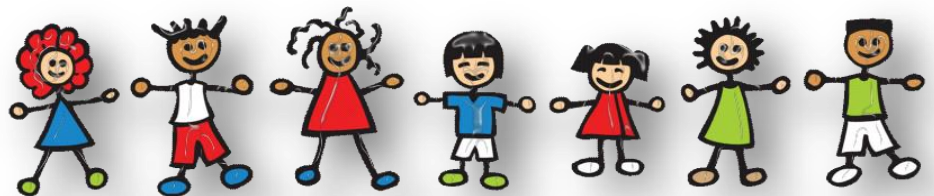
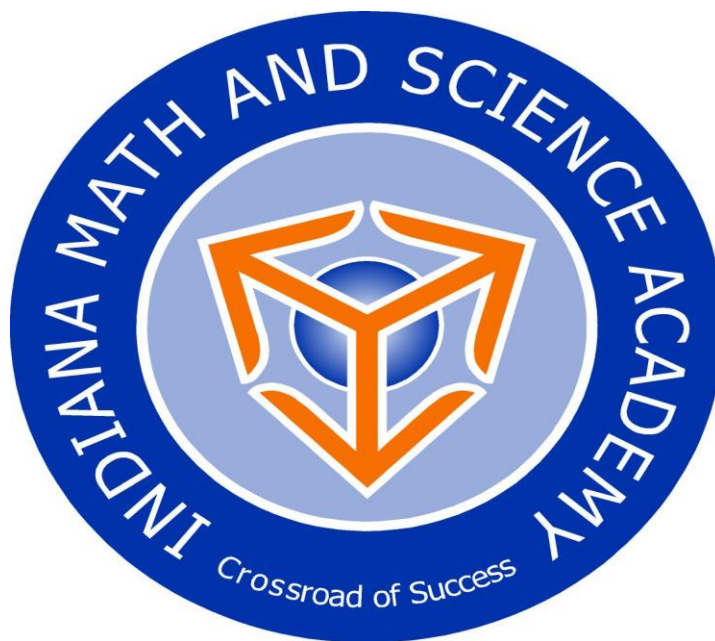


2016-2017

STUDENT/PARENT HANDBOOK



INDIANA MATH AND SCIENCE ACADEMY-WEST



Web: www.imsaindy.org



email: info@imsaindy.org

4575 W. 38th Street, Indianapolis IN 46254

Phone: 317-298-0025

Fax: 317-282-0505

Table of Content

Welcome _____	4
Mission Statement _____	5
Statement of Staff Beliefs _____	5
School Schedule _____	5
School Calendar _____	6
Student Rights and Responsibilities _____	6
Student Conduct _____	7
Administrative Prerogative _____	7
Dress Code and Personal Appearance _____	8
Academics _____	10
Honor/Merit Roll _____	10
Grade Promotion Policy for Grades 2-8 _____	10
Report Cards _____	10
Attendance _____	10
Reporting Absences _____	11
Makeup Work _____	11
Tardies _____	13
Early Leave _____	13
After-School Pick up _____	13
Medical Policy _____	14
Parent Involvement and Communication _____	14
Lockers _____	15

Lunch Periods	16
Book Bags	16
IMSA Principles of Acceptable and Safe Internet Use	16
Lost and Found	19
Telephone Usage	19
Financial Responsibility	19
Textbook Rental Fees	20
Textbooks and Supplies	20
After-school Activities	20
Fire and Tornado Drills	20
Gang Activity and Association	21
Anti-Harassment/Anti-Bullying Policy	21
Athletics/Extracurricular Eligibility Requirements	22
Progressive Discipline Approach	23
Administrator Assigned Corrective Consequences	24
Code of Conduct	26
School Bus Rules	30
Description of Infractions	32
Contract Requirement for Students	35
Parent/Guardian Contract	36
Student/Parent Handbook Awareness Statement	37

Welcome

Dear Students/Parents,

Welcome to the Indiana Math and Science Academy! This new school year represents a new beginning, and new futures. The administrative team is excited about this school year, and the staff at Indiana Math and Science Academy is caring, competent, dedicated and willing to assist you. We are working very hard to provide the best possible learning climate for students.

We believe that education is a shared responsibility and that the successful operation of a school depends on the cooperation of everyone concerned: students, parents, and staff.

Indiana Math and Science Academy is a reflection of us all. Our policies are intended to provide a safe and orderly environment conducive to learning. Our faculty and staff look forward to sharing their expertise in academics, special programs, and extracurricular activities. We encourage you to get to know your school, its programs, activities, and schedule. Become an active participant in your school by getting involved in your classes and joining clubs and activities.

This handbook is an overview of our school's goals, services, and rules. It is an essential reference, describing IMSA expectations for its student body. Read it carefully and let it act as a guide for your effective involvement in all parts of the school. It has been written to provide your family with the information that will make your year purposeful and rewarding in every aspect. Keep this handbook because you will use this information throughout the school year.

IMSA is committed to ensuring an atmosphere on school property and at school functions that is safe, orderly, and conducive to learning.

On behalf of the entire Indiana Math and Science Academy staff and community, best wishes for a great school year!

Sincerely,

INDIANA MATH AND SCIENCE ACADEMY ADMINISTRATION

MISSION STATEMENT

We transform communities one mind at a time with real world engagement and continue to inspire generations, proven by 15 years of results through a STEM-focused education that successfully for tomorrow.

Statement Of Staff Beliefs

ALL staff members contribute to Indiana Math and Science Academy’s friendly, inviting environment. We set the tone through our actions and attitudes. We will demonstrate our continuous support and encouragement of students in four important ways:

1. We will teach students expected behaviors in all school environments by relating student actions to our guidelines for student success. We will encourage students to be responsible, respectful of others, cooperative, and hard working.
2. We will provide positive feedback to students when they are meeting expectations and following the guidelines for success.
3. **We will seize misbehaviors as teaching opportunities and respond calmly and consistently with corrections or consequences.**
4. We will work collaboratively to solve behavior problems that are chronic or severe in nature.

2.0 DAILY SCHEDULE

2.1 Daily schedule

K-2nd			3rd-5th			6th-8th		
Period	Start	End	Period	Start	End	Period	Start	End
Homeroom	7:30	7:47	1st	7:30	8:17	Breakfast	7:30	7:47
Breakfast	7:50	8:17	Breakfast	8:20	8:35	1st	7:50	8:35
1st	8:20	8:35						
2nd	8:38	9:23	2nd	8:38	9:23	2nd	8:38	9:23
3rd	9:26	10:11	3rd	9:26	10:11	3rd	9:26	10:11
4th	10:14	10:59	4th	10:14	10:59	4th	10:14	10:59
5th	11:02	11:27	5th	11:02	11:45	Lunch	11:02	11:27
Lunch	11:30	12:00	Recess/DEAR	11:48	12:07	DEAR/Homeroom	11:30	11:50
Recess	12:03	12:38	Lunch	12:10	12:38	5th	11:53	12:38
6th	12:41	1:26	6th	12:41	1:26	6th	12:41	1:26
7th	1:29	2:14	7th	1:29	2:14	7th	1:29	2:14
8th	2:17	3:02	8th	2:17	3:02	8th	2:17	3:02
Clubs/Tutoring	3:05	3:50	Clubs/Tutoring	3:05	3:50	Clubs/Tutoring	3:05	3:50

**2.2 INDIANA MATH & SCIENCE ACADEMY-WEST
2016-2017 School Calendar**

<u>2016</u>		<u>2017</u>	
August 4	Back to School Night	January 3	Classes resume
August 8	First Day of School	January 6	End of 2 nd Quarter
September 5	Labor Day-No School	January 11	Two Hour Early Dismissal
September 14	Two Hour Early Dismissal	January 16	Martin Luther King Day-No School
September 17	Parent-Teacher Conferences	February 9	Parent-Teacher Conferences
October 12	End of 1 st Quarter	February 20	Presidents' Day-No School
November 2	Two Hour Early Dismissal	March 17	End of 3 rd Quarter
November 10	Parent-Teacher Conferences	March 27	Spring Break Begins
November 21	Professional Development Day – No School	April 3	Professional Development Day – No School
November 22-25	Thanksgiving	April 4	Classes Resume
December 19	Winter Break Begins	April 20	Parent-Teacher Conferences
		May 26	Last Day of School

3.0 STUDENTS' RIGHTS AND RESPONSIBILITIES

STUDENTS' RIGHTS

- ✓ To feel safe in the school environment
- ✓ To take full advantage of the learning opportunities
- ✓ To work in an environment free from disruptions
- ✓ To express their opinions, ideas, thoughts, and concerns
- ✓ To have a healthy environment that is smoke, alcohol, and drug free
- ✓ To use school resources and facilities for self-betterment under appropriate supervision
- ✓ To expect courtesy, fairness, and respect from all members of the community
- ✓ To be informed of all expectations and responsibilities
- ✓ To participate in school activities
- ✓ To have the right to due process

STUDENTS' RESPONSIBILITIES

- ✓ To be caring and honest
- ✓ To do their best to learn and master all they can
- ✓ To respect school rules, regulations, and policies
- ✓ To be sure that personal expressions do not interfere with the rights of others
- ✓ To follow state law and school policies concerning substance abuse
- ✓ To respect and protect the personal and property rights of others and of the school
- ✓ To treat all members of the community with full respect, fairness, and courtesy
- ✓ To abide by all the expectations of the school and its community
- ✓ To follow the prescribed guidelines for participation in school activities, and
- ✓ To adhere to due process procedures

