



STUDENT HANDBOOK | 2024 - 2025

Welcome to the Interlochen Arts Academy, an organization that engages and inspires people worldwide through excellence in educational, artistic, and cultural programs. Interlochen Arts Academy is the destination for young artists where they transform passion and potential into purpose. The motto, "Dedicated to the promotion of world friendship through the universal language of the arts," has been a cornerstone of Interlochen Arts Academy's philosophy.

Our Diverse Community

At the Academy, our diversity is regarded as a positive aspect of our lives and an essential element of an Academy education. The Academy strives to cultivate a community where students bring their whole selves. Our community is composed of individuals of many backgrounds from every state in the nation, and many countries. The Academy recognizes and respects that diversity exists in the languages we speak, the colors of our skin, the religions we follow, the traditions we observe, the structures of our families, the financial and educational resources in our lives, and the special needs we may have. The Academy affirms that each individual has a distinct character, and endeavors to help students appreciate and share their own identities while exploring the traditions of others. Interlochen Arts Academy also promotes the belief that artistic and academic excellence is achieved through a strong commitment on the part of each community member to the highest standard of personal and professional integrity.

Land Acknowledgement

Interlochen Arts Academy acknowledges that it occupies the ancestral and contemporary lands of the Anishinaabe Three Fires Confederacy, and specifically the Odawa, Chippewa and Potawatomi peoples. We pay our respects and give thanks to the past, present, and future traditional stewards of this land. [This short video](#) produced by the Grand Traverse Band of Ottawa and Chippewa Indians provides a brief overview of the indigenous history of our region and this tribal nation.

Understanding this *Student Handbook* is a requirement for all students and families. Upon receipt, it is acknowledged that all students, boarding and day, agree to comply with the Academy Pledge and all policy and procedures contained herein both on and off campus while enrolled as a student of Interlochen Arts Academy.

Academy Pledge

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

As a member of Interlochen Arts Academy, I pledge to protect myself, protect others, and protect my community.

Parental Disclosure

IAA is committed to the safety, well-being, and artistic and academic success of all our students. Our aim is to create a safe and supportive learning environment for all students, and we value the partnership between the school and parents/guardians in achieving this goal. In accordance with this commitment, parents/guardians will be notified of any significant behavioral or health-related incidents that become known to our staff members.

In the event of a behavioral incident that may affect a student's safety, well-being, or academic progress, parents and guardians will be promptly informed. This includes incidents such as disciplinary actions, bullying, harassment, or other disruptive behaviors. We believe in open and transparent communication to ensure that both the school and parents can work together to address these issues and support the student's growth and development. The school will not disclose specific details relative to consequences and communication pertinent to one student with another student, parent, or family.

Similarly, for health-related incidents that involve a student, we understand the importance of timely and thorough communication. Parents and guardians will be notified if their child experiences a health-related incident at school or the school becomes aware of a health-related concern, such as an injury, illness, or any medical situation that requires attention. We will provide as much information as possible regarding the incident and the actions taken by the school to address it.

Table Of Contents

Our Diverse Community

Land Acknowledgement

Academy Pledge

Parental Disclosure

Table Of Contents

ARTS AND ACADEMICS

ACADEMIC AND ARTISTIC INTEGRITY

ACCEPTABLE USE OF ARTIFICIAL INTELLIGENCE (AI)

SUBJECT MATTER FOR STUDENT WORK

COURSE SELECTION

REPEAT COURSE POLICY

ADD/DROP POLICY

NON-ACADEMY COURSES

INDEPENDENT STUDY

ONLINE COURSE POLICY

REQUIREMENTS FOR ADVANCED COURSES

CLASSROOM ACCOMMODATIONS POLICY

CLASS STANDING

SCHEDULE AND CURRICULUM GUIDELINES

CHANGE OF MAJOR

INTERDISCIPLINARY COLLABORATION

RECORDING DEVICES

STUDENT RECORDS

DISCIPLINARY ACTION DISCLOSURE
STUDENT NAMES AND PRONOUNS
ATTENDANCE POLICY
OFF-CAMPUS PERMISSION
COLLEGE AUDITIONS/VISITS
GRADES
EDUCATION PROBATION
EDUCATION DISMISSAL
SENIOR HONORS
OTHER AWARDS AND HONORS
GRADUATION REQUIREMENTS
GRADUATION CEREMONIES
INFORMATION TECHNOLOGY ACCEPTABLE USE POLICY
FINANCIAL AID
TUITION DELINQUENCY
COMMUNITY STANDARDS
DRESS CODE
CONCERT ATTIRE
PROHIBITED CONDUCT
PROHIBITED SEX DISCRIMINATION, SEX-BASED HARASSMENT, AND RETALIATION
POLICY FOR ALL STUDENTS, EMPLOYEES, AND THIRD PARTIES
SEXUAL CONDUCT
BULLYING
REPORTING BULLYING AND HARASSMENT
ILLEGAL ACTIVITY
GUNS AND WEAPONS
ILLEGAL DRUGS AND SUBSTANCES
COMPLIANCE WITH ACADEMY FACULTY AND STAFF
DAMAGE OR DESTRUCTION OF PROPERTY
ADDITIONAL GUIDELINES
MEDICATIONS
CAMPUS BOUNDARIES
AUTOMOBILES
BICYCLES AND SKATE-TOYS
BODY PIERCINGS AND TATTOOS
CELL PHONES
DRONES
EIGHTEENTH BIRTHDAY
PERSONAL ENTERPRISE AND BUSINESS
PETS
STUDENT CONDUCT PROCESS
INVESTIGATIONS
ROOM AND PROPERTY SEARCHES
SUBSTANCE USE/ABUSE POLICY
DRUG TESTING FOR SUSPECTED USE

RANDOM DRUG TESTING AFTER A DISCIPLINE EVENT

STUDENT CONDUCT OUTCOMES

ACADEMY DISCIPLINE BOARD - DISMISSAL APPEAL PROCESS

COMMUNITY SUPPORT

ADVISORY PROGRAM

COMMUNITY MEETINGS AND RESIDENCE LIFE MEETINGS

COMMUNITY SERVICE

WORK-STUDY PROGRAM

COUNSELING PROGRAM

GENDER, TRANSGENDER AND NON-BINARY STUDENT TRANSITION SUPPORT

HEALTH SERVICES

HEALTH INSURANCE REQUIREMENTS

IMMUNIZATION REQUIREMENTS

SUBSTANCE USE/ABUSE INTERVENTION

TEMPORARY LEAVE

STUDENT - SERVICE ANIMALS ON CAMPUS

CAMPUS SAFETY

TRANSPORTATION/TRAVEL OFFICE

DINING

FOOD ALLERGY GUIDELINES

DINING SERVICES RESPONSIBILITY

FAMILY RESPONSIBILITY

STUDENT RESPONSIBILITY

LOST AND FOUND

MAILROOM

SCHOOL PHOTOS

PROVOST NEWS

RECYCLING, COMPOSTING, AND SUSTAINABLE CAMPUS PRACTICES

LIBRARIES

PRACTICE ROOMS, PIANOS, AND STUDIOS

SUMMER STORAGE

EXTRACURRICULAR AND OUTSIDE PERFORMANCES

INTERNATIONAL STUDENT AND FAMILY SUPPORT SERVICES

PUBLICATIONS

RELIGIOUS LIFE

STUDENT ACTIVITIES COMMITTEE

STUDENT GROUPS/CLUBS

STUDENT REPRESENTATIVE BOARD (SRB)

RECREATION AND PHYSICAL ACTIVITIES

OFF-CAMPUS ACTIVITIES, TOURS AND EXCURSIONS

POSTING SIGNS

RESIDENCE LIFE

RESIDENCE LIFE STAFF

HOUSING ASSIGNMENTS

STUDENT ROOMS

ROOMMATES

ACADEMY VISITORS

STUDENT VISITATION POLICY

FIRE SAFETY GUIDELINES FOR RESIDENCE HALLS

SCHEDULE

TELEVISION

COMPUTER GAMING AND MOVIES

SUBWOOFERS AND SPEAKERS

EMERGENCY PROCEDURES

EMERGENCY SCHOOL CLOSURE

ACCIDENTS

FIRE

TORNADO/SEVERE WEATHER

STORM EVACUATION PLAN

LIGHTNING

EMERGENCIES

DESIGNATED AREAS OF COVER

LOCKDOWN PROCEDURES

NOTIFICATIONS

ARTS DIVISION SPECIFIC POLICIES

ARTS AND ACADEMICS

ACADEMIC AND ARTISTIC INTEGRITY

Maintaining scholastic and personal integrity is important and expected. Incidents of academic, artistic, and personal dishonesty (cheating, plagiarism, deception, lying, incomplete truths) are infractions and are unacceptable within the Interlochen Arts Academy community.

Presenting as one's work, published material or work taken from another source, in part or in full, without permission and/or appropriate documentation is considered plagiarism. Using or giving to another unauthorized notes or other aids on a test, paper or homework assignment is considered cheating. Plagiarism and cheating are prohibited and will have severe consequences. These may range from a failed grade on an assignment or course to suspension or dismissal.

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

ACCEPTABLE USE OF ARTIFICIAL INTELLIGENCE (AI)

This policy outlines the acceptable use of artificial intelligence (AI) tools and technologies by students at Interlochen Arts Academy. While we encourage the exploration of these technologies for educational research and development purposes, the use of AI must align with our ethical standards and respect the rights and privacy of individuals. The following policy applies to all AI systems, applications, and tools used within the school premises and/or for school-related endeavors. Any violation of this policy may result in disciplinary action, up to and including suspension or expulsion. Additionally, any AI projects or research that violate this policy may be terminated.

The following are expressly prohibited:

- Using AI to engage in any form of bullying, harassment, discrimination, or any other behavior that violates Interlochen Arts Academy policy or may be harmful to others.
- Using AI to engage in any form of cheating, plagiarism, or dishonesty, including academic, artistic, and/or personal dishonesty.
 - Absent a clear statement from a course instructor, use of or consultation with generative AI shall be treated analogously to assistance from another person. In particular, using generative AI tools to substantially complete an assignment or exam (e.g. by entering exam or assignment questions) is not permitted. Students should acknowledge the use of generative AI (other than incidental use) and default to disclosing such assistance when in doubt.
 - Individual course instructors are free to set their own policies regulating the use of generative AI tools in their courses, including allowing or disallowing some or all uses of such tools. Course instructors should set such policies in their course syllabi and clearly communicate such policies to students. Students who are unsure of policies regarding generative AI tools are encouraged to ask their instructors for clarification.
- Creating or distributing manipulated or synthetic digital media that is fabricated or false but presented as authentic or fact based and intended to deliberately deceive, defame and/or denigrate, including, but not limited to, deepfakes.
- (*updated 12.3.24*) Creating or distributing manipulated or synthetic digital media (including visual, written, and/or audio formats) that depicts other Interlochen students, faculty or staff

without obtaining written permission from the individual(s) involved. This prohibition extends to media that features subjects or characters that closely resemble identifiable students or staff members, regardless of whether they are named or assigned a fictional name. Furthermore, students must adhere to all other policies outlined in the student handbook regarding the depiction of fellow students and staff. Even if a student or staff member provides permission for their likeness to be used, they retain control over how that likeness is distributed and shared.

Additional guidelines for AI use:

- Protect the privacy and security of personal information. Do not submit any personal information about yourself or others or any images of yourself or others to any AI tool or technology.
- Be aware of the potential biases and limitations of AI algorithms and models, and use them responsibly and critically.
- Respect the intellectual property rights of others when using AI tools and technologies.
- Report any misuse or suspicious activity related to AI to a teacher or administrator immediately.

This policy will be reviewed periodically to ensure its relevance and effectiveness. Updates may be made to reflect changes in technology, regulations, or educational requirements.

SUBJECT MATTER FOR STUDENT WORK

It is important for Interlochen Arts Academy students not to create or share work that depicts other Interlochen Arts Academy students or staff without first obtaining their permission, either verbally or, preferably, in writing. This includes creating work where a subject/character closely resembles a student or staff member but is given a fictional name. This prohibition applies to all artistic and academic work created while a student is enrolled at Interlochen Arts Academy, whether written, verbal/performed, or via a visual medium.

Students should also be aware that Interlochen Arts Academy instructors are mandated reporters, meaning that they are obligated to take action if they believe a student's work indicates potential danger to themselves or others, such as signs of abuse, self-harm, or other threats. Teachers will reach out to both on-campus and off-campus resources if needed to ensure students receive the necessary support.

Please understand that portraying something as fiction or stating that the difficulties are in the past does not exempt the reporting requirement. Instructors are bound to report any concerning information to the appropriate authorities. If students have concerns about their work being misinterpreted in this way, they are encouraged to discuss it with instructors before submission. They should also be aware that this may be the first of several conversations, some of which may involve other adults on campus.

Students may also be asked to explore other topics in their work if their submitted assignments continually return to intense and/or violent subject matter.

Students are encouraged to ask faculty for additional clarification on this policy and how it pertains to class assignments, if needed. Division Directors can provide guidance and resources for students who wish to obtain written permission from their subjects prior to depicting them, and/or suggested

language for disclaimers (e.g., *All names, characters, and incidents portrayed in this work are fictitious. No identification with actual persons, places, buildings, and products is intended or should be inferred*). As a reminder, School Counselors are also available for confidential discussions regarding any student concerns.

COURSE SELECTION

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

REPEAT COURSE POLICY

A course at IAA may be taken more than once for one of two reasons:

- For continued study in a particular fine arts area
- For the purpose of improving a previous grade

For courses taken for the purpose of repeat study both the original and the repeat course will be listed on a student's transcript, and the grades will be calculated into the student's cumulative grade point average.

For courses repeated for the purpose of improving a previous grade, both the original and the repeat course will be listed on a student's transcript. After successful completion of the repeat course, the original course grade will be converted to a P. Only the repeat course grade will be calculated into the student's cumulative grade point average. A student will receive credit towards graduation requirements only one time for the course. For continuing courses (e.g., Orchestra, Creative Writing Workshop, Acting Technique, Theatre Company), credits will be cumulative on the student's permanent record. Courses taken at a previous school may be repeated at the Academy (i.e. French I) or a course taken at the Academy may be repeated at another educational institution with advance approval from the Registrar.

ADD/DROP POLICY

Any student wanting to add or drop a class must first obtain permission from the Academic and College Counseling Office before the change may be initiated. All drops and adds must be in adherence to the Academy's Class Load Requirements Policy. Any exceptions to this Add/Drop Policy must receive the approval of the Dean of Advising and Counseling Services or their designee.

Adding a Class

- Classes may be added during the first week of a semester if space is available in the class and the student fulfills required conditions (i.e. teacher permission, prerequisites, space available in the student's schedule).
- Classes may be added in the second week of the semester only with the direct approval of the Dean of Advising and Counseling Services, in consultation with the instructor.

Dropping a Class

- Students may drop a class without record until the end of the eighth week of each semester.

- To drop a class following the ninth week of the semester, students must complete the following procedure
 - There must be a discussion among the student, parent, teacher, and an Academic and College Counselor. If a unanimous agreement cannot be reached, the Dean of Advising and Counseling Services will resolve the situation.
 - If the student is allowed to drop the class, no credit will be given for work performed that semester and the student will be withdrawn from the course and receive a W on the transcript.
 - If the request is denied and the student fails to continue to attend that class, the instructor will notify the Education Office and the student will receive an automatic grade of F in the class.
 - If a student drops below the required class hour load, they will be in jeopardy of dismissal from the Academy.
- Any freshman, sophomore, or junior student dropping or being dropped from a class with an F may be placed on Re-enrollment Hold for the following year. Seniors who receive an F may find their graduation status in jeopardy.

NON-ACADEMY COURSES

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

Before enrolling in another institution, students must submit proposed non-Academy coursework for graduation requirements to the Dean of Advising and Counseling Services. Students are free to take additional non-Academy elective courses to enhance their portfolio for college admission once they have met minimum graduation requirements, but are strongly encouraged to seek advice from the Academic and College Counseling office to ensure that planned coursework will meet specific college entrance requirements.

INDEPENDENT STUDY

Academy students may seek to undertake individual independent study projects in areas not offered in the established curriculum. Independent study may not be sought as an alternative to, or as a way to avoid, courses that are in the curriculum. A high level of scholarship and self-discipline is expected for independent study. The deadline to submit independent study proposals is the same as the last day to drop a class. The student, teacher, and Academic and College Counselor must approve and sign the proposal. Forms for independent study are available in the Academic and College Counseling office. Credit for independent study projects will be determined by the instructor and the Dean of Advising and Counseling.

ONLINE COURSE POLICY

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

- Before enrolling in an online course, students will need approval from their Academic and College Counselor and will need to obtain parent permission.
- If students enroll in an online course during the academic year, they will be required to enroll in Online Learning, a placeholder course that will be put on their schedule. This will ensure that time is allocated within their school week to engage in the course.

