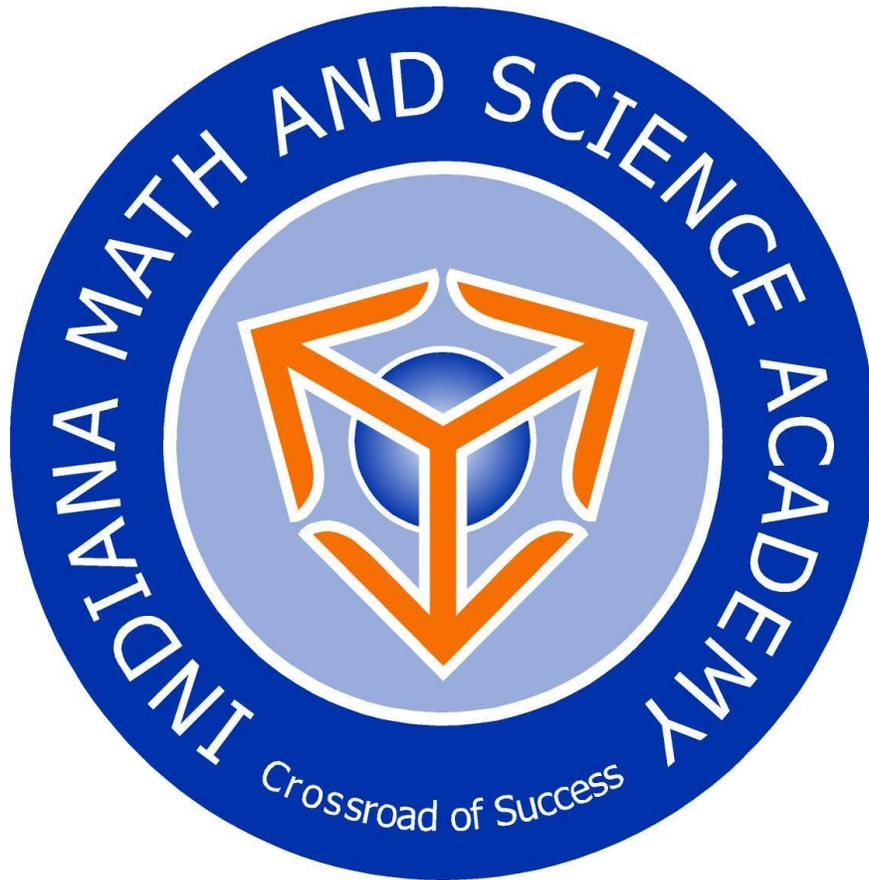


2012-2013
STUDENT/PARENT
HANDBOOK



INDIANA MATH AND SCIENCE ACADEMY
7435 N. Keystone Ave., Indianapolis IN 46240

Phone: 317-259-7300- Fax: 317-259-7363

Web: www.north.imsaindy.org email: info@north.imsaindy.org

Welcome

Dear Students/Parents,

Welcome to the 2012-2013 school year at Indiana Math and Science Academy North! 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 on a daily basis 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 that will be conducive to learning. Our faculty and staff look forward to sharing their expertise in academics, special programs, and extracurricular activities. We **encourage students** 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 book describing what we expect and how we do things. Read it carefully, discuss it with your parents, and let it act as a guide for your effective involvement in all parts of the school. It has been written to provide you and your parents 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.

The Board of Education 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 2012-2013 school year!

Sincerely,

INDIANA MATH AND SCIENCE ACADEMY ADMINISTRATION

1.0 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.

1.1 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.

1.2 Guidelines for Student Success

Be Responsible
Be Respectful of Others
Be Cooperative
Be Hard-working

2.0 SCHOOL SCHEDULES

2.1 Daily schedule

Tentative Indiana Math and Science Academy North

Daily Bell Schedule

Period	Start	End
Breakfast	7:30	8:00
1st	8:05	8:50
2nd	8:53	9:38
3rd	9:41	10:26
4th	10:29	11:14

Grades K-1		
Lunch	11:17	12:02
5th	12:05	12:50
6th	12:53	1:35

Grades 2 -4		
5th	11:17	12:02
Lunch	12:05	12:50
6th	12:53	1:35

Grades 5-9		
5th	11:17	12:02
6th	12:05	12:50
Lunch	12:53	1:35



7th	1:38	2:20
8th	2:23	3:15
*Enrichment	3:20	4:00

- Transportation is not provided after the enrichment is over. All buses leave at 3:15 pm. Parents are required to pick up their children within 15 minutes of the activity ending.

2.2 School year calendar

INDIANA MATH & SCIENCE ACADEMY NORTH

2012-2013 School Calendar

2012

August 8	First Day of School
September 3	Labor Day (No School)
September 5	Early Release at 1:30 PM
September 15	Parent-Teacher Conferences (9AM to 3PM)
October 10	Early Release at 1:30 PM
October 12	End of 1 st Quarter
October 18-19	Fall Break; No School
October 26	No School; Professional Development
November 15	Parent-Teacher Conferences (3:30PM to 7:30PM)
November 21-23	Thanksgiving Break; No School
December 20	End of 2 nd Quarter
December 21	Winter Break Begins; No School

2013

January 7	Classes Resume
January 21	Martin Luther King, Jr. Day; No School
January 30	Early Release at 1:30 PM
February 9	Parent-Teacher Conferences (9AM to 3PM)
February 18	President's Day; No School
February 27	Early Release at 1:30 PM
March 15	End of 3 rd Quarter
March 18	Professional Development; No School
March 29	Spring Break Begins; No School
April 8	Classes Resume
April 25	Parent-Teacher Conferences (3:30PM to 7:30PM)
May 27	Memorial Day; No School
May 31	Last Day of School; Full Day for Students

Any additional student days required to be made up by state law or regulation will be added to the end of the calendar beginning on June 3, 2013.