3.1 STUDENT CONDUCT

IMSA WEST	Respect	Responsibility	Ready
All Campus	• Watch where you are going	• Do your personal best	• Positive attitude
	• Walk directly to your destination	• Show the 3 R's at all times	• Be safe
	• Give your name when asked	• Report any problems to adult when you get to where you are going	• Tiger Pride
	• Be Bully Free!		
Dismissal	• Walk in line with the teacher	• Use a 0 voice	• Be safe
	• Eyes forward	• Keep hands, feet, and belongings to yourself	• Positive attitude
	• Stay on sidewalk	• Follow directions	• Have materials and backpack to go home
	• Listen to all adults in charge		• Tiger Pride
	• Be Bully Free!		
Hallway	• Stay in line with your class	• Walk on right side of hallway	• Be safe
	• Use 0 voice level	• Walk directly to your destination	• Face forward
	• Open and close doors quietly	• Gap-free!	• Positive attitude
	• Hands/feet to self	• Ask for Help	• Tiger Pride
	• Use walking feet		
	• Be Bully Free!		
Bathroom	• Respect the privacy of others	• Go, Flush, Wash and Leave	• Be safe
	• Use a 0 Voice	• One squirt gets the dirt!	• Tiger Pride
	• Be Bully Free!	• Throw trash in can	
		• Follow directions	
Cafeteria	• Wait turn in line	• Leave a clean lunchroom	• Be safe
	• Use a 1 voice	• Put lunch in garbage when finished eating	• Positive attitude
	• Listen to adults the first time	• Keep food and drink off the floor	• Get materials first time through
	• Keep hands and feet to self	• Use both hands on tray	• Tiger Pride
	• Be Bully Free!	• Stay seated with class	
		• Follow directions	

4.0 ADMINISTRATIVE PREROGATIVE

Every effort is made to assign consequences in accordance with the accepted schedule of infractions and consequences. Administration retains the privilege to skip steps at its discretion. This would most often happen when the infraction is deemed to be of such a severe nature as to warrant a more fitting consequence.

Administration retains the privilege to add extra steps to the accepted schedule of infractions and consequences, at its discretion. This would most often occur when considering an individual student's situation and underlying motivators for a certain infraction. Adding steps to an individual student in no way obligates administration to do the same for any other student.

4.1 Administrative Decision

In all decisions concerning the application of school rules and policies to a given situation or student, when and if all appeals are addressed, the decision of the administrators of the Academy shall be final.

5.0 DRESS CODE AND PERSONAL APPEARANCE

IMSA promotes a conservative presentation for its student body. Students must be in dress code before, during and at after-school functions and clubs, field trips, etc. unless otherwise noted by staff.

5.1 Mandated Dress Code Elements for Girls and Boys

Our standard uniforms for male and female students consist of the following:

- logo navy blue slacks
- logo polo shirt (white, light blue, navy blue, and orange), neatly tucked in and button
- slacks must be worn with a black woven belt
- **Black or white gym shoes. NO bright colors or shoes with lights will be permitted. Shoe strings must be black or white.**

Socks: Solid colored matching socks or hosiery must be worn

As an option students may wear the following:

- **IMSA logoed cardigan sweater**
- **female students may choose to wear the uniform solid navy blue or plaid skirt**

5.2 ACCEPTABLE Personal Appearance Elements For Girls

- Only one (1) pair of earrings (posts) may be worn in the lower lobe of each ear.
- Solid colored fingernail polish and lip gloss/chapstick are allowed.
- Hair ornamentation must be conservative and unobtrusive in solid colors: black, navy blue or white.

5.2(a) UNACCEPTABLE Personal Appearance Elements for Girls

- **No** items are to be worn on the wrist or arm, except for a standard watch.
- Finger rings or any type of band or bracelet is **not allowed**.
- Neck wear is **not allowed**.
- Facial/body/tongue piercings are not allowed. Band aids are **not allowed** to be worn over piercings. **In case of preexisting piercings, no ornamentation may be worn in them.**
- Make-up is **not** to be worn.
- Fingernails must be **no** longer than 1/4 inch long.
- Hair, hairpieces, braids, and hair extensions, etc. may **not be dyed in extreme/unnatural colors**. Bleaching or staining is not allowed. If uncertain, please consult administration before making a decision.
- **NO coats, jackets, hoodies, fleeces, or sweatshirts to be worn in the classrooms or hallways UNLESS it is IMSA logoed attire.**
- Hats, caps, do-rags, and bandanas, etc. are **not** permitted to be worn in the building or on the school bus. *NO GANG related apparel is permitted in the school.*
- Female students may not carry handbags in the classrooms. Handbags must be kept in lockers and used only to retrieve personal toiletry items.

5.3 ACCEPTABLE Personal Appearance Elements for Boys

- Boys may wear one (1) watch.
- Hair ornamentation must be conservative and unobtrusive in solid colors: black, navy blue or white.
- No cuts in eyebrows or shavings/designs in hair.

5.3(a) UNACCEPTABLE Personal Appearance Elements for Boys

- Hair, hairpieces, braids, and hair extensions, etc. **may not be dyed in extreme/unnatural colors.** Bleaching or staining is **not allowed.** If uncertain, please consult administration before making a decision.
- No neck wear is allowed.
- Ear/Facial/body/tongue piercings are not allowed. **In case of preexisting piercings, no ornamentation may be worn in them.**
- Tattoos are not to be visible when in school and during school-related events. They must be covered at all times.
- **NO coats, jackets, hoodies, fleeces, or sweatshirts to be worn in the classrooms or hallways UNLESS it is IMSA logoed attire.**
- Hats, caps, do-rags, and bandanas, etc. are **not** permitted to be worn in the building or on the school bus. *NO GANG related apparel is permitted in the school.*

IMSA –West is NOT responsible for any student’s lost or stolen items.

5.5 Non–dress code days

Several non–dress code days (commonly referred to as “dress up days”) may be scheduled throughout the school year. These days may be scheduled for the entire student body, or may be given to individual classes or students as rewards. Students who are in doubt about a certain item of apparel should not wear it to school; ask Administration about it ahead of time, or bring another, more–acceptable piece of clothing. ***Teachers may require students to remove any piece of apparel that they would prefer a student not wear in their classes (i.e. hats).***

For School attire purchases, inquires, and/or orders, contact:

Schoolbelles of Indianapolis (School Uniforms)

2635 E. 62nd Street, Ste. 2018

Glendale Town Center

Indianapolis, IM 46220

Phone: 317-255-5275

Fax: 317-255-5354

6.0 ACADEMICS

6.1 Grading Scale

Grade	Percentage	GPA / POINTS
A+	98-100	4.00
A	93-97	4.00
A-	90-92	3.67
B+	87-89	3.33
B	83-86	3.00
B-	80-82	2.67
C+	77-79	2.33
C	73-76	2.00
C-	70-72	1.67
D+	67-69	1.33
D	64-66	1.00
D-	60-62	1.00
F	below 60	0.00

6.2 HONOR / MERIT ROLL

Students will be listed on the **Merit Roll** by attaining 3.00 or higher (but less than 3.50) GPA per grading period. Attaining a 3.50 or higher GPA per grading period will list the student on the **Honor Roll**. Students with a 4.00 GPA will be listed on the **Super Honor Roll**.

6.3 Report Cards

Report cards are issued and available online each 9 weeks while the Midterm Reports available online midway through each grading period.

Access and passwords will be mailed home, or contact the Front office to retrieve misplaced login.

6.4 Grade Promotion Policy for Grades 2-8

Promotion from one grade to another in IMSA shall be based on the following criterion:

- Students *must* have a passing grade in all of the four core subjects: **Language Arts, Mathematics, Science, and Social Studies**.

Students must have at least a cumulative grade point of 4.00 in order to pass a course.

6.5 ATTENDANCE

Students of the Academy are expected to physically attend all classes, every day, and to make every attempt to be consistent in attendance. It is difficult, if not impossible, to succeed as a student without consistent attendance to classes and to school.

Indiana Code provides that every parent, guardian or other person having charge of any child of compulsory school age must send such child to a school which conforms to the minimum standards prescribed by the State Board of Education for the full time the school attended is in session. Such attendance must begin within the first week of the school term.

6.6 Excused Prearranged Absences

Regular attendance is required of all students on the days the school is in session unless **excused** for the following reasons:

1. **Personal Illness:** The director may require a doctor's certificate.
2. **Illness in the Family:** Absences will be excused up to 3 days only when the student's presence at home is necessary.
3. **Death of a Relative:** Absences will be excused up to 3 days with a written request from the parent or guardian.
4. **Quarantine of the Home:** Absences will be excused with a written doctor's statement.
5. **Observance of Religious Holiday:** Absences will be excused upon written request at least 3 days in advance.
6. **Work at Home Due to Absence of Parents or Guardians:** Necessary work at home limited to emergency conditions.
7. **Such Good Cause as may be acceptable by the Director:** Family emergency or set of circumstances, which constitutes a good and sufficient cause in the judgment of the director for absence from school.
8. **Absence recorded as being present in accordance with Indiana Code:**
 1. Service as a page in the Indiana General Assembly
 2. Service on a precinct election board as a helper to a political party on the date of a general, city or town, special or primary election
 3. Subpoena to appear in court as a witness in a judicial proceeding
 4. Quarantine and communicable disease
 5. Exhibiting projects at the Indiana State Fair

*The above absences must be prearranged by the parent/guardian submitting *in writing* the specific times and dates to the front office. If the prearranged absence will be long-term, that **must** be submitted in writing as well.

