9:00 AM on Sunday

***Schedules are subject to change. Please see residence life staff for updated evening schedule.

Definitions:

- **Desk Hours:** The desk in each residence hall is staffed throughout the week, as posted in the residence hall. The desk telephone is automatically forwarded to voicemail during non-staffed hours.
- **Evening Study Hall:** Open to all students (but required for some), evening study hall takes place Sunday through Thursday from 7:00 PM – 9:00 PM in the library.
- **Front Desks Close:** Residence Life Staff rove the residence halls and are available in their rooms. Students in need of assistance after the front desk closes should check the postings at the front desk in order to locate a staff member who is on duty.
- **Internet Off:** The student network is turned off for the remainder of the night. All internet, email, and instant messaging activity should cease at this time.
- **Last Take-Out Orders Placed:** In order to preserve the evening schedule, take-out orders must be placed by a deadline each evening. Local vendors are aware of these times.
- **Late Lights:** If students believe they have more homework to do than can be completed before lights out, they may request “late lights” permission in order to study quietly outside of their rooms for one hour and allow their roommate to sleep undisturbed. Students obtain this permission prior to sign-in by asking the hall staff on duty. Repeated requests by students for extended study time may

identify possible study difficulties, the need for assistance in time management, or class overloads, and students may be referred to other Academy staff for follow up. Hall staff have the final say on these requests.

- **Lights Out:** Students are to be in their beds with lights out, including overhead lights, lamps, holiday lights, and reading lights. All electronics must also be turned off.
- **Lobby Clean-Up:** On a rotating basis, students are assigned tasks of cleaning up the common spaces in their residence halls.
- **Quiet Hours:** In order to provide a quiet place for students to study and sleep, quiet hours remain in effect from 10:00 PM (11:00 PM on Friday & Saturday) until 9:00 AM the following morning.
- **Room Curfew:** Students must be in their own rooms and sound must be kept to a level inaudible outside the room. Only students who have specific permission to study elsewhere may be out of their rooms at this time.
- **Sign-In:** When students sign in to the residence hall for the evening, they pledge to remain in their buildings from the time they sign-in until 7:00 AM unless they obtain special permission and a pass from a Hall Manager. Leaving the residence hall and/or the campus without permission after sign-in, or before 7:00 AM, is potentially dangerous and is a serious breach of trust. Disregard of the sign-in procedure will result in an off-campus suspension or possibly expulsion.
- **Study Hours – School Nights:** The evening hours, 6:30 PM – 9:30 PM, are to be used for individual study and/or practice. Group activities, such as rehearsals called by faculty and team intramurals, should not take place during this time on school nights, which are Sunday through Thursday. Exceptions to this policy are limited, but do include "call" or warm-up for performances, technical and art thesis preparation, sponsor group activities, and concerts or recitals. Academic tutorials are regularly scheduled on Monday and Tuesday evenings, 7:00 PM to 9:00 PM and might be required by faculty. Optional tutorials will occasionally be offered on Wednesday, Thursday, and/or Friday evenings. (See "Tutorials" in Academic and Artistic Procedures and Policies section for more information.)
- **Telephone Use Ends:** All telephone and cell phone calls must end by 11:30 PM on School Nights, and by 12:00 AM on Weekend Nights. Telephone use is limited to emergency use only after this time.

Television Hours: The residence life staff manages the residence hall lounge televisions for hours and programming. Only G, PG, and PG-13 rated movies, videos, DVDs, or entertainment may be shown in common areas. If a member of the community finds a specific program offensive or inappropriate, he/she should report concerns to the staff working at the desk. Lobby televisions may be on at the discretion of the residence life staff. The Hall Manager reserves the right to revoke television privileges. Students are not permitted to have televisions in their rooms.

DVDs/Computers: DVDs and computer/video games are permitted in student rooms as a privilege. Students must use these responsibly or they will lose the privilege of having them in their possession (items may be shipped home with funds from the student's account if necessary). DVDs and games may be used under the following conditions:

- Friday evenings after class until Sunday sign-in
- Movie content must be appropriate (no MA, R, X-rated programs permitted)
- Use of DVDs, computers, and games ends by lights out

Subwoofers and Speakers: Because of the disturbance to the community, subwoofers are not permitted on computer or stereo systems. External speakers may be used at a modest volume during non-quiet hours. Residence life staff may confiscate speakers if they are used irresponsibly.

Residence Hall Guest Policy

Students may occasionally have guests in their residence hall and rooms. There are specific policies and procedures regarding guests. Any student from another identified community (i.e. hall, floor, etc.) or building is considered a guest regardless of gender. There are two types of guest visits: extended visits and quick visits.

Quick Visits:

- A. Quick visits are visits that last less than 15 minutes. The spirit of the quick visits is for a student to quickly assist another student and not for socializing, practicing, or studying.
- B. The guest(s) must sign in with Hall Staff at the front desk prior to entering the room and sign out when departing. If there is no staff member at the desk, no quick or extended visits are allowed.
- C. The student host(s) must escort the guest to and from the desk and approved room. Guests may be in the approved room only (no access to suitemates' rooms).
- D. Non-Academy people, including alumni, will not be granted room visitation privileges.
- E. Quick visits can happen anytime after 9 AM and before sign-in.
- F. Quick visits are not meant for groups of students. The maximum number of students allowed in a room for a quick visit is 3. Exceptions can be made at the sole discretion of the residence life staff.
- G. Participants in the room may not overflow to the suite or bathroom area.
- H. There is a limit of 5 rooms participating in Room Visitation per residence hall at any given time.
- I. At staff discretion, a door tag may be issued and must be posted on the exterior of the designated host's door knob. The tag will be returned to the front desk at the end of the visit or if a change in guests is made.
- J. If there is a building evacuation during the visit, all guests must follow the building's emergency instructions, such as fire drill meeting locations.
- K. Visits of any type can be denied at the sole discretion of the Residence Life staff.
- L. Students who are having Residence Life, Academy discipline, academic, artistic, or other difficulties may be denied visitation permission.
- M. During the visit, all students must follow all Academy and Residence Life rules. Violations of any rules and/or this policy may lead to Residence Life and/or Academy discipline. During a visit, the host students and all students in the room may be held accountable for policy violations that occur in the room.

Extended Visits:

- A. Extended visits are visits that last more than 15 minutes.
- B. Open lobbies also follow this procedure.
- C. The guest(s) must sign in with Hall Staff at the front desk prior to entering the room and sign out when departing. If there is no staff member at the desk, no room visitation is allowed.
- D. The student host(s) must escort the guest to and from the desk and approved room. Guests may be in the approved room only (no access to suitemates' rooms).
- E. Non-Academy people, including alumni, will not be granted room visitation privileges.
- F. Visitation Hours for Extended Visits:
 - a. Monday through Friday 5:00 PM – the start of sign in
 - b. Saturday and Sunday 12:00 noon – the start of sign in
- G. There must be a minimum of four students and maximum of six students, regardless of gender, signed into the room at any time. Residence life may lower the maximum number of students based on the size of the room.
- H. Participants in the open room may not overflow to the suite or bathroom area.
- I. Open room will be limited to a maximum of two hours per day. Exceptions can be made at the sole discretion of the residence life staff.
- J. There is a limit of 5 rooms participating in Room Visitation per residence hall at any given time.
- K. A door tag will be issued and must be posted on the exterior of the designated host's door knob. The tag will be returned to the front desk at the end of the visit or if a change in guests is made.
- L. If there is a building evacuation during the visit, all guests must follow the building's emergency instructions, such as fire drill meeting locations.
- M. Visits of any type can be denied at the sole discretion to the Residence Life staff.
- N. Students who are having Residence Life, Academy discipline, academic, artistic, or other difficulties may be denied visitation permission.

- O. During the visit, all students must follow all Academy and Residence Life rules. Violations of any rules and/or this policy may lead to residence life and/or Academy discipline. During a visit, the host students and all students in the room may be held accountable for policy violations that occur in the room.

Students are not permitted to have non-Academy guests, including family members and alumni, stay overnight in their rooms because of Academy liability and the privacy of other hall residents. Violation of this policy is a Level 4 disciplinary infraction and will result in at least an off-campus suspension (see "Academy Visitors Policy" and "Level 4 Infractions"). All visitors must check in at the front desk to visit within the residence halls.

All guests, including parents and families, must check in at the residence hall front desk. At the discretion of residence life staff, members of a student's immediate family may briefly visit the room. All other guests are not permitted to visit student rooms. Any exceptions must be arranged through the Residence Hall Manager. All guests are asked to leave the building and the campus at sign-in unless special permission has been granted. Guests, including family members, must always be escorted by the host.

For Open Lobbies - see "Extended Visits"

RESIDENCE HALL ROOMS AND REGULATIONS

Student Living Quarters: Residence hall rooms are designed to house two students. Rooms are furnished with beds, desks, chairs, bureau/closet space, and curtains. These furnishings must remain in the room throughout the school year and may not be replaced, removed, or dismantled. Students may decorate their rooms according to their own good judgment, providing they make no structural alterations, do not damage the facilities in any way, and follow current fire and safety regulations. Avoid bringing too many personal items that may prove to be unnecessary and clutter the room. Additional items can be sent to the campus later if needed. Items deemed unnecessary or in violation of current fire and safety regulations will be mailed home using funds from the student's account. Fire safety codes **and** limited room space preclude the use of most additional furniture (see "Fire Safety Guidelines").

It is expected that student living quarters will reflect and uphold the Academy policies. For this reason, students are not permitted to display posters, magazines, advertisements, or other items that depict policy violations by promoting the use of tobacco, alcohol, illegal drugs, or any material that may be considered offensive or objectionable. Additionally, students are not to possess pornographic materials. For the purposes of this policy, pornographic, offensive, and objectionable materials are defined as follows: That which is demeaning to a race, gender, or religion of people; depicting acts of violence, sex acts, or the portrayal of unclothed bodies for purposes other than academic. This also includes electronically obtained materials. Inappropriate items will be shipped home using funds from the student's account. Students found with inappropriate items may be subject to academy discipline.

Students may not use nails, tape, or other adhesives that will leave marks on the walls, doors, floors, or ceilings. Painting the walls is also not permitted. Students may use a special adhesive gum (3m adhesive recommended) to attach posters to walls but are responsible for damages if removed incorrectly. Hammocks and lofts are not permitted because of the risk of damage or injury. The Academy provides a message board for each room. Items outside of the room must be limited to this area. The inside and outside of room doors must remain free of any posted items. (See "Room Deposit and Year-End Clearance" and "Fire Safety Guidelines.") Captain's beds in the Hemingway, Picasso, and DeRoy residence halls may not be moved. Bunk beds in TJ should be placed against the wall and may not impede entrance or egress points in the room. Window screens must remain in place. There will be a \$50 fee/fine assessed for any removed screens, in addition to any fees assessed for damages.

Damages: Students are responsible for the condition of their room and its furnishings and are expected to take good care of their personal living space, as well as the community spaces within their residence hall.

The most impartial way to effect restitution for damages that negatively affect the community is to bill only those responsible. Therefore, residents are encouraged to accept responsibility for their own and their guests' behavior. However, there are instances when damages occur in individual rooms or in the common areas of the floor or building when attempts to identify the parties responsible for the damage are unsuccessful. Any residents aware of any person responsible for specific damages should contact a Residence Hall Coordinator, the Hall Manager, or Dean of Students. Every effort will be made to determine who is responsible, but when that is not possible, the replacement or repair costs will be divided among the room, the floor, or the building residents at the time that an accurate cost determination is made by Academy personnel. Residents who were not on campus during the period the damage occurred may be exempt from charges billed to a group; residents in this category must inform the Hall Manager in writing as soon as possible after receipt of the notice of group billing. The Hall Manager, in consultation with the Dean of Students, will make the final determination.

Roommate Bill of Rights: The following Roommate Bill of Rights is a reminder to each resident of his or her responsibility to roommates. One's enjoyment of life in a residential setting will depend, to a large extent, on the thoughtful consideration that students demonstrate for each other. Students have a responsibility to their roommate! Try to use the following values as guidelines. As a student living in a residence hall at Interlochen Arts Academy, students have the right:

1. To read and study free from undue interference. Unreasonable noise and other distractions inhibit the exercise of this right. Your room (and residence hall) should provide you with an environment that allows you to succeed academically.
2. To sleep without disturbances. Regular sleep is essential to your general health, effective learning, and peace of mind. It takes precedence over any activity that might interfere with this right.
3. To expect that roommate(s) will respect personal belongings. Your personal objects are just that - PERSONAL; what, when, and with whom you choose to share is your decision.
4. To live in a clean and safe environment.
5. To free access to facilities without pressure from a roommate.
6. To personal privacy.
7. To host guests as long as they respect the rights of roommate(s).
8. To expect reasonable cooperation in the use of residence hall facilities.
9. To express opinions respectfully without intimidation from others.
10. To be spoken to in a respectful manner.
11. To address grievances. The residence life staff is available for assistance.
12. To be free from peer pressure or ridicule if one's lifestyle choices differ from one's roommate.
13. To be free from fear of intimidation, physical, and/or emotional harm, including racial, sexual, or other prejudicial harassment.

Boarding Students with Local Families: Boarding students and families, without exception, must follow all boarding student policies and procedures. This includes following Health Services rules, checkout procedures, attendance policies, and being a member of the residence life community. Failure to follow boarding student policies and procedures may result in disciplinary consequences, including removal from the residence halls, possible dismissal, and may affect the re-enrollment status of the student.

Residence Hall Housing Assignments

Students complete housing forms each spring for the following year. Information provided on housing forms assists Interlochen in making appropriate housing assignments. Please note that while Interlochen tries to honor roommate matches and preferences, final housing placement decisions rest with the Hall Managers and Dean of Students.

The gender of each residence hall may be adjusted in order to meet enrollment needs. As an example, one wing of a traditionally male residence hall may be used to house female students if enrollment exceeds existing female bed space. Parents need to notify Interlochen in writing if they do not want their child to have that option.

Roommates: Students will be assigned a roommate. Each student completes a Student Housing Form and submits it before arriving on campus. When appropriate, the Academy will honor student requests to be paired with friends (with the exception of those designated by the ESL department). Students who do not return housing forms by the specified date are placed at the discretion of the Academy. On rare occasions, a room assignment might be unsuccessful. It is the goal of the residence life staff that difficulties between roommates can be mediated and resolved. Before entertaining a roommate switch, the students involved will be expected to invest every effort to mediate and resolve the issues.

If, after a reasonable effort has been made to resolve the difficulty, the students still desire to change rooms, a request must be submitted to the Residence Hall Manager. The Hall Manager, in communication with the Hall Coordinator, will decide if a change is appropriate and possible. However, keep in mind that staff will work with the dissatisfied student to identify an alternative housing assignment. The student requesting the change is the occupant that is usually expected to relocate. In cases of extreme dispute, both roommates may be required to move. Room changes may not be requested during the first six weeks of school, between Thanksgiving and winter break, and after spring break. Hall Managers have the final say in all roommate assignments and changes. See "Roommate Bill of Rights."

Room Consolidation/Reassignment: The Academy reserves the right of room consolidation. If a roommate leaves, another student will be assigned to that room by the Hall Manager and/or Dean of Students. The Academy reserves the right to reassign housing as needed at any given time, including but not limited to modifying room assignments for disciplinary reasons, catastrophe, closing rooms, or unresolved incompatibility of roommate/suitemates.

McWhorter House: The use of McWhorter House from one year to the next depends on enrollment and housing needs. When in use for student housing, the following additional guidelines must be followed:

- **Stairways:** The stairways leading to Upper McWhorter are considered a part of the hallway, and non-residents are therefore restricted from entering that space and/or using the stairways.
- **Porch and Lawn Decorations:** Students housed in Lower McWhorter are asked to be especially mindful of the appearance of their porch and lawn areas. Each room is permitted a welcome mat and one seasonal porch-type item. Other personal items such as shoes, luggage, boxes, pop cans, etc. may not be left on the porch or lawn area. Also, students are permitted to utilize folding lawn chairs, provided they do not damage the surroundings and are removed each night by sign in (all other items must be approved by the designated Hall Manager). Items left behind will be confiscated, and students risk losing this privilege.

Stone Annex: The use of Stone Annex from one year to the next depends on enrollment and housing needs. When in use for student housing, additional guidelines must be followed.

Personal Property and Insurance: The Academy does not insure the personal property (including musical instruments) of students, faculty, or staff against theft, loss, or damage of any kind, either on or off campus, nor in rooms or other storage areas. Students should make certain that all valuables (musical instruments, computers and other electronics, bicycles, jewelry, etc.) are adequately covered by their parents' insurance policies. Students and parents should also record the serial number, model, and any other information on the Valuables Inventory Sheet filed in the residence hall, which will aid in recovering lost or stolen property. This information should be updated periodically and kept at home as well. The Academy will not be responsible for the loss of or damage to the personal property of students.

