My signature indicates that I received the Interlochen Arts Academy 2014-2015 Student Handbook and I am familiar with the policies and procedures of Interlochen Arts Academy, including my commitment to the following statement.

**Academy Pledge:** I have read the descriptions of Interlochen policies and rules in the Interlochen Arts Academy 2014-2015 Student Handbook. I understand and affirm the Academy’s commitment to excellence in artistic and academic studies as well as personal living. I understand that I am expected to attend classes, lessons, rehearsals, and performances, to complete assignments and honor appointments as arranged, and to respect school property and technology. I pledge to maintain artistic, academic, and personal integrity by not cheating, plagiarizing, stealing, vandalizing, harassing, or lying. I further pledge not to use or have in my possession or be under the influence of tobacco products, alcohol, marijuana or other illegal drugs, and not to misuse legal substances, while I am on the Interlochen campus or while enrolled in Interlochen programs. I understand that if I violate this agreement, immediate suspension or expulsion without refund of any part of the tuition and fees may result, as well as other procedures outlined in the Student Handbook.

Student Name (print)  
__________________________________________

Student Signature  
__________________________________________

Date  
__________________________________________

Staff Witness  
__________________________________________
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Student Name (print) __________________________________________

Student Signature  ____________________________________________

Date  _______________________________________________________

Staff Witness  __________________________________________________

Duplicate page so that student retains a copy within the handbook
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GENERAL INFORMATION

MISSION STATEMENT
Last Approved/Affirmed by the Board of Trustees, March 5, 2011
Interlochen Arts Academy provides artistically gifted high school students pre-professional arts instruction, college preparatory education, and life skills development.

STATEMENT OF PHILOSOPHY
Approved by the Board of Trustees, March 5, 2011
Interlochen Arts Academy offers its students a curriculum committed to excellence in the arts and academics. Under the guidance of an exemplary faculty of artists and educators, the Academy creates an environment in which students can achieve the highest possible artistic, intellectual, and ethical standards as individuals and as responsible members of a diverse community. Within a framework of healthy competition and frequent presentations, the Academy manifests uncompromising expectations and provides opportunities for character and leadership development through individual initiative.

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

CHANGES BETWEEN EDITIONS
The information contained in the 2014–2015 edition of the Student Handbook supersedes all previous editions. Students and families are expected to be knowledgeable about all Academy procedures, policies and regulations. The Academy may make changes to its policies, procedures, or expectations between editions of the Student Handbook.

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

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

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

We believe our separate heritages, beliefs, and choices of expression help to define us as individuals, and our commitments to learning about one another and the larger world unite us as a community. At Interlochen, such topics as race, gender, religion, physical attributes, sexual orientation, and economic differences are discussed with the goal of recognizing and celebrating the diversity of our community.
We view the family as the primary source of customs, celebrations, and values for our students. Our families possess a diverse collection of experiences and cultural traditions. We believe the role of the Academy is to affirm that each individual has a distinct character, and we endeavor to help our students appreciate and share their own identities and explore the traditions of others. We strive to help our students gain a strong sense of self worth as they prepare to participate with pride and confidence in a rich, complex society.

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

The Student Senate President and Vice President are elected in the spring of each year for the upcoming school year. To become candidates for President and Vice President, a petition must be submitted to the Student Senate advisor, signed by at least one-fifth of the student body. Students are limited to the number of petitions they can sign depending on the number of candidates. The President and Vice President are elected by majority vote.
The Student Bill of Rights, created by the Student Senate, is a companion piece to the Student Handbook. Both documents outline the opportunities and boundaries given to each member of the Interlochen community. The hope is that the Students Bill of Rights will stand as a unifying document, presenting the opportunity to make changes to the community and evolve moving forward into the future.

1. Given that Interlochen is an educational and learning community, students are encouraged to question, challenge, and probe as part of the educational process. Reflection, analysis, and creative thinking are important to the experience of all members of this community.

2. Students are encouraged to express their ideas freely and to demonstrate creativity and critical thought in all their work, as are all members of the community.

3. Students who wish to organize a club or activity group must meet with the Dean of Students to make the necessary arrangements to become official so they can post signs, advertise events, and stand in the community. Students who wish to organize a formal gathering of students and reserve a space must meet with the Dean of Students to make the necessary arrangements. For spontaneous gatherings of students, which will be noted by residence life on a case by case basis, one student must take responsibility for the event.

4. The Student/Parent handbook outlines appropriate behavior for all members of the school community and the consequences for not adhering to the policies and guidelines. No person is above the policies outlined in the handbook. Students have the right to know, to the extent possible, how behavior may be deemed inappropriate. Students who have questions regarding issues related to disciplinary action should talk with the Dean of Students or the Vice President of Student Affairs. It is important to remember that Interlochen maintains a high level of confidentiality regarding disciplinary issues for those involved and to adhere to certain outside legal guidelines concerning confidentiality and privacy.

5. The Student Senate is the student governing body and provides an open forum for discussion. Students have the right to free election of their peers in the student government and the right to seek and hold office. The President and Vice President of the Student Senate present issues, ideas, and proposals to various Academy administrators for review and consideration. The power to dissolve the Student Senate rests with the unanimous vote of the Senate advisors, the Dean of Students, and the Vice President of Student Affairs and Vice President of Education Programs.

6. Interlochen encourages creativity, and understands that artistic expression takes a variety of forms in different arts and academic disciplines. Guidelines determining the appropriateness of work are established within each arts and academic division. Students are encouraged to discuss any issues regarding artistic expression with the instructor/division director. Students must understand that not all expression is appropriate to be displayed or produced in public domains and forums. If the work is deemed inappropriate, an instructor/division director will help the student move forward with their process.

7. The Student Senate shall maintain the right to amend and protect the Student Bill of Rights. Any changes to the document must always be in the interest of the entirety of the IAA student body. Amending and removing the Student Bill of Rights shall require a majority vote of the Senate representatives, the President and Vice-President of the Student Senate, and the approval of the Vice President of Student Affairs and Dean of Students.
GENERAL SERVICES FOR STUDENTS

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

The campus safety office is located on Ormandy Drive. In case of any emergency which may require the attention of safety personnel, students may contact a member of the residence life staff or adult employee, call campus safety directly (x7575) from any campus telephone / 231-276-7575 from a non-campus phone, or in the case of a life-threatening emergency, call 911 from any telephone. An emergency telephone, identified by a blue light, is located in front of the campus safety building. Additional emergency call boxes (small silver boxes) are located adjacent to the front doors of Mozart/Beethoven, Picasso, Hemingway, Thor Johnson, and DeRoy residence halls.

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

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

Transportation for students to and from the Traverse City airport and bus station at the beginning and end of the school year and for Academy vacations is provided for a fee of $10 round trip. An additional charge, up to $30, will be assessed to students who do not submit their travel plans, turn them in past the deadline and/or provide less than 7 days notice for any other arrival/departure. Use only the appropriate online travel plans form found in the Academy Parent Resource section of Aspen to submit travel plans. If for some reason this is not possible, contact a travel coordinator with travel plans at 231-276-7373. For safekeeping, students are encouraged to keep airline tickets and passports in the travel office safe.

Due dates for vacation travel plans for the 2014-2015 school year:
August 18, 2014        Opening of School
October 24, 2014       Thanksgiving Break
November 28, 2014      Winter Break
February 20, 2015      Spring Break
May 1, 2015            End of Year

Interlochen works exclusively with Classic Travel, which offers special assistance to students and their parents with travel booking: Classic Travel, 800-643-3449 (Identify yourself as affiliated with Interlochen)
4767 Okemos Road
Okemos, MI 48864
Monday-Friday 9:00 a.m. – 6:00 p.m.
Saturday 9:00 a.m. – 12:00 p.m.

International student travel: Parents and families of international students are expected to manage the travel and/or housing arrangements for international students during the vacation breaks. The Academy calendar includes three scheduled vacation breaks each school year. It is the family’s responsibility to plan ahead and find appropriate lodging off campus during the periods of Thanksgiving, Winter Break, and Spring Break.
SCHOOL BREAKS / VACATIONS
Thanksgiving (2:00 PM on November 22, 2014 to 2:00 PM on November 29, 2014)
Winter (2:00 PM on December 20, 2014 to 2:00 PM on January 3, 2015)
Spring (2:00 PM on March 14, 2015 to 2:00 PM on March 28, 2015)

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

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

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

TRANSPORTATION FOR STUDENTS TO TRaverse CITY DURING THE SCHOOL YEAR: The transportation department provides transportation for student who have appointments in the Traverse City vicinity. The charge for transport to and from appointments is $22.00 round trip. There is an additional charge if the driver must stay with the student during the appointment.

TRANSPORTATION TO THE AIRPORT OR BUS STATION FOR NON-VACATION TRIPS: Students must complete an Off-Campus Permission Form (blue form) when Interlochen transportation services are needed for times other than departures and arrivals at opening of the school year, vacation breaks, and end of the school year. There is a charge of $22.00 round trip to the bus station or the airport. Travel arrangements must be made at least 48 hours in advance or a late fee of $30 will be charged to the student’s account. Important additional information regarding details of arranging travel to and from school can be found on Parent Resources section of Aspen.

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

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

Taxi Service is available from companies in Traverse City. Specific parent permission must be obtained, as noted on the Parent Permission Form or by phone, for a student to ride public transportation and the normal sign-out procedure in the residence hall must be followed. This is a very expensive way to get to and from Traverse City.

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

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

Students are provided a computer account while at Interlochen. Google Apps (email, calendar, documents, etc.) accounts are issued to each student. Accounts are limited to educational, informational, and communicative use only. Community kiosk computer terminals are available in the Bonisteel Library; however, due to limited access, school-related computer needs take precedence over personal use on all public machines.

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

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

Student Owned Computers: All students attending IAA during the 2014-15 school year are required to have an Apple laptop. Questions regarding the laptop program or any other technology at Interlochen can be directed to the IT help desk at servicerequest@interlochen.org. Questions will be answered directly, and common inquiries and answers will be added to the frequently asked questions document on the IT website at http://academy.interlochen.org/technical-faq.

Wireless Access: Wifi access is available throughout campus buildings and residence halls.

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

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

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

How do I set up my computer to access Aspen? Aspen may be accessed with any Internet-connected computer. You can use just about any web browser - Internet Explorer, Firefox, Safari or others. You do need to enable pop-ups in any and all pop up blockers you have installed to allow pop-ups from mi-interlochen.myfollett.com

What should I do if I forget my password? Please email techhelpdesk@interlochen.org to have your password reset. You can also reset it yourself by using the "I forgot my password" link on the login page.

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

Student Internet Hours of Operation:
Sunday through Thursday: 6:00 a.m. – 11:30 p.m.
Friday and Saturday: 6:00 a.m. – Midnight
IT Questions and Training: The Interlochen Information Technology department is available to assist with any of your technology questions. The Help Desk is located in the Information Technology Studio which can be found in the lower level of the Maddy building. You may also call us at extension 7242 or email us at techhelpdesk@interlochen.org. You may also visit our online help portal, which includes answers to many typical questions, at: http://help.interlochen.org

INSTITUTIONAL TECHNOLOGY ACCEPTABLE USE POLICY

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

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

Guidelines
1. All equipment, technology, data, and communications are the property of Interlochen Center for the Arts. No rights to privacy or confidentiality exist. Employees who administer key systems have access to all transmitted data. Messages relating to or in support of illegal or inappropriate activities may be reported to the proper authorities. As laws require, ICA may store all electronic communications occurring on the ICA network (wired and wireless communication).
2. The use of ICA’s systems and technology is a privilege, not a right. Inappropriate use may result in the revocation of privileges.
3. ICA equipment may not be used in ways that violate applicable laws or regulations.
4. Network traffic and user accounts are monitored for appropriate use and to assure efficient network operation.
5. Actions or activities that disrupt the educational and work environment are unacceptable.
6. Families should be aware that students have unsupervised access to the internet on campus. Ultimately, parents and guardians of minors are responsible for the same guidance of internet use as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media.

User Accounts and Passwords
- Users are responsible for all communications under their login name.
- 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 addressees without prior permission from your supervisor or hall manager.

4. The following uses of internet access are strictly prohibited:
   - Accessing, uploading, downloading, storing, or distributing pornographic, obscene, or sexually explicit material.
   - Transmitting or posting defamatory, abusive, obscene, sexually explicit, threatening, or offensive content.
   - Vandalizing, damaging, or disabling the property of another individual or organization.
   - Violating copyright laws or otherwise using the intellectual property of another individual or organization without permission. All sources must be credited and appropriately cited.