Absences for any reasons other than those cited above will be considered **unexcused**.

6.7 Reporting Absence

If a student is absent from school or tardy to school, the parent or the guardian must call the school attendance line **298-0025 ext. 100** before 7:00 AM on the day of the absence to report a child's absence.

6.8 Make-Up Policy for Excused Absences

Any student who was excused-absent from school has the responsibility for obtaining the missed assignments from the teachers. Please see individual teachers regarding his/her class policy.

6.9 Administrative Procedures for Excessive Student Absence

6.9 (a) Absences For K-8 School Students:

IMSA reserves the right to consider retention of any K-8 school student, no matter what the child's performance, based on 15 excused/unexcused absences (including suspensions) per school year.

IMSA will notify parents of total absences (excused and/or unexcused) by letter or email as follows:

1. Upon three (3) days of total absence in a semester;
2. Upon five (5) days of total absence in a semester and schedule parent conference;
3. Upon eight (8) days of absence in a semester, the school will notify parents that additional disciplinary consequences will result.
4. Upon ten (10) days of absence in one school year:
 - a) Student will be suspended and the Board of Education authorizes IMSA to file complaints in Juvenile Court jointly against the chronic truant child and the parent, guardian, or other persons having care of the child.
5. Upon fifteen (15) days of absence in one school year the student will be considered for retention.

6.9 (b) IMSA Procedures for Excessive Student Absence

The Indiana Board of Education requires all students enrolled at IMSA to attend school regularly in accordance with the laws of the State. The educational program offered by IMSA is predicated upon the presence and promptness of the student and requires continuity of instruction and classroom participation.

A "**habitual truant**" is any child "of compulsory school age" (between ages 6 and 18) who is absent from school without a legitimate excuse for more than ten (10) days of school in one (1) school year.

A "**chronic truant**" is any child of "compulsory school age" who is absent from school without a legitimate excuse for more than twelve (12) days of school in one (1) school year.

The State of Indiana, through the State Attendance law, recognizes illness and death in the immediate family as legitimate reasons for absence from school. The administration realizes that certain absences, in addition to these, are reasonable. Therefore, in addition to any excused absences, students will be permitted the accumulation of **six (6) unexcused** absences per semester.

The school realizes that parents and students are sometimes confronted with planned absences or vacations. Vacations during the school year are definitely discouraged by the administration, and instructional staff. Vacation days will count toward the six (6) day limit (per semester).

According to Attendance legislation, the Indiana Department of Education (IDOE) has developed the following: Under IC 20-33-2-25, the 'Superintendent or attendance officer having jurisdiction **shall** report a child who is habitually absent from school in violation of this chapter to an intake officer of the juvenile court or **the department of child services**. The intake officer or the department of child services shall proceed in accord with IC 31-30-through IC 31-40.'

Absences from school will fall into two (2) general categories:

- excused absence: days which will not be included in the 6-day limit
- unexcused absence: days which will be included towards the 6-day limit

6.10 Tardiness

6.10(a) Actions for Frequent Tardiness

K-5 Students are required to be in their homerooms by 7:40 AM. If the student is tardy to school, he/she must get a tardy slip from the secretary to be accepted to class.

IMSA will notify parents of total tardies (excused and/or unexcused) by letter or email as follows:

1. Upon five (5) days of total tardies in a semester; Letter sent to parent/guardian outlining this policy.
2. Upon ten (10) days of total tardies in a semester; Parent and Administration Conference schedule to resolve the issue; Tardy Contract may be issued.
3. Upon twelve (12) days of tardies in a semester, the school will notify parents via certified letter that additional disciplinary consequences will result.
4. Upon fifteen (15) days of tardies in one school year:
 - a) Student will receive appropriate consequences and IMSA will consider regarding involvement of other agencies, including filing a truancy petition to the courts.

Excessive tardiness is defined as being tardy more than 10% of the current school session. Students who have excessive tardiness may miss the following, but not limited to: school/class activities, recess, special events, and fieldtrips.

6.11 Early Leave

Students cannot leave the school building without permission and/or without their parent signing out. Failure to follow this procedure will result in disciplinary action.

Legitimate reasons for early leave from school will be accepted provided a note signed by a parent is presented at school. The parent must sign-in/out student before leaving the building.

6.11(a) Prompt pickup by parents after school

K-5 students must be picked up no later than 3:45 P.M. Parents who are unable to pick up their students by 3:45 pm **will** be charged a **nonrefundable fee of \$25.00** for care after school.

Students who participate in after-school activities must be picked up within 10 minutes of the activity's end. If the student is not picked up after one (1) hour of the activity's end, the office will contact the Department of Child Services.

7.0 MEDICAL POLICIES

7.1 Illness or injury during the school day

Any student who becomes injured or ill during the school day should report such an occurrence to a staff member. The nurse practitioner, if available, will assess the situation and take the proper action if an up-to-date consent to treat form is on file.

If it is decided by school staff that a student is too ill to go to or remain in class, the parent or guardian must arrange for the student to be transported home.

7.2 Medication policy

If prescription medicine must be taken by a student during the school day, the following procedures must be followed:

1. The medication must be sent directly to the school from the pharmacy or physician's office or be brought to school by the student's parent/guardian.
2. The medication must be accompanied by a medical release form signed by the student's physician and parent/guardian.
3. The medication container must clearly be labeled with the student's name, name of medication, dosage instructions, and time of dosage.
4. Only the amount needed for the days that the student will be taking the medication should be provided for the school. For instance, if the student is taking Amoxicillin three times a day for two weeks, the Academy should be provided with up to ten tablets, to be taken in the middle of the day.

Extra medication will not be sent home with a student, but must be picked up by the parent or guardian.

Students are not allowed to carry or self-administer any medications, except in the following circumstances:

- ✓ The student has a potentially life-threatening condition necessitating immediate administration.
- ✓ A Medication Self-Administration form is on file at the school, signed by the student's parent or guardian, physician, and school administrator.

7.3 Medical Forms

Immunization records are required by state law! Failure to provide them will result in dismissal from school.

8.0 PARENT INVOLVEMENT AND COMMUNICATION

8.1 Parent or Guardian Visitors

Parents and guardians are welcome at the Academy. The parent or guardian must sign in at the office before they visit a student's classroom or move throughout the building and/or campus, and sign out upon leaving campus. It is required for a parent or guardian to notify the school 24 hours before a planned visit. Parents or guardians who visit without notice may not meet with individual teachers, due to their class schedules, etc.

Parents or guardians who visit and wish to observe their child in classes may do so if the teacher is in agreement with the time and date. When observing classes, please follow these guidelines:

1. Be on time to the classes you plan to visit.
2. Observe quietly, and do not comment or attempt to add into lessons or conversations, unless invited to do so by the teacher of that class.
3. Request a meeting with a teacher at a time other than immediately after the class observed.

Parents or guardians who wish to speak with an administrator should call the school to set an appointment to do so, and then check in at the office when arriving for their appointment. Parents who arrive at school wishing to speak with an administrator without an appointment may or may not be able to do so at that time due to availability.

8.2 Visitors from the general public

Visitors from the general public are always welcome at the Academy. It is suggested, though not required, that visitors make an appointment to visit the school 1 day before a desired visit. This way the Academy can assure that a member of the school staff is available to speak with the visitor, give a tour of the school, etc. Visitors who arrive unannounced are welcome, but may need to wait for an available school staff member. All visitors must sign in at the office upon arrival, and sign out leaving the school premises.

All visitors must sign in at the front desk and get a visitor's pass, **leaving a photo ID.**

8.3 Parent volunteers

The Academy can only continue its current programs, or add new programs to the benefit of its students through the efforts of its parent volunteers. Parent volunteers are a valued and necessary part of the school experience. The Academy encourages and desires more and more parent volunteers all the time—their value to the Academy cannot be underestimated.

We ask that all parent volunteers follow these guidelines:

1. Sign in at the office whenever working at the school during school hours.
2. Sign out upon leaving the school grounds.
3. Before planning any events, giving away items, purchasing food for students, bringing food or other items to individual classes, etc., parent volunteers must first propose the idea to the classroom teacher and/or secure a faculty sponsor for the activity planned.

These few guidelines will help us to avoid unplanned disruptions of the school day, allow administration to coordinate all activities that take place throughout the school day, and to provide for the smooth operation of all school programs.

9.0 LOCKERS

Only 4th and 5th grade students will be assigned a locker for his/her use.

Locker combinations are not to be shared with any other student unless assigned to be shared with sibling. If a student claims that his/her locker has been broken into, but there is no physical evidence of forced entry, it will be assumed that he/she has given the locker combination to another student, or otherwise compromised the integrity of the lock/locker security. In that case, no locker or personal searches will be made for items reported stolen.

- The school is not responsible for any items stored in lockers.
- Inappropriate pictures or displays are not permitted inside or on lockers.
- No food or beverages are to remain in lockers overnight.
- Lockers are the property of IMSA and are subject to search by the school personnel at any time.
- All materials left unclaimed at the end of the school year or when a student withdraws become the property of the IMSA and will be dealt with accordingly.

9.0(A) Book Bags

All book bags, large purses, etc. should be **kept in lockers**. Students may carry a small (8"x 9"x 1 ½") bag for personal items; any such items carried during the school day will be the total responsibility of the student. Students are asked not to bring valuables to school. The school will not be liable for any loss, theft, or damage to the book bag or its contents.