Students should not keep valuables, large sums of money, or important documents, such as a passport and/or airline tickets, in their rooms. Valuable documents can be kept in the school safe until needed and money should be deposited in the student's account. If necessary, Hall Managers may assist with the safekeeping of money until it can be safely deposited. In the event of theft or loss of any student property, students should contact their Hall Coordinator and turn in a completed Theft/Loss/Vandalism Form to the Campus Safety Office.

In the rare situation whereby a student leaves Interlochen (withdrawal, expulsion, etc.) and is unable to pack up his/her own belongings, staff will assist with this process. In these cases, Interlochen is not responsible for lost, stolen, or damaged items that result. Parents may request that a professional packing service be utilized. All expenses related to packing and shipping plus labor are the responsibility of the student's family and will be either billed to the student's account or charged to the parent's credit card.

Room Keys and Key Cards: Students must carry their room keys with them and keep their rooms locked at all times. A lost key jeopardizes the security of the residence hall room and students' belongings. The Academy will change the lock and issue new keys any time a key is lost. A \$50 fee is charged to cover costs for the replacement of the lock mechanism and new keys for both occupants of the room. Keys are inventoried at each vacation. Students who fail to turn in an Academy-issued room key at vacation breaks, or at the end of the school year, will be charged \$50 in order to replace the key and lock mechanism at that time or to reprogram the swipe card. (See "Room Deposit.") It is illegal to duplicate Academy keys other than through the ICA Campus Safety Office. Keys will be considered lost if not turned in within 48 hours after the residence hall closes.

Students may not tape the lock mechanism or prop open interior room or exterior doors on buildings. Students found in violation of this face fines and penalties up to and including an off-campus suspension.

Lock Outs: Students who are locked out of their room will be billed a \$2 fee for a staff member to open the door. Repeat offenders may be billed at higher levels. If the student is unable to produce the key, they may be billed for a lock change.

Room Inspection: Out of concern for safety, cleanliness, and building upkeep, Hall Coordinators will conduct weekly room inspections. Students are responsible for the cleanliness of their own rooms and bathrooms. During room inspections, staff will be looking for personal organization, dishes from the cafeteria, fire safety concerns, and other violations. If violations are found, the student may be given disciplinary consequences. Basic bathroom cleaning products are provided. Housekeeping staff will thoroughly clean bathrooms during the winter and spring vacation breaks.

Hygiene and Cleanliness: Students are expected to maintain their person, clothing, and room at an acceptable level that does not offend others in the community. Students are expected to shower and utilize self-care products as needed for their own personal situation. Likewise, students are expected to keep up with laundry and wear clean clothes. Students whose lack of hygiene becomes noticeable to roommates, suitemates and hall mates will first meet with residence life staff and possibly with health services personnel. No strong scents are permitted. In the event that such an issue continues, a meeting with the Dean of Students would be required and disciplinary action may be taken. In extreme cases of poor hygiene, students risk losing their ability to live as boarding students and may be required to live off campus as a day student with family.

Investigations: When Interlochen has reason to suspect that illegal and/or dangerous activity or violations of the student handbook are taking place, it will conduct an investigation. During the investigation, the Academy may meet with students, faculty, staff and others to determine what is occurring or has occurred. Students are expected to be cooperative and truthful during any interaction with Academy officials, especially during an investigation of an incident. Dishonest or uncooperative student behavior during an investigation may be subject to Academy discipline procedures.

During investigations and disciplinary processes, the Academy may put restrictions on students, including but not limited to, restriction to their room/dorm, restriction to certain areas of campus, requiring that they have no contact with certain individuals, searches of room and property, searches of cell phones and other technology and other restrictions, at the Academy's sole discretion.

Due to the nature of certain incidents, especially those that have potential legal consequences or

implications, the property of all involved, including the witnesses and victims, may be searched and confiscated. Interlochen will cooperate with law enforcement investigations and may report any dangerous and/or criminal activity to local authorities.

Room and Property Searches: Interlochen respects the individual privacy of each student. However, if there is reason to suspect that illegal and/or dangerous activity or violations of the student handbook is taking place, Interlochen reserves the right to confiscate and search a student's belongings, including his/her room, locker, vehicle, computer, cell phone, other electronics, other areas assigned to or used by that student, and his/her possessions. Such a search will normally be conducted by two Academy personnel in the presence of at least one of the roommates, if practicable under the circumstances.

Student rooms are Interlochen property and may be entered by Interlochen staff, in their sole discretion. The Dean of Students and/or the Vice-President for Student Affairs will normally be consulted, if readily available, to give permission for these searches.

Searches may include but are not limited to:

- dressers, cupboards and shelves
- backpacks
- clothing
- lockers
- the contents and/or activity of a personal computer and/or network account
- computer
- network and social media accounts
- cell phones
- automobiles or other vehicles on campus
- other items or areas assigned to or used by a student

As a result of a search, if a student is found to be in violation of any school policy, he/she will be subject to established disciplinary action. Furthermore, students should understand that if the search reveals the student is in violation of the law, the Academy will report the violation to local authorities.

In order to ensure the health and safety of Academy students, student belongings may be searched prior to departure from campus for Academy sponsored special events and/or upon return to campus. While investigating incidents, the Academy may temporarily confiscate student cell phones, computers, and other belongings of any involved students.

Room Deposit and Year-End Clearance: At the beginning and end of the school year and each time roommates change, Hall Coordinators assess the condition of the room. Students should carefully read, complete, and sign the Residence Hall Room Condition Card at the time they move into a room to make certain all previous damages are listed. Any new damages will be evaluated and billed to the student's account. Following the end of the school year, the room deposit will be refunded if no damages are assessed and the student has fulfilled all Academy clearance obligations. Students will be charged for not following proper checkout procedures, including improper or incomplete room cleaning. Failure to comply with staff directions during check-out process may result in additional fees.

Personal Enterprise/Business: Students may not operate a business or personal enterprise while on campus. Fundraisers must be approved by the administration.

Pets: For health and safety reasons, pets are not allowed, with the exception of fish in bowls. However, heaters and pumps are not permitted. Students must make arrangements for the care of their fish over school breaks.

Guests: Students are **not** permitted to have non-Academy guests, including family members and alumni, stay overnight in their rooms because of Academy liability and the privacy of other hall residents. Violation of

this policy is a Level 4 disciplinary infraction and will result in at least an off-campus suspension (see "Academy Visitors Policy" and "Level 4 Infractions"). All visitors must check in at the front desk to visit within the residence halls.

Laundry Rooms: Coin-operated washing machines and dryers are available for student use in all residence halls except McWhorter. Ironing boards and irons are also provided and are available for sign out at the residence hall desk. Ironing is permitted only in designated areas. Irons are not permitted in student rooms.

Laundry Service: A commercial laundry service is provided for students for an extra fee, which includes regularly scheduled pick-ups. Information about this service is available through the Student Affairs Office.

Practice Rooms, Pianos, and Studios: Musical instruments may not be played in residence hall rooms. This includes vocalists practicing in their rooms. Practice rooms and some instructors' studios located in the residence halls are available for such purposes. (NOTE: Teaching studios may only be used during non-teaching hours and only upon obtaining written permission from the instructor.) When using the practice facilities, please follow these guidelines:

1. Residence hall practice rooms open when the front desk opens and are locked at sign-in.
2. Students enrolled in private piano lessons or piano class have first preference for grand pianos.
3. If practice rooms are designated for a specific instrument, only students who major in that instrument may use the classroom/instruments inside. Signs should be posted on those rooms to alert students of their use, or the doors should remain locked.
4. There must be nothing covering the window or the door window and the door must be free of obstructions.
5. Do not place clothing, instrument cases, or instruments on the piano.
6. Only personal water bottles and water for reeds may be brought into practice rooms or studios and must be kept on the floor.
7. If you need a piano moved, do not move it yourself. Contact the piano technician ext. 7808.
8. Do not leave personal property (instruments, music, equipment, etc.) in the practice room at any time because other people will be allowed access to the room if it is vacant. Staff may confiscate items left behind.
9. When uncovering a grand piano, do not place the cover on the floor.
10. When finished using a piano, close the lid, the key cover, and replace the quilted cover.
11. Doors must be open if the room is not in use, and if doors are closed for use, the lights must be on at all times unless the practice room is locked.
12. When leaving the practice room, close and lock the windows and turn off the lights. □

If there are piano issues (e.g. broken string, sticking key, etc.), please email masseja@interlochen.org or fill out a pink sheet and leave the string in the box on the door of Frolich or FR 1210 by the elevator. Misuse of the practice room and/or violation of the rules can result in the loss of practice room privileges. The piano technician must approve extended piano techniques or prepared piano.

RESIDENCE HALL FIRE SAFETY GUIDELINES

The following guidelines have been developed in compliance with Michigan State Fire Codes and the State Fire Marshal to ensure the safety of all residents in the residence halls. Strict disciplinary measures may be taken when students do not comply with the guidelines. Regular fire safety inspections are conducted. Furnishings and other items not meeting fire code will be confiscated. Confiscated items will be stored by residence life staff or at the Campus Safety office, or may be sent home, as appropriate, using funds from the student's account. Each Residence Hall will conduct eight fire drills during the Academy year.

Decorations and Furnishings: Students must take care to avoid overcrowding their rooms. Special care should be given to the nature of decorations chosen for rooms in a residence hall. Any item that takes excessive space or is flammable should be avoided. Flammable decorations placed near the ceilings create

dangerous situations. In some cases, hall counselors may require that excessive amounts of personal belongings be sent home.

Ceilings: Flammable materials such as paper posters or cloth tapestries may not be used on the ceilings. Ropes and other materials may not be hung from the ceilings, as they may obstruct freedom of movement in the room in an emergency. In Mozart, Beethoven, McWhorter, and DeRoy Residence Halls, no item may be placed on or near the automatic fire sprinklers in each room, as the spray could be diverted should a fire occur. Also, nothing may be coiled or draped from the piping.

Walls: Pictures, posters, drapes, cloth tapestries, and other flammable materials may be hung flat against the walls of residence hall rooms as long as they occupy no more than 50% of the wall space and do not create a fire path around the room. Flammable materials may not be placed in the doorframe and must be 12 inches from the ceiling.

Floors: Carpet may be cut to fit or used as area rugs. The closet and room doors must easily clear the carpeting or the carpeting must be cut to accommodate the full swing of the door. No self-stick tiles may be placed in the room or bathroom area. Substantial fines will be levied for damage to floors.

Appliances: Heating appliances such as space heaters, popcorn poppers, hot pots, coffee pots, and irons are not permitted and should not be brought to campus. Microwaves and other heating equipment are supplied in the residence hall lobbies for student use. Electric hair dryers and curlers may be used in the rooms, but must be unplugged when not in use. All appliances, lamps, etc. used in the residence hall must be UL listed. All UL listed appliances are clearly marked. If it is not marked as such, do not bring it. Clamp-on lights are not allowed. Flammable lampshades will not be permitted. Heating pads are allowed permitting they are UL listed. Wall plug-in air fresheners that provide an outlet are not acceptable. All other plug-in air fresheners must be plugged in directly to a wall outlet, not into an extension cord or power box.

Small refrigerators (LIMIT 2 PER ROOM) may be kept in residence hall rooms if they are properly installed, but not in bathrooms or entryways. Refrigerators must be plugged into the wall with three-pronged plugs. If an extension cord is needed, it must be a fused multi-strip. No other electrical appliance or lamp may be plugged into a wall socket with a refrigerator, even when there are two plugs available at the wall.

General: The following guidelines must be followed in the interest of residence hall safety and are requirements of the Fire Marshal:

1. The entrance to the room must be clear of obstructions.
2. Doors may not be propped open except for move in/move out days.
3. Absolutely no personal items (including shoes or rugs) may be left in the hallway at any time.
4. Extension cords are not allowed, students must use fused multi-strips.
5. Multiple outlet plugs (octopus plugs) are not allowed. Plug boxes or power strips with their own breakers are allowed.
6. Matches, lighters, candles, burnable incense, kerosene lamps, flammable liquids, fireworks, or any items with an open flame are not permitted. Use of any of these materials **will result in an off-campus suspension** (Open Flame Violation). (See "Fire Safety Violations.") Please note that the use of candles for spiritual, religious or birthday purposes is prohibited in student rooms. Please see residence life staff for appropriate use, times and places.
7. Smoking in the residence hall is absolutely prohibited and **will result in an off-campus suspension** (see "Fire Safety Violations").
8. Since the window area in a room is a possible emergency escape route, beds may not be moved to block windows. Care should be taken to avoid placing flammable materials or obstructions including refrigerators and fans in this area. The original drapes in the room must remain in place. Other curtains or draperies may not be hung over the original curtains.
9. Decorative lampshades may be used only if non-flammable.
10. Bulbs used in lamps and ceiling fixtures may be no more than **60 watts**. **Halogen lamps/bulbs are not permitted**. For safety reasons, cellophane, theatre gels, or colored paper may not be used inside

fixtures to give color. Students should contact the Hall Staff about submitting a work order for light bulbs to be replaced.

11. Floor space in the room and hallways must be kept clear of obstructions, e.g. clothing, trash, extra furniture.
12. The interior and exterior of room doors should remain free of any posted items. Doors may not be decorated. Bulletin boards are provided for posting items.
13. One strand of decorative, holiday-type lights per room are permitted as approved by the residence hall manager. Lights must be unplugged when the residents are not in the room and when the residents retire at night. Strand lights are limited to 100 bulbs. Lights may not be used around entrance or egress points, around sleeping areas, or attached to the ceiling.
14. Nothing should be hanging from or placed on fire safety equipment.
15. Tampering with or misuse of smoke detectors, fire alarms, extinguishers, emergency lighting, and/or emergency signs is strictly prohibited. Because of the serious risks involved, evidence of the misuse of any of these devices will result in at least an off-campus suspension and may result in expulsion.

CAMPUS POLICIES & PROCEDURES

ACADEMY VISITORS

All guests and visitors, including parents and families, must check in at the desk upon arrival at the residence hall. Visitors (including parents, siblings and other family members) are not permitted in the living areas of the residence halls without permission from a residence life staff member. Guests are expected to abide by Academy policies while on the campus. Visitors are asked to respect other guests and Academy students' need for rest and avoid making noise after "sign-in" (10:00 PM, Sunday – Thursday and 11:00 PM, Friday and Saturday). The Academy reserves the right to limit the frequency of visits by non-Academy students on weekdays. Interlochen is a smoke-free campus. Smoking is not permitted anywhere on campus. The use of alcohol by adults 21 years of age or older is not permitted in the presence of students and may not be consumed in locations other than private residences. Illegal drug use is prohibited.

The safety of the community is everyone's responsibility. Students should be observant and not hesitate to report any suspicious visitors or activities to Campus Safety or a trusted adult immediately.

Parents: Interlochen believes that a positive and constructive working relationship between the Academy and a student's parents and family is essential to the fulfillment of the the Academy's mission. Parents and families are encouraged to visit and enjoy the campus. However, if the Academy reasonably determines that the actions of a parent or family detract from the accomplishment of the operational, artistic, or educational work of the Academy or its students, the parent or family member may be restricted from access to campus areas and resources. Actions of parents, families, and/or guests may have an impact on the enrollment status of the student.

Accommodations: The Stone Center has hotel rooms available for guests. Reservations may be made at the lobby desk. THE ACADEMY HAS NO PROVISION FOR OVERNIGHT GUESTS UNDER 18 WHO ARE NOT ACCOMPANIED BY AN ADULT. **Overnight guest accommodations in student residence hall rooms are not permitted** under State of Michigan laws and Academy policy (see "Level 4 Infractions"). The nearby Interlochen State Park provides camping facilities, and there are several motels in the immediate area.

Meals: Guests are invited to eat with students. Meal tickets may be purchased at the Stone Center desk.

Transportation: Guests may not transport Academy students in their automobiles unless specific permission has been arranged through a residence life staff member. Students need specific permission from their parents/guardians to ride in automobiles, visit overnight, or leave the campus with friends. Students may ride

alone in a car with one staff member or transportation worker when going to appointments, but will not be accompanied by hall staff. Students must be back on campus prior to sign-in time unless special arrangements have been made in advance. Generally, students will not be given permission to ride with guests less than 21 years of age. Advance planning is advised.

Visits to Classes and Rehearsals: Guests are encouraged to visit classes and watch rehearsals. The Education Office, Academic and College Counseling Office, or Admissions Office can help visitors obtain information about schedules.