- Students may count one online course toward Interlochen graduation requirements. Additional online courses may be taken as electives.
- Only those courses taken through Michigan Virtual School, Indiana University High School and Interlochen Online will appear on the Interlochen Arts Academy transcript. All final grades will be issued based on the Academy's grading scale. Any grade between 60-75 will convert to a P; any grade lower than 60 will convert to a W. For online providers not listed above, students must request an official transcript to be sent to the Academic and College Counseling Department.
- Specific questions about online providers and courses should be directed to the student's Academic and College Counselor.
- All costs associated with online enrollment are the responsibility of the family.

REQUIREMENTS FOR ADVANCED COURSES

- Enrollment requires permission from students' Academic and College Counselor
- Juniors are allowed to enroll in a maximum of 2 advanced courses, unless they receive additional permission from their Academic and College Counselor
- New seniors are allowed to enroll in a maximum of 2 advanced courses, unless they receive additional permission from their Academic and College Counselor

CLASSROOM ACCOMMODATIONS POLICY

Interlochen Arts Academy is aware that we have a diverse and international student body with a wide variety of learning strengths, needs, and challenges that present in a variety of ways based on student backgrounds and cultures. In an effort to allow instructors to offer accommodations based on individual need in each class, we do not limit use of accommodations to students with a diagnosis, and we do not offer formal accommodation plans (e.g. 504 plans). Accommodation decisions are made on a case-by-case basis between students and teachers in consultation with the Student Support Team. In general, faculty are strongly encouraged to grant any reasonable and logistically practical classroom accommodations that will help students best demonstrate their knowledge without modifying the core curriculum of the course (e.g. extended time, copy of class notes when available, preferential seating, etc.). Please see a member of the Student Support Team for additional information.

Students interested in accommodations for standardized testing should consult with the Student Support Team or see the website for the relevant test. The most common standardized testing information sites are:

- [The College Board](#) (SAT and AP Exams)
- [ACT](#)

Please note, for students who previously had an IEP or may qualify for one in a public school setting, Child Find is a requirement of the federal special education law known as the Individuals with Disabilities Education Act (IDEA), that requires Interlochen's public schools identify, locate, evaluate, and provide services to all eligible children, aged birth through 21 years, who have disabilities and may be entitled to special education and related services. Interlochen can help facilitate a connection between families and Traverse Bay Area Public Schools. For information on these links for information on [Child Find](#) and [Non-Public Service Plan](#). These requirements do not impact Interlochen's own Classroom Accommodations Policies. Please see the Director of Student Support with any questions.

CLASS STANDING

In order to be considered a member of a given class, students must meet the following criteria:

- To be considered a sophomore, students must have earned at least 5.5 credits and have successfully completed at least one year of high school.
- To be considered a junior, students must have earned at least 11 credits and have successfully completed at least two years of high school or tenth grade.
- To be considered a senior, students must have earned at least 16.5 credits and have successfully completed at least three years of high school or eleventh grade.
- One-year seniors must earn a minimum of six units of Academy credit, including at least one academic credit, in order to receive an Academy diploma.
- One-year postgraduates must earn a minimum of five units of Academy credit in order to receive a postgraduate certificate.
- Students who fail classes, and as a result fall below the minimum number of classes to be considered a full-time student, or do not earn the minimum number of credits for their class year, may be required to withdraw.

SCHEDULE AND CURRICULUM GUIDELINES

The Academy prioritizes the development of mindfulness, wellness, and resilience as part of the student artist experience. As such, students are encouraged to take a balanced daily schedule that allows sufficient time to visit the cafeteria for breakfast, lunch, and dinner; supports their mental, physical, and emotional needs; and satisfies their academic and artistic obligations.

- Students have the opportunity to take 8 hours of academic and artistic instruction between 8:30am and 6:30pm each class day, leaving room for a 50-minute lunch break, 30-minute office hours, and an optional zero hour (7:30-8:20am, upper level academic electives). The schedule is designed to allow students to take four academic classes per year and 4 hours of artistic classes. Class period units are broken down as follows:
 - Academic classes are 50 minutes long, four times per week
 - Artistic classes can either be 2 days per week M/Th or T/F, or all 4 days M/T/TH/F
 - Private lessons are one day per week and may overlap with a lunch period or offered opposite a class that is 2 days per week
- All students must enroll in and complete a minimum of five courses per semester, including at least one academic course.
- For specific guidelines by arts area and grade level, students should refer to the course catalog, updated annually in May.
- Students who remain in strong curricular standing may choose to take additional arts classes under the following conditions:
 - They are on track to meet graduation requirements and college recommendations according to the guidance of their Academic and College Counselor
 - They have a period open in their schedule for Assisted Study, if required
 - They have a period open in their schedule for lunch
- All students are required to have 3rd, 4th, or 5th period free for lunch. Students who wish to use office hours for lunch may do so only with the permission of their Academic and College Counselor and parent/guardian. Students may initiate this request through their Academic and College Counselor. Factors that will be considered when considering requests include past academic performance, new versus returning status at the Academy, grade level, and more.
- Approved students who wish to use office hours for lunch must maintain good academic standing in all of their courses. Failure to do so may result in being withdrawn from a course to allow students to fully utilize their lunch period and office hours for additional support.

CHANGE OF MAJOR

On rare occasions, it becomes appropriate for a student to change from one major to another. Note that it is recommended that a change of major request is considered only after a student has spent two

years in a major. As well, no change of major requests are allowed within a student's first year or at the beginning of a student's senior year. Students requesting a change in major should first meet with the Division Director of their current program and discuss their reasoning. Very often, courses from outside the major may be selected, making a change of major unnecessary. Should the student still desire to change their major, they must next meet with the Dean of Advising and Counseling. Following that discussion, students will submit a letter of interest and complete a portfolio to and/or audition for their program of interest. This will be submitted to the Dean of Advising and Counseling, who will forward it for review to the division director of the new program, the division director of the student's current program, the Admissions Office and the Education Office. Program capacity will be a consideration. Any merit-based aid associated with a student's original major may be lost or adjusted upon changing to a new major.

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

INTERDISCIPLINARY COLLABORATION

The Academy is a multidisciplinary educational institution that benefits from several artistic disciplines and areas of academic study. Students have the opportunity to develop interdisciplinary perspective and collaborative skills, one capacity of [The Interlochen 5](#), through elective offerings and extracurricular opportunities. Students who wish to pursue an additional interdisciplinary class and/or project should work with their Academic and College Counselor and Division Director to determine the best way to incorporate it into their schedule. When students are invited or required to participate in an interdisciplinary opportunity, they may be relieved of a major requirement if necessary. Collaborative projects that require rehearsal/meeting time outside of the class day will take place during the Wednesday morning Interdisciplinary Block (12-1pm) and/or on weekends and evenings that fit students' schedules.

RECORDING DEVICES

Recording devices (such as cell phones or other audio/video recorders) are allowed in class, rehearsal, or group sessions at the discretion of the instructor and only with the permission of all participating members. Students may not audio/video record conversations on or off campus between themselves and others without the consent of all people involved in the conversation. As well, students may not share audio/video recordings of others without their consent.

STUDENT RECORDS

The Academy will comply with all applicable laws and regulations regarding the release of student records.

Requests from Students/Parents/Guardians

A student and/or parent/guardian is, upon request, entitled to a copy of the student's official record. All record requests from students/parents/guardians must go through the Registrar. A student's official record includes the student's transcript, attendance records, grade reports, and medical reports created and maintained by the Academy. A student's record does not include email communications to or about the student, records of disciplinary actions, investigation records of any kind (such as disciplinary, harassment, bullying, etc. except for a record that was placed in the student's file, such as a letter home to parents/guardians, etc.), confidential personal or mental health counseling notes, recommendations provided to the Academy regarding the student's admission, or any other record deemed by the Academy to be confidential.

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

Letters of recommendation from faculty and educational staff are a confidential exchange of information to scholarship and admission committees.

Requests from Other Entities

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

All record requests from entities other than students/parents/guardians must go through the Education Office. The Academy will not release information about students to entities other than the student/parent/guardian, unless the request meets one or more of the above conditions.

DISCIPLINARY ACTION DISCLOSURE

Other schools in which a student has enrolled are eligible to receive information from that student's education records, so long as the disclosure is for purposes related to the student's enrollment, or transfer. This includes post-secondary institutions to which the student is applying. IAA is required to disclose expulsions as part of a student's education record, however other disciplinary documentation including infractions and investigations will not be shared.

STUDENT NAMES AND PRONOUNS

All students have the opportunity to indicate their preferred name and pronouns in the Academy application. Once on campus, changes can be made to a student's name and pronouns on their student ID, class rosters, attendance, email address, door decorations, and anywhere else a legal name is not required. Students may reach out to their Instructor of Residence Life in order to facilitate this adjustment.

Students may request to use a preferred name for their diploma, and they may request the way that their name is read at graduation and printed in the commencement program. Students have the opportunity to indicate their preferences on the Academy Graduation Data Form, which is completed at the start of their senior and/or post-graduate year. Student transcripts are legal documents and must utilize a student's current legal name.

ATTENDANCE POLICY

Attendance Guidelines And Procedures

It is essential that students attend all of their classes and arrive promptly at the scheduled time. Attendance in class is essential to the learning process, as absence precludes participating and engaging fully in the learning process. Three unexcused absences will result in a written letter warning that a fifth unexcused absence will lower the student's course grade by one full letter grade. Seven unexcused absences will result in a written letter warning that the student is risking being dropped from the course, and ten unexcused absences will result in the student being dropped from the class and denied credit.

Attendance Codes

- Excused Absence - Health Services, Student Affairs, Counseling Services, and Education Office may authorize a student's absence
- Unexcused Absence – Any absence that falls outside of the parameters identified above.
- Tardy - A code of "Tardy" will be given when a student arrives late to class.

Attendance Consequences for Unexcused Absences

- Early sign-in on the day of unexcused absence (8:30pm)
- More than one unexcused absence in a given week may result in campus restrictions for the weekend with 60-minute sign-in intervals
- 3 unexcused tardies in any class will be considered one additional unexcused absence.
- Students who have 5 unexcused absences in a course in one semester will have their course grade lowered by a full letter grade.
- Students who receive 10 unexcused absences in a course will be dropped from the course and receive no grade or credit for that course that semester.
- Absences associated with school-sanctioned leaves will not be penalized. **If you require additional days surrounding travel during the break due to extenuating circumstances, you must receive approval prior to booking travel.**

Tardiness

Prompt attendance in class is an important aspect of academic and artistic performance. Students who develop a pattern of tardiness will receive disciplinary consequences. 3 unexcused tardies in any class will be considered an additional unexcused absence.

Students will be considered tardy if they arrive within the first ten minutes of class. If a student is more than ten minutes late or misses greater than 20% of a class period, they will be considered absent.

Planned and/or Pre-excused Absences, Including College Visits

Students who wish to leave campus while school is in session, and who will miss class as a result, must have a travel form on file to excuse the absences for any missed classes. A parent must initiate the process by submitting a travel form through the Education Community. This form must be completed at least one week prior to leaving. See sections "Off-Campus Permission" and "College Auditions/Visits" for more information.

Attendance Consequences for Excessive Absences of Any Type

Students who exceed 15 total absences in a given class (including both excused and unexcused absences) may face the following consequences:

- Withdrawal from class
- Educational Probation
- Required leave
- Suspension

- Shifting the grading scale to Pass/Withdraw

For absences associated with a school-sanctioned leave, please see the Academy Leave Policy.

Completing Work and/or Assessments Missed

Students are expected to meet with their teachers before an anticipated excused absence in order to make arrangements for any assessments or work that will be missed. Students who have been out of school for an excused absence are required to meet with their teachers immediately upon returning to school. This meeting will enable the student and teacher to arrange any missed assessments or work. The teacher will establish timelines for completing the missed work or assessments. All missed work or assessments will relate to the content of the work missed. Faculty are not obligated to allow students to make up missed work or assessments related to unexcused absences.

Attendance Procedures

- Attendance will be taken each class period by instructors and recorded.
- Students who have long-term medical or other extenuating attendance problems will work with a designated administrator to develop a plan to accommodate special attendance needs.

OFF-CAMPUS PERMISSION

The following protocols must be followed when off-campus travel is allowed.

If a student must be off-campus for an extended period, their parent must initiate the process by submitting a travel form through the Education Community. These forms must be used to submit travel plans for school breaks (fall/winter/spring) as well as travel for other purposes (college visits, family events, etc.). The form must be submitted at least one week prior to leaving.

Students who arrange off-campus trips during weekends and will not miss any classes, AND require Interlochen transportation services, do not need to complete the travel form, but must work with their front desk to arrange transportation to and from the Traverse City airport or bus station.

COLLEGE AUDITIONS/VISITS

Senior and postgraduate students may be approved to miss classes to visit or audition with prospective colleges when planned in advance and when such visits are not in conflict with Academy obligations. The length of time away from class and absences already accumulated will be taken into consideration. When possible, the Academy recommends scheduling college auditions and visits during Academy vacations.

Students leaving campus for college auditions must have their parent submit a travel form through the Education Community. It must be completed at least one week in advance of the planned absence or the absence may result in Academy consequences. Students are expected to attend classes on the day of departure when their travel schedule allows.

The Academy understands the importance of student auditions, but expects that all students maintain an exemplary attendance record so that college audition trips do not jeopardize their academic and artistic work in their classes. The Academy will excuse three days per college visited. Any request that exceeds this must be approved by the Dean of Counseling and Advising.

College visits scheduled after spring break must have the signed approval of all current instructors, the student's division director and the Dean of Advising and Counseling Services. Any additional absences due to auditions/visits may not be approved. Note: Extended or frequent absences may affect the

Academy's ability to accommodate a request for a college trip or audition, and may also affect class grade and credit.

GRADES

Interlochen Arts Academy utilizes the following grading scale for all courses

A = 93-100

A- = 90-92

B+ = 87-89

B = 83-86

B- = 80-82

C+ = 77-79

C = 73-76

C- = 70-72

D+ = 67-69

D = 63-66

D- = 60-62

F = 59 or below

W = withdrawal - issued when a student withdraws from a class after the first nine weeks of the semester, or when a student withdraws from school permanently

NG = no grade - issued as a result of incomplete work, when the student has less than two weeks of work to finish

- First semester NG - work must be completed by the end of the second week of second semester
- Second semester NG - work must be completed within the first two weeks of the summer break

P/F = pass/fail

For the purpose of determining grade point averages, the following scale is used:

A 4.00	B+ 3.33	C+ 2.33	D+ 1.33	F 0.00
A- 3.67	B 3.00	C 2.00	D 1.00	
	B- 2.67	C- 1.67	D- 0.670	

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

Honor Roll: At the end of each semester, students from all grade levels in good standing in their classes and as citizens within the school community, and who have no course withdrawals and no semester grades below a B- in Interlochen classes, will receive special recognition for earning the following (un-weighted) grade point averages:

High Honors with Distinction: 3.90 - 4.00

High Honors: 3.70 - 3.89

Honors: 3.50 - 3.69

Grade Reports and Transcripts: Grade reports are issued four times throughout the school year. Formal Grade Reports are sent to students and parents at the conclusion of each quarter. Semester grades and credits are recorded on student transcripts and are calculated into semester and cumulative grade point averages.

Incomplete Grades: As a result of incomplete work, students may receive an NG (no grade) at the end of any marking period. Note that this grade is available only when there is a reasonable expectation that the incomplete work can be completed within a two-week period. When this occurs, students must complete the work required within the next two school weeks of the following semester. All responsibility for the completion of any tests or assignments rests with the student. The student risks receiving an F in the class if the work is not completed within the two-week period. Exceptions to this policy must be approved by the Dean of Advising and Counseling.

EDUCATION PROBATION

Students attending Interlochen Arts Academy engage in a rigorous education. Grades are a reflection of performance in both the arts and academic setting. Students may be placed on education probation if they receive:

- A grade of D or below in two or more classes at the end of the quarter
- A grade of D or lower in a course within their major
- A grade of F in any class at the end of the quarter
- Being dropped from a course due to consistent unexcused absences
- Evidence of failure to thrive in the residential setting

Possible consequences of education probation include:

- Dorming until released by their academic and college counselor
- Weekly meetings with their academic and college counselor
- Required, personal tutoring (at family expense)
- Required artistic tutorial or equivalent
- On-campus suspension until released by academic and college counselor

Should students remain on education probation for more than one quarter, possible consequences include:

- Reduction of scheduled classes
- Re-enrollment hold
- Education dismissal

If, during a student's time at Interlochen, they are on probation for 3 out of any 4 consecutive quarters, the student may be placed on re-enrollment hold and given requirements to meet prior to re-enrolling for the next school year.

EDUCATION DISMISSAL

Interlochen Arts Academy students are expected to engage in classes and maintain satisfactory educational progress throughout the course of their schooling. The following circumstances could result in dismissal from the Academy:

- Education Probation for 3 out of any 4 consecutive quarters
- Excessive unexcused absences
- Continued behavioral conduct that disrupts the classroom experience of other students
- Refusal to engage in outlined interventions and support

SENIOR HONORS

Upon graduation, Senior Honors are awarded to graduating seniors who have achieved a 3.90 or higher cumulative grade point average on an unweighted 4.0 scale. This award accounts for all grades and credits earned in all subjects through the fall semester of senior year while enrolled at Interlochen Arts Academy.

