

CONCORD KESTRELS



Come feel
the
difference!

2017-2018 STUDENT HANDBOOK

Concord Academy Boyne

00401 Dietz Rd. E. Boyne City, MI 49712 231.582.0194

www.concordboyne.org

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Welcome to Concord Academy Boyne!



We are excited about the challenge before us to provide an inspiring and challenging educational environment for your children. We believe that by integrating a strong fine arts program into a traditional academic program, we can help develop the individual gifts and talents of each child.

Please review this information carefully. The handbook is designed to inform you of the history, philosophy, expectations, and offerings waiting for you at Concord Academy Boyne. We hope to solicit your active participation and support of all our programs and policies, and to further this goal, we hope that each parent will be a contributing member of this school, and that each student



will cooperate fully in the educational process here. We can only hope to accomplish our mission and reach our goals if we work together toward a common end.

The strongest schools are characterized as those in which members are deeply committed to the task of training and educating

children, and those in which all involved are willing to invest themselves fully, so that their school may succeed.

We want to encourage you to be such a member of the Concord Academy Boyne school-family. We look forward to working together with you in the education of your children.

In your service,

The Staff and Administration of
Concord Academy Boyne

School History & Philosophy: An Overview of Our Charter School

History of the Building:

Phase I: The Beginning

Construction began on Dietz Road in the summer of 1995. The original construction consisted of nine regular classrooms, three larger fine arts rooms, and a few small rooms used for offices. This 13,000 sq. ft. building housed a K-8 school in our first year

Phase II: The Second Step

In the summer of 1998, construction began on a 15,000 sq. ft. addition that consisted of seven regular classrooms, a double room to be used as a library space, and two additional sets of bathrooms. This addition was built after we decided to add a high school to our existing system. We agreed to allocate this larger area for the elementary wing, while we made renovations to the original wing in order to better serve the addition of a high school program. Our transition was a gradual one, adding one grade per year, with our first graduating class being the class of 2000. Four rooms were converted into two large science classrooms, one for the middle school, and one for the high school.

Phase III: The Future

While we are committed to our original vision and focus, we are currently looking for ways to increase the seating capacity for school performances. In recent years, we have been examining the possibility of expanding our auditorium and/or constructing separate structures for the aforementioned purpose.

Charter School Basics:

1. Open Enrollment: Charter schools are public schools and therefore are open to any student living in the state of Michigan.

2. First Come-First Serve Basis: Because charter schools have chosen to limit class sizes, enrollment for each year is determined on a first come-first serve basis.

3. Reenrollment: Families attending a charter school have the first option to reenroll before new families have the opportunity to do so.

4. Lottery System: If more children want to enroll during an enrollment period where there are current openings, the openings are filled through a random lottery system.

Finances:

1. Admission: It's Free! There is no cost to attend charter schools.

2. Income: A charter school's revenue comes primarily from the state-per-pupil grant. A school receives a certain amount of money for each child in attendance. A very small portion of the operating budget comes from gifts, grants, or fundraising efforts.

Demographics:

Charter schools are community schools drawing students from a large geographic area. Concord Boyne has student from four counties: Antrim, Charlevoix, Emmet, and Otsego. Our students come from over half a dozen different school districts with the majority coming from surrounding public districts.

Concord Creed:

**Concord means
peace, harmony.
Peace in the
world begins with
concord in my
world, and that
can only happen
as I am honest,
unselfish,
generous, kind,
forgiving,
considerate, and
respectful.**

Concord= "A state of being of the same mind."

Our Goals for Your Child

Mission Statement:

**Concord Academy
Boyne will provide an
inspiring and
challenging educational
environment conducive
to critical and creative
thinking by integrating
a strong fine arts
program into a
traditional academic
program.**

School-Wide Goals:

1. To serve the student and educate the whole child by providing academic, cultural, and character education.
2. To uphold traditional values such as honesty, kindness, and respect.
3. To encourage students to become leaders and creative thinkers.
4. To value contributions and suggestions of students remembering that true education is not pouring in, but bringing forth.
5. To maintain a positive connection with our community by both drawing on its valuable resources and by contributing harmoniously to it.