10.0 LUNCH PERIODS

Indiana Math and Science Academy has a closed lunch. Students who leave during lunch will be considered truant from school and will be assessed consequences as required by the school discipline policy. A hot lunch is available for purchase, or students may bring packed lunches. Package lunches should be cold lunches with single servings. Sharing food is prohibited. Microwaves and refrigerators will not be available.

- Students may apply for free or reduced lunch just as in any other school. See school administration for the proper forms.
- Parents may prepay for lunch. Cost and terms are available by calling the school.
- No food or drink may be removed from the cafeteria.
- No food or drinks are permitted in classes, hallways or other areas of the school.
- Students who bring a packed lunch should bring only single helpings, and lunches are not to be shared.

IMPORTANT NOTE: *Carbonated beverages and outside food (including fast food) are prohibited based on our wellness policy. Students are not allowed to bring full or family-sized bags of chips, snacks, candy, etc. to eat as lunch. Students are allowed to have single sized chips with a full packed lunch.*

10.0 (A) Charging School Meals

IMSA is not required to provide meals to non-paying full price or reduced price students. There will be a \$25.00 lunch/breakfast charge limit for each student. We will not allow the child to charge more meals when the limit is reached. There will be no charges the last week of school.

11.0 MISCELLANEOUS POLICIES

11.1 Acceptable Internet Use Policy

Indiana Math and Science Academy operates under an acceptable use policy concerning the internet. We offer free access to the internet to all students and staff. Every effort will be made to monitor student usage of the internet, as well as the websites student's access. Ultimately, however, it is the responsibility of the student to refrain from accessing sites which are inappropriate for viewing in the school setting. Student violations of the acceptable use policy may result in revocation of internet privileges, school disciplinary action and/or legal action. Students and parents **must sign and return** the *Internet Authorization Form* prior to student use of the internet at IMSA.

11.1 (a) IMSA Principles of Acceptable and Safe Internet Use

General Information

Internet access and e-mails provided by IMSA are intended for educational use, instruction, research and the facilitation of communication, collaboration, and other Department related purposes. Users are subject to the same standards expected in a classroom and/or professional workplace.

Monitoring and Privacy

Users have no rights to privacy while using the IMSA Internet Systems. IMSA Departments will monitor users' online activities and reserves the right to access, review, copy, store, or delete any electronic communications or files. This includes any items stored on Department-provided devices, such as files, e-mails, cookies, and Internet history.

IMSA reserves the right to disclose any electronic activity, including electronic communications, to law enforcement officials or third parties, as appropriate and consistent with applicable law. The Department will fully cooperate with local, state, or federal officials in any lawful investigation concerning or relating any illegal activities conducted through the IMSA Internet Systems.

Prohibited Uses of the IMSA Internet Systems

Users may not engage in any of the activities prohibited by this policy when using or accessing the IMSA Internet Systems.

Below is a comprehensive list of examples of prohibited behavior:

1. Causing harm to others, damage to their property or IMSA property, such as:
 - a. Using, posting, or distributing profane, lewd, vulgar, threatening, or abusive language in e-mail messages, material posted on IMSA web pages, or professional social media sites
 - b. Accessing, using, posting, or distributing information or materials that are pornographic or otherwise obscene. Advocate illegal or dangerous acts, or advocate violence or discrimination. If user inadvertently access such information, they should immediately disclose the inadvertent access in a manner specified by their school or central division office
 - c. Accessing, posting, or distributing harassing, discriminatory, inflammatory, or hateful material, or making damaging or false statement about others;
 - d. Sending, posting, or otherwise distributing chain letters or engaging in spamming
 - e. Damaging computer equipment, files, data, or the IMSA Internet System in any way, including spreading computer viruses, vandalizing data, software or equipment, damaging or disabling others' electronic property, or business environment
 - f. Using the IMSA Internet System in a manner that interferes with the education of the user or the job duties of the users
 - g. Downloading, posting, reproducing or distributing music, photographs, video or other works in violation of applicable copyright laws. Any music, photographs, video or other works in violation of applicable copyright laws. Any music, photographs, and/or video should only be downloaded for IMSA Department, and not personal purposes. If a work specifies how that work may be used, the user should follow the expressed requirements. If users are unsure whether or not they can use a work, they should request permission from the copyright or trademark owner
 - h. Engaging in plagiarism – Plagiarism is taking the ideas or writings of others and presenting them as they were original to the user
2. Gaining or attempting to gain unauthorized access to the IMSA internet Systems, or to any third party's computer system, such as:
 - a. Malicious tampering, phishing or hacking activities
 - b. Intentionally seeking information about passwords belonging to others users
 - c. Disclosing IMSA Internet System passwords to other individuals. However, students may share their IMSA system password with their parent/caregiver.

- d. Modifying passwords belonging to other users
 - e. Attempting to log in through another person's account
 - f. Attempting to gain access to material that is blocked or filtered by the IMSA Internet System
 - g. Accessing, copying, or modifying another user's files without authorization
 - h. Disguising a user's identity
 - i. Using the password or identifier of an account that does not belong to the user
 - j. Engaging in user that jeopardize access into other's account or other computer networks
3. Student Internet Safety
- a. IMSA Department Responsibilities
 - i. IMSA will provide curriculum about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyber-bullying awareness and response.
 - ii. IMSA will work to protect the safety and security of minors when using electronic mail, chat rooms and other forms of direct electronic communications.
 - iii. IMSA will provide students, staff, and parents with guidelines and instructions for student safety while using the Internet.
 - b. Students Using the IMSA Internet Systems
 - i. Students must not reveal personal information about themselves or other persons on social networking sites, in chat rooms, in emails, or in other direct electronic communications, or any other forum over the Internet. For example, students must not reveal their home address, telephone or cell number. Students must not display photographs of themselves, or the images of others.
 - ii. Students should not meet in person anyone they have met only on the internet
 - iii. Students must promptly disclose to their teacher or other school employee any message or other activity they receive that is inappropriate or makes them feel uncomfortable.
 - iv. Students should not save their passwords to IMSA computers
 - c. Parents/Caregivers
 - i. Although students generally will be supervised when using the IMSA Internet System while on school property, it is not practicable for IMSA staff to monitor and enforce a wide range of social values. Parents/Caregivers are primarily responsible for transmitting their particular set of family values to their children, and discussing with their children what material is and is not acceptable for their children to access through the IMSA Internet System.

Violations of this Policy

IMSA and its central office, reserves the right to terminate any user's access to the IMSA internet System – including access to IMSA e-mails at any time.

If a student violates this policy, appropriate disciplinary action will be taken consistent with disciplinary code of the Indiana Math and Science Academy.

If a students' access to the IMSA to the IMSA Internet System has been revoked, the student may not be penalized academically, and IMSA will ensure that the students continues to have a meaningful opportunity to participate in the educational process.

11.2 Lost and Found

A lost and found is maintained by school personnel. Any items found should be turned into the lost and found. Students who have lost an item may check the lost and found with permission from school personnel. Personal items should be marked for identification. **A student may be asked to provide proof of ownership of claimed items.** All items unclaimed at the end of each month, or at other times announced by the Academy, become the property of the Academy and will be dealt with accordingly.

11.3 Telephone Usage

Emergency calls or any other calls may be made by students upon receiving permission from the classroom teacher. School phones should be used in the classroom with permission. **Cell phones and other electronics are to be turned off and secured in book bags and lockers between 7:00 AM and 5 PM. If a student is seen using or in possession of his/her cell phone out during school hours, the phone will be confiscated, a Cell Phone Violation Notice will be issued and the parent will be contacted. If the problem persists a second time, the student will receive a mandatory 1 day Out of School Suspension (OSS).**

11.4 Homework

Teachers assign homework that they deem valuable for the learning experience and to help master the subject matter and concepts of their individual classes. Homework is part of a student's regular evaluation and grades for each term. **Each teacher establishes his/her own policy for accepting or not accepting late homework assignments.** Parents or guardians may contact teachers concerning homework via the school website or by contacting their child's teacher.

11.5 Financial Responsibility

The parent or guardian will be held financially responsible for damage to school property by their children who are students of the Academy, and for lost, damaged or stolen books, locks, or other property of the Academy. All financial obligations, including fees for textbook rental, clubs/enrichment activities, field trips, lunch balances, etc. must be met before the end of the year.

11.5(a) Consumable Fees

Indiana Math and Science Academy requires parents/caregivers \$50 consumable fee, to be used for classroom supplies, classroom projects, after school activities (excluding fieldtrips and athletics, etc.) for other purpose deemed necessary by IMSA. This revenue will be used to provide a better education for our students. It is not our intention to exclude any children from IMSA activities; however your financial support is critical.

A nonrefundable consumable fee of \$25 is due at the time of registration

11.5(b)Textbook Rental

The Academy provides textbooks in core subjects (a set of textbooks for the use of students). These materials remain the property of the Academy, and each student is held responsible for the care of these materials. Parents or guardians will be held financially responsible for any damage or loss of school–provided textbooks and materials.

- *Students who are eligible for free lunch will not be charged.*
- *Students who are eligible for reduced lunch will be charged \$25 regardless of grade level*
- *Textbook rental fee for paid students will be calculated at the beginning of the school year.*
- *Payment arrangements are available for fee balances.*
- *Replacement pricing is \$70-\$150 for textbooks.*

11.5(c)Athletic Fee Policy

Students participating in IMSA athletics will be assessed a nonrefundable sports activity fee, ranging from \$75-\$300. Cost my vary based on sport.