Visits to Residence Hall Rooms: All guests, including parents and families, must check in at the residence hall front desk. At the discretion of residence life staff, members of a student's immediate family may briefly visit the room. All other guests are not permitted to visit student rooms. Any exceptions must be arranged through the Residence Hall Manager. All guests are asked to leave the building and the campus at sign-in unless special permission has been granted. Guests must always be escorted by the host.

AUTOMOBILE POLICY

Boarding students may request permission from their Hall Manager and the Dean of Students to **store** an automobile on the campus. A written request from the parent/guardian is required and should include the make, year, color, license number, state registration, and the reason an automobile is needed. Cars must be registered with the Campus Safety office. Day Student regulations for automobile use are outlined in the Day Student section of this handbook.

Stored automobiles are to be parked in lot "F" and are not to be used without specific permission from an administrator. Permission is needed to take the automobile off the campus for any reason. All automobile keys belonging to boarding students must be turned into the Residence Hall Manager while the automobile is on campus. Student drivers (day or boarding) are not permitted to transport other boarding students in their automobiles without specific permission from an administrator. Requests to use a vehicle for shopping or other personal needs WILL NOT be approved.

TRANSGENDER STUDENT SUPPORT

Gender Neutral Housing

Interlochen reflects unwavering commitment to diversity in its broadest sense. In that spirit, we offer housing options for the gender inclusion of transgender students. We also look for students who are sensitive to the needs and concerns of transgender individuals and who would be interested in living in this type of rooming option. Additionally, we provide rooms for students seeking gender-neutral room environments.

The layout of Interlochen's physical campus provides housing for girls in some residence halls and housing for boys in other residence halls. There are also coed residence halls that are organized by floor. Students and families are able to select traditional single-gender rooms, a gender-neutral room as an ally to a transgender student, a gender-neutral room in a boys/coed residence hall, or a gender-neutral room in a girls/coed residence hall.

Interlochen accommodates students who identify as trans/gender variant and desire housing that matches their gender identity rather than their biological sex. Students should submit a request in writing to the Dean of Students for the Academy, before the start of the Academy year. That request must include:

1. Letter from the student expressing interest in gender neutral housing.
2. Letter of support from the student's parent(s)/guardian.

3. Letter of support from a mental health or medical professional confirming that the student is established in gender expression for at least 6 months.

Gender Inclusive Restrooms

Interlochen has designated several restrooms on campus as gender inclusive restrooms. The designation means that a restroom is safe for transgender, gender non-conforming, and genderqueer people, as well as people of all gender identities and expressions.

Anyone who chooses to use these restrooms are expected to respect that the restrooms are safe spaces. People using the restroom should refrain from gender policing (i.e. scrutinizing, judging, or categorizing another person's gender).

If anyone is uncomfortable using a gender inclusive restroom, they may use any of the other restrooms, as that is their privilege.

Questions about gender inclusive restrooms should be directed to the Dean of Students (231-276-7378), Counseling and Psychological Services Office (231-276-7220), or Human and Institutional Resources (231-276-7342).

BICYCLE POLICY

Students who own bicycles may bring them to campus and ride them with Academy and parental approval under the following conditions:

1. It is the responsibility of each student to properly equip and maintain his or her bicycle. Damage or injury caused by a bicycle is the responsibility of the owner. Bicycles are to be locked and kept near the owner's residence hall or in a designated area. Damage or theft is not the responsibility of the Academy. It is required that students list their bikes on the Valuables Inventory and register them with Campus Safety. Forms are available in the Campus Safety office for this purpose. For safety reasons, bicycles may not be stored in student rooms, residence halls, or other buildings not specifically designated for bicycle storage.
2. Students may bicycle OFF-CAMPUS during daylight hours by securing off-campus permission from residence life staff after showing the intended route and expected time of return. Students must sign out at their residence hall desk and sign in when they return. During hours of darkness, riding will be permitted on campus only if the cycle has proper lighting in operation. There is no off campus riding after dusk.
3. According to Michigan law, bicycle riders must keep to the right on any road and ride on the shoulder when a car is passing. Riders must observe all safety guidelines pertaining to cycling. Students must wear a helmet, have personal identification, and carry their cell phone when riding off campus. Helmets are available at the residence hall front desk.
4. Boundaries for off-campus bicycling:
 - M-137 may be used, north to US-31 and south to Karlin.
 - Green Lake loop (11 miles) via Diamond Park Road to the Betsie River Road (first asphalt road to the left), south to Karlin and north again on M-137 to campus.
5. Students must stay off of private property at all times.
6. Students desiring to ride different cycling routes need to file the exact cycling route and their return times with their residence halls. Parent and residence hall permissions are needed. It is recommended that students ride with a friend on the lake ride or other rides of significant distance.
7. Borrowing a bicycle without the owner's permission is prohibited and is considered theft.
8. Bicycles must be kept on a bike rack or in an area clear of roads, stairs, walkways, flowerbeds, etc. Bikes stored inappropriately may be confiscated by Academy staff.

9. Abandoned bicycles are held for a short time and then either donated to charity or given to interested individuals.

DRONES

Students are not allowed to operate drones on campus unless they have specific prior permission from the Dean of Students.

BOUNDARIES

For personal safety, certain boundaries are established both on and off Interlochen property. Students may not leave campus or be in "off-limits" areas without specific permission (see "Off-Campus Permission" and "Maps"). Students can expect disciplinary consequences for failure to comply with these policies. When applicable, this will include payment for damages or any other expenses incurred and/or other forms of restitution.

Daylight Hours: Students have access to most parts of the Interlochen campus. However, students must sign out and have permission for the following:

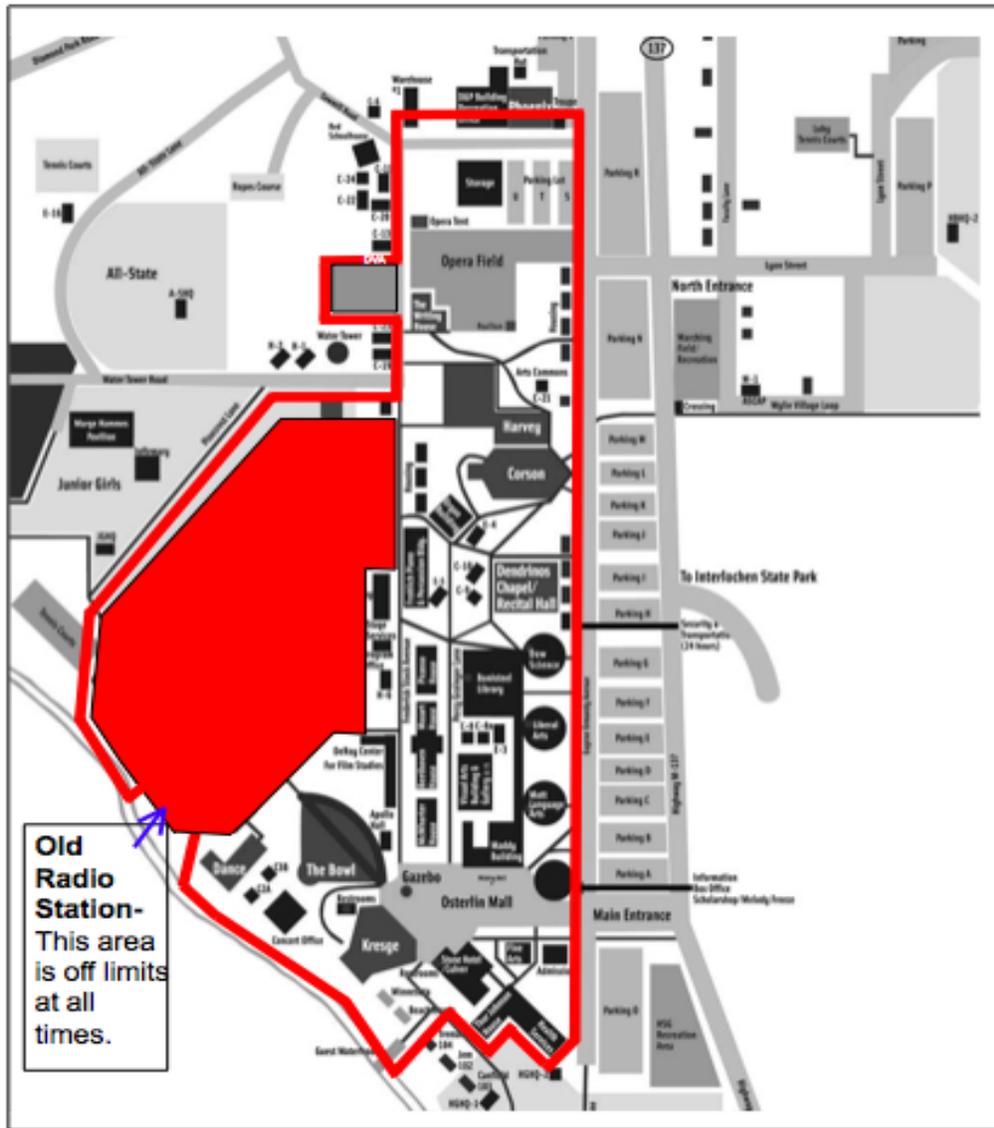
- East - The Boys' side of the Camp/anywhere across route M-137
- North - Anywhere north of Diamond Park Road
- South - South boundary of the High School Girls Camp Division
- West - Penn Colony Lane
- The State Park (adjacent to and across the road from campus) is off limits at all times

After Dusk Hours (posted in the residence halls) – The following areas are considered off-limits:

- North - Phoenix Theatre
- East - The Boys' side of the Camp/anywhere across route M-137
- South - The northern boundary of the High School Girls Camp Division (HSG is off-limits)
- West - In general, Pinecrest Lane to the waterfront (see map for specifics)

Anytime – The following are strictly off-limits:

- Campus buildings that are closed or locked up, including summer buildings such as cabins, performance venues, studios and/or summer residences and lodges.
- Private residences that are within and adjacent to Interlochen property.
- Roofs and outside balconies of all buildings.
- The State Park (adjacent to and across the road from campus)
- Entry into the lakes, including wading, swimming or boating, when the waterfronts are closed (not supervised by an adult) is dangerous and strictly forbidden. The lakes are particularly dangerous in the winter months because the safety of the ice cannot be determined. This area remains closed throughout the winter as well.
- Classrooms, the Shed, or performance spaces are off limits, except when officially open.
- Interlochen property north of Diamond Park Road.



Walking Off Campus

When walking off campus, students must observe the following boundaries. Students should also always walk facing traffic, far off the road and to the far left edge of the shoulder. Never walk more than two abreast.

- North - Wendy's
- North/East - Maddy's Roadhouse Restaurant
- North/West - Dollar General Store
- South - Main entrance to campus

OFF-CAMPUS PERMISSION AND RELEASE FORM

Each student must have on file a Parent Permission and Release Form for the current academic year. Students cannot obtain permission to leave campus without the signed form on file. Parents may not give more permission than school policy allows, but they may give less. Academy students will, from time to time, ride with designated Interlochen personnel in both Interlochen-owned vehicles and in the vehicles owned by faculty and staff members. For **all** departures from campus, regardless if with Interlochen personnel, family, or friends, students **MUST** follow the sign-out process in the Residence Halls.

Academy students will participate in supervised off-campus trips and will ride with designated Interlochen personnel in both Interlochen owned vehicles and personal vehicles. Students participating in official educational and/or social Interlochen events such as field trips, tours, etc. will be permitted to ride in Interlochen owned or leased transportation regardless of parent permissions.

Interlochen takes seriously the responsibility for the safety and well-being of our students. Permission to leave campus is a privilege. Academy approval of requests is based on several factors in addition to parent permission. Students leaving the campus for any reason must request permission from the residence hall staff member on duty and sign-out of the residence hall indicating where and with whom they are going and when they expect to return. Students leaving campus without adult supervision must call in to their residence hall front desk every three hours to check in.

Think safety when leaving campus. When walking along roadways, wear bright-colored clothing, walk facing traffic to the far edge of the shoulder, and go with a friend. Never walk more than two abreast.

Interlochen reserves the right to deny permission for specific situations when the safety and well-being of students are in question. Requests to leave campus in un-chaperoned situations, with drivers under 21 years of age, or when there is inclement weather and unsafe roadways are some of the situations for which permission may be denied. Meeting academic, residence hall, and performance obligations on campus will also influence the granting of permission. Permission to leave with recent Academy graduates will be carefully monitored and may be denied. Off-campus permission is more restrictive during the month of May.

Boarding students are typically not permitted to ride in cars with day students driving. Occasionally, an exception may be made for a day student to transport a boarding student directly to the day student's home. Parent permission is required from both the boarding student and the day student parents. Students who leave campus and travel in a student-driven vehicle without permission will be suspended. Day students will also lose their privilege to drive a car to campus.

Students planning to stay away from the campus overnight must have specific permission by telephone or in writing from a parent or guardian. Students must provide the address and phone number of their destination. Overnight stays are only permitted with parents, other adult family members, faculty/staff members, families of others students, and adult patrons or friends of Interlochen who are known to us. The Academy may place restrictions on students ability to stay off campus overnight. Off-campus overnight stays on school nights with non-family members are not permitted.

Disregard for off-campus procedures, such as leaving campus without permission or abusing off-campus privileges, can compromise personal safety. Depending on the circumstances (e.g. time of day, length of time away, use of automobile), this offense may result in suspension or expulsion.

Freshmen and sophomores are not permitted to sign-off campus independently (without an adult) on school nights. (Exceptions – Academy sponsored trips to Interlochen corners and physical activities, e.g. cross-country skiing, running, biking).

COMMUNITY SERVICE

All boarding students are assigned a community service responsibility each semester by the Dean of Students. Many assignments are pre-determined by virtue of a student's major. Every student is assigned dining service during his/her first year at the Academy except in certain areas as determined by the Dean of Students. Students help in dining service operations, assist in the residence halls, serve on "tech" crews, work in the library, and perform a number of other tasks that affect the quality of Academy life. Students may express a preference of assignment, but tasks are assigned primarily on the basis of community needs. Theatre or Dance students will not be assigned to Corson Tech Crew if that assignment poses a possibility that the student would be involved in back-to-back tech weeks.

Community Service assignments are supervised and attendance is monitored. Supervisors will evaluate the

quality of student work and report concerns and absences to the Dean of Students supervising Community Service. Supervisors will evaluate student performance, including attendance, and students will receive a grade of pass or fail (“P” or “F”) that will appear on grade reports at the end of each semester and on transcripts (a failing grade in community service could affect the outcome of a college application decision). It is the responsibility of the student to initiate contact with their supervisor both initially each semester and with any concerns or conflicts. Students who fail community service will not be eligible for honor roll designation and may have his/her re-enrollment placed on hold. Failure of community service also affects student housing lottery status for the following school year.

DINING

The Stone Center dining room is a shared space used by students and Academy staff, as well as visitors and official guests of Interlochen Center for the Arts. Meals are served cafeteria or buffet style, and everyone is expected to bus their own dishes and clean up the table when finished. Because of this, it is especially important to take extra care in clearing dishes and leaving the table clean. For health and safety reasons, students must always wear shoes and may not wear sleeping attire. Between 8:30 AM and 6:00 PM, Monday through Friday, only students wearing the uniform will be served. Running and loud noise is not permitted. See the Weekly Calendar for dining room hours.

Plates, cups, silverware, and serving utensils are to remain in the dining room. Students found in possession of items from the cafeteria are subject to a fine or disciplinary action. Students may bring their own drinking glass or mug to carry out beverages. Taking out large quantities of food or beverages is not permitted. A dining services committee meets periodically to discuss concerns and provide feedback to our dining services managers, and students are asked to give input to committee members. Student representatives, as well as representatives from residence life, nurses, administrators, and dining services serve on the committee.

Those wishing to take food from the cafeteria have two options:

1. Use the deli line and take a sandwich (which can be taken in plastic wrap) and a piece of fresh fruit. Plastic glasses or china/silverware cannot be removed from the cafeteria for any reason.
2. Hot entrées or soup must either be eaten in the cafeteria or stored in containers supplied by students, which are available for purchase in the Scholarshop.
3. Students are encouraged to bring some food containers, cups, utensils, etc. from home. Student found with Stone dishes in their rooms or dumping Stone dishes outside of the residence hall are subject to disciplinary action, including possible fees.

