



Concord Academy Community Handbook
2021-22

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Expectations and Standards

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.

Please understand that no set of rules or guidelines can cover every conceivable situation that might arise at a school. The rules, policies, and procedures set forth in this handbook are intended to apply under normal circumstances. However, from time to time, there may be situations that require immediate or nonstandard responses. This handbook does not limit the authority of Concord Academy to deviate from the normal rules and procedures set forth in this handbook and to deal with circumstances as they arise in the manner deemed most appropriate by the school (including but not limited to with regard to student discipline), taking into consideration the best interests of the school, its faculty, employees, students, and community. The policies may also be revised or updated periodically, even during the current academic term. You will be advised of any substantive changes as they are made. This handbook is for informational purposes only. It is not intended to create, nor does it create, a contract or part of a contract in any way, including, but not limited to, between Concord Academy and any parent, guardian or student affiliated with or attending the school.

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 of 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 Program

Graduation requirements; grading and credit policies; procedures for course drops, additions, withdrawals, and waivers; and guidance around off-campus study can all be found in the general section of the Concord Academy [course catalog](#).

Daily Schedule

7:15–8:15 a.m.	Breakfast
8:20 a.m.	Student houses close for the school day
8:30 a.m.	School day begins with chapel or announcements
10:15–10:30 a.m.	Mid-morning break (on Monday)
11:30 a.m.–1:00 p.m.	Lunch block, dependent upon student schedule and day of week
3:05 (Mondays); 3:15 Tuesday-Friday p.m.	Classes end; student houses open
3:30–6:15 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 dean of academic program and equity are likely to be assigned morning study hours 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 departure for 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-visiting days are on the [CA Event calendar](#).

Day students who are unable to attend school due to emergencies or illnesses must have their parent/guardian call the Attendance Office at (978) 402-2202 by 8:30 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 dean of academic program and equity 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. Please see the school's policy on communicable illness for steps the school will take should the school be concerned that a student is showing symptoms of Covid-19.

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, unless illness prevents the student from doing so, in which case parent/guardian or the health center should be in contact with the teacher to make alternate arrangements for completing the assignment.

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 dean of academic program and equity 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 morning study hours by the Student Life Office. Patterns of repeated absence will be referred to the dean of students and may result in a disciplinary response.

Morning Study Hours are assigned as a response to a student's action (or inaction)—like being late—that negatively impacts the school community. Morning study hours are a way for a student to give back to the school for missing commitments or otherwise negatively impacting the community.

A student who accumulates three unexcused absences from class in one semester will be referred to the dean of academic program and equity, and may result in a disciplinary response. 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 disciplinary response.

Any student who accumulates five hours of morning study hours will be referred to the dean of students.

student who has an injury should see an athletic trainer, who will assess the injury and determine what should be done so activity can resume in a timely manner.

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.

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 (e.g., organization, reading efficiency, construction of a study schedule, and limited content-specific help) on a free and temporary basis. 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. Members of the ASC prioritize student requests based on two sets of criteria: a student's class level (intro level classes are prioritized over advanced level classes) and the complexity of a student's need for support. If a student's need for 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 family's expense. The ASC does provide ongoing support for students on financial aid; where this is insufficient, students on financial aid may work with the director of studies to explore other options. 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 school does not discriminate against qualified applicants or students on the basis of learning differences or medical challenges that may be reasonably accommodated. Please see Appendix G for the school's non-discrimination policies.

The Academic Office will work with students and their families to accommodate cognitive and health situations that arise during a student's enrollment at the school. Families who present the school with appropriate documentation of a learning difference will be granted those requested academic accommodations, provided they are supported by the documentation and considered feasible and sustainable in this educational setting.

Before allowing academic accommodations, the school requires that neuropsychological testing be conducted by a licensed psychologist. The school's consulting psychologist and the director of studies 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 neuropsychological testing are reviewed by the consulting psychologist and the director of studies. Based on this review, the school's consulting psychologist and the director of studies would determine which accommodations can be supported by Concord Academy. With permission of parents, a summary of those accommodations 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. If in the school's judgment, a student is exhibiting symptoms that make the student unable to participate in required academic or extracurricular activities without imposing an undue burden on the school's resources, the school may recommend that the student be evaluated and subsequently placed on a medical leave. Please see the section on Student Support Services for the school's personal leave policy.

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 dean of academic program and equity will work with families to create a realistic recovery plan.

In rare circumstances, a waiver may be granted to a student who is unable to fulfill a department or graduation requirement or to complete a course in the specified way. Comprehensive neuropsychological

testing is needed in order for the school to consider a waiver. The group that reviews any request and makes a recommendation to the head of school includes the director of studies, the student's advisor, and the instructor and department head concerned. 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 differences be professionally documented (for the College Board within five years and for the ACT 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 families 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 provide a summary report that contextualizes the student's grades and comments from their classes and extracurricular activities. 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 will submit five new advisor choices to the deans in late spring. These choices must be faculty or staff members listed on the advisor list provided to students. The deans will consider the choices and assign the student's new advisor based on availability and fit.

*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 dean of academic program and equity.

Course Withdrawals

After the drop/add deadline, students who wish to drop a course taken for credit or as an audit must consult with the director of studies. Dropping a semester course after the drop/add period in that semester and dropping a year course after the fall drop/add period are considered course withdrawals. For students who need to change to a different level of a subject such as modern and classical languages or mathematics, the drop/add period may be extended (for first-semester or year courses) through Family Weekend, or (for second-semester courses) through January 31, or by permission of the director of studies. Course withdrawal forms must be signed by the instructor, advisor, and director of studies. A

student who withdraws from a semester course, or who withdraws from a year course during the first semester, receives no credit for that course. If a student withdraws from a year course during the second semester, the first-semester grade appears on the student's transcript, and if the first semester was completed with a passing grade, the student receives credit for the first semester. With certain exceptions determined by the school, a course withdrawal appears on the transcript with the date of withdrawal and the grade W (Withdrawn) for the semester in which the withdrawal occurred.

