

# INDIANA ACADEMY

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Accredited by

*The Board of Regents of the  
General Conference of Seventh-day Adventists,*

*The National Council for Private School Accreditation*

and

*Middle States Association of Colleges and Schools, Inc.*

## MISSION STATEMENT

To train and mentor our students to be devoted followers of Christ who help others biblically withstand the final deception of the Great Controversy while obtaining a quality academic education.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Grade: \_\_\_\_\_

*"Leaders in Training: Physical, Mental, Spiritual"*

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# Chapter 1

## GENERAL INFORMATION

### History of Indiana Academy

It was 1902, in the little village of Boggstown, Indiana, where Indiana Academy had its humble beginning. Initially called Boggstown Training Academy, the school thrived in three rented buildings. One year later, it was decided to move the school to a beechwood grove nearby. Thus, Beechwood Academy was established. In 1919, the decision was made to relocate once again. The plan was to buy a farm no smaller than 50 acres, somewhere in the central part of the state. A farm that had ample water, good railroad facilities, and was not too close to town; and so a search began with the opening date of school set for October 1. After a long and often challenging search, Charles W. Marsh and C.S. Wiest discovered a 95-acre farm in Cicero for \$13,720. They took possession on September 1, with only one month to prepare for school. The girls were housed in the old farm house. The faculty and boys were housed in a few hastily built, temporary barracks. A large tent was erected for the cafeteria, classes, chapel, and worship center. Eventually several new, beautiful buildings were built on our expansive campus.

Although our beginnings were humble, it is the spiritual strength and courage that existed in the beginning that laid the foundation for Christian Education in Indiana. And, by God's grace, the youth have been enjoying Indiana Academy for more than 100 years.

### About Indiana Academy

#### *The Key 3*

We believe that Adventist Education should have a distinct and intentional mission: A mission that is different from what is found in the world; a mission that is specific and targeted. The mission, "To restore in man the image of his Maker, to bring him back to the perfection in which he was created, to promote the development of body, mind, and soul, that the divine purpose in his creation might be realized—this was to be the work of redemption. **This is the object of education**, the great object of life." *Education*, p 15. From this inspirational mission for Adventist Education we have drawn "**The Key 3**", that we believe are three focus areas within our institution that will help fulfill the calling God has for Indiana Academy.

#### **The Key 3:**

- 1) **Bring our students to the foot of the Cross (Gospel as Core)** – It is imperative that our young people understand God's love for them as demonstrated in the sacrifice of His Son Jesus Christ. Without the understanding of the Gospel as applied to each individual life, the Christian experience is hollow and meaningless. We don't want to fall short by only training our students about what it looks like to be a good Christian; we want them to have a heart level relationship with Jesus that is meaningful and converts the soul. We unapologetically state that we will put before our young people repeated opportunities for them to witness and embrace the wonderful gift of the Gospel.



- 2) **Quality** – It is the goal of the faculty and staff at Indiana Academy to have the highest quality possible at all levels of our program. This relates to spirituality, academics, work program, physical fitness, physical plant, grounds, and more. We believe that whatever our hand finds to do, we should do it with all our might. (Ecclesiastes 9:10) We desire a high level of professionalism in all areas of our institution. We seek attention to detail and a representation in our program that brings honor to God. We believe that, as we are able, resources should be expended to ensure that the product we produce is representative of God’s intent for Adventist Education.
- 3) **Training young people in the mission and message of the Seventh-day Adventist Church** – We cannot fall short in the education of our young people by providing them only a theory of Christianity in the classroom. They must be trained to understand that a vital part of their complete education is service to others and working to carry the Gospel Commission of Matthew 28 to a dying world. We desire to do our part in proclaiming The Three Angels’ Messages of Revelation 14 and reaching our community with the love of Christ. Outreach initiatives, such as Project 58 (modeled after Isaiah 58), are specific training grounds where our young people have the opportunity to see the love of Christ flow through them and impact another person. This is what allows the theory of Christianity, taught through our Bible curriculum, to find a practical outlet. This outreach emphasis is what we believe will validate Christianity for our young people and significantly contribute to our young people choosing to stay connected with the church.

#### ***Core Values***

- 1) A saving relationship with Jesus Christ
- 2) Mission and Service
- 3) Academics
- 4) Relationships
- 5) Work ethic
- 6) Fun

#### ***Mission Statement***

To train and mentor our students to be devoted followers of Christ, who help others Biblically withstand the final deception of the Great Controversy, while obtaining a quality academic education.