Seven Basic Goals for CAB Graduates

1. Learn to work heartily. Put forth one's very best effort in all of one's endeavors.
2. Learn to develop a positive attitude. Focus on the solution, not the problem.
3. Learn to treat others with respect. Live by the Golden Rule, doing good to others.
4. Learn to accept responsibility for yourself and your education. Hold yourself accountable for learning.
5. Learn to live outside of yourself. Think about what good one can accomplish with one's life.
6. Learn to live as people of integrity. Actions and attitudes should be governed by high moral and ethical standards; student should live by principles.
7. Learn to use talents and gifts. Success is peace of mind that is a direct result of self-satisfaction in knowing one did their best to become the best one is capable of becoming.

*Core principles were given at a high school assembly on the 9th of January by Lawrence Kubovchick, Founding Administrator

Welcome to the Building!

Visitors

Parents and other visitors are welcome to visit the school! All visitors are required to enter through the front door of the building, and sign in immediately at the office, where you will receive a visitor's pass. Any visitor not having a pass will be redirected to the front office. If a student wishes to have a visitor during the school day, this needs to be pre-approved through the Administrator.

Communication

To help communicate with our parents, the following systems of communication are in use:

*School Website: www.concordboyne.org

*Parent Email List: If interested, please notify Lesley Kohler in the office, or email her at lkohler@concordboyne.org.

*The Compass: This is a K-12 weekly newsletter to keep you aware of happenings around the school. Most often, parents receive this by email, but if you'd like a paper copy, please notify Mrs. Kohler.

*Elementary Newsletters: Each elementary teacher (K-5) sends out their own newsletter each Friday. Newsletters give you an idea of what's been going on, as well as what to expect for the upcoming week. You won't want to miss them!

*Facebook: Concord has an official school page, titled: Concord Academy Boyne, with our schoolhouse and contact information in the logo, in addition to a fine arts page, titled: Concord Academy Boyne Fine Arts. If you're a Facebook user, this is a great way to be aware of things here at school!

*Remind: This is a texting service that you can sign up for. Actual phone numbers are kept private, but you can join the Parent list, or a Classroom list, and have messages sent via text or email. We use this method for school cancellations and big announcements or reminders.

If you have a question that needs to be answered, please feel free to contact your child's teacher, or a member of the office staff for help. Any staff member can be reached by calling 231.582.0194.

Rebekah Leist, Administrator

rleist@concordboyne.org

Joslyn Matelski, Asst. Administrator

jclearymatelski@concordboyne.org

Holly Theile, Business Manager

htheile@concordboyne.org

Lesley Kohler, Office Manager/Secretary

lkohler@concordboyne.org

Equal Opportunity/Nondiscrimination Statement

Concord Academy Boyne does not discriminate on the basis of race, color, national origin, sex, sexual orientation, disability, age, or religion in its programs and activities. The following person has been designated to handle inquiries regarding the school district's non-discrimination policies:

Rebekah Leist, Administrator

Concord Academy Boyne

00401 Dietz Rd E

Boyne City, MI 49712

Phone: 231.582.0194

For further information, you may also contact:

Office for Civil Rights

U.S. Department of Education

600 Superior Avenue East, Suite 750

Cleveland, OH 44114-2611

Phone: 216.522.4970

Email: OCR.Cleveland@ed.gov

Student Code of Conduct: Attendance

Attendance Policy

1. Attending school in Michigan is a law. It specifically requires “ a parent, legal guardian, or other person having control or charge of a child age six to eighteen to send the child to school during the entire school year”. **Please note that the legal drop out age has been raised to 18.

2. Students should be allowed three unexcused absences. Students receive an excused absence when parents or medical professionals notify the school verbally, or in writing, of such absences. When a student has attained more than three unexcused absences, the child shall be subject to the consequences determined by the administration or the teacher involved in the matter.

3. Parents will be notified by letter or telephone of each unexcused absence. Students late to school more than fifteen minutes will be charged a tardy. Any tardy over three hours will be considered an absence.

4. The total number of allowed absences is ten per school year; this includes any combination of excused and unexcused absences. A student who exceeds this limit may be referred to a truancy officer, and the school board.

5. Students are required to sign in and sign out when entering or leaving at non-scheduled times (example: dentist or doctor’s appointment).

6. Our call-in time for illness and absences is between 8:00 and 8:30 am. Requests for homework before

9:00am will be gathered throughout the school day and taken to the school office for pick up. Parents and students can also contact individual teachers for information.

7. When arriving late or returning from an appointment, students need to come to the office to sign in and receive an Admit Slip.

Tardy Policy

A tardy is when a student enters a class late, for any reason.

Students will be in their first period classes by 8:15am. Tardy students should go to the office first, and then to their class. Three tardies is equivalent to one absence. Excessive tardiness will be handled as a disciplinary matter and will be dealt with on an individual basis, as the administrator deems necessary. Chronic offenders may be referred to the school board for further review.