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 may 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 Appendix F of this handbook. Protocols for incidents of sexual misconduct 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. Students who choose to remain present when other students are engaging in misconduct may be subject to disciplinary action.

The school may, in its sole discretion, contact parents to address both minor and more serious instances of misconduct, at any stage of the discipline process.

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 the school has a clear picture of the whereabouts of each student in our care. Once a student has been checked in for their first commitment of the day, they are expected to be on campus or within the bounds of extended campus until departing for the day, when they will indicate their departure in Orah. If the student is departing before the academic day is over, or will miss a commitment, they must get approval from the Student Life Office.

At 7:30 each weeknight all students who are on campus, day and boarders alike, must indicate their whereabouts using the Orah App and attend study hall following location and behavior guidelines as indicated for each grade.

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, carelessness in following any 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 focus 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. Students are reminded that the use of marijuana, though now legalized for adults in Massachusetts, is still prohibited by individuals under the age of 21 and is therefore not permitted on campus or at school-sponsored events.

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

Any student who remains in the physical 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 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 violations 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. 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. 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; and
- 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 may 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 regardless of their sex, sexual orientation, gender identity or gender expression.

Consent must be a verbal and positive response. Silence, lack of resistance, or pressuring someone until they say yes do not constitute consent. Consent cannot be given if someone is impaired by alcohol or other drugs, is asleep, or is under the age of 16 in the state of Massachusetts. Behavior agreed to on one occurrence does not count as consent for any future encounters. Consent may also be withdrawn at any time during an encounter.

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. The school is a mandated reporter under Massachusetts law and will report all non-consensual sexual behavior by students (and sexual contact prohibited by students under age 16) to the Department of Children and Families (DCF) and/or the police. Please see Appendix F for more details.

Reckless Endangerment

Students may not engage in reckless acts that expose others or themselves to an obvious risk of 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 and 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, is strictly prohibited. Serious 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, which is a legal term implicating poor treatment of another person based on a particular characteristic. The school recognizes and respects individual differences in background with regard to culture, race, ethnic origin, religion, gender, sexual orientation and physical or mental disabilities. Inappropriate behavior, either oral, written, or physical that demeans 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 laws that prohibit bullying and hazing and impose serious consequences for any violations. 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 F for additional information.

Disciplinary Responses

Overview

Cases of academic dishonesty are reported to the Academic Office. The dean of academic program and equity 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 academic infractions.

Cases involving all other violations of the school's major rules will be considered by the dean of students, dean of faculty, and dean of academic program and equity who will determine whether a Dean's Warning will be issued 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 occur or a Discipline Committee will convene. Under certain circumstances a case may be handled administratively.

Dean's Warning

The Deans 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 a 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 information about the suspected violation, ask questions, deliberate, and make recommendations to the head of school. The Discipline Committee is composed 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 convener 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 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.

Student Life

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 community and equity representatives, the entertainment representatives, the environmental affairs representatives, the community action representatives, 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, Formal and other weekend events on campus. Above all, the All-School Council affords students the opportunity to have input into 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 the student activities coordinator, the Entertainment Committee, or by other campus groups and adults 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 or in a shared online form 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 may be granted if the overnight is with a group of CA students and has a community enrichment component.

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.

- An 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:

- 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.
- Sue Johnson (Athletics): Wrestling room and SHAC atrium
- Sarah Woods (Operations): Moriarty Athletic Campus meeting room.

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

Breakfast	7:15-8:15 a.m.
Lunch	11:15 a.m.–1:00 p.m.
Dinner	5:30–6:30 p.m.

Weekends

Continental Breakfast	9:00–11:00 a.m.
Brunch	11:00 a.m.–1:00 p.m.
Dinner	5:30–6:30 p.m.

Snow Days

Continental Breakfast	9:00–11:00 a.m.
Brunch	11:00 a.m.–1:00 p.m.
Dinner	5:30–6:30 p.m.

Late Starts

Continental Breakfast	8:00–9:00 a.m.
Breakfast	9:00–9:45 a.m.
Lunch	11:15 a.m.–1:00 p.m.

Dinner

5:30–6:30 p.m.

Kitchen Duty

Boarding and day students are required to complete 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 for them.

A description of Kitchen Duty and scheduling is available [here](#). Students are expected to complete all assignments accordingly. Each student's Google Calendar has their Kitchen Duties populated within the first few weeks of school. 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 morning study hours, but they cause additional work for others in the community.

Recycling Duty

Students are required to complete 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 afternoons 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, email the recycling coordinator to avoid additional work for other students, and expect the assignment of morning study hours.

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 located 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.

Community Standards and Expectations

Chapels, Community Assemblies, Community Dinners

Three or four mornings a week, 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 undergarments 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. Students cannot drive off campus during the academic day, unless extenuating circumstances (e.g. a medical appointment) apply and approval has been granted in advance.

[Here is a link to the automobile permit form.](#)

Juniors and seniors may 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, which we are pleased to extend to eligible students. Students are expected to follow all expectations for safe driving and parking, and can lose the privilege to drive to school should they not follow this expectation. 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. Students are also reminded that in Massachusetts, drivers under the age of 18 cannot use any mobile electronic device for any reason while operating a motor vehicle. The only exception is for reporting an emergency, at which point the driver should be off road and parked.

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. All cyclists must wear helmets and return bikes to the bike shed when finished.

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 obtain 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 beyond the 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.

Day students may not drive to or from the Moriarty Athletic Campus either for practice or spectating.