2.3 Parent-teacher conferences

Parent-teacher conferences are held two time on Saturdays and two times on Thursday's, (four times each school year). Refer to section 2.2 for dates and times.

2.4 Grade cards and interim reports

The mailing dates for grade cards and interim reports (subject to change) are listed in section 2.2.

3.0 STUDENTS' RIGHTS AND RESPONSIBILITIES

STUDENTS' RIGHTS

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

Is this true? :

IMSA school attire can be purchased at:
Schoolbelles of Indianapolis (School Uniforms)
2625 East 62nd Street
Glendale Town Center
Indianapolis, IN 46220
Phone: 317-255-5275
Fax: 317-255-5354

4.0 DRESS CODE AND PERSONAL APPEARANCE

All students attending Indiana Math and Science Academy North are to wear the approved school attire. This attire is described below.

4.1 Dress code elements for girls and boys

4.1.1 Shirt: Red, orange, and navy blue polo shirt with school crest. This shirt is available to be purchased at the school. Shirt must be purchased in a size so as to be properly-fitting, and not overly baggy or overly tight. Shirt must be worn buttoned to all but the top button, and tucked into pants at all times.

4.1.2 Pants/slacks/shorts: Uniform dress pants, shorts or slacks may be khaki, black, or navy blue. Pants may be purchased locally, and must fit properly, not too baggy or too tight. A properly-fitting black or brown **braided belt** must be worn (except gym classes). Pants must be worn at the natural waistline. Stretch pants, cargo pants/shorts, bell-bottoms, hip huggers, pants with excessive pockets, zippers, and/or logos other than IMSA, etc. are prohibited.

4.1.3 Socks: Socks must be worn with pants, while also matching shoe color. These may be black or brown socks and must be of at least ankle length.

4.1.4 Shoes: Students may wear black and brown shoes in the following options: loafers, bucks and Mary Jane's (females only). Tennis shoes are permitted **ONLY** for gym class. No open-toe, sandals or house shoes are permitted. No colored laces are allowed. Due to inclement weather boots may be worn to school, however students must change into appropriate IMSA attire before admittances to classes.

4.1.5 Sweaters/Sweatshirts: The official school sweatshirt may be worn. No outer sweatshirts/hoodies are permitted on top of the school uniform.

4.2 Dress code elements for girls

4.2.1 Skirts/Skorts/Shorts: Skirts/skorts in the specified khaki, black, or navy blue color may be worn. Lengths of skirts should NOT be above the knee level and will be monitored closely for conformity. Nylons, tights or socks, in the colors listed above must be worn when skirts are worn. The splits on long skirts must be no higher than the knee level. No jeans are permitted to be worn under skirts.

4.3.1 Personal appearance elements for girls

Only 1 pair of earrings (posts) may be worn in the lower lobe of each ear. 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. **In case of preexisting piercings, no ornamentation may be worn in them.**

Make-up is not to be worn.

Clear fingernail polish and lip gloss/chapstick is allowed.

Hair may not be dyed or bleached in extreme/unnatural colors.

Hair ornamentation must be conservative and unobtrusive.

Fingernails are not to be polished (clear coat only) and no longer than 1/4".

Tattoos are not to be visible when in school uniform, must be covered at all times.

Female students may only carry a small clutch handbag for personal items.

4.3.2 Personal appearance elements for boys

Boys may not wear earrings, rings, hair ornamentation or personal-appearance cosmetics.

No items are to be worn on the wrist or arm, except for a standard watch.

Neck wear is not allowed.

Finger rings or any type of band or bracelet is not allowed.

Facial/body/tongue piercings are not allowed. **In case of preexisting piercings, no ornamentation may be worn in them.**

Hair designs, mohawks, braids, afros, twisties or any other extreme hair style is not allowed.

Hair may not be dyed or bleached in extreme/unnatural colors.

Hair ornamentation must be conservative and unobtrusive.

Facial hair is not permitted, and male students must be clean shaven and well groomed.

Tattoos are not to be visible when in school uniform, must be covered at all times.

4.4 Specific dress issues

Hats, caps, etc. are not permitted to be worn in the building.

Do-rags and bandanas are not permitted at any time at IMSA, on school buses or in school building.

Any apparel which is now or which is discovered to be gang-related, whether or not the student intended it to be so, will not be allowed to be worn.

Coats are to be kept in lockers. Classrooms are kept at a constant 72 degrees all year round.

All students must wear a plain black or brown braided belt (only) at all times when in dress code.

4.5 General dress code rules and policies

Administration withholds the right to make decisions concerning the acceptability of any apparel worn to school or at other school functions. Students should wear a single layer of clothing that is in compliance with the IMSA dress code policy only.

Students who arrive at school out of dress code and do not have the proper items to correct the discrepancies will be kept out of classes (ISS) until a parent or guardian brings or arranges to have brought to school the uniform items needed. All such missed time from classes will be considered an unexcused absence. See Section 5.0 for unexcused absence policies.

Students must be in dress code before, during and at after-school functions and clubs, field trips, etc. unless otherwise noted by staff or as indicated by the nature of the event. No undergarments are allowed to be exposed under the uniform shirt.

4.5.1 Uniform for physical education classes

All students must purchase and wear the required uniform for physical education class. This uniform will consist of an IMSA T-shirt and short set, to be purchased at IMSA. Students who fail to wear the proper uniform for physical education classes will be issued a "dress cut," which will adversely affect their physical education grade.

Students with gym class scheduled during 1st period must remain in school attire until instructed to change for gym. All students must change back into school attire before exiting the gym regardless of when their class meets. Students may not travel home or remain at school in their gym uniform, except as indicated in Section 4.5.