Make Up Work Policy

One day is allowed to make up work for each day of absence. Special considerations may be requested for extended absence or illness.

Arrival and Dismissal Time

Students should not be dropped off at school before 7:30 am. Pick up should be no later than fifteen minutes after school is dismissed, at 3:10pm, unless after school is available, and the parent enrolls the child into the program. Students are to wait in an orderly manner for their ride. Due to the amount of traffic coming and going, please use extra caution when on school property. If your child will be riding home with someone else other than a parent, please contact the office to let them know.

Student Code of Conduct: Discipline

Concord Code of Conduct

Following are basic qualities from the Concord Creed expected from the students attending Concord Boyne.

Honesty

Unselfishness

Respect

Kindness

Generosity

Forgiveness

Consideration

It is our goal that these qualities will be exhibited on and off campus. If a student does not exhibit the above qualities in his/her actions, the following disciplinary steps will be taken:

1. Teacher handles at his/her discretion.
2. Parent and/or Administration involved with development of self-improvement plan for corrective behavior.
3. Student is brought before the Board. The student will be suspended from school until a hearing can be held at a Board meeting. At any time, a teacher or administrator has the right to determine which disciplinary action will be taken.

Demerit System

The following demerit system is in place for grades 6-12 and is in addition to the basic qualities expected from the students attending CAB.

Minor Infractions=1 demerit point. Examples: gum chewing, late to class, wearing inappropriate clothing, eating or drinking in the hall, etc.

Major Infractions: 1-5 demerit points.

Examples: disrespect, harming another student, defiance, defacing school property, lying, stealing, cheating, etc.

Consequences

from Demerits:

1-4 Demerits: Students will receive the demerit slip, which must be signed by a parent and returned to school, in addition to a lunch detention. IN ADDITION:

5 Demerits: Mandatory Parent Contact by Administrator, and possible In School Suspension

10 Demerits: Automatic In-School suspension, or possible Out of School suspension, and parent meeting.

15 Demerits: Out of School suspension and student is referred to the School Board.

Concord means peace, harmony. Peace in the world begins with concord in my world, and that can only happen as I am honest, unselfish, generous, kind, forgiving, considerate, and respectful.



Student Code of Conduct: School Policies

Accident and Illness Policy

When your child is ill or running a fever, please do not send them to school. If your child becomes ill at school, they will be sent to the office and you or a designee will be notified.

In case of a serious accident or injury, you or your designee will be notified. If your child has a special medical condition, such as diabetes, asthma, allergies, etc, please let us know.

Closed Campus

Students are reminded that Concord Boyne has a closed campus policy. This means that at lunchtime, all students are to remain in designated areas unless they are 18 years old. The student parking lot is off limits during the school day. A parent, guardian, or designated adult, with written parental permission or a phone call, may choose to pick up and take their child to lunch, but the student must sign out at the office, and return in time for their next class.

Dress Code

General modesty, safety, health, and good taste should be basic principles in selecting what to wear to school. For example, no bare midriffs, visible undergarments, or short shorts should be worn. Straps should be at least three fingers width, and shorts and skirts should touch the tip of the middle finger when arms are at sides. In keeping with our policy, clothing

should reflect the standard set forth in our Creed.

Apparel that advertises or promotes items felt to be inappropriate and/or inconsistent with our school philosophy will be considered unacceptable for school wear. If there is any question about a student's attire, parents will be notified.

Cell Phones

Students have been instructed to keep their phones turned off and out of sight during the school day. Phones need to be turned off from 8:10am to 3:10 pm. If a student needs to make a call, they need to go to the main office area, with permission.

Students abusing this policy will have their phone removed, and will receive demerits from the adult who removes the phone. The phone can be picked up at the end of the day, and further incidents will cause further disciplinary action to be taken.

Drug and Weapon Free School Zone

No weapons, alcohol, tobacco, or any illegal drugs are allowed at school or anywhere on the property, or at school sponsored events. Anyone breaking these rules will be disciplined according to the law of the State of Michigan.



Student Code of Conduct--School Policies

Michigan law requires a Board of Education to permanently expel a student who is in possession of a weapon, and the Board will use discretion in the matter of students who are using objects as a weapon, with the intent to harm or threaten others.