OTHER AWARDS AND HONORS

Students who have especially excelled in artistic, academic and extracurricular activities are honored at the annual Recognition Assembly in May and at Honors Convocation the evening before Commencement. The student's standing in all classes and citizenship within the school community is also taken into consideration when awarded these accolades.

- **Fine Arts and Academic Awards:** Presented to outstanding students in each academic and arts area. Students in all grade levels are eligible.
- **Young Artist Award:** Awarded to graduating senior or postgraduate students for distinguished artistic achievement.
- **Young Scholar Award:** Awarded to graduating senior or postgraduate students for distinguished academic achievement. Candidates must excel in at least six academic credits during their final four semesters at the Academy (or nine academic credits in their final six semesters at the Academy) and meet other standards of excellence, including two years of high school study of a foreign language.
- **President's Art Award:** Purchase of an outstanding artwork that is added to the school's permanent collection.
- **Jacobi Award:** For outstanding school citizenship—presented to the senior who most exemplifies those qualities of citizenship which the Academy values: leadership, dependability, service and school spirit.
- **Senior Speaker and Senior Performer:** Each year at Commencement, there is one Senior Speaker and one Senior Performance. Any senior interested in applying for this honor must submit a proposal, which will be reviewed by a committee of faculty, administrators and students. Achievement and citizenship are also considered as part of the overall selection process. Information and proposal forms can be obtained in the Education Office and are due in the Education Office February 15.
- **Senior Composition Contest:** All senior students are invited to submit an original composition to be considered for performance at either Honors Convocation or Graduation to represent the graduating class. All seniors from any department are eligible to submit a work for consideration. [Guidelines](#) for submission are published each year in January. Submissions are due by March 15.

GRADUATION REQUIREMENTS

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

GRADUATION CEREMONIES

Preparation work for graduation ceremonies occurs all year long, beginning with cap and gown orders that we take during the opening of the Academy, and culminating in two formal events during the last week of the Academy year. The last day of classes is Tuesday of the last week, followed by three days of intense artistic performances and presentations, as well as large-scale student activities. Honors Convocation occurs on Friday night and Commencement on Saturday morning. Faculty, staff, graduating seniors and postgraduates process in full academic regalia for these two final events. Graduation announcement costs, which vary from student to student, and the rental fee for the cap and gown (deducted from the student's account) are the responsibility of the student. Further details regarding graduation ceremonies are shared with students and parents throughout the year.

INFORMATION TECHNOLOGY ACCEPTABLE USE POLICY

Overview and Purpose

Computer, telephone, and cell phone accounts are provided for professional and educational use by employees and students, and for communication with others in a manner that is consistent with the

goals of Interlochen Arts Academy (IAA). The purpose of this policy is to outline the acceptable use of these technologies at IAA. Inappropriate use exposes IAA to risks, including virus attacks, the compromise of network systems and services, and legal issues. Effective Information Technology (IT) security must be a team effort, involving the participation of every employee, student, and affiliate who deals with information or information systems; therefore, these rules are in place to protect both the employee and IAA. It is the responsibility of all technology users to know these guidelines and to conduct their activities accordingly.

Scope

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

Guidelines

- All equipment, technology, data, and communications are the property of Interlochen Arts Academy. No rights to privacy or confidentiality exist. Employees who administer key systems have access to all transmitted data. Messages relating to or in support of illegal or inappropriate activities may be reported to the proper authorities. As laws require, IAA may store all electronic communications occurring on the IAA network (wired and wireless communication).
- The use of IAA's systems and technology is a privilege, not a right. Inappropriate use may result in the revocation of privileges.
- IAA equipment may not be used in ways that violate applicable laws or regulations.
- Network traffic and user accounts are monitored for appropriate use and to assure efficient network operation.
- Actions or activities that disrupt the educational and work environment are unacceptable.
- Families should be aware that students have unsupervised access to the internet on campus. Ultimately, parents and guardians of minors are responsible for the same guidance of internet use as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media.
- Interlochen Arts Academy uses Google Workspace for Education. By accepting this handbook and using your Interlochen Arts Academy account, you agree to the Google Workspace for Education terms of service and usage. These terms of service can be found [here](#) and [here](#). The list of approved third party applications for single sign-on via Google using an Interlochen Arts Academy email address can be found [here](#).

User Accounts and Passwords

- Users are responsible for all communications under their login names.
- Use only your own login name and password.
- Do not reveal your password to anyone.
- Do not allow others to use your assigned account(s).
- Do not send anonymous messages.
- Do not continue to send email messages to individuals after being asked to stop.

Individual Responsibilities (including, but not limited to, the following)

- Users are expected to abide by all pertinent policies as outlined in the Student Handbook, Faculty/Staff Policy and Procedures Manual, and/or Employee Handbook(s).
- Users are not permitted to seek or to attempt unauthorized access to Interlochen Arts Academy computer systems and records. Likewise, users are not permitted to seek

unauthorized access to other (non-Interlochen Arts Academy) systems and records via the Interlochen Arts Academy network or phone lines. Users may not allow others to access the IAA network through any equipment.

- Users may not willfully or negligently damage or misuse any of IAA's technology network or equipment, or non-Interlochen Arts Academy systems. Such prohibition includes, but is not limited to:
 - Any malicious or disruptive code.
 - No single mailing should go to more than 25 addresses without prior permission from your supervisor or Director of Residence Life.
 - Willful destruction of Interlochen Arts Academy technology equipment will result in replacement charges and disciplinary action.
- The following uses of internet access are strictly prohibited:
 - Accessing, uploading, downloading, storing, or distributing pornographic, obscene, or sexually explicit material.
 - Transmitting or posting defamatory, abusive, obscene, sexually explicit, threatening, or offensive content.
 - Vandalizing, damaging, or disabling the property of another individual or organization.
 - Violating copyright laws or otherwise using the intellectual property of another individual or organization without permission. All sources must be credited and appropriately cited.
- Users should be aware of dangers and responsibilities related to internet use. Keep in mind when you are utilizing the internet that you still represent IAA. The IAA network and systems may not be used for commercial purposes or financial/personal gain.
- Personal networking devices, such as hubs and wired or wireless routers, are not to be used on the IAA network.

Loaner Equipment Usage and Return

Technology equipment remains the property of Interlochen Arts Academy. This equipment must be returned promptly to the IT Help Desk or Campus Safety when it is due. Failure to do so will result in warnings to the individual and their residence life instructor and/or parents. Continual abuse of equipment will result in revocation of loaner privileges and can result in late fees charged to the student's account.

Cleaning and Stickers

Please do not attempt to clean IT equipment with cleaning materials not provided by the IT Help Desk. Doing so may damage the equipment and result in a charge for broken equipment.

Stickers and decals are not permitted under any circumstances on loaner equipment.

Before returning equipment to IT, it is the responsibility of the student to ensure the device has been safely cleaned. Safe cleaning supplies and wipes will be provided through the IT Help Desk at no cost. If a device is returned dirty, the IT Help Desk will reach out to the individual and residence life instructor to remind them of the policy and to return to clean the device. If the IT Help Desk has to clean the device on the individual's behalf, a \$20 cleaning fee will be charged to the student's account. The second instance of this occurring will result in the revocation of loaner privileges.

Email and Google Drive Access After Departing Interlochen Arts Academy

Each IAA student account will have a limit of 200GB of storage in your Interlochen Arts Academy account. This limit represents a fair use of the total storage space Interlochen Arts Academy receives from Google.

IAA students who have graduated or choose to not return to Interlochen Arts Academy, 6 months after their departure will have their email, email address, Google Drive, and all other Interlochen Arts Academy Google data deleted. This will occur on December 9th.

If you would like to keep your Interlochen Arts Academy data after 6 months from departing, please [read this FAQ](#) on how to transfer it to a personal Google account or download a copy.

FINANCIAL AID

Interlochen Arts Academy offers three forms of financial support: need-based aid, institutional program funding, and merit scholarship. All students receiving funding have completed a FAST financial aid application. Aid packages remain the same year to year, provided family circumstances do not dramatically change and awards continue for all successive academic years as long as a student meets the expectations outlined below. Returning students and families will receive updated Enrollment Agreements in the spring semester.

Students must maintain a 2.8 GPA to continue to receive all forms of Interlochen Arts Academy financial aid and must not be on any behavioral warning or probationary status. Students who change majors will maintain the same funding and are not eligible for adjustments.

TUITION DELINQUENCY

In the event that the student's tuition account is delinquent, the student will not be permitted to attend classes; take examinations; attend or participate in the Academy or extracurricular activities, including but not limited to arts area obligations, school trips; or be invited for re-enrollment if any installment of Tuition and Fees is past due. Nor will the Academy provide grades, transcripts, recommendations, or other written or oral communications on behalf of the student to any party, including but not limited to other private or public schools or the parent, except as required by law, if any installment for Tuition and Fees is past due. If Tuition and Fees or other outstanding debts are not paid on a timely basis the Academy reserves the right to charge a late payment fee of 0.5% (the "Late Payment Fee") of the amount due on any past due balances. The Late Payment Fee will be assessed on a monthly basis until the past due balance on the account including but not limited to the delinquent Tuition and Fees are paid in full.

COMMUNITY STANDARDS

DRESS CODE

The Academy dress code requires students to meet standards of appearance without requiring specific articles of clothing. Students are allowed to wear clothing of their choice that is comfortable and clean, while maintaining a safe learning environment in all settings.

The purpose of the Academy dress code is to:

- Promote a sense of personal identity and pride
- Allow all students to feel equal
- Ensure individual student safety in the learning environment

In order to meet these goals, the following guidelines must be followed.

Students **must** wear

- **Interlochen Arts Academy lanyard/ID card (Note: This is required to be worn all day every day and is essential to maintaining community safety. The ID must be visible on each member of our community at all times. Failure to wear a student ID to any class will result in a student being marked tardy. Lost ID cards will incur a \$50 reprint fee.)**
- Bottoms (pants, sweatpants, leggings) or (shorts, skirts, dresses)
- Tops (covering midriff)
- Shoes
- Any sheer or mesh clothing must be worn over or under an opaque garment that adequately covers undergarments

Students **may** wear:

- Hats, including religious headwear
- Fitted pants, including leggings, yoga pants, and skinny jeans
- Pants, sweatpants, shorts, dresses, skirts
- Ripped jeans, as long as underwear is not exposed
- Athletic attire
- Clothing with commercial or athletic logos provided they do not violate the guidelines in the "May not wear" section

Students **may not** wear clothing that features:

- Violent language or images
- Images or language promoting drugs or alcohol, or any illegal item or activity
- Hate speech, profanity, pornography
- Images and/or language promoting a hostile or intimidating environment based on race, ethnicity, gender, religion, national origin, or sexual identity
- Visible underwear or bathing suits
- Helmets or headgear that obscures the face (except as a religious observance or health masks)

Specific requirements regarding dress:

- Specific dress may be required for arts-related rehearsals and/or performances or other group outings
- Students are expected to wear appropriate attire (dress shirts, dress pants, dresses, dress skirts) to special dinners, end-of-year activities, and performances as indicated

Safety Concerns

- In classrooms where, because of the nature of the class activity, certain grooming or dress may be hazardous to the student and/or to other students, modifications to this dress code may be required (e.g. closed toed shoes)
- Students will be encouraged by faculty and staff to wear weather-appropriate clothing, particularly in the winter months. Students who are not dressed safely for the temperature may be prohibited from signing off-campus at the discretion of faculty/staff

CONCERT ATTIRE

For Orchestra, Choir, Wind Symphony, and Pit Orchestra students may select from the following solidly black options listed below.

Solid black, long sleeved, two-piece outfit OR three-quarter to full-length dress, according to the following specifications:

Top/Dress Options:

- Neckline no more than two inches below the collarbone
- A high cut back
- No skin should be visible at the midriff whilst seated or standing
- Full-length or 3/4-length sleeves which fall below the elbow. No translucent clothing.
- OR solid black, long-sleeved, collared, button-down dress shirt. All buttons and seams should be black and without visible labels, logos, or patterns. Buttoned shirts must be fully buttoned up.
- Dresses must be three-quarter or full-length.
- A solid formal black jacket/blazer may be worn over the blouse.
- Option for solid black long tie.

Bottom Options:

- Tops can be paired with solid black full-length slacks/dress pants OR solid black floor-length skirt. Any slit must not rise above the knee
- Black non-tuxedo pants with no visible patterns or pinstripes.
- No leggings or excessively tight pants.

Shoes / Accessories:

- Knee or calf-length solid black hosiery or solid black socks. No skin should be visible at the foot or ankle
- For pants, option solid black belt with unobtrusive buckle.
- Closed-toe black dress shoes.
- No hats. Religious headwear is acceptable.
- No conspicuous jewelry or makeup.
- No perfume or cologne.

Prohibited Attire

- T-shirts, polo shirts, denim, leather, jersey and other casual knit fabrics or items
- Sneakers and other casual shoes
- No skin should be visible at the midriff, feet, or ankles
- Hair ornaments, and extraneous material such as feathers or fringe on the sleeves and collar
- Conspicuous and/or obtrusive jewelry

Contemporary Music

All students should be dressed modestly for all performances. This means modest necklines, hemlines, clothing should cover midriff completely, and no undergarments of any kind (slips, corsets, bralettes) should ever be worn as attire.

It is recommended that each student bring dress clothes for performances. Any combination of dress shirt, slacks, skirts, tops, or dresses along with one pair of dress shoes (no heel exceeding 3 inches) and opaque black tights (for skirts and dresses). Because many performances are web streamed live, we ask that you consider dress attire with minimal pattern as that can translate blurry in HD.

For popular music students and jazz students, you should bring at least one outfit that is solidly black. All students taking *Choir* should order the choir concert attire as stated above.

PROHIBITED CONDUCT

Students are not only members of the Interlochen Arts Academy community but also members of the larger society. By choosing to attend Interlochen Arts Academy, each student accepts responsibility for promoting the community's welfare by adhering to school policies. Failure to do so may result in response from Interlochen Arts Academy up to and including dismissal. Note that students who assist others in violating any policy may be charged with the same violation. Students are responsible for the activities that occur in their residence hall rooms. Students are responsible for ensuring that all guests know and behave consistently within school policy. Attempts to violate campus policy, including unsuccessful attempts, are prohibited and are subject to the same campus response.

Interlochen Arts Academy is committed to fostering a campus climate in which members of the community are protected from all forms of bullying and harassment including discrimination, sexual harassment, hate speech, racism, religious discrimination, ableism, sexual violence and gender-based harassment and discrimination.

PROHIBITED SEX DISCRIMINATION, SEX-BASED HARASSMENT, AND RETALIATION POLICY FOR ALL STUDENTS, EMPLOYEES, AND THIRD PARTIES

Interlochen Arts Group (IAG) and the associated boarding school Interlochen Arts Academy (IAA) adhere to all applicable laws prohibiting sex discrimination and sex-based harassment in employment and education. IAG does not discriminate in its admissions practices, in its employment practices, or in its educational programs or activities on the basis of sex/gender. Sex includes: sex, sex stereotypes, gender identity, gender expression, sexual orientation, and pregnancy or parenting status. IAG also prohibits retaliation against any person opposing discrimination or participating in any discrimination investigation or complaint process internal or external to the institution. Sexual harassment, sexual assault, dating and domestic violence, and stalking are forms of sex discrimination, which are prohibited under Title IX and by IAG policy. Any member of the campus community, guest, or visitor who acts to deny, deprive, or limit the educational, employment, residential, or social access, opportunities and/or benefits of any member of the IAG community on the basis of sex is in violation of the Gender Discrimination and Sexual Harassment Policy. Any person may report sex discrimination (whether or not the person reporting is the person alleged to have experienced the conduct), in person, by mail, by telephone, by video, or by email, using the contact information listed for the Title IX Coordinator (below). A report may be made at any time (including during non-business hours).

Questions regarding Title IX, including its application and/or concerns about noncompliance, should be directed to the Title IX Coordinator. For a complete copy of the policy or for more information, please visit <https://www.interlochen.org/title-ix> or contact the Title IX Coordinator.

Individuals who believe they have experienced sex discrimination, harassment, and/or retaliation in violation of IAG policy should contact the following:

Title IX Coordinator: Kristina Nichols
Office Location: Education Office/Maddy Building

Mailing Address: Education Office, PO Box 199, Interlochen MI 49643
Telephone: 231.276.7203
Email: TitleIX@interlochen.org

Within any resolution process related to this policy, IAG provides reasonable accommodations to persons with disabilities and religious accommodations, as appropriate.

ATIXA 2020 Interim Model Sexual Harassment Policies And Procedures

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SEXUAL CONDUCT

The Academy recognizes that sexual matters are important during adolescence, and therefore strives to provide education and support services to help students address all aspects of sexuality, including sexual identity and expression. Our health and wellness program provides sex education and encourages students to make choices that contribute to a healthy lifestyle. Sexual activity involving students of any age, even if consensual, is not allowed while students are in Interlochen Arts Academy's care. Students are expected to be conscious of what constitutes appropriate behavior. Additionally, students are prohibited from creating, possessing, sharing or distributing any nude photos, videos, and other media of any individual, including themselves. Violations of any aspect of this policy will result in a conduct outcome, and the parents of all students involved will be contacted.