5. Users should be aware of dangers and responsibilities related to internet use. Keep in mind when you are utilizing the internet that you still represent ICA. The ICA network and systems may not be used for commercial purposes or financial/personal gain.

6. Personal networking devices, such as hubs and wired or wireless routers, are not to be used on the ICA network.

7. Interlochen employees need to protect the computing devices, particularly mobile devices such as laptops and cell phones, that have been provided to them with appropriate care. In the unfortunate case that a device is damaged due to negligence or mishandling to the extent that it needs to be replaced or repaired, the employee will incur half (50%) of the related expense. Employees whose devices need to be replaced or repaired more than once will incur all (100%) of the expense. Hardware failure that is not caused by the user will be repaired at ICA’s expense.

**TELEPHONES**

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

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

Voicemail System: Room telephones are equipped with voicemail and students are expected to set up and maintain their voicemail accounts. All voicemail greetings should follow the same guidelines as appropriate room décor and student activities (i.e. no profanity and no messages which demonstrate and/or condone activities that are not congruent with school behavioral policies). Please remember that others from off campus will also be accessing individual student voice messaging accounts (i.e. colleges, universities, etc.); students should consider how others interpret their greeting. Voice messaging is available 24 hours, 7 days a week. Any questions or concerns regarding this system should be reported to the IT Service Desk (x7242). Unwanted and inappropriate calls should be reported to the residence life staff immediately. In such events, please do not erase the messages, dates, or time of day the messages arrived.
CELL PHONES
The use of cell phones is a privilege. Students are expected to follow the Interlochen policy for cell phone use. Students failing to adhere to the guidelines below will have their cell phone confiscated for 24 hours. Paging or recording (video and audio) devices are not permitted. Cell phones are not to be used:
- In public/commons places anytime it will be disruptive or distracting for others.
- In academic or artistic settings (classrooms/studios, library), during tutorials, evening study hall, rehearsals, residence life meetings, community meetings, and performances.
- After lights out.

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

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

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

ENEWS
Enews is an electronic bulletin that is available Monday through Friday on the "stART" page, which is an internal Interlochen website hosted on Google for those with an Interlochen IT account. The stART page also has links to the daily calendar, cafeteria menu, and can be accessed at the following website: https://sites.google.com/a/interlochen.org/start/. The daily calendar can also be found at http://www.interlochen.org/info. Announcements may also be posted on the Aspen webpages.

NEWS FROM THE DEANS
At the beginning of each week, the deans publish an email/posting with updates from across campus and reminders about things to come. Students, faculty, and staff are welcome to submit items they wish to have included. News from the Deans is sent as an email to all campus email addresses.

ID AND KEY CARDS
ID photos are taken Opening Weekend at no cost to students. Students are required to wear their student ID on a safety lanyard around their neck at all times except for when performing or in their own residence hall. Replacement IDs may be requested during at the residence hall desk or during business hours at the Deans office. Replacement IDs cost $5. Replacement lanyards are $3.

The Visual Arts Building, DeRoy Residence Hall, and DeRoy editing suites have key card access. Just as with regular keys, key cards should not be shared and should be treated with great care. Key cards may be replaced through the Campus Safety Office. Students should contact their hall staff for assistance with ordering replacement IDs and key cards. There is an additional $25 charge to activate the key cards.

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

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

**INSTRUMENT SERVICES**
Contact Lyndsay Hunter at HunterLM@interlochen.org or x7821 for assistance regarding instrument services.

**MAIL ROOM**
The Mail Room is located in the basement of the Maddy Building and provides a full range of postal services, including stamps and parcel service during posted hours. In addition, there is a U.S. Government Post Office less than a mile from the campus. Incoming mail is collected and delivered to the residence halls daily except Sunday. See Student Planner for mailroom hours.

Student mail should be addressed as follows: For UPS and FedEx shipping purposes:

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Student Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Residence Hall</td>
<td>Name of Residence Hall</td>
</tr>
<tr>
<td>P.O. Box 200</td>
<td>9900 Diamond Park Road</td>
</tr>
<tr>
<td>Interlochen, MI 49643-0200</td>
<td>Interlochen, MI 49643</td>
</tr>
</tbody>
</table>

**RECORDING SERVICES POLICY**
Audition recording service is available from Interlochen Public Radio (IPR). It is recommended to record in Studio A at IPR weekdays between 9:30 a.m. and 4:30 p.m. The Chapel and weekend recordings are sometimes available with enough notice. The fee for Interlochen students and faculty is $10 per quarter hour and $10 per CD. By signing a voucher, students may have fees withdrawn from their account. Email is the best way to schedule an audition recording with IPR. Contact Brock Morman at IPR mormanbc@interlochen.org for further information. Audition recordings cannot be edited (except between movements of a piece).

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

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

Residence Hall Recycling Program/Procedures: Each residence hall lobby has a recycling bin for paper/cardboard and a bin for commingles. For Hemingway and Picasso, the trash dumpsters are located at the south end of Hemingway. Mozart/ Beethoven, McWhorter and DeRoy can use the dumpster across 2014-2015 Student Handbook - Page 13
the street from Mozart/Beethoven near the library. For Thor Johnson, the recycling bins are located in the
togetherness. It is imperative that students put only paper and cardboard in the paper/cardboard bin and
only co-mingles in the co-mingle bin. Improper sorting results in contamination of the entire bin, and all
contents are considered trash. Do not place bags of trash or recyclables on top of the dumpster lids.

Student Residence Halls Energy Conservation Program/Procedures:
Things students can do to help conserve electricity:
• Turn off lights every time you leave an otherwise unoccupied room.
• Turn off computers, radios, CDs players, TVs, and all appliances when not in use.
• Do not use screen-savers.
• Use natural light whenever possible instead of turning on lights.
• Turn off ceiling lights when just a reading lamp is sufficient.
• Avoid the use of night-lights and turn them off during the day.
• Do not use automated door buttons unless you are disabled.
• Unplug refrigerators if empty. Share a refrigerator.

Things students can do to help conserve heat:
• Keep furniture and belongings away from room heaters.
• Keep windows closed in the winter. If a room is too hot, notify a residence hall counselor or manager.
• If you must open a window, close it when you leave the room.

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

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

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

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

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

There is some storage allocated for Camp students who are coming back to the Academy in the same
year. The Academy is not responsible for items that are lost or damaged.
WEEKLY CALENDAR - stART Page
Interlochen’s calendar is available online at the stART page - https://sites.google.com/a/interlochen.org/start/. The daily calendar, can also be found at http://www.interlochen.org/info. Students should check the calendar weekly for updates and are expected to read the daily Enews, which contains calendar highlights and important changes.

LIBRARIES
Bonisteel Library is a vibrant hub integral to the institution’s academic and artistic life. The library helps meet students' academic needs by providing places for individual and group study, as well as access to online resources and print materials. Throughout the year, the library hosts activities and displays to complement and enrich the student experience.

The Seabury Academic Library is located on the upper level of the Bonisteel Library. The library's collection supports the arts and academic disciplines with a variety of print items and databases, which include eBrany, Jstor, Oxford Art, Global Issues in Context, Theatre in Video, and American Film Scripts.

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

Library Hours
Monday - Thursday: 8:00 a.m. to 9:30 p.m.
Friday: 8:00 a.m. to 5:30 p.m.
Saturday: 1:00 to 5:00 p.m.
Sunday: 3:00 to 9:30 p.m.

Borrowing privileges:
Books and scores: 3 weeks
CDs: 3 days
Magazines, DVDs, AV equipment: 1 week

Limits:
Books, Scores, Magazines: up to 7 items at a time
CDs and DVDs: up to 3 items at a time
AV equipment: 1 item at a time

Fine Policy:
Books, DVDs, Scores, Magazines: $1 after 7 days, $2 after 14 days
CDs: 25 cents per day after 3 days
AV equipment: $1/day
Replacement processing fee after 3 weeks overdue: $5 (Academic Library) or $25 (Music Library)
Individual replacement costs vary by item
Fines for AV equipment will be assessed by the IT department

Additional information for both libraries can be found at http://library.interlochen.org
SUPPORT SERVICES FOR STUDENTS

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

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

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

HEALTH SERVICES
Health Services is located on southeast corner of the first floor of Thor Johnson House. It is open each day of the week with varying hours from 7:00AM to sign-in. Nurses are available to handle routine health care needs of students with no additional charges. At night, a nurse in Health Services may be reached through a hall counselor or the switchboard operator ("0").

Health Services can treat minor injuries and illnesses, dispense over-the-counter and prescription medications, obtain medical supplies, and collect laboratory specimens for processing. More serious illnesses or emergencies are referred to local providers or to Munson Medical Center, which is located about 15 miles from campus in Traverse City. Health Services staff can also assist students in making medical, dental, and rehabilitation appointments. Parents will be notified if a serious illness or injury occurs. Parents should notify Health Services when making outside appointments to coordinate transportation and continuity of care.

In addition to nursing staff, the Academy Health Care Provider sees patients during weekly clinic hours, typically two half-days per week. While there is no per visit fee for students to see the Academy health care provider, there is an annual health services fee that all students pay to help defray the cost for on-campus care provided by health services staff. Parents may be billed for services provided by Interlochen providers (nurse practitioners, physician and/or psychologist and licensed professional counselor) that go beyond normal routine care. Interlochen is not responsible for the costs associated with medical services provided outside of Interlochen Center for the Arts by non-Interlochen personnel (Munson Medical Center, emergency room visits, area medical clinics, etc.).

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

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

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

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

**MEDICATION POLICY**
Interlochen reserves the right to determine the conditions under which medications will be administered. To best ensure student medication safety and security, all prescription and nonprescription medications that need to be taken daily must be filled through a local third party vendor: Munson Community Health Center Pharmacy. Prescriptions will be filled, packaged, labeled and delivered to campus prior to each student’s arrival and refilled as needed throughout the school year. Medications are dispensed by authorized Interlochen personnel, nurses or health services assistants, who have been trained to administer medication. A fee will be charged for this service. Should that become necessary, parents will be advised of any changes.

In addition to using one pharmacy vendor to provide clearly labeled and pre-packaged medications, a partnership must exist between parents, students and Interlochen in order to provide a safe and responsible means for supervision of student medications. Parents must submit, or have their student’s physician submit, any prescriptions directly to the Munson Community Health Center Pharmacy.

Students are responsible for picking up medications from Health Services as scheduled, and for picking up any unused medications at the end of the school year. Students and/or parents not abiding by the terms of the medication policy, or repeated failure to take medications as prescribed, will place the student's continued enrollment in jeopardy. The responsibilities of each party are defined below:

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

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

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

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

**Definition of Medication:** Medication includes both prescription and non-prescription medications and includes those taken by mouth or by inhaler; those which are injectable (epi-pen), applied as drops to eye or nose, or applied to the skin.
Classification of Medication (as pertinent to dispensing):

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

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

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

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

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

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

PERSONAL COUNSELING AND PSYCHOLOGICAL SERVICES
Students have the opportunity to work on personal issues with a licensed professional counselor (LPC) or licensed psychologist in a confidential individual or group setting. The professional counselor and psychologist work with students on a variety of normal adolescent developmental issues. For instance, students may seek help on issues including, but not limited to, adjustment and homesickness, stress management, mood difficulties, grief and loss, and relationship and family issues. They also provide a variety of services beyond personal counseling to support student emotional and educational well-being. These services may be requested directly by parents, or can be recommended and/or required by ICA. The psychologist also works with the Academic and College Counseling Office to coordinate SAT and/or ACT college testing special accommodations for students with disabilities.

There is no charge for occasional visits with the psychologist or LPC, however, parents may be billed for long term counseling/therapy sessions. In such cases, parents would be notified in advance. Educational
and psychological evaluations, assessments, and screenings are provided on a fee-for-service basis. Parents are billed for those services. When applicable, documentation can be provided for parents to submit to insurance carriers.

The offices of the psychologist and licensed professional counselor are located in the health services area on the southeast corner of the first floor of Thor Johnson House.

**STUDENT LIFE PROGRAMMING**
The Academy strives to provide a balance between the academic and artistic lives of each individual by offering a variety of opportunities to enhance:

- Appreciation of Diversity
- Emotional Well-Being
- Environmental Awareness
- Intellectual Curiosity
- Physical Exercise
- Social Interaction and Relationships
- Spiritual and Ethical Growth
- Substance Abuse Education and Prevention

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

**SUPPORT GROUPS**
On an as-needed basis, support groups for students may be formed under the direction of Interlochen's psychologist and/or licensed professional counselor.