FOOD ALLERGY GUIDELINES

The dining service staff keeps track of all menu ingredients, and assists in checking ingredients for students with specific allergies: i.e. gluten, nuts, dairy, shellfish, etc. All managers and full-time employees are Serve Safe certified. Dining Services will provide storage for students who would like to bring food to help address their specific allergies. Separate microwaves are also provided. With hundreds of meals being provided, the dining services staff is not able to provide meals for individualized or specialized diets. The dining services goal is to ensure that any student with food allergies will enjoy his/her Interlochen experience, and by following these proven guidelines, we are confident this can be achieved.

Dining Services Responsibility

- Meet with student (and parents when appropriate) and be sure that his/her food allergies are understood. Introduce student to key dining services staff members to make him/her feel comfortable in seeking ingredients information, and accommodate any special needs regarding his/her specific allergy that is possible.
- Work with each student to develop a plan to accommodate his/her allergies. Set up a system of communication to inform him/her in advance of any menu items containing allergens.
- Have allergen information available for every food item offered. Assist the student in finding

reasonable substitutes. Remind the student about and explain how to guard against cross contamination.

- Store any items the student chooses to provide to supplement cafeteria offerings. Refrigerator, freezer, and non-perishable storage is available. Microwaves and toasters are also available that are safe from cross contamination.

Family Responsibility

- Notify Interlochen of student's food related allergies and their severity.
- Contact both Dining Services and Health Services so that together a plan can be developed to accommodate the student's needs. Please remember that the dining services responsibility lies in providing allergen free options, not lifestyle or food preference options.
- Educate your student in the self-management of his/her food allergy and in the investigation of ingredients prior to their consumption.
- Prior to your student's arrival, set up an appointment with a Dining Services manager at the appropriate dining hall on his/her arrival day. This appointment will enable staff to meet the student, store any food he/she brings, and familiarize him/her with staff and facilities.
- We have found it very helpful for families to provide dining services staff with a flyer containing the student's picture, name, and specific allergies. This will enable staff to identify and help assist your child.

Student Responsibility

- Introduce him/herself to Dining Services shortly after checking in to explain allergies so staff can develop a plan for informing the student of the contents of food offerings.
- Be proactive in the management of a food allergy. Ask a Dining Services employee about the ingredients in anything the student plans to consume.
- Introduce oneself to Health Services staff to explain food allergies and severity. Inform them if an Epi-pen is carried.

UNIFORM AND ATTIRE

A Day Uniform is worn by all students throughout the class day anywhere outside of their own Residence Halls. Students are responsible for providing their own clothing to comply with the uniform guidelines. Neatness is important. Cut, ripped, or frayed clothing is not appropriate.

Shoes are required outside and in all buildings except residence halls. For safety reasons, some majors require closed toed footwear as noted below. Non-uniform clothing should follow the same general standards of the day uniform.

Interlochen students are expected to learn how to live and thrive in a diverse school community, cultivating an attitude of respect towards the self and others in personal interactions, verbal communication, and in dress. Faculty and staff shall show respect for diversity and artistic expression through student attire. Interlochen allows variety in dress; extremes, however, are not permitted. This means:

- Students may not wear underwear as outerwear.
- The clothing may not contain offensive language or alcohol, tobacco, drug, or material which may be considered obscene or offensive.

If a faculty or staff member determines that a student displays an extreme of dress, the student has the right to repeal this assertion to the Dean of Students.

Interlochen is a unique educational environment. To reflect this sense of community, the purpose of our uniform is to provide a spirit of unity, a simplified day, a means of identification, and a connection to a common purpose. As a tradition, it binds us together and contributes to one's focus as an artist. In this way, our uniform helps our students notice one another for what they do as an artist instead of how they are

dressed.

Day Uniform: Must be worn each class day (Monday – Friday, 8:30 AM – 6:00 PM) at all times and all places on campus, including the cafeteria, with the exception of the residence halls or unless specifically exempt for rehearsal reasons when in class (dance, theatre):

- Solid color navy blue slacks, skirts, jumpers, or walking shorts of any fabric. However, jeans, denim, sweatpants, leggings, and jeggings are not permitted. Jeans or other non-uniform items may not be layered with the navy blue bottoms.
- Interlochen Logo solid color light blue shirts with collar. The Interlochen Scholarship carries a variety of styles. Post-Graduate students may wear a red uniform shirt or a blue uniform shirt.
- Shirts must be buttoned.
- Student ID must be worn at all times on a lanyard around the neck, except when performing or in their own residence hall.
- Any color or style shirt, sweater, sweatshirt may be worn over the light blue shirt as long as the collar is showing.
- Uniform items may be purchased through the Scholarship.
- Clothing must provide complete covering from the neck to the knee. No bare midriff, bare cleavage, bare lower back or bottom.
- No underwear or undergarments may be visible.
- Students enrolled in visual arts classes or design and production must wear closed-toed shoes at all times when in the studio and shop.
- Students should dress appropriately for the climate. For example, sandals and flip-flops should not be worn during the winter months. Students may be sent back to the residence hall if not wearing weather appropriate clothing.
- Students who are not in uniform may be sent back to change by faculty or staff. Students who arrive to class without proper uniform may be sent back and/or marked tardy for the class. Uniform tardies are considered official tardies and count towards detention.

Concert Performance Attire: (Students in Band, Orchestra, Choir, and Guitar Ensemble)

All members of IAA choir, band, and orchestra are required to wear one of the approved concert attire selections for all performances. Women must order from Tuxedo Wholesaler. Men can order from a retailer of their choice, but links are provided for options from Tuxedo Wholesaler.

Please visit the uniform website for more information.

Women:

- Approved black concert dress, approved blouse/trousers
- Modest all-black, closed-toe dress shoes (casual shoes are not appropriate)

Men:

- Black tuxedo jacket (no pinstripes, no coat tails)
- Black tuxedo pants (no pinstripes)
- White tuxedo shirt
- Black bow tie
- Black dress shoes with black soles (casual or slip-on shoes are not appropriate)
- Black dress socks
- Optional black cummerbund
- Band and orchestra members also need a black, long-sleeved, button-down dress shirt

The first concert of the school year comes up quick! It is imperative that students have their concert attire before school starts. Some dates to keep in mind:

July 29: Please order your concert attire by this date (if possible).

July 30 - August 12: Make sure you select a Redi-Ship option to ensure timely delivery.
August 12 or later: Make sure you select a Redi-Ship option and have your order shipped to your school address to ensure timely delivery.

Please have your concert attire with you (including shoes) at Academy registration so it can be approved. If it is on order, please bring confirmation of your order.

There will be a station at registration for ordering concert attire online if you need help. Feel free to contact J Berry with questions: berryjj@interlochen.org

POSTING SIGNS

The Academy monitors signs and posters that are displayed on campus. Sign content must follow the same guidelines as room décor and be appropriate in content. Students, faculty, staff, and public wishing to post flyers around campus outside of the residence halls must obtain approval. Approval stamps may be obtained from the Music Department, Education Office, Student Affairs Office, and Student Activities. Signs without the approval stamp will be removed. Large banners or signs that are intended to be displayed outside may be subject to the institutional guidelines.

Signs should be posted with minimal use of one-sided tape and only on glass surfaces, never on wood or paint, where the tape may permanently damage the finish. Signs should not be posted on doors.

RECORDING DEVICES

Recording devices (video or audio) are not permitted in the classroom without specific permission from the instructor and classroom/studio participants, nor is it permissible to record and publicly post video, sound or photographs without expressed permission from participants and Interlochen.

POST-GRADUATE STUDENT POLICIES

The Academy recognizes that post-graduate (PG) students are older and are in a different position than other Academy students. In general, PGs must follow the policies and expectations of other Academy students. There are some areas where, during the year, PGs will have an opportunity to work with residence life, the Dean of Students, Academic and College Counseling, Arts Division Director, and student representatives to examine and possibly adjust specific policies for PGs.

PGs may wear a red shirt or light blue shirt. Additionally, there will be occasional programming and community meetings designed for PG students.

Academy seniors who wish to attend as post-graduates must go through an application process. Interested students should contact their Academic and College Counselor and/or Admissions for more information.

MEDICAL/EMOTIONAL LEAVE

A medical/emotional leave may be initiated by the Academy or requested by the student/parent. A medical/emotional leave for medical reasons must be coordinated through Health Services and have the approval of the Academy healthcare provider and the director of health and wellness services. A medical/emotional leave for emotional reasons must be coordinated through, and approved by the professional counselor/social worker. All leaves, for medical or emotional reasons, must also be approved by the Dean of Students and/or the Vice President, Student Affairs. Without pre-arranged approval, absences will be unexcused. Often times, before an emotional leave is approved, a “timeout” period will be arranged. The student may remain in Health Services for evaluation and support for a period of 24-48 hours. The Academy must give approval for a student to return after a recuperation/recovery period. The length of the leave will be determined or approved by Academy officials after consultation with parents and physicians

and/or therapists.

Absences from classes are excused. The student is encouraged to complete as much school work as possible while away from campus. Academic and College Counseling and the Residence Hall Coordinators are available to assist the student with gathering assignments and other problems upon request. Teachers may also be contacted during the time away from Interlochen. The Academy reserves the right to determine credit and grades for work missed and/or the amount of work that can be made up. It is also important to note that the length of time away from campus may impact semester grades, course credit, and graduation requirements. There are limits on how much time a student can be out of school and still receive credit for their classes. **Medical/emotional leave(s) that results in a student missing 20 or more class days in any one semester, will require that the student withdraw from all Academy classes for the balance of that semester.**

For an **emotional leave**, students may return only after receiving approval from Academy officials. When the student, parents and medical health professionals feel the student is ready to return, each of these individuals must communicate in writing to the Academy with his/her recommendations and all other pertinent information. Academy personnel will review this information and determine if the student's return is appropriate. The family will be contacted once a determination has been made; usually within a week after receipt of the correspondence. Upon return to the Academy, the student will meet with Academy personnel to help the student re-enter Academy life as smoothly as possible and to discuss any remaining issues. If allowed to return, the student and his or her family must have to sign a behavioral agreement and support plan.

A re-enrollment decision for the following school year may be delayed until the current school year has been completed. Recommendations regarding re-enrollment are submitted at the end of the school year from each arts and academic division, as well as from Residence Life, Academic and College Counseling, Health Services, Admissions and other administrators. The student's entire year is evaluated and academic, artistic, social, and medical/emotional issues are all taken into consideration. The school will communicate the re-enrollment decision to the student's family following graduation.

Documentation of all medical/emotional leaves is added to the student's personal file, but does not appear on the transcript. Letters from the parents, student and physical or mental health care providers are kept in a separate file in Health Services to maintain confidentiality. A record will not be kept in the student's permanent file after graduation.

The Academy is reviewing the policy and may make changes during the Academy year.

ACADEMY MANDATED LEAVE

An academy mandated leave may be initiated by the Academy if a student's presence on campus might have a negative impact on the student and/or the community. Academy administration might initiate an Academy Mandated Leave if an investigation is in process or if a disciplinary situation remains unresolved for a period of time. An Academy mandated leave follows similar processes as the medical/emotional leave. The Academy must give approval for a student to return. The length of the leave will be determined and/or approved by Academy officials.

RE-ENROLLMENT PROCESS

Students in grades 9 through 11 who have performed satisfactorily in all areas normally are invited to return for the next school year. Students whose return is in question due to academic, artistic, behavioral, emotional, social, or health concerns will have the re-enrollment decision delayed until the completion of the school year and evaluation. This is referred to as "Re-enrollment Hold."

Circumstances such as a suspension, medical/emotional leave, and failure of community service will

automatically result in re-enrollment hold status. Failure to thrive, which may be by continued failure to meet residence life expectations, will also be cause for a re-enrollment hold. Students may also be placed on re-enrollment hold due to social and community living difficulties. The student's record for the entire year, and his/her cumulative progress, will be reviewed by the Re-enrollment Committee during the week following the close of school. Parents are informed of their student's re-enrollment status by letter. Financial aid awards, particularly merit-based awards, may be reduced or eliminated depending on the issues that led to the hold on re-enrollment.

Because there is a lack of artistic, academic and social information about students who are admitted in the second semester, all students who start at the Academy in the second half of the year will have their re-enrollment for the following year held until after final grades have been completed.

VOLUNTARY WITHDRAWAL

A student may choose to withdraw provided the student has parent/guardian permission. Similarly, a parent/guardian may initiate the withdrawal process. All tuition fees for the entire year are due regardless of the date of withdrawal and must be paid before the Academy will release the student's records/transcripts earned to date. When all financial obligations are in order, the Academy will assist the student with this process. No grades or credits will be issued for the semester during which the withdrawal takes place. Withdrawal during a pending discipline situation might not be granted.

STUDENT SUPPORT POLICY

Interlochen strives to create an atmosphere of care and trust among adults and students in our community. Our goal is to provide counseling or other means of support for students who may be in need of specific help. To this end, we encourage students to talk with an adult in the community before an action or problem becomes harmful to themselves or others. Students taking initiative to share their concerns regarding one's own welfare or that of another student is an important factor in disciplinary situations and will be handled with care and understanding. **Students should be aware, however, that information shared with faculty/staff is not guaranteed to be confidential and may be shared with the appropriate personnel if a student's well-being or the welfare of others is of concern.** It should be understood that sometimes leaving school to receive help and to be with family is the most appropriate course of action.

However, it is important to distinguish between students who are caught or confronted in violation of our policies and students who seek help voluntarily. Students caught violating school policies face the disciplinary consequences as outlined under "COMMUNITY STANDARDS, REGULATIONS, AND GUIDELINES." Counseling or medical intervention is only possible when information becomes known to Academy personnel voluntarily and before there is a disciplinary incident.

COMMUNITY STANDARDS, REGULATIONS AND GUIDELINES

Academy students come to Interlochen from across the United States and from several other countries. They display personal value systems as diverse as the talents they possess. Every student understands those implicit and explicit rules that govern his or her home environment and are expected to have the same understanding of Interlochen's rules while residing on campus.

Enrollment at the Academy is a privilege, not a right. Students should recognize that their behavior affects the entire community and, as such, they are responsible for creating and maintaining the healthy atmosphere they need to develop emotionally, artistically, intellectually and physically. Conduct that contradicts this goal of creating a healthy atmosphere or is considered a danger to the community is taken with the utmost seriousness and a student's continued attendance is jeopardized. In some instances, outside authorities may be involved.

The Academy believes that students who intentionally stay with other students while those students are violating school policies are, by this association, condoning the policy violations, and therefore place themselves in jeopardy of receiving the same disciplinary consequences as the student who violated policy. Similarly, students are responsible for the activities that take place in their room, as well as for the contents of their room. Students should make every effort to dissuade their peers from engaging in activities that might jeopardize their own and their peers standing in the Academy.

The most successful students at the Academy are those who form supportive relationships with at least one adult in the Academy community. Because active parental, faculty, and staff involvement in student living is essential to a healthy atmosphere, we urge students to confer with parents, faculty or staff on a regular basis.

Qualities not only of artistic excellence, but also personal integrity and good character are strongly developed with the intention of guiding our students for the rest of their lives. It is a privilege and an honor to be a member of the Interlochen Arts Academy, and the behavior of all of those involved is a reflection of what we are and continue to establish.

Once enrolled at the Academy, all rules and expectations apply over breaks and when students are away from campus. If the Academy learns that school policies were broken while a student was off campus, there may be disciplinary consequences, including possible dismissal.

STUDENT RECORDS

A student and/or parent/guardian shall, upon request, be entitled to a receipt of a copy of the student's official record. A student's official record shall include the student's transcript, attendance records, grade reports, interim reports, and medical reports created and maintained by the Academy. A student's record does not include email communications to or about the student, records of disciplinary actions, investigation records of any kind (such as disciplinary, harassment, bullying, etc. except for a record that was placed in the student's file, such as a letter home to parents/guardians, etc.), recommendations provided to the Academy regarding the student's admission, or any other record deemed by the Academy to be confidential records of the Academy, which have not been placed in the student's record.

ACADEMY DISCIPLINE

Students are expected to be familiar with the rules and guidelines within the Student Handbook, as well as other accepted school policies. Students found in violation of rules will be informed of the particular infraction and potential consequences. Appropriate Academy personnel will consider available information concerning violations, including the student's own explanation of circumstances, before making disciplinary decisions. Supportive adults, such as a Hall Coordinator, faculty member, or parent will be involved in the process as appropriate. Students are welcome to discuss questions or concerns about the disciplinary process with any of the following: student senate representatives and officers, hall assistants, residence life staff, faculty members, and administrators.

DISCIPLINARY PROCESS

The primary goals of the Academy in its discipline system are to educate students and to treat them as fairly as possible when rules are broken. The Academy is a private independent school and is not subject to the same rules as public schools. The discipline system is not intended to be a *trial* as contemplated by a court system, and rules of evidence do not apply. Additionally, when determining if a violation of the rules and guidelines of the Academy have occurred, the Academy uses a preponderance standard.

