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Welcome

The Concord Academy Community Handbook provides all members of the community, with the policies and guidelines on which the school is run. We are a community still in progress, aiming each day to be our best selves and create a community working together for that lofty goal.

Mission Statement

We are a community animated by love of learning,
        diverse and striving for equity,
        with common trust as our foundation.

Honoring each individual, we challenge and expand
        our understanding of ourselves and the world
through purposeful collaboration and creative engagement.

We cultivate empathy, integrity, and responsibility
        to build a more just and sustainable future.

Common Trust as our Foundation

Common Trust is the foundation from which the school is built. Common Trust is the principle that members of the community will treat others with respect and dignity in all interactions.

Common Trust is guided by the twin principles of honor and good sense. The school relies on the mutual respect of all community members, including a genuine concern for the emotions, possessions, and personal rights of all persons. Implicit in this statement is the importance of honoring differences in individuals and allowing for the development of each individual’s full potential within the context of community responsibility. The school can achieve its collective goals only if all its members respect one another. While each person strives to reach individual goals, they must bear in mind the goals of the community.

We expect our students to be rigorous in their academic honesty and scrupulous in their behavior, and the school articulates those expectations through explanation, discussion and tradition. The school also reinforces these standards through its rules, which establish the framework in which the best interests of all persons are served. The following acts are examples of behavior that endanger the safety and continuity of the community and consequently are not tolerated:

• lying
• cheating
• stealing
• plagiarism
• disrespect
• violations of the Acceptable Use Policy (AUP)
• violations of the Drug and Alcohol Policy
• violations of the Whereabouts Policy
• hazing, bullying, fighting, and vandalism
• harassment, particularly on the basis of race, sex, gender, religion, sexual orientation, or gender identity or expression
• sexual violence

In addition, the school adheres to all federal, state, and town laws. Concord Academy believes that its rules codify the honor and good sense it expects of its students and help satisfy the school’s role as both an educational institution and a caretaker for students under the school’s jurisdiction.
## Academic Year Calendar

<table>
<thead>
<tr>
<th>Month</th>
<th>Date</th>
<th>Event</th>
<th>Month</th>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>August</td>
<td>30</td>
<td>New student registration</td>
<td>January</td>
<td>6</td>
<td>Houses open at 4:00 p.m., boarders return by 8:00 p.m.</td>
</tr>
<tr>
<td></td>
<td>31</td>
<td>Orientation for all new students</td>
<td></td>
<td>7</td>
<td>Second semester begins</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>20</td>
<td>MLK Day; school in session; special programming</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>25</td>
<td>Lunar New Year (Saturday observance)</td>
</tr>
<tr>
<td>September</td>
<td>1</td>
<td>Boarding orientation</td>
<td></td>
<td>17</td>
<td>Presidents’ Day; no classes; houses open</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>Labor Day; school in session</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Returning student registration</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Athletic preseason begins</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>Convocation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>First day of classes</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>29</td>
<td>Rosh Hashanah begins at sundown</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>30</td>
<td>Rosh Hashanah; school in session</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>October</td>
<td>1</td>
<td>Rosh Hashanah; school in Session</td>
<td></td>
<td>6</td>
<td>Spring break begins at noon; students depart between 12:00 p.m. and 4:00 p.m.; houses close and school is closed</td>
</tr>
<tr>
<td></td>
<td>9</td>
<td>Yom Kippur; no classes; houses open</td>
<td></td>
<td>22</td>
<td>Houses open at 4:00 p.m.; boarders return by 8:00 p.m.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>23</td>
<td>Classes resume</td>
</tr>
<tr>
<td></td>
<td>10-12</td>
<td>Family Weekend</td>
<td></td>
<td>27</td>
<td>Senior Transition Seminar</td>
</tr>
<tr>
<td></td>
<td>14-15</td>
<td>Fall Break; no classes; houses open</td>
<td></td>
<td>27-28</td>
<td>Junior Leadership Retreat</td>
</tr>
<tr>
<td></td>
<td>16</td>
<td>Classes resume</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>27</td>
<td>Diwali (Sunday observance)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>November</td>
<td>11</td>
<td>Veterans Day; school in session</td>
<td>April</td>
<td>8</td>
<td>Passover begins at sundown; ends April 16, school in session</td>
</tr>
<tr>
<td></td>
<td>22</td>
<td>Thanksgiving vacation begins at 6 p.m. or after last commitment</td>
<td></td>
<td>10</td>
<td>Good Friday; school in session</td>
</tr>
<tr>
<td></td>
<td>23</td>
<td>Students depart by 12 p.m.; houses close and school is closed</td>
<td></td>
<td>12</td>
<td>Easter (Sunday observance)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>20</td>
<td>Patriots’ Day; no classes; houses open</td>
</tr>
<tr>
<td>December</td>
<td>1</td>
<td>Houses open at 4:00 p.m., boarders return by 8:00 p.m.</td>
<td>May</td>
<td>24</td>
<td>Eid al-Fitr (Sunday observance)</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>Classes resume</td>
<td></td>
<td>25</td>
<td>Memorial Day; no classes; houses open</td>
</tr>
<tr>
<td></td>
<td>19</td>
<td>Boarding community dinner followed by senior holiday chapel; mandatory for all seniors and boarders</td>
<td></td>
<td>28</td>
<td>Baccalaureate</td>
</tr>
<tr>
<td></td>
<td>20</td>
<td>Winter break begins; boarders depart at 9:00 a.m.</td>
<td></td>
<td>29</td>
<td>Commencement 10:00 a.m. students depart between 12:00 and 4:00 p.m.; houses close and school is closed</td>
</tr>
</tbody>
</table>

Calendar information changes frequently. For the latest and most up-to-date information, check Concord Academy’s Web calendar at concordacademy.org/calendar.
Daily Schedule

7:15–8:15 a.m.  Breakfast
8:20 a.m. Student houses close for the school day
8:40 a.m. School day begins with chapel or announcements
10:15–10:30 a.m. Mid-morning break
11:50 a.m.–1:05 p.m. Lunch block, dependent upon student schedule and day of week
3:10 p.m. Classes end; student houses open
3:20–6:15 p.m. Athletics and after school activities
5:30–7:00 p.m. Dinner
7:30–9:30 p.m. Study hall—all visitors should be off campus; day students remaining on campus are subject to study hall rules and must sign in with a proctor
10:00 p.m. House check-in for boarders Monday through Thursday (9:00 p.m. on Sunday)
11:00 p.m. House check-in for boarders Friday and Saturday

Absences

Students are expected to attend school when classes are in session. Leaving early for school breaks and vacations is not permissible. Students who do leave early without prior permission from the Student Life Office or academic dean are likely to be assigned work jobs for each unexcused day.

With the exception of emergencies or illnesses, absences from school must be approved in advance. The student must make a Special Pass request, and get that cleared by all faculty/staff whose classes/commitments will be affected by the proposed absence. The Special Pass must be approved by all, including the Student Life Office one day prior to the proposed absence. Special Passes are used for doctor and dentist appointments, religious holidays, and significant family events. In the event of emergency or illness, direct permission for an excused absence may be granted by the health center staff or the Student Life Office. Seniors are eligible for four days of missed classes for the purpose of traveling to and visiting colleges. College-visit absences must be approved by the College Counseling Office before travel arrangements are made. Specific college-visit days are on the CA Event calendar.

Day students who are unable to attend school due to emergencies or illnesses must have their parents call the Attendance Office at (978) 402-2202 by 8:40 a.m. each day they are unable to attend classes, or send an email to student_life-office@concordacademy.org. A student who is absent 5 or more times in a semester may have a conversation with the academic dean and the student’s advisor to check on the student’s academic progress.

All students who become ill during the school day must check in with the Health Center. It is the responsibility of the student to make up all work missed during absences.

When a student is absent on the day a significant paper or project is due, it is the student’s responsibility to deliver the paper or project to the class teacher.

Any student who misses more than half of their academic commitments in a single school day will not be allowed to participate in after school activities on that day unless extenuating circumstances merit an exception by the academic dean or the dean of students.

Attendance

Student attendance at classes, chapel, announcements, athletics, assigned kitchen and recycling duties and community assemblies is compulsory. Unexcused absences will likely result in the assignment of work jobs by the Student Life Office.

Work jobs are assigned as a response to a student’s action (or inaction) that negatively impacts the school community. Work jobs are a way for a student to give back to the school for missing commitments or otherwise negatively impacting the community.

Work job assignments are completed on designated Saturday mornings starting at 9:30 a.m. The student will get an email from the Student Life Office detailing the community violation and the assignment of work jobs. A student may defer a work job assignment one time if there is a relevant reason for deferral. Following that one-time deferment, students are expected to show up for the assigned slot. If they fail to do so, the hours will be doubled and the work job assignments must be completed on the next designated Saturday morning, regardless of a student’s other commitments.

A student who accumulates three unexcused absences from class in one semester will be referred to the academic dean, and may receive a dean’s warning. If there is any work assessed during a time when a student has an unexcused absence, there may be a significant academic penalty (e.g., a “zero” for the day or a “zero” on a test, quiz, paper, or exam with no chance to make up the work).

Any additional unexcused absences from class will be referred to the dean of students and may result in a Discipline Committee meeting.

Any student who accumulates five hours of work jobs will be referred to the dean of students.
Work jobs are assigned as indicated below:

<table>
<thead>
<tr>
<th>Category</th>
<th>Hours of Work Jobs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class Cut (Includes PE classes)</td>
<td>1</td>
</tr>
<tr>
<td>Community Assembly</td>
<td>1</td>
</tr>
<tr>
<td>Recycling</td>
<td>1</td>
</tr>
<tr>
<td>Chapel/Announcements</td>
<td>1</td>
</tr>
<tr>
<td>Class Meeting (short block)</td>
<td>1</td>
</tr>
<tr>
<td>Class Meeting (long block)</td>
<td>2</td>
</tr>
<tr>
<td>Community Weekends</td>
<td>2</td>
</tr>
<tr>
<td>Kitchen Duty</td>
<td></td>
</tr>
<tr>
<td>Weekday</td>
<td>4</td>
</tr>
<tr>
<td>Weekend</td>
<td>4</td>
</tr>
</tbody>
</table>

Late to Chapel/Announcements

- 3 instances of under 5 minutes late are treated as a cut 1 hour of work jobs.
- Each subsequent lateness is also considered a cut with an additional 1 hour of work jobs assigned for each instance.
- A lateness after 5 minutes is considered a cut.
- In addition, excessive late arrivals, whether excused or unexcused, may be referred to the dean of students.

Late to class 1/2 hour work jobs

Religious Holidays

In an effort to support the diverse backgrounds of our students, a Special Pass for the observance of religious holidays will, in most cases, be authorized using the normal procedures. The school will attempt to avoid scheduling athletics and other special events on the eve and first day of significant religious holidays. Faculty and students are reminded each year about academic expectations on religious holidays.

Athletics and Physical Education Programming

The Athletics Department follows a Code of Conduct, which is a detailed guide of policies and procedures; this document is presented to all students in team sports and PE classes at the start of each season by the Director of Athletics.

All students are required to meet the published athletic graduation requirement each year. Students can earn athletic credit in team sports, intramural sports, physical education classes, mainstage productions, select CA dance classes, community service, and in approved external programming in those sports not currently offered at the school.

Team and intramural sports, as well as physical education classes, meet during weekday afternoons. Since participation in athletics is a graduation requirement, athletic commitments take precedence over noncredit extracurricular activities. Athletic game and class schedules are posted electronically at the beginning of each season and then updated as changes occur during the season; all students are responsible for knowing the schedule of their athletic commitment.

Students who have a significant unavoidable conflict (e.g., a family wedding) should inform their coach as soon as the conflict is known and should submit a Special Pass to the student life office. Whenever possible, appointments (dentist, doctor, etc.) should be scheduled outside of scheduled game and practice times. More information about the athletic attendance and participation policy is available in the department Code of Conduct.

Students who are ill must see a member of the Health Center staff to be excused from practice or class. A student who is excused from afternoon athletics due to illness is not permitted to participate in any other activities that day. A student must be in attendance for at least half the school day in order to participate in athletics unless excused by the academic dean or the dean of students. A student who has an injury should see the head athletic trainer, who will assess the injury and determine what should be done so activity can resume in a timely manner. The athletic training room is located on the lower level of the Student Health and Athletic Center (SHAC).

The Athletic Department and the Performing Arts Department collaborate to determine policies for athletes and performing artists. Athletic and performing arts schedules are carefully crafted to offer a wide range of opportunities to students with multiple interests and abilities. However, safeguards are in place to prevent students from over scheduling themselves.

Students must be dressed in appropriate clothing to participate in athletics and provide most of their own athletic attire and gear. The Athletic Department lends out some equipment for physical education classes and for recreational use, and some athletic apparel and gear is available for purchase. The athletic equipment room, which is located on the lower level of the Student Health and Athletic Center (SHAC), supplies uniforms for team sports. Students are accountable for all issued gear and clothing. Further information regarding issued gear and uniforms is available in the Athletics Department Code of Conduct.

Library Policies and Procedures

The J. Josephine Tucker Library at Concord Academy is a place for individual study, collaborative work, and research. Patrons are expected to abide by the following rules:

- Work quietly and be respectful of others.
- Check out ALL materials at the circulation desk before leaving the library.
- Take personal belongings with you when leaving the library.
• Drinking water in bottles only, no food or other beverages.
• Violations of these rules are subject to the student losing library privileges and/or disciplinary action.

Borrowing Policies and Loan Periods
• Circulating books and older periodicals can be loaned for the semester;
• Sound and video recordings and current periodicals can be loaned for seven days;
• Chromebooks, projectors, and audio equipment can be loaned for the academic day or study hall hours.
• Students should not rely on school issued chromebooks for their tech needs, and are expected to have their own portable device.
• Materials for class assignments and reserve copies of textbooks can be loaned for up to two hours.

Fines and Fees
Although there are no overdue fines, patrons are responsible for all materials borrowed and will be charged for the full replacement cost of lost or damaged materials. The Library staff also work with the Circulation Supervisor at the Concord Free Public Library to assist in getting seniors to return materials, pay overdue fines and/or replacement fees prior to Commencement.

Academic Support Center
The Academic Support Center (ASC) is designed to offer help with study skills to all students (e.g., organization, reading efficiency, construction of a study schedule, and limited content-specific help). Help from members of the ASC is offered to all students, but is a limited resource. Triage of student needs occurs during the busiest times of the semester, though the ASC tries to meet all requests. If a student’s need of one-on-one tutoring exceeds the ASC’s ability to meet it, we will work with the family to engage an outside tutor at the student’s family’s expense. Financial aid is available for tutoring in situations where the ASC cannot meet a financial aid student’s needs. Basic study skills also are part of the 9th grade health and wellness curriculum.

Academic Accommodations
Information about the school’s policies and resources regarding academic accommodations is available from the director of studies.

The Academic Office will work with students and their families to accommodate cognitive and health situations that arise before or during a student’s time at the school. Accommodations that would require a significant change in CA’s program cannot be granted. Students whose ability to engage with schoolwork changes during a semester may need to change their schedule, or change status in a course to reflect their situation.

Before allowing academic accommodations, the school requires that neuropsychological testing be conducted by a licensed psychologist. The school’s consulting psychologist can refer families to professional resources off campus and will supply a list of tests that are expected to be part of a thorough neuropsychological evaluation. Written results of educational testing are reviewed by the consulting psychologist and the director of studies. With permission of parents, a summary of those results is shared with faculty to enable them to best serve the student. Students meet with the director of studies or a member of the Academic Support Center about appropriate study strategies moving forward. The school’s grading practices and expectations for completion of work will not be affected by academic accommodations.

Students with significant medical issues that interfere with academic functioning may request a medical leave or request that their course load be reduced below 14 credits for one term. The goal of this reduction is to allow those students to function successfully in fewer classes while tending to their recovery. A student is not permitted to keep a full course load if unable to adhere to standard expectations including deadlines, taking tests, and participating in class. It is not possible to remain in school while unable to function within the standard expectations of the academic program.

Students who are diagnosed with a concussion are afforded temporary accommodations until their symptoms subside. CA follows physician guidelines following a concussion. Given the school’s limited ability to supervise boarders who are recovering from illness or concussion, less flexibility is available to students living on campus. Severe concussions or delayed recovery may require alteration of a student’s academic program. The student’s advisor and the director of studies will work with families to create a realistic recovery plan.

On rare occasions, a student may request a waiver of a Concord Academy graduation requirement. Such a request must be supported by recent and sufficient testing, the consulting psychologist, and the director of studies. The head of school will make a decision after considering recommendations from the school specialists and the director of studies. In all cases, the school reserves the right to evaluate whether Concord Academy is an appropriate school for the student, pending success in their academic program. More information about the waiver process is available from the Academic Office.