#### ***Vision***

- To understand Biblical truths and learn how to effectively share them with others
- Through mission and service projects, help our students to see the true condition of the world. To understand how God has blessed them and feel their need to help others
- To develop a strong work ethic that will transition into the future work environment
- To obtain a strong academic education that is balanced with service, mission, work, and recreation
- To find balance in an accelerated world through proper choices of technology, entertainment and lifestyle

### ***Philosophy and Objectives***

- The church's belief regarding Christian education is based on the Scriptures and the writings of Ellen G. White, which have provided our church with a distinct philosophy of education.
- IA provides opportunities for students to develop a personal relationship with Jesus Christ, as well as academic and social skills. Education is "harmonious development of the physical, mental, and the spiritual powers. It prepares the student for the joy of service in this world and for the higher joy of wider service in the world to come." *Education*, p. 13.
- The IA education program is predicated on a belief in the uniqueness and worth of each student and the importance of the systematic development of the whole person. Students are educated to accept the concept of service as a principle of life, to be sensitive to the needs of people, and to become contributing members in the home, church, and society.
- In order for its young people to become well-rounded individuals, prepared for service in this world and in the earth made new, IA places special emphasis on the spiritual as it trains the physical, mental and social capabilities of young men and women. We believe that the work of education and the work of redemption are one; and that the development of all these facets of one's character is a distinguishing feature of IA.

### ***Curriculum Goals***

- ***Acceptance of God*** – Each student will be given opportunities to surrender his/her whole life to God, develop a relationship with Jesus Christ, and allow the Holy Spirit to work in his/her life.
- ***Commitment to the Church*** – Each student will be given opportunities to know, live, and share the message and mission of Jesus and the Seventh-day Adventist Church.
- ***Family and Interpersonal Relationships*** – Each student will be given opportunities to develop a sense of self-worth, skills in interpersonal relationships, an understanding of the responsibilities of family membership, and the ability to respond with sensitivity to the needs of others.
- ***Responsible Citizenship*** – Each student will be given opportunities to develop an understanding of cultural and historical heritages, affirm a belief in the dignity and worth of others, and accept responsibility for local, national, and global environments.
- ***Healthy Balanced Living*** – Each student will be given opportunities to accept personal responsibility for achieving and maintaining optimum physical, mental, and spiritual health.
- ***Intellectual Development*** – Each student will be given opportunities to develop a systematic, logical, and biblically-based approach to decision-making and problem-solving when applied to a developing body of knowledge.
- ***Communication Skills*** – Each student will be given opportunities to recognize the importance of effective communication and develop the requisite skills.
- ***Personal Management*** – Each student will be given opportunities to function responsibly in the everyday world, using Christian principles of stewardship, economy, and personal management.
- ***Aesthetic Appreciation*** – Each student will be given opportunities to develop an appreciation of the beautiful, both in God's creation and in human expression, while nurturing individual ability in the fine arts.

- **Career and Service** – Each student will be given opportunities to develop a Christian work ethic with an appreciation for the dignity of service.

## To Our Parents

- 1) Indiana Academy is a Seventh-day Adventist Christian church school and, as such, offers a strong academic program; however, more important to us is the student's relationship with Jesus Christ. Our ultimate priority is to assist each student in developing this vital relationship. The home, church, and school have a common interest in working together to this end. Please consider the following suggestions:
  - Stress the importance of a personal relationship with Christ and understanding the Gospel.
  - Encourage your student to develop the habit of spending time each day in Bible study and prayer, and set an example of this yourself.
  - Have daily family worship.
  - Spend time talking with your student about things that are important, such as:
    - ◆ Screening carefully what enters your student's mind and judging its impact on character and eternity. (i.e., videos/DVDs/movies/electronic games/books/magazines/websites, etc.)
    - ◆ Talking with your student about Adventist Christian values and lifestyle, such as appropriate dress, language, jewelry, Sabbath-keeping, and music.
- 2) Photo and Video Recording-use Permission: When you register your student to attend Indiana Academy, you will be asked to sign a Photo and Video Recording-use Permission form. We take many photos and video recordings of our students as they are involved in various activities. We like to use some of these photos and videos to support published articles, television productions and other recruiting tools.

## Accreditation

Indiana Academy is accredited by the Middle States Association of Colleges and Schools, Inc., the Board of Regents of the General Conference of Seventh-day Adventists, and the National Council for Private School Accreditation. All academy teachers are required to carry certification by the Lake Union Conference and/or the State of Indiana. Every effort is made to maintain an instructional program of academic integrity.

