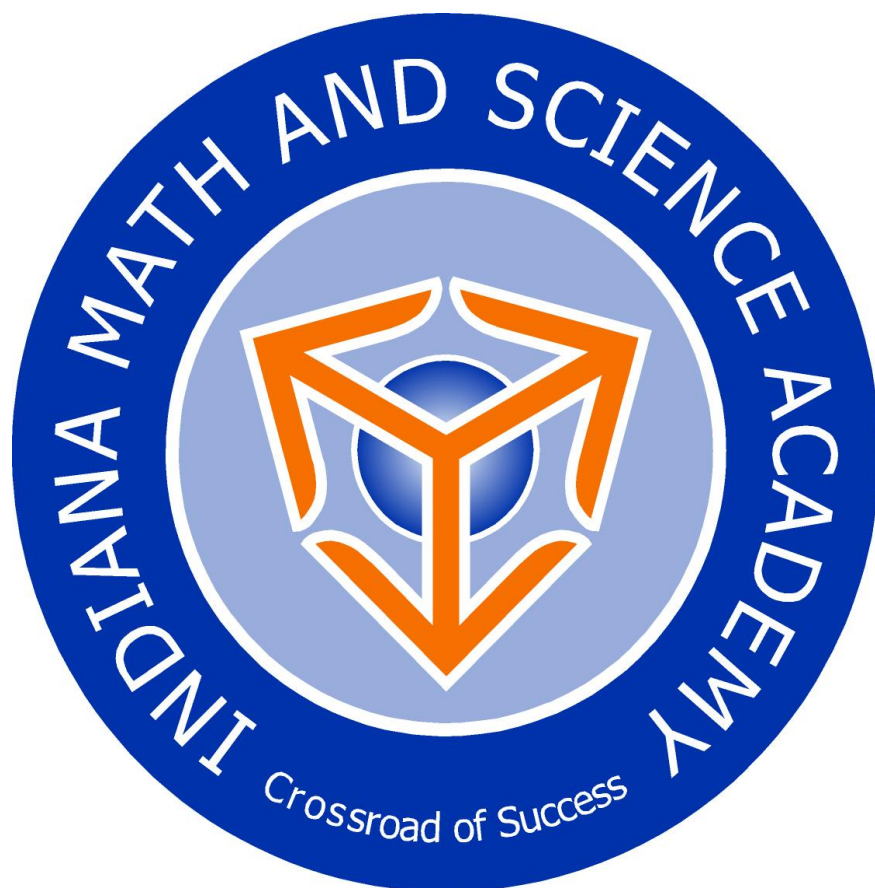


2018/2019  
STUDENT HANDBOOK  
Middle School



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**INDIANA MATH AND SCIENCE ACADEMY**  
4575 W. 38<sup>th</sup> Street, Indianapolis IN 46254

Phone: 317-298-0025 - Fax: 317-282-0505

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*Welcome*

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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. The mission of the Indiana Math and Science Academy is to create a partnership among the members of this triad. Each of us is responsible for doing our part to make our school a place where we can work and play together in harmony.

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!

## **INDIANA MATH AND SCIENCE ACADEMY ADMINISTRATION**

### **MISSION STATEMENT**

The mission of the Indiana Math and Science Academy (IMSA) is to provide an environment of learning for educationally under-resourced students through a rigorous college preparatory program focusing on science, mathematics, and technology in an atmosphere that provides students, parents, and teacher's opportunities for continuous growth, enabling them to reach their highest potential in life.

### **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.

**Staff Directory**

<b>Akas, Ferya</b>	<b>Mathematics</b>	<b><a href="mailto:aktas@imsaindy.org">aktas@imsaindy.org</a></b>
<b>Aslan, Nazmi</b>	<b>Title 1 Math</b>	<b><a href="mailto:aslan@imsaindy.org">aslan@imsaindy.org</a></b>
<b>Atlihan, Murat</b>	<b>Principal</b>	<b><a href="mailto:atlihan@imsaindy.org">atlihan@imsaindy.org</a></b>
<b>Aydin, Huseyin</b>	<b>Mathematics</b>	<b><a href="mailto:aydin@imsaindy.org">aydin@imsaindy.org</a></b>
<b>Birhanu, Leah</b>	<b>Mathematics</b>	<b><a href="mailto:birhanu@imsaindy.org">birhanu@imsaindy.org</a></b>
<b>Cookerly, Nicholas</b>	<b>ESL Teacher</b>	<b><a href="mailto:cookerly@imsaindy.org">cookerly@imsaindy.org</a></b>
<b>Mace, Jayson</b>	<b>PE</b>	<b><a href="mailto:mace@imsaindy.org">mace@imsaindy.org</a></b>
<b>Rahymov, Yazgylych</b>	<b>Computer</b>	<b><a href="mailto:yazgylych@imsaindy.org">yazgylych@imsaindy.org</a></b>
<b>Terrell, Warren</b>	<b>Assistant Principal</b>	<b><a href="mailto:terrell@imsaindy.org">terrell@imsaindy.org</a></b>
<b>Tschaenn, Teresa</b>	<b>Assistant Principal</b>	<b><a href="mailto:tschaenn@imsaindy.org">tschaenn@imsaindy.org</a></b>
<b>Wagner, Gretchen</b>	<b>Science</b>	<b><a href="mailto:wagner@imsaindy.org">wagner@imsaindy.org</a></b>
<b>Yildiztas, Musa</b>	<b>Turkish &amp; Math Interven.</b>	<b><a href="mailto:musa@imsaindy.org">musa@imsaindy.org</a></b>
<b>Helm, Veronica</b>	<b>Science/STEM</b>	<b><a href="mailto:helm@imsaindy.org">helm@imsaindy.org</a></b>
<b>Bibb, Anne</b>	<b>ELA</b>	<b><a href="mailto:bibb@imsaindy.org">bibb@imsaindy.org</a></b>
<b>Forrest, Brandon</b>	<b>ELA</b>	<b><a href="mailto:forrest@imsaindy.org">forrest@imsaindy.org</a></b>
<b>Sutton, Eric</b>	<b>ELA</b>	<b><a href="mailto:sutton@imsaindy.org">sutton@imsaindy.org</a></b>