The College Board/ACT have specific documentation requirements for accommodation requests. They require that all learning disabilities be professionally documented within three years prior to standardized testing. The documentation must specifically mention the type of accommodation necessary (e.g., extended time), and Concord Academy must have made the same accommodation for the student prior to test registration. Because the College Board/ACT have strict deadlines for considering students who need accommodations, parents should request accommodations from the Academic Office as early as possible. The registrar helps families make requests to the College Board/ACT for accommodations.
Advisor Program

The advisor is the primary liaison between the student, the student’s family, and the school*. The advisor is the individual with whom parents/guardians should have direct contact. As is typical of most high schools (though perhaps different from primary and middle schools), families are asked to refrain from being in direct contact with teachers. The advisor’s principal responsibilities include overseeing a student’s academic progress and achievements, as well as offering advice and support. The advisor’s additional responsibilities include helping a student plan their courses and extracurricular activities, approving changes in course registration, and approving all excused absences. At the end of each semester, the advisor will write a summary report that accompanies the student’s grades. The advisor is the first person with whom faculty members will consult when a student is experiencing difficulty. Likewise, parents should communicate with the advisor when there are questions or concerns about their child’s life at school, or something which may impact their life at school.

New students are assigned an advisor over the summer, and will learn who that is at registration. At the end of each school year, returning students may either retain their advisor or request a new advisor. In order to change advisors, a student must submit four new advisor choices to the dean of students. These choices must be faculty or staff members listed on the advisor list provided to students. The dean of students and the academic dean, will consider the choices and assign the most appropriate choice as the student’s new advisor.

* Note: If a family would like to put the school in touch with a student’s therapist or any health professional, we ask that they contact either the director of student health and support services, the dean of students, or the academic dean.

Course Withdrawals

Students may withdraw from a class after speaking with the director of studies and their advisor. Please refer to the Concord Academy Course Catalogue for policies about academic credit, course withdrawals, and taking a course on a pass/fail basis. Withdrawals appear as a “W” on the transcript after Family Weekend in the fall semester, and after Spring Break in the spring semester.

Diplomas Out of Course

At the discretion of the head of school, a senior who is not able to meet the requirements of the school by the last academic day of the year can be granted a diploma out of course. A student pursuing a diploma out of course must complete academic classes at another institution or with a CA-approved adult and present written evidence of success in that work to Concord Academy. A diploma achieved in this way is a “diploma out of course,” and is marked with the date the diploma is awarded. Arrangements for completion of academic requirements are determined with the head of school, and appropriate members of the faculty. If the student has come close to meeting requirements and has a satisfactory record of citizenship, they may be allowed — at the discretion of the head of school — to participate in graduation ceremonies with their class. Students are not eligible to participate in any other graduation ceremonies in later years.

Seniors not in attendance at the conclusion of the second semester of their senior year may not participate in graduation or other end-of-year ceremonies.
Major School Rules

Overview

Concord Academy’s rules grow out of the school’s mission statement which supports love of learning, striving for equity, and common trust. The school leaves many rules unstated, assuming the honesty and good judgment of its students as part of its ethos.

Rules at Concord Academy have evolved over time to protect individual students and the community from behavior that is not healthy or safe. Concord Academy’s rules attempt to foster cohesion and morale of the community and enhance education by discouraging impediments to learning. We expect students to support the work of the school, to accept the obligations of loyal cooperation among all members of the school community, and to show respect for themselves and others. Actions that undermine common aspirations, violate the rights of individuals, or repudiate the principles of the school’s mission will not be tolerated.

The harassment policy and grievance procedures are outlined in the Appendix F of this handbook. Protocols for incidents of sexual assault are located in the Student Life Office, included in house faculty notebooks, and posted in each student house.

Concord Academy holds students responsible for behavior considered detrimental to the reputation of the school during activities on or off campus. Conduct that violates the law or reflects badly upon the school is sufficient grounds for disciplinary action, including dismissal, regardless of whether the conduct involved a day student or a boarding student, took place on campus or off campus, or occurred while school was in session or on break.

Integrity

Integrity in all matters, personal and academic, is expected of each student. Academic integrity means the school expects all students to act honestly in every part of their academic lives. Academic dishonesty or any act of academic deception is a serious breach of the school’s academic standards. Concord Academy strives to educate students about plagiarism, the act of claiming someone else’s work as your own. “Work” in this context includes someone else’s ideas or thinking presented in any medium. Please refer to Appendix A for the complete Academic Integrity policy.

Truthfulness, even in the face of social pressure, is one of the core values of the school. Lying compromises trust within the community and any situation in which a student lies to an adult in the community is considered a major offense.

Students are expected to respect community property and the property of others. Therefore, stealing and willful destruction of or damage to the property of others, including school property, undermines the quality of trust within the community and will result in disciplinary action.
Borrowing an item means that the rightful owner is asked for permission and gives their consent freely in advance of the item’s use. A situation will be considered a breach of trust if a person has come into possession of an item that is not theirs by any means other than borrowing.

Whereabouts
For safety reasons, it is important that faculty and staff have a clear picture of the whereabouts of all students in our care. Students are expected to be in classes during the day. During a free block, students who choose to leave campus proper to explore extended campus will indicate their whereabouts using Boardingware. It is important to note that while students do not need permission to be on extended campus, they do need to indicate their whereabouts using the Boardingware app to log their location or alerting an adult in the Student Life Office. In the event that the school needs to identify which students are on campus, we will use this resource to view the whereabouts of all students. The whereabouts of all students on campus, day and boarding, will apply to Study Hall.

Additionally, all students must follow location and sign out procedures as noted in Appendix D. Students are expected to adhere to the guidelines of common trust as described in this handbook. Conscious deception or negligence of these procedures, or leaving a student house after check-in, is a major offense. See Appendix D for complete sign-out procedures.

Alcohol, nicotine/tobacco, and other drugs
The school’s primary interest regarding alcohol and other drugs is to help students avoid their use, and to maintain health and well-being. The school considers any recreational use of alcohol or other drugs — whether on or off campus, by day students or by boarding students — to be subject to the school’s disciplinary code.

No student may buy, sell, provide, possess, or use alcohol, unauthorized drugs, or improperly use prescription medication while under the jurisdiction of the school, nor may they be in possession of drug or alcohol paraphernalia. Vaporizers, including vape devices and e-cig systems, constitute drug paraphernalia.

Additionally, no student may return to the school’s jurisdiction under the influence of alcohol or drugs.

Any student who remains in the presence of an open violation of the school’s drug and alcohol policy while on campus is also subject to disciplinary procedures, even if they have not used the substances involved. The school expects that students will remove themselves from such situations.

A student who remains in the presence of an alcohol or drug violation off campus may be subject to a health intervention, although no disciplinary procedures will result for that student.

The possession of an identification card with a false birth date indicating a student is over twenty-one years of age will be treated as both an integrity violation and a drug and alcohol violation, as it demonstrates intent to purchase age-restricted substances.

Concord Academy realizes that the abuse of alcohol or other drugs can represent immediate threats to the physical health and safety of its students. The primary concern of the school in such cases is the welfare of the student. All students are encouraged to seek help from an adult within the community or a peer when it is necessary to remove a fellow student from a potentially dangerous situation. Please see the Appendix B for the complete Sanctuary Policy for Alcohol and Other Drugs.

The school will, through its health center and student support services, facilitate engagement with counseling programs, and support and intervention services for students who encounter problems with alcohol or other drugs.

A student may request the assistance of the Health Center to disclose past violation of a school rule, including the use of alcohol or drugs. This admission will be treated as a health concern and not a disciplinary situation. When the school has reason to be concerned that a student might be using alcohol or drugs, it will strive to persuade the student to seek counseling voluntarily and, if appropriate, will mandate an alcohol or drug evaluation. The assistance of the student’s parents in this endeavor will be solicited.

In the event of a disciplinary case in which a student is found to have been involved in the use of or supplying alcohol or other drugs, they will appear before the Discipline Committee. The Discipline Committee considers students found to be supplying alcohol or drugs or hosting gatherings at which alcohol or drugs are consumed to have greater culpability, and the discipline recommendation to the head of school will reflect this view.

A student given an opportunity to return to school following a drug or alcohol violation will be placed on probation for a length of time determined by the discipline committee, which is often to then end of their CA career. If found guilty by a Discipline Committee for a subsequent violation of the school’s drug and alcohol policy, they will likely be dismissed.

The school expects that students will reflect on their personal responsibilities relative not only to the drug and alcohol policy, but also to all major school rules. Concord Academy requires all students to strive to live the mission of the school both in and out of the classroom.

Sexual Intimacy
Concord Academy affirms and values the development of healthy romantic and sexual relationships as part of adolescence. As a boarding school, however, there are some unique considerations that lead CA to
prohibit intimate sexual activity on campus. Those considerations include but are not limited to:

- Members of the community, both students and adults alike, should be free from unwanted exposure to the intimate and sexual behaviors of others on school property and grounds;
- Respect for others in our diverse community who may have different values and beliefs around sexuality;
- We recognize the importance of promoting and maintaining students’ reproductive health, including the prevention of sexually transmitted infections and pregnancies;
- The School is aware of the serious physical, emotional, social, and legal consequences that can result from intimate sexual contact between young people. Therefore, the school strongly encourages students to delay sexual activity.

Accordingly, students found engaging in intimate sexual behavior on campus will face an institutional response after discussion with the dean of students.

Consent

Common Trust is an essential foundation to the Mission of Concord Academy. It is a belief that we as members of the community will be treated with respect and dignity in all of our interactions with each other. Affirmative Consent is an extension of that ideal: an understanding that students who choose to engage in sexual activity, being mindful of the potential risks, are doing so in a knowing, voluntary and mutual way.

Affirmative Consent means consent that is truly voluntary – not coerced – and communicated clearly and affirmatively, by words or conduct. Silence or lack of resistance is not Affirmative Consent. Nor is an expression of consent that is the product of coercion or that is given by someone who is substantially impaired by alcohol or other drugs, is asleep or unconscious, or is under the legal age of consent. Moreover, Affirmative Consent must be given in the moment and specific to each sexual act. Consent to one act does not imply consent to other acts, and consent given on a prior occasion does not imply consent on future occasions.

If a student has experienced or is aware of any sexual activity without consent, they can speak with any adult on campus who will then be in contact with the director of health services and/or other adults as appropriate. The School will report inappropriate sexual behavior to the Department of Children and Families (DCF) as required by law.

Reckless Endangerment

Students may not engage in reckless acts that expose others or themselves to an obvious risk of self injury. For instance, going out on the roofs of school buildings is a violation of this rule.

Threats, Violence, Weapons, and dangerous substances

Students are expected at all times to maintain a safe environment for themselves as well as others. Violence or the threat of violence will result in immediate action by the school, including notification of appropriate law enforcement agencies. Threats involving or possession of weapons or dangerous substances — including, but not limited to any firearm, knife, other weapon, fireworks or other dangerous item or substance — whether on or near campus or at or near any school-related function or event, will subject the student to disciplinary action, up to and including immediate dismissal. Similar consequences will apply to any student who aids or facilitates another student’s acquisition or possession of weapons or dangerous substances.

Computer Use

Students who do not comply with the School’s Acceptable Use Policy as defined in this handbook are in violation of a major school Rule. Please reference Appendix H for information.

Harassment and Discrimination

All members of the community have the basic right not to be harassed. The school recognizes and respects individual differences in background with regard to culture, race, ethnic origin, religion, gender, sexual orientation and physical disabilities. Inappropriate behavior, either verbal, written, or physical that deems or offends others is unacceptable. It includes unwelcome sexual advances, unwarranted verbal remarks, derogatory statements or discriminatory comments, and can occur between two individuals or groups of individuals. Please reference Appendix F for additional information.

Bullying and Hazing

Concord Academy adheres to Massachusetts state law (M.G.L. c.71, § 37O) that regard bullying and hazing as a crime. Note, however, that the school reserves the right to take disciplinary action with respect to any form of bullying, cyberbullying, or retaliation, regardless of whether the conduct meets the formal, legal definition of those terms. Please refer to Appendix for additional information.
Overview
Cases of academic dishonesty are reported to the Academic Office. The academic dean addresses these cases in consultation with the student’s advisor, the head of the department in which the infraction occurred, and an additional dean, who will determine whether a Discipline Committee will convene. If a student has a record of social infractions from the Discipline Committee, that record may be considered in constructing a response to an academic infraction. Any discipline associated with an academic infraction will be considered in cases of future infractions.

Cases involving all other violations of the school’s major rules will be considered by the dean of students, dean of faculty, and academic dean who will determine whether a Dean’s Warning or a Discipline Committee will convene. In situations regarding violations of boarding rules, the director of residential life and the dean of students will decide whether a Boarding Review will be issued or a Discipline Committee will convene. Under certain circumstances a case may be handled administratively.

Dean’s Warning
The Dean’s may decide that the violation merits the issuing of a Dean’s Warning. This is a formal letter placed in the students file to note the severity of the violation and warnings against future violations of this kind. A Dean’s Warning stays in the student’s file for the duration of their CA career, and will be part of future disciplinary discussions.

Boarding Review
The director of residential life and the dean of students may decide that a student’s behavior in the boarding community merits a Boarding Review. This is a meeting between the student and the director of residential life, often with the student’s head of house, house faculty, and/or advisor to discuss the challenges this student is having following boarding rules. A letter detailing the Boarding Review will then be written and placed in the students file to note the severity of the boarding violation and warnings against future violations of this kind. A Boarding Review stays in the students file for the duration of their CA career, and will be part of future disciplinary discussions.

Discipline Committee Meeting
The discipline committee is a student-faculty committee that hears cases concerning students suspected of violating, or found in violation of the school’s major rules. The committee’s role is to listen to the evidence, ask questions concerning the evidence, deliberate, and make recommendations to the head of school. The Discipline Committee is comprised of two faculty members and three students who rotate from an elected group of ten students. Additionally, there are two faculty members and three house faculty members who rotate on the committee each year. A dean serves as the non-voting convene of each committee meeting and approves the recommendation before sharing it with the head of school. The convener reviews disciplinary procedures with the committee at the beginning of each committee hearing.
When a Discipline Committee meeting is scheduled, the student involved may be restricted from participating in campus life outside of academic commitments, until the meeting is held. The head of school receives recommendations for consequences from the Discipline Committee, whose deliberations are confidential. Violations and consequences are announced to the school when appropriate. Discipline Committee procedures and potential consequences are described in Appendix E.

Students holding or elected to any leadership position at the school should expect to lose their positions if they are found at fault by a Discipline Committee. Students may not run for a new leadership position for 12 school weeks following a Discipline Committee decision.

**Disciplinary Disclosure on College Applications**

With common trust as the foundation of our school, Concord Academy maintains relationships with colleges and universities based on openness and honesty, a trust relationship that benefits current and future Concord Academy students. Inherent in these relationships is the expectation (also articulated in the Common Application) that when asked, both students and the school will communicate all disciplinary violations, whether related to academic or behavioral misconduct that resulted in suspension or dismissal. Dean’s Warnings and Boarding Reviews are not reported to colleges. When prompted for information about their high school disciplinary record, the student must respond honestly, sending the College Counseling Office a short letter explaining the circumstances. One of the school’s college counselors will sign the letter, verifying its content, and send it to colleges. If a college counselor declines to sign a student’s letter, the counselor will communicate directly with colleges about the disciplinary matter.
All School Council

The All-School Council comprises the student head of school and student vice head of school, the head and vice head of boarding students, the head of day students, the co-heads of community and equity, the co-heads of entertainment, the co-heads of environmental affairs, the co-heads of community action, class presidents and representatives, and faculty/staff representatives. The All-School Council members are elected the spring before or the fall of the academic year in which they serve. They meet weekly to discuss upcoming events, topics of importance, or other relevant issues to the school. Council meetings are open to all members of the CA community.

The All-School Council takes an active role in representing the student body when reviewing policies, discussing issues, and formulating proposals. All proposals passed at all-school meetings are recommended to the head of school. The council sponsors Club Expo, Winterfest, and other weekend events on campus. Above all, the All-School Council affords students the opportunity to have input in the daily life of the school.

Day/Boarder exchange nights

Day students can opt to stay for a day or up to a week in one of the student houses, and boarding students may stay in a day student’s home. The plan does not need to be reciprocal. This program is not designed for boarding students to live at their own home for a week.

Day students participating in the exchange must be invited, and welcomed by the host and all roommate(s) and must abide by all rules governing boarding life. Permission forms, which must be completed before the exchange begins, are found in the Student Life Office.

Weekend Activities

Concord Academy offers an enormous variety of activities both on and off campus. They are planned by student activities coordinator, the Entertainment Committee, or by other campus groups with a particular interest or event to share.