THE ACADEMY PLEDGE

Interlochen Arts Academy believes that artistic and academic excellence is achieved because of a strong commitment on the part of each citizen to an exacting standard of personal and professional integrity. Academy students are expected to accept their share of the responsibility for maintaining the healthy

atmosphere that is needed for them to develop emotionally, physically, artistically, and intellectually. As a community, we seek to maintain a bond of trust that enables us as individuals and as a deliberate society to pursue our goals determinedly. Therefore, behaviors as outlined in the Academy Pledge below cannot be tolerated, as they compromise the scholastic and personal integrity of the individual and the community. The Academy stands ready to assist any student in his/her resolve to avoid dishonest behavior and to remain drug-free. The school also takes strong measures, which include suspension or expulsion, when students are involved in these activities.

At the time of enrollment, each student's parents sign an Enrollment Agreement indicating that they have read and understand the Agreement and jointly and individually accept the offer of admission to and standards of Interlochen, agree to be bound by the policies and rules in the *Student Handbook*, as amended from time to time, and by any other rules or official policies of Interlochen. After arrival at the Academy each fall, students acknowledge their understanding of the following statement:

Academy Pledge: I have read the descriptions of Interlochen policies and rules in the Interlochen Arts Academy 2015-2016 *Student Handbook*. I understand and affirm the Academy's commitment to excellence in artistic and academic studies as well as personal living. I understand that I am expected to attend classes, lessons, rehearsals, and performances, to complete assignments and honor appointments as arranged, and to respect school property and technology. I pledge to maintain artistic, academic, and personal integrity by not cheating, plagiarizing, stealing, vandalizing, harassing or lying. I further pledge not to use or have in my possession or be under the influence of tobacco products, alcohol, marijuana or other illegal drugs, and not to misuse legal substances, while I am on the Interlochen campus or while enrolled in Interlochen programs. I understand that if I violate this agreement, immediate suspension or expulsion without refund of any part of the tuition and fees may result, as well as other procedures outlined in the *Student Handbook*.

BODY PIERCINGS/TATTOOS

Any type of body piercing, tattooing, and/or body modifications performed by students, while under Academy jurisdiction, is strictly prohibited, including any modifications done to oneself. Interlochen does not condone this type of activity because of the health risks involved.

COMPLIANCE WITH ACADEMY PERSONNEL

Students are expected to fully comply with requests and directives given by Academy personnel, which includes requests for meetings. Failure to comply with Academy personnel is considered a display of disobedience or disrespect and may result in referral to the Dean of Students for disciplinary action.

EIGHTEENTH BIRTHDAY

As a condition of continued enrollment, students and parents/guardians agree that when any student turns eighteen while enrolled at the Academy, the Academy shall have the right to communicate with the student's parents/guardians regarding any matter regarding the student. This agreement includes, but is not limited to, information about academics, arts, discipline, medical, behavior, conduct, social, educational, and all other matters. Once the student turns eighteen, the student and their parents/guardians will receive a reminder and agreement about this obligation. If a student or their parents/guardians refuse to sign the agreement, the student may be required to withdraw. This policy also applies to students, including post-graduates, who are eighteen when they initially enroll at the Academy.

GUNS/WEAPONS POLICY

Interlochen Center for the Arts does not tolerate possession of a weapon by any individual, other than law enforcement personnel, while on Interlochen premises or at a Center-related event. Any individual found in possession of firearms, ammunition, or any dangerous weapon will face disciplinary action and/or legal action of the highest level. Students violating this policy will be disciplined up to and including expulsion. Others will

be dealt with as allowed by law, and in the case of employees, up to and including discharge. Weapons are defined as, but not limited to, firearms, explosives or explosive devices, daggers, dirks, stilettos, knives (other than ones designed and used for food preparation by authorized persons or appropriate tools used for artistic and educational purposes), iron bars, brass knuckles, pepper spray, or any other device designed to inflict bodily harm. Misuse of any knife, regardless of authorized use, is in violation of the weapons policy and will be cause for expulsion. The federal Gun-Free Schools Act of 1994 defines a "firearm" as any weapon (including a starter gun) which will or is designed or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any firearm muffler or firearm silencer, and any destructive device.

The use of "look-alike" toy weapons in a manner that can be interpreted or mistaken to be a real weapon is also grounds for discipline up to and including expulsion. NOTE: Theatrical and/or film props with the appearance of a weapon may not leave the theatre or movie set and may not be stored in student rooms.

HARASSMENT AND BULLYING POLICY

Interlochen Center for the Arts fosters a living, learning, and working environment that is free from harassment in a community that strives to treat every individual with sensitivity and respect. This means that Interlochen will not tolerate harassment of individuals for any reason, including but not limited to, race, disability, sex, ideology, sexual orientation, socioeconomic level, age, national origin, or religion. Harassment can also be destructive to a healthy community. Harassment includes both easily identified acts of verbal, written, or physical abuse, verbal or physical bullying, cyber-bullying, and more subtle but equally damaging forms of harassment, such as graffiti, epithets and stereotypical remarks, insults or "humor." Specifically, Interlochen does not tolerate any form of sexual harassment in the workplace or within the school community. Sexual harassment is a violation of Michigan (Civil Rights Act of 1976, as amended by Public Act 202 of 1980, Sec. 103(h)) and Federal law (Title VII of the Civil Rights Act of 1964). It is behavior that is uninvited and unwelcome that can be manifested in various ways. Sexual harassment is an assertion of power that can damage the community fabric by fracturing the need for respect that is inherent to the framework of any healthy community. Harassment may include, but is not limited to, the following:

VERBAL AND/OR WRITTEN/POSTING:

- Repeatedly asking someone for dates and refusing to take no for an answer
- Making inappropriate jokes and innuendoes
- Commenting on an individual's body
- Using degrading words to describe an individual
- Sexual flirtation, advances, or propositions
- Suggesting or demanding sexual involvement (accompanied or not accompanied by implied or explicit threats concerning one's security or safety)
- Inappropriate personal questions or language
- Unsolicited letters or email considered offensive to the recipient
- Posting offensive, threatening or harassing messages via text message, messaging apps, Internet sites, social networking sites, personal web pages, blogs, etc.

PHYSICAL:

- Unwelcome touching
- Standing inappropriately close to someone so as to make them uncomfortable
- Blocking someone's path
- Unwanted physical contact
- Sexual assault
- Restraining an individual

OTHER:

- Gestures or actions with sexual connotation
- Staring, leering, whistling

- Making phone calls, writing letters of a sexual or harassing nature
- Following someone
- Appearing uninvited at someone's living space
- Hanging around areas that are frequented by another person
- Public display of sexually explicit, offensive, or demeaning photographs or other images

The first step in handling a situation in which you believe you are being subjected to harassment is to, if possible, clearly tell the individual to stop. Make sure you clearly state what behavior or comment is offensive. Clarify that you do not appreciate such behavior, and/or comments, and that you expect it to stop. If possible, have a witness verify the action and your response to it. See a Residence Hall Coordinator, health services nurse, school psychologist or licensed professional counselor as soon as possible. Confidentiality will be honored as much as possible in the resulting investigation by appropriate personnel. Parent contact may be necessary. A situation may also be reported to the appropriate authorities, such as Protective Services or law enforcement, if there is suspicion that the situation involves abuse or illegal activity. Any person who engages in harassment is subject to disciplinary consequences, up to and including expulsion.

Bullying, including cyber-bullying, is not tolerated. This includes, but is not limited to, harassment, intimidation, cruel humor, unwanted physical contact, etc. If Interlochen believes that a student is engaging in bullying-related behavior, even if it is not a violation of other rules or policies, the student may face disciplinary consequences. These consequences may be educationally focused on community restoration and repairing damaged relationships. Interlochen reserves the ability to give additional consequences in its sole discretion.

Bullying is deliberate, hurtful behavior that involves an imbalance of power and can be repeated over a period of time. It inflicts physical and/or psychological hurt and, as a result, it can be extremely frightening for the victim. It is intentionally meant to humiliate and weaken the victim. Some examples of bullying behaviors are:

PHYSICAL BULLYING:

- Hitting, kicking, or pushing someone...or even just threatening to do it
- Stealing, hiding or ruining someone's things
- Making someone do things they don't want to do

VERBAL BULLYING:

- Name-calling
- Teasing/taunting
- Insulting
- Intentionally using incorrect gender pronouns

RELATIONAL BULLYING:

- Stonewalling or the silent treatment
- Excluding from the group
- Spreading rumors, lies, and gossip
- Making friendships conditional
- Eliciting other students to gang up on someone

CYBER-BULLYING:

Cyber-bullying refers to the use of informational technology to carry out any of the bullying behaviors listed above. This may include sending or posting text, sound, or images. Some of the informational technology that may be used are:

- Cell-phones/pagers
- Text messaging
- Instant messaging
- Email
- Websites/blogs

- Chat rooms
- Postings

Cyber-bullying can be as simple as continuing to send messages to someone who has said they do not want further contact with the sender, but it may also include:

- Threats
- Sexual remarks
- Pejorative labels, hate speech
- Posting false statements as fact
- Impersonations
- Ganging up on victims by making them subject to ridicule

ILLEGAL ACTIVITY

Breaking any local, state, or federal laws including, but not limited to, possession or manufacturing of false ID's, shoplifting and theft on or off campus, possession of stolen property, illegal use of the telephone, tampering with the mail, gambling for money or personal gain, or mail fraud will result in disciplinary action up to and including suspension or expulsion. Shoplifting and other theft will result in at least a suspension. The Academy will cooperate fully with law enforcement agencies.

SEXUAL INTIMACY

The Academy recognizes that sexual matters are important during adolescence, and therefore strives to provide education, counseling, and support services to help students address all aspects of sexuality, including sexual identity and expression. The services offered are intended to foster thoughtful decision-making. We expect students to abstain from sexual activity. **Intimate sexual activity involving students of any age, even if consensual, is not allowed while under Academy supervision.** The Academy considers whether student behavior would be acceptable at home in the presence of family members when determining if activities are inappropriate. When students engage in sexually intimate behavior, it is considered a Level 3 or 4 infraction of the Student Handbook and carries any or all consequences listed. Additional responses may include, but are not limited to, the following:

- conversation with the students involved
- communication with the students' counselors
- referral to health professionals
- parental conference
- consultation with the Dean of Students

Legal Implications

Some sexually intimate behaviors violate state laws and school personnel are required to report such instances to state or local authorities. Students are reminded that sexual assault and rape need not involve coercion or force. According to Michigan state law, individuals under the age of 16 cannot legally give consent to sexual penetration, activity, or contact, which means that anyone who engages in such acts with someone 15 or younger is subject to prosecution for criminal sexual conduct, even if coercion or force is not present. "Date rape" presents a particular set of concerns. Students are encouraged to speak with a hall counselor, nurse, or another informed adult should they have any questions about the Academy's expectations regarding sexual activity.

Public Display of Affection

Students should also be mindful of appropriate public displays of affection. When couples are together in public, they have a responsibility to conduct themselves appropriately. Public displays of affection are unacceptable when they embarrass or make others uncomfortable. Examples of such behaviors include, but are not limited to, extended kissing or hugging, reclining or sitting together inappropriately, sitting on laps and touching each other in inappropriate ways (in places normally covered by a bathing suit). When behavior between students makes others uncomfortable, adults in the community will ask students to adjust their

behavior.

SUBSTANCE USE/ABUSE POLICY

Interlochen Center for the Arts reserves the right to require and administer saliva, breath, urine, and blood tests when there is reasonable suspicion suggesting this course of action is appropriate. Room searches may also take place. Positive test results, regardless of when or where the use occurred (i.e., on or off campus, when school is in session or during a vacation period), and/or the discovery of illegal materials, will be grounds for disciplinary consequences, including expulsion. If the quantity of inappropriate items suggests significant use or distribution, disciplinary consequences may be elevated. Students should not be in possession of items that portray or replicate substances not allowed on campus and could face disciplinary consequences.

Interlochen cooperates fully with law enforcement and local authorities in substance abuse matters. Students involved with the purchase or use of tobacco products, alcohol, and drugs are subject to criminal investigation and prosecution in addition to Academy discipline.

Students suspected of drug or alcohol use may be required to undergo a drug or alcohol test. Positive results may result in disciplinary action, including expulsion. Refusal to take the drug or alcohol test may result in expulsion.

Tobacco: Purchase, possession, transfer or use of tobacco (all forms) is strictly prohibited. Smoking any substance is forbidden. **This includes the use of electronic cigarettes or similar devices.** Evidence of tobacco use or any smoked substance, smelling of smoke, associating with others while they are using tobacco, or having cigarette or smoke smells on clothing or in the residence hall room will result in a tobacco violation. State law, state and local fire codes, and our wooded environment, as well as detrimental physical effects to the user and those exposed to its use, mean there is no safe or legitimate place for students to smoke at the Academy. The first tobacco/smoking violation will result in, at least, a one-week on-campus suspension. A second tobacco/smoking violation will result in, at least, a one-week off-campus suspension. Further violations will be grounds for expulsion. Because of the fire risk involved, evidence of smoking or burning any substance in the residence hall will result in an off-campus suspension for the first offense (Open Flame Violation). (Illegal substances are treated below.)

Alcohol: Purchase, possession, transfer, use, or evidence of use of alcohol will result in suspension or expulsion for the first offense and expulsion for any additional offense. Possession of empty alcohol bottles and cans is not allowed and will be considered an Alcohol Violation. Smelling of alcohol or associating with others while they are using alcohol will also be considered an Alcohol Violation. As a condition of reinstatement, students suspended for an alcohol violation are required to undergo a drug and alcohol assessment, attend counseling sessions, and submit to periodic testing. The cost for these services shall be the responsibility of the student's parents. The transfer or sale of alcohol to other students will be grounds for expulsion.

Other substances: Misuse, abuse, or evidence of use of prescribed medications, over-the-counter drugs, aerosol products or inhalants ("huffing"), other substances used as a hallucinogenic or for the purpose of getting high, including the transfer or sale of such materials, or associating with others while they are involved with these activities, is strictly prohibited. Disciplinary action up to and including expulsion will result. If the student is allowed to remain enrolled, drug assessment, counseling, and periodic testing, each at the expense of the student's parents, may also be required.

Illegal drugs and substances: Purchase, possession, use, evidence of use, transfer or sale of drugs, or any drug related paraphernalia, including but not limited to, anabolic steroids, marijuana (including medical marijuana), synthetic cannabis or other mood altering substances (such as K2, Spice, "herbal incense," or "herbal smoking blends"), cocaine, narcotics, LSD, amphetamines or other illegal, un-prescribed drugs or

controlled substances, will result in expulsion. Associating with others while they are involved with illegal drugs or substances will also be cause for expulsion. Drugs and other intoxication-inducing substances, including synthetics, that are not listed will fall under the drug policy and will be treated with the same disciplinary actions.

Substance Abuse Intervention: (Also see Student Support Policy)

The Academy strives to heighten the community's awareness about alcohol/drug abuse and dependency as a societal problem. Alcohol/drug assessment and testing may be used as a supportive and healthful response to a student's problems in certain non-disciplinary situations. Behavior and/or concerns indicating possible substance abuse can be brought to the attention of the professional counselor/social worker or health services nurse prior to the occurrence of a disciplinary incident. On these occasions, personnel from these offices will attempt to intervene with the student. The process will include parent contact, and approval for assessment and/or testing may be sought. When used as an intervention tool, the results of testing and assessment are used to determine the need for further assistance rather than disciplinary consequences. Assistance may include leaving campus for extended treatment. (See "Medical/Emotional or Academy Mandated Leave Policy".)

Referrals to specialists in the Traverse City area are handled through the professional counselors or social workers. Support groups may be available periodically on campus. Self-help groups, such as Alcoholics Anonymous, are available in Traverse City for recovering students. Students with questions and concerns regarding alcohol/drugs use should feel free to discuss them in confidence with members of the health services staff or the professional counselors/social workers.

However, it is important to distinguish between students who are caught or confronted in violation of our Substance Abuse Policy and students who seek help voluntarily. Students caught violating school policies will face disciplinary action up to and including expulsion. Counseling or medical intervention is only possible when information becomes known to Academy personnel voluntarily and before there is a disciplinary incident. (See "Level 4 Infractions".)

DISCIPLINARY INFRACTIONS AND CONSEQUENCES

The purpose of Interlochen's discipline system is to support the policies of the Academy and to set the tone for acceptable and appropriate behavior. Consequences are normally assigned on an individual basis after consideration of the nature of the infraction, the student's attitude toward the infraction, and the accumulation of infractions exhibited in the student's past behavior during each school year. The Academy's process is designed to address behavior while providing clear consequences. Our goal is to foster the personal development of our students by addressing behavior and providing an opportunity to learn from choices. Prior positive citizenship and behavior may have an affect on consequences for minor violations.