<b>DAILY SCHEDULE</b>
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<b>Bell Schedule 2018-2019</b>								
--------------------------------	--	--	--	--	--	--	--	--

K-2nd			3rd-5th			6th-8th		
Period	Start	End	Period	Start	End	Period	Start	End
Breakfast	7:30	7:47	Breakfast	7:30	7:47	Breakfast	7:30	7:47
1st	7:50	8:34	1st	7:50	8:34	1st	7:50	8:34
2nd	8:37	9:21	2nd	8:37	9:21	2nd	8:37	9:21
3rd	9:24	10:08	3rd	9:24	10:08	3rd	9:24	10:08
4th	10:11	10:55	4th	10:11	10:55	4th	10:11	10:55
5th	10:58	11:23	5th	10:58	11:40	Lunch	10:58	11:20
Lunch	11:26	11:56	Recess	11:43	12:02	Homeroom	11:20	11:46
Recess	11:59	12:33	Lunch	12:05	12:33	5th	11:49	12:33
6th	12:36	1:20	6th	12:36	1:20	6th	12:36	1:20
7th	1:23	2:07	7th	1:23	2:07	7th	1:23	2:07
8th	2:10	3:02	8th	2:10	3:02	8th	2:10	3:02

**INDIANA MATH & SCIENCE ACADEMY-WEST  
2018-2019 School Calendar**

**2018**

August 7	First Day of School
August 31	Early Release/PLC 1pm
September 3	Labor Day– <b>No School</b>
September 4	Professional Development Day – <b>No School</b>
September 8	P-T Conferences 9am-1pm
September 28	Early Release/PLC 1pm
October 5	End of 1 <sup>st</sup> Quarter
October 15	Professional Development Day – <b>No School</b>
October 16-19	Fall Break – <b>No School</b>
October 26	Early Release/PLC 1pm
November 15	P-T Conferences 4pm-7pm
November 21-23	Thanksgiving Break – <b>No School</b>
November 30	Early Release/PLC 1pm
December 21	End of Quarter 2 – Semester 1/Early Release/PLC 1pm
December 24 – 31	Winter Break – <b>No School</b>

**2019**

January 1-4	Winter Break – <b>No School</b>
January 7	Teacher PD – <b>No School</b>
January 8	School Resumes
January 21	MLK Day – <b>No School</b>
February 1	Early Release/PLC 1pm
February 9	P-T Conference 9am – 1pm
February 18	Presidents' Day – <b>No School</b>
March 1	Early Release/PLC 1pm
March 15	End of Quarter 3
March 25-29	Spring Break – <b>No School</b>
May 27	Memorial's Day – <b>No School</b>
May 28-31	Early Release 1pm
May 31	Last Students Day
May 31	Last Teachers Day