Sign-up sheets for dances, films, concerts, athletic events, shows, and other activities are posted outside the Student Life Office prior to the events. Signing up is a commitment to participate, not simply an indication of interest.

Students on the sign-up list will be expected to share in the expenses for the activity if relevant, and the price will be listed on the sign-up sheet.

All students attending off-campus events must travel to and return from the event in school-provided transportation, unless excused by the administrator on duty or dean of students prior to leaving campus. Boarders must follow sign-out procedures according to boarding rules.

Community Weekends

Many of the events are designed to foster a sense of community and increase interaction among students of all ages.
and backgrounds. Day and boarding students are expected to attend at least one event on campus over the course of a community weekend, and should sign in with the administrator on duty or the chaperone of the event. Boarders are asked to stay on campus for these weekends (no Overnight Passes please); exceptions are granted if the overnight is with a group of CA students and is therefore community enriching. Dates for this year’s Community Weekends can be found [here](#).

### Clubs and Organizations

There are over 70 clubs, organizations, and affinity groups on campus that are student led and run, with support from a faculty advisor. Meetings take place weekly or bi-weekly, and are designed to encourage student passion and opportunities for growth. A complete list of our offerings can be found [here](#).

### Fundraising Activities

Concord Academy takes care to ensure that fundraising by student, faculty, parent, and school groups is coordinated throughout the school year in order to avoid over solicitation of members of the local and school community. All activities that involve solicitations of support, including advertising, goods, or monetary contributions, must be approved by the dean of students.

### Posters and Fliers

In an effort to standardize fliers, posters, and other promotional or informational materials, the following policy applies:

- Student groups posting on their assigned bulletin boards should have their materials approved by their advisor.
- Any individual or student group (whether recognized as an official club/organization or not) must submit any materials intended for posting anywhere in the school to the Student Life Office 48 hours prior to the planned posting.
- Location as well as numbers of posters, fliers, etc. allowed will also be discussed.
- A mutually agreed upon date for removal will be determined.
- Unapproved posters will be removed.

### Scheduling School Events

Before scheduling events, students must first check with the dean of students to avoid any scheduling conflicts. The following faculty and staff members have the responsibility of scheduling rooms in their respective facilities:

- Amy Spencer and Jessica Cloutier-Plasse (Performing Arts Department): P.A.C., all music rooms, and the SHAC dance studio.
- Shawna Penders (Food Services): Student-Faculty Center dining hall.
- Renee Coburn (Student Life Office): Student-Faculty Center conference room, Library Conference Room, Great Room, Trudy Room, Ransome Room, the Chapel, house common rooms, and classrooms.

### Dining Hall

Students are expected to behave in a courteous and orderly manner in the dining hall and wear shoes and appropriate clothing. Meals are served cafeteria-style, and when students have allergies they should be in contact with the food-service director so accommodations can be made. Students must clear their dishes and silverware from the tables after eating. Dishes and silverware are not to be removed from the dining hall. Additionally, students are not to take food from the dining hall, including food from the salad bar, before or after designated meal times. When Sunday night dinners are formal (e.g., Community Dinners), students should dress accordingly.

#### Weekdays

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<thead>
<tr>
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<th>Time</th>
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<tbody>
<tr>
<td>Breakfast</td>
<td>7:15-8:15 a.m.</td>
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<tr>
<td>Lunch</td>
<td>11:50 a.m.–1:05 p.m.</td>
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<tr>
<td>Dinner</td>
<td>5:30–7:00 p.m.</td>
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#### Weekends

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<tbody>
<tr>
<td>Continental Breakfast</td>
<td>9:00–11:00 a.m.</td>
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<tr>
<td>Brunch</td>
<td>11:00 a.m.–1:00 p.m.</td>
</tr>
<tr>
<td>Dinner</td>
<td>5:30–6:30 p.m.</td>
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#### Snow Days

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<tbody>
<tr>
<td>Continental Breakfast</td>
<td>9:30–11:00 a.m.</td>
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<tr>
<td>Brunch</td>
<td>11:00 a.m.–1:00 p.m.</td>
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<tr>
<td>Dinner</td>
<td>5:30–6:30 p.m.</td>
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#### Late Starts

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<tr>
<td>Continental Breakfast</td>
<td>8:00–9:00 a.m.</td>
</tr>
<tr>
<td>Breakfast</td>
<td>9:00–9:45 a.m.</td>
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<tr>
<td>Lunch</td>
<td>11:50 a.m.–1:05 p.m.</td>
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<tr>
<td>Dinner</td>
<td>5:30–7:00 p.m.</td>
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### Kitchen Duty

Boarding and day students are required to perform kitchen duty two to three times a year. CA believes that all students should give back to the school where possible, and assisting in the kitchen is one way students do this. Kitchen duty includes serving food, washing dishes, and cleaning tables in the school dining hall, as well as conducting routine maintenance in the Student-Faculty Center. In addition, students meet our dining services staff, and work beside them to understand what it takes to feed a large community. Boarding students typically are assigned kitchen duty on weekends and day students on weeknights. Students may not pay other students to perform kitchen duty.

- Sue Johnson (Athletics): wrestling room and SHAC atrium
- Sarah Woods (Operations): Moriarty Athletic Campus meeting room.
A description of Kitchen duty and scheduling is available here. Students are expected to complete all assignments accordingly. Each students' Google Calendar has their Kitchen Duties populated. If a student cannot complete the duty on that day, they should request a swap with another student and inform the Student Life Office via email about the swap. When a student misses kitchen duty without finding a substitute, they not only miss a required commitment for which they will be assigned work jobs, but they cause additional work for others in the community.

**Recycling Duty**

Students are required to perform recycling duty once per year. CA believes it is important for students to share in the responsibility of supporting the school and its goal for a more sustainable future, and each student has a responsibility towards this end. Recycling duty occurs on Wednesday afternoon during club block and entails emptying the various containers throughout campus and in offices and transporting the contents to the three recycling centers on campus where the contents are sorted into appropriate bins. If a student cannot make their assigned recycling duty due to another school commitment, they must find another student with whom to swap, and email the recycling coordinator to avoid additional work for other students, as well as the assignment of work jobs.

**Valuables/Lost and Found**

Students should mark all possessions with their names; including but not limited to books, clothing, devices and all electronics, cameras, charging cords, calculators, etc. Most items left in public spaces and hallways will be taken to the lost-and-found closet by the student mailboxes. Valuables such as watches, glasses, cell phones, calculators, wallets, etc. are taken to the Student Life Office. While the school makes all reasonable attempts to help students locate missing items, it is not able to offer financial remuneration for such items. Students are encouraged to exercise common sense regarding where they leave their belongings and to take them with them each evening. No student should have more than $150 in cash on them or in their room at any given time, and please note that we recommend less. Numerous banks are within walking distance of campus.

**Snow Days/Delayed Starts**

On days when there is a snow emergency, the school will make an announcement by 6:00 a.m. on various platforms indicating that school is either canceled or delayed, beginning with chapel or announcements at 10:15 a.m.

Because Concord Academy is a residential school, and day students often travel within a broad geographical region, parents are encouraged to use discretion when making travel plans. If a student is unable to travel to school safely, their parents are encouraged to call the attendance line. On the evening of a snow day, boarding students will have study hall prior to the next day of classes.
Chapels, Community Assemblies, Community Dinners

On most Tuesday, Wednesday, and Friday mornings at 8:40 a.m., a member of the senior class or faculty presents a chapel talk to the school in the Elizabeth B. Hall Chapel. Chapel presentations offer a wide range of knowledge, style, experience, and media to the school community. On Monday and (many) Thursday mornings at 8:40 a.m., the entire school gathers in the Performing Arts Center (P.A.C.) for announcements. Community assemblies take place in the P.A.C. on Thursdays at 2:30 p.m., at which time the school comes together for a lecture, concert, film, or all-school meeting. Two to three evenings per semester, the boarding community meets for community dinner, which includes dinner and a cultural celebration. These occasions represent a vital aspect of boarding life at Concord Academy and offer an opportunity for the community to share a common experience.

Daily Dress

Students are expected to wear appropriate clothing to school. It is understood that underwear is not outerwear. Students may not appear with bare feet in the school buildings or in the dining hall. For evening or off-campus performances and community dinners appropriate dress includes a coat and tie, slacks, dress, blouse, or a skirt; no jeans or sneakers should be worn at formal occasions. In the boarding houses, students are expected to wear clothing or be covered by a bathrobe in common areas such as hallways, common rooms and common areas of bathrooms. Students should not wear only under garments or a towel in these spaces.

Automobile and Parking Policies

Day student juniors and seniors wishing to drive to school, including those who anticipate receiving a driver’s license during the coming academic year, are required to complete and return the automobile permit request form. Day students may only use cars to commute to and from school, and are not permitted to drive themselves or be driven by another student during the academic day unless they have received permission from the student life office. Students should not go back to their cars during the academic day and are expected to bring with them what they will need for the day. Students in other grades will not be extended this privilege, and cannot drive off campus during the academic day, unless extenuating circumstances (e.g. a medical appointment) apply.

Here is a link to the automobile permit form.

Juniors and seniors will be allowed to park in the West Gate lot, however, because of the finite number of parking spots, we cannot guarantee on-campus parking for every student. All student drivers must have a CA-issued automobile permit, whether parking on or off campus. Illegally parked or unregistered cars are subject to ticketing or towing.

Parking at CA remains a privilege and we are pleased to extend it to eligible students. So as to reduce the number of cars coming to campus, we ask all drivers to carpool whenever possible.

Boarding students are not allowed to have or operate a car under any circumstances. Boarders must follow sign-out procedures according to boarding rules. Day students transporting boarding students who do not have the
appropriate permissions will lose their driving and parking privileges.

Both parents and students should be aware of the Graduated Licensing Law, which states (among other things) that drivers with a junior operator's license are not able to carry passengers other than family members in their car for the first six months after receiving their license.

**Bicycles**

Day students are welcome to bike to campus, and can lock their bikes to one of several bike racks on campus. In addition, a number of bikes have been donated to the boarding program for student use as long as there is a boarding host inviting day students to use a bike, and they follow all sign out and safety procedures.

**Visitors to Campus**

Students who have a visitor on campus must obtain permission from the dean of students or the administrator on duty. If a student plans to have a visitor attend classes, the student host must get permission from the dean of students and their teachers prior to bringing a visitor to school. When student houses are open, visitors entering the house should be introduced to the house faculty on duty, and permission must be granted. All visitors are subject to the rules that apply to Concord Academy students, and the Concord Academy host is responsible for the behavior and actions of their guest.

Visitors from outside Concord Academy are not permitted on campus after dinner hours on Sunday through Thursday evenings, unless explicit permission is granted by the dean of students or the administrator on duty.

Other visitors to campus may include friends of the faculty, administration, or staff; prospective students and their parents; trustees; and distinguished leaders in the arts, sciences, or humanities. It is expected that Concord Academy students will make every effort to be hospitable to these visitors and to treat them courteously and cordially.

**Signing Out**

Students must follow sign out procedures to go onto extended campus, into a private home or car, or when they will miss a commitment. For complete sign out procedures, see Appendix D.

**Extended Campus**

The extended campus stretches west to Thoreau Street, north to the Sudbury River behind campus, east to Monument Square and Rite Aid, and south to the Emerson fields and CVS. Extended campus does not encompass any portion of Nashawtuc Road.

The Moriarty Athletic Campus is part of the extended campus weekdays between 3:00 and 7:00 p.m. when there are practices and/or games scheduled; and for an hour before and an hour after games scheduled on Saturday. At these times the extended campus continues down Sudbury Road to Fairhaven Lane, only as a means for direct access to the Moriarty Athletic Campus. Side roads off of Sudbury or Fairhaven are not part of the extended campus.

**Study Hours and Expectations**

Each evening from 7:30 to 9:30 p.m. Monday through Thursday, all students on campus are required to be engaged in academic pursuits in designated areas of study. On Sundays, all 9th and 10th graders on campus are required to attend an afternoon study hall from 1:00 to 2:30 p.m. Students have the opportunity for extra study time on Sunday nights during Quiet House at 7:00 p.m.

Boarding students are expected to remain in their houses or in structured study hall unless they sign-out for a specified academic destination. 9th and 10th grade boarding students have a structured study hall unless they have received permission to study in their house. 9th and 10th grade day students who elect to remain on campus must sign-in with the adult supervising study hall and study there until picked up. Junior and senior day students should do likewise in the library.

Unless necessary, day parents picking up their children should do so prior to study hall Sunday through Thursday evenings. If day students are on campus, they must check in with a proctor (gaining permission to stay for study hall) and follow all study hall guidelines.

**Media Requests**

In the event that a member of the CA community — student, faculty, or staff — is contacted by the media (in any way, including but not limited to email, phone, and social media) they are required to contact the Marketing and Communications Office before responding. Students are required to alert the Marketing and Communications Office of media inquiries regarding any school-related situations. Parents of current students are encouraged to do the same. Should a member of the CA community wish to engage or notify the media of a CA-related event, they are required to notify the Marketing and Communications Office first. In general, the Marketing and Communications Office is available as a resource for consultation, mock interviews, or any guidance that may help with media inquiries.

**Email, Online Communications and the Internet**

All students receive access to CA Connect, which contains a suite of technology tools, including email. At registration, students are given their username, password, email address, and other pertinent information. All students are expected to check their email, CA Connect home page, and Schoology at least once daily for important communications.
While Concord Academy does not actively monitor students’ activity on public social networking sites such as Instagram, Facebook, YouTube, Twitter, Tumblr, Snapchat, blogging sites, etc., students are expected to adhere to the guidelines for public conduct and common trust described in this handbook. If the school becomes aware of content posted by students that does not meet the school’s expectations, it reserves the right to respond with either disciplinary action or a health intervention. Likewise, if the school becomes aware of students creating accounts using the school’s name or the name of someone other than themselves, it reserves the right to respond with disciplinary action. Students should recognize the potential dangers involved with posting to these sites, as well as the risks associated with misrepresenting oneself and/or making personal information available to the public.

**Cell Phones**

Students are permitted to use cell phones on campus, but are expected to be conscious of those around them; they should have cell phone conversations only in private areas where they will not disturb others. Cell phones must be turned off in classes and at other public gatherings (e.g., chapel, announcements, assemblies). Boarding students with cell phones must observe the blackout times listed in the Boarding Community section of this handbook. Students using their phone in class or at public gathering will likely lose their phone for the day. If this becomes a recurring issue, the dean of students may get involved for further discussion.

Students may not use cell phone-based Internet access for laptop or desktop computers, as such services circumvent the school’s security measures and its time and content restrictions. See Appendix H for the school’s Acceptable Use Policy.

The following are considered violations of the school’s phone policy and may constitute a civil or criminal offense:

- Using another person’s phone or device for the purpose of secretly placing or viewing a call or text;
- Using someone else’s phone or computer to call, text message, email, etc., without getting explicit prior permission;
- Using a faculty or staff office telephone to place a long-distance call without explicit approval;
- Making false emergency reports to 911, campus security, the Health Center, or faculty and administration offices (e.g., suicide, fire, bombs, etc.);
- Using an electronic device to harass others (e.g., anonymous calls, repeated unwanted texts, obscene calls, inappropriate postings, etc.).

Students who misuse phones or devices will be held fully accountable and will be subject to the school’s disciplinary code. While it is impossible to delineate all of the inappropriate uses of phones and devices, common sense and respect for the privacy of others are the best guides for avoiding difficulty.

**Entering Student Houses**

The boarding houses are not open during the academic day, thus students should not be in the houses during these times unless they have gained permission from the student life office. Houses are homes for the boarders during the year, and day students are welcome and encouraged to visit them when invited and accompanied by an occupant of that house. Day students are not permitted in the boarding houses during study hall.

**Student Property Search Policy**

Concord Academy supports students in having a reasonable degree of privacy with respect to their conduct, their personal property, their vehicles when on campus and their on-campus rooms. Those privacy interests are not absolute however, especially when they collide with the school’s interest in addressing risks to the health, safety, or well-being of students or others, or the school’s interest in enforcing its own rules, policies, and standards.

Accordingly, the school reserves the right to conduct reasonable searches of students, their on-campus vehicles, their on-campus rooms, and their belongings if any faculty member, staff member, or other school representative reasonably suspects conduct that violates any school rule, policy, or standard or that poses a threat to the health, safety, or well-being of a student or other person has occurred or will occur. The school may take this action on its own or in conjunction with law enforcement or other authorities as it deems appropriate under the circumstances.

The school’s right to search students, their on-campus vehicles, their on-campus rooms, and their belongings encompasses all belongings of any kind that a student owns, uses, or possesses at any time on school grounds or in conjunction with any school activity. This includes but is not limited to: articles of clothing, backpacks, bags, lockers, vehicles, furniture, computers and other electronic devices, and all of the hardware, software, files, or other information or data that can be accessed on or with the device.