If students have any questions or concerns about reproductive health, they are encouraged to reach out to the Health Services nursing staff.

BULLYING

Bullying means written, verbal or physical conduct that adversely affects the ability of one or more students to participate in or benefit from the school's educational programs or activities by placing the student (or students) in reasonable fear of physical harm. This includes conduct online, through social media and/or in real life. As well, this includes conduct that is based on a student's actual or perceived race, color, national origin, sex, disability, sexual orientation, gender identity or expression, religion or any other distinguishing characteristics that may be included by the state or local educational agency. This also includes association with a person or group with one or more of the abovementioned characteristics, whether actual or perceived.

REPORTING BULLYING AND HARASSMENT

All allegations of bullying or harassment will be reported to the Administration. Reports may be filed anonymously, however actions will not be taken solely based on an anonymous report. Anonymous reports will be investigated with the same procedure, timeliness and vigor as other reports and disciplinary action can occur based on the results of the investigation.

ILLEGAL ACTIVITY

Breaking any local, state or federal laws is prohibited. This includes, but is not limited to:

- false report of crime or report of medical or other emergency
- possession or manufacturing of false IDs
- shoplifting and theft on or off-campus
- possession of stolen property

- tampering with mail
- gambling for money or personal gain
- possession or use of illegal drugs and substances

GUNS AND WEAPONS

Possessing a firearm, ammunition, or any weapon is prohibited. Weapons are defined as, but not limited to, firearms, tasers, explosives or explosive devices, daggers, dirks, stilettos, knives (other than ones designed and used for food preparation by authorized persons or appropriate tools used for artistic and educational purposes), iron bars, brass knuckles, pepper spray, or any other device designed to inflict bodily harm. Any knife with a blade exceeding 3 inches, regardless of authorized use, is in violation of the weapons policy and will be cause for expulsion. The federal Gun-Free Schools Act of 1994 defines a “firearm” as any weapon (including a starter gun) which will, or is designed to, or may readily be converted to, expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any firearm muffler or firearm silencer, and any destructive device. The use of “look-alike” toy weapons in any manner is also grounds for discipline up to and including expulsion. “Look-alike” toy weapons can include, but are not limited to, nerf guns/swords, squirt guns, and bubble guns.

NOTE: Theatrical and/or film props with the appearance of a weapon may not leave the theatre or film set and may not be stored in residence halls.

ILLEGAL DRUGS AND SUBSTANCES

Please note: While possession and/or use of marijuana/cannabinoids has been decriminalized or legalized in some states, including Michigan, the use and/or possession of marijuana/cannabinoids continues to be prohibited by Interlochen Arts Academy.

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

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

CBD Oil:

The Bureau of Marijuana Regulation (BMR) and the Michigan Dept of Agriculture & Rural Development (MDARD) issued joint guidance regarding CBD (cannabidiol) and industrial hemp. They specify that, “Any product derived from industrial hemp with a THC concentration above 0.3% is classified as marijuana and regulated under the laws that apply to [marijuana].” Any non-consumable product containing CBD with a THC concentration of 0.3% or less is approved for student use (e.g., lotions or personal care items). The FDA has not designated CBD as safe to add to any food, drink, or dietary supplement product. As such, consumable products with CBD are not allowed.

Alcohol:

Purchase, possession, transfer, use or evidence of use of alcohol is prohibited. Possession of empty alcohol bottles and cans for any purpose is prohibited.

THC/Cannabis:

Purchase, possession, transfer, use or evidence of use of cannabis is prohibited. Possession of any cannabis paraphernalia is prohibited.

Tobacco/nicotine:

Purchase, possession, transfer or use of tobacco/nicotine (all forms, including vaping devices) is prohibited. The legal age for purchase/use of tobacco/nicotine in Michigan is 21. Smoking any substance is also prohibited. This includes the use or possession of electronic cigarettes or similar devices, such as vaping devices. Evidence of tobacco/nicotine use or any smoked substance, smelling of smoke, associating with others while they are using tobacco/nicotine, or having cigarette or smoke smells on clothing or in the residence hall room is prohibited.

Other Substances:

Misuse, abuse or evidence of use of prescribed medications, over-the-counter drugs, aerosol products or inhalants (“huffing”), other substances used as a hallucinogen or for the purpose of getting high, including the transfer or sale of such materials, or associating with others while they are involved with these activities, is prohibited.

COMPLIANCE WITH ACADEMY FACULTY AND STAFF

Students are expected to comply with requests and directives given by Academy staff or faculty, which includes requests for meetings. Failure to comply will result in disciplinary action.

DAMAGE OR DESTRUCTION OF PROPERTY

Damage to, or destruction of, any property of Interlochen Arts Academy, or any property of others on Interlochen Arts Academy premises is prohibited. Charges may be added to the student account to cover the cost of repair or replacement.

ADDITIONAL GUIDELINES

MEDICATIONS

Students must comply with Interlochen Arts Academy policies, provider/nurse instructions and/or parent wishes concerning the use of medications. Students are responsible for picking up medications from Health Services personnel at the designation location as scheduled, taking medication in the presence of clinic staff, and picking up any unused medications at the end of the school year. Students must be able to identify their medications. Students are expected to report to Health Services for routine controlled or mental health medications without reminders from staff. Students must arrive for medications at times assigned by Health Services. Students who are consistently unable to meet the above standards may lose the privilege of living on campus and be required to move off campus as a day student.

CAMPUS BOUNDARIES

For safety, certain boundaries are established both on and off Interlochen Arts Academy property. Students may not leave campus or be in off-limits areas without specific permission. The red area of the map is considered on-campus, and allowed.

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



following:

- East - The Duck Lake side of campus and anywhere across route M-137
- North - Anywhere north of Diamond Park Road
- South - South boundary of the High School Lakeside Camp Division
- West - Penn Colony Lane

The following are off-limits after 'Dusk' (time posted in the residence halls):

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

The following are off-limits at all times:

- Campus buildings that are closed or locked, including summer buildings such as cabins, performance venues, studios and/or summer residences and lodges.
- Private residences that are within and adjacent to Interlochen Arts Academy property.
- Roofs and outside balconies of all buildings.
- The State Park (adjacent to and across the road from campus).
- Entry into the lakes, including wading, swimming, boating, or going on the docks when the waterfronts are closed (not supervised by an adult) is dangerous and not permitted.
- Classrooms and performance spaces are off limits, except when officially open.
- Interlochen property north of Diamond Park Road, unless as visited as a part of a class outing.

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

- Cabins or spaces rented on campus through Stone Hotel, including cabins on Eugene Ormandy Road.

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

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

AUTOMOBILES

Boarding students may request permission from their Director of Residence Life to store an automobile on the campus. A written request from the parent/guardian is required. Cars must be registered with the Campus Safety office. Boarding students may not access vehicles stored on campus for transportation off campus without express permission in writing from an administrator and parent. Student drivers (day or boarding) are not permitted to transport other boarding students in their automobiles without specific permission from an administrator. The primary approved usage of a student vehicle is limited to transportation home or to college auditions. Any other request requires additional approval by the Dean of Student Life and/or Vice Provost of Student Life.

Student cars parked on campus are subject to search. All student cars must be parked in lettered lot S, T, or U.

BICYCLES AND SKATE-TOYS

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

1. It is the responsibility of students to equip and maintain their bicycle or skate-toy. Damage or injury caused by a bicycle or skate-toy is the responsibility of the owner. Bicycles are to be locked and kept near the owner's residence hall or in a designated area. Damage or theft is not the responsibility of the Academy. It is the student's responsibility to ensure that their bike/skate toy is appropriately locked and secured. It is required that students list their bicycle/skate-toy on the Valuables Inventory and register them with Campus Safety. Forms are available in the Campus Safety office for this purpose. For safety reasons, bicycles may not be stored in student rooms, residence halls or other buildings not specifically designated for bicycle storage.
2. Students may ride their equipment off-campus during daylight hours by securing off-campus permission from Residence Life staff after showing the intended route and expected time of return. Students must sign out at their residence hall desk and sign in when they return. During hours of darkness, riding will be permitted on campus only if the cycle has proper lighting in operation. There is no off-campus riding after dusk.
3. According to Michigan law, bicycle riders must keep to the right on any road and ride on the shoulder when a car is passing. Riders must observe all safety guidelines pertaining to cycling. Students must have personal identification and carry their cell phone when riding bikes or skate-toys off-campus.
4. Students are advised to wear a helmet when riding bikes or skate-toys on or off-campus.
5. Boundaries for off-campus use of bicycles/skate-toys:
 - a. M-137 may be used, north to US-31 and south to Karlin.
 - b. Green Lake loop (11 miles) via Diamond Park Road to the Betsie River Road (first asphalt road to the left), south to Karlin and north again on M-137 to campus.
6. Students must stay off of private property at all times.
7. Devices must be kept in an appropriate location such as on a bike rack, skateboard rack, or in an area clear of roads, stairs, walkways, flower beds, etc. Anything stored inappropriately may be confiscated by Academy staff.
8. Abandoned items are held for a short time and then either donated or disposed of.
9. Riding unattended bikes, scooters, or skate toys that do not belong to you is considered theft and will be treated as such in the conduct process.

HAMMOCKS

Hammocks are permitted under specific guidelines.

- Hammocks cannot be permanently affixed to any location. No use of nails or damage to anything to which it attaches.
- Hammocks cannot remain up overnight. Hammocks left out overnight may be confiscated and brought to the Campus Safety office.
- Hammock must be at or below waist height. "Stacking" hammocks is not permitted.
- Only one person per hammock, regardless if hammock is rated for more than one person.
- No hammocks on the mall or the Maddy Building courtyard.
- Students should understand that hammocks left unattended may be used or taken by others.

BODY PIERCINGS AND TATTOOS

Any type of body piercing, tattooing and/or body modifications performed by students while under Academy jurisdiction is strictly prohibited, including any modifications done to oneself. Students who cause damage to IAA property through the use of hair dye will be charged for cleaning or repairs.

CELL PHONES

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

DRONES

Students are not allowed to operate drones on campus unless they have specific prior permission from the Dean of Student Life or their administrative designee.

EIGHTEENTH BIRTHDAY

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

PERSONAL ENTERPRISE AND BUSINESS

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

PETS

Student pets are not permitted, with the exception of fish in freshwater tanks, 10 gallons or less. Saltwater fish and other species of "Tank Pets" including but not limited to: axolotls, lizards, snakes, turtles, crabs, insects, spiders, and frogs/toads are not permitted. Freshwater fish in student rooms must have diets that do not require live food. All fish food must be plant-based or dried. Students must remove their fish from campus over school breaks or secure alternate housing for their fish.

STUDENT CONDUCT PROCESS

INVESTIGATIONS

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

The Academy commits to providing a neutral, unbiased process when managing investigations, recognizing that all parties in conduct incidents will be treated equitably and with respect. We use the method of preponderance of evidence when determining conduct violations. Preponderance of evidence is defined as determining that there is a greater than 50% chance that the behavior occurred.

ROOM AND PROPERTY SEARCHES

If there is reason to suspect that students may be violating campus policy, Interlochen reserves the right to confiscate and/or search a student's belongings, including their room, locker, vehicle, computer, cell phone, other electronics, other areas assigned to or used by that student, or other student possessions. The Academy may report the violation to local authorities if the search reveals the student is in violation of the law. In order to support the health and safety of Academy students, student belongings may be searched prior to departure from campus for Academy-sponsored special events and/or upon return to campus. Failure to comply with the search of belongings, including electronic devices, will be assumed as an admission of violating the Student Handbook and as such, the student is subject to conduct outcomes.

SUBSTANCE USE/ABUSE POLICY

To help ensure the health and wellbeing of our students, the Academy reserves the right to require drug and alcohol testing. Room searches may also take place. Any time testing is required by the Academy, refusal to submit a specimen will be interpreted as a positive result.

DRUG TESTING FOR SUSPECTED USE

- When it is suspected that a student, due to their behaviors or circumstances, has been drinking alcohol or using drugs, the Vice Provost of Student Life or their designee will bring the student to the Health Center where a breathalyzer may be administered or urine sample collected. Further, a test will be required any time a student is found in possession of a vaporizer or other drug-/tobacco-/nicotine- related paraphernalia.
- Enrollment agreement permits the testing of students at any time during their enrollment
- Collection of urine samples will proceed in accordance with the Health Center policy for such sample collection. Questionable urine samples will be sent to an outside laboratory for processing, and the results will be reported to the Director of Health Services, who will then share them with the Vice Provost of Student Life.
- If the testing laboratory reports that a specimen has been tampered with or substituted in any way, the test will be considered positive.
- A positive test for alcohol or drugs will be interpreted as evidence of a Level 4 Rule Violation, and the students will be subject to disciplinary proceedings. Even in the event of a negative test result, a student may face disciplinary action based on other evidence of consumption.

RANDOM DRUG TESTING AFTER A DISCIPLINE EVENT

- Random drug or alcohol testing is performed after a disciplinary event involving drugs and alcohol.
- Parents/guardians and students are notified before testing begins

Interlochen Arts Academy cooperates fully with law enforcement and local authorities with regard to substance use and abuse. Positive test results, regardless of when or where the use occurred, will be considered in conduct outcomes. Any student who is found to be using or possessing drugs, alcohol, or any other mind-altering substance or related paraphernalia (including vape pens), will be subject to the school's policy response. The student will immediately receive an off campus suspension. Parents and Guardians will be notified that the student will be required to leave campus within 24 hours for a minimum of one week. Upon return from suspension, the discipline response will include mandatory random drug testing, therapeutic intervention, and disciplinary probation with the expectation of zero-tolerance for any violation of the school's alcohol and drug policy. Should a student violate the

school's drug/alcohol policy a second time in one calendar year, that student will be dismissed from the school. A third violation at any point during a student's enrollment will result in immediate dismissal.

STUDENT CONDUCT OUTCOMES

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

Possible Consequences	Description
Educational Sanction (ES)	Students will be asked to reflect on their decision making or participate in an educational program. Examples of educational sanctions include: a written reflection, enrolling in classes/workshops, receiving counseling, writing letters of apology, or others as determined by both the student and administrator.
Student Status Change (SSC)	If behavior occurs repeatedly, thus showing a lack of growth or an unwillingness to comply with policy, or a single behavior is determined to be serious, a student will be assigned either Warning Status or Probation Status . These statuses indicate that continued behavior will not be tolerated. Students placed on Probation Status receive explicit communication that continued conduct issues jeopardize continued enrollment.
Exclusion from Activities (EFA)	Students will be excluded from participation in designated privileges and activities for a specified period of time. Examples include, but are not limited to: early sign-in, loss of off-campus privileges, campus restrictions, weekend restrictions or loss of technology access, or loss of role in artistic presentation or performance.
Restitution (R)	Students will be required to make restitution. Such restitution may take the form of monetary payment or appropriate service to repair or otherwise compensate for damages.
Dorming (DO)	Students will be restricted to the residence hall. Dorming is similar to "grounding" at home.
Suspension (S)	Students who continue to violate policy, or whose conduct presents a more significant concern, may be placed on a Suspension. This is a temporary termination of student status for a specified period of time, provided that the student has complied with all conditions imposed as part of the Suspension and provided that the student is otherwise qualified for reinstatement.
Dismissal - (D) Expulsion and Required Withdrawals	Students who violate Academy policies or regulations, or who make decisions that put themselves or others at risk, may be expelled from the Academy. Students either expelled or required to withdraw from the Academy are considered restricted from campus for the remainder of the academic year.
Re-Enrollment (REH) Hold	Students in grades 9 through 11 who have performed satisfactorily in all areas are typically invited to return for the next school year. Students whose return is in question due to academic, behavioral, outstanding tuition payments, social, or health concerns will have the re-enrollment decision delayed. This is referred to as "Re-enrollment Hold."

DISCIPLINARY INFRACTIONS AND CONSEQUENCES

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

Infractions are divided into four groups that reflect the severity of the infraction. Infractions range from Level 1 to Level 4, with Level 4 representing those that are most serious.

LEVEL 1 INFRACTIONS (Minor)

These violations are usually referred to the Instructors of Residence Life and/or Senior Instructors of Residence Life.

Infractions

1. Unsatisfactory residence hall room conditions
2. Failure to comply with sound out policy or creating excessive noise
3. Failure to comply with lights out regulations in the residence hall
4. Failure to observe correct sign-in times
5. Inappropriate public display of affection
6. General misconduct or general failure to follow instructions
7. Other conduct falling generally within the description of level 1 infractions as determined by Academy Administration

LEVEL 2 INFRACTIONS (Moderate)

These violations are usually referred to the Instructor of Residence Life and/or Senior Instructor of Residence Life.

