

# INTERLOCHEN ARTS ACADEMY

## STUDENT HANDBOOK

2018 - 2019

Welcome to the Interlochen Arts Academy at Interlochen Center for the Arts, an organization that engages and inspires people worldwide through excellence in educational, artistic and cultural programs. An overall goal is to enhance the quality of life through the universal language of the arts. Interlochen promotes the belief that artistic and academic excellence is achieved through a strong commitment on the part of each community member to the highest standard of personal and professional integrity. This handbook explains the policies and procedures that guide Academy life. Upon arrival, student will indicate that they have received the Interlochen Arts Academy Student Handbook and are familiar with its policies and procedures with a signature. A signature affirms one's commitment to the Academy Pledge, written below.

Understanding of this Student Handbook is a requirement for all students. Upon receipt it is acknowledged that all students agree to comply with the Academy Pledge and all policy and procedures contained herein.

### ACADEMY PLEDGE

*I have read the descriptions of Interlochen policies and rules in the Interlochen Arts Academy 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, bullying, 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.*

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## ARTS AND ACADEMICS

### 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 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 to another unauthorized notes or other aids on a test, paper or homework assignment is considered cheating. Plagiarism and cheating are prohibited and will have severe consequences. These may range from a failed grade on an assignment or course to suspension or dismissal.

Academy instructors may utilize plagiarism identifying software in assessing the authenticity of student work.

### Course Selection

- Classes are most often filled on the basis of student seniority and division director recommendation.
- With instructor or division director 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 and other courses have strict prerequisites that may require that students achieve a certain grade in a previous course and/or obtain the recommendation of an instructor to enroll.

### 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 may 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 Assistant Vice President of Academy Programs or their designee.

### 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, prerequisites, 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, in consultation with the instructor.

### Dropping a Class

1. Students may drop a class without record up to one week following mid-term grade reports.
2. To drop a class following the ninth week of the semester, students must complete the following procedure
  - a. There must be a discussion among the student, the teacher and an Academic and College Counselor. If a unanimous agreement cannot be reached, the Assistant Vice President of Academy Programs 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 grade of F in the class.
  - e. If a student drops below the required class hour load, he/she will be in jeopardy of dismissal from the Academy.

3. Any freshman, sophomore or junior student dropping or being dropped from a class with an F may be placed on Re-enrollment Hold for the following year. Seniors who receive an F may find their graduation status in jeopardy.

## 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 enroll in a non-Academy course from an accredited institution may apply a maximum of one full credit towards graduation requirements.

Before enrolling in another institution, students must submit proposed non-Academy coursework for graduation requirements to the Assistant Vice President of Academy Programs. 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.

## Independent Study

Academy students may seek to undertake individual independent study projects in areas not offered in the established curriculum. Independent study may not be sought as an alternative to, or as a way to avoid, courses that are in the curriculum. A high level of scholarship and self-discipline is expected for independent study. The deadline to submit independent study proposals is the same as the last day to drop a class. The student, teacher and Academic and College Counselor must 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 Assistant Vice President of Academy Programs.

## Online Course Policy

Students may enroll in courses through any accredited online education provider; however, Academy students interested in pursuing online education opportunities should keep the following guidelines in mind:

- Before enrolling in an online course, students will need to consult with their Academic and College Counselor and obtain parent permission.
- If students enroll in an online course during the academic year, they will be required to enroll in Advanced Study. This will ensure that time is allocated within their schedule in which to engage in the course.
- Students may count one online course toward Interlochen graduation requirements. Additional online courses may be taken as electives.
- Only those courses taken through Michigan Virtual School will appear on the Interlochen transcript. For all other providers, students must request an official transcript be sent to the Academic and College Counseling Department following their experience.
- Specific questions about online providers and courses should be directed to the student's Academic and College Counselor.
- All costs associated with online enrollment are the responsibility of the family.

## 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 six units of Academy credit, including at least one academic credit, in order to receive an Academy diploma.
- One-year postgraduates must earn a minimum of five units of Academy credit in order to receive a postgraduate certificate.

- 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.

### **Class Load Requirements**

- All students must enroll in and complete a minimum of five courses per semester, including at least one academic course. The expectation is that students will take an artistic load as described by the division/department in the course description material, as well as two to four academic courses.
- Students may not take more than seven courses per semester without permission from the Assistant Vice President of Academy Programs.

### **Change of Major**

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. To change their major, students must have the approval of the two arts division directors involved and the Assistant Vice President of Academy 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 occur only at the beginning of a new semester. No major changes are permitted beyond the add/drop week of each semester.

### **Recording Devices**

Recording devices (such as cell phones or other audio/video recorders) are allowed in class, rehearsal or group sessions only with permission of all participating members.