Students may be required to assist faculty, staff, or other school representatives in searches of their persons, on-campus rooms, and belongings. Any failure or refusal by a student to provide such cooperation will be grounds for discipline.

In addition to searches based on a reasonable suspicion of misconduct or risk to health, safety, or wellbeing, the school also reserves the right to periodically conduct inspections of on-campus rooms to ensure compliance with the school’s rules, policies, and standards.

**Damage to School Property**

Students are expected to treat school property with respect and care. Damage to school property should immediately be reported to a faculty or staff member. The school may assess the damage and charge the student’s account.

**Personally Offensive Material (printed or electronic)**

Concord Academy recognizes the rights of students to make individual choices and to represent individual values when reading or viewing printed or electronic material. However, the school must maintain certain standards of propriety and decency relative to the use of material by students in student houses and in public spaces.
Consequently, students are not allowed to have the following material(s) in print or electronic:

- pornographic magazines, posters, books, or other material demeaning to human beings;
- racist, homophobic, or sexist material(s); and
- hate material;

Any violation of this policy is a matter of value clarification and education. An adult who discovers a student in possession of any of the above materials will reserve the right to confiscate the material from the student and engage the student in a conversation about the material. This policy is broad and, consequently, applies to downloading, uploading, storing, viewing, and printing material that is profane or obscene or that uses language degrading to others. The distribution of offensive electronic material to others is a violation of school policy. For more information about this policy, please refer to the Acceptable Use Policy in Appendix H. Depending on the nature of the material, a Dean’s Warning may be given, or a discipline committee may be convened.

Security

All student houses are equipped with an electronic card access system, requiring an active Concord Academy I.D. to enter. Academic buildings are similarly secured at 7:30 p.m. on weeknights, and throughout the weekend. After 10:00 p.m. Sunday–Thursday and after 11:00 p.m. Friday–Saturday, all external doors on campus buildings will be fully secured. Students who lose their ID cards must report the loss immediately to the Operations Department so that the lost ID card can be deactivated from the system. Any potentially dangerous or problematic behavior should be reported immediately to the nearest adult who will contact the necessary authorities. A security officer is on duty each afternoon and evening from 4:00 p.m. to midnight, and can be reached at 978-402-2389.

Notice of Environmental Hazards

Concord Academy is required to notify parents, students, and employees of the school’s asbestos management plan. This plan and recent inspections are available for review in the Operations Department during normal business hours. Under the Commonwealth of Massachusetts Children’s and Families Protection Act, the school is required to develop and maintain an Integrated Pest Management Plan. This plan is also on file in the Operations Department during normal business hours. Should any pesticide be applied on campus, a 48-hour notice will be sent electronically to all students and adults.

Emergency Response

The school administration, in conjunction with town officials, has developed protocols to respond to different emergencies and crises. If there is a need to lock down campus, the campus-wide Alertus emergency notification system will trigger an announcement to all student-occupied buildings. In conjunction with Alertus, in the event of an incident the school will send messages to students, parents, faculty and staff by phone or text using our mass-notification system. When the school is given an all clear, students, faculty and staff should gather in the Chapel for further instructions. Students who are on the extended campus at the time of a lockdown incident, should stay off campus until they are alerted to the all clear, at which point they should join the community as directed.


Fire drills are conducted by the Town of Concord Fire Department throughout the year, as required by state law.

Tampering with any life-safety apparatus, including but not limited to fire extinguishers, sprinkler systems, fire alarms, Alertus buttons, etc. is considered a major disciplinary offense and may result in dismissal.

Fire Procedures and Safety

There are fire sprinklers and heat and smoke detectors in all student houses. These must be kept clear of hanging objects at all times. Students must not hang on or swing from the sprinkler pipes. At the beginning of each school year, house faculty review the fire procedures for each house. Fire drills are conducted by the Town of Concord Fire Department throughout the year, as required by state law. By law, fire escapes may not be used for any reason other than as emergency fire exits. Smoking of any sort, including the use of vaporizers, e-cigarettes, or the burning of candles, incense or other combustibles of any sort in any school building, is considered a major disciplinary offense and usually results in a semester suspension. Smoking is not permitted by students on the Concord Academy campus or the extended campus, including downtown Concord. Violations of the smoking policy will be dealt with by the Discipline Committee.

For safety, doors to student houses are locked at all times; students must use their identification cards to unlock doors. Students should not use windows or fire exits to enter or exit the house, except in the case of an emergency. At night, each student house is alarmed for added safety. Houses are also equipped with a lock-down reporting mechanism and call button for emergency situations involving an intruder.

Water Safety

Swimming is permitted in the Concord Academy pool only when it is staffed by lifeguards, as arranged by the school. No swimming is permitted in the Sudbury River. Canoes must be signed out, and students must be accompanied by an adult. Sensible respect for safety on the water must be regularly demonstrated by students who wish to canoe or kayak, and life jackets must be worn at all times.

Boarding and day students wishing to swim at Walden Pond must receive appropriate permission (following sign out procedures in Appendix D) before leaving campus. When swimming at Walden Pond, students must be in groups of three and stay within the boundaries of the designated swimming areas.

Supplement Use

CA does not condone the use of supplements such as those commonly purchased at GNC stores or online and often used for the goal of enhancing athletic performance, building muscle mass or losing weight. Such substances, which are not FDA approved, can pose serious health risks especially to adolescents. Students instead are
encouraged to follow good nutrition habits, sleep well and train within their chosen sport or in the fitness center to achieve their athletic and personal goals. CA staff members in athletics and the health center are excellent resources for guidance in these areas. Should a student choose to use supplements, CA strongly suggests that they do so under their pediatrician’s supervision.

Guidelines for Student Parties
In order to best serve the interests of students, parents, and the CA community, the school requires that parents follow these guidelines for any party that CA students will attend:

- The student host or hostess must have their parents’ approval for the party prior to inviting guests.
- Parents of the host or hostess should contact the dean of students to discuss the details of the party and provide a list of invited guests.
- Parents of the host or hostess will remain at home and be visible to guests throughout the party.
- Alcoholic beverages will be neither provided nor allowed.
- Drugs will be neither provided nor allowed.
- Tobacco products will be neither provided nor allowed.
- Students and parents should be aware that all Concord Academy school rules apply whether on or off campus.

Responsibilities and Privileges for Members of the Senior Class
At some point in the second semester, the school will extend a senior privilege to seniors to allow them to drive off campus during the academic day if they have a free block, the appropriate permissions, and sign out and back in with the student life office. Seniors who have the permission to drive others may bring fellow boarding and day seniors with them assuming those students have the appropriate permissions to ride with any licensed driver. The Student Life Office has the right to deny this request if weather conditions are questionable, if the student has abused this privilege, or other concerning situations exist. In addition, Senior Boarders who are in good standing are granted certain privileges that allow them more freedom in boarding life (less structured study hall, later curfew, no room inspections, etc). House faculty and the director of residential life oversee these privileges.

Students 18 and Older
Some students enrolled at the school will reach the age of 18 before graduation. In Massachusetts, 18 is the age of majority, which means that legally, an 18 year old student is able to enter into contractual obligations (and is required to abide by those obligations). As a condition of continued enrollment, students and/or parent(s) or guardian(s) will be asked to agree that when any student turns 18 while enrolled at the school, the school shall continue to have the right to communicate with the student’s parent(s) or guardian(s) about a variety of topics regarding the student including, but not limited to, academics, conduct and discipline, medical and mental health, or financial matters, or any issue whatsoever that the school deems necessary. If a student refuses to confirm these conditions of enrollment in writing, the student may be asked to withdraw.

Gambling
The school does not condone any form of gambling. Students should not bring poker chips to campus nor should they engage in any form of play that results in material gain for any of the participants. Students are also prohibited from using the school’s computer network to engage in online gambling.

Hitchhiking
No student may hitchhike for any reason while under the school’s jurisdiction, including hitchhiking to and from school.
Boarding Life and Expectations

Approximately half of Concord Academy students live on campus, in six historic houses located along Main Street. Boarding students come from as far away as Bangkok and as close as Boston. They live together — seniors next to 10th graders, 9th graders across from juniors — and they study, hang out, and learn from the diversity of perspectives gathered under one roof.

House Faculty and Affiliates
Each student house has three house faculty and two house coverage affiliates, who work together to supervise community living. Each house has a lead house faculty who is the go to for parent(s)/guardians when concerns/questions arise. If you need to reach the on duty house faculty call the corresponding number for the appropriate house as noted below.

On Duty house cell phone numbers
ADMADJAJA  978-831-3889
BRADFORD    978-505-3875
HAINES      978-831-3887
HOBSON      978-831-3886
PHelps       978-831-3884
WHEELER     978-505-3890

Boarding Council
A group of senior boarding students elected by the boarding community, the Boarding Council works within each house and across the campus to foster a sense of well being and community. The Boarding Council is comprised of the head of boarding students, the vice head of boarding students, student heads of house, and the director of residential life. The council exchanges views on many issues, including changes in boarding regulations and planning boarding and house activities.
Daily Boarding Schedule — Weekday

7:00 a.m.    Houses open
7:15–8:15 a.m.  Breakfast (Continental breakfast is served until 8:40 a.m.)
8:20 a.m.    Houses close on class days; all boarding students must be out of student houses. House faculty conduct room inspections.
3:10 p.m.    All houses open; common rooms (only) open to CA visitors
3:10–6:15 p.m.  Athletics and activities
5:30–7:00 p.m.  Dinner
7:30 p.m.    Study hall begins Monday–Thursday; all guests off campus; day students remaining on campus are under the jurisdiction of boarding rules and must sign in with a proctor.
9:30 p.m.    Study hall ends; free time
10:00 p.m.    All boarders in houses; day students off campus, Monday–Thursday
10:30 p.m.    TV turned off. 9th graders and 10th graders getting ready for bed
10:45 p.m.    Juniors and seniors getting ready for bed (and not in other student rooms)
11:00 p.m.    Houses must be quiet
              Lights out for 9th graders and 10th graders
              Juniors and seniors in their own rooms
11:30 p.m.    Lights out for juniors
12:00 a.m.    Lights out for seniors

Daily Boarding Schedule — Weekend (Italics indicate Community Dinner weekend schedule.)

On long weekends when there are no classes on Monday, we follow Saturday’s schedule on Sunday, and Sunday’s schedule on Monday.

Saturday (and the Sunday of a long weekend)

9:00–11:00 a.m.    Continental breakfast
11:00–1:00 p.m.    Brunch
5:30–6:30 p.m.    Dinner; Mandatory house faculty check-in for all 9th graders, 10th graders, and juniors not on day or overnight passes
11:00 p.m.    Friday and Saturday house check-in; House food on Saturday nights
12:00 a.m.    Lights out time for 9th and 10th graders on Friday and Saturday nights

Sunday

9:00–11:00 a.m.    Continental breakfast
11:00–1:00 p.m.    Brunch
1:00–2:30 p.m.    Sunday afternoon Library study hall. All 9th and 10th graders on campus must attend this study hall.
5:30–6:30 p.m.    Dinner
7:00–8:30 p.m.    Sunday Quiet House
8:30 p.m.    All boarders on passes must return and check in
9:00–10:00 p.m.    Sunday house meetings and house jobs completed
10:30 p.m.    Houses must be silent
              Lights out for 9th graders and 10th graders
              Juniors and seniors in their own rooms
11:00 p.m.    Lights out for juniors and seniors

*On a Community Dinner weekend, the Sunday schedule is altered as follows:

5:30 p.m.    Sunday return and house check-in
6:00–6:45 p.m.    Community Dinner
6:45 p.m.    Performance (approximately twice per semester)

Study Hall

On all weeknights, campus is quiet for a study environment from 7:30–9:30 p.m. All students will be accounted for at the start of study hall, and may be in structured study hall, classrooms, and the library. Students working on projects for their classes may also use the computer labs, media labs, art studios, and music practice rooms after signing out to those spaces. The SHAC is closed to all students during study hall (except to Seniors who are granted Senior Privileges for second semester).

9th and 10th graders:

9th and 10th graders must study either in a structured study hall, under the supervision of an adult, or if they have been granted permission by their advisor and parents, in their rooms under the supervision of the house faculty on duty.

On Sundays, 9th and 10th graders have a mandatory afternoon study hall from 1:00 - 2:30 p.m. (for those on campus); there is another study hall/quiet house from 7:00 - 8:30 p.m. on Sunday night.
11th and 12th graders:  
11th and 12th graders may study in their rooms, attend a structured study hall, or sign out to other approved campus spaces.

All juniors and seniors not studying in their houses or attending the structured study hall must sign using Boardingware before 7:30 p.m. indicating their location of study. If they change their location, they must make the appropriate location change on Boardingware. These policies also apply to day students who remain on campus during study hall hours.

The houses are quiet during study hall—watching television, gaming, and using the phone are prohibited. Families and friends are asked not to contact students (i.e., by phone, text message, etc.) during study hall hours.

Students are expected to complete a considerable amount of outside work for each of their classes. Two hours of study each night will rarely be enough time to complete all assignments. Consequently, after study hall, the houses and the library remain quiet for further study. Students are also encouraged to work during their free blocks throughout the school day.

Students new to the school may petition to study in their room, but only after academic comments have been posted in October. A dean or the director of studies may grant permission for the study privileges, but only after consultation with a student’s parents, advisor, and the director of residential life. Decisions regarding study privileges are based on a student’s academic achievement, as well as on evidence of their study habits in the house or in structured study hall.

Students in academic difficulty or students who misuse their study time may be restricted to a specific study location or they may lose other privileges.

During the last few weeks of school, Seniors are granted more freedom as part of their “Senior Privileges” as they prepare for college or life beyond Concord Academy. Therefore, their study hall requirements will be less structured in April and May if they are in good academic standing.

Late Nights and Lights Out  
Concord Academy strives to help students learn healthy sleep habits. 9th and 10th graders are expected to be in their own rooms or in bathrooms getting ready for bed by 10:30 p.m.; their lights should be off at 11:00 p.m. during the week. 11th and 12th graders are expected to be in their own rooms by 11:00 p.m. At this time, the house should be quiet. During the week, lights-out for 11th graders is 11:30 p.m. and midnight for 12th graders. On Friday and Saturday nights, lights-out for 9th and 10th graders midnight. 11th and 12th graders are asked to turn their lights off at a reasonable time. On Sunday nights, to help students prepare for the week ahead, we ask everyone to be in bed earlier. 9th and 10th graders have lights out at 10:30 p.m. and 11th and 12th graders have

lights out at 11:00 p.m. Of course, if students wish to sleep earlier, they may always choose to do so.

9th, 10th, and 11th graders needing extra time for study may request permission for a late night which grants them the ability to stay up until midnight. Permission must be requested by 10:00 p.m., and study must begin immediately. Late nights may not be requested on Sundays or upon return from a vacation or a long weekend. Late nights are limited to two per week.

Students are not allowed to use any electronic devices or talk on the phone after lights out, thus families and friends are asked not to contact students (i.e., by phone, text message, etc.) after lights out.

Evening Activities  
Before and after study hall, the campus is open for activities and meetings. Students may use the Student Health and Athletic Center (SHAC), the library, lounges, practice rooms, and laundry rooms. Students may walk throughout extended campus but must sign out with Boardingware and travel in pairs if it is after dark. Students may use their phones from the end of study hall until lights out. After that time, all phones must be turned off. In the event of an emergency, parents may call the house faculty on duty.

Permissions  
Students and parents/guardians are expected to come to mutual agreements surrounding their family expectations regarding where and how they can travel beyond the extended campus using CA’s online pass system. Parents/guardians have the option to require the ability to approve each pass prior to their child’s departure from campus, or to allow their child to depart without their prior approval. In either case, the student must follow the procedures as indicated below.

Signing-out  
Concord Academy students will use an online management tool called Boardingware to clarify their whereabouts.

- **Day Pass (formerly known as a white slip)** – A student planning to leave the extended campus for a trip that does not include an overnight (this can be between 7 a.m. and nighttime curfew) will fill out a Day Pass request. Any time a student wishes to enter a private home, the pass must be approved by all required parties (including the hosting adult) prior to the student departing campus. The final approval will be made by the CA adult on duty. A Day Pass does not apply if a student is missing a CA commitment.

- **Overnight Pass (formerly known as a blue slip)** – A student planning to spend the night off campus must fill out the application for an Overnight Pass and have it approved by all required parties prior to the student departing campus. Approval by the hosting adult is always required. The final approval will be made by the CA adult on duty.
• **Special Pass** – A student requesting a pass that requires them to miss a commitment (class, study hall, sports, etc.) must fill out a **Special Pass** request. This may apply to a one-time event or events repeated on a weekly basis. The **Special Pass** must be approved by all required parties prior to the student departing campus. The parent/guardian is required to approve a **Special Pass** for each request (unless it is a repeated event) since the student will be missing a commitment.