**Purpose**
- To provide a supportive environment to young people to talk openly and in depth about issues and concerns they have about themselves
- To provide information on health risks and concerns relating to specific group needs.

**Group Leadership**
Group meetings are facilitated by the school psychologist or licensed professional counselor, often with the assistance of another member of the faculty or staff.

**Group Participants**
Groups are open to all and may meet weekly. Students participate in supportive and educational activities with special emphasis on self-knowledge. While the groups are primarily designed for students, adults in the community are encouraged to participate and lend their support when appropriate.

**Guidelines for Support Group Meetings**
- The development of a positive self-image is encouraged.
- Stereotypical names and references are discouraged.
- Participation is entirely voluntary.
- Confidentiality is respected.
- Respect for the diversity of all people is encouraged.

Support Groups are formed on campus on an as-needed basis. Support groups that have met in the past include: Eating Concerns, Substance Abuse Recovery, Women's Issues, Smoking Cessation, Abuse, Grief, New Students, Separated/Divorced Families, and Gay/Straight Alliance. See “Intervention Policy,” “Health Services,” “Personal Counseling” and “Community Standards, Regulations and Guidelines” for additional related information.
SPONSOR GROUPS
Each faculty and applicable educational staff member is assigned a small group of students. These
groups help meet the needs of students by planning regular social events, having dinner together on or
off campus, and encouraging students to come to them with their concerns. Sponsors take an interest in
students' academic and artistic progress, peer and adult relationships, and their general happiness and
well being. Sponsors are always welcome as advocates of their students in disciplinary situations. When
appropriate, sponsors receive copies of correspondence pertaining to their students.

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

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

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

ACADEMIC AND ARTISTIC INTEGRITY
Scholastic and personal integrity are important and expected. Academic, artistic and community dishonesty (cheating, plagiarism, deception) are Level 4 Infractions and are unacceptable within the Interlochen Arts Academy community.

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

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

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

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

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

Absence and Tardy Policy:
• 3 unexcused tardies (including uniform tardies) will convert to 1 unexcused absence.
• Each unexcused absence results in required attendance in a 3-hour Saturday morning detention.
• 3 or more unexcused absences in a class is very serious and will result in additional consequences. This may include meetings with administration, restrictions, behavioral expectations, required support measures and possible withdrawal from a class with a designation of “WF” (Withdrawal Fail).
• 7 total absences in a class (excused or unexcused) for underclassmen will be cause for a student’s class standing to be evaluated. (see Class Standing Meeting)
• 10 total absences in a class (excused or unexcused) for seniors and postgraduates will be cause for a student’s class standing to be evaluated. (see Class Standing Meeting)
• 20 missed days of classes will result in a withdrawal for the balance of the semester.
• Absences immediately prior to and after vacations are unexcused.

1. Electronic messages are sent to the student, parents, teachers and administrators when an unexcused absence occurs. Only Health Services, the Education Office, Student Affairs Office, Academic and College Counseling, or Psychological and Counseling Services can excuse absences and tardies. These offices are authorized to issue passes for excused tardies and absences.
2. When ill, students must report to Health Services in advance to be excused from a class. Students who are excused from more than one class due to illness must remain out of class for at least the balance of that day and must stay in Health Services, or on rare occasions, in their residence hall room. Students confined to the residence hall for medical reasons must secure permission from the hall counselor and nurse on duty for any exceptions. If the student violates the restriction to his/her residence hall, any previously excused class absences for that day will typically become unexcused. At the discretion of the medical staff, and depending on the health issue, students may be permitted to recoup for a period of time less than a full day (typically an hour or two) and then return to classes.

3. Parents of DAY STUDENTS must call the Dean’s Office (231-276-7378) in order to excuse their child when ill or absent. Parents should call prior to their child’s first class period of the day.

4. If a student is suspended from the Academy, the absences incurred are unexcused. Depending on the student’s attendance record prior to a suspension, the additional absences resulting from the suspension could place the student’s grades, credits and/or continued enrollment in jeopardy.

5. Following an off-campus suspension any additional absences will be cause for a student’s class standing to be evaluated.

CLASS STANDING MEETING
When a student's total absences per semester (excused and unexcused) reach 7 for underclass students and 10 for seniors and post-graduates in any one class, excluding participation in school sponsored activities (note: a college visit is NOT a school sponsored event), the student's standing in the class may be re-evaluated by the administration. A class standing meeting may be convened with the student, instructor, the Director of Education Programs and Student Academic Support and/or Dean of Students to determine the conditions under which the student may or may not continue in the class. Based upon the student's overall performance in the class, the type and amount of work missed, and the student's potential to successfully complete the course, class grade and/or credit may be reduced or denied, and students may be required to withdraw from a class.

OFF-CAMPUS PERMISSION
Students who wish to leave campus during the school week, and as a result will miss classes, must obtain permission by completing and returning an Off-Campus Form (blue form) to the Deans’ Offices. This form must be returned at least one week prior to leaving and must include parent permission.

Students missing classes for college visits must also complete and submit this request form at least one week prior to leaving (see “College Auditions/Visits”).

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

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

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

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

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

CLASS SCHEDULE
(Typical for Monday and Thursday)
A1  8:30 a.m. – 9:40 a.m.
A2  9:50 a.m. – 11:00 a.m.
B1 (lunch)  11:10 a.m. – 12:00 a.m.
B2 (lunch)  12:10 a.m. – 1:00 p.m.
B3 (lunch)  1:10 p.m. – 2:00 p.m.
Arts Block  2:10 p.m. – 6:00 p.m.

(Typical Tuesday and Friday)
A3  8:30 a.m. – 9:40 a.m.
A4  9:50 a.m. – 11:00 a.m.
B1 (lunch)  11:10 a.m. – 12:00 a.m.
B2 (lunch)  12:10 a.m. – 1:00 p.m.
B3 (lunch)  1:10 p.m. – 2:00 p.m.
Arts Block  2:10 p.m. – 6:00 p.m.

WEDNESDAY SCHEDULE
The Wednesday class day is different than other class days in order to provide time for additional support and/or educational programming. A portion of the morning is either devoted to a community meeting, or is a time for students to meet with their academic teachers. Wednesday afternoons, following the last class period, are reserved for arts division time. The schedule for Wednesday classes is published each week in the weekly calendar. There may also be occasional community meetings or residence life meetings on Wednesday evenings. Students must consult this calendar and they are responsible for attendance in Wednesday classes and meetings.

Wednesday Schedule
A1  8:30 a.m. – 9:25 a.m.
A3  9:35 a.m. – 10:30 a.m.
Community Meeting / Residence Life Meeting  10:40 a.m. – 11:30 a.m.
Academic Time / Lunch  10:40 a.m. – 12:40 p.m.
A2  12:50 p.m. – 1:45 p.m.
A4  1:55 p.m. – 2:50 p.m.
Arts Block / Studios  3:00 p.m. – 6:00 p.m.
Dinner
Community Meeting / Residence Life Meeting  Occasional Evenings

DAILY MEAL TIMES
Breakfast served  7:00 a.m. – 8:45 a.m.
Lunch served  11:00 a.m. – 1:45 p.m.
Dinner served  5:15 p.m. – 7:00 p.m.

Meal times are subject to change.

INTER*MESTER TERM
Inter*mester will occur in January during the first two weeks of Academy following winter break. Inter*mester is an independent grading period and the curriculum offered is separate from the academic/artistic offerings of semesters 1 & 2. Inter*mester is a required term for all students and attendance and grading policies are enforced. Faculty and staff are encouraged to offer courses that are interdisciplinary in nature, use authentic assessment, and inspire students to explore subjects in unique and collaborative ways.

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

Participation:
- Students admitted or re-enrolled as a performance/academic concern will be required to enroll in evening study hall.
- At the end of each quarter, a student may be excused from this obligation if it is no longer necessary.
- Likewise, students may be required to enroll in evening study hall at anytime throughout the year if a parent, faculty member, academic/college counselor, or residence hall staff feels it is appropriate. Requests are channeled through the Dean of Students.

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

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

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

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

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

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

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

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

Requirements for all students:
Credit  Type of Course
(1.0)  2 semesters of English I
(1.0)  2 semesters of English II
(1.0)  2 semesters of English electives successfully completed during grades 11 or 12
(1.0)  2 semesters of American History or U.S. Political Science **
  [International students may apply 1 semester (.5) of their home country history]
(1.0)  2 semesters of World History **
(2.0)  2 years of Mathematics
(1.0)  1 year of Science
(1.0)  1 year of Physical Education or equivalent course (if admitted during 10th grade)
(0.5)  1 year of Interlochen 101 with integrated PE (if admitted during 9th grade)
(.25)  Information Seeking – 1 semester online class (9th and 10th grade students only)

** 2 semesters of the History requirement must occur in grades 11 or 12.
Additional details regarding specific artistic requirements are outlined on the web pages for each arts area.

COLLEGE/CONSERVATORY EXPECTATIONS
Be aware of the requirements for the colleges and conservatories to which you hope to apply. Experience tells us that colleges prefer:
• 4 years of English
• 2-4 years of math (3 preferred for standardized testing purposes – Algebra I/Algebra II/Geometry) In addition some specific state universities require one class above Algebra II to meet entrance requirements.
• 2-4 years of science (balanced between earth science/biology and chemistry/physics)
• 2-4 years of social science (balanced between US history/political science and additional social sciences i.e., geography, world history, economics, sociology)
• Minimum of 2 years of study in the same foreign language

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

CLASS LOAD REQUIREMENTS
• All students must enroll in and complete a minimum of five class hours per day including at least one academic course. However, the expectation is that students will take an artistic load as described by the division/department in the course description material and two to three (sometimes four) academic courses. See Graduation Requirements for details.
• Students may not take more than seven class hours per day without permission from the Director of Education Programs and Student Academic Support, and the Vice President for Education Programs.
• All students are required to schedule B1, B2, or B3 period for lunch.
• Students whose class load falls below the required five hours risk dismissal from the Academy.
CLASS STANDING
In order to be considered a member of a given class, students must meet the following criteria:
• To be considered a sophomore, students must have earned at least 5.5 credits and have successfully completed at least one year of high school.
• To be considered a junior, students must have earned at least 11 credits and have successfully completed at least two years of high school or tenth grade.
• To be considered a senior, students must have earned at least 16.5 credits and have successfully completed at least three years of high school or eleventh grade.
• One-year seniors must earn a minimum of 6 units of ACADEMY credit, including at least one academic credit in order to receive an Academy diploma.
• One-year Post Graduates must earn a minimum of 5 units of ACADEMY credit, including at least one academic credit in order to receive a Post Graduate certificate.
• Students in the Music Conservatory Program have a set curriculum and are expected to complete all required curriculum successfully.
• Students who fail classes, and as a result fall below the minimum number of classes to be considered a full time student, or will not earn the minimum number of credits for their class year, may be required to withdraw.

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

Academy students can see the list of courses offered through HLC, and those students who wish to enroll in an HLC course, or any online course offered by any organization, must keep the following guidelines in mind:
• Before enrolling in an online course, students will need to consult with their academic and college counselor as well as obtain parent permission.
• During the school year, students may not take an online course that we offer as part of our regular program.
• If a student adds an online course to his or her schedule during the academic year, there must be open time in the schedule to accommodate the online coursework.
• Students may count one online course toward our graduation requirements. Additional online courses may be taken as electives.

Online courses taken through HLC will appear on the Interlochen transcript as Interlochen courses. Specific questions about courses offered by HLC, or about online courses in general, should be addressed to the student's academic and college counselor.