### **Student Records**

A student and/or parent/guardian is, upon request, entitled to copy of the student's official record. A student's official record includes 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.

Transcripts will be issued upon student request for use in the college application 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.

### **Attendance Policy**

Students are required to attend all classes and class-related activities, arriving on time and prepared for the session. Attendance is monitored and reported daily. When ill, students must report to Health Services prior to the scheduled class time in order for the absence to be approved. All other absences for non-health-related reasons must be planned and approved in advance.

The student is responsible for any class work, examinations, homework or lessons missed as a result of an absence and the responsibility rests with the student to consult with the instructor about making up missed work. Instructors are not required to assist students in making up work missed as the result of absences due to off-campus suspensions. 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 and the division director.

When a student has five total absences within any individual A-F block course or eight total absences in courses meeting four to five times per week, the Dean of Students will evaluate the situation and make determinations regarding consequences. Students with continued absences beyond the allotted limit may be removed from the class at the discretion of the Assistant Vice President of Academy Programs, in consultation with the instructor, or have their class semester grade reduced in accordance with the criteria defined in the class syllabus.

Institutional response to student absences may include, but is not limited to:

- Required conference with the instructor
- Required tutorials or assisted study
- Referral to Counseling and Psychological Services
- Contact with family

If a student has two consecutive absences excused from Health Services, that student is not allowed to attend classes for the remainder of the day, including arts block.

### Off-Campus Permission

Students who wish to leave campus during the school week, and who will miss class as a result, must obtain and complete an Off-Campus Permission Form (blue form) from the desk of their residence hall or the Dean of Students' office. 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 their Hall Manager to arrange transportation to and from the Traverse City airport or bus station.

### College Auditions/Visits

Senior and postgraduate students may be approved to miss classes to visit or audition with 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 of Students' office. It must be completed and returned at least one week in advance of the planned absence or the absence may result in Academy consequences. Students are expected to attend classes on the day of departure when their travel schedule allows.

A maximum of four approved absences per school year are allowed for the purpose of college auditions for seniors and post-graduates. 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, the student's division director and the Assistant Vice President of Academy Programs. Any additional absences due to auditions/visits may not be approved. Note: Extended or frequent absences may affect the Academy's ability to accommodate a request for a college trip or audition, and may also affect class grade and credit.

### Senior Off-Campus Experience

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 may 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 Assistant Vice President of Academy Programs. Plans for first semester programs must be submitted and approved by May 1 of the student's junior year. Plans for a second semester program must be initiated by Nov. 1 of the senior year with submission of a final plan and approval by Dec. 1.

## 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  
B = Good or 89 – 80  
C = Fair or 79 – 70  
D = Poor or 69 – 60  
F = Failing or 59 or below

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.

**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

**Grade Reports and Transcripts:** Grade reports are issued four times throughout the school year. Mid-semester Progress Reports, noting current progress, are sent to students and parents but are not recorded on the transcript. Semester Grade Reports are also sent 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 who work directly with the student. Interim reports may 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 Assistant Vice President of Academy Programs.

## Inter\*mester Term

Inter\*mester occurs in January during the first two weeks of Academy following winter break. Inter\*mester is a required term for all students and attendance and grading policies are enforced. 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 grades are reported on student transcripts and are factored into student GPAs.

## Tutorials

Academic tutorials are regularly scheduled on Monday and Tuesday evenings, 7-9 p.m. 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. Students required at academic tutorial are not excused due to arts activities except for tech weeks. Individual tutoring in all academic subjects is available at student expense. Students should contact the Academic and College Counseling Office for more information.

## Senior Honors

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

## Other Awards and 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 is 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 senior or postgraduate students for distinguished artistic achievement.
- **Young Scholar Award:** Awarded to graduating senior or postgraduate 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.
- **Senior Speaker and Senior Performer:** Each year at Commencement, there is one Senior Speaker and one Senior Performance. 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 are 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.

## Graduation Requirements

Graduation requirements are posted on the Interlochen website on the [Academic and College Counseling](#) page.

## 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 postgraduates 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.

## Information 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.

## COMMUNITY STANDARDS

Interlochen is committed to fostering a campus climate in which members of the community are protected from all forms of sex discrimination, including sexual harassment, sexual violence and gender-based harassment and discrimination. *Students needing assistance with incidents of sexual violence, sexual harassment, dating violence, domestic violence and stalking should speak with any member of the Residence Life, Health Services, or Human Resources staff. If students desire confidential assistance, they should contact someone from Counseling and Psychological services.*

### Harassment Policy

Interlochen is committed to providing a learning and working environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive or disruptive, including sexual harassment. Actions, words, jokes or comments based on an individual's gender, race, color, national origin, age, marital status, religion, disability, sexual orientation or any other legally protected characteristic will not be tolerated. 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 or insults. Bullying, including cyber-bullying, is not tolerated. This includes, but is not limited to, harassment, intimidation, cruel humor, unwanted physical contact, etc.