**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



**STUDENT CONDUCT**

IMSA WEST	Respect	Responsibility	Ready
All Campus	<ul style="list-style-type: none"> <li>• Watch where you are going</li> </ul>	<ul style="list-style-type: none"> <li>• Do your personal best</li> </ul>	<ul style="list-style-type: none"> <li>• Positive attitude</li> </ul>
	<ul style="list-style-type: none"> <li>• Walk directly to your destination</li> </ul>	<ul style="list-style-type: none"> <li>• Show the 3 R's at all times</li> </ul>	<ul style="list-style-type: none"> <li>• Be safe</li> </ul>
	<ul style="list-style-type: none"> <li>• Give your name when asked</li> </ul>	<ul style="list-style-type: none"> <li>• Report any problems to adult when you get to where you are going</li> </ul>	<ul style="list-style-type: none"> <li>• Tiger Pride</li> </ul>
	<ul style="list-style-type: none"> <li>• Be Bully Free!</li> </ul>		
Dismissal	<ul style="list-style-type: none"> <li>• Walk in line with the teacher</li> </ul>	<ul style="list-style-type: none"> <li>• Use a <b>0</b> voice</li> </ul>	<ul style="list-style-type: none"> <li>• Be safe</li> </ul>
	<ul style="list-style-type: none"> <li>• Eyes forward</li> </ul>	<ul style="list-style-type: none"> <li>• Keep hands, feet, and belongings to yourself</li> </ul>	<ul style="list-style-type: none"> <li>• Positive attitude</li> </ul>
	<ul style="list-style-type: none"> <li>• Stay on sidewalk</li> </ul>	<ul style="list-style-type: none"> <li>• Follow directions</li> </ul>	<ul style="list-style-type: none"> <li>• Have materials and backpack to go home</li> </ul>
	<ul style="list-style-type: none"> <li>• Listen to all adults in charge</li> </ul>		<ul style="list-style-type: none"> <li>• Tiger Pride</li> </ul>
	<ul style="list-style-type: none"> <li>• Be Bully Free!</li> </ul>		
Hallway	<ul style="list-style-type: none"> <li>• Stay in line with your class</li> </ul>	<ul style="list-style-type: none"> <li>• Walk on right side of hallway</li> </ul>	<ul style="list-style-type: none"> <li>• Be safe</li> </ul>
	<ul style="list-style-type: none"> <li>• Use 0 voice level</li> </ul>	<ul style="list-style-type: none"> <li>• Walk directly to your destination</li> </ul>	<ul style="list-style-type: none"> <li>• Face forward</li> </ul>
	<ul style="list-style-type: none"> <li>• Open and close doors quietly</li> </ul>	<ul style="list-style-type: none"> <li>• Gap-free!</li> </ul>	<ul style="list-style-type: none"> <li>• Positive attitude</li> </ul>
	<ul style="list-style-type: none"> <li>• Hands/feet to self</li> </ul>	<ul style="list-style-type: none"> <li>• Ask for Help</li> </ul>	<ul style="list-style-type: none"> <li>• Tiger Pride</li> </ul>
	<ul style="list-style-type: none"> <li>• Use walking feet</li> </ul>		
	<ul style="list-style-type: none"> <li>• Be Bully Free!</li> </ul>		
Bathroom	<ul style="list-style-type: none"> <li>• Respect the privacy of others</li> </ul>	<ul style="list-style-type: none"> <li>• Go, Flush, Wash and Leave</li> </ul>	<ul style="list-style-type: none"> <li>• Be safe</li> </ul>
	<ul style="list-style-type: none"> <li>• Use a <b>0</b> Voice</li> </ul>	<ul style="list-style-type: none"> <li>• One squirt gets the dirt!</li> </ul>	<ul style="list-style-type: none"> <li>• Tiger Pride</li> </ul>
	<ul style="list-style-type: none"> <li>• Be Bully Free!</li> </ul>	<ul style="list-style-type: none"> <li>• Throw trash in can</li> </ul>	
		<ul style="list-style-type: none"> <li>• Follow directions</li> </ul>	
Cafeteria	<ul style="list-style-type: none"> <li>• Wait turn in line</li> </ul>	<ul style="list-style-type: none"> <li>• Leave a clean lunchroom</li> </ul>	<ul style="list-style-type: none"> <li>• Be safe</li> </ul>
	<ul style="list-style-type: none"> <li>• Use a <b>1</b> voice</li> </ul>	<ul style="list-style-type: none"> <li>• Put lunch in garbage when finished eating</li> </ul>	<ul style="list-style-type: none"> <li>• Positive attitude</li> </ul>
	<ul style="list-style-type: none"> <li>• Listen to adults the first time</li> </ul>	<ul style="list-style-type: none"> <li>• Keep food and drink off the floor</li> </ul>	<ul style="list-style-type: none"> <li>• Get materials first time through</li> </ul>
	<ul style="list-style-type: none"> <li>• Keep hands and feet to self</li> </ul>	<ul style="list-style-type: none"> <li>• Use both hands on tray</li> </ul>	<ul style="list-style-type: none"> <li>• Tiger Pride</li> </ul>
	<ul style="list-style-type: none"> <li>• Be Bully Free!</li> </ul>	<ul style="list-style-type: none"> <li>• Stay seated with class</li> </ul>	
		<ul style="list-style-type: none"> <li>• Follow directions</li> </ul>	

**CODE OF CONDUCT**

**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.

#### 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.

#### 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.

## UNIFORM 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.

### Mandated Uniform 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 buttoned
- 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

### ACCEPTABLE Personal Appearance Elements for Girls

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

### 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.

**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.

**UNACCEPTABLE Personal Appearance Elements for Boys**

- Hair designs, 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.**
- No cut eyebrows.
- 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.*

**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 the Dean of Students 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).*

**ACADEMICS****Grading Scale**

<b>Grade</b>	<b>Percentage</b>	<b>GPA / POINTS</b>
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

**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**. There will be an Honor Dinner once a year in January.

**Grade Promotion Policy for Grades 6-8**

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

- Students must pass have a passing grade in all of the four core subjects: **Language Arts, Mathematics, Science, and Social Studies**; and half of the remaining courses taken.
- Students must have at least a cumulative grade point of 4.00 in order to pass a course.

**REWARDS FOR EXCEPTIONAL BEHAVIORS**

Commendations: A Commendation will be awarded to students who are observed exhibiting behavior “above and beyond” expected behavior. Any HSA employee who observes a student engaged in this type of exceptional behavior can issue a Commendation. These Commendations may be entered on database for parental viewing.