Infractions

1. Accumulation of Level 1 infractions
2. Misuse of facilities/rooms/spaces
3. Violation of technology/electronics policies
4. Failure to comply with computer and media policies
5. Outside dusk boundaries
6. Failure to comply with a reasonable request from an Academy employee
7. Possession or Display of Unauthorized/Inappropriate items in residence hall room or on clothing/belongings. Explicit images, phrases, and messages contrary to the values of the community, including but not limited to: profanity, drug/alcohol/cigarette or other paraphernalia related to substance use, lewd or sexual images or messaging, degrading phrase, hate speech or symbols targeting specific groups of people are not permitted.
8. Misuse of emergency equipment (i.e. using alarmed fire doors, etc.)
9. Other conduct falling generally within the description of level 2 infractions as determined by Academy administration

LEVEL 3 INFRACTIONS (Serious)

These violations are referred to the Dean of Student Life and can result in suspension.

Infractions

1. Accumulation of Level 1 or Level 2 Infractions
2. Failure to observe proper permissions for off-campus visits
3. Failure to comply with open room policy
4. Inappropriate sexual behavior
5. Fighting or "excessive horseplay"
6. Flagrant disrespect of a community member
7. Failure to participate in attendance-based weekend restrictions
8. Abuse of technology systems and/or violation of acceptable use policy
9. Accessing another person's room/possessions without permission
10. Presence, or attempting to gain entry, in an unauthorized building or area including waterfront areas
11. Failure to abide by waterfront regulations
12. Off campus without permission
13. Failure to observe required sign-in/sign-out procedures
14. Riding in a vehicle without permission or unauthorized use of a motor vehicle
15. Hitchhiking
16. Gambling
17. Failure to follow IAA medication policy
18. Forgery or falsification of any record, including sign-in sheets and dorming sheets
19. Vandalism to any school property including books, materials, furnishings, buildings and grounds
20. Possession of candles, burnable incense, wax warmers, flammable liquids, matches, lighter, fireworks, heating appliances
21. Failure to follow certain safety regulations, including lack of compliance with fire and severe weather procedures; failure to respond to fire, severe weather, lockdown or other safety and emergency drills
22. Other conduct falling generally within the description of level 3 infractions as determined by Academy Administration

LEVEL 4 INFRACTIONS (Most Serious)

These infractions are referred to the Vice Provost or Dean of Student Life and can result in suspension or expulsion. Students involved in a level 4 infraction will be placed on "re enrollment hold."

Infractions

1. Accumulation of Level 1, 2, or 3 infractions
2. Academic, artistic, community dishonesty (cheating, plagiarism, deception)
3. Excessive unexcused absences and/or tardies from classes/required tutorials or other commitments (see attendance policy)
4. Intentional endangerment of others or oneself, bomb threats, or other threats or acts of violence including those communicated through technological means
5. Lighting fires including candles, burning incense, outdoor campfires/bonfires, grilling, or any other open flame without explicit administrative permission.
6. Possession of dangerous items and/or weapons
7. Hosting/harboring unauthorized personnel (student or non-student) in residence hall
8. Violation of Academy visitor policy
9. Violation of the alcohol/drug/tobacco policies
10. Physical assault

11. Harassment/bullying/hateful behavior such as racism, antisemitism, gender identity bias
12. Severe vandalism
13. Grossly inappropriate behavior
14. Grossly inappropriate sexual behavior
15. Violation of state and/or federal laws (Interlochen Arts Academy cooperates fully with law enforcement agencies)
16. Other conduct falling generally within the description of level 4 infractions as determined by Academy Administration

DORMING

Dorming is a campus restriction that is a consequence issued by residence life staff for Level 1 and 2 Infractions. The purpose of dorming is to address significant or repeated residence life infractions and serve as a reminder that students must adjust their behavior. The components of dorming include but are not limited to:

- Signing in at 60 minute intervals beginning usually after dinner on school nights or noon on weekends
- Remaining in the assigned residence hall room
- Ability to attend academic and artistic obligations with permission
- Contact with parent/guardian

SUSPENSIONS

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

On-Campus Suspension

- Students are not permitted to attend Academic or Art Classes.
- Students are required to remain in the On-Campus Suspension room from 8am - 4pm Monday - Friday. For weekend On-Campus suspensions, students will be restricted to their room and will sign in at the residence hall in 60 minute intervals.
- Students must sign in at residence halls in 60 minute intervals between 4pm - sign-in
- Students have the option to participate in 60 minutes of activity in the Dennison Center daily
- Students will be permitted to complete classwork during their suspension at the discretion of their teachers
- Students must remain in the assigned residence hall
- No off-campus permission granted
- No guests in room permitted
- No guests of roommate in room permitted
- 30 minute time limit for meals (time restrictions)
- No external food deliveries
- Contact with parent/guardian is permitted
- Contact with instructors is permitted
- Restriction from student activities and attending rehearsals and performances
- Artistic program consequences as assigned by the arts director
- Meetings with Director of Residence Life or Other Administrator upon return from Suspension

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

Off-Campus Suspension

- Contact with parent/guardian
- Contact with instructors
- Meeting with key adults
- Immediate departure from campus
- Restrictions from campus
- Artistic program consequences as defined by the arts director
- Accumulation of unexcused absences
- Meeting with classroom teachers and other key adults upon return to campus
- Placement on Re-Enrollment Hold

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

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

Instructors are under no obligation to allow work to be made up, but in some cases they do permit make-up work. Students must take the initiative to work with teachers in this process. They may also be required to participate in counseling upon return and submit to random alcohol/drug testing. The expense for these services will be the responsibility of the parents. Upon return to the Academy, the student will meet with Academy personnel to discuss any issues that remain in question and to help the student re-enter Academy life as smoothly as possible.

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

EXPULSION

Students expelled from the Academy are not permitted to complete their courses of study and do not receive grades or credit for the current semester. Seniors are not eligible for an Academy diploma. Students either expelled or required to withdraw from the Academy are considered restricted from campus for the remainder of the academic year. They may return after that time by writing to and obtaining permission from the Vice Provost or Dean of Student Life.

ACADEMY DISCIPLINE BOARD - DISMISSAL APPEAL PROCESS

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

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

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

COMMUNITY SUPPORT

As mentioned above, the motto, “Dedicated to the promotion of world friendship through the universal language of the arts,” is a cornerstone of Interlochen Arts Academy’s approach to art and education. The Academy is committed to fostering a community that is safe and supportive of all members.

ADVISORY PROGRAM

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

COMMUNITY MEETINGS AND RESIDENCE LIFE MEETINGS

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

COMMUNITY SERVICE

Interlochen Arts Academy believes in giving back to the community. Community service assignments offer real-world experience and an opportunity to serve other students. These service-oriented tasks emphasize and supplement the overarching goals of our larger Social-Emotional Learning program.

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

WORK-STUDY PROGRAM

Students who are in good educational standing (academics, arts, and behavioral) and are in their sophomore, junior, senior, or postgraduate year are eligible to apply to participate in the Work-Study program with Dining Services or the Scholarship. This is in addition to community service requirements. Students must be at least 14 years of age and have parent permission before they can begin their work. Student workers are not permitted to socialize or otherwise engage with employees

outside of their shifts. Work-study students are not eligible for Interlochen Arts Academy employee benefits.

Possible student worker tasks include:

- Food server
- Dish room worker
- Salad bar attendant
- Custodial (sweeping, wiping tables, etc.)
- Melody Freeze
- Scholarshop retail

Student workers must commit to a minimum average of three (3) hours per week and cannot work more than ten (10) hours per week and will be paid \$12 per hour for their work. Should a student's academic, artistic, or behavioral standing change they may not be permitted to continue their work until they are in good standing. Per Michigan labor law, students under the age of 16 must not exceed 48 hours of school and work hours combined in a week and cannot work prior to 3:00 pm Monday-Friday.

Interested students should visit the Human Resources office in the Maddy Building for details on how to apply.

External employment is not permitted for boarding students. Day students in good standing may engage in external employment as long as it does not interfere with Academy obligations. Work permits are available from the Student Affairs Office.

COUNSELING PROGRAM

The counseling program is an extension of the educational goals of IAA. As such, it seeks to be an integral part of the safety net specifically set in place to secure students' emotional well-being. Students may choose to meet with a school counselor or psychologist on their own or they may be referred by someone else. Appointments can be scheduled using [this link](#). In order to foster a trusting relationship and in accordance with the ethical requirements for school counselors and the Director of Student Support Services, information shared will generally be kept confidential unless the student gives permission for information to be shared. Consistent with students' rights under Michigan state law, this may mean that information and/or meetings may be kept confidential from parents. Confidentiality always must yield to safety, however, when danger to the individual or community arises. Minimal information may also be shared with families, faculty, or residence life instructors on a need-to-know basis in order to support the education and well being of a student. Students and parents who have questions with regard to confidentiality and its limits should direct those to the counselors and the Director of Student Support Services.

In addition to the on-campus counseling and support options available through Student Support, 24-hour a day crisis counseling support is also available through our partnership with Uwill.

Students can access a crisis counselor by calling 833-646-1526.

Students can also access self-help services as well as 8 free video therapy sessions with the provider of their choice using the Uwill System App. A link to the [app can be found here](#) (please note, students must login with their Interlochen email address.) A diverse and multilingual variety of providers are available.

A Note about Self-harm

Whenever a student is at risk of self-harm, for any reason, their safety is the first priority. In accordance with that concern, whenever a student presents to any faculty/staff member with concerns about or evidence of self-harm or suicidality a school counselor or the Director of Student Support Services will be apprised. Appropriate steps will be taken to assess the student and determine further action to ensure their safety. Further action may include, but is not limited to:

- Contact with parent/guardian to inform of incidents of self-harm
- Recommended continued meetings with school counselor or therapy with an off-campus provider
- Required referral to an outside provider for further treatment
- Inpatient monitoring in Health Services
- Academy leave, or other action needed to ensure student safety

GENDER, TRANSGENDER AND NON-BINARY STUDENT TRANSITION SUPPORT

IAA accepts the gender identity that each student asserts. There is no medical or mental health diagnosis or treatment threshold that students must meet in order to have their gender identity recognized and respected by IAA. The assertion may be evidenced by a desire expressed by the student and their family for the student to be consistently recognized as the sex consistent with the student's gender identity. Students ready to socially transition may initiate a process to change their name, pronoun, attire, and access to gender-related programs, activities, and facilities consistent with their gender identity.

Each student has a unique process for transitioning. The student's Director of Residence Life (or the Director of Residence Life's designee) will coordinate each student's transition plan in consultation with the student's family and with the support of a team that may include the Director of Equity and Inclusion, a school counselor, the student's teachers and advisors, and other administrators. IAA customizes support to optimize each student's equitable access to the school's educational programs and activities. Students (and families) wishing to transition should contact a school counselor, their director of residence life, or any school administrator with whom the student is comfortable to initiate the process. IAA encourages student and family collaboration throughout the student's transition process and advocates that the school and the student communicate with the student's family at each step. IAA maintains some gender-neutral facilities in several buildings and is continually investigating opportunities to provide more of these facilities.

HEALTH SERVICES

Health Services is located on the southeast corner of the first floor of Thor Johnson House. It is open daily from 7:00 AM to sign-in, with coverage provided overnight for student medical needs. Health Services is staffed 24 hours a day and 7 days a week by a team of licensed staff who are available to handle routine and emergency student medical and mental health care needs.

Nursing services are available to students at all times. In addition, the Academy Health Care Provider holds clinics every week. Health Services can treat minor injuries and illnesses, dispense over-the-counter and prescription medications, obtain medical supplies, and collect laboratory specimens for processing. More serious illnesses or emergencies are referred to local providers or to Munson Medical Center, which is located approximately 15 miles from campus in Traverse City. Parents and guardians will be notified if a serious illness or injury occurs.

Health Services staff can also assist students in making off-campus medical, dental, mental health and rehabilitation appointments. Parents should notify Health Services when making outside appointments to coordinate transportation and continuity of care. Interlochen Arts Academy is not responsible for the costs associated with medical or mental health services provided outside of

Interlochen Arts Academy by non-Interlochen Arts Academy personnel (Munson Medical Center, emergency room visits, area medical clinics, etc.).

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

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

Occasionally, it is necessary for a student to spend the night in Health Services with the nurse on duty. Health Services has beds for day and overnight use. Parents are contacted whenever a student stays overnight in Health Services.

Students who are in emotional distress may be required to visit Health Services for assistance and assessment. Students may be required to see Health Services upon the direction of the Residence Life Staff, the Health Services Staff, and/or the Senior Director of Residence Life or their administrative designee.

HEALTH INSURANCE REQUIREMENTS

To ensure the health and well-being of all students while they pursue their education and artistic endeavors. Interlochen Arts Academy requires all students to have comprehensive health and dental insurance coverage that is valid in the state of Michigan for the duration of their enrollment. All international students will be automatically enrolled in the Interlochen Arts Academy International Health Insurance plan. This plan is specifically designed to meet the unique needs of international students and ensures they have continuous and comprehensive health coverage during their time at the Academy. Domestic students who are not covered by an active insurance plan, or need additional coverage, are able to purchase insurance directly from [Clifford Allen Associates](#), a company which specializes in providing insurance to private secondary boarding school students.

IMMUNIZATION REQUIREMENTS

As part of the enrollment procedures, parents must provide the school with immunization records showing that their student has received all immunizations listed in the Required Childhood Immunizations for Michigan School Settings chart located at: [Parents - Vaccines Required for School Entry in Michigan](#). All members of our community are strongly encouraged to be fully vaccinated against COVID-19 before coming to campus, and are encouraged to receive an annual influenza vaccination.

The school is responsible for reviewing immunization information in the Michigan Care Improvement Registry (MCIR) for analysis. If the student is not fully immunized, the student shall not attend school.

SUBSTANCE USE/ABUSE INTERVENTION

Substance use concerns can be brought to the attention of Counseling or Health Services prior to the occurrence of a disciplinary incident. When used as an intervention tool, the results of testing and

assessment are used to determine the need for further assistance rather than student conduct consequences. Referrals to specialists in the Traverse City area are handled through Interlochen Arts Academy's Health Services office. Self-help groups, such as Alcoholics Anonymous, are available in Traverse City for recovering students. Students with questions and concerns regarding alcohol or other drugs should feel free to discuss them in confidence with members of the Health Services staff or school counselors. It is important to distinguish, however, the difference between students who are found responsible for violating Substance Use Policy and students who seek help voluntarily.

TEMPORARY LEAVE

A temporary leave of absence is put into place when a student will be away from campus for more than two weeks. On rare occasions, a temporary leave of absence from school may be either requested or required. To request a leave, a student or their family must contact the student's school counselor who will then coordinate with the Director of Student Support Services (or their designee). The Director of Student Support Services (or their designee) will work with the student and their family to coordinate work that may be accomplished while the student is away. For the duration of a student's leave, the student and their family will maintain partnership with the Director of Student Support Services or their designee to determine the guidelines for the student's leave as well as requirements for the student's return. For students on leave due to a medical or emotional condition, student's attendance, grades, and credits may be modified based on the academy leave process. More information on the process can be found [here](#). Students on leave may not return to school until the outlined requirements are met and administration determines that a return is appropriate for both the student and for Interlochen Arts Academy.

STUDENT - SERVICE ANIMALS ON CAMPUS

Interlochen Arts Academy (IAA) complies with the Americans with Disabilities Act Amendments Act of 2008 (ADAAA) in allowing the use of service animals for students. By law, a service animal means any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals. The work or tasks performed by a service animal must be directly related to the owner/handler's disability. Examples of work or tasks include, but are not limited to:

- Assisting individuals who are blind or have low vision with navigation and other tasks;
- Alerting individuals who are deaf or hard of hearing to the presence of people or sounds;
- Providing non-violent protection or rescue work;
- Pulling a wheelchair;
- Assisting an individual during a seizure;
- Alerting individuals to the presence of allergens;
- Retrieving items such as medicine or the telephone;
- Providing physical support and assistance with balance and stability to individuals with mobility disabilities;
- Helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors.

Students who require the use of a service animal on campus are encouraged, but not required to contact the Director of Student Support. IAA may not ask about the nature or extent of a person's disability. The school may, however, ask if the animal is required because of a disability, as well as what work or task the animal has been trained to perform.

It is the policy of IAA that service animals assisting individuals with disabilities are generally permitted in all Interlochen Arts Academy facilities, programs, and activities except as described below or otherwise governed by applicable law.