Sexual harassment includes unwelcome and unsolicited sexual advances, requests for sexual favors and other visual, verbal or physical conduct of a sexual nature. Sexual harassment also includes *quid pro quo* behavior. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute *quid pro quo* when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's receipt of rights or privileges, or (2) submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting an individual.

### Sexual Intimacy

The Academy recognizes that sexual matters are important during adolescence, and therefore strives to provide education 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. Please note that students are prohibited from creating, possessing, sharing or distributing any nude or semi-nude photos, videos, and other media of any individual, including themselves.

## PROHIBITED CONDUCT

Students are not only members of the Interlochen community but also members of the larger society. By choosing to attend Interlochen Arts Academy, each student accepts responsibility for promoting the community's welfare by adhering to school policies. Failure to do so may result in response from Interlochen up

to and including dismissal. Note that students who assist others in violating any policy may be charged with the same violation. Students are responsible for the activities that occur in their residence hall rooms. Students are responsible for ensuring that all guests know and behave consistently within school policy. Attempts to violate campus policy, including unsuccessful attempts, are prohibited and are subject to the same campus response.

## Illegal Activity

Breaking any local, state or federal laws. This includes, but is not limited to: possession or manufacturing of false IDs, 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.

## Guns and Weapons

Possessing a firearm, ammunition, or any weapon is prohibited. 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 to, 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 residence halls.

## Illegal Drugs and Substances

Unlawful manufacture, distribution, dispensing, possession, use, transport, transfer or sale of, or the attempted manufacture, distribution, dispensing, or sale of controlled substances, identified in federal or state laws or regulations is prohibited. Illegal drugs and substances include, but are not limited to:

- All Drug Enforcement Administration (DEA) classified narcotics under schedules 1 through 5, such as: Opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana (medicinal marijuana is not allowed); synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine); or all illegally obtained prescription drugs.
- All other drugs such as designer or synthetic drugs, hallucinogens/or psychotropic herbs (such as K2, Spice, "herbal incense" or "herbal smoking blends").

Alcohol: Purchase, possession, transfer, use or evidence of use of alcohol is prohibited. Possession of empty alcohol bottles and cans is not allowed.

Tobacco: Purchase, possession, transfer or use of tobacco (all forms) is prohibited. Smoking any substance is also prohibited. 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 is not permitted.

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 hallucinogen 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 prohibited.

## Compliance with Academy Faculty and Staff

Students are expected to comply with requests and directives given by Academy staff or faculty, which includes requests for meetings.

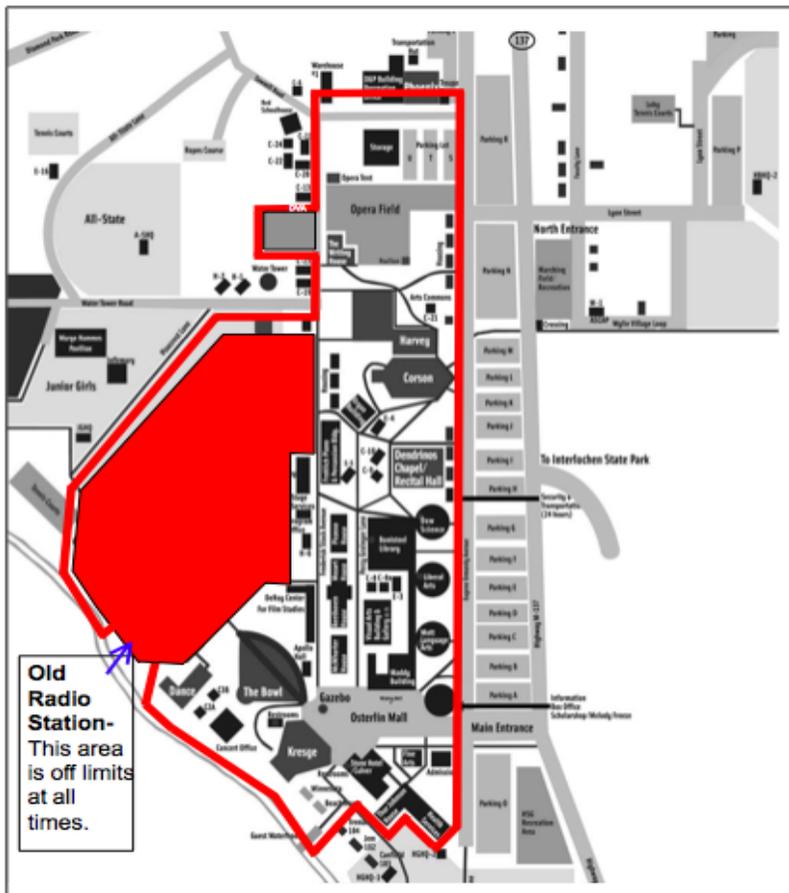
## Medications

Students must comply with Interlochen policies, provider/nurse instructions and/or parent wishes concerning