4.6 Non-dress code days

Several non-dress code days (commonly referred to as "dress up days") are 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. On non-dress code days, students may wear apparel other than the school attire. Specific apparel prohibitions for no-dress code days are as listed in section 4.4. Furthermore, revealing clothing, clothing with printed matter, and any other apparel that administration deems inappropriate for the school environment. 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, if applicable. *Teachers may require students to remove any piece of apparel that they would prefer a student not wear in their classes (i.e. hats).*

5.0 ATTENDANCE

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

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

To this end, regular attendance is required of all students in Indiana Math and Science Academy during the days and hours that the school is in session unless excused for the following reasons:

1. **Personal Illness:** The director may require a doctor's certificate.
2. **Illness in the Family:** Absences will be excused up to 3 days only when the student's presence at home is necessary.
3. **Death of a Relative:** Absences will be excused up to 3 days with a written request from the parent or guardian.
4. **Quarantine of the Home:** Absences will be excused with a written doctor's statement.
5. **Observance of Religious Holiday:** Absences will be excused upon written request at least 3 days in advance.
6. **Work at Home Due to Absence of Parents or Guardians:** Necessary work at home limited to emergency conditions.

7. Such Good Cause as may be Acceptable by the Director: Family emergency or set of circumstances, which constitutes a good and sufficient cause in the judgment of the director for absence from school.

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

5.1 Reporting Absence

If a student is absent from school, the parent or the guardian must call the school attendance line 259-7300 before 8:00 AM on the day of the absence to report a child's absence. If the school is not contacted, the school will make every effort to contact the parent.

In addition to that, the student must bring a written notification of the absence from the parent on the day of his/her return. An EXCUSED ABSENCE SLIP granting student access to missed work will not be given to the student until this written notification is delivered to the secretary.

5.2 Tardiness to School

Students are required to be in their homerooms by 8:00 AM. If the student is tardy to the first period, he/she must get a tardy slip from the secretary to be accepted to class. This will be considered an unexcused tardy unless the student brings an explanatory note from the parents. When a student reaches 4 unexcused tardy to school a quarter, he/she will be assigned one day Friday detention. When a student is tardy to school for more than one period, he/she will be considered as half day absent if he/she arrives at school before lunch; and is considered to be one full day absent otherwise.

5.3 Class Tardiness

Students are responsible for arriving promptly to every class during school hours. In the event of tardiness to class, the student will be asked to present a valid pass or a tardy slip. Class tardiness will also be considered unexcused tardy unless the student presents a valid pass. When a student reaches 4 unexcused tardy to class in a quarter, he/she will be assigned one day Friday/Saturday detention.

5.4 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 within one-week of his/her return to school. The student is also responsible for completing all class assignments and examinations. If a student cannot complete the assignments or examinations before the end of the grading period, an "incomplete" will be given.

Students who missed any class assignments or examinations due to an unexcused absence will be denied the make-up work and get zero credit.

5.5 Administrative Procedures for Excessive Student Absence

A student will be considered a "habitual truant" after 10 consecutive days or 15 total days of excused/unexcused absences from school per school year. At the discretion of IMSA North

administration, habitual truancy may result in being retained in current grade and/or mandatory expulsion from the Academy.

1. Any student who accumulates **5 unexcused absences** will receive a **warning** letter from school.
2. Any student who accumulates **10 unexcused absences** will receive a letter from the school requesting a **parent conference** with the administration and stating that more unexcused absences could result in retention and/or the loss of credit in all semester courses taken that semester.
3. Any student with **15 total days of excused/unexcused absences** per school year will be considered a "**habitual truant**" and referred to the **Juvenile Court for excessive absence**. Habitual truancy will result in **mandatory expulsion** from the Academy.
4. Any student who reaches 15 or more total days of unexcused or excused absence during the school year will be considered to be retained in his/her current grade and will repeat the following year.

5.6 Pre-Planned Absence

Parents are encouraged not to take their children out of school for reasons other than the ones stated below:

1. An emergency for which it is possible to give prior notice to the director that constitutes a good and sufficient cause for absence from school.
2. College visitation
3. Non-school sponsored educational activities.
4. Vacation authorized by parent or guardian.

The parent or guardian must notify the director regarding the planned absence in person 10 days in advance and must sign a form indicating that the parent or guardian assumes full responsibility for the student's absence. Failure to comply with this will result in unexcused absence for the missed classes.

The student will be responsible for obtaining and completing the missing assignments, notes etc, upon his/her return to school.

Excessive absenteeism interferes with the valuable teacher-student contact in the classroom. For this reason, parents are strongly advised not to arrange family vacations during the school year.

5.7 Early Leave

Students must never leave the school building without permission and/or without their parent signing out. Failure to follow this procedure will result in disciplinary action.

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

5.8 Prompt pickup by parents after school

The parent or guardian should pick up or arrange to have the student picked up by no later than **3:15 PM** for any student who does not ride the school bus or is not involved in after-school activities. (See section 10.9 for policies concerning after-school activities) If a ride will be later than **3:15 PM**, the responsible party should call the school to make staff aware that a certain student's ride will be late. The school will not be responsible for the well-being or whereabouts of students who remain after school.

The students who participate in after-school activities must be picked up within 15 minutes of activity's end. If the transportation cannot be provided by the parent, school does not take any responsibility for the student after school hours or after the activity is over.

Students remaining on campus to wait late-arriving rides must adhere to all school rules, policies, uniform codes, etc. **IMSA reserves the right to charge after school care fee which is \$10/each half hour for students who are not picked up on time.**

6.0 MEDICAL POLICIES

The Academy has a nurse or other first-aid trained professional available to discuss or assist with medical problems and concerns. Students may make an appointment to discuss non-emergency issues.

6.1 Illness or injury during the school day

Any student who becomes injured or ill during the school day should report such an occurrence to a staff member. The 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 ride public transportation. He/she may only miss one class due to illness, and must either leave the school or return to class.

6.2 Medication policy

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

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

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

Students are not allowed to carry or self-administer any medications, including Tylenol, aspirin, etc., except in the following circumstance:

- ✓ 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.

6.3 Medical forms

Immunization records are required! Failure to provide them will result in dismissal.