## Non-Discriminatory Policy

Indiana Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school, including educational policies, admission policies, and scholarships.

## School Rights

- By signing the document entitled *Enrollment Agreement* when registering, the student agrees to abide by the school rules. And, by the parent(s) also signing an *Enrollment Agreement*, they are giving their consent.
- Indiana Academy administrators reserve the right to request a student to withdraw or be expelled for anything they deem detrimental to IA.
- IA reserves the right to search any dorm room, locker, or vehicle at any time.
- IA reserves the right to question a student at any time without parental consent or presence.
- The Right to Appeal policy is available to parents and student. *(For further information please contact an administrator.)*

# Chapter 2

## Admission Procedure/Finances

### APPLICATION/REGISTRATION PROCESS (for first-time students)

#### APPLICATION STEPS

Students will be considered for application only after all of the following have been received:

- A completed application, including student and parent/guardian personal statement pages and required signatures
- Three recommendation forms
- A transcript release form (An official transcript of grades must be received by the Admissions Office so that admission can be considered.)
- A personal interview with each applicant is conducted as part of the application process. Interviews are either in person or via telephone.

#### REGISTRATION STEPS

Upon acceptance, students will be required to submit the following documents to the Registrar's Office: (These forms are available on our website: [www.iasda.org](http://www.iasda.org).)

- Field Trip Permission Form
- Enrollment Agreements (both student and parent copies)
- Health Appraisal Form, including immunization records
- Continuing Consent to Treatment Form – we can notarize this for you (requires proof of medical and prescription drug insurance coverage)
- Student Technology Use Agreement Form

#### DOCUMENTS TO BRING TO REGISTRATION

Please consult the school calendar for the registration dates. The following documents are required at student registration:

- The completed registration forms (as listed above) Note: Please do not sign the consent to treatment form, if you intend for our staff to provide the notary verification.
- The **ORIGINAL** copy of the student's birth certificate
- The student's signed social security card
- A school record (report card, etc.) for employment identification purposes

At Registration, the Business Office will provide the following forms for your completion:

- W-4 Form
- WH-4 Form
- I-9 Form

Please see our website for copies of the above-mentioned forms and for more information about Indiana Academy

## Indiana Academy Tuition and Rates for 2013-2014 School Year

	Village Student	Dorm Student	International Student <sup>1</sup>	Your Estimate
Tuition	\$10,130	\$10,130	\$15,130	
Dorm	\$ -	\$2,261	\$2,261	
Cafeteria	\$ -	\$2,869	\$2,869	
General Fee <sup>2</sup>	\$550	\$550	\$550	
I-20 Fee	\$ -	\$ -	\$500	
<b>Total</b>	<b>\$10,680</b>	<b>\$15,810</b>	<b>\$21,310</b>	
Estimated Student Labor <sup>3</sup>	-\$2,000	-\$2,000	-\$2,000	
<b>Total Due</b>	<b>\$8,680</b>	<b>\$13,810</b>	<b>\$19,310</b>	
	<i>10-Month Payment plan</i>		<i>Payment</i>	
Registration Payment	\$1,348	\$1,846	\$19,310	
Sept-May Payment	\$798	\$1,296	\$0	
	<i>1 Payment Plan</i>			
Cash Prepayment at Registration (5% discount)	\$ 8,274	\$ 13,147	\$ -	
	<i>2 Payment Plan</i>			
Cash Aug Payment <sup>4</sup> (3% discount)	\$ 4,493	\$ 6,981	\$ -	
Cash Jan Payment <sup>4</sup> (3% discount)	\$ 3,943	\$ 6,431	\$ -	

<sup>1</sup> Foreign Students will pay the full annual costs in advance in order for Indiana Academy to issue the I-20. This payment is not eligible for Early Payment discounts. This amount does not include additional costs or fees associated with attending Indiana Academy. All fees must be paid in US Funds. Please make your check "US Funds".

<sup>2</sup> General Fee includes student services such as secondary student accident insurance, SA dues, boys'/girls' club dues, class dues, school annual, school newspaper, iPad rental fee, iPad Insurance fee. This fee is nonrefundable. The General Fee must be paid in full at or before Registration. No discount or Student Assistance is available from Indiana Academy for the General Fee.

<sup>3</sup> Student labor is an estimate, we can more closely estimate student labor once the student has a job, we know their age and we know their schedule. Students age 14 & 15 earn about \$2000, students 16 and older can earn closer to \$2600.