11.6 Afterschool Activities

Students who wish to start clubs or other activities may do so by finding a faculty sponsor who will seek approval for the club from administration. After the approval, the club may begin. All clubs, sports teams, etc. must be sponsored, supervised and attended by a faculty member.

Students need to report and sign in by 3:07 PM.

Parents or guardians must provide or arrange for transportation for their children who attend after–school activities. Students must be picked up promptly after the activity is concluded. **If the student is not picked up on time there will be a nonrefundable fee of \$25.00 for care after school.**

All school rules, uniform codes, etc. apply to after–school activities unless otherwise notified by Administration.

11.7 Fire and Tornado Drills

Fire drills are held at regular intervals during the school year. Directions are posted in each classroom. When the fire alarm sounds, students should:

1. Pay attention to the teacher or staff member in the room for instructions.
2. Walk to the proper exit as directed.
3. Listen for further instructions and do not talk.
4. Report to the assembly area indicated by the room directions, or as directed by school staff.

Tornado drills are practiced twice a year. When the notice is given by school staff, students should:

1. Pay attention to the teacher or staff member in the room for instructions.
2. Do not talk.
3. Students must transition in single file lines for safety and accountability.

11.8 Video Surveillance

IMSA employs the use of video cameras for security monitoring.

11.9 Gang Activity Or Association

IMSA has adopted policy that deals with student gang activity or association.

The type of dress, apparel, activities, acts, behavior or manner of grooming displayed, reflected, or participated in, by the student, shall not:

- Lead school officials to reasonably believe that such behavior, apparel, activities, acts, or other attributes are gang related and would disrupt or interfere with the school environment or activity and/or educational objectives;
- Present a physical or emotional safety hazard to self, students, staff, and other employees;
- Create an atmosphere in which a student, staff, or person's well-being is hindered by undue pressure, behavior, intimidation, overt gesture, or threat of violence;
- Imply gang membership or affiliation by written communication, marks, drawing, painting, design, or emblem upon any school or personal property or on one's person.
- If the student's behavior or other attribute is in violation of these provisions, the principal or designee will request the student to make the appropriate correction. If the student refuses, the parent/guardian may be notified and asked to make the necessary correction. The principal or designee will take appropriate corrective and disciplinary action.

11.10 Anti-Harassment/ Anti-Bullying Policy

It is the policy of the Board of Directors of the Indiana Math and Science Academy that any form of bullying behavior, whether in the classroom, on school property, to and from school or at school-sponsored events, is expressly forbidden.

Harassment, intimidation or bullying means, any intentional written, verbal, graphic, or physical act that a student or group of students exhibited toward other particular student more than once and the behavior both:

1. Causes mental or physical harm to the other student; and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student.
2. Harassment, Intimidation or Bullying also means electronically transmitted acts i.e., Internet, cell phone, personal digital assistance (PDA) or wireless hand-held device that a student has exhibited toward another particular student more than once and the behavior both:
 - a. Causes mental or physical harm to the other student/school personnel;
 - b. and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student/school personnel.

In evaluating whether conduct constitutes harassment, intimidation or bullying, special attention should be paid to the words chosen or the actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim, and the motivation, either admitted or appropriately inferred.

***A school-sponsored activity** shall mean *any activity conducted on or off school property (including school buses and other school-related vehicles) that is sponsored, recognized or authorized by the Indiana Board of Education.*

11.11(a) Types of Conduct Affected By This Policy

Harassment, intimidation or bullying can include many different behaviors including overt intent to ridicule, humiliate or intimidate another student or school personnel. Examples of conduct that could constitute prohibited behavior are:

1. Physical violence and/or attacks;
2. Threats, taunts and intimidation through words and/or gestures;

3. Extortion, damage or stealing of money and/or possessions;
4. Exclusion from the peer group or spreading rumors; and,
5. Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other Web-based / online sites (also known as "cyber-bullying"), such as the following:
 - a. Posting slurs on Web sites where students congregate or on Web logs (personal online journals or diaries);
 - b. Sending abusive or threatening instant messages;
 - c. Using camera phones to take embarrassing photographs of students and posting them online; and,
 - d. Using web sites to circulate gossip and rumors about other students;
 - e. Excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers.

11.12 ATHLETIC / EXTRACURRICULAR ELIGIBILITY REQUIREMENTS

IMSA establishes excellence as a standard and strives to maintain an appropriate balance between academics, athletics, and all extracurricular activities. Therefore, it is important that students meet the following academic requirements in order to participate in athletics, field trips, dances and any extracurricular or co-curricular activities.

A student **must** earn at least a 2.5 grade point average (GPA) and **have no F's** on the preceding quarter report card in order to be eligible for participation. ***In addition, a student is not eligible for ANY of the above mentioned activities if he/she receives four or more referrals.***

Eligibility for sports is based on the following schedule:

1. Eligibility for athletics will be determined at the end of quarter 1, 2, 3, and 4.
2. If a student's GPA is below the qualifying expectation for participation; students may submit an appeal for academic probation. If the appeal is granted grades will be reviewed weekly for progress.
3. Once a student is ineligible for a sport, he/she remains ineligible until the next eligibility check. A coach or advisor does not have to accept a student back on the team after being ineligible. It is solely at their discretion.
4. Students must have a medical physical in order to eligible/participate in any extracurricular activities.

12.0 IMSA PROGRESSIVE EMPOWERMENT DISCIPLINE APPROACH

Indiana Math and Science Academy is a safe place for children to attend because we have a very clear discipline policy that is strictly enforced.

While the following pages present the details of our policies, here are the basics: IMSA does not employ the numerous disciplinary procedures pursued by many schools and which have generally failed to bring any real control to the schools. Indiana Math and Science Academy has developed a school wide behavior plan that employs positive interactions between staff and students.

The discipline policies of the Academy are quite strict. Be assured, it is never our goal to suspend or expel any student. We want to keep every student in school and see them receive the best education possible. It's important to ensure that every student can learn and every teacher can teach without any disruption.

K-8 Disciplinary Procedures

Discipline is most effective when it deals directly with the problem at the time and place it occurs, and in a way that students view as fair and impartial. School personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the student's ability to grow in self-discipline. Disciplinary action, when necessary, will be ***firm, fair, and consistent*** so as to be the most effective in changing student behavior. In determining the appropriate disciplinary action, school personnel authorized to impose disciplinary penalties will consider the following:

1. The student's age,
2. The nature of the offense and the circumstances which led to the offense,
3. The student's prior disciplinary record,
4. The effectiveness of other forms of discipline,
5. Information from parents, teachers and/or others, as appropriate, or
6. Other extenuating circumstances.

As a general rule, discipline will be progressive. This means that a student's first violation will usually merit a lighter penalty than subsequent violations.

If the conduct of a student is related to a disability or suspected disability, the student shall be referred to the Committee on Special Education and Discipline, if warranted, shall be administered consistent with the separate requirements of this Code of Conduct for disciplining students with a disability.

The amount of due process a student is entitled to receive before a penalty is imposed will depend on the type of penalty being imposed. In all cases, regardless of the penalty imposed, the school personnel authorized to impose the penalty must let the student know what misconduct the student is alleged to have committed and must investigate the facts surrounding the alleged misconduct. All students will have an opportunity to present their version of the facts to the school personnel imposing the disciplinary penalty in connection with the imposition of the penalty.

12.0(a) PROGRESSIVE DISCIPLINE APPROACH

All minor discipline issues will be handled by the classroom teacher: examples of infractions would include (but not limited to) the following issues:

1. Eating or drinking in unauthorized areas
2. Minor dress code violations (un-tucked or completely covered shirt, unnatural color of hair, etc.)
3. Chewing gum or eating candy or possession of or passing out them.
4. Hallway disruptions (such as yelling, banging on lockers, and/or running)
5. Horseplay, roughhousing, wrestling, pushing, scuffling, clowning, lack of self-control, or acting out
6. Cafeteria misconduct (loud talking, being out of seat when not allowed, playing with/throwing food, cutting in line, failure to clean up after oneself, etc.)
7. Unprepared for class – no homework/classroom, no textbook/workbook, or other supplies.

12.1 K-5's Classroom Discipline Plan

All K-5 teachers strictly enforce our structured classroom Discipline Plan to ensure behaviors are handled in class, until further action is necessary. Students displaying behavioral disruptions in the learning environment will be dealt with accordingly and the parent is subjected to be contacted as frequently as the behaviors occur.

Our Elementary school-wide Discipline Plan is as follows:

1. Verbal Warning
2. Written Warning (Proximity)
3. One on One Conferences with the student

4. Utilize In-Class Consequences
 - a. No Recess
 - b. After-School Detention
 - c. Move Clip
 - d. Lunch Detention
 - e. Sentences
 - f. Think-Chair
 - g. In-Class Time-Out
 - h. Loss of Privileges or future privilege (not limited to Field trips, Field days, etc.)
5. Removal: Send to Buddy Teacher with Pink Time-Out slip
6. Call Parent and/or schedule Conference (entered in student's activity log)
7. Send Student to Dean of Students
8. Referral: Appropriate Corrective Action will be determined.

*Teachers will enforce this discipline plan even outside of the building, such as on school sponsored events and/or field trips.

All Major discipline issues will be handled by the Dean of Students: examples of infractions would include (but not limited to) the following behaviors:

1. Repeated Offenses Noted Above
2. Stealing
3. Truancy
4. Physical Or Verbal Assault
5. Violence
6. Sexual Misconduct
7. Vandalism
8. Trespassing
9. Disruption of School Environment, etc.