7.0 VISITORS

7.1 Parent or guardian visitors

Parent or guardian visitors 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 convenient, though not required, that a parent or guardian notify the school 1 day before a planned visit. Parents or guardians who visit without notice may or may not be able to 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. Again, it is convenient, though not required, that a parent or guardian notify the school 1 day before a planned visit. 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 (is) 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 and/or other duties.

7.2 Visitors from the general public

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

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

7.3 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.
 - ✓ No student visitors may visit who have been expelled from the Academy or any other school, who are habitually truant or who have voluntarily withdrawn after disciplinary actions.

7.4 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.

8.0 LOCKERS

Each student will be assigned a locker for his/her use. Due to the availability of lockers, students might be required to share lockers.

Locks for lockers are issued by the administration. If a lock is lost, a \$10 fee must be paid before a new lock will be issued. Any other locks used on lockers will be cut and the locker contents will be removed until a school-issued lock is obtained from administration.

Locker combinations are not to be shared with any other student. Each student should take precautions and use discretion, so that their locker combination is kept confidential. In any 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 or subject to disposal.

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.

9.0 LUNCH PERIODS

Indiana Math and Science Academy has a closed lunch. Students who leave during lunch will be considered truant from school and will be assessed consequences as required by the school discipline policy. A hot lunch is available for purchase, or students may bring packed lunches. Fast foods are prohibited.

- ✓ All students are to enter the cafeteria and sit in their assigned seats. They must remain in their assigned seats unless given permission by an on-duty school staff. Tables will be dismissed to the lunch line by school staff.
- ✓ Students are expected to behave in an orderly and mannerly fashion during lunch, with no loud outbursts or inappropriate behavior.
- ✓ Students are expected to clean up their tables and the floor around their tables before school staff dismisses them from lunch.
- ✓ Eligible students may apply for free or reduced lunch. See school office for the proper forms
- ✓ Students may not "charge" their lunch, or borrow money from any school employee.
- ✓ Parents may prepay for lunch. Cost and terms are available by calling the school office.
- ✓ 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 are not to share their lunch with others.
- ✓ Carbonated beverages are prohibited.

10.0 MISCELLANEOUS POLICIES

10.1 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.

10.2 Acceptable 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.

10.3 Bookbags

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

10.4 Lost and Found

A lost and found is either maintained or organized 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 quarter, or at other times announced by the Academy, become the property of the Academy and will be subject to disposal.

10.5 Telephone

Phone calls are not permitted before 3:00 PM unless there is an emergency. Emergency calls or any other calls may be made by students upon receiving permission from the Administration.

10.6 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 book rental fee, fees for clubs, borrowed lunch money, field trip fees, etc. must be met before end-of-the-year report cards are issued or records are released to other schools.

10.7 Book Rental Fee

will this be the same fee?:

A \$125.00 book rental fee is assessed to each student. Students, who are eligible for free and reduced lunches, pay only \$25 and \$75 respectively as book rental fee to the school. More information on book rental fee is available upon request.

10.8 Field Trips

All parents or guardians sign a blanket permission form at the beginning of the school year that provides permission for all field trips throughout the year. Signing the parent / student handbook also serves as the same function. Parents or guardians will be notified 1 week prior to field trips planned by the school. Teachers may also send an additional slip home with specific trip information.

Some field trips during school may be a part of the curriculum, and students may be required to attend.

All students who are members of a class going on a field trip are required to attend. Field trips are an important part of the learning experience and are not optional. Any student who misses a field trip will be expected to complete an alternative assignment that substitutes for the learning experiences received on the trip.

Approval of the application of a student for a school activity or field trip is subject to the discretion of the administration or the teacher.

All school rules, uniform codes, etc. must be observed on field trips unless otherwise is announced.

10.9 After-School 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.

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.

All school rules, uniform codes, etc. apply to all after-school activities, except as indicated in Section 4.5.

10.10 Fire and Tornado Drills

Fire drills are held at different 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, and listen for further instructions.
3. Report to the assembly area indicated by the room directions, or as directed by school staff.
4. Students must transition in single file lines for safety and accountability.

10.11 Textbooks and Supplies

The Academy provides textbooks in core subjects (a set of textbooks in the classroom and library). 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 8.0)

10.12 School Newsletter

The Academy publishes a school newsletter periodically. Teachers also send newsletters on a regular basis. Parents may also follow up upcoming events, assignments, grades and attendance online via Concept Schools Student Information Systems (CSIS).

11. ACADEMICS**11.1 Grading Scale:**

Grade	Percentage	GPA / POINTS
A+	98-100	4.00
A	93-97	4.00
A-	90-92	3.67
B+	87-89	3.33
B	83-86	3.00
B-	80-82	2.67
C+	77-79	2.33
C	73-76	2.00
C-	70-72	1.67
D+	67-69	1.33
D	64-66	1.00
D-	60-63	1.00
F	below 60	0.00

11.2 Honor / Merit Roll:

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

11.3 Grade Promotion Policy:

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. Please refer to section 11.1 for the grading scale.

11.4 Grade Cards

Grade cards are issued and mailed home each 9 weeks while the Interim Report Cards are mailed midway through each grading period.