Infractions are divided into four groups that reflect the severity of the infraction. Infractions range from Level 1 to Level 4, with Level 4 representing those that are most serious.

LEVEL 1 INFRACTIONS (Minor)

These violations are usually referred to the Residence Hall Coordinators and/or Residence Hall Managers.

Infractions

1. Failure to comply with day uniform and attire policy
2. Unsatisfactory residence hall room conditions
3. Late/absent from required appointments, including initial absences from community service assignment
4. Failure to comply with room curfew policy or creating excessive noise
5. Failure to comply with lights out regulations in the residence hall
6. Failure to observe correct sign-in times
7. Non-compliance with dining room guidelines and policies
8. Inappropriate public display of affection

9. General misconduct or general failure to follow instructions
10. Other conduct falling generally within the description of Level 1 infractions as determined by Academy Administration

Potential Consequences

1. Parent contact
2. Warning
3. Campus restrictions
4. No Contact Order
5. Early sign-in
6. Loss of off-campus privileges
7. Assignment of community service
8. Weekend restrictions
9. Compliance with specific instructions
10. Verbal reprimand
11. Confiscation of inappropriate or misused items (items will be shipped home using funds from the student's account)
12. Educational sanctions

LEVEL 2 INFRACTIONS (Major)

These violations are usually referred to the Hall Coordinator and/or Residence Hall Managers.

Infractions

1. Accumulation of Level 1 infractions
2. Misuse of facilities/rooms/spaces
3. Violation of technology/electronics policies
4. Failure to comply with computer and media policies
5. Off limits on campus
6. Display of disobedience or disrespect
7. Unauthorized/Inappropriate items in residence hall room, including inappropriate decorations and pornography
8. Other conduct falling generally within the description of Level 2 infractions as determined by Academy administration

Potential Consequences

1. Parent contact
2. Warning
3. Campus restrictions
4. No Contact Order
5. Loss of off-campus privileges
6. Early sign-in
7. Assignment of community service
8. Weekend restrictions
9. Confiscation of inappropriate or misused items (items will be shipped home using funds from the student's account)
10. Educational sanctions

LEVEL 3 INFRACTIONS (Serious)

These violations are referred to the Residence Hall Managers and/or Dean of Students and may result in suspension.

Infractions

1. Accumulation of Level 1 or Level 2 Infractions
2. Repeated absence from community service

3. Failure to observe proper permissions for off-campus visits
4. Failure to comply with open room policy
5. Inappropriate sexual behavior
6. Fighting or "excessive horseplay"
7. Possession of dangerous items
8. Harassment, bullying and/or discriminatory or hateful behavior
9. Flagrant disobedience or disrespect
10. First tobacco violation
11. Failure to cooperate with community service assignment
12. Skipping required Saturday morning detention
13. Abuse of technology systems and/or violation of acceptable use policy
14. Violation of body piercing/tattoo policy
15. Accessing another person's room/possessions without permission
16. Presence or attempting to gain entry in an unauthorized building or area, including waterfront areas
17. Failure to abide by waterfront regulations
18. Presence in an off-limits (off-campus) area without permission
19. Failure to observe required sign-in/sign-out procedures
20. Riding in a vehicle without permission or unauthorized use of a motor vehicle
21. Hitchhiking
22. Gambling
23. Failure to follow medication policy
24. Forgery or falsification of any record, including sign-in sheets and passes
25. Vandalism to any school property, including books, materials, furnishings, buildings, and grounds
26. Possession of candles, burnable incense, flammable liquids, matches, lighters, fireworks, and heating appliances
27. Failure to follow certain safety regulations, including lack of compliance with fire and severe weather procedures; failure to respond to fire, severe weather, lockdown, or other safety and emergency drills
28. Other conduct falling generally within the description of Level 3 infractions as determined by Academy Administration

Potential Consequences

1. Parent contact
2. Campus restrictions
3. No Contact Order
4. Loss of off-campus privileges
5. Early sign-in
6. Assignment of community service
7. Weekend restrictions
8. Confiscation of contraband (items will be shipped home using funds from the student's account)
9. Loss of technology access
10. Placement on "re-enrollment hold"
11. Suspension
12. Educational sanctions

LEVEL 4 INFRACTIONS (Most Serious)

These infractions are referred to the Dean of Students and can result in suspension or expulsion. Students involved in a Level 4 infraction will be placed on "re-enrollment hold."

Infractions

1. Accumulation of Level 1, 2, or 3 infractions
2. Academic, artistic, community dishonesty (cheating, plagiarism, deception)
3. Excessive unexcused absences and/or tardies from classes/required tutorials or other commitments (see "Attendance Policy").
4. Intentional endangerment of others or oneself, bomb threats, or other threats or acts of violence,

including those communicated through technological means

5. Hosting/harboring unauthorized personnel (student or non-student) in residence hall
6. Violation of the Academy visitor policy
7. Violation of the alcohol policy
8. Physical assault
9. Continued harassment/bullying/hateful behavior
10. Severe vandalism
11. Grossly inappropriate behavior
12. Grossly inappropriate sexual behavior
13. Violation of state and/or federal laws (Interlochen cooperates fully with law enforcement agencies)
14. Inappropriate use or tampering with the Challenge Course
15. Other conduct falling generally within the description of Level 4 infractions as determined by Academy Administration

Potential Consequences

1. Parent Contact
2. Campus and/or weekend restrictions
3. No Contact Order
4. Loss of off-campus privileges
5. Early sign-in
6. Assignment of community service
7. Suspension
8. Educational sanctions
9. Expulsion
10. A second Level 4 infraction is expellable

Level 4 Infractions that WILL result in off-campus suspension:

1. Second violation of tobacco policy
2. Second violation of residence hall visitation policy
3. Second plagiarism/cheating violation

Level 4 Infractions that WILL result in off-campus suspension or expulsion on the first offense:

1. Verbal assault or physical actions toward an employee, volunteer, or student that are intended to create fear or apprehension of bodily harm or that threaten the safety of others on campus
2. Theft, including shoplifting (retail fraud) whether occurring on or off campus
3. Tampering with or misuse of fire alarms, exterior door alarms, smoke detectors, fire extinguishers, emergency exit signs/lights, emergency telephones, or other emergency equipment
4. Use of open flame in any building or structure on campus (candles, incense, tobacco, or other burnable materials).
5. Unauthorized presence outside of the Residence Hall between sign-in and 7:00AM
6. Violation of alcohol policy. (If the student is allowed to return, alcohol/drug assessment will be required as a condition of return. Periodic alcohol/drug testing and counseling may also be required. The student/parent will be responsible for any expenses involved.)
7. Misuse and/or abuse of prescribed medications, over-the-counter drugs, aerosol products, or other substances, such as inhalants. (If the student is allowed to return, alcohol/drug assessment will be a required condition. Periodic alcohol drug testing as well as counseling may also be required. The student/parent will be responsible for any expenses involved.)

Level 4 Infractions that WILL result in expulsion:

1. Second violation of alcohol policy
2. Second off-campus suspension within a single semester
3. Second Level 4 infraction

Level 4 Infractions that WILL result in expulsion on the first offense:

1. Violation of Weapons Policy (possession of firearms, knives, and other dangerous weapons)
2. Violation of illegal drugs policy, including refusal to take drug or alcohol test
3. Gross endangerment of others or oneself with the willful intent to cause harm
4. Written or verbal threats to cause harm to others or oneself. As in any public place, making threats is no joking matter. Written or verbal threats will be taken with the utmost seriousness, regardless of intent, and a student's continued attendance will be in jeopardy. Outside authorities may be involved.

DORMING

Dorming is a campus restriction that is a consequence issued by residence life staff for Level 1 and 2 Infractions. The purpose of dorming is to address significant or repeated residence life infractions and to serve as a reminder that students must adjust their behavior. Dorming is similar to "grounding" at home.

The components of dorming may include, but are not limited to:

- Signing in at 30-60 minute intervals beginning usually after dinner on school nights or 10:00 AM on weekends
- Remaining in residence hall, losing lobby privileges, losing of guest privileges, limited practice room/shed access, can be confined to room
- Ability to attend academic, artistic, and residence life obligations with permission only
- Contact with parent/guardian

Campus Work Hours: Campus Duty is a consequence for students who chronically or repeatedly violate the evening schedule and other rules. Students are assigned campus work hours by their Hall Manager or a Dean and serve three hours during the weekend. Campus work hours are supervised by residence life staff and may include campus and residence hall clean up, office assistance, or other projects around campus as deemed appropriate by the Dean of Students.

SUSPENSIONS

The purpose of a suspension, both on-campus and off-campus, is to send a clear message to the student that a behavior is unacceptable and to provide the student time for reflection, counsel, and growth. This purpose is important to understand because continued unacceptable behavior can result in expulsion. Suspensions may be assessed for Level 3 (serious) and Level 4 (most serious) Infractions. The Dean of Students is the final arbiter of the type and duration of suspensions.

On-Campus Suspension

- Signing in at 60-minute intervals beginning usually after dinner on school nights or noon on weekends
- Remaining in the assigned residence hall
- No off-campus permission granted
- No guests in room permitted
- No guests of roommate in room permitted
- Not permitted in lobby or common areas
- 30-minute time limit for meals
- Ability to attend academic and artistic obligations with permission only
- Contact with parent/guardian
- Contact with primary arts teacher
- Restriction from student activities and attending performances
- Meetings with key adults
- Meeting(s) with Hall Manager and/or Dean at the beginning and end of the suspension period
- Artistic program consequences as defined by the arts director
- Possible placement on re-enrollment hold

More specific guidelines will be provided if an on-campus suspension is assigned. Failure to completely

follow the expectations and the guidelines of the Student Handbook will result in an immediate off-campus suspension.

Off-Campus Suspension

- Contact with parent/guardian
- Contact with primary arts teacher
- Meetings with key adults
- Immediate departure from campus
- Restriction from campus
- Artistic program consequences as defined by the arts director
- Accumulation of unexcused absences
- Meeting with key adults upon return to campus
- Placement on Re-enrollment Hold

More specific guidelines will be provided if an off-campus suspension is assigned. Failure to completely follow the expectations and guidelines of the Student Handbook may result in expulsion.

Students assigned an off-campus suspension will receive unexcused absences for class days missed, but will not be required to attend detention. Students whose total unexcused absences are excessive will not usually be dropped from that class. However, grades, credit, and continued attendance in a class may be in jeopardy if a student has accumulated several absences prior to the suspension and/or accumulates additional absences following an off-campus suspension. (See "Attendance Policy".)

Additional Off-Campus Suspensions: A second off-campus suspension in the same semester will normally result in an expulsion or require a student to withdraw. A second Level 4 infraction will usually result in expulsion or required withdrawal.

Teachers are under no obligation to allow work to be made up, but in some cases, they do permit make-up work. Students must take the initiative to work with teachers in this process. Students who have been suspended for involvement with alcohol or other drugs will be required to submit results of a drug and alcohol assessment and/or psychological evaluations. They may also be required to participate in an individual or group counseling upon return and submit to random alcohol/drug testing. The expense for these services will be the responsibility of the parents (see "Substance Abuse Policy"). Upon return to the Academy, the student will meet with Academy personnel to discuss any issues that remain in question and to help the student re-enter Academy life as smoothly as possible.

Students who are suspended will have their re-enrollment decision for the following school year delayed until the current school year has been completed (see Re-enrollment Process). Students who were on-campus suspended may be placed on re-enrollment hold. Documentation of both on-campus and off-campus suspensions is added to the student's personal file, but not to the official transcript. The record will not be kept in the student's permanent file following graduation. Colleges and other educational programs often ask students and college counselors questions about disciplinary infractions, and these questions will be answered truthfully by Interlochen personnel, as it is our policy to report serious or repeated violations of our Student Handbook if we are specifically asked. In turn, this honesty is held in full expectation of students as well. The Academy also reserves the right to initiate contact with colleges about such violations. However, it is always our goal to report issues within the positive context of the college counselor's letter of recommendation and to reflect our students in a positive light.

EXPULSION

Students expelled from the Academy are not permitted to complete their courses of study and do not receive grades or credit for the current semester. Seniors are not eligible for an Academy diploma. An underclassman may reapply for the following school year and will be considered for enrollment in light of his/her past performance, the circumstances that led to expulsion, and the evidence presented demonstrating

their ability to meet Academy standards. Students either expelled or required to withdraw from the Academy are considered restricted from campus for the remainder of the academic year. They may only return after that time by writing to and obtaining permission from the Dean of Students or Vice President for Student Affairs.

In addition to expulsions and withdraws for disciplinary reasons, the Academy may, at its sole discretion, determine that a student be administratively withdraw. Such reasons for an administrative withdrawal include, but are not limited to, the following:

- The student cannot meet the academic or artistic expectations of the Academy..
- The student makes it impossible for the Academy to accept legal responsibility for his or her safety.
- The student presents a threat to the welfare of the Academy community.
- The student fails to attend classes regularly and/or is disruptive to the educational process.

ACADEMY DISCIPLINE BOARD

The purpose of the Academy Discipline Board is to review the circumstances of the infraction and to recommend disciplinary action to Dean of Students. A student or family may request an Academy Discipline Board hearing when an infraction may result in an expulsion from the Academy. An Academy Discipline Board hearing must be requested in writing within 48 hours of notice of a disciplinary decision. The Academy Administration may also require a student to appear before an Academy Discipline Board. After May 1, discipline decisions are left entirely to the discretion of the Academy Administration. Because of the intense pace and schedule of May, Academy Discipline Boards are not an option after May 1. The Academy Discipline Board does not have the authority or direction to change or develop policy. Additional information regarding the full Academy Discipline Board process is available upon request from the Dean's Office.

ACTIVITIES

STUDENT ACTIVITIES CREW (COMMITTEE)

The Student Activities Committee consists of students and Residence Hall Coordinators. Students are selected to serve on this committee as their community service assignment. Together, staff and students plan and run the Academy's weekend social programs. The committee is supported by the Coordinator of Leisure Arts. Additional faculty and staff will assist with special functions. Students interested in serving on this committee may request to do so on their Community Service Request Form or by contacting the Coordinator of Leisure Arts.

RECREATIONAL/PHYSICAL ACTIVITIES

A variety of recreational opportunities are provided. The Shed, which houses the Academy gymnasium, includes a fitness room (The Den) equipped with a weight machine, free weights, stair steppers, elliptical machines, and treadmills. The gym is open evenings and weekends for both organized and pick-up games such as volleyball, basketball, soccer, and similar sports.

The gymnasium also serves as a rehearsal facility. Care must be taken to protect instruments and other equipment that may be present. Practicing in the gym is not allowed when supervised recreation is in progress. Students are expected to adhere to the following guidelines and any other posted regulations for any use of the gymnasium, including:

- Recreation in the Shed is open to Academy students and personnel ONLY.
- No food or drink, except for water in water bottles, is allowed in the Shed or the fitness room (The

Den).

- Those using the Shed are responsible for putting equipment away when finished.
- Hanging or climbing on any part of the basketball goal, net, or suspension system is not permitted.
- Appropriate athletic shoes must be worn when engaging in recreational activity. Students should carry their exercise shoes to the gym in the winter.
- Practicing is not allowed during recreation periods. Scheduling of the Shed space for rehearsals or performances must be done through the Coordinator of Facilities.
- The Shed storage spaces are off-limits, except for access during the class day and/or with permission of the instructor.
- Skateboards, scooters, roller skates, and inline skates are not permitted in any building or the Concourse.

Because the Shed is not located in a high-traffic area, community service students assist in monitoring the facility and its use. Any misconduct or improper treatment of the facility may result in restricting its hours of operation or may be cause for a temporary closure of the facility.

The Concourse is not a recreational facility. For safety reasons, students may not utilize this space for games or activities. Solo jogging is permitted as long as it does not pose a safety threat.

Throughout the year, informal and organized outdoor recreational opportunities abound. In the spring and fall, bicycling on several local cycling routes is popular. Students also enjoy camping trips, always with adult supervision and parent permission. Tennis courts on campus are available for student use, and our rural setting offers almost unlimited hiking and jogging possibilities both on campus and in the immediate area. In the winter, students may use the cross-country skiing trails on campus and/or take the ski bus to a nearby ski resort for downhill skiing and snowboarding. Additional release of liability waivers, both from the ski resort and Interlochen Center for the Arts, are required and must be on file at the Academy before students can participate in skiing/snowboarding. When weather conditions and resources permit, an outdoor ice skating rink is constructed on campus for recreational use by students.