Appropriate administrator intervention would include: parent/student conferences, in school suspension, out of school suspension, and in the most severe cases, a recommendation for expulsion.

12.2 Discipline Reports

Most behaviors ought to be handled by staff in the setting in which the infraction occurs. Three specific types of behavior that are serious enough to warrant a discipline report are:

- Physically dangerous behavior—assault, fighting, or any other behavior that has a high possibility for physical harm.
- Illegal behavior—possession of controlled substance, extortion, threats of violence, etc.
- Defiance—(overt and immediate refusal to follow a staff person's reasonable, specific direction).
"Sit down and begin your assignment" is a specific direction but "Change your attitude" is not. "Stop running in the hall and come here to speak with me" is reasonable and specific. A student forgetting homework or being disruptive in class are not examples of overt and immediate refusals to follow a staff members reasonable, specific direction.
- Not following handbook guidelines.

12.3 Administrator-Assigned Corrective Consequences

Administration assigns an action based upon the student's disciplinary history, amongst other things according to the following, Progressive Discipline Approach:

1st Disciplinary Referral of the student: Notify Parent via letter, phone and/or email & Verbal Warning to Student

2nd Disciplinary Referral of the student: Friday Detention *Parents/Guardians may be required to attend.*

3rd Disciplinary Referral of the student: 1 day of OSS

4th Disciplinary Referral of the student: 3 days OSS

5th Disciplinary Referral of the student: 5 days OSS

6th Disciplinary Referral of the student: 10 days OSS and Expulsion Hearing

Depending on the severity of the infraction, some of the above steps may be skipped.

Note: Students who have an out of school suspension are NOT permitted to make up missed work. Students may receive their assignments but will not receive credit for the work. State Law requires that students suspended from school cannot participate in extracurricular activities and cannot be on school property.

❖ **Wednesday and Friday Afterschool Detentions**

Wednesday and Friday Afterschool Detention will serve as exercises in combatting negative behavior. Negative behavior takes away from the learning experience and compromises the integrity of the Academy. No one has the right to infringe on another's right to learn. Students serving Wednesday and Friday Detentions are expected to complete teacher assigned work and may perform community service as a way of giving back. Friday detention time may be extended up to 4 hours.

❖ **Filing Criminal Charges**

Listed below are acts that are considered to be criminal offense according to the laws of the state. Any violations of these acts will result in the filing of criminal charges against the offender.

Arson - The intentional setting of fire.

Assault – The physical threat of violence to a person.

Burglary - Stealing of school or personal property.

Explosive - The illegal use of firearms on school property or at a school sponsored event.

Extortion, Black Mail, or Coercion - Obtaining money or property by violence or threat of violence or forcing someone to do something against his will by force or threat of force.

Firearms - (Illegally used) - Firearms are prohibited on school property or at school sponsored events.

Knives - Students are prohibited from carrying knives or any other weapon or object which could be used as a weapon in school, on school property, on a school bus or at any school function. Any student in possession of a knife or any other weapon or potentially harmful object will have it taken away from him/her and may be subject from school if circumstances warrant it. Any confiscated object may be returned to the parent or guardian if they so request.

Larceny - Theft

Malicious Mischief - Property damage

Robbery - Stealing from an individual by force or threat of force.

Sale, Use of Possession of Alcoholic Beverage, Illegal Drugs, or Look-alike Drugs

Trespass - Being present in an unauthorized place or refusing to leave when ordered to do so.

Unlawful Intimidation of School Authorities – The threat of violence, the commission of and/or the participation in such activities on school property or at a school sponsored events. Disciplinary actions will be taken by the IMSA regardless of whether or not criminal charges result.

Disruptive Conduct – Is conduct that interferes with classroom instruction.

Failing to Cooperate with School Personnel - Students must obey the lawful instruction of school district personnel.

Refusal to Identify Self- All persons must, upon request, identify themselves to proper school authorities in the school building and school grounds or at school sponsored events.

Conduct in violation of other criminal or civil laws may, at the Board's discretion, be the basis of legal action against the student if the severity of the conduct renders such action appropriate.

13.0 CODE OF CONDUCT

13.1 Prohibited Student Conduct

The Board of Education expects students to conduct themselves in an appropriate and civil manner, with proper regard for the rights and welfare of other students, district personnel and other members of the school community, and for the care of school facilities and equipment.

The best discipline is self-imposed, and students must learn to assume and accept responsibility for their own behavior, as well as the consequences of their misbehavior. District personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the students' ability to grow in self-discipline.

The rules of conduct listed below are intended to focus on safety, and respect the rights and property of others. Students who will not accept responsibility for their own behavior and who violate these school rules will be required to accept the penalties for their conduct.

Students are considered to be subject to the authority of the school when they are en route to or from school and at school related or school sponsored events even though those activities may not take place on school grounds. Some examples include athletic meets and games, field trips, contests, dances and concerts. Misbehaviors that occur at such events will be subject to the same penalties as misbehaviors that occur on school grounds.

LEVEL I – MISBEHAVIORS

- A. Failure to come to class prepared with assignments in on time, textbooks, writing utensils, paper/notebooks, folders, and any other materials listed by subject matter teacher necessary for academic and social success at IMSA.
- B. Failing to attend school on time or to attend classes on time including the lunch period
- C. Wearing non-dress code clothing
- D. Posting or distributing materials on school property that causes a disruption to the educational process
- E. Lying to school personnel
- F. Writing and/or passing notes
- G. Disrupting education or normal operation of the school in any way
- H. Insubordination
- I. Cell phones and other electronic devices are prohibited between the hours of 7:00am-5:00pm. Students with such items on their person during school hours as second (2nd) offense will be subject to disciplinary actions starting with a mandatory one day suspension.
- N. Engaging in an activity that may create a condition that is unsafe or unhealthy to others

O. Roughhousing

CORRECTIVE ACTION I

Disciplinary responses other than suspensions may be used by the teacher/administrator to correct Level I misbehaviors. Disciplinary responses may include:

Teacher conference with student alone or with parent(s)/guardian(s)

Administrator conference with student alone or with parent(s)/guardian(s)

Parent/guardian contact by telephone

Friday Detention

Out of School Suspension up to 3 days

The director may utilize school based or agency mediation programs for conflicts between students as appropriate.

Related or chronic occurrence of Level I misbehaviors may result in suspension as a Level II-A misbehavior.

LEVEL II - MISBEHAVIORS

- A. As defined by the administration, chronic violation of Level I misbehaviors
- B. Verbally or physically threatening to injure or harm another person or intimidating another person by creating fear for personal safety
- C. Signing the name of another person for purpose of defrauding school personnel
- D. Intentionally causing an interruption of education in the classroom
- E. Using abusive or profane language (including name calling/racial slurs)
- F. Engaging in excessive displays of mutual affection (hugging, caressing, kissing, fondling, etc...)
- G. Fighting (a forceful struggle involving the exchange of physical blows such as hitting, punching or pushing another student.)
- H. Gambling on school premises including possession of dice or playing cards
- I. Trespassing, including entering a school to which the student is not assigned without signing in at the office, entering a school from which the student is suspended without permission from the director, or bringing an unauthorized visitor to the school
- J. Intentionally participating in hazing and/or bullying activities
- K. Bringing inappropriate materials
- L. Showing disrespect to teachers or staff and/or using inappropriate language and behavior
- M. Damaging or attempting to damage property. Any property damaged/broken by the student, whether playfully or intentionally, is to be repaired/replaced at the parents' or guardians' expense.

- N. Academic Dishonesty (Using the writings and ideas of another to deceptively submit them as one's own work in a school assignment and/or cheating on examinations, quizzes, test, and all other forms of assessment.)

CORRECTIVE ACTION II

An administrator may suspend a student for a period of four (4) to ten (10) school days. **THREE LEVEL II MISBEHAVIORS WITH SUSPENSION WILL RESULT IN A BEHAVIOR CONTRACT. VIOLATION OF ANOTHER LEVEL I OR LEVEL II MISBEHAVIOR WHILE ON A CONTRACT WILL RESULT IN EXPULSION.**

A BEHAVIOR CONTRACT MAY BE ISSUED AT THE DISCRETION OF THE ADMINISTRATION AT ANY TIME.

ACADEMIC/BEHAVIOR CONTRACT

An Academic/Behavior Contract is a contract signed by the student and the legal custodian of the student that states that the student will follow IMSA rules and regulations without exception and any violation thereof (Level I, Level II, or Level III) will result in expulsion.