11.5 Athletic Eligibility Requirements:

IMSA establishes excellence as a standard and strives to maintain an appropriate balance between academics, athletics, and all extracurricular activities. It is important that students meet the following academic requirements in order to participate in athletics, extracurricular or co-curricular activities in grades 6-8, because athletics are a privilege and not a requirement. Every Student-Athlete will be held to a higher standard of conduct and academic excellence. The minimum standard for athletics according to the Indiana High School Athletics Association is that each student athlete passes 75% of their registered course load, as outlined in the IHSAA Guide for Eligibility. Therefore since this is a college prep academy the standards for student athletes will set higher than, to maintain that preparation phase for college. All students interested in participating in athletics must earn at least a 2.50 grade point average (GPA) in order to be eligible for participation at Indiana Math and Science Academy. The GPA will be applied separately for grades 6-8 and calculated each grading period. Therefore at the end of each grading period each student athlete GPA will be assessed for eligibility. If a student athlete is below the 2.50 grade point average, that particular student will be placed on academic probation until the following mid-term grading period. While a student athlete is on an academic probation he/she will not be able to practice or compete with the team he/she is a member of, and is required to attend at least three days of after school tutoring in order to bring the GPA back to its required standard. After the Mid-term grading period if a student athlete has redeemed their GPA to standard then they may return to the team or being a new with a new team if that season has ended. In the event that a student does not redeem their GPA by the end of the Mid-Term then that student will be dismissed from that team until the GPA is restored. To ensure that the GPAs of all student athletes are up to standard a weekly progress report will be handed out by each team Head Coach on every Monday of that particular season to the student athlete that has received a "D" or a failing mark. The progress reports will be handed back to that coach on the following Friday of that season. Finally, all student athletes who received a failing mark will be required to attend at least one day of tutoring to help secure at least a passing mark.

- *Absentees from tutoring for academic probation will be seen as an infraction and handled as such.*
- *All Student-Athletes who receive all passing marks of a least a "C" or better will not have to hand in progress reports.*
- *Each coach is responsible for maintaining discipline and order on the team they have been assigned.*
- *Any student athlete found to have shown vulgar or any inappropriate behaviors while on a team or while on any away trips will be dismissed immediately.*
- *The end of the day for a student athlete does not come until a parent or Guardian has come to pick that student athlete up from school or practice, so govern yourself accordingly.*
- *Any discipline actions taken towards all student athletes will reflect the disciplinary regulations of the school, with some exceptions:*
 - *1st Infraction – Conference with Head Coach, Athletic Director and Parents*
 - *2nd Infraction – Suspension for 1st half of the next event following disciplinary action*
 - *3rd Infraction – Suspension for entire game following disciplinary action*
 - *4th Infraction – Dismissal from team for remainder of the season**

- *Any student athlete dismissed from any team because of Academic Deficiencies or Repeated Discipline Infraction will result in dismissal for the remainder of the year.*

12. ACADEMIC PROGRAMS

Language Arts

The English curriculum has two components: Reading and Writing.

Reading consists of comprehension, analysis, and critical thinking using literature as a basis. Literature units are organized thematically, beginning with personal themes and broadening to social and ethical concerns. In the study of literature, understanding, discussing, and arguing about meanings and ideas take an important place. Individually and in small groups, students practice developing and finding evidence to support their interpretations of literature. Vocabulary is taught in the context of literary reading. Curricular work culminates in analytical essays. A major emphasis is on learning to write a 3-5 page critical essay, with a clear thesis and correct grammar.

The writing component of the curriculum is structured on a workshop model. This is an individualized approach, with students pursuing subjects of their choice, in the genre they choose. Grammar is taught both in class and in editing conferences, in which the teacher can focus on the individual writer.

Mathematics

The Math curriculum is one of the most focused curricula in IMSA. Eight class periods are dedicated to math instruction every week in middle school. In Math it is important for students to:

- Understand that mathematics is the study of patterns and relationships.
- Become familiar with some of those patterns and relationships.
- Learn to use them in daily life.

Students will have considerable experience in making tables, graphs, and geometric sketches and using them, along with symbols and clear English, to describe a wide variety of patterns and relations.

Three major characteristics of IMSA Math curriculum are:

- Problem solving
- Basic skills defined to encompass more than the computational facility.
- Mathematics programs which take full advantage of the power of calculators and computers.

The Math curriculum is integrated throughout the school curriculum as much as possible

Science

The IMSA has a Science oriented curriculum. Programs will concentrate more on an experimental, hands-on approach while increasing the abstract knowledge of science.

Science is a dynamic ever-changing discipline. Thus students will be encouraged to use computers and the internet; to plan and organize projects; hypothesize, analyze data and draw conclusions from tests they would create.

Social Studies

The Social Studies program emphasizes on the awareness of self, family groups, community, and local government. We also emphasize on the understanding of the geography and the historical, cultural and social development of Indiana, The United States, and the World.

The Social Studies curriculum includes the following:

- The development of map and globe skills
- The development of reference and research skills
- The use of media, such as films, tape, educational TV, etc. for enrichment
- The discussion of current events
- The study of the processes of government
- The development of critical thinking skills, such as classifying, deductive and divergent thinking, comparing/contrasting, and making evaluations.

Physical Education & Health

The physical education program at this level focuses on sports related activities and physical fitness. Students will be exposed to a variety of teams and individual experiences. They are also assisted in their social and emotional development. The primary purpose of physical education is to promote a healthy life style, develop motor skills, and develop a positive attitude toward physical fitness. It is known that many lifelong practices and habits are learned and acquired during childhood and youth. These growing and developing years are extremely important to the establishment of sound health practices. Teachers use the teaching resource files for the Alcohol and Drug Prevention Education Program to help the students acquire a healthy life style.

Art

The basic goals of the art courses are intended to help students to become sensitive to the visual aspects of their environment, use art as a means of personal expression, solve practical design problems creatively, and evaluate their own and others art work using the principles of art and the elements of design.

Computer

Every IMSA student will be taking a computer class. The IMSA computer curriculum is designed to give students an overview of the main parts of a computer, how they work, and how to use them. Students are introduced to basic computer operations, keyboarding skills, how to get in Windows 2007 and a general knowledge of word processing, using the Microsoft Word and Microsoft Excel. Students are also introduced to the Internet. This introduction includes instruction improper "netiquette" using Search Engines, such as Google, to find information, and in the proper use of e-mail. Also following subjects will be part of computer program for middle school; MS Word, Introduction to web page design, MS Outlook Express, MS Messenger, MS Power Point, MS Excel, MS Publisher.

Indiana Math and Science Academy School Behavior Plan

13.0 Introduction

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 current policy, 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.