For complete sign out procedures, see Appendix D.

**Cultural Events**

Social activities on weeknights are discouraged, however students may request permission to miss study hall in order to attend a cultural event off campus. Students must fill out a **Special Pass**, which must be approved by the student’s advisor and the dean of students 24 hours prior to the event.

**Rooming**

Room assignments are made through a lengthy and thoughtful process that involves collecting input from students, house faculty, the director of residential life, the health center and the dean of students. As one of our core beliefs, we feel it is important that all students learn to respect and appreciate one another. Therefore, before allowing room changes, we expect students to work with one another to resolve their differences with the support and guidance of their head of house, house faculty, a counselor and director of residential life. Please note that it is not always possible to grant a room change.

**Room and House Care**

Each student is held responsible for school property and its appearance. Consequently, students are required to complete “house jobs” weekly. Some examples of house jobs include vacuuming the common room or halls, tidying up the common room or house kitchen, emptying the house trash or recycling, emptying the house dishwasher, etc. House jobs are assigned weekly and rotate.

Students are also expected to keep their rooms reasonably neat during the week. Students are expected to vacuum, tidy up (desks, floor, bureaus), make their beds, hang up their clothes and empty their trash and recycling. Nothing may be hung from ceilings over their beds, and sprinkler pipes and smoke detectors must be kept clear at all times.

Per order of the Town of Concord Fire Marshall, no more than 33 percent of room wall space may be covered by posters, pictures, etc. House faculty inspect rooms each weekday morning. Additionally, house faculty inspect rooms for damage at the end of each academic year and, if necessary, assess students whose rooms are in disrepair. Students are expected to leave their rooms in the same state as they found them on move-in day. If a room is not returned to its original condition, students will be charged a $250 cleaning fee. If items are missing, students will be billed for the full replacement cost.

**Room Safety**

The following items are not allowed in student rooms:

- Refrigerators (there is at least one refrigerator in each house for students to share);
- Televisions or oversized computer monitors (there a TV in the common room);
- Electric blankets;
- Video games and equipment;
- Irons (there is one in each house);
- Hot plates, toasters (the school provides a microwave in each house);
- Heating coils, electric kettles (each house has a water cooler and heater);
- Halogen lamps, sunlamps, small appliances;
- Candles, matches, incense, lighters or any incendiary devices;
- Pets of any kind;
- Poker chips;
- Large fabric wall hangings (unless tagged as flame resistant);
- Posters and decorations that are disrespectful or offensive in any way.

**Screentime**

At Concord Academy, we strive to help students develop balance across all aspects of their lives. Included in this balance is their use of non-academic screen time. Being able to unwind on a screen may be beneficial, whether that be watching a show, gaming, or connecting with a friend on social media. However, we feel that it is important for students to engage in our strong and vibrant community, as relationships that form face-to-face are an integral part of our shared experience at Concord Academy. As such, we ask students to limit non-academic screen time to four hours over the weekend and only during the hours of 6:30-7:30 p.m. and 9:30-10:30 p.m. during the week.

Students are not allowed to bring gaming devices or large screens for their room. These devices should be used in the common room, where all students can participate.

**Computers**

Students are permitted to use personally owned desktop or laptop computers in their rooms.

Wired and wireless access to the school’s network resources is provided in each student’s room but is disabled after hours. Internet access is filtered for certain dangerous or inappropriate content, and network activity may be monitored to assure the appropriate use of personal computers in student rooms.

Students are not permitted to connect to off-campus wireless networks belonging to the town library or the
school’s other neighbors, or to any other type of network services (e.g., mobile hotspot services such as Verizon Wireless Mobile Broadband or AT&T BroadbandConnect) because these circumvent the time and content controls in place on the school’s network.

See Appendix H for the school’s Acceptable Use Policy, which includes policies for the use of personally owned computer equipment in student rooms.

**Telephones**

The school encourages communication between students and their families and friends away from campus. It is important that such communication — whether by voice call, text messaging, or another technology — not interfere with evening study hours or bed time. For that reason, the school prohibits telephone use, text messaging, video calling, etc., during specified hours during the week (e.g., during study hall, during classes, and after lights out). Phones should be turned off during these specified times (i.e., no calling or text messaging). In addition, students should not use their computers or other electronic device to place calls during these specified times. This policy ensures that students can focus on their work and get a reasonable amount of sleep. Students are encouraged to arrange routine times, within the permitted hours, to communicate with their families and friends. Any student who uses the telephone or device during prohibited hours will face disciplinary sanctions that may include the loss of phone use and/or the confiscation of their cell phone.

The following are considered violations of the school’s phone policy and may constitute a civil or criminal offense:

- Using another person’s phone or device for the purpose of secretly placing or viewing a call or text;
- Using someone else’s phone or computer to call, text message, email, etc., without getting explicit permission;
- Using a faculty or staff office telephone to place a long-distance call without explicit approval;
- Using obscene or offensive language in the outgoing message recorded for a voicemail box;
- Making false emergency reports to 911, campus security, the Health Center, or faculty and administration offices (e.g., suicide, fire, bombs, etc.);
- Using an electronic device to harass others (e.g., anonymous calls, repeated unwanted texts, obscene calls, inappropriate postings, etc.).

Students who misuse phones or devices will be held fully accountable and will be subject to the school’s disciplinary code. While it is impossible to delineate all of the inappropriate uses of phones and devices, common sense and respect for the privacy of others are the best guides for avoiding difficulty.

**House Manager and Social Chair**

Each student house has at least one house manager, who is typically a sophomore or junior who applies for the position and is selected by house faculty and the director of residential life. The house manager is responsible for running the house store, assisting in the management of house jobs, and submitting work requests to the Operations Department. Each student house has between one and two social chairs, who are in charge of planning and implementing house activities throughout the academic year in an effort to further develop the sense of community within their respective houses and the boarding community. The social chairs are selected by house faculty and the director of residential life. The house manager and the social chair must serve as positive role models, help facilitate social connections within the house, and work to develop an inclusive environment conducive to respect and acceptance of others.

**CARE Program (Concord Academy Residential Enrichment Program) formerly the Host Family program**

Boarding students who live two hours or more from campus may sign up to be a part of the CARE program. CARE families are usually day families or local boarding families who wish to share their home and family experiences with a student. For more information, follow this link to the CARE family program description.

**House Visitation**

Concord Academy supports all students, heterosexual and LGBTQ+ alike. Expectations and language shift quickly around these issues. The school reviews and updates policies regarding students in intimate relationships in an intentional and inclusive way as possible.

Students may visit students of the opposite gender identity in other houses on campus during specified hours. This visitation privilege allows students and student visitors to be in common rooms and common hallways, yet not in student rooms. The student host is responsible for ensuring that their guests behave appropriately, stay out of individual rooms, abide by all boarding rules, and clean up before departing.

**Monday–Thursday**

3:10–7:30 p.m.

**Friday**

3:10–11:00 p.m.

**Saturday**

11:00 a.m.–11:00 p.m.

**Sunday**

11:00 a.m.–7:00 p.m.

**Parietals**

Boarding students may have visitors of the opposite gender identity, or those who they are in a relationship with, in their own room (after they have been granted permission from the House Faculty on duty) during specified hours:

**Friday**

7:00–10:30 p.m.

**Saturday–Sunday**

9:00 a.m.–5:00 p.m.

7:00–10:45 p.m.

Parietal privileges provide students with space and time for privacy, not sexual intimacy. Students who wish to have parietals must obtain permission from the House Faculty on duty prior to the visit. If a student feels more comfortable texting the House Faculty member to ask for permission, they are permitted to do so, but must receive permission first. When visitors leave, students must check out with the house faculty on duty. Doors to
student rooms must be kept open during parietals.

Because coming out can be very difficult, the school will not require students to “out” themselves to house faculty, but are expected to follow the spirit of the rule.

A first violation of parietals will result in a loss of privilege for two weeks. A second violation will result in a loss of privilege for one month. Continued violations of parietal privileges will be considered a disciplinary offense and may be dealt with by the Discipline Committee.

Overnight Visitors
Boarding students may request permission to have overnight visitors of the same gender identity in their room on a Friday or Saturday night (e.g., friends, siblings, alumnus/i). Students are responsible for the behavior of their overnight visitors, who are subject to all boarding rules. Visitors are encouraged to only stay for 1-2 nights. Students who wish to have overnight visitors must request permission from their roommate, and their house faculty(s) by 8:00 p.m. of the day of the overnight. The parent of the visitor must contact the house faculty on duty by that time as well. Boarding students wishing to stay with a friend in another boarding house must request permission by 10:00 p.m. Overnight visitors must have parental permission to stay on campus. Students may not have overnight visitors during the school week unless the overnight is necessitated by school-related activities or is approved by the director of residential life or the dean of students and the student’s house faculty(s). Students are required to ask for permission for any and all visitors from the director of residential life or dean of students.

Day/Boarder Exchange Nights
Day students can opt to live for a day or up to a week in one of the student houses, and boarding students may live in a day student’s home. The plan does not need to be reciprocal. This program is not designed for boarding students to live at their own home for a week. Day students participating in the exchange must be invited, and welcomed by the host and all roommate(s) and must abide by all rules governing boarding life. Permission forms, which must be completed before the exchange begins, are found in the Student Life Office.

Laundry
Students may use the free washers and dryers on campus located in each house. For a fee, boarding students may sign up for laundry services through E&R Cleaners. Please see their website for a full list of offerings. There are several dry cleaners within walking distance of the school.

Mail
Letters can be sent to students at school at the following address:
166 Main Street
Concord, MA 01742

Packages can be sent to students at the following address:
126 Main Street
Concord, MA 01742

Student mail is distributed Monday–Friday in the afternoon. Mail packages may be claimed in the package room in the Operations Barn. The post office is located on Walden Street in downtown Concord (978) 369-3020.

Babysitting
Boarding students may not babysit off campus Sunday through Thursday evenings. Students who wish to babysit on campus must return to their houses by check-in, and must clear it with the house faculty on duty.

Music and Musical Instruments
Students who wish to listen to music must use headphones after 7:30 p.m. Before 7:30 p.m., the volume must be kept at a level that cannot be heard outside a student’s room. Students who practice musical instruments should do so in the practice rooms in the Performing Arts Center (P.A.C.).

Vacations
Before leaving campus on school vacations, students must clean their rooms thoroughly, complete their overnight pass, and check out personally with the house faculty on duty. Upon returning to campus from vacations, students must check in personally with the house faculty on duty. Failing to clean a room thoroughly will result in work jobs or fines.

Understanding that it is difficult to schedule international flights, the school keeps one house open for an extra night at the beginning and end of each break. Students must be in touch with the director of residential life well in advance of the vacation to request extended overnight permission.
Overview

Adolescence is a time of physical and emotional growth that brings with it challenges and risk. The Health and Counseling Center staff provides support, guidance, and resources during this exciting and, at times, overwhelming period. The Health Center is located on the first floor of the Student Health and Athletic Center (SHAC). The Counseling Center is located on the second floor of the SHAC.

An annual physical examination is required of each student. The school health forms, filled out by the student’s parents and physician, must be in our online health information system. Completed forms are required for registration. The Health Center staff must be informed of any changes in a student’s allergies, medications, or general health status during the school year.

Please note that Concord Academy does not conduct or require the vision, hearing, and postural screenings that the Commonwealth of Massachusetts requires for all public school students. It is recommended that families consult with their health-care providers, local school committees, or local boards of health for information about these examinations, and that they ensure these exams are carried out for their children. Student health records will be maintained for seven years. Parents and students over 18 years of age may request to receive this information in part or whole at the time of graduation, transfer, or withdrawal.

Staffing

Jeff Desjarlais
  Director of Health & Student Support Services. M.Ed., LICSW
  jeff_dejarlais@concordacademy.org

Karina Early
  Registered Nurse
  karina_early@concordacademy.org

Eve Fraser-Corp
  Registered Nurse
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David Gleason
  Consulting Psychologist
  david_gleason@concordacademy.org

Elise Hoblitzelle
  Licensed Mental Health Counselor
  elise_hoblitzelle@concordacademy.org
Health Services Hours
The Health Center is staffed by nurses Monday to Friday from 8:00 a.m. until 7:00 p.m. on school days. A nurse is on call after hours and on weekends. The school physician oversees the medical care of students seen in the Health Center. Boarding students should see their house faculty first, who will contact the nurse on call, as needed. For more information about when boarding students get ill, follow this [link](#).

Confidentiality Policy
Concord Academy recognizes that when students see a counselor they expect a certain level of confidentiality. Parents will be informed of these sessions if the student is determined to be at risk to themselves, or to others. If students are engaging in self-destructive behaviors, counselors and members of the Health Center staff may need to share information with parents, advisors, house faculty, and others to ensure student safety. In such situations, students are told that relevant information must be shared with the appropriate people at school and at home.

Concord Academy has an obligation and responsibility to maintain the safety and health of all students in its charge. Because the Health Center and Counseling Center staff work as a team, certain information will be shared among staff members in order to coordinate care and treatment.

Counseling Center
Self-awareness and personal growth are valued at Concord Academy. The counseling staff is available in the Counseling Center for drop-in sessions, short-term counseling, and evaluations. Students are encouraged to use counseling services to discuss a decision, to gain perspective, or to solicit help with problems associated with school, family, or other life situations. There is no charge for short-term or intermittent counseling sessions.

Referrals for longer-term counseling services may be made by the counseling staff after discussions with the student and their parents. Students who need to take a personal leave due to mental health issues will work closely with the director of student support services and other adults on campus.

Additional Mental Health Services
In addition to the staff available mentioned above, the school also works with a number of local providers, some who come to campus to work with students, others in the local area, if students need more support than our staff can provide. These services are covered by a families private insurance and will be billed accordingly. The staff will often ask for a release of information from families to work with the outside providers, but the therapists primary relationship is with the student and family, not the school.

Medication Policy
In an effort to provide the safest environment for all students, the Health Center staff oversees the administration of all prescription medications, including but not limited to controlled substances, for all boarding students.

Boarding students taking psychotropic medications must be attended to by a local physician. Day students taking controlled substances while at school (e.g., Ritalin, codeine, Adderall) must keep them in the Health Center, where they will be administered by the Health Center staff. No student may be in the possession of controlled substances.

Parents must notify the Health Center if any medication changes are made during the school year. This policy applies to day and boarding students.

Early Response/Referral System for Health Concerns
The early response process provides an initial community response to concerning physical or emotional health behaviors.

Students and adults may invite members of the community to make use of resources available at health services. Concerns may include a range of issues, including family and relationship issues, stress and anxiety issues, nutrition and diet, or other transitional issues that are a part of the high school experience.

The early response process may also be used for issues that are acute, pervasive, and detrimental to members of the community. Community members can also respond on behalf of individuals who are unable or unwilling to seek help themselves. In those instances where a student is reporting concerns about another student, every effort will be made to maintain the anonymity of the student sharing the concern. Examples include, but are not limited to, suicidal thoughts or threats, self-injurious behavior, emotional outbursts, abuse or misuse of substances (including alcohol, tobacco, marijuana and other drugs) sexual behaviors, significant weight gain or loss, or other behaviors that may impact the immediate safety of an individual or the community.

Early Response Procedures
Student safety is the highest priority. Responses may vary depending on the severity of the concerns and the intensity, duration, and frequency of the behaviors. Regardless of the severity of the concern, a consultation will be arranged with the student and a member of health services (depending on if it is an emotional or physical health concern). At that time, a member of health services, in consultation with the director of health and student support services, will determine the nature and urgency of the concern.

An appropriate response will be pursued that will reflect the best interests of the individual and the community. Responses could range from a one-time consultation to the exercising of the personal leave policy found in this handbook. In response to situations involving harm to self or others, the dean of students and the student’s parents will be notified. If the student is a boarder, the director of residential life and house parents will also be notified.

Leave Policy
Occasionally circumstances require a student attending Concord Academy to take a personal leave of absence from the regular program of participation and study at the school. A personal leave of absence may be the result of an illness, a medical problem, a psychological or emotional issue, or some other circumstance that interferes with the student’s ability to continue the program at Concord Academy.
Request Originating From the Student and/or Family:
A student may submit a request for a personal leave to the assistant head/academic dean or the director of health and student support services indicating the general reason and need for the personal leave. All requests will be kept confidential, and the student’s record will indicate only that they voluntarily took a personal leave from the school.