the use of medications. 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 must be able to identify their medications visually. Students are 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.

## Boundaries

For 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. The red area below is considered on-campus, and allowed.



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

- East - The Duck Lake side of campus and 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 following are off-limits after 'Dusk' (time posted in the residence halls):

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

The following are off-limits at all times:

- 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 not permitted.
- Classrooms and performance spaces are off limits, except when officially open.
- Interlochen property north of Diamond Park Road.

**Cabins & Guest Housing on Campus** - Students who wish to visit an on-campus rental cabin/room must be signed out from their residence hall by the adult who has rented the unit, including daytime visits. Students may not spend time in these spaces without adult supervision. These spaces include:

- Stone Hotel rooms
- Cabins rented on campus through Stone Hotel, including cabins on Eugene Ormandy.

## Walking Off Campus

When walking off campus, students must observe the following boundaries. Students should always walk facing traffic, far off the road on the left edge of the shoulder.

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

## Automobiles

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. Cars must be registered with the Campus Safety office. Student drivers (day or boarding) are not permitted to transport other boarding students in their automobiles without specific permission from an administrator.

## Bicycles and Skate-Toys

Students who own bicycles and skate-toys (skateboards, longboards, etc.) may bring them to campus and ride them with Academy and parental approval under the following conditions:

1. It is the responsibility of students to equip and maintain their bicycle or skate-toy. Damage or injury caused by a bicycle or skate-toy 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 bicycle/skate-toy 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 ride their equipment 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 bikes or skate-toys off-campus. Helmets are available at the residence hall front desk.
4. Boundaries for off-campus use of bicycles/skate-toys:
  - a. M-137 may be used, north to US-31 and south to Karlin.
  - b. 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. Devices must be kept in an appropriate location such as on a bike rack, skateboard rack, or in an area clear of roads, stairs, walkways, flower beds, etc. Anything stored inappropriately may be confiscated by Academy staff.

7. Abandoned items are held for a short time and then either donated or disposed of.

## Body Piercings and 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.

## Cell Phones

Cell phones are not to be used in academic or artistic settings (classrooms/studios, library), during tutorials, rehearsals, community meetings, meetings with staff and faculty, or during performances. While investigating incidents, the Academy reserves the right to confiscate temporarily student cell phones, computers or other belongings.

## Drones

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

## Eighteenth Birthday

As a condition of continued enrollment, students and parents/guardians agree that when any student turns 18 while enrolled at the Academy, the Academy shall have the right to communicate with the student's parents/guardians regarding any student matter such as information about academics, arts, conduct, medical, social, educational, and all other matters. This policy also applies to students who are 18 when they initially enroll at the Academy.

## Personal Enterprise and Business

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

## Pets

Student 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.

## Uniform and Attire

A Uniform is worn by all students throughout the class day anywhere outside of their own residence halls. The purpose of the uniform is to provide a spirit of unity, a simplified day, a means of identification and a connection to a common purpose. Students are responsible for providing their own clothing to comply with the uniform guidelines. Non-uniform clothing (worn on nights and weekends) should follow the same general standards of the day uniform. Uniform details include:

- Interlochen logo solid color light blue shirts with collar. Postgraduate students may wear a red uniform shirt or a blue uniform shirt.
- Solid color navy blue slacks, skirts, jumpers or walking shorts of any fabric. However, jeans, denim and sweatpants are not permitted. Jeans or other non-uniform items may not be layered with the navy blue bottoms.
- Student ID
- Clothing may not contain offensive language; alcohol, tobacco or drug references; or material which may be considered obscene or offensive.
- Some classes may have additional uniform/attire requirements.
- Students who are not in uniform may be sent back and/or marked tardy for the class.

## Additional Regulations

Interlochen policies set the tone for acceptable and appropriate behavior while at the Academy. In addition to school policy, students are also expected to follow campus expectations and regulations. Additional regulations include, but are not limited to: room condition; evening hours; room curfew; sign-in; late/absent from required appointments; community service absences; dining room guidelines; inappropriate items in residence hall room, including inappropriate decorations and pornography; accessing another

person's room/possessions without permission; possession of fire safety prohibited items; or other conduct falling generally within these descriptions as determined by Academy administration.