CHALLENGE COURSE

Located in the wooded area behind the Upton Morley Pavilion, the Challenge Course offers a unique educational opportunity for students. Adventure-based activities involve mostly outdoor activities, including warm-up exercises, get-acquainted games, group problem-solving, and individualized goal-setting challenges. These challenges are not competitions to determine who is the strongest, fastest, or smartest, but to promote awareness and understanding of the worth and value of each individual alone and in relationship with others. Although it is an individual's choice whether to be physically involved in the activity, participants are expected to support the group by planning, encouraging, and discussing the group's progress.

Adventure challenge course activities range from group activities, designated as low initiatives, to more individual challenges, which are considered high initiatives. By definition, low initiatives are 0' to 10' off of the ground; high initiatives are 11' and higher. Adventure activities are only used under the supervision of specifically trained staff. Equipment used during the high initiatives meets the standards of the United International Alpine Association (UIAA), Association for Challenge Course Technology (ACCT), and/or Interlochen Center for the Arts.

Participation on the challenge course may be organized by several means. Some examples are:

- Physical Education Class
- Sponsor Groups
- Residence Hall activities (arranged by the Hall Coordinator)

All student participants must have a release of liability waiver on file, signed by his/her parent prior to participation.

Special note: The course is off limits after dusk. At no time may students be present on any part of the apparatus unless an approved supervisor is present. Because tampering with the Challenge Course elements constitutes a severe threat to the safety and well-being of those supervised to use the course, such actions will be considered Level 4 infractions.

STONE CENTER WATERFRONT

The Stone Center Waterfront is closed during the school year. However, exceptions may be made for special occasions. The Stone Center Waterfront can be opened under appropriate supervision for boating and swimming. Students may not at any time enter the water without an Academy-approved lifeguard present. All other waterfront areas are off limits for swimming and wading at all times. Students must stay off the lakes and rivers during the winter months, as ice conditions are unpredictable. Similarly, Academy property, including tables, chairs, dishes, etc. should not be placed on the ice.

PUBLICATIONS

- **Blue Collar:** The *Blue Collar* is a student newspaper that is published periodically, depending on the interest of willing and able students, under the direction of a faculty advisor.
- **D'Art:** The Academy Yearbook, *D'Art*, is compiled annually by a committee of students assisted by an advisor. Students interested in serving on the yearbook committee should contact the Education Office. Active participation on the *D'Art* staff is counted as a Community Service assignment. (See "Community Service".)
- **The Interlochen Review:** Edited by the Creative Writing faculty, this publication contains the year's best student writing. The *Interlochen Review* is published each year in May and is on sale year round in the Creative Writing Office.
- **The Red Wheelbarrow:** Students in the Creative Writing division publish this magazine of student writing and art approximately four times a year. Although the editors of *The Red Wheelbarrow* are usually Creative Writing majors, all Academy students may submit manuscripts or drawings for consideration. Editors change with each issue. Students whose work appears in *The Red Wheelbarrow* give a reading of their work on the evening of the date of publication.

OFF-CAMPUS ACTIVITIES, TOURS AND EXCURSIONS

Throughout the year, students will have opportunities to participate in off-campus activities. Students are expected to adhere to Academy policies even when off campus, as they are representatives of Interlochen and should reflect this in their behavior. For this reason, policy violations and infractions that occur off campus are elevated, at a minimum, to the next level of severity. During Academy-sponsored functions, students must utilize school transportation unless specific permission for other arrangements is given by an administrator. Day students must pay particular attention to this guideline. Any unauthorized students attending an event will be asked to leave. Terms relating to off-campus excursions are provided below.

- **Activity Bus:** Occasionally, students will have the opportunity to participate in specific activities in the Traverse City area. Movies, roller-skating, ice-skating, swimming and eating out at local restaurants are common activities. There is a charge for the Activity Bus, and students are expected to pay for their own food and activities.
- **BATA Bus:** Students are allowed to use the BATA bus during times established by the residence life staff. Students should check with the hall staff to get more information.
- **Mackinac Island:** Each fall, all seniors and post-graduates are invited to spend a day on Mackinac Island, one of the nation's most beautiful resort areas. Participating students are charged to help defray the cost for food and transportation.
- **Outreach Tours:** Students from the various arts divisions sometimes tour in Michigan or outside of the state. These tours, usually 3 or 4 days in duration, provide Academy students and faculty with a chance to perform, conduct workshops and master classes, and share their interest in the arts with others. Specific information is provided for students as they prepare for a tour. Students may not

wear jeans while on tour.

- **Shopping Bus:** Most weekend afternoons, transportation is provided for students who wish to go to Traverse City to shop or enjoy the city. Students must return to the campus on the regularly scheduled bus unless special arrangements have been made and approved by residence hall staff before the excursion bus leaves the campus. There is a charge for this service. The Parent Permission Form must give authorization for this activity. Bus schedules will be posted and are subject to change.
- **Ski Van/Bus:** On Sundays, between Winter and Spring Break, Interlochen provides transportation to a local ski resort. Departure is at 2:30 PM from the Campus Center and returns between 7:30 and 8:00 PM. Students must return to the campus on the regularly scheduled bus unless special arrangements have been made and approved by a hall counselor before the ski bus leaves the campus. There is a separate required Parent Permission Form to participate in this activity. *Students who participate in Academy sponsored skiing and snowboarding must wear helmets when participating.*
- **Sunday Morning Bus:** Most Sunday mornings, transportation is provided for students who wish to go to Traverse City and the surrounding area to attend church services. Students must return to the campus on the regularly scheduled bus unless special arrangements have been made and approved by a hall counselor. There is a charge for this service, however, students taking the Sunday morning bus to attend church services can have the fee waived through the Dean's office. The Parent Permission Form must give authorization for this activity.
- **Superior Camping Trips:** In the fall and or spring, many students in the Math/Science Division are invited to spend four days camping and backpacking in beautiful wilderness settings such as North or South Manitou Island or Sleeping Bear Dunes National Lakeshore.

STUDENT GROUPS

Students are welcome to form groups on campus and must follow the guidelines below:

- The purpose and activities of any student group must fall within the spirit and letter of the Student Handbook.
- Groups must have at an adult sponsor (Interlochen employee) and at least one student leader.
- Student leaders must meet with the Dean of Students to discuss the group's purpose and general plans.
- Complete an application and return it to Dean of Students who must approve the group.
- All groups must also be approved by either the Vice President for Student Affairs and/or Education Programs.

DAY STUDENT GUIDELINES

OPENING OF SCHOOL

During the opening weekend of registration, all day students are required to attend the Day Student Meeting. Parents are welcome and encouraged to also attend. Day students are also expected to attend all other opening weekend activities as required of boarding students. Please see the Opening Weekend Schedule for dates, times, and locations.

LOCKERS

Day students are provided a locker in the basement of the residence halls. For security purposes, students must use the lock issued by Interlochen. Locks will be distributed during the Day Student Meeting on opening weekend.

MAIL AND TELEPHONES

Day students have mailboxes in the residence hall to which they are assigned. This process is organized during the Opening Weekend Day Student Meeting.

ATTENDANCE

The parent/guardian of a Day Student must call the Dean's Office (extension x7378) if illness, weather, or any other circumstances cause it to be necessary for the student to miss classes. Day students are subject to the same attendance policies as boarding students. If a day student must miss classes due to illness, a call from the parent(s) must be received within 24 hours if the missed class is to be counted as excused.

Day students are expected to remain on campus from the time they arrive for their first class until they complete their Academy obligations for the day. Day students should not leave campus during the day without permission from the Education Office or Dean of Students. This includes runs to the Interlochen corners for a fast food lunch. Day students must follow the same guidelines as boarding students during their stay on campus. Students who are leaving mid-day for an off-campus medical appointment should notify Health Services and discuss arrangements for transportation.

Because more than 90% of the student body lives on campus, the Academy rarely closes for inclement weather. Some teachers may arrive later than usual, but classes will usually meet as scheduled. Students and parents should use good judgment when deciding whether roads are safe to travel. Do not risk life and limb. Day students will be excused from classes if they are not able to get to school because of the weather. Parents should call the Dean's Office for any absences.

MEALS

Lunches and dinners for when a day student stays on campus for an evening activity are provided as a part of the day student tuition. Breakfast will be provided on mornings following an overnight stay. Additional meals may be purchased at the Stone Center desk. Meal tickets are to be turned in at the food line (an honor system).

OVERNIGHT ACCOMMODATIONS

At times, it may be necessary for day students to remain overnight at the Academy. Four (4) overnight stays per semester may be arranged (not transferable from one semester to another) without charge. Additional overnights may be provided and will be charged at \$50.00 per night. When a day student elects to use one of the four overnights that they are allowed each semester, on-campus accommodations will be provided. The process for arranging for an overnight stay is:

1. Parent emails the Dean of Students giving permission for overnight stay
2. Dean will confirm overnight with parent, student, and residence hall staff via email
3. Residence hall staff assigns a room and registers student for overnight

**All overnights are managed through the Dean of Students, who oversees day students.
Overnights should be arranged at least 24 hours in advance.**

Students may either bring a sleeping bag or obtain linens from the residence hall front desk. These are temporary room assignments, so students may not leave personal items in the room following their overnight stay with the exception that the stay is multiple nights. Day students that stay overnight are expected to follow the same residential guidelines as boarding students (i.e. sign-in, sign-out, lights out, etc.). (See "Residence Life" section.)

Depending on space availability in the residence halls and/or the number of students making an overnight

request on a given day, there may be times when day student accommodations will be in the Stone Hotel. While there is not a hall counselor in this location, there is a switchboard operator awake and in the lobby at all times.

RESIDENCE HALL VISITATION

Day students may visit any of the rooms in the building to which they are assigned. Like boarding students, they must register as a guest in any of the other residence halls. Day students must leave the residence halls by sign-in on non-overnight days - 9:30/10:00 PM on school nights, 11:00 PM on Friday and Saturday.

OFF-CAMPUS ACTIVITIES

During the year, there are several student activities that take place off-campus (Senior Trip to Mackinac Island, semester party, and MORP). For safety purposes, day students are required, like boarding students, to gather on-campus and utilize Interlochen transportation (yellow bus) to get to and from these events. Day students are not permitted to drive themselves to these events. In addition, day students who do not register for an off-campus event may not visit the venue or participate in any way. There are no exceptions to this policy.

With special permission, parents may request through the Dean of Students for the PARENT to drive the student to/from the event for convenience purposes. If this is approved, the parent must connect face-to-face with a designated adult when dropping off and/or picking up a student.

COMMUNITY MEETINGS

Like boarding students, day students are required to attend Community Meetings where attendance is taken. If a Community Meeting will be missed, parents must contact the Dean of Students.

TRANSPORTATION

Day students must furnish their own transportation. Cars must be parked in Lots H, I, or the auxiliary lot and must remain there until the student leaves for home at the end of the day. (see "Automobile Policy"). Day students who drive to campus must register their vehicles with Campus Safety. Failure to register a car or park in the designated lots may result in the loss of automobile privileges. Day students are allowed to drive the automobile to and from the campus only and are not allowed to use it for trips during the day. Day students must give their keys to their Hall Coordinator any time they plan to stay overnight on campus.

Student drivers (day or boarding) are not permitted to transport other boarding students in their automobiles without specific permission from an administrator. Requests to use a vehicle for shopping or other personal needs WILL NOT be approved. Boarding students found riding in a car without permission and day students who transport boarding students without permission will be suspended and the day student will lose their privileges for having a vehicle on campus for a given period of time.

UNIFORM

Day students are expected to follow the same uniform policy as boarding students.

ON-CAMPUS HOUSING

Day students living with family in on-campus housing are expected to follow the same guidelines as day students who live off campus. Boarding student guests to on-campus housing must have parent permission, must sign out at the residence hall, and the hosting parent must provide permission. Additionally, day students are expected to vacate the main campus area and residence hall areas at sign in and not return until 7:00 AM the following morning.

EMERGENCY PROCEDURES

ACCIDENTS

An accident is defined as an unfortunate incident that happens unexpectedly and unintentionally, typically resulting in damage or injury. Accidents can range from slips and falls to vehicle related injuries. Report any accidents immediately to a hall counselor, faculty or staff member who can assist with the problem. In the event no adult is present, call the switchboard operator (by dialing 0) who will then contact Health Services, Campus Safety, or another appropriate source for assistance. In serious situations, call 911 directly from any campus phone or cellular phone. If a cellular phone is used, make sure to provide the specific location of the incident.

FIRE

Students should learn the location of the pull stations in case of fire emergency. In case of fire, pull the fire alarm and leave the building by the closest exit. Students should assemble at the pre-designated area until the Academy personnel in charge give instructions. The adult in charge will give the "all clear" when the situation has been determined to be safe by the Fire Department. Once the Fire Department declares the scene to be safe, or an adult has checked the building completely, the adult will direct the students to return to the building. Because of the seriousness of this situation, orderly conduct is necessary.

At least eight fire drills are conducted in each residence hall during the school year, which is a State of Michigan requirement. All emergency calls are to be placed to the Academy switchboard, "0" or Campus Safety, extension 7575. If the situation warrants, 911 can be accessed directly via all campus telephones.

TORNADO/SEVERE WEATHER

If thunder and/or lightning are present, all students should immediately seek shelter in the nearest Academy building and remain inside until an adult states that the severe weather has passed. Severe weather or tornado watches indicate that weather conditions are favorable for the development of more severe conditions.

Severe Storms or Tornado WATCH Protocols: When the Switchboard Operator is notified of a "watch", the operator will immediately notify an administrator. The operator will then notify the following:

- Campus Safety - It is their responsibility to see that all outdoor and waterfront activities are stopped.
- Residence halls
- Maintenance department
- Corson Auditorium

An administrator will make the decision if and when classrooms will be notified of the "watch." If the decision is made to notify the classrooms, an administrator will designate someone to do so. All persons notified shall be prepared to institute the "take cover" procedure described below. A watch does not constitute immediate danger, but to stay alert for the development of more severe weather.

Tornado/Severe Storm WARNING: A "warning" indicates that a tornado has been sighted and **everyone should take cover immediately.** Campus Safety and the switchboard operator will be notified when a tornado warning is in effect. Students, faculty, and staff will be notified via electronic means, campus telephones, public address system and/or verbally. The Storm Evacuation Plan on the following page describes appropriate courses of action throughout various campus locations and times of day.

STORM EVACUATION PLAN

The TAKE COVER Signal is a 2-minute steady blast on siren, followed by an announcement via the Informacast broadcast system. The ALL-CLEAR signal is a 30-second siren blast, followed by 1 minute of silence and another 30-second siren blast.

Two campus-wide tornado drills will be conducted each academic year.

- If indoors, stay clear of windows, draw curtains, move to north or east wall, take cover under desk, tables, etc.
- If outdoors, lie in a ditch or other area below ground level.

LIGHTNING

- When lightning is present, all personnel should remain indoors.
- Buildings with more than one area of cover are listed in order of preference.
- Stone Student Center will be used for anyone seeking shelter on campus.
- If time does not permit, move to a designated area of cover (see below).

EMERGENCIES

- Dial extension 7575 to reach Campus Safety or “0” to reach the switchboard immediately.
- Give the location and nature of the emergency.
- If the situation warrants, 911 can be accessed via all campus telephones.

DESIGNATED AREAS OF COVER

Buildings

Admissions/Audition Hut
Back Row Housing Units
Bonisteel Library
Campus Center Buildings
Chapel/Recital Hall
Concourse
Corson Auditorium
Costume Shop
Dance Building
DeRoy Hall
Dow Science Rotunda Classes
Dow Visual Arts Building
Eugene Ormandy Housing
Faculty Lane Housing North/South
Fine Arts
Frohlich Piano/Percussion Bldg
Front Row Cottages Ormandy
Harvey Theatre and Extension
Hemingway House
IPR
Liberal Arts Rotunda Classes
Maddy Building
Main Campus
Maintenance and Custodial
McWhorter Residence Hall
Mott Rotunda Classrooms
Mozart/Beethoven Residence
Norpines
Organ Building
Phoenix
Picasso House
Program Office
Scene Shop (Phoenix)
Shed
Stone Center
Thor Johnson
Uniform Building
Writing House

Areas of Cover

Basement of Admissions
Basement of Hemingway
Basement of Bonisteel Library
Basement of Campus Center
Basement of Corson Auditorium
Basement of Maddy Bldg. or Basement of Bonisteel Library
Corson Auditorium Basement, Hallways, Stairs, Restrooms
Basement of Harvey Extension
Basement of Dance Building
Basement of DeRoy Hall
Basement of Bonisteel Library
Basement of Visual Arts Building
Individual Basements
Individual Basements
Basement of Stone Center
Windowless Rooms of 1st floor and Basement of Frohlich
Basement of SAI 1 & 2, Corson Basement
Basement of Harvey Extension
Basement of Hemingway House
Basement of IPR
Basement rooms of Maddy Building
Basement of Maddy Building
Basement of Stone Center
Basement of Corson Auditorium
Basement of Mozart/Beethoven
Basement of Maddy Building
Basement of Mozart/Beethoven
Basement of Norpines
Basement of Picasso
Basement of Costume Shop or Corson
Basement of Picasso
Basement of Hemingway
Basement of Scene Shop
Basement of Corson Auditorium
Basement of Stone Center
Basement of Thor Johnson
Basement of Hemingway
Basement of Writing House

LOCKDOWN PROCEDURES

Lockdown information includes drill vs. actual emergency language and directions, as well as process instructions. In addition to email and person-to-person contact, audio warning tones and verbal announcements will come through the office/classroom IP telephones and the Informacast public address speakers.