- Owner/Handler Responsibilities
 - While access rights are legally afforded to users of service animals, that access is accompanied by the responsibility of ensuring that animals act and respond appropriately at all times while in public. Owners/handlers are responsible for ensuring the safety of their service animals.
 - Owner/handlers are required to register their service animal through the form [here](#).
- Control Requirements
 - The service animal must be housebroken.
 - A service animal shall be under the control of its owner/handler. A service animal shall have a harness, leash, or other tether, at all times. Exceptions to this guideline are instances where the owner/handler's disability interferes with the use of a harness, leash, or other tether; or the use of a harness, leash, or other tether would interfere with the service animal's safe, effective performance of work or other tasks. When a leash or tether is not in use, the service animal must be otherwise under the handler's control (e.g., voice control, signals, or other effective means).
 - The owner/handler is responsible for cleaning up after their animal's waste and should always carry sufficient and appropriate equipment to clean up after the animal. Waste must be properly disposed of. Persons with disabilities who physically cannot clean up after their own service animal will not be required to do so; however these individuals should take their animal to designated relief areas for relief. Relief areas are typically un-mowed and unmaintained areas on campus.
- Financial Responsibility
 - A person who has a service animal on campus is financially responsible for property damage caused by their service animal including but not limited to cost of repairs, replacement or cleaning of facilities or furnishings, and any bodily injury or personal injury caused to other persons by the service animal.
 - The Owner and their parent(s)/guardian(s) agree to indemnify and hold harmless IAA, and its officers, directors, managers, employees, volunteers, guests, invitees, contractors, consultants, students, etc against any and all losses, claims, damages, actions, judgments, settlements, interest, awards, penalties, fines, costs, liabilities, or expenses of whatever kind, including reasonable attorney fees, in connection to relating to, arising out of, or resulting from any injury to person or property caused for any reason by the Service Animal.
- Health/Vaccinations
 - All dogs must wear a rabies vaccination tag as required by Michigan or local law.
 - All service animals must be vaccinated against diseases common to that type of animal in accordance with state and local laws, rules, and regulations. All vaccinations must be current.
- Service Animals that are not housebroken or under control
 - If a service animal is determined to be out of control (e.g., displaying vicious behavior towards people; excessive barking, running around, nipping); or is not housebroken, the animal will be required to leave and the accommodation will be revoked. Failure to comply may result in consequences up to and including suspension or expulsion.
 - Allergic reactions to animals are common. Persons who have asthma, allergies, or other medical conditions affected by the presence of animals are asked to contact Health Services. The person impacted by the presence of the animal must provide verifiable

medical documentation to support their claim. The needs of both persons will be considered in resolving the issue.

Please contact education@interlochen.org to obtain information on the review and approval processes that must be completed prior to bringing emotional support animals into any Michigan Housing facility.

CAMPUS SAFETY

Campus safety and security are top priorities at Interlochen Arts Academy. The campus is secured by trained professionals, providing response and assistance 24 hours a day, 7 days a week. The Academy residence life staff is trained in campus emergency procedures and play a supervisory role across the campus. Campus access roads, with the exception of the main campus entrance, are gated during certain times of the day and night, restricting vehicle access onto campus. However, the campus grounds are not fenced.

The campus safety office is located at the main entrance off of M-137. In case of any emergency which may require the attention of safety personnel, students may contact a member of the residence life staff or an adult employee. Dial campus safety directly (x7575) from any campus telephone, or dial 231-276-7575 from a non-campus phone. In the case of a life-threatening emergency, call 911 from any telephone.

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

TRANSPORTATION/TRAVEL OFFICE

The Student Travel Office works with students, parents, airlines, and the institution in coordinating transportation for student travel for scheduled breaks to and from Interlochen Arts Academy. Transportation and Travel handle Non-Break (outside of sanctioned) travel which originates when the parent submits Non Break plans on the portal. After plans are submitted, all areas associated with the student are notified. The students dorm Instructors of Residence Life (IRL) with approval, then submits a work order for the student's transportation needs. It is imperative that parents use the portal to update plans keeping Transportation and or Travel apprised of student travel changes at vacation times (Fall, Winter, Spring) and at the beginning and end of the school year and other Non break travel, by using the parent portal, even when students are traveling by private plane or automobile. Thirty (30) days prior to Arrival, Fall, Winter, Spring and final departures has been established, as the cut off or deadline for travel plan submissions. An additional charge, of \$35.00, will be assessed to students who do not submit their travel plans, turn them in past the deadline, and/or provide fewer than 3 days notice for any other arrival/departures. This fee is waived for family emergencies and other approved reasons.

Transportation for students to and from the Traverse City airport and bus station at the beginning and end of the school year and for Academy vacations are provided for a fee of \$15.00 each way and \$16.00 each way at any other travel times of the year. We ask students and families to complete the appropriate online parent portal travel plans form found in the Education Community. If for some unforeseen reason this is not possible, contact a travel coordinator with travel plans at 231-276-7373. For safekeeping, students are encouraged to keep important documents, like I20's, passports and

Visas in the travel office safe. The Travel Office is located in the same building as Campus Safety at the main entrance from J.Maddy Pkwy.

Local Interlochen Arts Academy (off Campus) medical runs are \$15.00 round trip and Benzonia/Traverse City medical runs are \$29.00 round trip. Trips outside of Traverse City are billed at \$30.00 per hour and 60¢ per mile. Many Medical locations require an adult present if a minor person under 18 years of age is seeking service. If an (IRL) needs to be/stay with the student during the appointment, there may be an additional fee. Seventy two (72) hours minimum are needed to schedule all medical appointments and must go through Health Services (231)276 7220 or a \$35.00 late notice fee also apply. For Emergencies, late fees are waived. Please notify health services if an appointment is canceled or changed within 24 hours or a cancellation fee of \$35.00 will apply.

For Transportation needs or questions contact the Transportation Office at (231)276-7303. For Travel needs or questions contact (231)276-7373.

International student travel: Parents and families of international students are expected to manage the travel and/or housing arrangements for international students during the vacation breaks. It is the family's responsibility to plan ahead and find appropriate lodging off-campus during the vacation periods. Students are not allowed to stay in hotels over Academy breaks unless supervised by an Academy parent or guardian. Students are not allowed to leave early or return late from breaks. Any absences immediately before and after a break are unapproved.

International student - Emergent Travel Person: If parents/guardians do not reside in North America, parents/guardians must designate an adult (over 21 years of age/non-Interlochen Arts Academy employee) who can respond to the school and student's needs by:

- Speaking on our (the parent's) behalf for decision matters related to travel
- Collecting the student from campus within 24 hours in the event of an illness, disciplinary event, school closure or other emergency
- Hosting the student over school vacation periods in the event the student cannot return home

When possible, we encourage families to choose an Emergent Travel Person who speaks both English and their native language.

Unaccompanied Minors: Students who are age 13 or 14 while enrolled at the Academy must be very mindful of the requirements and availability of airline unaccompanied minor policies. Some airlines do not offer this service, which is sometimes REQUIRED for those under 15 years old, out of the Traverse City airport. Families may be required to accompany their student for airline travel. Interlochen Arts Academy does not provide an escort service for students who cannot fly out of Traverse City due to age restrictions. Travel Plans that include an airline ticket for a 13 or 14-year-old student must be accompanied by a copy of the guardian or escort's ticket. 13 or 14-year-olds flying with no guardian or escort will be asked to change their travel plans at their own expense.

Late Departures and Early Arrivals

In the event of a planned or unplanned late departure from or early arrival to campus during a time when our Residence Halls are closed, the family is responsible for all fees incurred by the student. This will include Stone Hotel or other overnight accommodations for their student and an IAA staff supervisor, food, luggage and transportation costs. These fees will be charged to the student account. Any late departure or early arrival must be communicated to and approved by a residential life administrator.

DINING

The Stone Center dining room is a shared space used by students and Academy staff, as well as visitors and official guests of Interlochen Arts Academy. Meals are served cafeteria or buffet style, and everyone is expected to bus their own dishes and clean up the table when finished. Because of this, it is especially important to take extra care in clearing dishes and leaving the table clean. For health and safety reasons, students must always wear shoes. Questions and comments may also be emailed to diningservicesfeedback@interlochen.org.

Plates, cups, silverware, and serving utensils are to remain in the dining room. Students may bring their own drinking glass or mug to carry out beverages. While students are permitted to take a meal or snack to go, taking out large quantities of food or beverages is not permitted.

FOOD ALLERGY GUIDELINES

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

DINING SERVICES RESPONSIBILITY

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

FAMILY RESPONSIBILITY

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

STUDENT RESPONSIBILITY

- Introduce themselves to Dining Services shortly after checking in to explain allergies so staff can develop a plan for informing the student of the contents of food offerings.
- Be proactive in the management of a food allergy. Ask a Dining Services employee about the ingredients in anything the student plans to consume.
- Introduce oneself to Health Services staff to explain food allergies and severity. Inform them if an Epi-pen is carried.

LOST AND FOUND

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

MAILROOM

The Mailroom is located in the lower level of the Maddy Building and provides a full range of postal services, including stamps and parcel service during posted hours. In addition, there is a U.S. Government Post Office less than a mile from the campus. Incoming mail is collected and delivered to the residence halls daily except Sunday.

Student mail should be addressed as follows:

Student Name
Name of Residence Hall
P.O. Box 200
Interlochen, MI 49643-0200

For UPS and FedEx shipping purposes:

Student Name
Name of Residence Hall
9900 Diamond Park Road
Interlochen, MI 49643

SCHOOL PHOTOS

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

PROVOST NEWS

Every Friday, students, and parents are sent our weekly newsletter, *Provost News*. This newsletter is the best way to stay up to date on school happenings, news, and events throughout the year.

RECYCLING, COMPOSTING, AND SUSTAINABLE CAMPUS PRACTICES

IAA Vision for Recycling, Composting, Energy Conservation & Campus Care

- IAA is a community leader in environmental preservation through education and action.
- Recycling and composting are practiced and expected throughout the institution.
- Recyclable materials are reused and sold as a source of revenue.
- Paper use is minimized through electronics.
- All on-campus printing is on recycled paper.
- Compostable materials from cafeteria and campus waste are composted on-site in our industrial compost facility, managed and maintained in-house.
- Use of hazardous chemicals is minimized.
- Hazardous chemicals are used and disposed of properly.

- Environmentally friendly materials are used throughout the institution.
- Reusing resources is encouraged throughout the institution.
- Cafeteria dishware is not to be taken out of the cafeterias.
- Self-provided containers, like Tupperware or paper sacks, are used to take food from the cafeteria.
- Disposable dishware is used minimally in our cafeterias.
- Environmentally friendly products are available for purchase through the Scholarship.
- Campus grounds are clean and visually attractive.
- Conservation of energy, electricity, heat, and water is practiced and expected throughout the institution.

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

Where to Compost: All cafeteria waste is expected to be *appropriately* composted, recycled, or placed in the landfill waste bin. There are compost bins throughout campus as well, to include all residence halls, central office spaces, and main buildings. Because we have an industrial-sized facility, items such as bones, dairy, meat scraps, citrus, etc. are appropriate. This differs slightly from most backyard composting practices that some may be more familiar with. Responsible composting practices means eliminating contaminants (recyclables or landfill items) from our compost receptacles.

Residence Hall Recycling Program/Procedures: Each residence hall lobby has a recycling bin for single-stream recycling items. It is imperative that all cardboard boxes are broken down and emptied. Single stream recycling means that all items can be placed into the same recycling bin. Cardboard can be placed to the side of the bin. Do not place bags of trash or recyclables on top of the dumpster lids.

Student Residence Halls Energy Conservation Program/Procedures:

Things students can do to help conserve electricity:

- Turn off lights every time you leave an otherwise unoccupied room.
- Turn off computers, radios, TVs, and all appliances when not in use.
- Do not use screen-savers.
- Use natural light whenever possible instead of turning on lights.
- Turn off ceiling lights when just a reading lamp is sufficient.
- Avoid the use of nightlights and turn them off during the day.
- Do not use automated door buttons unless you are disabled.
- Unplug refrigerators if empty. Share a refrigerator.

Things students can do to help conserve heat:

- Keep furniture and belongings away from room heaters.
- Keep windows closed in the winter. If a room is too hot, notify an Instructor of Residence Life.
- If you must open a window, close it when you leave the room.

Things students can do to help conserve water:

- Please use reusable water bottles and help us eliminate the use of single-use plastic water bottles. There are 27 water filling stations located on campus to provide triple filtered water.
- Do not let faucets, toilets, or showers drip. If you see one dripping, turn it off. One drip/second = 2,700 gallons/year!
- Turn water off while brushing teeth, shaving, or shampooing.
- Take shorter showers.
- Only wash full loads of clothes, and reduce water level appropriately. Wash clothes in cold water.

LIBRARIES

Bonisteel Library is a vibrant hub consisting of the Seabury Academic Library, the Frederick and Elizabeth Ludwig Fennell Music Library and the Archives. The library's high-quality services, including staff, facilities, technology and collection, support the academic and artistic needs of the IAA learning community.

The Seabury Academic Library is located on the upper level of the Bonisteel Library. The library's dynamic collection supports the arts and academic disciplines with a concentrated section of a diverse variety of materials including online databases such as Ebook Central, Jstor, Oxford Art, Literature Resource Center, Theatre in Video and American Film Scripts. The library also provides meeting and study spaces and a variety of AV equipment that can be checked out.

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

The Interlochen Archives Interlochen (ARTICA) is located on the lower level of the Bonisteel Library, and houses the institutional documents and photographic history of IAA, as well as the Greenleaf Collection of Musical Instruments. The photographic portion of the collection contains tens of thousands of large and medium format photo negatives, color slides and prints, hand-tinted glass negatives, and 8 x 10 black and white prints. The Greenleaf Collection contains over 200 brass and woodwind instruments from the 18th-20th centuries, as well as a number of ethnic instruments from around the world. The audio and film portions of ARTICA are housed at Interlochen Public Radio, and consist of over 10,000 hours of audio recordings, and hundreds of reels of motion picture film and video tapes. Most portions of the collection are open to researchers by appointment.

Borrowing privileges:

A student ID must be presented to borrow items.

Books and scores: 3 weeks

CDs: 3 days

Magazines, DVDs,

AV equipment (from IT Help Desk): 3 days

Limits:

Printed materials: up to 14 items at a time

CDs and DVDs: included in the above

AV equipment: 1 item at a time - checkout from IT Help Desk

Replacement Fee Policy:

Replacement processing fee: \$5 (Academic Library) or \$15 (Music Library)
Individual replacement costs vary by item.
Ensemble parts cost is \$5 per item, plus processing fee.

Ensemble parts must be returned after each concert. Parts not returned are considered lost and will be billed accordingly.

Additional information for both libraries can be found at <http://library.interlochen.org>.

PRACTICE ROOMS, PIANOS, AND STUDIOS

Students may practice in any open and vacant practice room, following these requirements:

1. Residence hall practice rooms are available when the front desk opens and are closed at sign-in. Keys for the practice rooms must be checked out at the residence hall front desk.
2. There must be nothing covering the window or the door window and the door must be free of obstructions.
3. Do not place clothing, instrument cases, or instruments on the piano.
4. No food or drink is allowed except for personal water bottles and water for reeds, which must be kept on the floor.
5. If you need a piano moved, do not move it yourself. Contact Instrument Services.
6. Do not leave personal property (instruments, music, equipment, etc.) in the practice room at any time because other people will be allowed access to the room if it is vacant. Staff may confiscate items left behind.
7. When uncovering a grand piano, do not place the cover on the floor.
8. When finished using a piano, close the lid, the key cover, and replace the quilted cover.
9. Doors must be open if the room is not in use, and if doors are closed for use, the lights must be on at all times unless the practice room is locked.
10. When leaving the practice room, close and lock the windows and turn off the lights.

SUMMER STORAGE

To store your items over the summer, Interlochen Arts Academy has contracted with an official storage provider, [Dorm Room Movers](#). This is the only process available for storage, there is no on campus storage available. Dorm Room Movers will send you boxes and tape, pick up your items, store them while you're away, and deliver everything back before you return. If you are graduating, Dorm Room Movers can also ship boxes home or to your new school.

EXTRACURRICULAR AND OUTSIDE PERFORMANCES

Students interested in producing (or participating in) any student-generated presentation, production, or event not sponsored by Interlochen Arts Academy must have the approval of the division director for the student's arts major. Student-generated performances or events will be considered a student activity and therefore must be coordinated through the Student Activities Committee. Students must also adhere to copyright laws and be mindful of performance space availability, supervision needed, costs, etc.

INTERNATIONAL STUDENT AND FAMILY SUPPORT SERVICES

The International Student/Family Services Manager serves as a liaison between the Academy and international students and their families throughout the Academy year, facilitating communication and support, and catering to the specific needs of international families.

PUBLICATIONS

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

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

D'ART Yearbook: The Academy Yearbook, D'Art, is compiled annually with contributions from student photographers assisted by an advisor. Active participation on the D'Art staff is counted as a Community Service assignment. (See "Community Service.")

The Interlochen Times is a student-led publication. Students meet every week, outside of class, to work on the publication. All Academy students may submit work for consideration.

RELIGIOUS LIFE

Academy students represent a wide range of religious affiliations and interests. The Academy supports students' spiritual life with on-campus activities and support for joining faith services virtually or in person. A weekly bus takes students to area houses of worship. Students may form groups for on-campus study and fellowship. Adult sponsors, approved by the Academy, are required for such groups. Students must remember that the use of candles or incense for spiritual or religious purposes is prohibited in student rooms. A particular religious holiday may sometimes coincide with classes, a student performance, or a special event or program such as Family Weekend. Religious holidays may also fall adjacent to the beginning or conclusion of a vacation period. Given the Academy's diverse community with many faiths represented, the Academy has made it a practice not to observe any special day for any religion. However, students who wish to be excused from class for religious observance may seek permission through the Student Affairs Office.