## STUDENT CONDUCT PROCESS

### Investigations

When Interlochen has reason to suspect that violations of the student handbook or illegal and/or dangerous activities are taking place, it will conduct an investigation. During investigations and disciplinary processes, the Academy may put restrictions on students, including but not limited to: restriction to their room or residence hall; restriction to certain areas of campus; limiting contact among certain individuals; searches of room and property; searches of cellphones and other technology; and other restrictions, at the Academy's sole discretion.

### Room and Property Searches

If there is reason to suspect that students may be violating campus policy, Interlochen reserves the right to confiscate and search a student's belongings, including their room, locker, vehicle, computer, cell phone, other electronics, other areas assigned to or used by that student, or other student possessions. The Academy may report the violation to local authorities if the search reveals the student is in violation of the law. In order to support 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.

### 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. Interlochen cooperates fully with law enforcement and local authorities with regard to substance use and abuse.

## STUDENT CONDUCT OUTCOMES

When a student is found in violation of campus policies or regulations, any of the following types of student disciplinary action may be imposed.

- **Educational Sanction** - Students who violate campus policy may be asked to reflect on their decision making or participate in an educational program. Examples of educational sanctions include: a written reflection, participation in a restorative circle, enrolling in classes/workshops, receiving counseling, writing letters of apology, or others as determined by both the student and administrator.
- **Warning** - Students who violate campus policy may be placed on Warning status.
- **Exclusion from Activities** - Students who violate campus policy may be excluded from participation in designated privileges and activities for a specified period of time. Examples include, but are not limited to: early sign-in, loss of off-campus privileges, campus restrictions, weekend restrictions or loss of technology access.
- **Restitution** - Students who violate campus policy may be required to make restitution. Such restitution may take the form of monetary payment or appropriate service to repair or otherwise compensate for damages.
- **Dorming** - Students who violate campus policy may be restricted to the residence hall. Dorming is similar to "grounding" at home.
- **Probation** - Students who violate policy may be placed on Probation for a specific period of time. Conditions restricting the student's privileges or eligibility for activities may be imposed.
- **Suspension** - Students who continue to violate policy, or whose conduct presents a more significant concern, may be placed on a Suspension. This is a termination of student status for a specified period

of time, provided that the student has complied with all conditions imposed as part of the Suspension and provided that the student is otherwise qualified for reinstatement.

- **Dismissal (Expulsions and Required Withdrawals)** - Students who violate Academy policies or regulations, or who make decisions that put themselves or others at risk, may be expelled from the Academy. Students either expelled or required to withdraw from the Academy are considered restricted from campus for the remainder of the academic year.
- **Re-Enrollment** - Students in grades 9 through 11 who have performed satisfactorily in all areas are typically invited to return for the next school year. Students whose return is in question due to academic, behavioral, outstanding tuition payments, social, or health concerns will have the re-enrollment decision delayed. This is referred to as "Re-enrollment Hold."

### **Academy Discipline Board - Dismissal Appeal Process**

When a violation of campus policy results in an expulsion from the Academy, a student or family may request an Academy Discipline Board hearing. Because of the intense pace and schedule of May, Academy Discipline Boards are not an option after May 1.

An Academy Discipline Board hearing must be requested in writing within 48 hours of notice of an expulsion. The Academy Discipline Board is composed of representatives of the Academy administration. The Academy Discipline Board will convene within seven business days of the written request for a hearing. The Academy Discipline Board may call witnesses, including the student. The decision of the Academy Discipline Board is final. Once the decision has been made for expulsion, the student and his or her family will be asked to leave campus within 24 hours.

There are no appeals for other Academy discipline decisions (e.g. suspensions).

## **COMMUNITY SUPPORT**

The motto, "Dedicated to the promotion of world friendship through the universal language of the arts," is a cornerstone of Interlochen's approach to art and education. The Academy is committed to fostering a community that is safe and supportive of all members.

### **International Student and Family Support Services**

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

### **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. 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. 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 the Academy's diverse community with many faiths represented, the Academy has made it a practice not to observe any special day for any religion. However, students who wish to be excused from class for religious observance may seek permission through the Dean of Students' Office to do so.

### **Substance Use/Abuse Intervention**

Substance use concerns can be brought to the attention of Health Services prior to the occurrence of a disciplinary incident. When used as an intervention tool, the results of testing and assessment are used to determine the need for further assistance rather than student conduct consequences. Referrals to specialists in the Traverse City area are handled through Interlochen's Health Services office. Self-help groups, such as

Alcoholics Anonymous, are available in Traverse City for recovering students. Students with questions and concerns regarding alcohol or other drugs should feel free to discuss them in confidence with members of the Health Services staff or professional counselors/social workers. It is important to distinguish, however, the difference between students who are found responsible for violating Substance Use Policy and students who seek help voluntarily.