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 in the space designated for their grade until picked up. 11th and 12th grade day students must sign in with their location through the Orah App, or with the adult supervising the library.

Parents picking up day students should do so prior to study hall Sunday through Thursday evenings, unless it is necessary for a student to stay for study hours. They are expected to follow all rules as outlined above, and if they cannot, they may lose the privilege of staying.

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. The best approach is to take down the contact information of the person making the inquiry and let them know that the appropriate person from the school will respond, without making any comment to the journalist. This information should then be given to the Administrator on Duty.

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. Students are prohibited from creating accounts using the school's name or the name of someone other than themselves or posting material that can be interpreted as harassment or cyber-bullying. 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 restricted times listed in the Boarding

Community section of this handbook. Students using their phone after lights out, or at public gatherings such as during classes, chapels, announcements, etc. will likely lose their phone for the day. If this becomes a recurring issue, the dean of students may become 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 obtaining explicit prior 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.

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, 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 is a violation of school rules.

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 format:

- 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, at a minimum, 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.

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.

Concord Police Department conducts annual training on the A.L.I.C.E. (Alert, Lockdown, Inform, Counter, Evacuate) protocols in the event of an immediate threat.

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 is prohibited..

Fire Procedures and Safety

There are heat, smoke and carbon monoxide detectors in all student houses as well as sprinklers. These must be kept clear of hanging objects at all times. Students may not cover or hang things from any portion of the fire safety systems including emergency exit signs. Students may not hang on or swing from the sprinkler pipes. Space heaters are not permitted on campus unless issued directly from Operations in response to an issue with the heating system and should never be plugged into an extension cord.

Due to safety precautions, students may not have the following items in their rooms:

- Refrigerators or ice makers (unless provided by the school)
- Televisions (there is one in the common room), TV screens or oversized computer monitors used for gaming or TV watching in rooms
- Coffee makers
- Video games and equipment
- Irons
- Hot plates, toasters
- Heating coils, electric kettles
- Halogen lamps, sunlamps, small appliances
- Candles, matches, incense, lighters or any incendiary devices
- Large fabric wall hangings (unless tagged as “flame resistant”), posters and decorations that are disrespectful or offensive in any way

Paths of egress should be kept clear at all times, including egresses if they are within a student room. At the beginning of each school year, house faculty review the fire procedures for each house. Fire drills are conducted four times per year by the Concord Fire Department 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. 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's 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, parents must provide permission, and CA strongly suggests that such use be under a 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 (6 or more students) 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 and nicotine 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.

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 to and from campus or to or from any school sponsored event.

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 composed 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 M/W/F (Continental breakfast is served until 8:30 a.m.) Breakfast T/Th (7:15 - 9:30)
8:10 a.m.	M/W/F Houses close on class days; all boarding students must be out of student houses. House faculty conduct room inspections.

9:10 a.m.	T/Thr Houses close; all boarding students must be out of the student houses. House faculty conduct room inspections.
3:00 p.m.	All houses open; common rooms (only) open to CA visitors
3:15–6:15 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 must adhere to boarding rules and must sign in with a proctor for study hall.
9:30 p.m.	Study hall ends; free time
10:00 p.m.	All boarders in houses for the night; day students off campus,
10:30 p.m.	TV turned off. 9th graders and 10th graders getting ready for bed
10:45 p.m.	9th graders and 10th graders in their own rooms
	Juniors and seniors getting ready for bed (and not in other student rooms)
11:00 p.m.	Silent House - Houses must be quiet; all students in their own rooms
	Lights out for 9th graders and 10th graders
11:15 p.m.	Lights out for juniors
11:30 p.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 p.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 9 th and 10 th 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
10:00 p.m.	9th and 10th graders getting ready for bed
10:15 p.m.	11th and 12th graders getting ready for bed
10:30 p.m.	Silent House - Houses must be silent; everyone in their own rooms
	Lights out for 9th graders and 10th graders
10:45 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, or 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 during second semester).

9th and 10th graders:

9th and 10th graders must study either in a structured study hall, or if they have been granted permission by their advisor and parents, in their rooms under the oversight 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 and not on a pass); there is 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 students must sign in using Orah before 7:30 p.m. indicating their location of study. If they change their location, they must make the appropriate location change on Orah. 9th and 10th graders must get permission prior to changing their study location. 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 during study hall hours.

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 evidence of positive study habits in 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 for seniors 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. Lights out times were developed based on age and developmental need. If a student wishes to sleep before lights-out, they may.

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 11:30 p.m.. 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 to encourage time management and healthy sleep schedules.

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 the extended campus but must travel in pairs after dark. Students may use their phones from the time study hall ends 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 or the Administrator on Duty

Permissions

Students and families are expected to come to mutual agreements surrounding their family expectations regarding where and how they can travel beyond the extended campus using Orah. Families 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 **Orah** to clarify their whereabouts.

- **Day Pass**– 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** – 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.

Houses

Currently Concord Academy has three male identified houses and three female identified houses. However, Concord Academy is dedicated to supporting all students and adults who identify outside of the gender binary and strives to cultivate a community that sees, supports, centers, and reflects underrepresented gender identities in every aspect of CA. We hope to accomplish this through the continuous education of the whole community and the institutional and personal support for those who identify outside of the gender binary. Additionally, each spring we plan to survey CA students to learn of our needs for the upcoming year, including an option for Gender Expansive floors within our current houses. Through this survey, we will determine the need or interest for this residential space for the upcoming year and will implement accordingly.

Gender Expansive Floor

CA believes that our residential program is vital to the health and well-being of our boarding students and that all boarders should have access to the benefits of and full participation in a boarding experience that affirms their gender identity. We recognize that our basic housing structure is organized on a gender binary, and this structure does not adequately represent or affirm the diversity of gender identities in our school. We also recognize that there is a wide spectrum of gender identities within each house.