Request Originating From the School:
When the school’s medical and psychological consultants advise the academic dean, director of studies or the director of health and student support services that a student’s needs and interests cannot adequately be met by Concord Academy, or that a student’s continued enrollment may compromise the school’s ability to serve other students, the student may be asked by the school to take a personal leave of absence. A leave also will be required if the director of health and student support services concludes that a student poses significant risk to himself or herself or others, including, but not limited to, suicidal behavior. The decision to ask a student to take a personal leave will be made by the academic dean and director of studies in consultation with the director of health and student support services, who will inform the student of the decision in a private meeting. The student’s parents will be invited to attend this meeting. If they are unable to attend, the dean of students will inform the student’s parents of the decision. If the student does not agree to take a personal leave from the school, the school may determine that they must take an involuntary personal leave from the school.

If circumstances allow, students who are on personal leave may attempt to continue some academic work during their absence. However, because contact with teachers and other students in the classroom is considered an integral part of the academic experience at Concord Academy, continuing work while on personal leave is considered a temporary measure only. The viability of a student’s continued work will be reviewed throughout the personal leave by the academic dean or director of studies and the student’s teachers. The school reserves the right to withdraw a student from any classes when, in the opinion of the school, a student is unable to maintain their academic standing.

Return to Campus
Due to the potential impact on the student as well as on the community, students on personal leave are not permitted to return to campus for social events, cultural events, or chapels, unless they obtain permission from the dean of students.

In order for a student on leave to be reinstated at the school, the physician, psychiatrist, or other professional who treated them during the leave must submit a written opinion to the director of health and student support services. In addition, a student may be required to undergo a medical or psychological evaluation by a member of the Concord Academy counseling staff, or by an outside physician or psychological consultant jointly approved by the director of health and student support services and the student’s family. In considering reinstatement, these recommendations will be considered in relation to the impact on the community and CA’s ability to support the individual, which may be counter to medical opinion. The final decision about reentry will be made by the appropriate school officials.

A student cannot return immediately to Concord Academy after being hospitalized for behavioral health reasons. Any student who has been hospitalized must first successfully complete a step-down program before reinstatement can be considered.

Class advisors, coaches, teachers, and house faculty may be informed of the leave, and the student and their family will be informed of this communication. Roommates of students on personal or medical leave will be invited to attend one or more meetings with a member of the counseling staff. The purpose of the meeting(s) is to support the roommate by helping them to process any conflicting emotions and thoughts.

Returning to campus after an extended leave can be a stressful experience for both the student on leave and the CA community. In creating a plan for re-engagement, CA and the family need to consider multiple points of view, weighing each to achieve the best overall outcome. For example, some students on leave will benefit from a period of re-acclimation, where contact and connections can be gradually increased to help prepare the student and campus community for reentry. In other situations there may be a need to prepare accommodations to support physical or academic limitations. In other cases, separation with limited contact or no connection for a period of time may be best for all concerned. Communication between the student, their family, and the dean of students when a student on leave wishes to return to campus will facilitate the best experience for all, thus is required.

Concord Academy’s leave policy does not alter, in any way, its academic requirements, tuition refund rules, disciplinary procedures, or standards governing its students.
General Information

Change of Status for Boarding Students

Families may request a temporary change of status due to medical or emotional health concerns. A letter from an outside provider outlining the medical reasons for the request is required and should be sent to the Director of Health and Student Support Services. Students on leave from the boarding community are still obligated to pay the boarding tuition while enrolled at the school.

The school reserves the right to change the status of students from boarding to day due to medical or emotional health concerns based on our resources and the ability to safely support the student and the boarding community. These personal leaves may be temporary or last a semester or longer.

Finally, if a family is requesting a permanent status change from boarding to day, they must write a letter to the director of enrollment management no later than January 31st of the academic year prior to the request.

Change of Status for Day Students

Day students wishing to become boarding students may request to do so by submitting a letter to the dean of students and the director of enrollment management on or before January 31 for the upcoming school year. The letter should state the reason for the request and must be signed by both the student and their parent(s)/guardian(s). Those students wishing to become boarding students are encouraged to speak with their parents, the director of residential life, and the dean of students to discuss boarding life and the expectations and responsibilities associated with becoming a boarding student. Students who submit applications by January 31 will be notified of decisions as soon as possible, but no later than March 10. Late applications will be considered, although notification will not occur until mid to late April.

Transportation and Travel Arrangements

Transportation to and from school for day students is arranged by each family. Juniors and seniors with licenses are permitted to park on campus if space allows, and a parking permit has been granted; however, we encourage the use of public transportation and carpooling whenever possible. When students are leaving school while under the school’s oversight, permission must be granted by the Student Life Office or the Health Center. When boarders get into a car, go into a private home, or go beyond the bounds of extended campus, they must follow sign out procedures as indicated in Appendix D.

Travel arrangements for weekends and/or breaks for boarders should be made in consultation with our calendar. We expect all students to be present when classes are in session, thus we remind all families to carefully plan travel based on the academic schedule as well as when our houses are open. Please refer back to our calendar in the Academic Program portion of this handbook. CA arranges a shuttle to Logan Airport and South Station for each major break (Thanksgiving, Winter, March) but if the time of those shuttles do not work for a student’s flight, bus, or train the Student Life Office can help make cab arrangements with enough advanced notice.
Activities Accounts

All students have an activities account, which can be used for school sponsored activities, fundraisers, books, supplies, club gear, snacks, etc. on campus. The funds roll over from one year to the next during a student’s career, and the remaining is returned upon graduation. Students on Financial Aid should connect with the Financial Aid office for additional details regarding their account.

Fees and Finance

The Finance Office is located in Aloian House and is staffed 8:30 a.m. to 4:00 p.m., Monday through Friday.

Itemized tuition bills are sent via Smart Tuition and your Smart account is available for your review at any time. A separate statement for the student activities account is emailed each month. Tuition bills include tuition, insurance, and music lessons. All other student expenses are charged to the student’s activities account. Bills are due and payable upon receipt.

Please note that no student may register and begin classes unless all current tuition charges and all bills from the previous semester have been paid in full. All senior student account balances must be paid in full prior to graduation in order for a student to receive their diploma.

Most boarding students open a checking account with a local bank in downtown Concord. Other students prefer to maintain an account with their home bank. In either case, local merchants in downtown Concord may require students to present a school ID card when paying by or cashing a check.

School ID cards are issued to new students in the fall after registration. Lost cards need to be reported immediately to the Assistant Director of Facilities and Grounds in the Maintenance Barn in order for the card to be deactivated. A new card will be issued at a cost of $35. Because most school-related expenses are charged to the student’s activities account, the need for cash on hand tends to be modest. Students are strongly encouraged not to keep money or valuables in their rooms.

Students will occasionally be charged for special events and entertainment on or off campus, most of which are optional. Athletic apparel and equipment, some of which is necessary for participation on athletic teams or in physical education classes, are available for purchase from the Athletic Department or through our partnership with a store in downtown Concord.

Students should not ever keep more than $150 dollars in cash in their room or on their person. This is when we expect students to exercise Common Trust with Common Sense. Cash is not traceable, and therefore we expect students to use banks for savings, and debit/credit cards for larger purchases.

CA Parents

CA Parents, the school’s parent organization, offers current parents opportunities to become involved in, and strengthen, the life of the school community. Parent volunteers participate in a range of activities, from the Concord Academy Residential Enrichment Program (CARE Program) to being an athletic team coordinator, from volunteering as a Parent Admissions Tour Guide to working with the Annual Fund Committee. In addition, CA Parents hosts periodic meetings to share news about programs and school life, as well as informal opportunities to socialize during the school year.
Appendix A: Academic Integrity

Simply put, academic integrity means that students do their own work at all times. Academic integrity is the heart of education, and is not just a matter of rules or doing the right thing. Learning is a process that involves making mistakes, and mistakes, imperfect, or incomplete work often result in powerful learning experiences. Substituting someone else’s work, time, and effort in place of one’s own derails the learning process in a way that is antithetical to CA’s academic goals.

It is the school’s hope that students come to value academic integrity, errors, and explorations as highly as their teachers do. To help in that quest, several resources have been included here for students and families as they study at CA. Faculty members are a student’s best interactive resource — whenever there is uncertainty, students are encouraged to ask questions!

The “No Pencil in Hand, No Fingers on Keyboard” Rule

When helping a student, those providing assistance must do so verbally and in general terms. When parents/tutors/peers actively edit a student’s work they are interfering in the dialogue between teacher and student. This can be a difficult challenge, particularly for parents, but it is an essential part of learning at CA.

What Is Plagiarism and How Do You Avoid It?

Plagiarism involves claiming another person’s writing or ideas as one’s own. Here are some examples of plagiarism:

- taking all or part of an essay from another student and signing one’s own name to it;
- copying any work from another student’s test;
- using material: words, images, statistics, graphs, etc., from a book, website, online document, video or any other medium and incorporating it in one’s own work without proper citation (e.g. quotation marks, footnotes, or other acknowledgment); proper citation includes using quotation marks when an author’s exact words are used;
- buying a paper from a research company or receiving unacknowledged editing help from a professional editor, a tutor, a parent, or other source;
- collaborating on homework, tests, labs, or essays when a teacher has clearly indicated that no such collaboration should take place;
- using the basis of an argument or idea found in a source without attribution, even if the exact words of the argument are not used;
- unintentionally using phrases or arguments picked up from other sources; the fact that plagiarism wasn’t intended does not make plagiarism OK. Carelessness in note-taking can result in plagiarism.
Honesty and Accuracy
When you submit your college applications, you will type your name agreeing to all of the conditions put forth by the Common App (aka, the "fine print"). Included in this language is the statement that all of the material contained in the application is your own original work and that everything you have stated in your application is true. Don’t take chances; have confidence in your ability to write a strong application independently and have faith that your accomplishments speak for themselves and do not need to be embellished. A number of institutions do random “audits” of incoming students’ applications and will revoke students’ admission if/when they find dishonesty has occurred. Students can also face discipline from the school if they submit work that is not their own.

Other essential guidelines:
- Whenever a student uses another person’s words, graphs, drawings, or other intellectual activity, he or she must give credit. If a student has any doubts at all, they should err on the side of over-acknowledging;
- When a student paraphrases another person, especially if the other person’s ideas are radical, new, complex, or more clever than those the student can legitimately claim, they must give credit;
- Students must keep careful track of the sources they use as they prepare any presentation of their work — paper, slide show, computer image, performance, etc. — so it is clear where material came from; students should distinguish between sources and mark them as they are taking notes;
- Students must not consult CliffsNotes, SparkNotes, Wikipedia, or similar summaries without their teacher’s permission;
- Students must clear collaboration of any kind in advance with their teacher. It is each student’s responsibility to be clear on rules for homework, take-home tests, long-term projects, films, etc.;
- When taking tests and quizzes, students must not use material from books, other students, any electronic device, or crib notes;

Each academic department at CA will elaborate on this policy, and each student must be sure to ask questions about departmental and individual teacher policies.

How Does Concord Academy Respond to Plagiarism?
Claiming another person’s thought or idea as your own is as serious as taking another person’s property. The discovery of such behavior may lead to a Dean’s Warning and/or a meeting of the Academic Discipline Committee. Students who plagiarize may be suspended or dismissed from Concord Academy.

Students are urged to ask for help if they feel unable to complete their own work.

Appendix B: Sanctuary Policy for Alcohol and Other Drugs
The objective of the school’s sanctuary policy is to encourage students to contact adults in the community and seek help or to assist other students. When a student’s drug or alcohol use poses an immediate threat to his or her safety, the student at risk or other concerned students may come to an adult and request sanctuary. Sanctuary is not a place; it is an action and students are encouraged to take action if they are concerned about safety. The school’s sanctuary policy includes the following:
- If the student is on campus, they will be evaluated by the Health Center staff and, if necessary, immediate medical treatment will be provided. The student’s parents will be contacted as soon as possible and overnight arrangements will be made for the student;
- The administrator on duty, the assistant head/academic dean, and the student’s advisor will be notified, but no formal disciplinary action will be taken. The student will be required to see a counselor, complete a drug and alcohol evaluation, begin mandatory alcohol and drug testing for a calendar year (paid for by the family) and follow the recommendations of that evaluation;
- Because our primary concern is for student health and immediate safety, a request for sanctuary will be granted any time a student’s immediate health is at risk.

A student who is caught in violation of the school’s drug and alcohol policy will not be granted sanctuary but will still be evaluated as outlined above.

Appendix C: Policy for Drug Testing
Student use of alcohol or other drugs is against school policy. Concord Academy has developed a comprehensive program to support students who are in violation of the school’s drug and alcohol policy, and help them to remain drug-free.

Unannounced, or random, drug testing of a student may be initiated by the Health Center staff in response to either a drug and alcohol rules violation or when sufficient community concern is raised about a student. In all cases, the student’s parents will be notified of the situation and the school’s response. The cost of drug testing will be the parents’ responsibility and will be billed to the student’s account.

Random drug testing will be initiated in the following circumstances:
- As a mandatory condition of return to Concord Academy following disciplinary action for a drug or alcohol offense.
- When a constellation of community concerns includes, but is not limited to, falling grades, attitude or behavior issues, appearance, and missed appointments. In conversations with a member of the Health Center staff, the acting director of student life, or the assistant head/academic dean, the student and their parents will be made aware of the non-disciplinary concerns. If unresolved, drug testing may follow, or be in conjunction with, other interventions including weekly reports, tutoring, or counseling. An initial positive test for a student not involved with a disciplinary event will be treated as a health concern. Parents will be notified of a positive result, and a plan of support for that student will be designed in consultation with the Health Center staff to meet the individual student’s medical and counseling needs. The student must comply with the support plan in order to remain enrolled at Concord Academy.

Following an initial positive test, drug testing will be administered randomly for 12 months. If there is sufficient community concern for a student following the 12 month testing period, drug testing may be resumed at any time during the student’s Concord Academy career.
A positive drug test at any time during a student’s career could result in an immediate leave or a possible withdrawal or dismissal from the school.

Appendix D: Procedures for Sign-Out

Student safety and well-being are the highest priorities of the school. Students are required to use the following procedures through Boardingware when leaving campus.

A boarding student intending to leave campus must submit a pass request clarifying their plans.

A day pass request must be completed for the following:
- travel in a car;
- travel to a private home, including those on campus or within the boundaries of the extended campus;
- travel beyond the extended campus, including travel by car.

An overnight pass request must be completed for the following ventures:
- travel that includes an overnight component (e.g., weekends, breaks, vacations).

A special pass request must be completed for the following:
- A boarding or day student will miss a commitment (class, study hall, sports, etc.)
- This may apply to a one-time event or events repeated on a weekly basis.

A boarding student must clarify their location on Boardingware if they are:
- leaving on a CA-sponsored trip where the student will be with a CA chaperone at all times;
- leaving on school-provided transportation to an athletic event on a weekend;
- traveling to the Moriarty Athletic Campus as a spectator.

Any visit by a boarding student to a private home on- or off-campus (daytime, evening, or overnight) must be approved by the student’s house faculty after a discussion with the parent(s) of the host. This policy includes visits on weeknights or weekend days or evenings to the homes of faculty members who live off-campus.

Pass requests must be approved by a house faculty before the student leaves campus and again upon their return to campus. It is the student’s responsibility to confirm that their plans have been approved before leaving campus. When completing an overnight pass, it is expected that a student will be explicit about all preliminary and eventual destinations, as well as about all means of transportation. For example, if a student is planning to spend the night at a friend’s home off-campus but is also planning to go elsewhere (e.g., a movie, a restaurant, another private home), they are expected to indicate each destination in the pass request.

A change of travel plans that takes place after a student signs out must be communicated to the house faculty on duty before the change occurs; otherwise, it will be considered a breach of trust. A hosting parent is not authorized to provide a boarding student permission to change his or her travel plans — only house faculty may provide permission. A hosting parent must call the house faculty on duty to inform them of any and all changes or if plans have been cancelled. It is also expected that the student will sleep at the host’s home without access to drugs, alcohol, tobacco products, or firearms and will be supervised at all times. Failure to abide by the letter and spirit of overnight pass procedures is a very serious offense.

On weekdays, the roamer, AOD, or the Student Life Office may approve a day pass request.

Local Expeditions
Boarding students who have been approved via the methods outlined above may travel on weekends. When traveling on public transportation, students must do so in pairs during the day and in threes after dark. Normally, underclassmen are not allowed to travel alone into Boston or Cambridge without special permission from the acting director of student life or the administrator on duty. Students are not allowed to travel on public transportation alone at night without explicit, written parental approval.

Overnight Policy for Boarding Students
The school’s overnight policy is designed to suit the needs of various age groups and to strike a healthy balance between students’ participation in the weekend life of the school and their freedom to be away from school.