13.1 Corrective Discipline Procedures

This section helps clarify for staff, when office referrals are to be made and provide a menu of administrator-assigned consequences. Additionally, a menu of corrective consequences ranging from least to most intrusive is provided for staff. Corrective consequences should follow the "law of least intrusive". That is, staff is expected to use the mildest consequence that reasonably fits the infraction. It is always important to remember that removals (i.e. Time out) are only effective as corrective consequences, if the setting, from which a student is removed, is actually reinforcing for that student. Therefore, "time out" or other removal consequence procedures must be used in conjunction with positive systems.

Recordkeeping forms are to be used consistently by staff and administration, because they help us "flag" students who need behavior plans. They include: a). letters to parents; b). discipline reports; c). home contact forms; d). other forms of written records.

PROGRESSIVE DISCIPLINE APPROACH

Minor Issues are normally handled by teacher. Examples of infractions would include (but not limited to) the following behaviors: talking, chewing gum, out of seat, lack of self-control, having food/drink in class, or tardiness. Minor correctable misconduct reports issued to students in or outside of the classroom will be handled by the issuance of Citations after teachers' attempts to correct the problem with no resolution. Any IMSA employee who observes a student engaged in inappropriate behavior outside of the classroom can issue a Citation. Any staff member may prefer writing citation using Citation Submission Form for the following behaviors:

Citations

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, 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.

These forms are submitted to the Dean of Students. Accumulation of 4 citations per quarter for a student results in a disciplinary referral.

Major Issues are issues dealt with by the Deans of Students. Examples of infractions would include (but not limited to) the following behaviors: repeated offenses noted above, stealing, truancy, physical or verbal assault, violence, sexual misconduct, vandalism, trespassing, disruption of school environment, etc. Appropriate administrator intervention would include: parent/student conference, in school suspension, out of school suspension, and in the most severe cases, a recommendation for expulsion.

Administration assigns the action based upon the student’s disciplinary history according to the following Progressive Discipline Approach:

- 1st Disciplinary Referral of the student: Notify Parent via letter, phone and/or email & Verbal Warning to Student
- 2nd Disciplinary Referral of the student: Friday Detention
- 3rd Disciplinary Referral of the student: Saturday Detention
- 4th Disciplinary Referral of the student: 1 day OSS
- 5th Disciplinary Referral of the student: 3 days OSS
- 6th Disciplinary Referral of the student: 5 days OSS
- 7th Disciplinary Referral of the student: 10 days OSS and EH may follow.

Depending on the severity of the infraction, some of the above steps may be skipped. The table in the item 3.5 shows the infractions which have different consequences than others.

Note: Students who have an out of school suspension are NOT permitted to make up missed work. At the teacher’s discretion, student may receive assignment but will not receive credit. State Law requires that s/he cannot participate in extracurricular activities and cannot be on school property and must remain at home under the supervision of a parent.

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.

EXPLANATION OF CODES/CONSEQUENCES

Bus suspension (BS): Denied transportation on school bus for the number of days indicated, but not from school. Parent must provide alternate transportation.

Confiscation (C): Item is removed from student possession and only returned after parent contacts school officials.

Correction of deficiency (CD): Student must correct uniform violations, obtain proper parts of uniform, etc. before being allowed to attend classes.

Criminal charges filed (CR): Criminal charges filed with proper law enforcement authorities.

Expulsion hearing (EH): Parent is given opportunity to schedule a hearing considering the expulsion of the student in question.

Mandatory expulsion (ME): Expulsion required, no option for appeal.

Police department removal (PD): Proper law enforcement authorities are called to remove student from school premises.

Out-of-school suspension (OSS): Student is denied attendance at school for the number of days indicated.

Warning letter (WL): Student is issued a warning letter concerning the indicated behavior.

Parent Conference (PC): Suspension until parent conference is held.

Financial responsibility (\$): Parent is responsible to arrange payment.

Friday Detention (FD): Student stays after school on Friday and will be picked up by parents at 5pm.

Saturday Detention (SD): Student stays at school from 8am until 11am. It may also serve as an alternative to Out of School Suspension upon parent's request.

13.2 Discipline Reports

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

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

Note: Some students have disabilities that make it more difficult for them to understand or to follow directives, especially when those directives create a heightened anxiety level or intense fear (ie. Autism, Asperger Syndrome, Emotional Disturbances). In these cases, IEP or Intervention Planning Teams must conduct functional behavior assessments and design behavior support plans to help these students learn more appropriate ways to relax or express their anxiety/fear.

13.3 Administrator-Assigned Corrective Consequences

❖ Detention

Detention is held daily and will serve as exercises in giving. Negative behavior takes away from the learning experience and compromises the integrity of the Indiana Math and Science Academy. No one has the right to infringe on another’s right to learn.

❖ OSS (Out of School Suspension)

Assignments to OSS vary according to the nature and severity of the infraction. OSS will be used only as a last means of consequence when other means of corrective consequences have been exhausted except the severe cases. Any combination of infractions resulting in a total of 10 days suspension for the current school year will result in mandatory expulsion.

❖ Behavior Contract

Students who choose to ignore rules by repeating the violation and fail to conduct themselves in a responsible manner will be placed on a Behavior Contract upon the discretion of the administration and other staff members. The conditions of the Contract will be consistent with the specific misbehavior and will outline expectations for improvement. Students who fail to live up to their Contract will face further disciplinary action. Parents will be required to meet with the dean of students and/or principal to sign the Contract. Students who violate their Behavior Contract are subject to be withdrawn from the school or expelled. Some examples of behavior choices that could result in a Behavior Contract with the dean of students or principal are, but are not limited to

- Severe violation of behaviors listed under Out of School Suspension.

- Fighting. The one who is not the aggressor according to description mentioned in 2.15 might be exception to this.
- Repetitive minor violations.

Behavior Contracts are not limited to the year of the violation. New and returning students who previously were on a behavior contract will have their contracts reviewed by Dean of Students and Dean of Academics.