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

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

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

CHANGING MAJORS

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

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

NON-ACADEMY COURSES

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

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

ADD/DROP POLICY

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

Adding a Class:

1. Classes may be added during the first week of a semester if space is available in the class and the student fulfills required conditions (i.e. teacher permission, prerequisite(s), space available in the student's schedule.)
2. Classes may be added in the second week of the semester only with the direct approval of the Academic and College Counseling office, as well as the instructor.
3. If the student wishes to audit a class, permission must be granted by the instructor, the academic and college counselor and approved by the Director of Education Programs and Student Academic Support and the Vice President for Education Programs. The student may not request a change to audit status after the first two weeks of each semester.
Dropping a Class:
1. Students may drop a class without record within the first three weeks of the class.
2. Any student dropping a class after the first three weeks of the class will receive either a “withdraw pass” or “withdraw fail” depending upon the quality of his/her work at the time of the drop. The course name and “WP” or “WF” will be recorded on the transcript. The last day to withdraw from classes (WP or WF) will be the Friday of the 9th week of the semester; after that date, a grade will be awarded for the semester.
3. The student must go through the following procedure to drop the class:
   a) There must be a discussion among the student, teacher, and an academic and college counselor. The academic and college counselor, and teacher, will review the request. The drop will be allowed if both are in agreement. If a unanimous agreement cannot be reached, Director of Education Programs and Student Academic Support will resolve the situation.
   b) In cases where parental approval is required for schedule changes, the academic and college counselor and parent will discuss the matter and this input will become part of the decision-making process.
   c) If the student is allowed to drop the class, no credit will be given for work performed that semester in the class prior to the drop date.
   d) If the request is denied and the student fails to continue to attend that class, the instructor will notify the Education Office and the student will receive an automatic "F" in the class.
   e) If a student drops below the required 5 class hour load he/she will be in jeopardy of dismissal from the Academy.
4. Any 9th, 10th or 11th grade student dropping or being dropped from a class with an "F" may be placed on “Reenrollment Hold” for the following year (see “Reenrollment Procedure”). Seniors who receive an "F" may find their graduation status in jeopardy.

GRADES
Grading Scale: Teachers have final authority for the grading standard in their classes. Class grades include many factors and, at teacher discretion, the following scale serves as a guide:
A = Excellent or 100 – 90  D = Poor or 69 – 60
B = Good or 89 – 80  F = Failing or 59 or below
C = Fair or 79 – 70

For the purpose of determining grade point averages, the following scale is used:
A  4.00  B+  3.33  C+  2.33  D+  1.33  F  0.00
A–  3.67  B  3.00  C  2.00  D  1.00
B–  2.67  C–  1.67  D– .670

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

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

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

Incomplete Grades: As a result of incomplete work, students may receive an “NG” (no grade) at the end of any marking period. When this occurs, students must complete the work required within the next two school weeks. All responsibility for the completion of any tests or assignments rests with the student. The student risks receiving an “F” in the class if the work is not completed within the two-week period. Exceptions to this policy must be approved by the Vice President for Education Programs.
GRADUATION CEREMONIES
Preparation work for graduation ceremonies occurs all year long beginning with cap and gown orders and culminating in two formal events during the last week of the Academy year. The last day of classes is Tuesday of the last week, followed by three days of intense artistic performances and presentations as well as large-scale student activities. Honors Convocation occurs on Friday night and Commencement on Saturday morning. Faculty, staff, graduating seniors, and post-graduates process in full academic regalia for these two final events. Graduation announcement costs, which vary from student to student, and the rental fee for the cap and gown (deducted from the student’s account) are the responsibility of the student. Further details regarding graduation ceremonies are shared with students and parents throughout the year.

The cost for the cap/gown/tassel graduation packages will be $28.00. This amount will be deducted from the student’s account in April 2015.

HONORS/AWARDS
Honor Roll - At the end of each semester, students from all grade levels in good standing in their classes and as citizens within the school community will receive special recognition for earning the following (un-weighted) grade point averages:
- High Honors with Distinction: 3.90 - 4.00
- High Honors: 3.70 - 3.89
- Honors: 3.50 - 3.69

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

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

- **Fine Arts and Academic Awards:** Presented to outstanding students in each academic and arts area. Students in all grade levels are eligible.
- **Young Artist Award:** Awarded to graduating seniors or post-graduate students for distinguished artistic achievement.
- **Young Scholar Award:** Awarded to graduating seniors or post-graduate students for distinguished academic achievement. Candidates must excel in at least six academic credits during their final four semesters at the Academy and meet other standards of excellence (or nine academic credits in their final six semesters at the Academy) and meet other standards of excellence, including two years of high school study of a foreign language.
- **President’s Art Award:** Purchase of an outstanding artwork that is added to the school’s permanent collection.
- **Jacobi Award:** For outstanding school citizenship - presented to the senior who most exemplifies those qualities of citizenship which the Academy values: leadership, dependability, service, and school spirit. Faculty and staff members nominate students for this honor.
- **Senior Speaker and Senior Performer:** Each year at Commencement there will be one Senior Speaker and one Senior Performer. Any senior interested in applying for this honor must submit a proposal. All proposals will be reviewed by a committee made up of faculty, administrators and students. Achievement and citizenship will also be considered as part of the overall selection process. Information and proposal forms can be obtained in the Education Office. All proposals are due in the Education Office the first day of second semester each year.
- **Junior Marshall:** This honor is given to up to four juniors with at least two years residency at Interlochen. They are selected based on cumulative Interlochen GPA and citizenship. Honor Guards assist with the processions at Honors Convocation and Commencement.
SENIOR OFF-CAMPUS EXPERIENCE PROGRAM
Limited to seniors who have been enrolled at the Academy for two or more years, the Senior Off-Campus Experience Program provides qualified students with the opportunity to undertake an off-campus project that helps synthesize educational experiences. Individual programs may last from a few weeks up to an entire semester. Off-campus programs can include, but are not limited to work with governmental, business or individual enterprises; specialized study at another school or college; and supervised overseas travel/study programs. The application and approval process is involved and requires significant advance planning including consultation with the student's instructors, Academic and College Counseling, and the Academy administration. Interested students must initiate an application with the Director of Education Programs and Student Academic Support. Plans for 1st semester programs must be submitted and approved by May 1 of the student's junior year. Plans for a 2nd semester program must be initiated by November 1 of the senior year with submission of a final plan and approval by December 1.

Families of seniors who arrange for the senior year one semester off-campus option are responsible for one-half of the regular boarding Academy fee for the time spent off campus (scholarships are not applicable). For any portion of the semester the student is in residence at the Academy, full fees are due and must be paid before the student leaves for the off-campus activity. Expenses incurred for the project itself are the responsibility of the student and the student's family. There is no refund of tuition or Academy fee for the time spent off campus.

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

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

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

Residence Hall Counselors live in the residence halls and have the responsibility to provide social and educational support as well as structure for each student assigned to them. They have the authority and responsibility to enforce Academy policies as needed. Residence hall managers and hall counselors are the primary staff responsible for the overall health and wellness of students, including guiding students in achieving long and short-range goals for positive, productive residence life. The residence hall manager and hall counselors work closely to provide positive direction for all residence hall activities.

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

Hall Assistants are students selected by the Academy to serve as peer leaders and to assist hall counselors in the needs of the residence halls.

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

EVENING SCHEDULE

<table>
<thead>
<tr>
<th>Time</th>
<th>Freshmen and Sophomores</th>
<th>Juniors, Seniors, Post Graduates</th>
</tr>
</thead>
<tbody>
<tr>
<td>5:00 – 7:00</td>
<td>Check In: at front desk per hall staff request</td>
<td></td>
</tr>
<tr>
<td>6:30 – 9:30</td>
<td>Attend evening study hall (7-9PM), tutorials, practice, homework, evening recreation, etc.</td>
<td></td>
</tr>
<tr>
<td>9:00 – 9:30</td>
<td>Last take-out orders placed</td>
<td>Sign-In</td>
</tr>
<tr>
<td>9:00 – 9:30</td>
<td>Sign-In</td>
<td></td>
</tr>
<tr>
<td>10:00</td>
<td>Practicing ends on campus, Quiet Hours begin</td>
<td></td>
</tr>
<tr>
<td>10:30</td>
<td>Room Curfew: Students in their own rooms, lobby clean-up</td>
<td>Room Curfew: Students in their own rooms, lobby clean-up</td>
</tr>
<tr>
<td>11:00</td>
<td>Lights Out: Students in bed, internet off, electronics off, telephone use ends,</td>
<td></td>
</tr>
<tr>
<td>12:00 a.m.</td>
<td>Front Desk Closes</td>
<td></td>
</tr>
<tr>
<td>12:30 a.m.</td>
<td>Late Lights End</td>
<td></td>
</tr>
<tr>
<td>6:00 a.m.</td>
<td>Telephone and electronics use resumes, internet on, students permitted to leave their rooms</td>
<td>Students permitted to leave the residence halls</td>
</tr>
<tr>
<td>7:00 a.m.</td>
<td>Front Desk and Practice Rooms open</td>
<td></td>
</tr>
<tr>
<td>8:00 a.m.</td>
<td></td>
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</tbody>
</table>
Definitions:

- **Desk Hours**: The desk in each residence hall is staffed throughout the week, as posted in the residence hall. The desk telephone is automatically forwarded to voicemail during non-staffed hours.
- **Evening check-in (9th and 10th grade)**: Throughout the week, as requested by hall staff, all 9th and 10th grade students check in at their residence hall desk to discuss their evening plans and commitments.
- **Evening Study Hall**: Open to all students, but required for some, evening study hall takes place Sunday through Thursday from 7:00 – 9:00PM in the library.
- **Study Hours – School Nights**: The evening hours, 6:30 – 9:30PM are to be used for individual study and/or practice. Group activities, such as rehearsals called by faculty and team intra-murals, should not take place during this time on school nights, which are Sunday through Thursday. Exceptions to this policy are limited, but do include “call” or warm-up for performances, technical and art thesis preparation, sponsor group activities, and concerts or recitals. Academic tutorials are regularly scheduled on Monday and Tuesday evenings, 7:00PM to 9:00PM and might be required by faculty. Optional tutorials will occasionally be offered on Wednesday, Thursday, and/or Friday evenings. (see “Tutorials” in Academic and Artistic Procedures and Policies section for more information)
- **Last Take-Out Orders Placed**: In order to preserve the evening schedule, take-out orders must be placed by a deadline each evening. Local vendors are aware of these times.
- **Sign-In**: When a student signs-in to the residence hall for the night, they pledge to remain in their building from the time they sign-in until 7:00AM unless they obtain special permission and a pass from a Hall Manager. Leaving the residence hall and/or the campus without permission after sign-in, or before 7:00AM, is potentially dangerous and is a serious breach of trust. Disregard of the sign-in procedure will result in an off-campus suspension or possibly expulsion.
- **Quiet Hours**: In order to provide a quiet place for students to study and sleep, quiet hours remain in effect from 10:00PM (11:00PM on Friday & Saturday) until 9:00AM the following morning.
- **Lobby Clean Up**: On a rotating basis, students are assigned tasks of cleaning up the common spaces in their residence hall.
- **Room Curfew**: Students must be in their own rooms and sound must be kept to a level inaudible outside the room. Only students who have specific permission to study elsewhere may be out of their rooms at this time.
- **Front Desks Close**: Residence Life Staff rove the residence halls and are available in their rooms. Students in need of assistance after the front desk closes should check the postings at the front desk in order to locate a staff member who is on duty.
- **Telephone Use Ends**: All telephone calls, including cell phone calls, end. Telephone use is limited to emergency use only after this time.
- **Lights Out**: Students are to be in their beds with lights out, including overhead lights, lamps, holiday lights, and reading lights. All electronics must also be turned off.
- **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 outside of their rooms for one hour and allow their roommate to sleep undisturbed. Students obtain this permission prior to sign-in by asking the hall staff on duty. Repeated requests by students for extended study time may identify

<table>
<thead>
<tr>
<th>Time</th>
<th>Friday and Saturday Nights</th>
</tr>
</thead>
<tbody>
<tr>
<td>10:00 - 10:30</td>
<td>Last take-out orders placed</td>
</tr>
<tr>
<td>10:30 - 11:00</td>
<td>Sign-In</td>
</tr>
<tr>
<td>11:00</td>
<td>Practicing ends on campus, Quiet Hours begin</td>
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</tbody>
</table>

***Schedules are subject to change. Please see residence life staff for updated evening schedule.***
possible study difficulties, the need for assistance in time management, or class overloads and students may be referred to other Academy staff for follow up. Hall staff have the final say on these requests.

**Television Hours:** The residence life staff manages the residence hall lounge televisions for hours and programming. Only G, PG, and PG-13 rated movies, videos, DVDs, or entertainment may be shown in common areas. No MA or R-rated TV shows are permitted. If a member of the community finds a specific program offensive or inappropriate they should report that concern to the staff working at the desk. Lobby televisions may be on at the discretion of the residence life staff. The Hall Manager reserves the right to revoke television privileges. Students are not permitted to have televisions in their rooms.