### Transgender and Non-Binary Student Support

The layout of Interlochen's physical campus provides a variety of housing options to accommodate female, male, non-binary, and mixed gender spaces. Interlochen accommodates students who identify as trans or non-binary 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. Additionally, Interlochen has designated several restrooms on campus as gender inclusive restrooms.

### Advisory Program

The mission of the advisory program is to provide time and space for the guidance and support of all Academy students. Through individual, small group and community-wide experiences, advisors serve as mentors and provide an environment where their advisees gather on a regular basis to share and reflect. The highest priority of the advisory experience centers on establishing a supportive student/adult relationship outside of the student's main area of focus.

### Community Meetings and Residence Life Meetings

Community meetings and residence life meetings may occur during the school days or in the evenings.

### Community Service

All boarding students are assigned a community service responsibility each semester. Many assignments are predetermined by virtue of a student's major. Students may express a preference of assignment, but tasks are assigned primarily on the basis of community needs. Students who fail community service may receive administrative consequences and/or have their re-enrollment placed on hold.

### Student Life Programming

The Academy provides a variety of programs with themes that encompass a wide range of student needs. Many sessions are optional, but some are required.

### Student Representative Board

The Student Representative Board is the official representative organization of the student body and is a liaison between the student body and Academy administration and faculty. The Board is a vehicle for focusing and articulating student concerns and suggestions. The Board meets weekly, and all students are welcome to attend 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.

### 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 complete an application and meet with the Dean of Students to discuss the group's purpose and general plans.

### Publications

[The Interlochen Review](#): This is the annual online literary journal edited and produced by students in the Creative Writing division. The review showcases work from creative writers, motion picture artists, singer-songwriters and visual artists at Interlochen alongside the work of high school writers and artists around the world. All Academy students may submit work for consideration.

The Red Wheelbarrow: Students in the Creative Writing division publish this magazine of student writing and visual artwork four times a year. Academy students in all arts majors are welcome to submit their writing and visual artwork for consideration by the editors. Students whose work appears in *The Red Wheelbarrow* give a reading of their work on the evening of the date of publication. Singer-songwriters are invited to submit original songs to be played live at the reading.

### 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 must also adhere to copyright laws and be mindful of performance space availability, supervision needed, costs, etc.

### Recreation and Physical Activities

The Dennison Center for Recreation and Wellness provides fitness and wellness activities. This state-of-the-art center includes a gymnasium accommodating a full-size basketball and volleyball court divisible into two smaller sized courts, with a rock climbing wall on the east wall of the gymnasium. An 1,800 square foot fitness room houses stationary bikes, elliptical machines, and treadmills along with free weights and a full set of Matrix resistance equipment. The group exercise room provides 1,000 square feet of space for classes and programming such as spinning, yoga, Pilates and body pump. This space also holds a recreation room, complete with pool, foosball and shuffleboard tables.

Throughout the year, informal and organized outdoor recreational opportunities will present themselves. 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 the rural setting offers almost unlimited hiking and jogging possibilities both on campus and in the immediate area. In the winter, students may take the BATA bus to a nearby ski resort for downhill skiing and snowboarding. Additional release of liability waivers from the ski resort are required.

#### Release and Indemnity Agreement for the Dennison Center for Recreation and Wellness:

Please read carefully. *I understand and accept the fact that the use of the gym and fitness area, participation in fitness classes and other physical activities at ICA are potentially hazardous activities with certain dangers and risks that may result in serious injury or even death. I agree that as a consideration of and in consideration for the student named to be permitted to participate in and use Interlochen Center for the Arts facilities, premises and equipment, I freely accept and voluntarily assume all risks or personal injury or property damage and release Interlochen Center for the Arts (hereinafter "ICA"), and its trustees, officers, employees, agents, successors, legal representatives, and assigns (hereinafter "Releasees") from any and all liability, claims, causes of action, grievances, charges or suits of any type or form whatsoever, arising from or pertaining to the student's participation in any activity at ICA or relating to such activity. It is understood and agreed, however, that this agreement shall not relieve ICA of liability for proven negligence on the part of ICA or its agents, provided such negligence is the proven cause of such injury or damage.*

*I further agree to indemnify and hold harmless the above Releasees against any liability, costs, damages and expenses (including reasonable attorney fees) which they may incur at any time in the future in the connection with any claims brought to me, the student, or by anyone on our behalf against any of the Releases, which claims arise out of or are related in any way to the student's injuries or damages resulting from activities covered by the Agreement, except in the case of proven negligence on the part of the Releasees being the cause of any such injury and damage.*

### Student Activities Committee

The Student Activities Committee consists of staff and students who plan and run the Academy's weekend social programs. Students interested in serving on this committee may request to do so on their Community Service Request Form or by contacting the Student Activities Coordinator.