<sup>4</sup> Students receiving any kind of student assistance (including 5-Way) are not eligible for the early payment discount.

## Other Financial Costs and Policies

### **PAYMENT PLAN FOR PARENTS OR SPONSORS**

In choosing Indiana Academy for your student, you have expressed an understanding of the value Christian Education offers. In order to facilitate receiving the monthly payment on a timely basis, the Indiana Academy Board has determined that all parents will pay by FACTS.



Please log on to the [www.iasda.org](http://www.iasda.org) and look for the **FACTS** link to access the **FACTS** registration information.

#### **APPLICATION FEE** \$50.00

An online application can be found at [www.iasda.org](http://www.iasda.org). A non-refundable fee of \$50.00 must be submitted with each application.

#### **GRADUATION FEE** \$150.00

A graduation fee of \$150.00 (\$15.00 x 10) will be charged to all senior accounts and includes the following: tassel, cap and gown purchase, diploma, graduation weekend programs and other graduation expenses.

#### **CAFETERIA MEAL CHARGES**

Meal tickets are available to all village students, parents, and guests from the Cafeteria Office. We ask that proper arrangements be made prior to sundown on Friday for weekend meals.

**Village Rate**  
Meal Ticket (10 meals) - \$52.50  
Individual Tickets - \$5.50 each

**Parent/Guest Rate**  
Adult - \$5.75  
Child (under 12 years) - \$4.25

#### **SPANISH LAB FEE** \$100.00 due at registration

#### **MUSIC FEES**

(Fees must be paid at registration, if a student auditions for Gracenotes or Keynotes and does not get in, then their fee will be credited to their account)

- **Choralanas** \$20.00 per year
- **Rising Ringers** \$15.00 per year
- **Gracenotes** \$15.00 per year, plus
  - \$55.00 for dress or
  - \$105.00 for tuxedo (unless they already have uniform)
- **Keynotes** \$20.00 per year, plus
  - \$55.00 for dress or
  - \$105.00 for tuxedo (unless they already have uniform)
  - \$14.00 for music folder (unless they already have one)

- **Private Instrument Lessons**

Typically lessons are half an hour and occur once a week. A prepayment of \$320.00 must be paid at the beginning of each semester that lessons are taken, prior to receiving the first lesson. If

a lesson is missed because of a prearranged excused absence or other school related reason, the remaining amount will be credited to the students account.

- **Instrument Rental:** Charge of \$50/semester for rental of school instrument

## **OVERNIGHT DORM STAY**

When guests or village students stay with a dorm student there will be an overnight cost of \$10.00 per night. Make sure the stay is pre-arranged with the Dean and payment is made to the Dean or Business Office.

## **CARE OF SCHOOL PROPERTY**

Parents and students assume full responsibility for personal items lost or damaged on campus, such as refrigerators, computers, cameras, clothing, cell phones, etc.

## **ROOM DAMAGES AND LOST KEY**

Each dormitory student is responsible for damages incurred in their room. Each student will be given a room key when they move in. Upon departure from the school each student must leave:

1. The room clean and in good repair, and a statement from the Dean is submitted to the Business Office certifying the room is in proper order. Any damages will be charged to the students account.
2. The key assigned to the student is returned. There is a \$25 charge per key that is lost or not returned. If the key is returned after the \$25 has been paid, a \$5 refund will be given.

## **WITHDRAWAL/IPAD RETURNS**

- If the student's iPad is not returned to the technology director who issued it, the replacement cost of the iPad will be charged to the account. If the iPad is not returned to the technology director in good condition, there will be a prorated charge to the student's account.
- If a student withdraws, the monthly charge is pro-rated and any additional charge or refund is made.
- Accounts on Financial Assistance – refunds of credits will be returned to the Student Assistance Fund.

## **CREDIT REMAINS**

If a credit remains at the end of the year or at the time the student withdraws, refunds of less than ten dollars (\$10.00) will not be made. If a credit balance is generated due to scholarship (including Student Assistance), the scholarship portion of the credit balance will be returned to the financial aid account and not the student.

## **5-WAY PLAN\***

The 5-Way plan is a matching program between the student (1), parents (2), local church (3), Indiana Conference (4), and Indiana Academy (5) to aid families who have financial needs. Reapplication is necessary *every* year. Applications may be obtained from the academy Business Office. Completed applications, approved by the local church, must be received in the Indiana Academy Business Office by August 10, as funds are limited. They will be awarded on a first come, first served basis. Incomplete applications will be returned.