School – Wide Rewards

A system of rewards to students who reach a documented level of behavior has been put in place to recognize those students for their achievement. Eligibility for participating in each of these rewards differs for each reward – some are based on receiving Commendations, others are based on good behavior. Here is the list of the character traits for receiving Commendations:

**CHARACTER TRAITS for Commendations**

- |                         |  |
|-------------------------|--|
| Effort                  | - The deliberate exertion of mental or physical power.   |
| Positive Attitude       | - A confident or optimistic state of mind.   |
| Kindness                | - The quality of being benevolent, considerate, or helpful.  |
| Diligence               | - The habit of trying to do all tasks well.  |
| Respect                 | - Showing regard for the worth of someone or something.  |
| Perseverance            | - The quality of persisting in any undertaking, despite difficulties.                              |
| Responsibility          | - Accountability for one’s actions; dependability.   |
| Honesty                 | - Being truthful; not cheating; not stealing.  |
| Gratitude               | - The quality of being thankful; showing appreciation.   |
| Work                    | - Effort directed toward producing or accomplishing something.                                     |
| Friendship              | - An attachment based on feelings of affection and esteem.   |
| Forgiveness             | - Giving up claim to compensation for an offense; ceasing to feel resentment against the offender. |
| Generosity              | - The quality of giving more than is required.   |
| Cooperation             | - Working together for a common purpose.   |
| Confidence              | - Belief in oneself; self-assurance.   |
| Tolerance/Diversity     | - Respect for others’ freedom of conscience; appreciation of differences.                          |
| Justice/Fairness        | - Treating people as they deserve to be treated; respecting the rights of all.                     |
| Self-Control/Discipline | - Restraining one’s feelings and actions.  |
| Fortitude               | - The inner toughness that enables us to be our best in the face of difficulties.                  |
| Courage                 | - The quality that enables a person to meet difficulty or danger with firmness.                    |
| Citizenship             | - The ways we contribute to our community and country.   |

Conscience	- The sense of what is right or wrong in one's conduct or motives.
Cheerfulness	- The quality of expressing or promoting good spirits.
Trustworthiness	- Being dependable; keeping your word; not deceiving.
Reputation	- How a person is known or remembered by others.
Wisdom	- Good judgment; knowledge of how to live life well.
Inner Peace	- Calmness of mind and spirit.

### 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.*

### 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.

## **DISCIPLINE POLICIES**

### **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.

#### **6-8 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.

### 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.

### Classroom Discipline Plan

All will 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. After-School Detention
  - b. Lunch Detention
  - c. Loss of Privileges or future privilege (not limited to Field trips, Field days, etc.)
5. Call Parent and/or schedule Conference (entered in student's activity log)
6. Referral: Appropriate Corrective Action will be determined.
7. Conference with AP of School Culture

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

**Please Note: Field Trips lost due to discipline issues will not be refunded to students and/or parents.**

**All Major discipline issues will be handled by the AP of School Culture:** 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.

### 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.

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

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

2<sup>nd</sup> Disciplinary Referral of the student: Thursday Detention *Parents/Guardians may be required to attend.*

3<sup>rd</sup> Disciplinary Referral of the student: 1 day of OSS

4<sup>th</sup> Disciplinary Referral of the student: 3 days OSS

5<sup>th</sup> Disciplinary Referral of the student: 5 days OSS

6<sup>th</sup> 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.

#### ❖ **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.

**CODE OF CONDUCT****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. Failure to wear all required uniform attire items (logoed shirt, logoed pants, black belt, and solid black and white shoes)Wearing/ missing non-dress code clothing, including habitual dress code violation notices
- 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 accompany
- 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 (2<sup>nd</sup>) offense will be subject to disciplinary actions starting with a mandatory one day suspension. Student having or using cell phone and/or other electronic devices during school hours.
- N. Engaging in an activity that may create a condition that is unsafe or unhealthy to others
- O. Roughhousing
- P. **Skipping Class**
- Q. **Failure to attend After-School Detention**

**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**
- Loss of Privilege-- Please Note: Field Trips lost due to discipline issues will not be refunded to students and/or parents.**
- 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 suspended without permission from the director or Administration.
- J. Intentionally participating in hazing and/or bullying activities
- K. Bringing (or looking at) 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.)
- O. Hacking into the work or educational accounts of teachers and/or students.
- P. Searching inappropriate material online

## **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 in possession of stolen property privileges
- 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 **or without** 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.

### **Law Enforcement**

A school official may confer with a student on school premises in the presence of the student's parent, the building Principal, or his/her designated representative. An attempt will be made to contact parents if questioning occurs. If the parent cannot be reached, an administrator will be present at the questioning. A law enforcement may arrest a student and remove him/her from school if necessary.

### **Search and Seizure**

According to Indiana Law, a student shall have no expectation of privacy in school facilities such as lockers and desk that are school property provided for student use. A principal or designated may search a student's locker at any time.

Anything found in the course of search pursuant to this Handbook that constitutes evidence of a violation of law and/or school policies will be the basis for discipline as described in this handbook.

Definition of "In Possession" for purpose of the Student Code of Conduct

Students are required before coming on school property to inspect their possessions for the presence of items that may not be possessed on school property. Students are "In Possession" of an item for the purpose of these rules when the item is on their person; in their immediate possession such as in their hand, pocket, purse, or backpack; is in a place under their exclusive control; or the student is aware the item is in a place to which the student has access such as a shared locker. More than one student may have "Constructive Possession" of a single item and be responsible for possession of the items.