LEVEL III - MISBEHAVIORS

- A. Using or bringing weapons, dangerous instruments, explosives, firearms, or knives to school
- A weapon is anything that is commonly used or designed to hurt someone or put someone in fear (examples: guns, knives, knuckles, clubs, box-cutters etc.)
 - A dangerous instrument is anything that, although not specifically designed to hurt someone, can be used to hurt someone or put someone in fear (examples: belts, combs, compasses, combination locks, etc.)
 - An explosive is any substance that can potentially generate a release of mechanical or chemical energy (examples: firecrackers, cherry bombs, gun shells, etc.)
 - Any object resembling a weapon or explosive (examples: starter pistols, pellet guns, toy guns, and bombs, etc.)
- B. Verbally or physically threatening to injure or harm a school staff member
- C. Failing to report behavior of another person to a teacher or administrator when behavior by another person could result in harm to another person or persons or damage the property of another person or persons when the student has information about such behavior.
- D. Intentionally causing physical injury to a school staff member
- E. Sexually assaulting another person
- F. Intentionally causing or attempting to cause physical injury, or intentionally behaving in such way that could reasonably cause physical harm to another person
- G. Sexual conduct or sexual contact without mutual consent including all forms of sexual harassment

- H. Hate crimes
- I. Being habitual truant
- J. Engaging in drug related activities, including but not limited to:
 - the making of, distribution of, counterfeit drugs, and over the counter drugs
 - using or possessing drugs/counterfeit drugs at school.
- K. Intentionally burning or attempting to burn property
- L. Stealing or attempting to steal or possession of stolen property
- M. Forcibly entering a school building locker, classroom, or secured enclosure
- N. Extorting or attempting to extort property
- O. Falsely sounding a fire alarm, or causing a fire alarm to be sounded
- P. Falsely communicating or causing to be communicated that a bomb is located in or on school property
- Q. More than one person acting together to intentionally cause harm or injury to an individual
- R. Possessing or using tobacco or tobacco substitutes at school
- S. Bringing alcoholic beverages to school or having alcoholic beverages in his/her possession, or coming to school under the influence of alcohol or drugs
- T. Excessive referrals of Level I and Level II misbehaviors may/will result in expulsion
- U. Engaging in sexual conduct with mutual consent
- V. Bringing readily identifiable drug abuse instruments or paraphernalia to school or having such items in his/her possession.
- W. Leaving school or classroom without permission, in the absence of an emergency declared by the administration

CORRECTIVE ACTION III

Students may be expelled for Level III offenses.

Parents will be informed of any Level III misbehavior offense committed by their child immediately by the administration of the school.

Students who are found to have Violated Rule III-D (staff assault) and Rule III-J (drugs) will be expelled.

A student who is identified as bringing a firearm or destructive device to school property or on school property; or in possession of a firearm or destructive device on school property **MUST** be expelled for at least one (1) calendar year, with the return of the student to be at the beginning of the first school semester after the end of the one (1) year period, pursuant to IC 20-33-8-16.

Expulsions are up to 185 days duration in an academic school year or permanent from IMSA, according to the severity or habitual nature of the infraction(s). A hearing is required before an expulsion is activated.

13.2 SCHOOL BUS RULES

All school rules and policies apply when students ride busses to and from school and school activities. Bus drivers will provide each student with bus rules. Students who receive disciplinary “write-ups” from bus drivers will be dealt with according to that student’s prior bus infractions.

Bus Conduct Rules and Regulations

The following bus regulations are considered recommended guidelines to correct behaviors that could create an unsafe environment. It is our privilege and pleasure to furnish students with the safest transportation possible as they travel between home and school and on school-related trips. In order to protect all students IMSA buses, safety precautions are a must! Your help is needed because safety is everyone’s responsibility!

All students are to understand that the bus driver is in charge of the bus at all times. Any student who repeatedly violates the safety precautions and/or bus rules may be denied the privilege of riding the bus and is subject to other disciplinary action to be determined by the school administration. To that end, the following conduct rules are called to your attention:

Students must arrive at the bus stop five minutes before the bus is scheduled to arrive. The bus will not wait.

Students must wait quietly in a location clear of traffic and away from the bus stop.

Student behavior at bus stops must not threaten life, limb or property of any individual.

Students must go directly to an available or assigned seat.

Students must remain seated, facing forward with both feet on the floor, keeping aisles and exits clear.

Students must observe classroom conduct. All school rules apply on the bus. Obey the driver promptly and respectfully.

Students must be courteous and respectful to fellow students and to the bus driver.

Students must not engage in loud talking or laughing, excessive horseplay, or fighting.

(Unnecessary confusion diverts the driver’s attention and might result in a serious accident.)

Students must not use profane or abusive language.

Students must refrain from chewing gum, eating and drinking on the bus except as required for medical reasons.

Students must not use or possess tobacco, or related products, on the bus.

Students must not have alcohol or drugs in their possession on the bus except for prescription medication required for student.

Students must not throw or pass objects on, from or into the bus.

Students may carry on the bus only objects that can be held in their laps. No living creatures are permitted.

Students must treat bus equipment as one would treat valuable furniture in his or her home. Vandalism will not be tolerated. Keep the bus clean and sanitary.

Students must not extend any part of their bodies out of the bus windows.

Students are to remain absolutely quiet at railroad crossings until the bus has completely crossed and the driver says it is okay to talk.

Students must leave or board the bus at locations to which they have been assigned unless they have written parental and administrative authorization to do otherwise.

Book bags, musical instruments and other carry- on items are to be held on the student’s lap or placed under their seat.

Board in single file, respecting the other students also boarding.

All electronic devices (cell phones, IPODs, handheld gaming systems, etc.) must not be a distraction to the driver or other students.

Remain seated until the bus has come to a complete stop.

Move away from the bus and into clear view of the driver if crossing the street, students need to stand at least ten feet in front of the bus and wait for a signal from the bus driver crossing; never cross behind the bus
Parents or guardians are responsible for the safety of their child on the way to and from as well as at the bus stop

Minor Violations

Minor Violations are those that disrupt the driver’s concentration or behavior that may cause harm to the student or others. Some other minor violations include:

- Loud talking (at any time) or talking at railroad crossings
- Moving around the bus or out of the seat
- Touching/disrupting others
- Repeated tardiness to the bus
- Disrespect to other students or the driver
- Harassment of other students
- Not following the reasonable request of the driver
- Eating or drinking (food or gum) on the bus
- Littering or throwing objects from the bus
- Any other infraction of the building’s student behavior code

Consequences- Three minor violations may result in a bus suspension up to 3 days.

Major Violations

Major Violations are those that are severe in nature or that directly or indirectly endanger the student or other students, the driver, or the public.

- Minimum of five repeated Level I offenses (Minor Violations)
- The threat of violence to the driver or other school employees
- The use of profanity
- Possession of a match or lighter
- Igniting a match or lighter
- Possession of an incendiary device (smoke bomb, fire cracker, cherry bomb, sparkler, etc.)
- Fighting/assault
- Possession of a weapon
- Vandalism or arson
- Theft
- Pushing/hands on others/tripping
- Tampering with emergency equipment or doors

Consequences- Suspensions up to 10 days or expulsion up to 185 days from the bus and/or from school.

Failure to adhere to these commitments can cause my child to lose various IMSA privileges, get disciplinary action and can lead to returning to his/her home school.

Parent/Guardian Signature _____
 Student Name _____
 Supervisor (or Grade Chair) Signature _____
 Administration Signature _____
 Date _____

13.3 Descriptions of Infractions

Disclaimer: The following descriptions are meant for informational purposes only. While every attempt has been made to provide adequate detail, they are not meant to be exhaustive, complete in every detail, or in any way to be the only definition allowable at Indiana Math and Science Academy exactly to describe a certain offense or offenses committed or alleged to have been committed by any student or students of the Academy. Administration has the right to add to or to subtract from these descriptions as necessary to fit a given offense into the list of offenses as here defined.

ACADEMIC DISHONESTY

Copying it or cheating on test or homework; plagiarizing reports; representing any work as the student's own when it is not. Providing answers to other students, or doing their work for them, without authorization of school staff.

CLASSROOM DISTURBANCE

Any action or non-action that disturbs the ability of the teacher to teach and the student to learn in the classroom.

CONTRABAND SUBSTANCE

Any substance or article, or look-alike, forbidden by the rules of the Academy.

CONTROLLED SUBSTANCE

Possessing (on the person or in lockers, purses, etc.), using, selling, offering to sell, concealing, transmitting, or being under the influence of any substance (or look-alike) illegal for underage individuals in the State of Indiana.

CRIMINAL OFFENSE

Any offense committed which is illegal for a minor under the laws of the State of Indiana. Such offenses include, but are not limited to, bomb threat, drug dealing/trafficking, arson, attempted arson, false fire alarm, verbal or physical assault of a staff member, battery of a staff member, threatening to harm a staff member, weapons offenses, etc.

DEFACING OF SCHOOL PROPERTY, MINOR

Drawing of graffiti, spray-painting, etc. on school property in such a way that does not destroy the property and is cleanable or repairable for under \$50, including labor costs, at current market rates. Parents are held financially responsible for repair costs. Report cards and/or school records will be withheld until financial obligations to the Academy are fulfilled.

DEFACING OF SCHOOL PROPERTY, MAJOR

Drawing of graffiti, spray-painting, etc. on school property in such a way that does not destroy the property and is cleanable or repairable at a cost of more than \$50, including labor costs, at current market rates. Parents are held financially responsible for repair costs. Report cards and/or school records will be withheld until financial obligations to the Academy are fulfilled.

DESTRUCTION OF SCHOOL PROPERTY, MINOR

Causing harm to school property, which requires repairs of not more than \$50, including labor costs, at current market rates. Parents are held financially responsible for repair costs. Report cards and/or school records will be withheld until financial obligations to the Academy are fulfilled.

DESTRUCTION OF SCHOOL PROPERTY, MAJOR

Causing harm to school property which requires repairs of more than \$50, including labor costs, at current market rates. Parents are held financially responsible for repair costs. Report cards and/or school records will be withheld until financial obligations to the Academy are fulfilled.

DISRESPECT TO SCHOOL STAFF

Refusing to follow directions, mocking, name-calling, vulgar or abusive language, or otherwise showing disrespect in actions or speech, either directly to, in the presence of, or to others, regarding a teacher, administrator, school staff member, guest speaker, visitor, parent, etc.