Late applications may result in reduced subsidy from Indiana Academy and Indiana Conference.

*\* Not available to students receiving denominational educational allowance.*



## STUDENT ASSISTANCE

Student Assistance funds are available, but limited. Student Assistance should be the last option sought. An application is required, and can be obtained from the Business Office. Reapplication is necessary *every* year. Completed applications must be received by Indiana Academy Business Office by August 10. Student assistance is awarded first by an as-needs basis and then on first come, first served basis. Incomplete applications will be denied. Your eligibility to receive these funds will be reviewed by the Worthy Student Committee if you do not meet the following standards:

- Minimum GPA of 2.0 (C Average)
- Citizenship conduct points of 50 or less
- Attendance Grade must be 2.0 or higher
- Work Grade must be 2.0 or higher
- Must work a minimum of
  - 10 hours - 14 & 15 year olds
  - 15 hours - 16 + year olds
- Student must be employed during the summer to help earn money for tuition or complete service hours as specified by the academy.

## SCHOLARSHIPS (Preference is given to members of the Indiana Conference of SDA)

**RECRUITING:** As a new or returning student, you may recruit a new student to attend Indiana Academy and receive a \$400 scholarship to be applied to your account on a monthly basis if:

- The new student did not attend Academy Days
- They did not graduate from an Indiana Conference elementary school during the previous school year
- They name you on the application as the person who was most influential to their decision to attend Indiana Academy.
- The new student must attend the entire school year for you to receive the full scholarship.

**ACADEMY DAYS:** During Academy Days scholarships are awarded to help with the costs associated to attend Indiana Academy. The scholarship will be applied to the account on a monthly basis.

**MULTI-STUDENT DISCOUNT:** When there are multiple students attending Indiana Academy from the same family, a \$700 scholarship is granted each student from that family. This scholarship will be applied to the account of each student, on a monthly basis.

**SUMMER WORK:** Indiana Academy/Indiana Conference will award a scholarship of 25% of the **cash received** from a Seventh-day Adventist youth camp or conference-sponsored summer work program.

**8<sup>th</sup> GRADE GRADUATION:** Indiana Academy awards a \$500 scholarship to 8<sup>th</sup> grade students from each Indiana Conference elementary school (up to three students per school). The scholarship will be applied to the student's account on a monthly basis.

**MUSIC SCHOLARSHIP:** Indiana Academy will award up to six \$500.00 Music Scholarships to new students who show promise of excelling in music. This scholarship will be applied to the student's bill monthly.

**JUDY JORDAN SCHOLARSHIP:** The Indiana Academy Alumni Association awards a \$500 scholarship to a senior female dorm student each year during Alumni Weekend. The Faculty and Staff of Indiana Academy select the female student based on scholarship guidelines.

## **WORK ASSIGNMENTS & STUDENT EARNINGS**

Learning the dignity of work and to work efficiently is an important philosophy of Christian Education. Work is extremely important and we strongly encourage students to work during the summer to help raise their registration payment.

On-campus jobs during the school year will be guaranteed to all dormitory students. Village students under the age of 16 will be given jobs as they are available. For employment purposes, no student may start work without (1) completing the I-9 Form, (2) showing proper ID for the I-9 documentation to the Business Office where copies will be made, see <http://www.uscis.gov/files/form/i-9.pdf> for a list of ID options, most frequently used documents are valid social security card, birth certificate, state issued ID, or passport, and (3) completing Federal and State Tax Forms.

Students will receive work assignments based on the needs of the various departments of the academy. Indiana Academy reserves the right to place a student where the greatest need exists. Though input is sought, all students must accept their job assignment. The final decision regarding student work placement is the decision of the Work Coordinator.

Throughout the school year, students might be asked to work on Sundays to help keep their account current.

The amount a student earns each month will depend on their willingness to work and faithfulness in reporting to work. On school days jobs are limited to 10 hours for 14 and 15 year olds, and 15 hours per week for those 16 years old and up. The amount earned each month is not guaranteed. Earnings are applied to the student's account and cannot be paid in cash. The average amount earned by most students 14 and 15 year olds is \$2000, and for older students it is \$2,600.00 per school year.

All students participating in the work program are expected to complete all assignments and follow instructions given by their work supervisor. If a student is fired from their work assignment as a result of unsatisfactory performance, or a discipline issue, it will be the student's responsibility to locate a new job and report to the Work Coordinator for approval. If this is not possible, the student's future at Indiana Academy could be in jeopardy because of financial considerations.