The following regulations affect boarding students and are of interest to boarding students and their parents, but should also be noted by day students and their parents:
- With the exception of switch nights or cultural events, boarding students may not take overnights Sunday through Thursday;
- A student taking an overnight must have his or her pass request approved by the house faculty on duty prior to their departure;
- Boarding students who live locally are encouraged to spend most weekends at school. A boarding student may sign out home only if his or her parents are present, and if the proper blue slip protocol has been followed;
- To expedite pass approvals, students are expected to submit passes with time for all parties to approve. Overnight passes must be submitted by Thursday at 8pm prior to a weekend departure. All late submissions may result in the inability for a student to depart.
- Students are NOT allowed to sign out with an overnight host or hostess who is under the age of 25. Seniors may do so for a college visit, but must make a request for a Special Pass.

Using their own discretion, house faculty always have the right to withhold permission for off-campus travel or overnights. Overall reminders about overnight passes are:
No weekend, school break, or vacation plans may begin until all school commitments have been met. Exceptions to this policy may be granted only by the dean of students or the academic dean;

Students are expected to return to campus from an overnight by check-in at 7:00 p.m. on Sundays (5:30 p.m. on Boarding Community Dinner weekends); Students who are late for check-in without special permission from their house faculty, the acting director of student life or the administrator on duty can expect disciplinary consequences;

The school does not approve of unchaperoned parties or gatherings. The school does not allow students under its jurisdiction to attend such parties.

The school expects that parents who host a boarding student will share with the school all responsibility for that student while in their care. Parent hosts should provide proper chaperonage for gatherings of students and should not allow alcohol, tobacco, or drug use by students. Additionally, parent hosts should encourage a reasonable number of hours of sleep for all students in their care.

All students are bound by the rules and policies of Concord Academy.

Appendix E: Discipline Committee Procedures

Procedure for Discipline Committee Meeting:

A case of violation of one or more of the school’s major rules is usually reported to the dean of students, who will discuss the violation with the head of school, the dean of faculty, and the academic dean. If the head of school is unavailable, the assistant head/academic dean will perform the function(s) of the head of school as described in these procedures;

A dean will convene the Discipline Committee and arrange the time and place of the hearing. In addition, the dean will inform the student, the student’s advisor, and all persons presenting evidence of the charges. These arrangements will be made at least two hours before the hearing takes place. The dean will notify the Discipline Committee members and the head of school. The student, in the presence of the dean, will be required to notify their parents;

In the case of a boarding student, they may be housebound after the notification and prior to the hearing. However, they may attend classes and meals. In the case of a day student, they may be restricted from campus, except for attendance at classes and lunch. All exceptions to this policy will be determined by a dean;

The Discipline Committee or the dean may excuse any person whose presence is not needed;

To open the hearing, the dean will introduce the Discipline Committee members, the student, all persons presenting evidence of the infraction, advocates of the student, and witnesses, if appropriate. The student may be accompanied by one faculty and one student advocate. The dean will serve as the non-voting convener of the hearing and will keep a record of the proceedings;

The dean will ask for the student’s statement, a statement about the infraction, and, as available, statements from advocates. The Discipline Committee members may pose questions to the student and those persons presenting information. The student is expected to answer all questions completely and honestly and may also ask questions;

After participants are excused, the Discipline Committee will begin discussions and may refer to precedents on file and the guidelines proposed by the committee and ratified by the head of school. If necessary, the Discipline Committee may solicit and question other members of the school community in order to better clarify their understanding of the infraction. Decisions of the Discipline Committee are based upon committee guidelines; therefore, cases that are not within the scope of the guidelines may be referred to the head of school;

Upon reaching a decision, the Discipline Committee will make its recommendation to the head of school. The dean will summarize the discussion leading to the decision and may ask the head of school to meet with the committee. If the head of school does not accept the decision and recommendation of the committee, the decision of the head of school will prevail;

Once a decision has been finalized, the dean will inform the student, the student’s parents, and the student’s advisor or advocate. Additionally, the dean will inform all faculty members affected by the decision (e.g., the student’s teachers, if the decision is to suspend or restrict the student);

A member of the Discipline Committee will be chosen by the committee to present a summary of the case at the next scheduled announcements period;

The student may appeal the decision of the Discipline Committee to the head of school within one week of the original committee meeting. The head of school has the sole discretion to accept or deny an appeal. If the head of school accepts an appeal, they will review relevant material, particularly if disciplinary procedures were not observed or if new evidence has been discovered, and may either reconvene the Discipline Committee or refer the appeal and case to the full faculty;

The dean will confirm with the head of school that the terms of the decision and the subsequent punishment (e.g., tasks, restrictions, suspension) have been met.

Consequences for violations of Concord Academy’s major rules may include the following:

Tasks that contribute to the community;

Restrictions from non-academic campus activities; in the case of boarding students, restrictions from off campus activities as well;

A Dean’s Warning which is a letter from a dean, to the student, the student’s parents/guardians, and involved faculty/staff member(s) which may impose restrictions on the student and will be taken into consideration if they later break a major school rule or continue to behave unsatisfactorily;

Probation, which is a time during which a student must demonstrate, through appropriate behavior and attitude, a desire to remain a member of the Concord Academy community. Violation of the terms of the probation will render a student at risk for dismissal;
• Suspension from school for a few days, or for one or more semesters. For suspensions of five or fewer days, students must obtain from their teachers a complete list of assignments to be made up, including any additional work designated by a teacher. Any student who is suspended is responsible for making up all quizzes, tests, papers, and projects within a given number of days, normally not to exceed the length of time of the suspension. During a suspension, students lose the privilege of contacting their teachers after initial contact to define expectations. The student’s teachers, in consultation with the student’s advisor, may review their academic progress prior to or upon return to school. For suspensions of a semester or longer, a student must enroll in another school. Upon their return to Concord Academy, the student’s academic placement will be reassessed. Students who are unable to or refuse to appear before the Discipline Committee will be placed on indefinite leave until they are able or willing to appear. All policies related to a suspended student as described above will be followed;

• Separation from school for the remainder of the school year. The student may reapply to Concord Academy for another year;

• Expulsion from school. The student may not reapply to Concord Academy for another year. The student may not attend any school events either on or off campus.

A student who withdraws prior to discipline, is separated from the school, or is expelled must contact the academic dean, the dean of faculty, or the dean of students prior to any campus visits and will not have the privilege of partaking in any school events, either on or off-campus.

Additional responses to violations of school rules may also include required counseling, tutoring, restorative justice, or evaluation of behaviors.

Concord Academy’s disciplinary procedures and policies are subject to review and recommendation by the Discipline Committee and the All-School Council.

Appendix F: Harassment, Sexual Harassment, Discrimination, Bullying, and Hazing

Harassment, discrimination, bullying, and hazing are serious offenses, prohibited by federal and/or state law as well as the policies of the school. Concord Academy will not tolerate harassment, discrimination, hazing, or bullying of any kind, whether it is of a general nature or consistent with any of the specific examples described below. Where inappropriate conduct is found, the school will act promptly with the goal of eliminating the conduct and taking whatever other corrective action it deems necessary.

Through education and intervention, the school makes every effort to achieve an educational environment that is free from harassment, discrimination, bullying, and hazing.

Harassment or Discrimination

Illegal harassment or discrimination is conduct or behavior which relates to race, color, religion, sex, age, marital status, sexual orientation, gender identity, genetic information, veteran status, physical or mental disability, national origin, ancestry, or other protected category and is personally offensive or threatening, impairs morale, or is so pervasive or severe that it has the purpose or effect of:

- creating an intimidating, hostile, or offensive environment;
- interfering unreasonably with an individual’s academic performance; or
- creating a situation where academic decisions of a student depend on his or her submitting to and/or not objecting to the behavior.

Discrimination and harassment can take many forms. Examples include but are not limited to:

- limiting opportunities to participate in certain clubs, teams, or activities based on certain characteristics;
- slurs, jokes, statements, remarks, gestures, pictures, e-mails, texts, or cartoons regarding legally protected status that are derogatory or demeaning to an individual’s or group’s characteristics or that promote stereotypes;
- demands for sexual favors in exchange for favorable treatment, academic rewards, or continued participation in a program or project;
- offensive or unwelcome sexual flirtation, advances, or touching;
- obscene, demeaning, or abusive commentary about an individual’s body or other personal characteristics;
- audiotaping or videotaping individuals in potentially embarrassing situations and/or forwarding such taped material to others; and
- responding to refusals to provide sexual favors with verbal, emotional, or physical abuse.

Often harassing behavior results from ignorance or insensitivity to the feelings of others. Being mindful of how one’s behavior is affecting others and communicating the effect of the behavior of others are good ways to minimize harassment.

Bullying

The following definitions are drawn from the Massachusetts law against bullying (M.G.L. c.71, § 37O). Note, however, that the school reserves the right to take disciplinary action with respect to any form of bullying, cyberbullying, or retaliation, regardless of whether the conduct meets the formal, legal definition of those terms.

Aggressor

An aggressor is a student, group of students, campus resident, or any employee of the school including but not limited to an educator, administrator, school nurse, custodian, bus driver, athletic coach, advisor, supervisor to an extracurricular activity, or paraprofessional, who engages in bullying, cyberbullying, or retaliation.
Bullying

Bullying is defined as the repeated use by one or more students of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a target, that:

• causes physical or emotional harm to the target or damage to the target’s property;
• places the target in reasonable fear of harm to himself or of damage to his property;
• creates a hostile environment at school for the target;
• infringes on the rights of the target at school;
• materially and substantially disrupts the education process or the orderly operation of the school.

Bullying may include conduct such as physical intimidation or assault, including intimidating an individual into taking an action against their will; oral or written threats; teasing; putdowns; name-calling; stalking; threatening looks, gestures, or actions; cruel rumors; false accusations; and social isolation.

Cyberbullying

Cyberbullying is bullying through the use of technology or any electronic communication, which shall include, but not be limited to, any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic, or photo optical system, including, but not limited to, electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying also includes:

• the creation of a Web page, blog, or other online presence in which the creator assumes the identity of another person;
• the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated above inclusive of the definition of bullying;
• the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated above in the definition of bullying.

Cyberbullying may include conduct such as sending derogatory, harassing, or threatening email messages, instant messages, or text messages; creating Web sites that ridicule, humiliate, or intimidate others; and posting on Websites or otherwise disseminating embarrassing or inappropriate pictures or images of others.

Hostile Environment

Hostile environment is defined as a situation in which bullying causes the school environment to be permeated with intimidation, ridicule, or insult that is sufficiently severe or pervasive to alter the conditions of a student’s education.

Retaliation

Retaliation is any form of intimidation, reprisal, or harassment directed against a person who reports bullying, provides information during an investigation of bullying, witnesses or has reliable information about bullying.

Target

Target is a student against whom bullying, cyberbullying, or retaliation has been perpetrated.

The school will not tolerate any form of bullying or cyberbullying, nor will it tolerate retaliation against any person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying.

Bullying and cyberbullying are prohibited on school grounds; at a school-sponsored or school-related activity, function, or program, whether on or off school grounds; in a vehicle owned, leased, or used by the school; or through the use of any technology or electronic device owned, leased, or used by the school or uses the school’s Internet network.

Concord Academy also prohibits bullying and cyberbullying that does not meet any of the criteria above, but that nonetheless creates a hostile environment at school for a targeted student; infringes on the rights of a targeted student at school; or materially and substantially disrupts the educational process or the orderly operation of the school.

Hazing

Hazing is defined as conduct or a method of initiation into any student organization which willfully or recklessly endangers the physical or mental health of any student or other person, regardless of consent of the individuals involved.

Examples of hazing include, but are not limited to: whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug, or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of a student or other person, or which subjects a student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

While harassment, discrimination, bullying, and hazing all fall within a spectrum of interpersonal aggression and sometimes violence, they are not synonymous. Hazing is predicated on inclusion and can sometimes be overlooked because it can appear as neither particularly aggressive nor as intended to harm.

In addition, hazing can sometimes be confusing for students to understand because they might consent to the behavior. It is important to note that because hazing involves a group context and the power differential of current members and those seeking membership or acceptance by the group, peer pressure and a coercive environment can exist and interfere with consent. Therefore, conduct can be deemed to be hazing regardless of a person’s willingness to participate.
Massachusetts Anti-Hazing Law

Massachusetts has adopted an anti-hazing law (Mass. Gen. Laws, ch. 269, § 17) which provides:

Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.

The term “hazing” as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

Massachusetts law also addresses the failure to report hazing as follows:

Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.

M.G.L. c. 269:18. Massachusetts law also provides:

Each institution of secondary education and each public and private institution of post-secondary education shall issue to every student group, student team, or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team, or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution’s compliance with this section’s requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams, or organizations shall not constitute evidence of the institution’s recognition or endorsement of said unaffiliated student groups, teams, or organizations. Each such group, team, or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges, or applicants for membership. It shall be the duty of each such group, team, or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgement stating that such group, team, or organization has received a copy of this section and said sections seventeen and eighteen, that such group, team, or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen. M.G.L. 269:19.

Concord Academy, through the head of school, will report all incidents of unlawful hazing to appropriate law enforcement officials, as required by law.

Sexual Harassment

Any and all sexual advances or conduct between adults and students is prohibited.

Sexual harassment is a form of harassment. Sexual harassment is defined as sexual advances (either verbal, electronic, or physical), requests for sexual favors, and other verbal, electronic, or physical conduct of a sexual nature which affects a student’s emotional well-being or interferes with a student’s academic performance or participation in co-curricular or extracurricular activities, or which has the purpose or effect of creating an intimidating, hostile, or offensive learning or social environment.

The school condemns and expressly prohibits sexual contact or relationships between adults and students and sexual harassment of any kind. While the school must comply with state and federal laws dealing with sexual harassment, and our policy seeks to educate members of the community about the nature of sexual harassment and to do whatever we can to prevent it from occurring.

The school is unequivocally committed to ensuring the safety and integrity of student growth. We actively teach each and every member of the school community about the proper roles and relationships that compose community life. We set forth and seek every opportunity to talk about the importance of boundaries. We expect that the life experience of adults at the school will enrich the student’s learning experience. We place the student’s best interests above all other considerations. All sexual advances (overt or otherwise) between adults and students are prohibited, on or off the grounds, even if a student encourages or appears to encourage such advances. Sexual behavior between adults and students is considered a severe breach of trust and will be dealt with as such.

Identifying Sexual Harassment

Sexual harassment can take various forms, many of which violate state or federal laws. Not all forms of sexual harassment may be readily apparent to every member of the community. It may be direct and overt, or it may be subtle and ambiguous. It may be behavior that is repeated, or it may be behavior that occurs only once. It is not social or courting behavior between equals, but rather the assertion of power over another individual that puts that individual at a disadvantage.

Individuals might unintentionally act in a manner that others experience as sexually harassing. It is the responsibility of all members of the community to ensure that their words, actions, and interactions with others always reflect the intent to promote respect and trust. Attempts to justify such behavior as a “prank” or “joke” do not change its harassing nature if the object of the joke is not a willing participant. Whatever the basis for the harassment, it is prohibited.
When trying to identify whether behavior is “harassing,” it is crucial to distinguish student-to-student interactions from sexual intimacy between students and adults, which is always prohibited. Physical contact between students that is intended and perceived by those involved as positive, healthy, and appropriate to their age and experience is likely to occur. However, inappropriate physical relationships between students are described and prohibited in the school’s written expectations of students.

When these behaviors occur between an adult and a student, it is irrelevant whether the behavior is welcome or unwelcome. There is no circumstance in which these behaviors between adults and students are permissible. The following behaviors are examples of harassing behaviors. The list is suggestive rather than exhaustive, and members of the community should seek advice and assistance in any circumstance in which they are made to feel uncomfortable by the behaviors of another.

Some examples of sexual harassment are:

- physical assault, including rape or any coerced or non-consensual sexual relations;
- sexual advances, whether they involve physical touching or not;
- sexual physical contact;
- sexual or lewd jokes, remarks, leering, whistling, brushing against the body, or any other suggestive or insulting gestures or comments;
- inquiries into one’s sexual experiences or activities or discussion of one’s own sexual experiences or activities other than discussed in a confidential medical or mental health visit;
- audiotaping, videotaping, or otherwise recording others in sexual or other potentially embarrassing circumstances and forwarding or threatening to forward the recorded material to others;
- intimidating or suggestive remarks about an individual’s sexual orientation, whether actual or implied;
- sexually suggestive or degrading sounds or remarks (written, oral, or electronically transmitted), including graffiti and the spreading of sexual rumors, made to or about another member of the community;
- the use of school technology and networks to transmit sexually suggestive, offensive, and/or degrading material, whether received at the school or elsewhere;
- the open display of sexually offensive objects, pictures, and messages.

Hostile Environment

A hostile environment is one in which discrimination, harassment, hazing, or bullying causes the school environment to be permeated with intimidation, ridicule, or insult that is sufficiently severe or pervasive to alter the conditions of a student’s education.