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

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

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

**Room Visitation**

1. Students are permitted to invite guests of the **same gender** from a **different residence hall** into their room under the following guidelines:
   a) The guest(s) must check-in with residence life staff at the front desk prior to entering the room and check-out when departing.
   b) The student host(s) must escort the guest from the desk to the room and from the room to the front desk.
   c) Non-Academy students, including alumni, will not be granted room visitation privileges.
   d) Overnight stays are not permitted.
   e) Visitation Hours:
      - Monday through Friday 9:00AM – the start of sign in
      - Saturday and Sunday 12:00 noon – the start of sign in

2. Students are permitted to invite guests of a **different gender** into their room under the following guidelines:
   a) 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.
   b) 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 suite mates’ room is granted in TJ or DeRoy).
   c) Non-Academy students, including alumni, will not be granted room visitation privileges.
   d) Visitation Hours:
      - Sunday through Friday 5:00PM – the start of sign in
      - Saturday and Sunday 12:00 noon – the start of sign in
   e) There must be a minimum of four students and maximum of seven students signed into the room at any time. Residence life may lower the maximum number of students based on the size of the room.
   f) Participants in the open room may not overflow to the suite or bathroom area.
   g) Open room will be limited to a **maximum of two hours per day Monday – Thursday and three hours per day Friday - Sunday.** Exceptions can be made at the discretion of the residence life staff.
   h) There is a limit of 5 rooms participating in Room Visitation per residence hall at any given time.
   i) A yellow door tag will be issued and must hang on the designated host’s exterior door knob. The tag will be returned to the front desk at the end of the visit or if a change in guests is made.
3. For all room visitation the following procedures must be followed:
   a) The door must remain unlocked.
   b) Overhead florescent light must be on for the entire visit, unless otherwise approved by residence life staff.
   c) Intimate behavior of any kind, including lying down with another student, is strictly prohibited.
   d) Participating rooms will be periodically checked by a staff member who will enter the room unannounced.
   e) If a room or occupants are found in violation of any of the guidelines, room visitation will be cancelled and no longer permitted for all students involved for a designated period of time.
   f) Residence life staff are permitted to suspend or cancel room visitation at their discretion (staffing shortage, when there is no staff on duty at the front desk, student emergency, guest desk worker, etc).

4. Open Lobbies - Students are permitted to invite guests of a different gender into the upper lobbies and enclosed lobbies under the following guidelines:
   a) The guest(s) must sign in with Hall Staff at the front desk prior to entering the lobby and sign out when departing. If there is no staff member at the desk, no open lobbies are allowed.
   b) The student host(s) must escort the guest to and from the desk and approved lobby. Guests may be in the approved lobby only.
   c) Non-Academy students, including alumni, will not be granted lobby visitation privileges.
   d) Visitation Hours:
      • Monday through Friday           9AM – the start of sign in
      • Saturday and Sunday             12 noon- the start of sign in
   e) With mixed gendered groups, there must be a minimum of four students signed into the lobby at all times.
   f) Students should indicate the time they intend to use the open lobby.

5. For all lobby visitation the following procedures must be followed:
   a) The door must remain unlocked.
   b) Overhead florescent light must be on for the entire visit, unless otherwise approved by residence life staff.
   c) Intimate behavior of any kind, including lying down with another student, is strictly prohibited.
   d) Lobby will be periodically checked by a staff member who will enter the room unannounced.
   e) If a lobby or occupants are found in violation of any of the guidelines, lobby visitation will be cancelled and no longer permitted for all students involved for a designated period of time.
   f) Residence life staff are permitted to suspend or cancel lobby visitation at their discretion (staffing shortage, when there is no staff on duty at the front desk, student emergency, guest desk worker, etc.)

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

It is expected that student living quarters will reflect and uphold the Academy policies. For this reason, students are not permitted to display posters, magazines, advertisements or other items that depict policy violations that promote the use of tobacco, alcohol, or illegal drugs, or any material that may be considered offensive or objectionable. Additionally, students are not to possess pornographic materials. For the purposes of this policy, pornographic, offensive and objectionable materials are defined as follows: That which is demeaning to a race, gender or religion of people; depicting acts of violence, sex acts, or the portrayal of unclothed bodies for purposes other than academic. This also includes
electronically obtained materials. Inappropriate items will be shipped home using funds from the student’s account (Level 2 Infraction).

Students may not use nails or 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) attach posters to walls. Hammocks and lofts are not permitted because of the risk of damage or injury. The Academy provides a message board for each room. Items outside of the room must be limited to this area. The inside and outside of room doors must remain free of any posted items. (see "Room Deposit and Year-End Clearance" and "Fire Safety Guidelines.") Captain’s beds in the Hemingway, Picasso and DeRoy residence halls may not be moved. Bunk beds in TJ should be placed against the wall and may not impede entrance or egress points in the room. Window screens must remain in place. There will be a $50 fee/fine assessed for any removed screens, in addition to any fees assessed for damages.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Hygiene and Cleanliness: Students are expected to maintain their person, clothing, and room at an acceptable level that does not offend others in the community. Students are expected to shower and utilize self-care products as needed for their own personal situation. Likewise, students are expected to keep up with laundry and wear clean clothes. Students whose lack of hygiene becomes noticeable to roommates, suite mates and hall mates will first meet with residence life staff and possibly with health services personnel. In the event that such an issue continues, a meeting with the Dean of Students would be required and disciplinary action may be taken. In extreme cases of poor hygiene, students risk losing their ability to live as boarding students and may be required to live off campus as a day student with family.

Room and Property Searches: Interlochen respects the individual privacy of each student. However, if there is reason to suspect that illegal and/or dangerous activity (including violations of the student handbook) is taking place, Interlochen reserves the right to search a student's belongings, including his/her room, locker, vehicle, other areas assigned to or occupied by that student, and his/her possessions. Such a search will normally be conducted by two Academy personnel in the presence of at least one of the roommates. Student rooms are Interlochen property and may be entered by Interlochen staff. The Dean of Students and/or the Vice-President for Student Affairs must give permission for these searches.
Searches may include but are not limited to:
- dressers, cupboards and shelves
- backpacks
- clothing
- lockers
- the contents and/or activity of a personal computer and/or network account
- personal cell phone and data devices
- automobiles on campus
- other items or areas assigned to or occupied by a student

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

In order to ensure the health and safety of Academy students, student belongings may be searched prior to departure from campus for Academy sponsored special events and/or upon return to campus.

Room Deposit and Year-End Clearance: At the beginning and end of the school year and each time roommates change, hall counselors 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 check out procedures, including improper or incomplete room cleaning. Failure to comply with staff directions during check-out process may cause forfeiture of the deposit.

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

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

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

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

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

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

1. Residence hall practice rooms open when the front desk opens and are locked at sign-in.
2. Students enrolled in private piano lessons or piano class have first preference for grand pianos.
3. There must be nothing covering the window and the door must be free of obstructions.
4. Do not place clothing, instrument cases, or instruments on the piano.
5. Only personal water bottles and water for reeds may be brought into practice rooms or studios and must be kept on the floor.
6. If you need a piano moved do not move it yourself, contact the piano technician ext. 7808.
7. Do not leave personal property (instruments, music, equipment, etc.) in the practice room at any time because other people will be allowed access to the room if it is vacant. Staff may confiscate items left behind.

8. When uncovering a grand piano do not place the cover on the floor.

9. When finished using a piano, close the lid, the key cover, and replace the quilted cover.

10. When leaving the practice room, close and lock the windows and turn off the lights.

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

RESIDENCE HALL FIRE SAFETY GUIDELINES

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

**Decorations and Furnishings:** Students must take care to avoid overcrowding their rooms. Special care should be given to the nature of decorations chosen for rooms in a residence hall. Any item that takes excessive space or is flammable should be avoided. Flammable decorations placed near the ceilings create dangerous situations. In some cases, hall counselors may request that excessive amounts of personal belongings be sent home.

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

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

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

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

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

1. The entrance to the room must be clear of obstructions.
2. Doors may not be propped open except for move in/move out days.
3. Absolutely no personal items (including shoes or rugs) may be left in the hallway at any time.
4. Extension cords are not allowed, students must use fused multi-strips.
5. Multiple outlet plugs (octopus plugs) are not allowed. Plug boxes or power strips with their own breakers are allowed.
6. Matches, lighters, candles, burnable incense, kerosene lamps, flammable liquids, fireworks, or any items with an open flame, are not permitted. Use of any of these materials will result in an off-campus suspension (Open Flame Violation). Please note that the use of candles for spiritual, religious or birthday purposes is prohibited in student rooms. Please see residence life staff for appropriate use, times and places.
7. Smoking in the residence hall is absolutely prohibited and will result in an off-campus suspension (see “Fire Safety Violations”).
8. Since the window area in a room is a possible emergency escape route, beds may not be moved to block windows. Care should be taken to avoid placing flammable materials or obstructions including refrigerators and fans in this area. The original drapes in the room must remain in place. Other curtains or draperies may not be hung over the original curtains.
9. Decorative lampshades may be used only if non-flammable.
10. Bulbs used in lamps and ceiling fixtures may be no more than 60 watts. Halogen lamps/bulbs are not permitted. For safety reasons, cellophane, theatre gels, or colored paper may not be used inside fixtures to give color. Students should contact the Hall Staff about submitting a work order for light bulbs to be replaced.
11. Floor space in the room and hallways must be kept clear of obstructions, e.g. clothing, trash, extra furniture.
12. The interior and exterior of room doors should remain free of any posted items. Doors may not be decorated. Bulletin boards are provided for posting items.
13. One strand of decorative, holiday-type lights per room are permitted as approved by the residence hall manager. Lights must be unplugged when the residents are not in the room and when the residents retire at night. Strand lights are limited to 100 bulbs. Lights may not be used around entrance or egress points, around sleeping areas or attached to the ceiling.
14. Tampering with or misuse of smoke detectors, fire alarms, extinguishers, emergency lighting, and/or emergency signs is strictly prohibited. Because of the serious risks involved, evidence of the misuse of any of these devices will result in at least an off-campus suspension and may result in expulsion.
CAMPUS POLICIES & PROCEDURES

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

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

Parents
Interlochen believes that a positive and constructive working relationship between the Academy and a student's parents and family is essential to the fulfillment of the the Academy's mission. Parents 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 and/or families may have an impact on the enrollment status of the student.

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

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

Transportation: Guests may not transport Academy students in their automobiles unless specific permission has been arranged through a residence life staff member. Students need specific permission from their parents/guardians to ride in automobiles, visit overnight, or leave the campus with friends. Students must be back on campus prior to sign-in time unless special arrangements have been made in advance. Generally students will not be given permission to ride with guests less than 21 years of age. Advance planning is advised.

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

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

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

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

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

1. It is the responsibility of each student to properly equip and maintain his or her bicycle. Damage or injury caused by a bicycle is the responsibility of the owner. Bicycles are to be kept near the owner’s residence hall or in a designated area, and locked. Damage or theft is not the responsibility of the Academy. It is required that students list their bikes on the Valuables Inventory and register them with Campus Safety. Forms are available in the Campus Safety office for this purpose. For safety reasons, bicycles may not be stored in student rooms, residence halls, or other buildings not specifically designated for bicycle storage.

2. Students may bicycle OFF-CAMPUS during daylight hours by securing off-campus permission from residence life staff, after showing the intended route and expected time of return. Students must sign out at their residence hall desk and sign in when they return. During hours of darkness, riding will be permitted on campus only if the cycle has proper lighting in operation. There is no off campus riding after dusk.

3. According to Michigan law, bicycle riders must keep to the right on any road and ride on the shoulder when a car is passing. Riders must observe all safety guidelines pertaining to cycling. Students must wear a helmet, have personal identification, and carry their cell phone when riding off campus. Helmets are available at the residence hall front desk.

4. Boundaries for off-campus bicycling:
   • M-137 may be used, north to US-31 and south to Karlin.
   • Green Lake loop (11 miles) via Diamond Park Road to the Betsie River Road (first asphalt road to the left), south to Karlin and north again on M-137 to campus.

5. Students must stay off of private property at all times.

6. Students desiring to ride different cycling routes need to file the exact cycling route and their return times with their residence halls. Parent and residence hall permissions are needed. It is recommended that students ride with a friend on the lake ride or other rides of significant distance.

7. Borrowing a bicycle without the owner's permission is prohibited and is considered theft.

8. Bicycles must be kept on a bike rack or in an area clear of roads, stairs, walkways, flowerbeds, etc. Bikes stored inappropriately may be confiscated by Academy staff.

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

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

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

• East - The Boys’ side of the Camp/anywhere across route M-137
• North - Anywhere north of Diamond Park Road
• South - South boundary of the High School Girls Camp Division
• West - Penn Colony Lane
• The State Park (adjacent to and across the road from campus) is off limits at all times
After Dusk Hours (posted in the residence halls.) – The following areas are considered off-limits:

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

Anytime – The following are strictly off-limits:

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

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

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

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

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

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

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

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

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

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

**COMMUNITY SERVICE**
All boarding students are assigned a community service responsibility each semester by the Dean of Students. Many assignments are pre-determined by virtue of a student's major. Every student is assigned dining service during his/her first year at the Academy except in certain areas as determined by the Dean of Students. Students help in the dining services operation, assist in the residence halls, serve on “tech” crews, work in the library, and perform a number of other tasks that affect the quality of Academy life.