We are continually working to create a more gender-inclusive environment for all students with input from all community members. As part of our annual housing process, we survey boarders to better understand student needs and possible interest in a gender-expansive floor. We are eager to work individually with each student to find housing that best aligns with or supports their gender identity. Any student is invited to be in touch with Annie Bailey, Director of Residence Life, or Courtney Fields-Thomas, a member of the Community & Equity Team, if they are interested in learning more about our housing options. Both are members of the Gender Equity Task Force.

The term *gender expansive* is “an umbrella term sometimes used to describe people that expand notions of gender expression and identity beyond what is perceived as the expected gender norms for their society or context” ([PFLAG](#)). At CA, we envision gender expansive floors as spaces where students with gender identities outside of the binary feel fully seen and best supported within our housing system. While all of our houses are gender expansive in that there are students of multiple gender identities living in all of our houses, we aim to acknowledge and expand the gendered system on which our housing is predicated. Should the interest or need for this option arise, we will reserve these spaces for our gender non-binary, genderqueer, gender nonconforming, and transgender students, as well as for cisgender allies who commit to upholding a space that sets aside assumptions about gender norms and makes space for all gender identities and expressions.

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 is a TV in the common room);
- Coffee makers
- Plug-in air fresheners or diffusers
- 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);
- Electric Blankets
- 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 limit use during the school 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. 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.

Phones:

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 phone 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 devices 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 prior 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, Eco Representative 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 house has one Eco Representative who is in charge of environmental awareness within the house. Also, 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 among the members of the house 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)

Boarding students who live two hours or more from campus or local students who will benefit from this program 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 this topic. The school reviews and updates policies regarding students in intimate relationships as intentionally and inclusively as possible.

Students may visit students in other house common rooms during specified hours. This visitation privilege allows students and student visitors to be in common rooms, 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	9:00 a.m.–11:00 p.m.
Sunday	9:00 a.m.–7:00 p.m.

Parietals

Our visitation and sleepover policy are currently under review.

Overnight Visitors

Our overnight sleepover and visitation policy are currently under review.

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 and 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 for faculty/staff families 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 morning study hours 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.

Student Support Services**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.

As a condition of enrollment, parents are asked to provide the school with information about the student's physical and emotional health. In part, this information is obtained to comply with state law; it is also needed to keep the school well-informed of the health of all students. The school is sensitive to the privacy of this information and is committed to protecting the confidentiality of students and their families as indicated in the "Confidentiality and Privacy" policy in this handbook.

Staffing

Jeff Desjarlais

Director of Health & Student Support Services. M.Ed., LICSW

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Registered Nurse

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Lisa Griffin

Registered Nurse

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David Gleason,

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Elise Hoblitzelle

Licensed Mental Health Counselor

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Lisa Conlon

CPC, Insurance Specialist

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Aimee Lim-Miller

Licensed clinical social worker, MSW, LICSW

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Dr. Carlos Hoyt,

Licensed clinical social worker PhD, LICSW

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Immunization

In accordance with Massachusetts law, the school requires all students to provide proof of up-to-date immunizations or a certificate of exemption before attending school. Proof of immunization should be provided on a form signed by a licensed healthcare provider. A student with a qualified religious or medical exemption must provide the school with an exemption form. A medical exemption must be signed by a licensed healthcare provider, annually, attesting that the student is exempt from a specific vaccine(s) because of medical reasons. A religious exemption must be signed by the student's parent or guardian (and by students age 18 and older), annually, attesting that immunization conflicts with the tenets of their religious beliefs. Students who do not provide proof of up-to-date immunizations or qualify for an exemption will not be permitted to attend the school or participate in any school activities.

Students who are exempt from the state's immunization requirements may be prohibited from attending school and participating in school activities in the event of an outbreak of a vaccine-preventable disease. Students excluded from the school for this reason will not be permitted to return until (1) the danger of the outbreak has passed; (2) the student becomes ill with the disease and completely recovers; or (3) the student is immunized. In determining whether there is an outbreak of a vaccine-preventable disease, the

school may consult with appropriate medical professionals, the Centers for Disease Control, and the Massachusetts Department of Public Health.

Privacy

Parents/legal guardians are asked to provide the school with immunization information to comply with state immunization laws. The School is committed to protecting the privacy of students and their families by treating all such medical information confidentially and restricting the use of, and access to, this information for medical management only, in accordance with applicable law.

Communicable Illness

The school may exclude from school any student who has a communicable illness or has been exposed to an infected person if the school determines, in its sole discretion, that such exclusion is appropriate for the welfare of the student who is excluded from school and/or the welfare of other students or employees at the school. In reaching the decision to exclude a student from the school, the school may consult with appropriate medical professionals, including the Centers for Disease Control, and the Massachusetts Department of Public Health.

Covid-19

An Addendum with updated policies in effect during the Covid-19 pandemic will be made available prior to the start of the school year. We hope these policies will only be temporary. More generally, the school expects that students and their families will cooperate with the school in following recommended protocols aimed at preventing the spread of the coronavirus, until such time as a vaccine is available.

Any community member experiencing symptoms related to Covid-19 will be immediately isolated and/or removed from campus until they are cleared to return by a healthcare provider.

In particular, should a boarding student experience any Covid-19 symptoms, or be exposed to someone with symptoms, they will be isolated in the Health Center and their local ambassador or parent/guardian will be required to pick them up within an eight hour window.

Health And Safety Communications Regarding Communicable Illnesses

If and when appropriate, the School will disseminate information to students and families regarding campus health and safety issues through regular internal communication channels. For example, the school may provide families with information about the nature and spread of communicable illnesses, including symptoms and signs to watch for, as well as required steps to be taken in the event of an epidemic or outbreak. Of course, we encourage all parents and guardians to contact medical professionals with any questions or concerns about communicable illnesses or immunization issues.