## 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 that occur off-campus are elevated. During Academy-sponsored functions, students must utilize school transportation unless specific permission for other arrangements is given by an administrator. Examples include:

- **Activity Bus:** Specific activities in the Traverse City area such as: attending movies, roller-skating, ice-skating, swimming and eating out at local restaurants. 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 postgraduates 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 sometimes travel to areas in and out of state. These tours, usually three or four 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.
- **Sunday Morning Bus:** Transportation is provided for students who wish to go to Traverse City and the surrounding area to attend religious services most Sunday mornings. Students must return to the campus on the regularly scheduled bus unless special arrangements have been made. There is a charge for this service, however, students taking the Sunday morning bus to attend religious services can have the fee waived through the Dean's office.

## 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 from the Music Department, Education Office, Student Affairs Office, or Student Activities. 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.

## RESIDENCE LIFE

The residential life program and residence halls are central to the experience of students who live at the Academy. Living in a residence hall community is an experience of personal growth and requires cooperation and patience with people, as well as bravery for engaging with new situations. The Assistant Dean of Students for the Academy oversees the management of the residence halls.

### Residence Life Staff

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 they are assigned.

Residence Hall Coordinators are responsible for the social, artistic and academic development of students in a boarding high school environment. Each student is assigned a Coordinator who lives in their hallway and is the student and their family's direct contact to the Residence Life Department. Coordinators provide support to their students in the living setting and help build community in their residence hall.

Residence Hall Assistants are non-resident staff members who manage the main desk in the residence hall lobbies. They are the main touchpoint for communication between the residence halls and other departments and families during the school day. They interact regularly with all students in their assigned residence hall(s), building community and addressing student and parent concerns. Residence Hall Assistants are often called

“Housemothers” or “Houseparents” as a colloquial title.

**Peer Assistants** are student leaders selected by the Academy to serve as peer leaders and to assist Hall Coordinators in the needs of the residence halls. Students are encouraged to reach out to their peer assistants with questions and concerns. **International Liaisons** are students selected by the Academy to serve as peer leaders to assist in the residence halls and provide support and awareness regarding our international populations.

**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.

## Housing Assignments

Students complete housing forms which assist Interlochen in making housing assignments. Please note that while Interlochen tries to honor roommate matches and preferences, final housing placement decisions rest with the Residence Hall Managers and Deans of Students. The gender of each residence hall may be adjusted each year to reflect the identities and housing preferences of students. Parents may communicate any specific preferences and requests related to their students’ housing assignment via the Housing Form.

## Student Rooms

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, provided they make no structural alterations, do not damage the facilities in any way, and follow current fire and safety and non-discrimination regulations. Items 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.

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. Captain’s beds in the Hemingway, Picasso, and DeRoy residence halls may not be moved. Bunk beds in Thor Johnson 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. Any residents aware of any person responsible for specific damages should contact a Residence Hall Coordinator, the Hall Manager or Assistant 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. 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 Assistant Dean of Students, will make the final determination.

**Personal Property and Insurance:** The Academy does not insure the personal property 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 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 may 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 and is unable to pack up their 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.

**Keys and Key Cards:** Students who are locked out of their room will be billed \$2, and repeated occurrences may result in additional fees. Lost keys will result in a lock change (\$50). 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 a lock change fee (\$50). Keys are 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.

**Room Inspection:** Hall Coordinators conduct weekly room inspections. Students are responsible for the cleanliness of their own rooms and bathrooms. Staff will check for organization, dishes from the cafeteria, fire safety concerns, and other violations. Basic bathroom cleaning products are provided, and 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. No strong scents are permitted. 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.

**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 checkout process may result in additional fees.

**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.

**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.

**Room Consolidation/Reassignment:** The Academy reserves the right to consolidate rooms at any point during the year. If a roommate leaves, another student will be assigned to that room by the Hall Manager and/or Assistant 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:**

- **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. 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.

## Roommates

Students will be assigned a roommate. Each student completes a Student Housing Form and submits it before arriving on campus. Residence Hall staff will work with each roommate pair on a comprehensive roommate agreement at the beginning of the year. On rare occasions, a room assignment might be unsuccessful. It is the goal of the Residence Life staff that difficulties between roommates 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, they should talk with their Hall Manager to learn more about possible options.