## Reasonable Suspicion

### **Drug Testing**

If reasonable suspicion exists that a student is under the influence of a controlled substance. An administrator may conduct a search of the student's locker, book bag, purse, and /or any other containers that are on school property. An administrator may search the student if there is suspicion that a search will produce evidence of a violation of Law, a violation of school rules/policies, or a condition that endangers the safety or health of the student. The parent may be directed to take the student for a drug screen within a specified period of time. Failure to obtain a drug screen as directed or to co-operate with a search will lead to a request for expulsion.

### **Use of Canines**

IMSA West has requested the Indianapolis Police Department canine division to conduct random searches of both student lockers and the school parking lot. If a canine indicates in a locker or student article, the school administration will follow through on the basis of "Reasonable Suspicion". This may include but is not limited to a more thorough search of the student's person and belonging, a nurse's evaluation for substance-induced symptoms and if present; a drug screen. Administration will meet with the implicated student to more fully investigate the situation. Parents will be notified in a timely manner when the investigation is under way. Any search conducted by administration shall be conducted in accordance with Board policy, this Student Handbook and applicable law.

### **Possessing a Deadly Weapon**

1. No student shall possess, handle or transmit any weapon on school property.
2. The following devices are considered to be deadly weapons for purposes of this rule:
  - a. A weapon, Taser, device, or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, could ordinarily be used, or is intended to be used, is readily capable of caused serious bodily injury.
  - b. An animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime.
  - c. A biological disease, virus, or organism that is capable of causing serious bodily injury.
3. The penalty for possession of a deadly weapon: 10 days suspension and expulsion from school for a period of up to one year calendar year of school.
4. The principal or designee shall immediately notify appropriate law enforcement agency when a student engages in behavior described in this rule.

### **Acceptable Internet Use Policy**

Indiana Math and Science Academy operates under an acceptable use policy concerning the internet, which means 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.

## Telephone Usage

No phone calls are permitted before 3:02 PM. **Emergency** calls or any other calls may be made by students upon receiving permission from the Administration. School phones should be used in the office or 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.**

## 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.

### **Social Media**

#### *On-campus*

Electronic communication using district technology is governed by IMSA West Acceptable Internet Use Policy, which will be enforced accordingly. Students should not expect privacy in the contents of their personal files on the district internet system or other district technology, including email. District technology is intended for educational purposes

#### *Off-campus*

Use of district or personal technology off-campus may violate the Student Code of Conduct if the school reasonably believes the conduct or speech will cause disruptions of and/or to school activities. Off-campus internet usage is largely unrelate to school; however, in certain circumstance, off-campus learning environment to result in student discipline.

### **Safeguard**

Everything you post is public information – any text or photo placed online is completely out of your control the moment it is placed online – even if you limit access to your site. Information (including pictures, videos, and comments) may be accessible even after you remove it. Once you post a photo or comment on a social networking site, that photo or comment becomes the **property of the site and may be searchable even after you remove it.**

Additionally, what you post may affect your future. Many employers and college admission officers review social networking sites as part of the overall evaluation of an applicant. Carefully consider how you want people to perceive you before you give them a chance misinterpret your information (including pictures, videos, comments, and posters).

Do not have a false sense of security about your rights to freedom of speech. Understand that freedom of speech is not unlimited. The online social network sites are not a place where you can say and do whatever you want without repercussions. **The information you post on a social networking site is considered public information.** Protect yourself by maintaining a self-image of which you can be proud for years to come.

### **Electronic Devices**

IMSA West seeks to provide a productive and positive learning environment. Electronic devices such as electronic listening devices, cells phones and external speakers may disrupt to this environment. Therefore, the use of these devices is restricted.

Please note: that personal electronic devices are not the reasonability of IMSA West, and the best way to protect personal devices, is to leave them home.

## 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.

## 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.

## Administrative Procedures for Excessive Student Absence

### Absences For 6-8 School Students:

**IMSA reserves the right to consider retention of any 6-8 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; teacher will notify parent.
2. Upon five (5) days of total absence in a semester and schedule parent conference; the school will notify parents that additional disciplinary consequences will result.
3. 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.
4. Upon fifteen (15) days of absence in one school year the student will be considered for retention.

## IMSA Procedures for Excessive Student Absence

### State of Indiana Guidelines / Law

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.

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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

## **TARDINESS**

### **Actions for Frequent Tardiness**

6-8 Students are required to be in their first period classes by 7:50 AM. If the student is tardy to school, he/she must get a tardy slip from the secretary to be accepted to class.

Students are to be in class on time and prepared to learn. Students who are late to class must have a pass from a teacher, staff member, or attendance office to excuse the tardy. Students who are tardy miss valuable instructional time. As a result of this negative behavior it can disrupt and interfere with other students' opportunities to learn. It also has a negative impact on the teacher's ability to deliver information due to interrupting instruction by slowing down the lesson (i.e. the teacher must get the late student on track), as well as overall attendance as a whole (teacher must correct attendance which takes more time out of lesson).

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

**Students are expected to be on time for every class. A student is tardy if he/she is not in the classroom and in their seat when the late bell sounds. They will be marked tardy by their teacher.**

**Excessive tardiness will not be tolerated; Tardies will be logged daily and consequences will be extended monthly. Four (4) unexcused tardies within a month will result in a one day suspension. This behavior is a Disciplinary Infraction/Code of Conduct)**

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.