Health Services Hours

The Health Center is staffed by nurses Monday to Friday from 7:00 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 who feel unwell 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 and Privacy

Concord Academy recognizes that when students visit the Health Center or 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, outside professionals, law enforcement officers, 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 family's 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 therapist's 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.

A school nurse, in collaboration with the parent/guardian and student's physician, will establish an individualized medication administration plan for any student requesting medication self-administration privileges. The student will be involved in the decision-making process and the student's preferences respected to the maximum extent possible. In a collaborative effort, the School Nurse together with the student, the student's parent/guardian, and physician will determine the student's understanding of the student's medication(s) and competency in the administration of the student's medication(s). Based on this determination, the School Nurse will allow or disallow self-administration privileges in accordance with state and federal laws. The self-administration of medication(s) shall include self-administration while on school property or during school-sponsored trips. A duplicate dose of life-saving medication provided by the parent/guardian will be stored at the Health Center. It is the sole responsibility of the parent/guardian to notify the Health Center in order to update the student's medication administration plan with respect to any medication(s), dosing revisions, and health status changes.

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. For students requiring urgent medical attention, 911 will be called. 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 faculty will also be notified.

Leave Policy

There are times when a student's health requires them 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, or a psychological or emotional issue.

Concord Academy's leave policy does not alter, in any way, its academic requirements, disciplinary procedures, or standards governing its students. Students on leave are temporarily separated from Concord Academy and are welcomed back once they have met conditions for return.

Permanent withdrawals (ultimately a family's decision) and dismissals (ultimately the school's decision) from the school are distinct from leaves in that they require re-application to return to the Concord Academy community. Concord Academy does not offer deferrals.

Request Originating From the Student and/or Family

A student may submit a request for a personal leave to the dean of academic program and equity 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 will be processed by the dean of academic

program and equity and the director of health and student support services. 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 dean of academic program and equity 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 themselves 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 dean of academic program and equity 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 dean of academic program and equity 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 may not be permitted to return to campus 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.

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. A re-entry meeting between the student, the family, the director of health services, the dean of students, and the dean of academic program and equity is required for a student's return to the community.

General Information

Change of Status for Boarding Students

Families may request a temporary change of status due to medical or mental 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. *Depending on the length of absence, 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 mental 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, the family and the student each must write a letter to the director of enrollment management and the dean of students no later than January 31st of the academic year prior to the request. These requests will only be granted with a medical reason for the change of status.

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 families, 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, usually by mid to late April.

Name and Pronoun Changes

Concord Academy encourages the exploration of gender identity and expression for all community members and strives to make sure students feel supported in that process. CA continually works to cultivate a community that sees, supports, centers, and reflects underrepresented gender identities in every aspect of CA by:

- affirming students' gender identities by addressing students with the name and pronoun they want to use.
- not requiring students to undergo any legal changes in order to change their name at school.

- asking that community members honor students' requests to be addressed with the name and pronoun they want to use.
- acknowledging that mistakes may be made in the use of names or pronouns; however, we do not tolerate intentional and persistent refusal to respect a student's gender identity by using the wrong name and/or pronoun.
- respecting each students' choice around how they wish to involve their family in the event of a name or pronoun change at school.
- honoring student need when contacting the parent or guardian of a transgender or non-binary student. CA strives to adhere to the student's preferences regarding name and pronoun use for such communications, while meeting the families where they are. (Please review this [Name and Pronoun Change Chart](#) for more detailed information about our Name and Pronoun change process.)

We believe that by examining and shifting our institutional culture and structures, it centers and affirms those who identify outside of the gender binary who will be more equitably served by our program, and in doing so, every student will feel the freedom to explore their gender identity and expression in a supportive school culture.

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 enter 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 taxi arrangements with enough advanced notice. Please see our [CA Whereabouts Standards](#) for more information regarding student travel off campus.

Multiple Households

In order for the school to most effectively communicate with parents and support each student, it is important for teachers and administrators to be aware of students who spend time in multiple households. Please be sure to communicate to the school about primary caregivers in the event of an emergency, and whether special co-parenting arrangements exist. If there are court-ordered guidelines regarding visitations please include the school in the communication loop.

The school also understands that significant others may live in or be affiliated with the household who are unrelated to a parent or student and who are also involved in the student's life. If a parent wishes to designate such an adult as someone who is permitted to receive information about the student, or otherwise participate in school events, the school requires that a parent provide that information in writing to the school. If there is disagreement between parents about such a designation, the school will not permit the additional adult to have access to the school until the dispute is resolved—absent input from the school.

Remote Learning

Under extraordinary circumstances, such as an epidemic, pandemic, governmental action or other reason, the school may be required to initiate a remote learning program if it determines that it preserves the health and safety of the school community. In order to facilitate remote learning, the school may record audio and video of certain classes, meetings, and other school related events (“Recordings”). Students and other individuals will participate in Recordings in real-time, as well as view Recordings at later times. The school does not intend to edit the Recordings. Thus, in addition to educational content, the Recordings will likely capture the students’ and other participants’ names, appearances, voices, personal information and characteristics, activities, and any other information that occurs or is provided during the Recordings.

If and when the school transitions to a remote learning environment, families will be given more detailed information about the process, and will be asked to consent to the school’s recording of remote learning activities, as described above.

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 balance is either returned to the student upon graduation or returned to the financial aid budget.

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, as permitted by applicable law.

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. Boarding 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/guardian organization, offers current parents and guardians opportunities to become involved in, and strengthen, the life of the school community. Parent and guardian 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.