Students are expected to meet their work obligations and to make arrangements with their work supervisor when they must be absent.

Labor laws are strict on minors who are employed. The government has given Indiana Academy the exception to allow 14 and 15 year olds to work, however there are many restrictions on them. These students are only able to work two hours per day, with some exceptions. An agreement must be signed for those students by the work supervisor, the work coordinator, the student, and the parent. Students who are sixteen or older are able and expected to work more at least three hours per school day.

Tardies and absences from work will be recorded on the student's attendance record.

## **WORK TERMINATION POLICY**

The work study program is to help teach students the important skills of work. The following is the process followed when terminating a student worker.

1. Work supervisor will verbally discuss with student areas of concern. There can be as few as three verbal warnings.

2. If no improvement is seen a written warning, which lists details of problem areas, both the student and supervisor will sign. This may include a time frame for the student to meet expectations. If no improvement is seen, the parents/guardian and work coordinator will be notified as to what is happening.
3. If problem persists, the student will be terminated.

When a student is terminated from their job, they are responsible to find a replacement job. The work coordinator may be contacted to get ideas on where to look for work. When the student is terminated from their job, their parent/guardian is expected to make up the difference in the amount of wages that they are losing for not working.

## **STUDENT TITHE**

The Business Office will deduct 10% labor earnings for students who choose to give tithe. The tithe will be deposited with the Indiana Conference of Seventh-Day Adventists. Annual tax receipts are not available.

## **SECONDARY STUDENT ACCIDENT INSURANCE**

Charges for student accident insurance are included in the General Fee. Coverage for students begins on the first day of school and ends on the last day of school. This is accident insurance only and does not cover illness or previous medical problems.

This program is intended to supplement your family or employer group coverage or plan. It is **NOT** designed to replace your present coverage.

The coverage is for medical bills resulting from **ACCIDENTS ONLY** that take place during supervised and sponsored school activities. An accident is defined as an unexpected, sudden and definable event, which is the direct cause of a bodily injury, independent of any illness or congenital predisposition. Conditions, which result from participation in school activities, do not necessarily constitute an accident. Illnesses, disease, degeneration and conditions caused by continued stress to a particular area of the body, and existing conditions aggravated or exacerbated by an accident, are **NOT** covered.

The plan is excess coverage, and payment is made only after payment has been made by the primary carrier. If you are a member of an HMO/PPO, the proper procedures outlined by that plan must be followed before this coverage has any liability.

Treatment by a licensed practitioner of medicine must begin within **90 days** of the accident. Only expenses incurred within **52 weeks** of the date of the original accident are considered. All bills and insurance information must be submitted within **15 months** of the date of the original accident. Benefits are determined by the **REASONABLE AND NECESSARY** charges for the geographic region.

**If a claim is otherwise payable and it is denied by your family or employer group coverage or plan because your deductible has not been met, this coverage will apply.**

If your son or daughter should be injured in a school activity, report the accident to the Business Manager immediately and obtain an insurance claim form. Follow the instructions on the claim form. The claims are processed by Student Athletic Protection, Inc. of Kalamazoo, MI. If you should have any questions about the claim filing procedure, please call them at 1-800-232-1579.

## **THE FOLLOWING ITEMS ARE NOT COVERED:**

1. Suicide or a suicide attempt while sane or self-destruction or an attempt to self-destroy while sane
2. Riding in a vehicle or device for aerial navigation, except as a passenger in a scheduled aircraft used for transportation of passengers
3. Loss covered by other valid and collectible insurance plan
4. Hernia - in any form
5. Sickness or disease - in any form
6. Fighting, unless as an innocent victim
7. Expense incurred for the use of orthotics unless used exclusively to promote healing
8. Use of electric, biomechanical devices
9. Non-prescription drugs

## **FINANCIAL POLICIES**

The Board Education has adopted certain policies in order to assure the parent/guardian and student a balanced financial program at Indiana Academy.