**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.

**MEDICAL POLICIES****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 school nurse, if available, will assess the situation and take the proper action.

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, or give permission for him/her to use public transportation.

**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.

**Medical forms**

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

**VISITORS****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. 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.

### **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.

### **Student visitors**

Student visitors are welcome at the Academy. Students enrolled in a school in the State of Indiana at the time of their visit must have a note of permission from their home school, signed by their director or other school official. If the student visitor is home schooled, or enrolled in a school outside of the State of Indiana, he/she must have a note of permission signed by his/her parent/guardian.

Students of the Academy who wish to bring a visitor with them when school is in session may do so by following these guidelines:

1. The student visitor must have the applicable note of permission, as indicated above.
2. Students visiting IMSA must dawn appropriate attire during their visit. See administration.
3. The host student must fill out and submit a Student Visitor Form at least two school days in advance of the school visit. The student must have written permission with confirmation telephone number from their school administrator giving permission for the visit.
4. The host student must receive permission for the visiting student to attend the Academy 1 day in advance of the planned visit.
  - ✓ No student visitors are allowed during the last two weeks of a semester, or during the week preceding a school holiday.
  - ✓ Any student who has been expelled from the Academy or any other school; those who are habitually truant or have voluntarily withdrawn from the Academy after disciplinary actions have taken place will not be allowed to visit the school campus.

### **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 school administration 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.

### **LOCKERS**

Each student 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. Each student should take care that no other student obtains another lock combination by secretly observing a student open his/her lock. 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, “set” the lock to open easily, 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.

Report any damaged or nonfunctional lockers to school administration. Unreported damage will be considered the responsibility of the student assigned to that locker, and will fall under the provisions of the school discipline policy for damage to school property.

### **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.
- ✓ Students may not “charge” their lunch, or borrow money from school or cafeteria staff to pay for lunch.
- ✓ 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.

Carbonated beverages are not recommended based on our wellness policy.

### 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.

✓

### MISCELLANOUS POLICIES

#### 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.

#### 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.

#### 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.

#### 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.

#### 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*

### **Textbook Rental**

- *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*
- *Replace \$70-\$150 for textbooks*

### **Athletics**

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

### **Textbooks and Supplies**

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. Such responsibility extends to materials stolen from lockers that show no signs of forced entry (see section 10.0)

### **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 2:18 PM.**

Parents or guardians must provide or arrange for transportation for their children who attend after-school activities. Students must be picked up, or catch a city bus promptly after the activity is concluded. School staff will not remain on site to wait for late-arriving rides and students will not be allowed to wait inside the building. Parents must make arrangements for their student(s) to be picked up off-campus.

All school rules, uniform codes, etc. apply to after-school activities.

### **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.

## **VIDEO SURVEILLANCE**

IMSA employs the use of video cameras for security monitoring.

## **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.

## **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 including PROM, and any extracurricular or co-curricular activities. This eligibility requirement also includes obtaining work permits. A student must earn between a 2.0 and 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:

- Eligibility for athletics will be determined at the end of quarter 1, 2, 3, and 4.
- 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.
- 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.

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.

### **Student Searches and Interrogations**

The Board of Education is committed to ensuring an atmosphere on school property and at school functions that is safe and orderly. To achieve this kind of environment any school official authorized to impose a disciplinary penalty on a student may question a student about an alleged violation of law or the school Code of Conduct. Students are not entitled to any sort of "Miranda"-type warning before being questioned by school officials, nor are school officials required to contact a student's parent before questioning the student. However, school officials will tell all students why they are being questioned.

In addition, the Board authorizes the director, dean of students, school nurse, and security officials to conduct searches of students and their belongings. The authorized school official must have reasonable suspicion to believe that the search will result in evidence that the student violated the law or the school Code of Conduct.

An authorized school official may conduct a search of a student's belongings that is minimally intrusive, such as searching book bags, so long as the school official has a legitimate reason for the very limited search.

While conducting an investigation district staff should not physically search students unless they represent a threat to themselves or others. Before searching students or the students' belongings, the authorized school official should attempt to get the students to admit that they possess physical evidence that they violated the law or the school code, or get the students to voluntarily consent to the search. Searches will be limited to the extent necessary to locate the evidence sought.

An authorized school official may search students or their belongings based upon information received from a reliable informant. Individuals, other than the district employees, will be considered reliable informants if they have previously supplied information that was accurate and verifiable. They may also be considered reliable informants if they make an admission against their own interest or they provide the same information that is received independently from other sources threat to safety. School employees will be considered reliable informants unless they are known to have previously supplied information that they knew was not accurate.

Whenever practicable, searches will be conducted in the privacy of administrative offices and students will be present when their possessions are being searched.

#### *Student Locker, Desks, and other School Storage Places*

The rules in this Code of Conduct regarding searches of students and their belongings do not apply to student lockers, desks, and other school storage places. Students have no reasonable expectation of privacy with respect to these places and school officials retain complete control over them. These items and locations remain the property of the school district at all times. This means that student lockers, desks, and other school storage places may be subject to search at any time by school officials, without prior notice to students and without their consent.