❖ **Expulsion**

Any student expelled will first receive a 10 day out of school suspension after which the expulsion will begin. Expulsions are normally up to 90 days duration, but may be longer, or permanent from IMSA, according to the severity or habitual nature of the infraction(s). A hearing is required before an expulsion is activated.

❖ **Filing Criminal Charges**

Listed below are acts which are considered to be criminal offense according to the laws of the state. Any violation of these acts will cause for filing criminal charges against the offender by the appropriate school offices.

Arson- The intentional setting of fire.

Assault- Physical threats or violence to a person.

Burglary- Stealing of school or personal property.

Explosive- (illegally used) - Firearms are prohibited 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 suspended/expelled 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- Interfering with administrators or teachers by intimidation with threat of force or violence. The commission of or participation in such activities in school buildings, on school property, or at school sponsored events is prohibited. Disciplinary action will be taken by the school regardless of whether or not criminal charges result.

Disruptive Conduct- Conduct which interferes with educational conduct is prohibited.

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.

14. Code of Conduct

14.1.1 Prohibited Student Conduct

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

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

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

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

LEVEL I - MISBEHAVIORS

- A. Failure to turn assignments in on time.
- B. Failure to come to class prepared with textbooks, writing utensils, paper/notebooks, folders, and any other materials listed by subject matter teacher necessary for academic and social success at IMSA.
- C. Failing to attend school on time or to attend classes on time including the lunch period
- D. Failing to attend all assigned classes including the lunch period
- E. Using the writings and ideas of another to deceptively submit them as one's own work in a school assignment
- F. Cheating on examinations
- G. Wearing non-dress code clothing (Students are not to dress down on their birthdays and notes requesting it will not be accepted)
- H. Posting or distributing materials on school property that causes a disruption to the educational process

- I. Lying to school personnel
- J Writing and/or passing notes
- K. Disrupting education or normal operation of the school in any way
- L. Insubordination
- M. 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 will be subject to disciplinary actions, starting with a mandatory one day suspension.

CORRECTIVE ACTION I

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

- Teacher conference with student alone or with parent(s)/guardian(s)**
- Administrator conference with student alone or with parent(s)/guardian(s)**
- Parent/guardian contact by telephone**
- Friday Detention**
- Saturday 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. Academic Dishonesty
- C. Leaving school without permission, in the absence of an emergency declared by the administration
- D. The use of the following are prohibited during school hours: cell phones, beepers, pagers, music players, cameras, and similar electronic devices on school grounds
- E. Verbally or physically threatening to injure or harm another person or intimidating another person by creating fear for personal safety
- F. Signing the name of another person for purpose of defrauding school personnel

- G. Intentionally causing an interruption of education in the classroom
- H. Using abusive or profane language (including name calling/racial slurs)
- I. Engaging in excessive displays of mutual affection
- J. Engaging in an activity that may create a condition that is unsafe or unhealthy to others
- K. Fighting, hitting, tripping or pushing another student
- L. Gambling on school premises including possession of dice or playing cards
- M. Trespassing, including entering a school to which the student is not assigned without signing in at the office, entering a school from which the student is suspended without permission from the director, or bringing an unauthorized visitor to the school
- N. Intentionally participating in hazing and/or bullying activities
- O. Engaging in sexual conduct with mutual consent
- P. Bringing readily identifiable drug abuse instruments or paraphernalia to school or having such items in his/her possession

CORRECTIVE ACTION II

An administrator may suspend a student for a period not exceed 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.

BEHAVIOR CONTRACT

A Behavior Contract is a contract signed by the student and the legal custodian of the student which 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 closely resembling a weapon or explosive that could put persons in fear for their safety is included in this category (examples: starter pistols, pellet guns, toy guns, smoke bombs, etc.)

- B. Verbally or physically threatening to injure or harm a school staff member
- C. Showing disrespect to teachers or staff and/or using inappropriate language and 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:
 - making, selling, or distributing drugs/counterfeit drugs at school, including over the counter drugs;
 - using or possessing drugs/counterfeit drugs at school.
- K. Intentionally burning or attempting to burn property
- L. Stealing or attempting to steal or possession of stolen property
- M. 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. Forcibly entering a school building locker, classroom, or secured enclosure
- O. Extorting or attempting to extort property
- P. Falsely sounding a fire alarm, or causing a fire alarm to be sounded

- R. Falsely communicating or causing to be communicated that a bomb is located in or on school property
- S. More than one person acting together to intentionally cause harm or injury to an individual
- T. Bringing inappropriate materials
- U. Possessing or using tobacco or tobacco substitutes at school
- V. Bringing alcoholic beverages to school or having alcoholic beverages in his/her possession, or coming to school under the influence of alcohol or drugs
- W. Excessive referrals of Level I and Level II misbehaviors may/will result in expulsion

CORRECTIVE ACTION III

Students will 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.

14.1.2 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.

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, 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.

14.1.3 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.

A. 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.

B. 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.

C. Documentation of Searches

The authorized school official conducting the search shall be responsible for promptly recording the following information about each search:

1. Name of the student searched.
2. Reasons for the search.
3. Name of any informant(s).
4. Purpose of search (that is, what item(s) were being sought).
5. Type and scope of search.
6. Person conducting search and his or her title and position.
7. Witnesses, if any, to the search.
8. Time and location of search.
9. Results of search (that is, what items(s) were found).
10. Disposition of items found.
11. Time, manner, and results of parental notification

The Dean of students shall be responsible for the custody, control and disposition of any illegal or dangerous items taken from a student. The Dean of students shall retain control of the items, unless the items are turned over to the police. The Dean of students shall be responsible for personally delivering dangerous or illegal items to police authorities.

D. 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.

E. 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 he or she 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.

14.2 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.

14.3 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.

14.4 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.

14.5 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.

14.6 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.

14.7 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.

14.8 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 subject to the school and/or the bus company's discipline policy.

14.9 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.