Retaliation

Retaliation is any form of intimidation, reprisal, or harassment directed against a student who reports discrimination, harassment, hazing, or bullying, provides information during an investigation of such behavior, or witnesses or has reliable information about such behavior.
Even when students or adults are not certain about whether they have been subject to or witnessed harassment, discrimination, hazing, bullying, sexual harassment or retaliation, it is important that the behavior be reported. Individuals who have been subject to such behavior often suffer in silence, believing that they are the only one to whom this is happening and wrongly feeling that they are somehow responsible. Inappropriate behavior can continue over many years because individuals think they are alone, or because they fear punishment or unwanted attention and embarrassment if they tell.

Any student who feels they or any other student has been the subject of harassment, discrimination, hazing, bullying, sexual harassment or retaliation should immediately report the matter to the dean of students or any other member of the faculty or staff with whom they would feel more comfortable making the report. Any parent or guardian who believes that a student has been the subject of harassment, discrimination, hazing, bullying, sexual harassment or retaliation should immediately report the matter to the dean of students. Student and parent/guardian reports may be made anonymously. No disciplinary action will be taken against a student solely on the basis of an anonymous report. Any faculty or staff member who has witnessed or otherwise become aware of any matter must report it immediately to the dean of students or the head of school.

Any member of the faculty or staff of the school who witnesses or otherwise becomes aware of discrimination, harassment, hazing, sexual harassment, or bullying in violation of this policy or who becomes aware of retaliation against a student who provides information concerning a violation of this policy is required to report it immediately to the head of school.

Such reporting does not discharge the obligation of the faculty or staff member to report actions covered by reporting laws to the appropriate legal authority. A member of the faculty or staff may not make promises of confidentiality to a student or parent who informs him/her of an allegation of harassment, discrimination, hazing, bullying, or retaliation.

Although there are circumstances in which an anonymous report can be better than none at all, it is far more difficult to determine the facts of what occurred if complaints are made anonymously. While the school cannot promise strict confidentiality, because information must be shared in order to conduct an effective investigation, the school releases information concerning complaints of harassment, discrimination, hazing, bullying, sexual harassment, and retaliation only on a need-to-know basis, such as to conduct a comprehensive investigation or to ensure that the requirements of this policy and applicable law are met.

Response to Complaints

Once a report of harassment, discrimination, hazing, bullying, sexual harassment or retaliation is received, a prompt investigation of the charge will be conducted by the dean of students. The investigation will follow the procedures for all disciplinary infractions and will take into account all of the relevant circumstances, including the nature of the allegations and the ages of the students involved.

If the dean of students, in consultation with the head of school, determines that harassment, discrimination, hazing, bullying, sexual harassment or retaliation has occurred, they shall:

- notify the local law enforcement agency when mandated to do so or if otherwise appropriate under the circumstances within the school’s discretion;
- take appropriate disciplinary action, which may include the full range of disciplinary sanctions for student misconduct, up to and including dismissal from the school, balancing the need for accountability and the need to teach appropriate behavior;
- notify the parent/guardian of the target and of the aggressor of this finding and of the school’s procedures for responding to it;
- assess the target’s need for protection and take appropriate steps as necessary to restore a sense of safety for the target;
- in consultation with the school’s counselor, refer aggressors, targets, and family members of such students for counseling or other services, as appropriate;
- report to the administrator of another school if an incident of bullying or retaliation involves students from another secondary school and Concord Academy is the first to be informed of the bullying or retaliation.

False Charges/Cooperation in Investigation

Because allegations of discrimination, harassment, hazing, sexual harassment, bullying and retaliation are serious and can be damaging to accused persons’ reputations, any person who knowingly, maliciously, or recklessly makes a false complaint will be subject to severe discipline. In addition, because candor and honesty are essential to the investigation and remediation process, they are required of all participants, including third-party witnesses.

Any student who knowingly makes a false report of harassment, discrimination, hazing, bullying, sexual harassment, or retaliation will be subject to disciplinary action, up to and including dismissal. If a parent or guardian knowingly makes a false report, the school may terminate the enrollment of any children of that parent or guardian.

The withholding of material information in an investigation by complainants, witnesses, and/or the accused party is prohibited. Students are expected to cooperate fully in an investigation conducted by the school; failure to demonstrate such cooperation will lead to disciplinary action, up to and including dismissal.

Resolution and Follow Up

Upon the close of an investigation and determination of applicable disciplinary action, school personnel will promptly provide notice to the parent/guardian of the target and the aggressor. Notice will indicate what action is being taken to prevent any further acts of harassment, discrimination, hazing, bullying, or retaliation.

If appropriate, within a reasonable time period following closure of the complaint, the dean of students, or designee, will contact the target to determine whether there has been any recurrence of the prohibited conduct.
For all reports of harassment, discrimination, hazing, bullying, sexual harassment, or retaliation, the school will retain a report of the complaint, containing the name of the complainant, the date of the complaint, a brief statement of the nature of the complaint, the outcome of the investigation, and the action taken. These records will be accessible on a need-to-know basis only.

Policy Review
The policy will be updated at least once every two years. In connection with that update, the head of school or designee will be responsible for reviewing the policy, reviewing the file of reported incidents of harassment, discrimination, hazing, bullying, sexual harassment, or retaliation in at least the preceding two years, and undertaking such other steps as may be appropriate to evaluate the effectiveness of this policy and the school’s compliance with the plan and any laws or regulations relating thereto.

Massachusetts Mandatory Reporting
Given our institutional commitment to the well-being of our students and the overall health of our community, any behavior which potentially endangers members of our community is of serious concern. The expectation of the school is that all students, faculty, and staff will address any and all behaviors that are not in keeping with our school mission, policies and expectations. Behaviors that might qualify as harassing, discriminatory, hazing, bullying, sexually harassing, or retaliatory should be reported immediately internally to the head of school, either directly or through another adult on campus.

In addition to the internal reporting referenced above, there are external reporting laws designed to ensure the health and safety of children in the Commonwealth of Massachusetts. These laws require schools to monitor and report legally prohibited conduct to outside authorities.

In Massachusetts, a person under 16 years of age cannot give consent. In accordance with Massachusetts law, the head of school is required to report all instances of sexual abuse or suspected statutory rape to the Department of Children and Families (DCF). Because the age of legal consent in Massachusetts is 16, the head of school must report even consensual sexual activity involving a student under 16 years of age.

Please also refer to the Hazing section above which includes information on the school’s mandate to report under the Massachusetts Anti-Hazing law.

In all potentially reportable cases, the school carefully reviews the circumstances to ensure that our students are well cared for and that we are meeting the mandate of the law.

Appendix G: Non-Discrimination Policy and ADA Statement
Non-Discrimination Policy
Concord Academy does not discriminate in the administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs on the basis of gender, race, color, disability status, gender identity or expression, sexual orientation, genetic information, religion, and national and ethnic origin. All students are provided the same rights, privileges, programs, and activities.

Americans with Disabilities Act (ADA) Statement
Members of the Concord Academy community come from many backgrounds and bring many different gifts. As part of that diversity, the school enrolls qualified students with documented physical, psychological, and learning disabilities and other health issues. The school recognizes that some accommodations will be necessary and is committed to providing that support for students legally entitled to it.

Although the school does not offer special programs for students with disabilities, the school is committed to providing reasonable accommodations in academics, housing, and other programs and services to address the disability-related needs of otherwise qualified students with disabilities. Reasonable accommodations are interventions (excluding personal services) which are designed to enable students with disabilities to enjoy equal access to the full array of programs and supports offered at the school without creating an undue burden on the school, fundamentally altering the nature of a Concord Academy education, or lowering its standards.

Appendix H: Acceptable Use Policy for Technology Resources (AUP)

All requests regarding equipment, network administration, adding software or services, and help desk support services should be directed to tech_support@concordacademy.com or 978-402-2297. Please do this before attempting to add software, equipment, mobile apps, or online communications platforms or services to Concord Academy's classes, clubs, facilities, or boarding community.

The AUP is designed to provide a framework for guiding appropriate use of school-provided technology resources and is not intended to be exhaustive. Users are expected to review and follow all policies as posted on CA Connect, posted physically near school technology resources, or otherwise disseminated to the community.

All students and employees are provided with designated storage areas within Google Drive (a cloud service) and/or folders on a shared school server. Students should use these storage areas for all work related to their courses. CA’s IT services staff will make reasonable efforts to assure that all files, email, and other information stored on school servers can be restored in the event of a catastrophic system failure, but makes no commitment regarding recoverability of files stored locally or on other media.

While the school uses due diligence in choosing its cloud service providers, the school cannot guarantee the reliability of these services or their ability to restore lost data.

In using the school’s technology resources, students and employees agree to abide by these guidelines:
• Usernames and passwords are issued to individuals and are not to be shared. When leaving a computer
unattended, logout to prevent others from gaining access.

- Students and employees are not allowed to install software of any kind or make configuration changes to school-owned computer equipment.
- Accessing accounts or files belonging to others is prohibited, and is illegal under state and federal laws. Subverting or attempting to subvert electronic or physical security mechanisms, or circumventing restrictions set by the system administrators is prohibited and is considered a violation of a major school rule.
- Physical access to rooms, closets, or cabinets containing computer network equipment and servers is prohibited. Actual or attempted electronic access to configurations and other operational components of computer network equipment, including servers, is prohibited.
- Because faculty and staff may have access to sensitive information (some of which is protected by law), students are prohibited from using faculty and staff computers for any purpose.
- Students and employees are prohibited from sending messages, in any format, crafted to conceal or falsify the person, computer, or place that is their true source. Messages in this context would include email, instant messages, and any other data carried on the campus network.
- The use of malicious or threatening language is prohibited. Viewing, storing, or distributing obscene, hate-related, or other offensive material using school-owned computers or the school’s network is prohibited.
- Using school-owned computers, the school network, or other school resources in the course of illegal activity is considered a violation of a major school rule. It is illegal to download, store, use, or distribute software, music, movies, and other copyrighted materials unless they have been paid for by the individual using them, or unless the materials are clearly identified as public domain or freeware. Questions about fair-use exceptions should be directed to the library director. The school will cooperate with law-enforcement agencies investigating illegal activities that involve school-provided computer resources.

In addition to the guidelines above, on-campus use of personally owned computer equipment, including mobile devices, is subject to the following:

- In order to access the school’s wifi network, students and employees must register their personally-owned devices.
- To assure protection of school computers and those of other students and employees, all personally-owned computers and other equipment connected to the campus network must follow these security guidelines:
  - Computers must run an approved security software package, which is available for free from the school and can be installed as part of the network registration process. This software provides features to protect against viruses, spyware, adware, and other threats, but the school cannot guarantee that this software will protect from all possible threats. Due to the risks posed by email, file exchanges, and other contact with computers on the school network, the school expects that a personally-owned computer used for any school-related purpose will run a current, licensed, properly-configured virus/spyware protection product at all times, even if the computer will not be connected to the school’s network.
  - Devices may not act as any type of server on the school network, and users are expected to take great care to assure that their devices are configured to disable any program that could interfere with regular operation of the school’s network (e.g., DHCP, DNS, WINS, SMTP, POP3) or compromise the security of school resources.
    - IT services staff may disconnect without warning any device that disrupts normal operation of the school’s network or that shows indications of a virus, worm, Trojan horse, or other malicious program, and may take possession of the offending device until the underlying problem is resolved.
- Because of security risks and interference with school systems, personally owned hubs, switches, wireless network access points (including cell phone mobile hotspots), and other network devices may not be used on campus unless authorized by the director of information technology.
- By registering a personally owned computer or mobile device for use on the school network, users accept responsibility for any violations arising from use of that registered device.

Network and server activity logs (including information such as Web sites visited, email sent and received, and other items that may vary from time to time) are kept and reviewed by system administrators for maintenance and other purposes. If the school reasonably suspects that conduct in violation of a school rule, policy, or standard, the school reserves the right to inspect or monitor the contents of stored files, email, network traffic, or other information (including deleted files or other information that may be recovered from back-up tapes, hard drives, or other devices), with or without the user’s knowledge. The school may take this action on its own or in conjunction with law enforcement or other authorities as it deems appropriate under the circumstances.

While IT services staff will make reasonable efforts to assure a secure computing environment and privacy of personal information, the school does not and cannot guarantee privacy of users’ personal information on its network or equipment, nor does the school provide any guarantee against unauthorized access to such information. Cloud services used by the school (e.g., Google Apps) have separate policies and terms of service to which users are bound, and which the school cannot control.

Intentional physical or software damage to school-owned equipment will be considered vandalism. Unauthorized removal of school-owned equipment will be considered theft.

Student Violations of school technology-use policies will be addressed on a case-specific basis by the assistant head/academic dean in consultation with director of strategic technology and may result in suspension of privileges or an appearance before the Discipline Committee.

Appendix I: Policy for Public Disclosure of Student Information

Concord Academy routinely photographs, videotapes, and writes about school events and student accomplishments for use in internal publications, the CA Website, and official school social media outlets, such as Facebook, Instagram, Twitter, and YouTube. Occasionally, the school shares student news with media outlets. During the course of a student’s career at Concord Academy, there may be times when it is appropriate to share information publicly about them through these outlets.

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Concord Academy is aware of and sensitive to concerns about privacy and safety. As a result, the school has established the following guidelines regarding its public disclosure of student information. Before any public disclosure of student information, Concord Academy considers the following factors:

- consent of the student’s parent or guardian (or of the student if age 18 or over);
- type(s) of student information to be used;
- probable audience for the use.

Concord Academy cannot be held responsible for materials (photos, video, audio) placed without its knowledge or permission online on personal Websites, social media sites (such as Facebook or YouTube), or in other external media. We expect all community members to respect the privacy of others and not identify anyone electronically unless specific permission is provided; to be mindful of copyright issues when posting music, performances, or other potentially copyrighted material; and to set security parameters so postings are not widely available for view.

Definitions
Type(s) of student information include:

- personal information such as enrollment at CA, name, hometown, and age;
- academic information;
- athletic information;
- representations of a student’s participation in and the resulting work from curricular, cocurricular, or extracurricular settings, whether on- or off-campus;
- representations of a student’s image and voice.

Probable audience includes the constituencies who may be reasonably expected to see the information. Concord Academy recognizes that this is not necessarily the same as the intended audience.

Student Information Permitted for External Use

- confirmation of enrollment at CA;
- name;
- town, state, and country of residence;
- class year and/or age;
- curricular, cocurricular, and extracurricular work;
- image (still or moving);
- voice.

Names do not appear with photos on CA’s Web site, though at times the identity of the student pictured may be inferred from the text or a featured student is identified with permission. For external media, names are provided with photographs, which may appear on the media outlets’ Web sites.

Student Information Not Permitted for External Use

A student’s address will never be provided, nor will personal information.

External use of information includes those uses that can reasonably be expected to reach an audience beyond the school’s current administration, staff, faculty, students, parents, alumnae/i, and trustees, e.g., Web pages, admissions materials, fundraising materials, and media outlets. If a parent or guardian prefers not to disclose the above information about the student for external communications purposes, he or she may notify the school via the annually-provided Parental Permissions Form.

This policy does not apply to the use of information that can reasonably be expected to reach an internal audience, including the school’s current administration, staff, faculty, students, parents, alumnae/i, and trustees, e.g., constituent publications (Concord Academy magazine, the school viewbook), and other school publications. Concord Academy magazine and the school newspaper generally are available publicly on the school Website.

These guidelines are intended to protect the privacy and security of all school community members as well as to ensure and enhance the school’s image in our own community and the community at large.

Appendix J: Concord Academy Social Media Policy

This social media policy is designed to provide a framework for guiding appropriate use of social media for members of the CA community; it is not intended to be exhaustive and is written with the assumption that specific situations will be judged against the spirit of these guidelines.

In order to best serve the CA community and our students, we ask that all members of the CA community — students, faculty, and staff — use the same values, ethics, and confidentiality policies to which we are held everyday in their social media usage. One’s responsibility to Concord Academy doesn’t end when you are off campus.

In general, student use of social media is monitored when, and if, it is necessary to protect them and the CA community.

We recommend that members of the Concord Academy community:

- always assume your posts are public and can leave a trail even after being deleted;
- set their social media profiles to private, so that only approved people can view their updates;
- keep confidential matters confidential;
- represent Concord Academy online as you would in person;
- ask before you act, should you get in trouble or need guidance.
In addition, students are not allowed to create social media accounts or profiles bearing the image or branding of Concord Academy — the chameleon, Haines House seal, logotype, the name or abbreviation for the school, or other identifying marks and images — without the explicit approval of the Marketing & Communications Department.

If you have questions, please direct them to the Marketing & Communications Department.