Students may express a preference of assignment, but tasks are assigned primarily on the basis of community needs. Theatre or Dance students will not be assigned to Corson Tech Crew if that assignment poses a possibility that the student would be involved in back-to-back tech weeks.

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

**DINING**
The Stone Center dining room is a shared space used by students and Academy staff, as well as visitors and official guests of Interlochen Center for the Arts. Meals are served cafeteria or buffet style, and everyone is expected to bus their own dishes and clean up the table when finished. Because of this, it is especially important to take extra care in clearing dishes and leaving the table clean. For health and safety reasons, students must always wear shoes and may not wear sleeping attire. Between 8:30AM and 5:30PM, Monday through Friday, only students wearing the uniform will be served. Running and loud noise is not permitted. See the Weekly Calendar for dining room hours.

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

Those wishing to take food from the cafeteria have two options:
1. Use the deli line and take a sandwich (which you can wrap in plastic wrap) and a piece of fresh fruit. Plastic glasses or china/silverware cannot be removed from the cafeteria for any reason.
2. If you want a hot entrée or soup, you must either eat it in the cafeteria, or bring your own containers, and be responsible for washing them too. Containers are available for purchase in the Scholarshop.

3. Students are encouraged to bring some food containers, cups, utensils, etc. from home.

FOOD ALLERGY GUIDELINES

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

Dining Services Responsibility

• Meet with student (and parents when appropriate) and be sure that his/her food allergies are understood. Introduce student to key dining services staff members to make him/her feel comfortable in seeking ingredients information, and accommodate any special needs regarding his/her specific allergy that is possible.
• Work with each student to develop a plan to accommodate his/her allergies. Set up a system of communication to inform him/her in advance of any menu items containing allergens.
• Have allergen information available for every food item offered. Assist the student in finding reasonable substitutes. Remind the student about and explain how to guard against cross contamination.
• Store any items the student chooses to provide to supplement cafeteria offerings. Refrigerator, freezer and non-perishable storage is available. Microwaves and toasters are also available that are safe from cross contamination.

Family Responsibility

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

Student Responsibility

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

A Day Uniform is worn by all students throughout the class day anywhere outside of their own Residence Halls. Students are responsible for providing their own clothing to comply with the uniform guidelines. Neatness is important. Cut, ripped or frayed clothing is not appropriate. Clothing worn during the class day or any other time may not display images or messages that promote tobacco, alcohol or other illegal drugs, or material which may be considered obscene or offensive. The Academy expects that students’ apparel will be neat, clean, in “good taste”, demonstrative of self-respect and appropriate for the occasion. Shoes are required in all buildings except residence halls. For safety reasons, some majors require closed toed footwear as noted below. Non-uniform clothing should follow the same general standards of the day uniform.

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

Day Uniform: Must be worn each class day (Monday – Friday, 8:30AM – 5:30PM) at all times and all places on campus, including the cafeteria, with the exception of the residence halls or unless specifically exempt for rehearsal reasons when in class (dance, theatre):

• Solid color navy blue slacks, skirts, jumpers, or walking shorts of any fabric. However, jeans, denim, or sweatpants are not permitted. Jeans or other non-uniform items may not be layered with the navy blue bottoms.
• Interlochen Logo solid color light blue shirts with collar. The Interlochen Scholarshop carries a variety of styles. Post-Graduate students must wear a red uniform shirt.
• Student ID must be worn at all times on a lanyard around the neck, except when performing or in their own residence hall.
• Any color or style shirt, sweater, sweatshirt may be worn over the light blue shirt as long as the collar is showing.
• Uniform items may be purchased through the Scholarshop.
• Clothing must provide complete covering from the neck to the knee. No bare midriff, bare cleavage, bare lower back or bottom.
• No underwear or undergarments may be visible.
• Students enrolled in visual arts classes or design and production must wear closed-toed shoes at all times when in the studio and shop
• Students should dress appropriately for the climate. For example, sandals and flip-flops should not be worn during the winter months. Students may be sent back to the residence hall if not wearing weather appropriate clothing.
• Students who are not in uniform may be sent back to change by faculty or staff. Students who arrive to class with out proper uniform may be sent back and/or marked tardy for the class. Uniform tardies are considered official tardies and count towards detention.

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

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

Please visit the uniform website for more information.

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

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

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

July 31: Please order your concert attire by this date (if possible)
August 1-14: Make sure you select a Redi-Ship option to ensure timely delivery
August 15 or later: Make sure you select a Redi-Ship option and have your order shipped to your school address to ensure timely delivery

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

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

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

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

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

POST-GRADUATE STUDENT POLICIES
The Academy recognizes that post-graduate (PG) students are older and have earned some additional privileges and responsibilities. While, in general, PGs must follow the policies and expectations of other Academy students, there are some area where PGs have unique privileges. Some of these privileges will be developed and implemented during throughout the Academy year by the residence life staff, the Dean's Office, Academic and College Counseling, Arts Division Director, and student representatives.

Some of the differences may include different sign-in structure, increased privileges in residence life, and others. One difference is that PGs will wear a red shirt instead of the light blue that 9-12th grade students will wear. Additionally, there will be occasional programming and community meetings designed for PG students.

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

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

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

For an emotional leave, students may return only after receiving approval from Academy officials. When the student, parents, and healthcare providers/therapists feel the student is ready to return, each of these individuals must communicate in writing to the psychologist, licensed professional counselor or director of health and wellness services with his/her recommendations and all other pertinent information. Academy personnel will review this information and determine if the student's return is appropriate. The family will be contacted once a determination has been made; usually within a week after receipt of the correspondence. Upon return to the Academy, the student will meet with Academy personnel to help the student re-enter Academy life as smoothly as possible and to discuss any remaining issues.

A reenrollment decision for the following school year may be delayed until the current school year has been completed. Recommendations regarding reenrollment are submitted at the end of the school year from each arts and academic division, as well as from residence life, academic and college counseling, health services, admissions, and the administration. The student's entire year is evaluated and academic, artistic, social, and medical/emotional issues are all taken into consideration. The school will communicate the reenrollment decision to the student's family following graduation.

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

ACADEMY MANDATED LEAVE

An academy mandated leave may be initiated by the Academy if a student’s presence on campus might have a negative impact on the student and/or the community. Academy administration might initiate an Academy Mandated Leave if an investigation is in process or if a disciplinary situation remains unresolved for a period of time. An Academy mandated leave follows similar processes as the medical/emotional leave. The Academy must give approval for a student to return. The length of the leave will be determined and/or approved by Academy officials.
RENEWALMENT PROCESS
Students in grades 9 through 11 who have performed satisfactorily in all areas are invited to return for the
next school year. Students whose return is in question due to academic, artistic, social or health concerns
will have the reenrollment decision delayed until the completion of the school year. This is referred to as
"Reenrollment Hold."

Circumstances such as a suspension, medical/emotional leave and failure of community service will
automatically result in reenrollment hold status. The student's record for the entire year, and their
cumulative progress will be reviewed by the Reenrollment Committee during the week following the close
of school. Parents are informed of their student's reenrollment status by letter. Financial aid awards,
particularly merit-based awards, can and will be reduced or eliminated depending on the issues that led to
the hold on reenrollment.

All students who enroll in the second semester will be required to attend an orientation and will be placed
on reenrollment hold.

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

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

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

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

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

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

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

ACADEMY DISCIPLINE

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

THE ACADEMY PLEDGE

Interlochen Arts Academy believes that artistic and academic excellence is achieved because of a strong commitment on the part of each citizen to an exacting standard of personal and professional integrity. Academy students are expected to accept their share of the responsibility for maintaining the healthy atmosphere that is needed for them to develop emotionally, physically, artistically, and intellectually. As a community, we seek to maintain a bond of trust that enables us as individuals and as a deliberate society to pursue our goals determinedly. Therefore, behaviors as outlined in the Academy Pledge below cannot be tolerated as they compromise the scholastic and personal integrity of the individual and the community. The Academy stands ready to assist any student in his/her resolve to avoid dishonest behavior and remain drug-free. The school also takes strong measures, which include suspension or expulsion, when students are involved in these activities.

At the time of enrollment, each student’s parents sign an Enrollment Agreement indicating that they have read and understand the Agreement and jointly and individually accept the offer of admission to and standards of Interlochen, agree to be bound by the policies and rules in the Student Handbook, as amended from time to time, and by any other rules or official policies of Interlochen. After arrival at the Academy each fall, students acknowledge their understanding of the following statement:
BODY PIERCING/TATTOOS
Any type of body piercing and/or tattooing performed by students, while under Academy jurisdiction, is strictly prohibited. Interlochen does not condone this type of activity because of the health risks involved.

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

GUNS/WEAPONS POLICY
Interlochen Center for the Arts does not tolerate possession of a weapon by any individual, other than law enforcement personnel, while on Interlochen premises or at a Center-related event. Any individual found in possession of firearms, ammunition, or any dangerous weapon will face disciplinary action and/or legal action of the highest level. Students violating this policy will be disciplined up to and including expulsion. Others will be dealt with as allowed by law, and in the case of employees, up to and including discharge. A weapon is defined as, but not limited to, firearm, explosives or explosive device, dagger, dirk, stiletto, knife (other than one designed and used for food preparation by authorized persons or appropriate tool used for artistic and educational purposes), iron bar, brass knuckles, 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 “firearm” as any weapon (including a starter gun) which will or is designed or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any firearm muffler or firearm silencer and any destructive device.

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

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

VERBAL AND/OR WRITTEN/POSTING:
• Repeatedly asking someone for dates and refusing to take no for an answer
• Making inappropriate jokes and innuendoes
• Commenting on an individual's body
• Using degrading words to describe an individual
• Sexual flirtation, advances or propositions
• Suggesting or demanding sexual involvement (accompanied or not accompanied by implied or explicit threats concerning one's security or safety)
• Inappropriate personal questions or language
• Posting offensive, threatening or harassing messages to Internet sites, social networking sites, personal web pages, blogs, etc.

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

OTHER:
• Gestures or actions with sexual connotation
• Staring, leering, whistling
• Making phone calls, writing letters of a sexual or harassing nature
• Following someone
• Appearing uninvited at someone's living space
• Hanging around areas that are frequented by another person
• Public display of sexually explicit, offensive or demeaning photographs or other images
• Unsolicited letters or email considered offensive to the recipient

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

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

SEXUAL INTIMACY
The Academy recognizes that sexual matters are important during adolescence, and therefore strives to provide education, counseling, and support services to help students address all aspects of sexuality, including sexual identity and expression. The services offered are intended to foster thoughtful decision-making. We expect students to abstain from sexual activity. Intimate sexual activity involving students of any age, even if consensual, is not allowed while under Academy supervision. The Academy considers whether student behavior would be acceptable at home in the presence of family members when determining if activities are inappropriate. When students engage in sexually intimate behavior, it is considered a level three or four infraction of the Student Handbook and carries any or all consequences listed. Additional responses may include, but are not limited to, the following:
• conversation with the students involved
• communication with the students’
Legal Implications
Some sexually intimate behaviors violate state laws and school personnel are required to report such instances to state or local authorities. Students are reminded that sexual assault and rape need not involve coercion or force. According to Michigan state law, individuals under the age of 16 cannot legally give consent to sexual penetration, activity or contact, which means that anyone who engages in such acts with someone 15 or younger is subject to prosecution for criminal sexual conduct even if coercion or force is not present. “Date rape” presents a particular set of concerns. Students are encouraged to speak with a hall counselor, nurse, or another informed adult should they have any questions about the Academy’s expectations regarding sexual activity.

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

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

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

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

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

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

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

**Illegal drugs and substances:** Purchase, possession, use, evidence of use, transfer or sale of drugs, or any drug related paraphernalia, including but not limited to anabolic steroids, marijuana (including medical marijuana), synthetic cannabis or other mood altering substances (such as K2, Spice, "herbal incense," or "herbal smoking blends"), cocaine, narcotics, LSD, amphetamines or other illegal, un-prescribed drugs or controlled substances, will result in expulsion. Associating with others while they are involved with illegal drugs or substances will also cause for expulsion. Drugs and other intoxication-inducing substances, including synthetics, that are not listed will fall under the drug policy and will be treated with the same disciplinary actions.