<u>DISRUPTION OF SCHOOL ENVIRONMENT, MINOR</u>	Acting and/or causing others to act in a way so as to cause a minor disruption to the orderly pursuance of the daily routine of the Academy.
<u>DISRUPTION OF SCHOOL ENVIRONMENT, MAJOR</u>	Acting and/or causing others to act in a way so as to cause a major disruption to the orderly pursuance of the daily routine of the Academy.
<u>DRESS CODE</u>	Infraction of the dress code involving absence of proper attire or improper wearing/conduct of school uniform. Wearing of non-uniform attire and/or accessories. Uniform code applies to school and to any school-sponsored events, field trips, class trips, etc., during or other than school hours.
<u>ELECTRONIC DEVICES</u>	Possession or use of any electronic devices on the school property, such as CD players, game devices, cell phones, pagers, etc. CD players, tape players or game devices may be brought to school for use on morning, evening bus rides and on field trips, but must be kept in lockers during the day. The Academy is not responsible in the event of loss of such items.
<u>EXTORTION/INTIMIDATION</u>	Causing a student or staff member by threat, intimidation or other means to give up any personal possession, or to perform acts against his/her will. Causing a student or staff member by threat, intimidation or other means to give up any personal possession, or to perform acts against their will, or actively to create in any individual a feeling of threat or impending violence or abusive behavior against that individual.
<u>FAILURE TO ATTEND DETENTION</u>	Tardy or Failure to attend Detention will result in suspension.
<u>FAILURE TO FOLLOW STAFF MEMBER INSTRUCTION</u>	Failure or willful refusal to follow reasonable requests and directions of the staff members of the Academy.
<u>FAILURE TO FOLLOW SCHOOL RULE/POLICY</u>	Failure or willful refusal to follow the policies and rules of the Academy.
<u>FIGHTING</u>	Physically abusive conduct directed toward another student, which leads to, or could lead to, physical harm of that person or bystanders.
<u>FIGHTS-ARRANGING, PROVOKING, ETC.</u>	Acting during or after school hours to arrange a fight during school hours or other time. Acting in such a way as to provoke another individual to fight or otherwise to physically attack or attempt to harm another individual.
<u>FORGERY</u>	Signing another person's name (staff, student, parent, etc.) to any document without that person's permission.
<u>HAZING</u>	Causing any student to take part in any demoralizing, dangerous, or otherwise intimidating acts, whether against the individual's will or not, for the purpose of acceptance or initiation into clubs, societies, etc. or any similar acts upon any student either before or after acceptance into any organization real or imagined.
<u>PHYSICAL CONTACT, NON-THREATENING</u>	Physical contact which does not cause physical harm, but which is deemed inappropriate by administration and/or which is unsolicited, uninvited, and/or not preferred by the recipient.

<u>PHYSICAL CONTACT, THREATENING</u>	Threatening Physical contact that cannot be defined as fighting, intimidation or other infractions.
<u>LANGUAGE, INAPPROPRIATE</u>	The use of profanity, vulgarity, or abusive, derogatory or hurtful speech either directed to another individual or in any other context. Written language of the same nature.
<u>OUT OF ASSIGNED AREA</u>	Failure to report to or to remain in class or other area as assigned, either by regular schedule, hall pass, direction of staff, etc.
<u>PROFANE GESTURE</u>	Any profane physical gesture used in any context.
<u>PUBLIC DISPLAYS OF AFFECTION</u>	“Romantic” physical contact of an unacceptable nature between opposite sex or same-sex individuals.
<u>ROUGH-HOUSING</u>	Consensual rough and inappropriate play among individuals.
<u>SEXUAL HARASSMENT</u>	Includes (but is not limited to) unwelcome sexual advances or suggestions, displaying sexually suggestive objects, writings, drawings, etc. to those who do not invite such displays, sexual comments about another person’s body, clothes, appearance, etc., physical conduct of a sexual nature directed toward an unwilling recipient, speech of a sexual nature in the presence of those who do not invite such speech, etc. Intimidation, hazing, or extortion (see the related definitions) using any sexual references is considered sexual harassment.
<u>SEXUAL MISCONDUCT</u>	Sexual contact or conduct between individuals.
<u>TARDY TO CLASS</u>	Failure to be in a classroom or other assigned area by the time the bell rings to begin that period. At their discretion, teachers may make other policies for their individual classes, such as for students to be in seats at the bell, etc.
<u>TARDY TO SCHOOL</u>	Arriving at school with no parent excuse after the final bell to start the school day.
<u>THEFT</u>	Taking any item that does not belong to the individual.
<u>TOBACCO, POSSESSION/ USE</u>	Use, ingestion, holding, carrying, concealing, storing, etc. any tobacco (or look-alike) substance which is illegal to be in the possession of underage individuals in the State of Indiana.
<u>TRUANCY FROM SCHOOL</u>	Unexcused absence from any part of the school day, or leaving school premises after arrival, for any part of the school day.
<u>UNPREPARED FOR CLASS</u>	Failure to bring pencil, paper, notebooks, textbooks, etc. to class.

IMSA will not enroll and/or admit any expelled students from any schools in Indiana or other states.

IMSA will not enroll and/or admit any student who was recommended for expulsion but withdrew before the expulsion process started.

**2016 - 2017 Contract Requirements for Students
In Addition To Student Handbook**

I fully commit to IMSA in the following ways:

SCHOOL SCHEDULE

1. I will arrive at IMSA by 7:30 am (Mon. – Fri.) and leave at the scheduled time.

CRITICAL DISCIPLINE ISSUES

1. I understand that if I disrupt the class in any way, I will not be allowed back into the class until my parents are contacted. I will promise my parents, my teachers, and the administration not to hinder my learning and others. I HAVE NO RIGHT TO OBSTRUCT OTHER STUDENTS’ LEARNING.
2. I will follow the IMSA dress code fully. I understand that I will not be allowed to enter the school building if I am not wearing the school uniform. If there is a compelling, legitimate excuse, my parents, not me, must call the administration and explain. I WILL ALWAYS WEAR MY UNIFORM.
3. I understand that I will be quiet in the hallways. I will not run or chase other students.
4. I WILL BE ON TIME TO CLASS.
5. I am responsible for my own behavior. I understand that if I show disrespect to my teacher or my classmates/peers in the school, I will not be allowed back in class until I apologize and promise not to repeat that behavior. If a second offense occurs, I will go back to my class, apologize in front of the class and promise not to repeat the behavior. The administration will contact and inform parents that the student is in violation of the contract.
6. I WILL RESPECT EVERYONE IN THE SCHOOL.
7. I WILL NOT BRING TOYS, FOOD, DRINK, CANDY, OR GUM TO THE CLASSROOM.
8. BEFORE TALKING IN CLASS, I WILL RAISE MY HAND AND WAIT TO BE RECOGNIZED.

IN GENERAL

1. I will always work, think, and behave in the best way and I will do whatever it takes for my fellow students and me to learn. I will complete all of my homework every night. I will call/contact my teachers if I have a problem with the homework or a problem with coming to school. I will raise my hand and ask questions in class if I do not understand something.
2. I will always make myself available to parents, teachers, and any concerns they might have. If I make a mistake, I will tell the truth to my teachers and accept responsibility for my actions.
3. I will always protect the safety, interests, and rights of all individuals in the classroom. I will give my respect to everyone in the school.

Failure to adhere to these commitments may cause me to lose my contractual rights and my student status as described in the Student Handbook.

Student’s Name _____ Date _____

Signature of Student _____ Grade _____

Signature of Supervisor (or Grade Chair) _____ Date: _____

Indiana Math and Science Academy

Parent/Guardian Commitment

We fully commit to IMSA in the following ways:

1. We will make sure our child arrives at IMSA every day by 7:30 am (Mon. – Fri.) and leaves at the scheduled time.
2. We will ensure that our child attends IMSA **mandatory** orientation program. My student is not enrolled until we have completed the mandatory orientation program.
3. We will make arrangements for our child to come to IMSA on appropriate Saturdays (whenever teacher or administration asks for extracurricular activities or tutoring).
4. We will always help our child in the best way we know how, and we will do whatever it takes for him/her to learn. This also means that we will check our child's homework every night, let him/her call the teacher if there is a problem with the homework. We will encourage our child to read every night.
5. We will always make ourselves available to our children, the school, and any concerns they might have. This also means that if our child is going to miss school, we will notify the office and the teacher as soon as possible, and we will read carefully all the papers that the school sends home to us.
6. We will allow our child to go on IMSA field trips.
7. We will allow our child to participate in IMSA extracurricular activities when it is desired. We will also provide transportation when needed.
8. We will keep our emergency contact information updated at all times.
9. We will make sure our child follows the IMSA dress code.
10. We understand that our child must follow the IMSA rules so as to protect the safety, interests and rights of all individuals in the classroom. We, not the school, are responsible for the behavior and actions of our child.

STUDENT/PARENT HANDBOOK AWARENESS STATEMENT

Signature below indicates that I have received and read the STUDENT/PARENT HANDBOOK completely.

Student's Name (Print) _____

Student Signature	Grade	Date
-------------------	-------	------

Parent Signature	Date
------------------	------

Signature below indicates that I have received and read the IMSA Principles of Acceptable and Safe Internet Use.

.
Student's Name (Print) _____

Student Signature	Grade	Date
-------------------	-------	------

Parent Signature	Date
------------------	------

Parents must inform INDIANA MATH AND SCIENCE ACADEMY of any changes in residence, custody and home, work, and emergency telephone numbers in writing

Please Sign and Return.

Any changes to this handbook will be given to the students and parents in writing.