**Roommate Bill of Rights:** The following Roommate Bill of Rights is a reminder to each resident of their 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. 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 have free access to facilities without pressure from a roommate.
6. To have 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.

## Academy Visitors

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.

**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 21 and older. Guests under 21 must also be accompanied by an adult. Students are prohibited from visiting the Stone Center hotel rooms of non-family members. Overnight guest accommodations in student residence hall rooms are not permitted under State of Michigan laws and Academy policy. The nearby Interlochen State Park provides camping facilities, and there are several motels in the immediate area.

**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. 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.

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

## Student Visitation Policy

Students may occasionally have other student 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: quick visits and extended visits.

### Quick Visits:

- A. Quick visits are visits that last less than 15 minutes. The spirit of the quick visit is for a student quickly to 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 a.m. 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 three. Exceptions can be made at the sole discretion of the residence life staff.
- G. Participants in the room may not enter the neighboring room or the bathroom.
- H. There is a limit of five rooms participating in Room Visitation per residence hall at any given time.
- I. A door stop may be issued by Residence Life.
- J. Visits of any type can be denied at the sole discretion of the residence life staff.

### 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 the bathroom or the 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: 4 p.m. – the start of sign-in
  - b. Saturday and Sunday: 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 enter to the neighboring room or bathroom.
- I. Residence life staff may make exceptions or place limitations on extended visits situationally.
- J. There is a limit of five rooms participating in Room Visitation per residence hall at any given time.
- K. A door stop will be issued and must be used.
- L. Visits of any type can be denied at the sole discretion of the residence life staff.

**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 future re-enrollment status of the student.

### Fire Safety Guidelines for Residence Halls

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. 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 five 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 Coordinators 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 and irons are not permitted and should not be brought to campus. Only appliances with auto shut-off are permitted. 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, 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 and during a quick or extended visit
3. 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 breakers are allowed.
6. Matches, lighters, candles, burnable incense, kerosene lamps, flammable liquids, fireworks or any items with an open flame are not permitted.
7. Smoking in the residence hall is absolutely prohibited.
8. Beds may not be moved to block windows. The original drapes in the room must remain in place.
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. 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. Bulletin boards are provided for posting items.
13. One strand of decorative, holiday-type lights per room is 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.

## Evening Schedule

School Nights: Sunday-Thursday		
Time	Freshmen and Sophomores	Juniors, Seniors, Postgraduates
6:00 p.m. - Sign-In	Attend evening tutorials, practice, homework, recreation, free time, etc.	
9:00 - 9:30 p.m.	Sign-in	
9:00 - 10:00 p.m.		Sign-in
10:00 p.m.	Practicing ends on campus	
10:30 p.m.	Lobby clean-up	
	Students in their own rooms	
11:00 p.m.		Students in their own rooms
11:30 p.m.	Telephone use ends, internet off, lights out	
12:00 a.m.	Front desks close	
6:00 a.m.	Telephone use resumes, internet on	
7:00 a.m.	Students permitted to leave their rooms and the residence halls	
8:00 a.m.	Front desk opens	

Weekend Nights: Friday and Saturday	
Time	
10:00 - 11:00 p.m.	Sign-in

11:00 p.m.	Practicing ends on campus
11:30 p.m.	Lobby clean-up, clear lobbies, students in their room
12:00 a.m.	Telephone use ends, internet off, lights out
12:30 a.m.	Front desks close
6:00 a.m.	Telephone use resumes, internet on
7:00 a.m.	Students permitted to leave their rooms and the residence halls
8:00 or 9:00 a.m.	Front desk opens at 8 a.m. on Saturday, 9 a.m. 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.
- **Front Desks Close:** Students in need of assistance after the front desk closes should check 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.
- **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. Students obtain this permission prior to sign-in by asking the hall staff on duty.
- **Lights Out:** Students are to be in their beds with all lights out (overhead, bathroom, desk, twinkle lights, etc). 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 p.m. (11 p.m. on Friday and Saturday) until 8 a.m. the following morning.
- **Room Curfew:** Students must be in their own rooms (not including their neighboring suite) 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 a.m. the next morning unless they obtain special permission and a pass from a Hall Manager.

#### Television

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, they should report concerns to the staff working at the desk. Lobby televisions may be on at the discretion of the residence life staff.

#### Computer Gaming and Movies

Computer/video games are permitted in student rooms, and students must use them responsibly. Movie content must be appropriate (no MA, R, X-rated programs permitted).

#### Subwoofers and Speakers

Subwoofers are not permitted on computer or stereo systems. External speakers may be used at a modest volume during non-quiet hours.

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