Education of Students with Disabilities

The school district will ensure that students who are disabled within the definition of the Individuals with Disabilities Act (IDEA) or Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services. The school district provides a free appropriate public education in the least restrictive environment, and necessary related services to all students with disabilities enrolled in the school.

Extracurricular Activities

Depending on student interest and participation, extracurricular activities will be allowed on school property after regular school hours. Examples of possible activities are: Chess Club, Art Club, Soccer (7-12), Listening Club, Girls on the Run, Math Lab, or Writing Lab.

Lockers

Each student will be assigned a locker at the beginning of the school year, and is expected to keep his or her locker in order. Locks are not provided, but students are welcome to use one, as long as the combination is provided to the office.

Lost and Found

Lost and found items will be located in the elementary foyer. Unclaimed items will be given to a

charity every quarter. Please be sure to place a student's name in all items brought to school.

Lunch Room Etiquette

1. Use inside voices.
2. Keep food in the eating area.
3. All students need a pass to leave the lunch area.
4. Appropriate outside clothing is a must for recess.
5. Students may sit and play in assigned areas.
6. Students are expected to help and listen to lunchroom monitors.
7. All garbage, sports equipment, clothing, etc, must be picked up by the student responsible for it.

Medication Policy

The administration of prescribed medication by school staff will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication or treatment were not made available during school hours, or the child is disabled and requires medication to benefit from his/her educational program.

No student is allowed to provide or sell any type of over the counter medication to another student. Before any prescribed medication may be administered to a student by the school staff, a written prescription from the child's physician, accompanied by the written consent of the parent, must be on file in the school office.

Over the counter medication, in its original container, with the child's name, date brought to the office, and exact dosage to be administered, will be kept locked in the school office for your child. A parent or guardian must fill out a Medication Form stating how

and when your child can take this medicine.

Self-Transportation Policy

Driving to school is a privilege that can be revoked at any time. Students and parent assume full responsibility for all necessary transportation.

Student Council

Concord students will have the option of participating in a student government organization. School wide student elections will be held each September to elect officers--Secretary and Treasurer. Each grade will then elect two students to represent their class to the council. Student Council will meet according to a regular schedule unless special activities are scheduled, with open meetings held periodically throughout the year.

Student Fundraising

Fundraising activities by student groups must be approved in advance by the administrator, and have an advisor overseeing the project.

Visitor's Policy

We welcome visitors! Often, parents will visit in a classroom for the day, or stop by to see their child at lunch. We require that all visitors report directly to the office to sign in, and to receive a Visitor's Pass. Only students and staff members are allowed in the halls or classrooms; all others must have a pass to be in the school. Students may bring visitors with prior approval from administration, and unauthorized visitors will be asked to leave the school.

Keeping Track of Your Student's Grades

PowerSchool

PowerSchool is our student management system, and can be used by students and parents to track a student's grades, attendance, missing assignments, schedule, and past academic records. Each student receives a copy of his or her login information in the beginning of each school year. Parents receive a separate login for their child's account, and if you have more than one child, the accounts can be linked. If you have any issues getting into PowerSchool, please contact Lesley Kohler.

Progress Reports and Report Cards

Progress reports are sent home at the mid-point of each quarter, and report cards follow at the end of each quarter (4 times per year). All reports should be signed by a parent, and returned to the student's first hour teacher, as verification of receipt. If students do not return the progress report within one week, a demerit will be issued.

If there are concerns about a child's performance, please feel free to contact your child's teacher(s), or set up a conference with them.

Homework

The goal of homework is to allow students to independently practice the skills learned in class, or to prepare for an upcoming assignment or topic. The amount of time for completion, as well as the frequency, will depend on each teacher, the ability of each child, and the grade level. If you have any concerns, please feel free to contact your child's teachers.

Dual Enrollment/Concurrent Classes

Dual enrollment and concurrent classes are a way for a high school student to earn college credit and high school credit for coursework completed. Concurrent classes are college classes offered on our campus, while dual enrollment classes can be taken online, or at a college campus. In order to take one of these courses, students must be pre-approved by the Administrator, to verify that the student meets the minimum requirements.

The requirements include, but are not limited to:

- *The grade level of the student (9th-12th only)
- *Minimum ACT scores, as set by each institution
- *GPA requirements, as set by each institution

To enroll in these courses:

1. The student is responsible for his or her own application at the postsecondary institution.
2. The student must be enrolled in Concord Academy Boyne and the postsecondary institution in order to qualify for high school credit.
3. Concord Academy Boyne will pay tuition for approved courses.
4. The student is responsible for having the postsecondary institution report the student's grade and credit to the school office in a timely fashion.
5. Student/parent must provide transportation if course is located off Concord Academy Boyne's campus.
6. Parents/students will be responsible for any tuition incurred if their son/daughter withdraws after the 100% refund period, or any class in which their son/daughter receives a failing grade.