1. The Entrance Payment needs to be paid in full to attend Indiana Academy at or before Registration.
2. A returning Indiana Academy student cannot enroll in the current year until the outstanding balance from the prior year is paid. Exceptions are only granted by the finance committee.
3. Outstanding balances from family members who attended Indiana Academy must be paid before a student of the same family can enroll in the current year.
4. A service charge of 1½% per month (15% per annum) may be placed on balances that are 60 days or older.
5. Payments are due by the 20<sup>th</sup> of each month.
6. A student with a delinquent account of more than 60 days may be asked to withdraw.
7. A student with a delinquent account will not be permitted to participate on extracurricular trips until the bill is current.
8. A student must have a test permit before any semester tests. Before a student can receive a test permit for semester tests in December and May, the student's bill must be current.
9. Outstanding balances must be paid in full before grades, a transcript, or a diploma is issued.
10. Students who leave Indiana Academy with a balance on their account can be referred for collection activity.

# Chapter 3

## Academic and Graduation Information Diploma(s) Offered and Credit Requirements (Graduation Requirements)

### *Standard Diploma (21 units)*

<u>Freshman Year</u>	<u>Sophomore Year</u>	<u>Junior Year</u>	<u>Senior Year</u>
Bible 9	Bible 10	Bible 11	Bible 12
English 9	English 10	English 11	English 12
Algebra I or Pre-Algebra	Geometry (or Algebra I)	One unit of Science	U.S. Government
Integ. Physics/Chemistry	Biology	U.S. History	Economics
Computer Appl. I & II	World History		½ unit of Applied Arts
Physical Education	Health	<u>Suggested Electives</u>	
Intro to Technology	Physical Education	One unit of Math	<u>Suggested Electives</u>
		Fine Arts	Physics or A&P
<u>Suggested Electives</u>	<u>Suggested Electives</u>	Acrobatics	One unit of Math
Fine Arts	Fine Arts	Spanish I	Fine Arts
Acrobatics	Acrobatics		Acrobatics
			Desktop Publishing
			Videography
			Spanish I or II

### *College Preparatory Diploma (25.5 units) Minimum GPA 2.75*

<u>Freshman Year</u>	<u>Sophomore Year</u>	<u>Junior Year</u>	<u>Senior Year</u>
Bible 9	Bible 10	Bible 11	Bible 12
English 9	English 10	*English 11	*English 12
*Algebra I	*Geometry	*Algebra II	*Pre-calculus
Integ. Physics/Chemistry	*Biology	*Chemistry	Physics or *A & P
Computer Appl. I & II	*World History	*U.S. History	U.S. Government
Physical Education	Health	Spanish I	Economics
Intro to Technology	Physical Education		*Spanish II
		<u>Suggested Electives</u>	½ unit of Applied Arts
<u>Suggested Electives</u>	<u>Suggested Electives</u>	Fine Arts	
Fine Arts	Fine Arts	Acrobatics	<u>Suggested Electives</u>
Acrobatics	Acrobatics		Fine Arts
			Desktop Publishing
			Acrobatics
			Videography

\*Denotes possible Honors courses

## Graduation Requirements Indiana Academy

	<b>College Preparatory Diploma (minimum GPA 2.75)</b>	<b>Standard Diploma</b>
<b>Bible</b>	4 units	4 units
<b>English</b>	4 units	4 units
<b>Mathematics</b>	4 units (Algebra I, II, Geometry & Pre-calculus)	2 units
<b>Science</b>	4 units (Integrated Physics & Chemistry, Biology, Chemistry, and Physics or A & P)	3 units (Integrated Physics & Chemistry, Biology, and one additional unit of Science)
<b>Social Studies</b>	3 units (World History, U.S. History, Government/Economics)	3 units (World History, U.S. History, Government/Economics)
<b>Modern Language</b>	2 units	
<b>Applied Arts</b>	1 unit	1 unit
<b>Computers</b>	1 unit	1 unit
<b>Health</b>	.5 units	.5 units
<b>Physical Education</b>	1 unit (4 semesters)	1 unit (4 semesters)
<b>Fine Arts</b>	1 unit	1 unit
<b>Electives</b>		.5 units
<b>TOTAL:</b>	<b>25.5 units</b>	<b>21 units</b>

- Only courses in which a student has earned a grade of “C-” or above may count toward a College Preparatory diploma.
- The College Preparatory diploma meets the “Core 40” requirement of the State of Indiana.
- Students completing the College Preparatory diploma with a minimum of six honors courses will receive a College Preparatory diploma with honors.

**Course Descriptions:** For a complete listing of Course Descriptions please go to [www.iasda.org](http://www.iasda.org).

**Description of Credit System:** IA grants academic credit based on the Carnegie Unit system. One semester course earns .5 of a Carnegie Unit.

## **Academic Probation**

The parameters for academic probation are as follows: at least one failing grade and/or a current grade point average of 1.5 or lower.