14.8 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 subject to the school discipline policy. 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.

15.0 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 review, adjust, and revise the infraction list at any given time.

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

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

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

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

CRIMINAL OFFENSE Any offense committed which is illegal for a minor under the laws of the State of Indiana. Such offenses include, but are not limited to, bomb threat, gang activity, 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 Causing harm to school property, which requires repairs of not more

<u>PROPERTY, MINOR</u>	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.
<u>DESTRUCTION OF SCHOOL PROPERTY, MAJOR</u>	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.
<u>DISRESPECT TO SCHOOL STAFF</u>	Refusing to follow directions, mocking, name-calling, vulgar or abusive language, or otherwise showing disrespect in actions or speech, either directly to, in the presence of, or to others, regarding a teacher, administrator, school staff member, guest speaker, visitor, parent, etc.
<u>DISRUPTION OF SCHOOL ENVIRONMENT, MINOR</u>	Acting and/or causing others to act in a way so as to cause a minor disruption to the orderly pursuance of the daily routine of the Academy.
<u>DISRUPTION OF SCHOOL ENVIRONMENT, MAJOR</u>	Acting and/or causing others to act in a way so as to cause a major disruption to the orderly pursuance of the daily routine of the Academy.
<u>DRESS CODE</u>	Infraction of the dress code involving absence of proper attire or improper wearing/conduct of school uniform. Wearing of non-uniform attire and/or accessories. Uniform code applies to school and to any school-sponsored events, field trips, class trips, etc., during or other than school hours.
<u>ELECTRONIC DEVICES</u>	Possession or use of any electronic devices on the school property, such as CD players, game devices, cell phones, pagers, etc. CD players, tape players or game devices may be brought to school for use on morning and evening bus rides (not on field trips, etc.), but must be kept in lockers during the day. The Academy is not responsible in the event of loss of such items.
<u>EXTORTION/INTIMIDATION</u>	Causing a student or staff member by threat, intimidation or other means to give up any personal possession, or to perform acts against his/her will.
<u>FAILURE TO FOLLOW STAFF MEMBER INSTRUCTION</u>	Failure or willful refusal to follow reasonable requests and directions of the staff members of the Academy.
<u>FAILURE TO FOLLOW SCHOOL RULE/POLICY</u>	Failure or willful refusal to follow the policies and rules of the Academy.

<u>FIGHTING</u>	Physically abusive conduct directed toward another student, which leads to, or could lead to, physical harm of that person or bystanders.
<u>FIGHTS–ARRANGING, PROVOKING, ETC.</u>	Acting during or after school hours to arrange a fight during school hours or other time. Acting in such a way as to provoke another individual to fight or otherwise to physically attack or attempt to harm another individual.
<u>FORGERY</u>	Signing another person’s name (staff, student, parent, etc.) to any document without that person’s permission.
<u>GAMBLING</u>	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).
<u>HAZING</u>	Causing any student to take part in any demoralizing, dangerous, or otherwise intimidating acts, whether against the individual’s will or not, for the purpose of acceptance or initiation into clubs, societies, etc. or any similar acts upon any student either before or after acceptance into any organization real or imagined.
<u>PHYSICAL CONTACT, NON-THREATENING</u>	Physical contact which does not cause physical harm, but which is deemed inappropriate by administration and/or which is unsolicited, uninvited, and/or not preferred by the recipient.
<u>PHYSICAL CONTACT, THREATENING</u>	Threatening physical contact that cannot be defined as fighting, intimidation or other infractions.
<u>LANGUAGE, INAPPROPRIATE</u>	The use of profanity, vulgarity, or abusive, derogatory or hurtful speech either directed to another individual or in any other context. Written language of the same nature.
<u>OUT OF ASSIGNED AREA</u>	Failure to report to or to remain in class or other area as assigned, either by regular schedule, hall pass, direction of staff, etc.
<u>PROFANE GESTURE</u>	Any profane physical gesture used in any context.
<u>PUBLIC DISPLAYS OF AFFECTION</u>	“Romantic” physical contact of an unacceptable nature between opposite sex or same-sex individuals.
<u>ROUGH–HOUSING</u>	Consensual rough and inappropriate play among individuals.
<u>SEXUAL HARASSMENT</u>	Includes (but is not limited to) unwelcome sexual advances or suggestions, displaying sexually suggestive objects, writings, drawings, etc. to those who do not invite such displays, sexual comments about another person’s body, clothes, appearance, etc., physical conduct of a sexual nature directed toward an unwilling recipient, speech of a sexual nature in the presence of those who do

not invite such speech, etc. Intimidation, hazing, or extortion (see the related definitions) using any sexual references is considered sexual harassment.

SEXUAL MISCONDUCT Sexual contact or conduct between individuals.

TARDY TO CLASS 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.

TARDY TO SCHOOL Arriving at school with no parent excuse after the final bell to start the school day.

THEFT Taking any item that does not belong to the individual.

**TOBACCO, POSSESSION/
USE** 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.

TRUANCY FROM SCHOOL Unexcused absence from any part of the school day, or leaving school premises after arrival, for any part of the school day.

UNPREPARED FOR CLASS Failure to bring pencil, paper, notebooks, textbooks, etc. to class.

**2012-2013 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 7:40 am (Mon. – Fri.) and leave at the scheduled time.
2. I will come to IMSA on appropriate Saturdays at 8:00 am and remain until 12:00 pm.

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)

Parent/Guardian Commitment

We fully commit to IMSA in the following ways:

1. We will make sure our child arrives at IMSA every day by 7:40 am (Mon. – Fri.) and leaves at the scheduled time.
2. We will make arrangements for our child to come to IMSA on appropriate Saturdays (whenever teacher or administration asks for extracurricular activities or tutoring) at 8:00 am and remain until 12:00 pm.
3. We will ensure that our child attends IMSA mandatory orientation program.
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.

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_____

Supervisor (or Grade Chair) Signature_____

Administration Signature_____

Date_____