Online Courses are offered through Michigan Virtual High School, and are subject to the same rules above, including pre-approval by an administrator, student responsibilities, and tuition reimbursement if passing conditions are not met.

Graduation and Advancement Requirements

Academic Requirements, Including Michigan Merit Curriculum (MMC):

*4 credits English

*4 credits Math: Algebra I, Geometry, and Algebra II (minimum required for ALL students)

*3 credits Science: Biology and Chemistry or Physics required

*4 credits Social Studies: World History & Geography, American History & Geography, Current Events, Civics, and Economics required

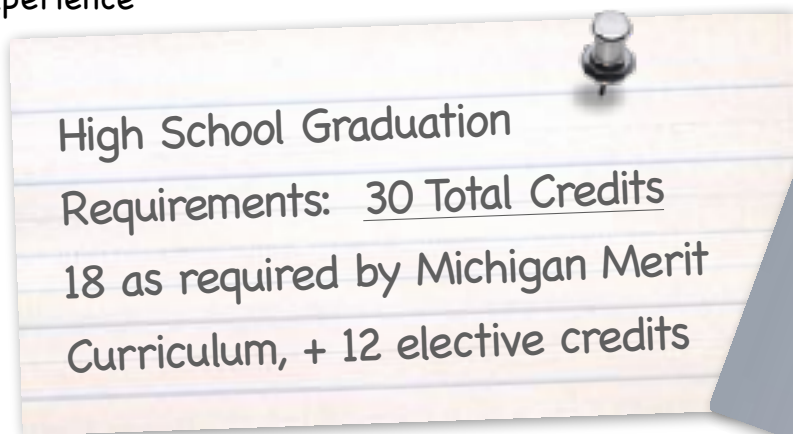
*2 credits Foreign Language

*1 credit Physical Education and 1 credit Health

*Online Learning Experience

Personal Curriculum

Please note that any high school student, or his or her parent, may request a personal curriculum (PC) toward a diploma. Approval by the school is required.



Students in Grades 6-8 must pass 3 of 4 academic classes to be promoted each year. If a student fails 2 academic classes, summer school will be needed to advance grades the following fall.

High school students must meet all of the above criteria to be eligible for graduation. Failing classes may mean that a student's advancement and/or graduation date may be delayed. Students who pass all classes will achieve 34 credits upon graduation if a full schedule is maintained. All students, including seniors, are expected to maintain a full schedule of courses each year.

CAB Elective Requirements:

(1 credit Physical Education/Dance)

1 credit Band

1 credit Choir

1 credit Art

1/2 credit Musical Theatre

7 1/2 Choice Electives

Advancement to the Next Grade:

*To be in 10th grade, students must have 7 credits.

*To be in 11th grade, students must have 14 credits.

*To be in 12th grade, students must have 21 credits.

Graduation and After School Activities

High School Graduation

Students who have earned the requirements for a high school diploma will be eligible to walk during graduation, as long as the requirements for graduation, as set forth by the State of Michigan and Concord Academy Boyne, are met by the last scheduled senior school day prior to the senior class trip. In addition, students need to have good standing with regard to attendance, behavior, and academic integrity. A student's right to walk during the ceremony may be invoked if not all of the above are met, with the final decision resting with the Administrator.

8th grade Graduation

8th grade students who have earned the same above mentioned requirements, for the completion of 8th grade, as set by the State of Michigan and Concord Academy Boyne, will also earn the right to participate in the ceremony. A student's right to walk during the ceremony may be invoked if not all of the above mentioned are met, with the final decision resting with the Administrator.

After School Activities and Performances

Students may earn the right to participate in after school activities by keeping good attendance and behavioral records. In addition, a student must be in attendance on the date of the event, for at least 1/2 a day to participate. This policy does include performances of any kind. Please see the syllabus of a course to determine what consequences occur if a student misses a performance.

Curriculum Guide

Each teacher in grades 8-12 have a syllabus that communicates curriculum to parents and students. Copies of the syllabi are on file with the Administrator, and are also available from each teacher. All teachers, K-12, have curriculum maps on file as well. All of our curriculum is consistent with the state adopted standards, and the Michigan Merit Curriculum.