Parental/Guardian Comportment and Support for School Policies

At CA, we believe that a positive relationship between the school and a student's parents or guardians is essential to the fulfillment of the school's mission. We recognize that effective relationships are characterized by clearly defined responsibilities, a shared commitment to collaboration, and open lines of communication, mutual respect, and a common vision of the goals to be achieved.

The school understands and appreciates that parents and guardians may employ different means to meet the expectations and responsibilities of forming a collaborative partnership with the school. Nevertheless, CA, at any time, may dismiss a student whose parent, guardian, family member or other adult involved with the student, in the sole judgment of the school, fails to comply with this or any other policy or procedure of the school, engages in conduct either on or off the school's property that could undermine the authority of the school's administration, and/or otherwise behaves in a manner that is unbecoming of a member of the school community. The school may refuse re-enrollment of a student if the school, in its sole discretion, believes the actions of a parent or guardian on or off the school's property make a positive, constructive relationship impossible, or otherwise may interfere with the school's accomplishment of its mission and/or educational goals.

Re-Enrollment

Re-enrollment at the school is not automatic. A student is promoted to the next grade when they have satisfactorily met the expectations of their current grade, when the school feels it can continue to meet the student's needs, and when the behavior and comportment of the student and family are consistent with the school's policies.

After the spring grading period, the faculty may review the academic and citizenship standing of all students. At this time, students who are on Dean's Warning and/or who, in the opinion of the school, are not living up to the standards of the school community, may have their enrollment contract for the following school year withheld until the end-of-year review.

Re-Admission Policy

The head of school reviews the academic and behavioral records of students at the end of each school year. A decision to re-enroll a student and to subsequently forward a re-enrollment contract to the parents is based upon a student's academic record, effort, attitude and behavior throughout the prior year, and upon the willingness of the parents to accept and exemplify their responsibility in the partnership of education. On occasion, re-enrollment contracts are held until later (usually April or May) when the school decides that an appropriate decision about placement can be made, or are not extended at all, if the school determines that such a recommendation is in the best interest of the student and/or the school

community. The head of school, in their sole discretion, makes the final decision as to whether a student will be invited to return for another year.

This difficult conclusion is only reached after careful consideration. While parents are obviously involved in this process, the school will make the ultimate decision, and will assist, if possible, in the process of locating an appropriate alternative school.

Sibling Enrollment

Applications for admission, from both current and new families, must be submitted by January 15. Enrollment decisions, regardless of a family's prior or current relationship to the school, are always made at the school's sole discretion.

APPENDIX

Appendix A: Academic Integrity

Academic integrity means being able to stand by your work as your own and attributing any and all contributions--help, language, ideas, images, etc.—to their original sources. Academic integrity is the foundation upon which learning is built. Concord Academy's three-part mission of love of learning, common trust, and striving for equity position academic integrity squarely at the heart of our institution. Not only is academic integrity essential to an individual's growth and learning, but it is also core to a trusting and equitable community.

Learning and turning in correct work are not always the same thing. Internal and external pressure to “get things right” can lead to the feeling that correct answers are more important than learning. At its foundation, though, education is about learning, not about getting things right. Cheating, plagiarism and shortcuts often result from students wanting to “get things right,” but they do so at the cost of learning. This is one reason why we take academic integrity so seriously: cheating gets in the way of learning.

All of us experience moments of pressure to “get things right” in which we are unsure we can do so. We encourage you to choose a response to this pressure that prioritizes learning over getting things right. Constructive responses include asking for help, inquiring about extensions or retakes, or turning work in late or incomplete. These responses reflect the commitment to learning we value in CA students.

Cheating also compromises your integrity and erodes trust within the CA community. Common trust is at the core of our community and institution. This is the second reason we take academic integrity so seriously: character and trustworthiness are valuable assets to each individual and the community as a whole. Breaches of integrity damage the fabric of our community.

What is plagiarism?

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

- Taking all or part of an essay from another student and signing your own name to it.
- Copying work from another student.
- Using material—words, images, statistics, graphs, etc.—from a book, website, online document, video, or any other medium and incorporating it in your own work without proper citation (e.g. quotation marks, footnotes, or other acknowledgment).

- Buying a paper from someone/someplace 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 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.
- Intentionally or unintentionally using phrases, arguments, or ideas picked up from other sources. A plagiarized phrase may be as few as two words long!
- Not giving credit for another person's words, graphs, drawings, or other intellectual activity. You must give credit for all parts of your work that come from other sources. If you have any doubts at all, you should err on the side of over-acknowledging.
How do you avoid plagiarism?
- You must give credit when you paraphrase another person, especially if the other person's ideas are radical, new, complex, or more clever than those you can legitimately claim. Common knowledge such as famous dates (July 4, 1776), basic theories (gravity), mottoes ("If it ain't broke, don't fix it"), etc. do not need to be assigned credit.
- You must keep careful track of the sources you use as you prepare any presentation of your work — essay, slide show, graphic, performance, etc. — to be able to cite where material came from; you should distinguish between sources and mark them as you are taking notes.
- You must not consult CliffsNotes, SparkNotes, Wikipedia, or similar summaries without your teacher's permission.
- You must clear collaboration of any kind in advance with your teacher. It is your responsibility to be clear on rules for homework, take-home tests, long-term projects, films, etc.
- When taking tests and quizzes, you must not use material from books, other students, any electronic device, or other notes unless specifically given permission by your teacher.

What are other examples of academic dishonesty?

Cheating on tests, quizzes, projects or homework; lying to or misleading teachers or peers; and omitting the truth in the academic setting are also forms of academic dishonesty.

How does Concord Academy respond to academic dishonesty?

Claiming another person's thought or idea as your own is as serious as taking another person's property, and honest behavior is core to scholarship and the Concord Academy community. The discovery of dishonest behavior may lead to a Dean's Warning and/or a meeting of the Academic Discipline Committee. Students who plagiarize, cheat, or lie may be suspended or dismissed from Concord Academy.