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

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

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

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

Infractions are divided into four groups that reflect the severity of the infraction. Infractions range from Level 1 to Level 4, with Level 4 representing those that are most serious.
LEVEL 1 INFRACTIONS (Minor)
These violations are usually referred to the Hall Counselors and/or Residence Hall Managers.

Infractions
1. Failure to comply with day uniform and attire policy
2. Unsatisfactory residence hall room conditions
3. Late/absent from required appointments, including initial absences from community service assignment
4. Failure to comply with room curfew policy or creating excessive noise
5. Failure to comply with lights out regulations in the residence hall
6. Failure to observe correct sign-in times
7. Non-compliance with dining room guidelines and policies
8. Inappropriate public display of affection
9. General misconduct or general failure to follow instructions
10. Other conduct falling generally within the description of level 1 infractions as determined by Academy Administration

Potential Consequences
1. Parent contact
2. Warning
3. Campus restrictions
4. Early sign-in
5. Loss of off-campus privileges
6. Assignment of community service
7. Weekend restrictions
8. Compliance with specific instructions
9. Verbal reprimand
10. Confiscation of inappropriate or misused items (items will be shipped home using funds from the student’s account)
11. Educational sanctions
12. Student Judicial Board

LEVEL 2 INFRACTIONS (Major)
These violations are usually referred to the Hall Counselor and/or Residence Hall Managers.

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

Potential Consequences
1. Parent contact
2. Warning
3. Campus restrictions
4. Loss of off-campus privileges
5. Early sign-in
6. Assignment of community service
7. Weekend restrictions
8. Confiscation of inappropriate or misused items (items will be shipped home using funds from the student’s account)
9. Educational sanctions
10. Student Judicial Board
LEVEL 3 INFRACTIONS (Serious)
These violations are referred to the Residence Hall Managers and/or Dean of Students and can result in suspension

Infractions
1. Accumulation of Level 1 or Level 2 Infractions
2. Repeated absence from community service
3. Failure to observe proper permissions for off-campus visits
4. Failure to comply with open room policy
5. Inappropriate sexual behavior
6. Fighting or "excessive horseplay"
7. Possession of dangerous items
8. Harassment, bullying and/or discriminatory or hateful behavior
9. Flagrant disobedience or disrespect
10. 1st tobacco violation
11. Failure to cooperate with community service assignment
12. Skipping required Saturday morning detention
13. Abuse of technology systems and/or violation of acceptable use policy
14. Violation of body piercing/tattoo policy
15. Accessing another person's room/possessions without permission
16. Presence, or attempting to gain entry, in an unauthorized building or area including waterfront areas
17. Failure to abide by waterfront regulations
18. Off limits (off campus) without permission
19. Failure to observe required sign-in/sign-out procedures
20. Riding in a vehicle without permission or unauthorized use of a motor vehicle
21. Hitchhiking
22. Gambling
23. Failure to follow medication policy
24. Forgery or falsification of any record, including sign-in sheets and passes
25. Vandalism to any school property including books, materials, furnishings, buildings and grounds
26. Possession of candles, burnable incense, flammable liquids, matches, lighter, fireworks, heating appliances
27. Failure to follow certain safety regulations, including lack of compliance with fire and severe weather procedures; failure to respond to fire, severe weather, lockdown or other safety and emergency drills
28. Other conduct falling generally within the description of level 3 infractions as determined by Academy Administration

Potential Consequences
1. Parent contact
2. Campus restrictions
3. Loss of off-campus privileges
4. Early sign-in
5. Assignment of community service
6. Weekend restrictions
7. Confiscation of contraband (items will be shipped home using funds from the student's account)
8. Loss of technology access
9. Placement on "reenrollment hold"
10. Suspension
11. Educational sanctions
LEVEL 4 INFRACTIONS (Most Serious)
These infractions are referred to a Dean of Students and can result in suspension or expulsion. Students involved in a level 4 infraction will be placed on "reenrollment hold."

Infractions
1. Accumulation of Level 1, 2 or 3 infractions
2. Academic, artistic, community dishonesty (cheating, plagiarism, deception)
3. Excessive unexcused absences and/or tardies from classes/required tutorials or other commitments (see attendance policy)
4. Intentional endangerment of others or oneself, bomb threats, or other threats or acts of violence including those communicated through technological means
5. Hosting/harboring unauthorized personnel (student or non-student) in residence hall
6. Violation of Academy visitor policy
7. Violation of the alcohol policy
8. Physical assault
9. Continued harassment/bullying/hateful behavior
10. Severe vandalism
11. Grossly inappropriate behavior
12. Grossly inappropriate sexual behavior
13. Violation of state and/or federal laws (Interlochen cooperates fully with law enforcement agencies)
14. Inappropriate use or tampering with the challenge course
15. Other conduct falling generally within the description of level 4 infractions as determined by Academy Administration

Potential Consequences
1. Parent Contact
2. Campus and/or weekend restrictions
3. Loss of off-campus privileges
4. Early sign-in
5. Assignment of community service
6. Suspension
7. Expulsion
8. Educational sanctions
9. A second level 4 infraction is expellable

Level 4 Infractions that WILL result in off-campus suspension:
1. Second violation of tobacco policy
2. Second violation of residence hall visitation policy
3. Second plagiarism/cheating violation

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

Level 4 Infractions that WILL result in expulsion:
1. Second violation of alcohol policy
2. Second off-campus suspension within a single semester
3. Second Level 4 infraction
Level 4 Infractions that WILL result in expulsion on the first offense:
1. Violation of Weapons Policy (possession of firearms, knives and other dangerous weapons)
2. Violation of illegal drugs policy, including refusal to take drug or alcohol test.
3. Gross endangerment of others or oneself with the willful intent to cause harm
4. Written or verbal threats to cause harm to others or oneself. As at airports, making threats is no joking matter. Written or verbal threats will be taken with the utmost seriousness, regardless of intent, and a student’s continued attendance will be in jeopardy. Outside authorities may be involved.

DORMING
Dorming is a campus restriction that is a consequence issued by residence life staff for Level 1 and 2 Infractions. The purpose of dorming is to address significant or repeated residence life infractions and serve as a reminder that students must adjust their behavior. Dorming is similar to “grounding” at home. The components of dorming include, but are not limited to:
• Signing in at 30 minute intervals beginning usually after dinner on school nights or noon on weekends
• Remaining in residence hall, losing lobby privileges, losing of guest privileges, limited practice room/shed access, can be confined to room.
• Ability to attend academic and artistic obligations with permission
• Contact with parent/guardian

CAMPUS WORK HOURS
Campus Duty is a consequence for students who chronically or repeatedly violate the evening schedule and other rules. Students are assigned campus work hours by either Judicial Board, their Hall Manager or a Dean, and serve 3 hours during the weekend. Campus work hours are supervised by residence life staff and may include campus and residence hall clean up, office assistance, or other projects around campus as deemed appropriate by the Dean of Students.

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

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

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

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

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

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

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

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

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

EXPULSION
Students expelled from the Academy are not permitted to complete their courses of study and do not receive grades or credit for the current semester. Seniors are not eligible for an Academy diploma. An underclassman may reapply for the following school year and will be considered for enrollment in light of his/her past performance, the circumstances that led to expulsion, and the evidence presented demonstrating their ability to meet Academy standards. Students either expelled or required to withdraw from the Academy are considered restricted from campus for the remainder of the academic year. They may only return after that time by writing to and obtaining permission from the Dean of Students or Vice President for Student Affairs.

STUDENT JUDICIAL BOARD
The Student Judicial Board is established to provide greater opportunity for student involvement in the disciplinary process. It offers an additional option within the Academy disciplinary structure and encourages students to take increased responsibility for the quality of life at the Academy and the behavior of their peers. The Student Judicial Board is selected through an application process at the beginning of the school year. They offer disciplinary recommendations to the Academy administration in keeping with existing rules and policies. The Student Judicial Board does not change existing guidelines, nor does it arbitrate or appeal disciplinary decisions made in any other venue. The Board meets as
necessary to “hear” cases brought to them by the Residence Life staff or the faculty. The Board's recommendations, by majority vote, are given to the administrator adjudicating the situation for final consideration. The administrator has the choice of following the Board's recommendation or of issuing an alternative. A member of the residence life staff advises the Student Judicial Board.

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

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

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

The gymnasium also serves as a rehearsal facility. Care must be taken to protect instruments and other equipment that may be present. Practicing in the gym is not allowed when supervised recreation is in progress. Students are expected to adhere to the following guidelines and any other posted regulations for any use of the gymnasium:
• Recreation in the Shed is open to Academy students and personnel ONLY.
• No food or drink, except for water in water bottles, is allowed in the Shed or the fitness room (The Den).
• Those using the Shed are responsible for putting equipment away when finished.
• Hanging or climbing on any part of the basketball goal, net or suspension system is not permitted.
• Appropriate athletic shoes must be worn when engaging in recreational activity. Students should carry their exercise shoes to the gym int the winter.
• Practicing is not allowed during recreation periods. Scheduling of the Shed space for rehearsals or performances must be done through the Coordinator of Facilities.
• The Shed storage spaces are off limits, except for access during the class day and/or with permission of the instructor.
• Skateboards, scooters, roller skates and in-line skates are not permitted in any building or the Concourse.

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

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

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

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

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

Participation on the challenge course may be organized by several means. Some examples are:
- Physical Education Class
- Sponsor Groups
- Residence Hall activities (arranged through the hall counselor)

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

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

STONE CENTER WATERFRONT

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

PUBLICATIONS

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

OFF-CAMPUS ACTIVITIES, TOURS AND EXCURSIONS

Throughout the year, students will have opportunities to participate in off-campus activities. Students are expected to adhere to Academy policies even when off campus. Students are representatives of Interlochen and this should be reflected in their behavior. For this reason, policy violations and infractions that occur off campus are elevated, at a minimum, to the next level of severity. During Academy sponsored functions, students must utilize school transportation unless specific permission for other arrangements is given by an administrator. Day students must pay particular attention to this guideline. Any unauthorized students attending an event will be asked to leave.
• **Activity Bus**: Occasionally, students will have the opportunity to participate in specific activities in the Traverse City area. Movies, roller skating, ice skating, swimming and eating out at local restaurants are common activities. There is a charge for the Activity Bus, and students are expected to pay for their own food and activities.

• **Lake Michigan/Lake Superior Camping Trips**: In the fall and or spring, many students in the Math/Science Division are invited to spend four days camping and backpacking in beautiful wilderness settings such as North or South Manitou Island or Sleeping Bear Dunes National Lakeshore.

• **Mackinac Island**: Each fall, all seniors and post-graduates are invited to spend a day on Mackinac Island, one of the nation's most beautiful resort areas. Participating students are charged to help defray the cost for food and transportation.

• **Outreach Tours**: Students from the various arts divisions sometimes tour in Michigan or outside of the state. These tours, usually 3 or 4 days in duration, provide Academy students and faculty with a chance to perform, conduct workshops and master classes, and share their interest in the arts with others. Specific information is provided for students as they prepare for a tour. Students may not wear jeans while on tour.

• **Sunday Morning Bus**: Most Sunday mornings, transportation is provided for students who wish to go to Traverse City and the surrounding area to attend church services. Students must return to the campus on the regularly scheduled bus unless special arrangements have been made and approved by a hall counselor. There is a charge for this service, however, students taking the Sunday morning bus to attend church services can have the fee waived through the Deans office. The Parent Permission Form must give authorization for this activity.

• **Shopping Bus**: Most weekend afternoons, transportation is provided for students who wish to go to Traverse City to shop or enjoy the city. Students must return to the campus on the regularly scheduled bus unless special arrangements have been made and approved by residence hall staff before the excursion bus leaves the campus. There is a charge for this service. The Parent Permission Form must give authorization for this activity. Bus schedules will be posted and are subject to change.

• **Ski Van/Bus**: On Sundays, between Winter and Spring Break, Interlochen provides transportation to a local ski resort. Departure is at 2:30PM from the Campus Center and returns between 7:30 and 8:00PM. Students must return to the campus on the regularly scheduled bus unless special arrangements have been made and approved by a hall counselor before the ski bus leaves the campus. There is a separate required parent permission form to participate in this activity.

• **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.