STUDENT ACTIVITIES COMMITTEE

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

STUDENT GROUPS/CLUBS

Students are welcome to form groups on campus and must follow the guidelines below:

- Clubs are a privilege at Interlochen Arts Academy
- Clubs must register their group through the Campus Activities Manager and complete the club form asking for the club's objective.
- Clubs must meet at least once a month - periodic check-ins with club leaders and advisors will confirm active status.
- All clubs must have at least one Interlochen faculty/staff member as their advisor.
- Students may only lead one club per year
- All clubs are open to all IAA students

- Club members are encouraged to work through their advisor before the first meeting of the semester if they would like to partner on a weekend activity.
- Groups with similar goals may be combined.
- The Vice Provost holds the right to remove a participant and/or dissolve a club if the above guidelines are not followed.

STUDENT REPRESENTATIVE BOARD (SRB)

The Student Representative Board is the official representative organization of the student body and is a liaison between the student body and Academy administration and faculty. The Board is a vehicle for focusing and articulating student concerns and suggestions. The Board meets weekly, and all students are welcome to attend meetings. In the Spring Semester elections are held for SRB officers for the following school year. In the fall, new and returning students have the opportunity to join the Student Representative Board in a variety of capacities. A staff or faculty advisor for the Student Representative Board is appointed by the Provost.

RECREATION AND PHYSICAL ACTIVITIES

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

Throughout the year, informal and organized outdoor recreational opportunities will present themselves. In the spring and fall, bicycling on several local cycling routes is popular. Students also enjoy camping trips, always with adult supervision and parent permission. Tennis courts on campus are available for student use, and the rural setting offers almost unlimited hiking and jogging possibilities both on campus and in the immediate area. In the winter, students may snowshoe or cross-country ski on campus and/or take the BATA bus to a nearby ski resort for downhill skiing and snowboarding. Additional release of liability waivers from the ski resort are required.

Release and Indemnity Agreement for the Dennison Center for Recreation and Wellness:
Families agree to the following. Please read carefully.

We understand and accept the fact that the use of the gym and fitness area, participation in fitness classes and other physical activities at IAA are potentially hazardous activities with certain dangers and risks that may result in serious injury or even death. We agree that as a consideration of, and in consideration for, students to be permitted to participate in and use Interlochen Arts Academy facilities, premises and equipment, we freely accept and voluntarily assume all risks or personal injury or property damage and release Interlochen Arts Academy (hereinafter "IAA"), and its trustees, officers, employees, agents, successors, legal representatives, and assigns from any and all liability, claims, causes of action, grievances, charges or suits of any type or form whatsoever, arising from or pertaining to the student's participation in any activity at IAA or relating to such activity. It is understood and agreed, however, that this agreement shall not relieve IAA of liability for proven negligence on the part of IAA or its agents, provided such negligence is the proven cause of such injury or damage. We further agree to indemnify and hold harmless IAA against any liability, costs, damages and expenses (including reasonable attorney fees) which may incur at any time in the future in the connection with any claims.

OFF-CAMPUS ACTIVITIES, TOURS AND EXCURSIONS

The following protocols must be followed when off-campus travel is allowed.

Throughout the year, students will have opportunities to participate in off-campus activities. Students are expected to adhere to Academy policies even when off-campus, as they are representatives of Interlochen Arts Academy and should reflect this in their behavior. For this reason, *policy violations that occur off-campus are elevated*. During Academy-sponsored functions, students must utilize school transportation unless specific permission for other arrangements is given by an administrator. Examples include:

- **Activity Bus:** Specific activities may be organized in the Traverse City area, including attending movies, roller-skating, ice-skating, swimming, and eating out at local restaurants. There may be a charge for the Activity Bus, and students are expected to pay for their own food and activities. Students may request financial support through the Student Affairs office.
- **BATA Bus:** Students are allowed to use the BATA bus during times posted in the Residence Halls. Students should check with the hall staff to get more information.
- **Outreach Tours:** Students sometimes travel to areas in and out of state. These tours, usually three or four days in duration, provide Academy students and faculty with a chance to perform, conduct workshops and master classes, and share their interest in the arts with others. Specific information is provided for students as they prepare for a tour.
- **Sunday Morning Bus:** Transportation is provided for students who wish to go to Traverse City and the surrounding area to attend religious services most Sunday mornings. Students must return to the campus on the regularly scheduled bus unless special arrangements have been made. There is a charge for this service, however, students taking the Sunday morning bus to attend religious services can have the fee waived through the Student Affairs Office.

POSTING SIGNS

The Academy monitors signs and posters that are displayed on campus. Sign content must follow the same guidelines as room décor and be appropriate in content. Students, faculty, staff, and the public wishing to post flyers around campus outside of the residence halls must obtain approval from the Student Affairs Office. Signs should be posted with minimal use of one-sided tape and only on glass surfaces, never on wood or paint, where the tape may permanently damage the finish.

RESIDENCE LIFE

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

Day Student Eligibility: Day students must live locally, not on campus, with a parent or guardian. If a day student has a unique circumstance, please contact the [Office of Admission](#). On occasion, we may require a student to move from Boarding to Day student status when additional familial support is deemed appropriate. In the event of a change of residential status, there will be no refund of boarding fees.

RESIDENCE LIFE STAFF

Directors of Residence Life are responsible for creating a comprehensive residence life program, and serve as part of a team of student affairs professionals working to create a community that supports

the mission of Interlochen Arts Academy. The Directors are responsible for supporting a healthy community of students and staff in one or more residence halls. Directors are also responsible for training and supervising the team of Instructors of Residence Life and Residence Hall Assistants; advising and mediating student concerns; upholding policies; creating safe communities; advising student groups; managing facilities, and contributing input for strategic change in the residence life department.

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

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

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

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

HOUSING ASSIGNMENTS

Interlochen Arts Academy is committed to providing a safe, inclusive, and supportive experience for students and to working with all families to meet their students' housing needs in an environment that promotes the dignity of all people. Interlochen Arts Academy's physical campus provides a variety of housing options that respect all students across the gender spectrum. In our efforts to accommodate the housing needs of each student, we rely on Residence Life's knowledge of the campus and our students, and we apply our best judgment in a process that is individualized and consultative of both parents and students. As appropriate, special attention will be dedicated to accommodating students who wish to be housed in a manner consistent with their gender identity. Housing spaces are grouped as female-identified and male-identified. Returning students participate in a housing lottery each spring to determine residence hall assignments. Specifics are sent to students each year to collect their preferences. Seniority, student conduct, attendance, and, in some cases, major, all factor into housing lottery assignments.

Parents and their student are encouraged to complete the School's Student Housing Preference Form together. Preferences are submitted via the Student Housing Form, which is located in the parent forms section of the Education Community. Please note that this form must be completed when logged in as a parent.

Options include:

Room preference:

- Male-identified
- Female-identified

Roommate preference:

- My student is comfortable living as a roommate with a trans or nonbinary student, who identifies as the same gender as my student
- My student prefers a roommate of the same biological and gender identity as themselves

For questions about student housing, please contact the studenthousing@interlochen.org email address. Parent authorization for housing preferences is required.

STUDENT ROOMS

Residence hall rooms are designed to house two students. Rooms are furnished with beds, desks, chairs, bureau/closet space, and curtains. These furnishings must remain in the room throughout the school year and may not be replaced, removed, or dismantled. Students may decorate their rooms according to their own good judgment, provided they make no structural alterations, do not damage the facilities in any way, and follow current fire and safety and non-discrimination regulations. Items in violation of current fire and safety regulations will be mailed home using funds from the student's account. Fire safety codes and limited room space preclude the use of most additional furniture.

Students may not use nails, tape, or other adhesives that will leave marks on the walls, doors, floors, or ceilings, this includes strips of LED lights with self adhesive. Painting the walls is also not permitted. Students may use a special adhesive gum (3m adhesive recommended) to attach posters to walls but are responsible for damages if removed incorrectly. Hammocks and lofts are not permitted because of the risk of damage or injury. The Academy provides a message board for each room. Items outside of the room must be limited to this area. The inside and outside of room doors must remain free of any posted items. Captain's beds in the Hemingway, Picasso, and DeRoy residence halls may not be moved. Bunk beds in Thor Johnson should be placed against the wall and may not impede entrance or egress points in the room. Window screens must remain in place. There will be a \$50 fee/fine assessed for any removed screens, in addition to any fees assessed for damages. If a screen is out of the window and students do not report it to their IRL for a work order to be submitted, it will be assumed that the student(s) are using the window as a point of egress and the appropriate conduct sanctions will be imposed.

Repeat offenses will result in increased charges as well as an escalated disciplinary response.

Damages: Students are responsible for the condition of their room and its furnishings and are expected to take good care of their personal living space, as well as the community spaces within their residence hall. Any residents aware of any person responsible for specific damages should contact an Instructor of Residence Life or a Director of Residence Life. Every effort will be made to determine who is responsible, but when that is not possible, the replacement or repair costs will be divided among the room, the floor or the building residents at the time that an accurate cost determination is made. Residents who were not on campus during the period the damage occurred may be exempt from charges billed to a group; residents in this category must inform their Instructor of Residence Life in writing as soon as possible after receipt of the notice of group billing. At the beginning and end of the school year and each time roommates change, Instructors of Residence Life assess the condition of the room. Students should carefully read, complete and sign the Residence Hall Room Condition Card at the time they move into a room to make certain all previous damages are listed. Any new damages will be evaluated and billed to the student's account. The Director of Residence Life will make the final determination.

Personal Property and Insurance: The Academy does not insure the personal property of students, faculty or staff against theft, loss or damage of any kind, either on or off-campus, nor in

rooms or other storage areas. Students should make certain that all valuables are adequately covered by their parents' insurance policies. Students and parents should also record the serial number, model, and any other information on the Valuables Inventory Sheet filed in the residence hall, which will aid in recovering lost or stolen property. This information should be updated periodically and kept at home as well. The Academy will not be responsible for the loss of or damage to the personal property of students.

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

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

Students should avoid leaving personal property unattended (instruments, bikes, scooters, hammocks) and do so at your own risk. Items should be locked or taken into your room.

Keys and Key Cards: Lost keys will result in a lock change (\$30). Keys are inventoried at each vacation. Students who fail to turn in an Academy-issued room key at vacation breaks, or at the end of the school year, will be charged a lock change fee (\$30). Keys are considered lost if not turned in within 48 hours after the residence hall closes. Students may not tape the lock mechanism or prop open interior room doors or exterior doors on buildings.

Room Inspection: Instructors of Residence Life conduct weekly room inspections. Students are responsible for the cleanliness of their own rooms and bathrooms. Staff will check for organization, dishes from the cafeteria, fire safety concerns, and other violations. Basic bathroom cleaning products are provided, and housekeeping staff will thoroughly clean bathrooms during the winter vacation break.

Hygiene and Cleanliness: Students are expected to maintain their person, clothing, and room at an acceptable level that does not offend others in the community. Students are expected to shower and utilize self-care products as needed for their own personal situation. Likewise, students are expected to keep up with laundry and wear clean clothes. No strong scents are permitted. In extreme cases of poor hygiene, students risk losing their ability to live as boarding students and may be required to live off-campus as a day student with family.

Year-End Clearance: Students will be charged for not following proper checkout procedures, including improper or incomplete room cleaning. Failure to comply with staff directions during the checkout process may result in additional fees.

Laundry Rooms: Washing machines and dryers are available for student use in all residence halls except McWhorter. These machines are coin-operated, or can be utilized from the [PayRange](#) mobile

application. Ironing boards and irons are also provided and are available for sign-out at the residence hall desk. Ironing is permitted only in designated areas.

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

Room Consolidation/Reassignment: The Academy reserves the right to consolidate rooms at any point during the year. If a roommate leaves, another student will be assigned to that room by a Dean of Students or Senior Instructor of Residence Life. The Academy reserves the right to reassign housing as needed at any given time, including but not limited to modifying room assignments for disciplinary reasons, catastrophe, closing rooms, or unresolved incompatibility of roommate/suitemates.

McWhorter House:

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

ROOMMATES

Students will be assigned a roommate. Each student completes a Student Housing Form and submits it before arriving on campus. Residence Hall staff will work with each roommate pair on a comprehensive roommate agreement at the beginning of the year. Students in known romantic relationships will not be housed together. Should a romantic relationship develop over the course of the year between roommates, students are expected to disclose this to staff and a room switch will be required. Similarly, should residence life staff suspect that a physical or romantic relationship has developed, a room switch will be required.

On rare occasions, a room assignment might be unsuccessful. It is the goal of the Residence Life staff that difficulties between roommates be mediated and resolved. Before entertaining a roommate switch, the students involved will be expected to invest every effort to mediate and resolve the issues. If, after a reasonable effort has been made to resolve the difficulty, the students still desire to change rooms, they should talk with their Instructor of Residence Life.

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

- To read and study free from undue interference. Unreasonable noise and other distractions inhibit the exercise of this right. Your room (and residence hall) should provide you with an environment that allows you to succeed academically.
- To sleep without disturbances. Regular sleep is essential to your general health, effective learning, and peace of mind. It takes precedence over any activity that might interfere with this right.

- To expect that roommate(s) will respect personal belongings. Your personal objects are just that - PERSONAL; what, when, and with whom you choose to share is your decision.
- To live in a clean and safe environment.
- To have free access to facilities without pressure from a roommate.
- To have personal privacy.
- To express opinions respectfully without intimidation from others.
- To be spoken to in a respectful manner.
- To address grievances. The Residence Life staff is available for assistance.
- To be free from peer pressure or ridicule if one's lifestyle choices differ from those of one's roommate.
- To be free from fear of intimidation, physical, and/or emotional harm, including racial, sexual, or other prejudicial harassment.

ACADEMY VISITORS

The following protocols must be followed when visitors are allowed.

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

Parents: Interlochen Arts Academy believes that a positive and constructive working relationship between the Academy and a student's parents and family is essential to the fulfillment of the Academy's mission. Parents and families are encouraged to visit and enjoy the campus. However, if the Academy reasonably determines that the actions of a parent or family detract from the accomplishment of the operational, artistic or educational work of the Academy or its students, the parent or family member may be restricted from access to campus areas and resources. Actions of parents, families and/or guests may have an impact on the enrollment status of the student.

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

Transportation: Guests may not transport Academy students in their automobiles unless specific permission has been arranged through a Residence Life staff member. Students need specific permission from their parents/guardians to ride in automobiles, visit overnight or leave the campus with friends. Students may ride alone in a car with one staff member or transportation worker when going to appointments. Students must be back on campus prior to sign-in time unless special arrangements have been made in advance. Generally, students will not be given permission to ride with guests under the age of 21 years of age.

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

STUDENT VISITATION POLICY

Visitation to a residence hall room other than your own within your assigned residence hall (**in-building visit**) is permitted on Monday - Fridays from 4 p.m. until sign-in and Saturdays and Sundays from 12 p.m. (noon) - sign-in, and on special "visitation days."

The following room visitation protocols must be followed for **in building visits**:

- In building visits do not require signing in at the desk.
- All doors must be propped halfway open with a school-provided doorstop so that someone walking by can clearly see into the room. Each room will have a doorstop that they must keep in their room. Failure to use the door stop or keep the door far enough open will result in a visitation violation.
- All overhead lights must remain on.
- Day students may visit in their assigned building but must tell front desk and show ID to be in a student room

Visitation to a residence hall room other than your own in another building (**between-building visit**) is permitted Monday - Fridays from 4 p.m. until sign-in and Saturdays and Sundays from 12 p.m. (noon) - sign-in, and on special "visitation days."

The following room visitation protocols must be followed for **between building visits**:

- Guests must sign in with hall staff at the front desk prior to entering the room and sign out when departing
- All visits require at least three participants, and no more than six. One student can leave the visit if they no longer want to be there.
- Visits may last 2 hours
- Each building is limited to 6 visits at a time
- Guests may not remain in a student's room without the student present
- All doors must be propped halfway open with a school-provided doorstop so that someone walking by can clearly see into the room. Each room will have a doorstop that they must keep in their room. Failure to use the door stop or keep the door far enough open will result in a visitation violation.
- All overhead lights must remain on.
- All visitors must leave the residence hall 10 minutes prior to sign-in
- Students may not enter other hallways or rooms. They must stay in the room they signed into.
- All visits, visit extensions, or visit modifications may be approved or denied at the sole discretion of the residence life staff

Students who have unresolved attendance issues for the week will not be permitted to host or participate in room visits.

Students may visit common areas of their residence halls as well as common areas of residence halls other than their own for specific purposes (for example, socializing with students, working with peers, receiving extra help from a faculty member). Certain common areas may have additional requirements that must be followed. Those who use the common spaces should be respectful of others using that same space. Guests must leave common spaces 10 minutes prior to sign-in.

FIRE SAFETY GUIDELINES FOR RESIDENCE HALLS

The following guidelines have been developed in compliance with Michigan State Fire Codes and the State Fire Marshal to ensure the safety of all residents in the residence halls. Regular fire safety inspections are conducted. Furnishings and other items not meeting fire code will be confiscated. Confiscated items will be stored by residence life staff or at the Campus Safety office, or may be sent home, as appropriate, using funds from the student's account. Each residence hall will conduct five fire drills during the Academy year.