Additional important guidelines

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. Students are responsible for ensuring that third parties do not actively edit their work. Exceptions to this rule may occur at the specific direction or invitation of the teacher.

Honesty and accuracy in the college process

When you submit your college applications, you will type your name agreeing to all of the conditions put forth by the Application (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.

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 deans 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 (in other words, one who does not self-report or is the subject of a report by another student) 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, aimed at helping them to remain drug-free.

Unannounced 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.

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 dean of students, or the dean of academic program and equity, 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 to the student on an unannounced basis 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 Orah when going beyond the extended campus.

A boarding student intending to leave CA's campus or extended 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 Walden Pond), 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 Orah 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, and nicotine 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 dean of students or the administrator on duty. Students are not allowed to travel on public transportation alone at night without explicit, written parental approval.

Off-campus 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 to home only if his or her parents are present, and if the proper overnight pass 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 dean of academic program and equity;
- Students are expected to return to campus from an overnight by check-in at 8:300 p.m. on Sundays (5:30 p.m. on Boarding Community Dinner weekends);
- 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, nicotine 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 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, and the deans. If the head of school is unavailable, the assistant head 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 meeting. In addition, the dean will inform the student, the student's advisor, and all persons presenting information about the suspected violation. 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 meeting. 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 meeting, the dean will introduce the Discipline Committee members, the student, all persons presenting information about 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 meeting 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);
- 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 information has been discovered, and may either reconvene the Discipline Committee or refer the appeal and case to the full faculty;
- A summary of the case including the violation and consequences may be announced to the school as a learning opportunity. scheduled announcements period; names are excluded from this summary except in unique circumstances.
- 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 activities, both on and off campus;
- A Dean's Warning which is a letter from a dean to the student, the student's family, 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. In the event that a suspended student is unable to leave campus until the following day, the student will be required to spend the night in the Health Center under the supervision of the nurse on call and at the expense of their parents. On some occasions local day families assist in supervision of suspended students. 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 dean of academic program and equity, the assistant head/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 include required counseling, tutoring, restorative justice, or evaluation of behaviors. When deemed necessary by the head of school or dean of students, the student may not be required to appear before the Discipline Committee; rather, the case will be reviewed by the dean of students and/or the head of school in consultation with such other administrators as appropriate. On these occasions, these administrators will review information about the infraction, may interview appropriate students and faculty involved in the situation, and conduct such other inquiry and review as may be deemed necessary by them before making a decision about appropriate responsive or disciplinary action.

Behavioral Expectations While Away From School

Students should be aware that they represent the school community at all times, both on and away from campus. While it is not the school's intention to monitor students in all of their off-campus activities, the school may take disciplinary action, including suspension or expulsion, in response to inappropriate conduct occurring outside of campus as long as the student is enrolled in the school.

Parent Involvement

Disciplinary matters and student issues are handled directly by teachers, administrators, and appropriate staff. If a student is having an issue with another student, parents should not attempt to deal with the other student directly about that matter. Doing so may put a student in an intimidating situation and is best resolved, when appropriate, through a school administrator. Please speak to the appropriate school administrator for guidance with respect to any questions about contacting another student or parent about a school-related matter.

Dean's Leave

Students and parents understand and accept that a student may be required to go on a Dean's Leave such as during the pendency of an investigation. Dean's Leave is considered a non-disciplinary leave and should not be considered a conclusion by the school of any wrongdoing. During a Dean's Leave, the school will work with students to continue their educational experience to the extent possible such as through tutoring, online learning and other methods.

Investigations

After a complaint has been brought to the attention of the school, an impartial, fact-finding investigation of the complaint is conducted by the dean of students or designee. This investigation may include (but is not necessarily limited to) interviews with the complainant, alleged target (if there is one), witnesses to the incident, the person or persons against whom the complaint was made, and any other parties who witnessed or may otherwise have information relevant to the alleged incident. The investigator may consult with teachers, school counselors, staff, the parents/guardians of the student or students who were allegedly targeted, and/or the parents/guardians of the student or students alleged to have been the aggressors, or any other person whom the investigator(s) deem to have knowledge about, or circumstances surrounding, the complaint. The school, in its sole discretion, may also deem it appropriate to use external investigators to review a complaint. In certain circumstances, the school may be obligated to report misconduct to external authorities, such as to law enforcement or the child welfare agency. The school cooperates with external agencies and may therefore postpone its own investigation into misconduct as appropriate.

Cooperation with Investigations

Students are expected to cooperate in investigations and be honest when doing so. Failure to cooperate with an investigation may itself be cause for disciplinary action. If a student refuses to participate or cooperate at any stage of an investigation for whatever reason including, but not limited to, pending criminal charges, the school reserves the right to take action, including proceeding without a statement from the student, or to require the student to withdraw from the school.

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 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, questions, 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). The school recognizes that certain students may be more vulnerable to becoming a target of bullying or harassment based on actual or perceived differentiating characteristics, including race, color, religion, ancestry, national origin, sex, socioeconomic status, homelessness, academic status, gender identity or expression, physical appearance, pregnant or parenting status, sexual orientation, mental, physical, developmental or sensory disability or by association with a person who has or is perceived to have one or more of these characteristics.

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

The Commonwealth of Massachusetts requires secondary schools to provide students and families enrolled at the school with a copy of the state law defining and prohibiting hazing. All members of the school community are reminded that these laws include a requirement to report promptly any alleged incidents of hazing. Students are briefed on this matter during assemblies and team meetings.

Massachusetts General Laws, Chapter 269, §§17-19 are provided below.

Section 17

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.

Section 18

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.