Strip Searches- This school is against conducting strip searches *except in emergency situations*. A strip search is a search that requires a student to remove any or all of his or her clothing, other than an outer coat or jacket. If an authorized school official believes it is necessary to conduct a strip search of a student, the school official may contact law enforcement officials and request that they conduct the search.

#### *Police Involvement during Searches and Interrogations of Students*

District officials are committed to cooperating with police officials and other law enforcement authorities to maintain a safe school environment. Police officials, however, have limited authority to interview or search students in schools or at school functions, or to use school facilities in connection with police work. Police officials may enter school property or a school function to question or search a student or to conduct a formal investigation involving students only if they have:

1. A search or an arrest warrant,
2. Probable cause to believe a crime has been committed on school property or at a school function, or
3. Been invited by school officials.

Before police officials are permitted to question or search any student, the building director shall first try to notify the student's parents to give the parents the opportunity to be present during the police questioning or search. The dean of students will also be present during any police questioning or search of a student on school property or at a school function.

Students who are questioned by police officials on school property or at a school function will be afforded the same rights they have outside the school. This means:

1. They must be informed of their legal rights.
2. They may remain silent if they so desire.
3. They may request the presence of an attorney.

#### *Child Protective Services Investigations*

Consistent with the districts commitment to keep students safe from harm and the obligation of school officials to report to child protective services when they have reasonable cause to suspect that a student has been abused or maltreated. The district will cooperate with local child protective services workers who wish to conduct interviews of students on school property relating to allegations of suspected child abuse, and/or neglect, or custody investigations.

All requests by child protective services to interview a student on school property shall be made directly to the building dean of students or director. The dean of students shall set the time and place of the interview. The dean of students shall decide if it is necessary and appropriate for a school official to be present during the interview, depending on the age of the student being interviewed and the nature of the allegations. If the nature of the allegations is such that it may be necessary for the student to remove any clothing the school nurse or other school official will accompany the Child Protective Worker and the student to the local hospital emergency room where medical staff will conduct the examination.

A child protective services worker may remove a student from school property with or without a court order if it is reasonably believed that a student is subject to danger or abuse if said student were not removed before a court

order can reasonably be obtained. The worker may remove a student without a court order and without the parent's consent; however the social worker must sign a written statement to that effect.

### **APPLICABILITY OF SCHOOL POLICIES**

All school discipline policies, rules, infractions, etc. apply equally during school hours, before and after school hours, during school-sponsored or sanctioned events during or other than school hours, during field trips, class trips, etc., and, in some instances as noted, apply 24 hours a day in any context.

### **NOTICE OF HEARING**

No hearing or appeal will be scheduled for infractions in which the consequence is the student's removal from curricular or extracurricular activities for less than 24 hours, and/or if the student is not subject to removal, suspension or expulsion proceedings.

### **DUE PROCESS**

All students are entitled to the rights guaranteed by the United States Constitution and Bill of Rights, and their rights will not knowingly be denied by the required code of conduct or by any disciplinary actions taken by the school. Any student who exhibits any of the Unacceptable Student Behaviors listed in this handbook or added to this list at a later date will suffer immediate consequences. These consequences range from notification of parents, detention, and emergency removal from a school activity to suspension, expulsion, and criminal prosecution.

All students have the right to feel that they are physically, emotionally, and intellectually safe.

- Therefore, if at any time you feel you are the subject of harassment, hazing, threats, or other intimidating behavior, you should immediately speak to an administrator about the problem. The situation will be investigated as soon as possible. All reports like this will be kept completely confidential.
- Similarly, if you are concerned about the safety of another student who seems to be the subject of harassment, hazing, or threats, you should immediately speak to an administrator about the problem. The situation will be investigated as soon as possible. All reports like this will be kept completely confidential.

**When the report of a student and staff member differs, the staff member's version will be the one accepted.**

### **ABSENCE FROM CLASS DUE TO DISCIPLINARY ACTION**

Time missed from classes due to disciplinary action (OSS) is considered unexcused absence. In the case of missed tests, quizzes, homework, projects to be turned in, etc., this work will not receive credit.

### **COMMON AREAS**

A school's common areas include such places as the playground, hallways, restrooms, and the cafeteria. With different staff supervising these areas, it is important to share consistent expectations for responsible behavior. Because each common area is unique each student will have a clear understanding of appropriate behavior in each area

#### Hallways

1. Walk safely! (Using hallway procedures)
2. Be on time for class
3. Keep hands, feet, and arms to yourself
4. Only quiet voices permitted

#### Cafeteria

1. Use quiet voices
2. Leave cafeteria with permission only

3. Use good manners
4. Clean your area

#### Playground

1. Play safely!
2. Follow adult directions
3. Show respect for others and school property
4. Stay in designated play areas

#### Restrooms

1. Wait your turn
2. Use quiet voice while waiting
3. Keep restroom clean
4. Be on time to class.

### **PROPER RESPONSE WHEN THREATENED**

When threatened with physical violence by another student, the proper and expected response from students is to go directly to the nearest school staff member. Fighting back or physically defending oneself is not an acceptable option. If a student responds with violence to a provocation, both students will be held to equal consequences. The only possible exception to this policy might be if the student who is not the aggressor can prove that s/he is not the aggressor and that no staff member was present or immediately available, and the student had no choice but to physically defend him/herself.

### **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.

#### **COMMUNITY SERVICE**

Donated service or activity that is performed by someone or a group of people for the benefit of the public or institution.