**STUDENT PERFORMANCES**

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

**CONCERT ETIQUETTE**

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

* No gum, candy, or food in performance spaces
* Please do not clap for stage crew personnel
* Please keep your feet off the seats
* Students in the audience should not call out to those on stage (i.e. no whistling, whooping, yelling)
* Enter and exit performances at the designated beginning and end. If one MUST leave due to an urgent situation, please do so during applause between acts/pieces. Do not walk on or across the Harvey performance area at any time.
* Talking during performances is unacceptable.
* Use of cell phones, iPods, or other electronic devices during performances is unacceptable.
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 least one adult sponsor (Interlochen employee) and at least one student leader.
• Student leaders must meet with a Dean of Students to discuss the group’s purpose and general plans.
• Complete an application and return it to the Dean of Students.
• All groups must be approved by either the VP for Student Affairs and/or Education Programs.
DAY STUDENT GUIDELINES

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

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

MAIL AND TELEPHONES
Day students have mailboxes in the residence hall to which they are assigned. This process is organized during the opening weekend day student meeting.

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

Day students are expected to remain on campus from the time they arrive for their first class until they complete their Academy obligations for the day. Day students should not leave campus during the day without permission from the Education Office or Dean of Students. This includes runs to the Interlochen corners for a fast food lunch. Day students must follow the same guidelines as boarding students during their stay on campus.

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

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

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

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

All overnights are managed through the Dean of Students who oversees day students. Overnights should be arranged at least 24 hours in advance.
Students may either bring a sleeping bag or obtain linens from the residence hall front desk. These are temporary room assignments so students may not leave personal items in the room following their overnight stay until the stay is multiple nights. Day students that stay overnight are expected to follow the same residential guidelines as boarding students (i.e. sign-in, sign-out, lights out, etc.). (see “Residence Life” section)

Depending on space availability in the residence halls and/or the number of students making an overnight request on a given day, there may be times when day student accommodations will be in the Stone Hotel. While there is not a hall counselor in this location, there is a switchboard operator awake and in the lobby at all times.

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

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

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

COMMUNITY MEETINGS
Like boarding students, day students are required to attend Community Meetings and attendance is taken. If a community meeting will be missed, parents must contact the Dean of Students.

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

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

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

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

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

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

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

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

Severe Storms or Tornado WATCH Protocols: When the Switchboard Operator is notified of a "watch", the operator will immediately notify an administrator. The operator will then notify the following:
• Campus Safety - It is their responsibility to see that all outdoor and waterfront activities are stopped.
• Residence halls
• Maintenance department
• Corson Auditorium

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

Tornado/Severe Storm WARNING: A "warning" indicates that a tornado has been sighted and everyone should take cover immediately. Campus Safety and the switchboard operator will be notified when a tornado warning is in effect. Students, faculty and staff will be notified via electronic means, campus telephones, public address system and/or verbally. Read the Storm Evacuation Plan on the following page so that you will know what you should do, depending on where you are during the course of the day.

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

Two campus-wide tornado drills will be conducted each academic year.
• If indoors, stay clear of windows, draw curtains, move to north or east wall, take cover under desk, tables, etc.
• If outdoors, lie in ditch or other area below ground level.
LIGHTNING

• When lightning is present, all personnel should remain indoors.
• Buildings with more than one area of cover are listed in order of preference.
• Stone Student Center will be used for any area people who might seek shelter on campus.
• If time does not permit, move to a designated area of cover (see following page).

EMERGENCIES

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

DESIGNATED AREAS OF COVER

<table>
<thead>
<tr>
<th>Buildings</th>
<th>Areas of Cover</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admissions/Audition Hut</td>
<td>Basement of Admissions</td>
</tr>
<tr>
<td>Back Row Housing Units</td>
<td>Basement of Hemingway</td>
</tr>
<tr>
<td>Bonisteel Library</td>
<td>Basement of Bonisteel Library</td>
</tr>
<tr>
<td>Campus Center Buildings</td>
<td>Basement of Campus Center</td>
</tr>
<tr>
<td>Chapel/Recital Hall</td>
<td>Basement of Corson Auditorium</td>
</tr>
<tr>
<td>Concourse</td>
<td>Basement of Maddy Bldg. or Basement of Bonisteel Library</td>
</tr>
<tr>
<td>Corson Auditorium</td>
<td>Corson Auditorium Basement, Hallways, Stairs, Restrooms</td>
</tr>
<tr>
<td>Costume Shop</td>
<td>Basement of Harvey Extension</td>
</tr>
<tr>
<td>Dance Building</td>
<td>Basement of Dance Building</td>
</tr>
<tr>
<td>DeRoy Hall</td>
<td>Basement of DeRoy Hall</td>
</tr>
<tr>
<td>Dow Science Rotunda Classes</td>
<td>Basement of Bonisteel Library</td>
</tr>
<tr>
<td>Dow Visual Arts Building</td>
<td>Basement of Visual Arts Building</td>
</tr>
<tr>
<td>Eugene Ormandy Housing</td>
<td>Individual Basements</td>
</tr>
<tr>
<td>Faculty Lane Housing North/South</td>
<td>Individual Basements</td>
</tr>
<tr>
<td>Fine Arts</td>
<td>Basement of Stone Center</td>
</tr>
<tr>
<td>Frohlich Piano/Percussion Bldg</td>
<td>Windowless Rooms of 1st floor and Basement of Frohlich</td>
</tr>
<tr>
<td>Front Row Cottages Ormandy</td>
<td>Basement of SAI 1 &amp; 2, Corson Basement</td>
</tr>
<tr>
<td>Harvey Theatre and Extension</td>
<td>Basement of Harvey Extension</td>
</tr>
<tr>
<td>Hemingway House</td>
<td>Basement of Hemingway House</td>
</tr>
<tr>
<td>IPR</td>
<td>Basement of IPR</td>
</tr>
<tr>
<td>Liberal Arts Rotunda Classes</td>
<td>Basement rooms of Maddy Building</td>
</tr>
<tr>
<td>Maddy Building</td>
<td>Basement of Maddy Building</td>
</tr>
<tr>
<td>Main Campus</td>
<td>Basement of Stone Center</td>
</tr>
<tr>
<td>Maintenance and Custodial</td>
<td>Basement of Corson Auditorium</td>
</tr>
<tr>
<td>McWhorter Residence Hall</td>
<td>Basement of Mozart/Beethoven</td>
</tr>
<tr>
<td>Mott Rotunda Classrooms</td>
<td>Basement of Maddy Building</td>
</tr>
<tr>
<td>Mozart/Beethoven Residence</td>
<td>Basement of Mozart/Beethoven</td>
</tr>
<tr>
<td>Norpines</td>
<td>Basement of Norpines</td>
</tr>
<tr>
<td>Organ Building</td>
<td>Basement of Picasso</td>
</tr>
<tr>
<td>Phoenix</td>
<td>Basement of Costume Shop or Corson</td>
</tr>
<tr>
<td>Picasso House</td>
<td>Basement of Picasso</td>
</tr>
<tr>
<td>Program Office</td>
<td>Basement of Hemingway</td>
</tr>
<tr>
<td>Scene Shop (Phoenix)</td>
<td>Basement of Scene Shop</td>
</tr>
<tr>
<td>Shed</td>
<td>Basement of Corson Auditorium</td>
</tr>
<tr>
<td>Stone Center</td>
<td>Basement of Stone Center</td>
</tr>
<tr>
<td>Thor Johnson</td>
<td>Basement of Thor Johnson</td>
</tr>
<tr>
<td>Uniform Building</td>
<td>Basement of Hemingway</td>
</tr>
<tr>
<td>Writing House</td>
<td>Basement of Writing House</td>
</tr>
</tbody>
</table>

LOCKDOWN PROCEDURES

Lockdown information includes drill vs. actual emergency language and directions as well as process instructions. In addition to email and person-to-person contact, audio warning tones and verbal announcements will come through the office/classroom IP telephones and the Informacast public address speakers.
What you will hear IN A DRILL: “Attention please...this is a drill. Please follow your lockdown procedures...this is a drill, please lock down now. This is a drill.” (Repeat)

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

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

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

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

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

• Building Inspection
• The Management Plan
• The Response Actions Schedule
• Periodic Surveillance Schedule
• Re-inspection Schedule

In accordance with the Integrated Pest Management Program, notification is given to the ICA Community at application times by means that include:

• Vendor signage at the Main Entrance
• Vendor signage at the application site
• Campus Enews Notification
• Blanket notice of potential application in Student Handbook

As part of the Interlochen Center for the Arts pest management program, pesticides or herbicides are occasionally applied. You have the right to be informed prior to any pesticide application made to the school grounds or buildings. In certain emergencies, pesticides or herbicides may be applied without prior notice, but you will be provided notice following such application.

If you need prior notice, please complete the information below and remit to:

Bill Singer – M & CS Director
Interlochen Center for the Arts
9900 Diamond Park Rd.
Interlochen, MI 49643
231-276-7590/7592

You may also contact the following official for more information:

Kim Zubrickas, Executive Director, Human and Institutional Resources
P.O. Box 199
Interlochen Center for the Arts
Interlochen, MI 49643-0199
231-276-7342
Dear Parents/Guardians:

As part of the Interlochen Center for the Arts pest management program, pesticides or herbicides are occasionally applied. You have the right to be informed prior to any pesticide application made to the school grounds or buildings. In certain emergencies, pesticides or herbicides may be applied without prior notice, but you will be provided notice following such application.

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Bill Singer – M & CS Director
Interlochen Center for the Arts
9900 Diamond Park Rd.
Interlochen, MI 49643
231-276-7590/7592

PESTICIDE PRIOR NOTIFICATION REQUEST

Parent/Guardian Name ______________________________________________________

Student’s (Child’s) Name ______________________________________________________

School Attended____________________________________________________________

Street Address________________________________________________________________

City, State_________________________________________ Zip Code___________________

Telephone – Day ___________________________ Evening ___________________________

Email Address ________________________________________________________________

Please Check One:

_____ I wish to be notified prior to pesticide treatment inside the building

_____ I wish to be notified prior to pesticide treatment outside the building

_____ please notify me about both

_______________________________________                    _______________________
Signature             Date
HANDBOOK CHANGES

CHANGES FROM 2013-2014 to 2014-2015 IN THE STUDENT HANDBOOK

- Page 4 - Added changes between editions section
- Page 7 - Added detail about International Student Travel regarding break housing and parent responsibility.
- Page 8 - Added details about BATA Bus
- Various locations - Changed Dean(s) of Students to Dean of Students, Academy or to Dean of Students
- Page 8 - Capitalization changes and Added language about student ID in community meeting section.
- Page 8 - Added community and residence life meetings to cell phones restrictions
- Page 9 - Updated IT section
- Page 12 - Changed language about how to get new IDs, lanyards, and key cards to “ID and Key Cards” section.
- Page 13 - Update instrument services section.
- Page 13 - Changed formatting and updated the “Residence Hall Recycling Program/Procedures” section
- Page 14 - Added detail to student storage section
- Page 17 - Updated medication policy section: changed pharmacy to Munson and added disciplinary component -regarding referrals to the Dean of Students
- Page 20 - Sponsor Groups - Reformatted, switched order of paragraphs
- Page 21 - Added uniform tardies to the uniform policy, including wearing ID and weather appropriate clothing
- Page 24- Added guidelines to extracurricular activities, including noncompliance
- Page 26 - Added online course policy
- Page 29 - Replaced valedictorian / salutatorian with senior speaker and senior performer
- Page 31 - Added language about Hall Assistants
- Page 31 - Added “Quiet Hours” to evening schedule
- Page 32 - Added language regarding speaker use and noncompliance
- Page 32 - Updated “lights out “definition
- Page 32 - Updated late lights policy
- Page 36 - Added Stone Annex to housing information section
- Page 37 - Added charges for failure to show key when locked out of the room
- Page 37 - Added violations of student handbook and fire safety to criteria for searching rooms
- Page 37 - Added the need for Dean of Students or Vice President-Student Affairs to approve searches
- Page 38 - Added compliance with staff to room deposit section
- Page 38- Revised practice room policies and expectations, including practicing in residence hall rooms
- Page 40 - Added language regarding parents and families to visitor section
- Page 41 - Added Dean of Students to approvals for students to park cars on campus
- Page 42 - Changed “money for calls” to “carry cell phone” in bike policy
- Page 44 - Added Academy restrictions to overnight stays
- Page 46 - Updated concert uniform attire sections
- Page 47 - Added some detail to the sign policy
- Page 47 - Added post-graduate specific language
- Page 49 - Added information about faculty/staff confidentially to student support policy
- Page 54 - Changed wording of drug policy to include synthetics and other drugs not listed.
- Page 53 - Added that refusal to take drug or alcohol test may be cause for dismissal
- Page 51 - Updated knife policy
- Page 51 - Added compliance with personnel section
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