What you will hear IN A DRILL: "Attention please...this is a drill. Please follow lockdown procedures...this is a drill, please lock down now. This is a drill." (Repeat)

What you will hear IN AN ACTUAL EMERGENCY: "attention please...this is an emergency. Follow lockdown procedures. Lock down now. This is NOT a drill. Lock down now." (Repeat)

Immediately Seek Shelter and Secure the Room

1. Get and keep everyone inside (classroom, office, stage, studio, restroom, closet, dorm room, etc.).
2. Close and lock all doors.
3. Close and lock windows; close blinds.
4. Turn off lights.

When Room Is Secure:

1. Move to an area of the room that is out of the line of sight; get under cover.
2. Stay low and silent.
3. Take attendance.
4. To keep emergency channels open, limit the use of cell phones. When possible, limit or turn off classroom Internet access.
5. If possible, communicate any unusual activity by phone to the Campus Safety Office 231-276-7575.
- 6. Remain in place until the door is unlocked from the outside. Do not open the door for anyone!**
7. All personnel report immediately to Corson or Stone for campus-wide attendance.

Review in Advance

1. When you hear LOCKDOWN, go immediately to the nearest shelter and lock yourself in if possible.
2. All locations will be locked in less than one minute.
3. If you are locked out, make your best effort to take cover and hide.

NOTIFICATIONS

State of Michigan law requires that schools and daycare centers that may apply pesticides on school or daycare property must provide an annual advisory to parents or guardians of students attending the facility.

Please be advised that Interlochen Center for the Arts (ICA) utilizes an Integrated Pest Management (IPM) approach to control pests. IPM is a pest management system that utilizes all suitable techniques in a total pest management system with the intent of preventing pests from reaching unacceptable levels or to reduce an existing population to an acceptable level. Pest management techniques emphasize sanitation, pest exclusion and biological controls. One of the objectives of using an IPM approach is to reduce or eliminate the need for chemical applications of pesticides. However, certain situations may require the need for pesticides to be utilized.

As required by State of Michigan law, advance notice will be given regarding the non-emergency application of a pesticide such as an insecticide, fungicide or herbicide, other than a bait or gel formulation, that is made to the school grounds or buildings during the school year. Please note that notification is not given for the use of sanitizers, germicides, disinfectants or anti-microbial cleaners. In certain emergencies, such as an infestation of stinging insects, pesticides may be applied without prior notice to prevent injury to students, but notification will be given following any such application.

Advance notification of pesticide applications, other than a bait or gel formulation, will be given by at least two methods. The first method will be by posting at the main entrance (Safety/Security Building) at the Interlochen Center for the Arts, which is located at 4000 M-137, Interlochen, Michigan. The second method will be by posting on the Human and Institutional Resources (HIR) bulletin board located outside HIR offices in the Maddy Building on the ICA campus.

Please be advised that parents or guardians of children attending ICA are entitled to receive the advance notice of a pesticide application, other than a bait or gel formulation, by first class United States mail postmarked at least three days before the pesticide application, if they so request. If you prefer to receive the notification by first class mail, please complete the attached form and return it to the Director of Housekeeping and Environmental Services office.

Please be advised that parents or guardians of children attending ICA may review the school's Integrated Pest Management program and records of any pesticide application upon request.

In compliance with the parent/guardian and staff notification requirements specified in the Environmental Protection Agency's (EPA) Asbestos Containing Materials in School: Final Rule and Notice, as directed by the Asbestos Hazard Emergency Response Act (AHERA) of 1986, information regarding asbestos-related activity can be found in the AHERA Management Plan Book located in the office of the Director of Housekeeping and Environmental Services.

The Academy is regularly reviewing the policies outlined in this Handbook and may make changes during the Academy year.

REQUEST FOR ADVANCE NOTIFICATION BY FIRST CLASS MAIL

Dear Parent/Guardian:

Complete this form **ONLY** if you are requesting advance notification of a pesticide application by United States Postal Service first-class mail.

Please be advised that you WILL receive notice via the methods identified in the annual advisory notice and should only complete this form if you are also requesting notification by first-class mail.

If you are requesting prior notification of pesticide treatments conducted at ICA, other than a bait or gel formulation, and you would like the notice to be delivered by United States Postal Service first-class mail, postmarked at least three days prior to the planned treatment, please complete the information on the following form and submit it to:

Interlochen Center for the Arts, 9900 Diamond Park Road
Interlochen, MI 49643
Attention: Nancy Brethauer

I wish to receive a prior notice of any pesticide application at ICA by first-class mail.

PARENT/GUARDIAN NAME: _____

STUDENT NAME: _____

STREET ADDRESS: _____

CITY, STATE, ZIP: _____

DAY PHONE #: _____

EVENING PHONE #: _____

Please Check One:

_____ I wish to be notified prior to a scheduled pesticide application inside of the school building.

_____ I wish to be notified prior to a scheduled pesticide application on the outside grounds of the school building.

_____ Please notify me about both.

Signature

Date

HANDBOOK CHANGES

CHANGES MADE ON DECEMBER 20, 2016:

ATTENDANCE POLICY

- New policy added.

CHANGES MADE FROM THE 2015-2016 STUDENT HANDBOOK TO THE 2016-2017 STUDENT HANDBOOK:

Throughout:

- Changed calendar year dates to reflect current Academy year
- Updated formatting, punctuation, and grammar

INTRODUCTION

- Added introductory text

VISION STATEMENT

- Replaced and added new text

CHANGES BETWEEN EDITIONS

- Clarifying Dean of Students, Academy assignments

STUDENT BILL OF RIGHTS

- Punctuation

TRANSPORTATION / TRAVEL OFFICE / SCHOOL BREAKS / VACATIONS

- Dates updated

COMPUTERS / INFORMATION TECHNOLOGY (I.T.)

- Updated, through feedback form

INSTRUMENT SERVICES

- Updated contact information for the Instrument Service Office to J Berry

LIBRARIES

- Updated section: added information about the Archives

HEALTH SERVICES

- Updates through feedback form by Health Services made

SUPPORT GROUPS

- Wording / clarification added
- Changed "Interlochen's" to "Academy's"

RELIGIOUS LIFE

- Changed "Parent's Weekend" to Family Weekend
- Changed "Education Office" to Dean of Students' Office

DRONES

- Added policy restricting student use of drones on campus.

ATTENDANCE POLICY

- Deleted Absence & Tardy Policy section

EVENING STUDY HALL

- Last bullet point edited to include "or the Academic and College Counseling Office."
- Added "Due to the development of the Center for Learning and Enrichment, the structure of Evening Study Hall may change during the Academy year."

STUDENT PERFORMANCES

- Sentence deleted

RESIDENCE HALL LIFE

- Changed “Residence Hall Counselors” to Residence Hall Coordinators
- Changed “Housemothers” to Residence Hall Assistants

ROOM VISITATION

- Update Guest policy / Room Visitation policy

DAY UNIFORM

- Second bullet point: added “or blue uniform shirt” to follow “red uniform shirt”

CONCERT PERFORMANCE ATTIRE

- Updated dates
- Updated “Lyndsay Hunter” to J Berry

POST-GRADUATE STUDENT POLICIES

- Added “may” to “PGs may wear a red shirt...”

MEDICAL/EMOTIONAL LEAVE

- Added “The Academy is reviewing the policy and may make changes during the Academy year.” at the end

BODY PIERCINGS/TATTOOS

- Addition addressing restrictions on students implementing modifications on themselves

HARASSMENT AND BULLYING POLICY

- Definition of “Bullying” expanded upon

DORMING

- First bullet point: 10:00 PM changed to 10:00 AM
- List of additions added

DISCIPLINARY PROCESS

- Add “Preponderance” standards for conduct

COMMUNITY STANDARDS, REGULATIONS, AND GUIDELINES

- Add Role of Faculty in conduct process & representing ICA to outside authorities

OFF-CAMPUS ACTIVITIES, TOURS AND EXCURSIONS

- Text added regarding the mandatory wearing of a helmet when skiing or snowboarding

STUDENT GROUPS

- Clarified student group creation process

VOLUNTARY WITHDRAWAL

- Added “Examples of Behaviors Subject to Administrative Withdrawal”

EVENING SCHEDULE

- “Telephone Use Ends” times specified.

INDEX / TABLE OF CONTENTS

[THE ACADEMY PLEDGE](#)
[INTRODUCTION](#)
[MISSION STATEMENT](#)
[STATEMENT OF PHILOSOPHY](#)
[ANTI-DISCRIMINATION STATEMENT](#)
[CHANGES BETWEEN EDITIONS](#)
[OTHER POLICIES, PROCEDURES, AND EXPECTATIONS](#)
[OUR DIVERSE COMMUNITY](#)
[STUDENT SENATE \(STUDENT REPRESENTATIVE BOARD\)](#)
[STUDENT BILL OF RIGHTS](#)
[GENERAL SERVICES FOR STUDENTS](#)
 [CAMPUS SAFETY](#)
 [TRANSPORTATION/TRAVEL OFFICE](#)
 [SCHOOL BREAKS/VACATIONS](#)
 [PUBLIC TRANSPORTATION](#)
 [COMMUNITY MEETINGS/RESIDENCE LIFE MEETINGS](#)
 [COMPUTERS/INFORMATION TECHNOLOGY](#)
 [INSTITUTIONAL TECHNOLOGY ACCEPTABLE USE POLICY](#)
 [TELEPHONES](#)
 [CELL PHONES](#)
 [INFORMATION TECHNOLOGY FAQs](#)
 [BUSINESS OFFICE](#)
 [HUNTINGTON BANK ON CAMPUS](#)
 [ID AND KEY CARDS](#)
 [SCHOOL PHOTOS](#)
 [LOST AND FOUND](#)
 [INSTRUMENT SERVICES](#)
 [MAILROOM](#)
 [RECORDING SERVICES POLICY](#)
 [RECYCLING PROGRAM:](#)
 [SCHOLARSHOP/BOOKSTORE](#)
 [STONE CENTER](#)
 [SUMMER STORAGE](#)
 [LIBRARIES](#)
[SUPPORT SERVICES FOR STUDENTS](#)
 [ACADEMIC & COLLEGE COUNSELING](#)
 [HEALTH SERVICES](#)
 [MEDICATION POLICY](#)
 [COUNSELING AND PSYCHOLOGICAL SERVICES \(CAPS\)](#)
 [WELLNESS PROGRAM AND CORE/CARE MANAGER](#)
 [INTERNATIONAL STUDENT/FAMILY SUPPORT SERVICES](#)
 [STUDENT LIFE PROGRAMMING](#)
 [SUPPORT GROUPS](#)
 [SPONSOR GROUPS](#)

[RELIGIOUS LIFE](#)
[ACADEMIC AND ARTISTIC PROCEDURES AND POLICIES](#)
[ACADEMIC AND ARTISTIC INTEGRITY](#)
[ATTENDANCE POLICY](#)
[OFF-CAMPUS PERMISSION](#)
[COLLEGE AUDITIONS/VISITS](#)
[SCHEDULES](#)
[INTER*MESTER TERM](#)
[EVENING STUDY HALL](#)
[TUTORIALS](#)
[R-RATED MOVIES](#)
[EXTRACURRICULAR AND OUTSIDE PERFORMANCES](#)
[STUDENT PERFORMANCES](#)
[CONCERT ETIQUETTE](#)
[CONCERTO AUDITIONS](#)
[RECITAL SCHEDULING](#)
[GRADUATION REQUIREMENTS](#)
[COLLEGE/CONSERVATORY EXPECTATIONS](#)
[CLASS LOAD REQUIREMENTS](#)
[CLASS STANDING](#)
[ONLINE COURSE POLICY](#)
[INDEPENDENT STUDY](#)
[CLASS AUDITING](#)
[COURSE SELECTION](#)
[CHANGING MAJORS](#)
[NON-ACADEMY COURSES](#)
[ADD/DROP POLICY](#)
[GRADES](#)
[GRADUATION CEREMONIES](#)
[HONORS/AWARDS](#)
[SENIOR OFF-CAMPUS EXPERIENCE PROGRAM](#)
[EARLY GRADUATION](#)
[RESIDENCE LIFE](#)
[RESIDENCE HALL LIFE](#)
[EVENING SCHEDULE](#)
[RESIDENCE HALL ROOMS AND REGULATIONS](#)
[RESIDENCE HALL FIRE SAFETY GUIDELINES](#)
[CAMPUS POLICIES & PROCEDURES](#)
[ACADEMY VISITORS](#)
[AUTOMOBILE POLICY](#)
[TRANSGENDER STUDENT SUPPORT](#)
[BICYCLE POLICY](#)
[DRONES](#)
[BOUNDARIES](#)
[OFF-CAMPUS PERMISSION AND RELEASE FORM](#)
[COMMUNITY SERVICE](#)

[DINING](#)
[FOOD ALLERGY GUIDELINES](#)
[UNIFORM AND ATTIRE](#)
[POSTING SIGNS](#)
[RECORDING DEVICES](#)
[POST-GRADUATE STUDENT POLICIES](#)
[MEDICAL/EMOTIONAL LEAVE](#)
[ACADEMY MANDATED LEAVE](#)
[RE-ENROLLMENT PROCESS](#)
[VOLUNTARY WITHDRAWAL](#)
[STUDENT SUPPORT POLICY](#)
[COMMUNITY STANDARDS, REGULATIONS AND GUIDELINES](#)
[STUDENT RECORDS](#)
[ACADEMY DISCIPLINE](#)
[THE ACADEMY PLEDGE](#)
[BODY PIERCINGS/TATTOOS](#)
[COMPLIANCE WITH ACADEMY PERSONNEL](#)
[EIGHTEENTH BIRTHDAY](#)
[GUNS/WEAPONS POLICY](#)
[HARASSMENT AND BULLYING POLICY](#)
[ILLEGAL ACTIVITY](#)
[SEXUAL INTIMACY](#)
[SUBSTANCE USE/ABUSE POLICY](#)
[DISCIPLINARY INFRACTIONS AND CONSEQUENCES](#)
[DORMING](#)
[SUSPENSIONS](#)
[EXPULSION](#)
[ACADEMY DISCIPLINE BOARD](#)
[ACTIVITIES](#)
[STUDENT ACTIVITIES CREW \(COMMITTEE\)](#)
[RECREATIONAL/PHYSICAL ACTIVITIES](#)
[CHALLENGE COURSE](#)
[STONE CENTER WATERFRONT](#)
[PUBLICATIONS](#)
[OFF-CAMPUS ACTIVITIES, TOURS AND EXCURSIONS](#)
[STUDENT GROUPS](#)
[DAY STUDENT GUIDELINES](#)
[OPENING OF SCHOOL](#)
[LOCKERS](#)
[MAIL AND TELEPHONES](#)
[ATTENDANCE](#)
[MEALS](#)
[OVERNIGHT ACCOMMODATIONS](#)
[RESIDENCE HALL VISITATION](#)
[OFF-CAMPUS ACTIVITIES](#)
[COMMUNITY MEETINGS](#)

[TRANSPORTATION](#)
[UNIFORM](#)
[ON-CAMPUS HOUSING](#)
[EMERGENCY PROCEDURES](#)
[ACCIDENTS](#)
[FIRE](#)
[TORNADO/SEVERE WEATHER](#)
[STORM EVACUATION PLAN](#)
[LIGHTNING](#)
[EMERGENCIES](#)
[DESIGNATED AREAS OF COVER](#)
[LOCKDOWN PROCEDURES](#)
[NOTIFICATIONS](#)
[REQUEST FOR ADVANCE NOTIFICATION BY FIRST CLASS MAIL](#)
[HANDBOOK CHANGES](#)