#### **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.

**DISRUPTION OF SCHOOL ENVIRONMENT, MINOR**

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.

**DISRUPTION OF SCHOOL ENVIRONMENT, MAJOR**

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.

**DRESS CODE**

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.

**ELECTRONIC DEVICES**

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.**

**EXTORTION/INTIMIDATION**

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.

**FAILURE TO ATTEND  
DETENTION**

Tardy or Failure to attend Detention will result in suspension.

**FAILURE TO FOLLOW  
STAFF MEMBER INSTRUCTION**

Failure or willful refusal to follow reasonable requests and directions of the staff members of the Academy.

**FAILURE TO FOLLOW  
SCHOOL RULE/POLICY**

Failure or willful refusal to follow the policies and rules of the Academy.

**FIGHTING**

Physically abusive conduct directed toward another student, which leads to, or could lead to, physical harm of that person or bystanders.

**FIGHTS-ARRANGING,  
PROVOKING, ETC.**

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.

**FORGERY**

Signing another person's name (staff, student, parent, etc.) to any document without that person's permission.

**GAMBLING**

Playing games of chance or taking part in any types of pools, betting, wagering, etc. in which money or other goods of value are transferred from the loser(s) to the winner(s).

**HAZING**

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.

**PHYSICAL CONTACT,  
NON-THREATENING**

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.

**PHYSICAL CONTACT,  
THREATENING**

Threatening Physical contact that cannot be defined as fighting, intimidation or other infractions.

**LANGUAGE, INAPPROPRIATE**

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.

**OUT OF ASSIGNED AREA**

Failure to report to or to remain in class or other area as assigned, either by regular schedule, hall pass, direction of staff, etc.

**PHILANTHROPY**

Is the love of humanity in the sense of caring for, nourishing, developing, and enhancing what it is to be human.

**PROFANE GESTURE**

Any profane physical gesture used in any context.



<u><b>PUBLIC DISPLAYS OF AFFECTION</b></u>	“Romantic” physical contact of an unacceptable nature between opposite sex or same-sex individuals.
<u><b>ROUGH-HOUSING</b></u>	Consensual rough and inappropriate play among individuals.
<u><b>SEXUAL HARASSMENT</b></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><b>SEXUAL MISCONDUCT</b></u>	Sexual contact or conduct between individuals.
<u><b>TARDY TO CLASS</b></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><b>TARDY TO SCHOOL</b></u>	Arriving at school with no parent excuse after the final bell to start the school day.
<u><b>THEFT</b></u>	Taking any item that does not belong to the individual.
<u><b>TOBACCO, POSSESSION/ USE</b></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><b>TRUANCY FROM SCHOOL</b></u>	Unexcused absence from any part of the school day, or leaving school premises after arrival, for any part of the school day.
<u><b>UNPREPARED FOR CLASS</b></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.**

**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 7:25 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 understand that a four-minute break is long enough to go to my locker and be back to class on time. 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 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.*

\_\_\_\_\_ Date Student's Name \_\_\_\_\_

\_\_\_\_\_ Grade Signature of Student \_\_\_\_\_

\_\_\_\_\_ Signature of Supervisor (or Grade Chair)

We fully commit to IMSA in the following ways:

1. We will make sure our child arrives at IMSA every day by 7:25 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.

### **IMSA 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:

1. Students must arrive at the bus stop five minutes before the bus is scheduled to arrive. The bus will not wait.
2. Students must wait quietly in a location clear of traffic and away from the bus stop.
3. Student behavior at bus stops must not threaten life, limb or property of any individual.
4. Students must go directly to an available or assigned seat.
5. Students must remain seated, facing forward with both feet on the floor, keeping aisles and exits clear.

6. Students must observe classroom conduct. All school rules apply on the bus. Obey the driver promptly and respectfully.
7. Students must be courteous and respectful to fellow students and to the bus driver.
8. 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.)
9. Students must not use profane or abusive language.
10. Students must refrain from chewing gum, eating and drinking on the bus except as required for medical reasons.
11. Students must not use or possess tobacco, or related products, on the bus.
12. Students must not have alcohol or drugs in their possession on the bus except for prescription medication required for student.
13. Students must not throw or pass objects on, from or into the bus.
14. Students may carry on the bus only objects that can be held in their laps. No living creatures are permitted.
15. 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.
16. Students must not extend any part of their bodies out of the bus windows.
17. Students are to remain absolutely quiet at railroad crossings until the bus has completely crossed and the driver says it is okay to talk.
18. 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.
19. Book bags, musical instruments and other carry-on items are to be held on the student's lap or placed under their seat.
20. Board in single file, respecting the other students also boarding.
21. All electronic devices (cell phones, IPODs, handheld gaming systems, etc.) must not be a distraction to the driver or other students.
22. Remain seated until the bus has come to a complete stop.
23. 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
24. 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 \_\_\_\_\_

**INDIANA MATH AND SCIENCE ACADEMY**  
**2013-2014**  
**STUDENT/PARENT HANDBOOK AWARENESS STATEMENT**

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

Student's Name (Print) \_\_\_\_\_

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

Student's Name (Print) \_\_\_\_\_

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Student Signature	Grade	Date
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Parent Signature	Date
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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.**