Section 19

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 each of its member, plebes, pledges, or applicants has received a copy of sections seventeen and eighteen, and that such group, team, or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full time student in such institution a copy of this section and sections seventeen and eighteen.

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 of a romantic or sexual nature—even absent physical contact—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. The school must comply with laws prohibiting 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 the law. 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. As described elsewhere in this handbook, inappropriate and non-consensual physical relationships between students are prohibited.

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 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 (commonly known as sexting);
- 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.

Retaliation against any individual for reporting violations of the policy, whether by the object of the complaint or someone else, will not be tolerated and will be subject to the same strict discipline as harassment, discrimination, hazing, or bullying itself. Each retaliatory offense will be investigated and sanctioned separately. Individuals who themselves are not complainants, but who participate in an investigation, for example, as witnesses or investigators, will also be protected from retaliation under this policy. Retaliation may include but are not limited to behaviors such as being ostracized, having rumors or misinformation spread about the reporter.

Legal Definitions and School Policy

It is important to bear in mind that stricter standards of behavior than those provided by law may apply under the school's policies in order that we may prevent inappropriate verbal and physical conduct. For example, although the law defines bullying as "repeated use" of certain expressions, acts, and/or gestures, we reserve the right to apply disciplinary measures and other corrective action in a case of a single expression, act, or gesture, if the school determines in its sole judgment that it is of sufficient severity to warrant disciplinary measures or other remedial action. Conduct need not meet the legal definitions of harassment, discrimination, hazing, or bullying to violate the school's expectations for appropriate behavior. The school's efforts to enhance its protection of students in no way expands an individual's rights under the law.

Prevention

Concord Academy is committed to providing the healthiest possible school environment for all members of our community. As such, the school regularly engages students, faculty, and staff in opportunities to understand and put into practice community standards and expectations.

Training for students, faculty, and staff that is specific to harassment, discrimination, bullying, hazing, and sexual harassment is provided at regular intervals at developmentally appropriate levels each school year. The aim of such training is to prevent such behaviors from occurring and to equip community members with the understanding, skills, and support to adequately respond to such instances should they occur.

Training occurs for groups of students and employees around particular topics. The school may also require individuals to attend such training to improve their understanding of the issues surrounding harassment, discrimination, bullying, hazing and sexual harassment and the importance of preventing such instances. Information is always available through the director of health & student support services.

In addition, the school works closely with attorneys and health care professionals who can provide additional information and training to members of the school community when needed.

Reporting Complaints

Concord Academy will not tolerate and responds vigorously to any reported harassment, discrimination, bullying, hazing or sexual harassment of students, faculty, staff, or family members of employees residing on the grounds by vendors, contractors, other third parties having agreements or other contacts with the school, supporters of the school (donors, volunteers, alumnae/i, parents), and/or visitors to the school.

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 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. Also, 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.

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.

When a child under the age of 16 is involved in voluntary and welcome sexual relations, we do not refer to the activity as “consensual” because in Massachusetts, children under the age of 16 cannot legally consent to sexual relations. In those circumstances, the conduct is often referred to as “statutory rape,” a colloquial term for the laws that treat such activity as criminal. The statutory term is “sexual assault.” By law in Massachusetts, there can be no consent to sexual intercourse, oral sex, or any penetrative act if the individual is under age 16. By law in Massachusetts, there can be no consent to intentionally touching the buttocks, breasts or genitals of an individual under the age of 14.

In accordance with Massachusetts law, the head of school is required to report all instances of sexual contact involving students under age 16, as described above, 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.

In addition to the school’s external obligations under the bullying and hazing laws, the school also has mandated reporting obligations in the event of a reasonable belief that a student is being abused, neglected, or sexually abused by an adult responsible for their care. In Massachusetts, all professionals

responsible for the care of children are required to report suspected abuse or neglect of children under the age of eighteen (18).

We ask that families understand that a teacher or staff member is required to make a report to the Department of Children and Families (DCF) immediately when there is reasonable cause to believe that a student has suffered abuse or neglect, including sexual abuse. In addition, school personnel are expected to consult with the head of school or designee about the situation, so that appropriate action can be taken to protect the student and timely reports can be made to DCF or local law enforcement, as appropriate; however, responsibility to report rests with the individual professional. The head of school (or designee) will review the situation and may consult with the school's physician or mental health consultant, and, if appropriate, the student's family. If appropriate, legal counsel and/or a consultant specializing in the care and protection of children may be involved in these reviews. The confidentiality of the student and his or her family will be protected to the extent appropriate.

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. Whether physically on campus or off campus, whether during the school day or at night, on vacation or at any other time while enrolled at the school, whether linked to the school's network from in school or from a remote location or not at all, or using their own personal computer or communication device on or off campus, students are expected to comply with this AUP and any applicable policies and procedures as long as they are enrolled at the school, as set forth in this handbook and as further described below.

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, chat features, 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 dean of academic program and equity in consultation with the director of strategic technology and may result in suspension of privileges or an appearance before the Discipline Committee.

The school prohibits students from using technology devices (whether owned by the student or the school, and whether through use of the school's network or outside of the school's network, and whether used on or off campus) to request, send, or receive any written message or image that contains explicit representations or references to sexual conduct, sexual excitement, or nudity (commonly known as "sexting"). The law prohibits anyone (regardless of age) from disseminating obscene or pornographic images of minors, and the school may contact law enforcement should any student violate this policy.

Any student with questions or concerns about sexting or any written messages or images containing sexually explicit content, such as being the unwitting recipient, should speak with the dean of students.

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.

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, co curricular, 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' websites.

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 every day 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.

Students may not be “friends” with, or otherwise directly connected to, any school employee on any social networking site that is not used primarily for educational purposes. If a student is contacted by a school employee via non-school channels for non-educational purposes, the student should immediately notify their advisor or other trusted adult on campus.

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