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

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

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

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

Appliances: Heating appliances such as space heaters, popcorn poppers, hot pots and irons are not permitted and should not be brought to campus. Only appliances with auto shut-off are permitted. Microwaves and other heating equipment are supplied in the residence hall lobbies for student use. Electric hair dryers and curlers may be used in the rooms, but must be unplugged when not in use. All appliances, lamps, etc. used in the residence hall must be UL listed. All UL listed appliances are clearly marked. Clamp-on lights are not allowed. Flammable lampshades will not be permitted. Heating pads are allowed assuming they are UL listed. Wall plug-in air fresheners that provide an outlet are not acceptable. All other plug-in air fresheners must be plugged in directly to a wall outlet, not into an extension cord or power box.

Small refrigerators that are 30" or less in height (limit 2 per room) may be kept in residence hall rooms, but not in bathrooms or entryways. Roommates are strongly encouraged to share one fridge per room. Refrigerators must be plugged into the wall with three-pronged plugs. No other electrical appliance or lamp may be plugged into a wall socket with a refrigerator, even when there are two plugs available at the wall.

General: The following guidelines must be followed in the interest of residence hall safety and are requirements of the Fire Marshal:

- The entrance to the room must be clear of obstructions.

- Doors may not be propped open except for move-in/move-out days and during a quick or extended visit
- No personal items (including shoes or rugs) may be left in the hallway at any time.
- Extension cords are not allowed; students must use fused multi-strips. If an extension cord is needed, it must be a fused multi-strip.
- Multiple outlet plugs (octopus plugs) are not allowed. Plug boxes or power strips with breakers are allowed.
- Matches, lighters, candles, burnable incense, wax warmers, kerosene lamps, flammable liquids, fireworks, or any items with an open flame are not permitted.
- Smoking in the residence hall is absolutely prohibited.
- Beds may not be moved to block windows. The original drapes in the room must remain in place.
- Decorative lampshades may be used only if non-flammable.
- Bulbs used in lamps and ceiling fixtures may be no more than 60 watts. Halogen lamps/bulbs are not permitted. Students should contact the hall staff about submitting a work order for light bulbs to be replaced.
- Floor space in the room and hallways must be kept clear of obstructions, e.g. clothing, trash, extra furniture.
- The interior and exterior of room doors should remain free of any posted items. Bulletin boards are provided for posting items.
- One strand of decorative, string lights per room is permitted as approved by the Instructor of Residence Life. Lights must be unplugged when the residents are not in the room and when the residents retire at night. Strand lights are limited to 100 bulbs. Lights may not be used around entrance or egress points, around sleeping areas, or attached to the ceiling. Lights may not be affixed to the walls or ceilings with adhesive strips. LED lights with built-in adhesive backing may not be used.
- Nothing should be hanging from or placed on fire safety equipment.
- Tampering with or misuse of smoke detectors, fire alarms, extinguishers, emergency lighting and/or emergency signs is strictly prohibited.

SCHEDULE

IAA SCHEDULE 2024-25

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
7-8:30 Hot Breakfast 8:30-9:30 Continental Breakfast	7-8:30 Hot Breakfast 8:30-9:30 Continental Breakfast	7:00 - 9:30 Continental Breakfast	7-8:30 Hot Breakfast 8:30-9:30 Continental Breakfast	7-8:30 Hot Breakfast 8:30-9:30 Continental Breakfast	7:00 - 9:30 Continental Breakfast	7:00 - 9:30 Continental Breakfast
7:30 - 8:20 Optional Zero Hour	7:30 - 8:20 Optional Zero Hour		7:30 - 8:20 Optional Zero Hour	7:30 - 8:20 Optional Zero Hour		
8:30 - 9:20 Period 1	8:30 - 9:20 Period 1	8:30-10:00 Science Labs (every other week)	8:30 - 9:20 Period 1	8:30 - 9:20 Period 1		
9:30 - 10:20 Period 2	9:30 - 10:20 Period 2	8:30 - 10:30 Academic Office Hours	9:30 - 10:20 Period 2	9:30 - 10:20 Period 2	Social/ Campus Time	Social/ Campus Time
10:30 - 11:20 Period 3	10:30 - 11:20 Period 3	10:30-11:20 9th/10th Grade Office Hours Cont'd 11th/12th/PG College Counseling	10:30 - 11:20 Period 3	10:30 - 11:20 Period 3		
11:30 - 12:20 Period 4	11:30 - 12:20 Period 4	11:30-12:00 Lunch A	11:30 - 12:20 Period 4	11:30 - 12:20 Period 4		
12:20 - 12:50 Office Hours	12:20 - 12:50 Office Hours	12:00-1:00 Inter- disciplinary Block	12:20 - 12:50 Office Hours	12:20 - 12:50 Office Hours		
1:00 - 1:50 Period 5	1:00 - 1:50 Period 5	1:15-1:45 Advisory	1:00 - 1:50 Period 5	1:00 - 1:50 Period 5		
2:00 - 2:50 Period 6	2:00 - 2:50 Period 6	2:00 - 2:45 Community Meeting	2:00 - 2:50 Period 6	2:00 - 2:50 Period 6		
3:00 - 3:50 Period 7	3:00 - 3:50 Period 7		3:00 - 3:50 Period 7	3:00 - 3:50 Period 7		
4:00 - 4:50 Period 8	4:00 - 4:50 Period 8	3:00 - 6:30 Arts Block	4:00 - 4:50 Period 8	4:00 - 4:50 Period 8		
5:00 - 5:50 Period 9	5:00 - 5:50 Period 9		5:00 - 5:50 Period 9	5:00 - 5:50 Period 9		
6:00 - 6:30 Period 10	6:00 - 6:30 Period 10		6:00 - 6:30 Period 10	6:00 - 6:30 Period 10		
5 - 7:30 Dinner	5 - 7:30 Dinner	5 - 7:30 Dinner	5 - 7:30 Dinner	5 - 7:30 Dinner	5 - 7:30 Dinner	5 - 7:30 Dinner
Post Dinner - 8:00 Social/Campus Time	Post Dinner - 8:00 Social/Campus Time	Post Dinner - 8:00 Social/Campus Time	Post Dinner - 8:00 Social/Campus Time	7:30 - 11:00 Community Time	7:30 - 11:00 Community Time	Post Dinner - 8:00 Social/ Campus Time
8:00 - 9:30 Zoom/Office Hours & Study Hour	8:00 - 9:30 Zoom/Office Hours & Study Hour	8:00 - 9:30 Zoom/Office Hours & Study Hour	8:00 - 9:30 Zoom/Office Hours & Study Hour			8:00 - 9:30 Zoom/Office Hours & Study Hour
9:00/9:30 Sign in by grade level	9:00/9:30 Sign in by grade level	9:00/9:30 Sign in by grade level	9:00/9:30 Sign in by grade level	11:00 Sign in	11:00 Sign in	9:00/9:30 Sign in by grade level
10:00 Room Curfew	10:00 Room Curfew	10:00 Room Curfew	10:00 Room Curfew	11:30 Room Curfew	11:30 Room Curfew	10:00 Room Curfew
11:00 Lights Out	11:00 Lights Out	11:00 Lights Out	11:00 Lights Out	Midnight Lights Out	Midnight Lights Out	11:00 Lights Out

Notes:

- **Sign-In:** When students sign in to the residence hall for the evening, they pledge to remain in their buildings from the time they sign in until 7 a.m. the next morning unless they obtain special permission and a pass from the front desk.

- **Room Curfew:** Students must be in their own rooms (not including their neighboring suite) and sound must be kept to a level inaudible outside the room. Only students who have specific permission to study elsewhere may be out of their rooms at this time.
- **Quiet Hours:** Students are expected to maintain a respectful noise level from 10:00 pm- 7:00 am.
- **Study Hours:** In order to provide a quiet place for students to study and sleep, quiet hours remain in effect during posted hours.
- **Desk Hours:** The desk in each residence hall is staffed throughout the week.
- **Front Desks Close:** Students in need of assistance after the front desk closes should check the front desk in order to locate a staff member who is on duty.
- **Lights Out:** Students are to be in their beds with all lights out (overhead, bathroom, desk, etc). All electronics must also be turned off.
- **Internet Off:** The student network is turned off after Lights Out for the remainder of the night. All internet, email and instant messaging activity should cease at this time.
- **Late Lights:** If students believe they have more homework to do than can be completed before lights out, they may request “late lights” permission in order to study quietly. Students obtain this permission prior to sign-in by asking the hall staff on duty.
- **Lobby Clean-Up:** On a rotating basis, students are assigned tasks of cleaning up the common spaces in their residence halls.

TELEVISION

Only G, PG and PG-13 rated movies, videos, DVDs, streaming or other entertainment may be shown in common areas. If a member of the community finds a specific program offensive or inappropriate, they should report concerns to the staff working at the desk. Lobby televisions may be on at the discretion of the residence life staff.

COMPUTER GAMING AND MOVIES

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

SUBWOOFERS AND SPEAKERS

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

EMERGENCY PROCEDURES

EMERGENCY SCHOOL CLOSURE

It is possible for certain events beyond the reasonable control of IAA to occur during the academic year that, in the judgment of the School and/or government authorities, render the School unsafe or unsuitable for its students, staff and/or faculty and require closure of the School and its boarding facilities for some period of time. Such events include, but are not limited to, acts of God, fire, acts of terrorism, threats of violence, and the outbreak of a health epidemic or other contagious disease at, or in the vicinity of, the School. In any such event, the School will, as promptly as possible after the decision has been made to close the School, use reasonable efforts to notify parents of such closure using the contact information on record. It is the parent’s responsibility to keep the contact information up-to-date and to make necessary arrangements to pick up their child at the earliest possible time. If the School is unable to contact the parents regarding the closure or the parents fail to pick up their child after notification of such closure, the School will make alternate arrangements for

such student's care at the parent's sole expense. In any case of a school closure, the School will notify the parents of the re-opening of the School and of any adjustments or modifications to the School calendar that may be made as a result of such closure. No refunds of amounts paid or credits for amounts due hereunder will be given as a result of or in connection with any such closure.

ACCIDENTS

An accident is defined as an unfortunate incident that happens unexpectedly and unintentionally, typically resulting in damage or injury. Accidents can range from slips and falls to vehicle related injuries. Students are required to report any accidents immediately to a hall counselor, faculty or staff member who can assist with the problem. In the event no adult is present, call the switchboard operator (by dialing 0) or Campus Safety at 7575, who will then contact the appropriate source for assistance. In serious situations, call 911 directly from any campus phone or cellular phone. If a cellular phone is used, make sure to provide the specific location of the incident.

FIRE

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

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

TORNADO/SEVERE WEATHER

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

Severe Storms or Tornado WATCH Protocols: When the Switchboard Operator is notified of a "watch," the operator will immediately notify an administrator. The operator will then notify the following:

- Campus Safety - It is their responsibility to see that all outdoor and waterfront activities are stopped.
- Residence halls
- Maintenance department
- Corson Auditorium

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

Tornado/Severe Storm WARNING: A "warning" indicates that a tornado has been sighted and **everyone should take cover immediately.** Campus Safety and the switchboard operator will be

notified when a tornado warning is in effect. Students, faculty, and staff will be notified via electronic means, campus telephones, public address system and/or verbally. The Storm Evacuation Plan on the following page describes appropriate courses of action throughout various campus locations and times of day.

STORM EVACUATION PLAN

The TAKE COVER Signal is a 3-minute steady blast on siren, followed by an announcement via the Informacast broadcast system. The ALL-CLEAR signal is a 30-second siren blast, followed by 1 minute of silence and another 30-second siren blast.

Two campus-wide tornado drills will be conducted each academic year.

- If indoors, stay clear of windows, draw curtains, move to north or east wall, take cover under desk, tables, etc.
- If outdoors, lie in a ditch or other area below ground level.

LIGHTNING

- When lightning is present, all personnel should remain indoors.
- Buildings with more than one area of cover are listed in order of preference.
- Stone Student Center will be used for anyone seeking shelter on campus.
- If time does not permit, move to a designated area of cover (see below).

EMERGENCIES

- Dial extension 7575 to reach Campus Safety or “o” to reach the switchboard immediately.
- Give the location and nature of the emergency.
- If the situation warrants, 911 can be accessed via all campus telephones.

DESIGNATED AREAS OF COVER

Buildings

Admission/Admission Annex
Back Row Housing Units
Bonisteel Library
Campus Center Buildings
Chapel/Recital Hall
Concourse
Bonisteel Library
Corson Auditorium
Restrooms
Costume Shop
Dance Building
Dennison Center
DeRoy Hall
Dow House
Dow Science Rotunda Classes
Dow Visual Arts Building
Eugene Ormandy Housing
Faculty Lane Housing North/South
Fine Arts
Frohlich Piano/Percussion Bldg
Front Row Cottages Ormandy
Harvey Theatre and Extension

Areas of Cover

Basement of Admission
Basement of Hemingway
Basement of Bonisteel Library
Basement of Campus Center / Scholarship
Basement of Corson Auditorium
Basement of Maddy Bldg. or Basement of

Corson Auditorium Basement, Hallways, Stairs,

Basement of Harvey Extension
Basement of Dance Building
Basement of Hemingway
Basement of DeRoy Hall
Basement of Dow House
Basement of Bonisteel Library
Basement of Visual Arts Building
Individual Basements
Individual Basements
Basement of Stone Center
Windowless Rooms of 1st floor and Basement of Frohlich
Basement of SAI 1 & 2, Corson Basement
Basement of Harvey Extension

Hemingway House	Basement of Hemingway House
IPR	Basement of IPR
Liberal Arts Rotunda Classes	Basement rooms of Maddy Building
Maddy Building	Basement of Maddy Building
Main Campus	Basement of Stone Center
Maintenance and Custodial	Basement of Corson Auditorium
Mallory-Towsley (MTCAL)	Basement of Mallory-Towsley (MTCAL)
McWhorter Residence Hall	Basement of Mozart/Beethoven
Mott Rotunda Classrooms	Basement of Maddy Building
Mozart/Beethoven Residence	Basement of Mozart/Beethoven
Music Center	Basement of Music Center
Phoenix	Basement of Costume Shop or Corson
Picasso House	Basement of Picasso
Program Office	Basement of Hemingway
Scene Shop (Phoenix)	Basement of Scene Shop
Shed	Basement of Corson Auditorium
Stone Center (Frida Kahlo)	Basement of Stone Center
Thor Johnson	Basement of Thor Johnson
Writing House	Basement of Writing House

LOCKDOWN PROCEDURES

Lockdown information includes drill vs. actual emergency language and directions, as well as process instructions. In addition to email and person-to-person contact, audio warning tones and verbal announcements will come through the office/classroom IP telephones and the Informacast public address speakers.

What you will hear IN A DRILL: “Attention please...this is a drill. Please follow lockdown procedures...this is a drill, please lock down now. This is a drill.” (Repeat)

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

Immediately Seek Shelter and Secure the Room

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

When Room Is Secure:

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

Review in Advance

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

NOTIFICATIONS

State of Michigan law requires that schools and daycare centers that may apply pesticides on school or daycare property must provide an annual advisory to parents or guardians of students attending the facility.

Please be advised that Interlochen *Arts Academy* (IAA) utilizes an Integrated Pest Management (IPM) approach to control pests. IPM is a pest management system that utilizes all suitable techniques in a total pest management system with the intent of preventing pests from reaching unacceptable levels or to reduce an existing population to an acceptable level. Pest management techniques emphasize sanitation, pest exclusion and biological controls. One of the objectives of using an IPM approach is to reduce or eliminate the need for chemical applications of pesticides. However, certain situations may require the need for pesticides to be utilized.

As required by State of Michigan law, advance notice will be given regarding the non-emergency application of a pesticide such as an insecticide, fungicide or herbicide, other than a bait or gel formulation, that is made to the school grounds or buildings during the school year. Please note that notification is not given for the use of sanitizers, germicides, disinfectants or antimicrobial cleaners. In certain emergencies, such as an infestation of stinging insects, pesticides may be applied without prior notice to prevent injury to students, but notification will be given following any such application.

Advance notification of pesticide applications, other than a bait or gel formulation, will be given by at least two methods. The first method will be by posting at the main entrance (Safety/Security Building) at the Interlochen Arts Academy, which is located at 4000 M-137, Interlochen, Michigan. The second method will be by posting on the Human and Institutional Resources (HIR) bulletin board located outside HIR offices in the Maddy Building on the Interlochen Arts Academy campus.

Please be advised that parents or guardians of children attending IAA are entitled to receive the advance notice of a pesticide application, other than a bait or gel formulation, by first class United States mail postmarked at least three days before the pesticide application, if they so request. If you prefer to receive the notification by first class mail, please complete the attached form and return it to the Director of Custodial and Environmental Services office.

Please be advised that parents or guardians of children attending IAA may review the school's Integrated Pest Management program and records of any pesticide application upon request.

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

ARTS DIVISION SPECIFIC POLICIES

[Creative Writing](#)

[Dance](#)

[Film and New Media](#)

[Interdisciplinary Arts](#)

[Music](#)

[Theatre](#)

[Visual Arts](#)

Notes:

- This handbook is not a contract.
- Interlochen Arts Academy reserves the right to modify this document at any time.
- Interlochen Arts Academy reserves the right to vary procedures outlined in this handbook in appropriate situations.