## **Academic Recognition**

Indiana Academy is committed to the ideal of academic excellence within a Christian fellowship. It should be recognized, however, that grades are only one indication of student achievement and that undue emphasis on grade point average is not in harmony with our stated philosophy. There are times, however, when it is felt proper to take note of student scholastic achievements.

Graduation honors are based on all grades at the conclusion of the final semester of the senior year. Seniors with a cumulative grade point average of 3.75 and above will graduate with high honors. Students with a cumulative grade point average of 3.50 to 3.74 will graduate with honors.

## **Acceleration**

Indiana Academy requires the completion of grades 9-12 for graduation. Although it is not encouraged, it is occasionally possible for students of exceptional academic ability and emotional maturity to obtain a waiver to this requirement. Students and parents who desire to pursue this option need to be aware of the following guidelines:

- 1) The student and his/her parents must request to accelerate, in writing, no later than the end of the first semester of the student's sophomore year in school.
- 2) No student will be considered unless a minimum cumulative GPA of 3.75 has been maintained.
- 3) Evidence of exceptional ability on national achievement tests is also required. Scores should consistently be in the 90<sup>th</sup> percentile or above.
- 4) The student must exhibit observable emotional maturity so the faculty can recommend the increased pressure of such a rigorous program.
- 5) The student must meet all requirements for graduation and can only graduate with a Standard diploma.

Any student not granted acceleration status who intends to make arrangements for the completion of his high school work outside of the academy program will not be granted privileges traditionally extended to seniors.

If you are interested in your student accelerating, you need to submit a request to the Academic Standards Committee.

## **Auditing of Courses**

Any student auditing a course will not receive credit, and should not expect to receive credit, for the class. However, students are expected to complete the homework and tests for the course, and all behavior and attendance standards apply as in regular classes. Continuing in the class on an audit basis will be at the discretion of the respective teacher. The tenth week of the semester is the deadline for changing from credit status to audit status in any course.

## **Class Availability**

Students will be registered for a given class or class section on a first-come, first-served basis. As a rule, elective classes will not be taught for fewer than four students.

## **Class Load**

A minimum of 5 units of class work generally constitutes a full load. Requests to drop below four core courses per semester must be approved by the Academic Standards Committee and the student's parents/guardians.

## **Class Schedule - IA School Day**

IA uses a block schedule that allows for 80-minute classes that alternate on an every-other-day basis.

## **Class Standing Requirements**

### ***Senior Standing:***

To be eligible to join and continue in the senior class, students must meet the following requirements:

- Have at least 17 credits and be currently taking at least an additional 5 credits required for graduation
- Have all official transcripts (those verifying the 17 credits, which indicate senior standing) into the registrar's office by Fall registration
- If the transcripts are not in by this time, the student's class status will be changed to concur with the number of verified credits.

### ***Junior Standing:***

To be eligible to join and continue in the junior class, students must meet the following requirements:

- Have at least 11 credits and be currently taking an additional 5 credits required for graduation
- Have all official transcripts of previous work completed in other schools in the registrar's office

### ***Sophomore Standing:***

To be eligible to join and continue in the sophomore class, students must meet the following requirements:

- Have at least 5 credits and be currently taking at least an additional 5 credits required for graduation
- Have all official transcripts of previous work completed in other schools in the registrar's office

### ***Freshman Standing:***

To be eligible to join and continue in the freshman class, students must meet the following requirements:

- Have enrolled for, and be currently taking, at least 5 credits required for graduation
- Must produce evidence of satisfactory completion of the eighth grade



## **Classes - Drop/Add Process**

Students will select their programs of study in counsel with the registrar.

- During the first two weeks of any semester, students may add or drop classes with advisement and parent permission when it alters the student's graduation track.
- Dropping classes between the third and the tenth week of each semester requires parental permission, and must be approved through the Academic Standards Committee.
- Students who are approved to drop a class after the initial two weeks will receive a grade of WP (Withdrew, Passing) or WF (Withdrew, Failing).
- After the tenth week, students are not allowed to drop any class.

## **College Requirements**

Students who anticipate entering college should be aware that many colleges are increasing their entrance requirements. Students are advised to check with any specific college in which they have interest to determine their entrance requirements and select high school courses accordingly.

## **Correspondence and Summer School Work**

It is the expectation of Indiana Academy that while a student is enrolled at IA all necessary coursework is to be completed through IA. Extenuating circumstances, such as schedule conflicts, the need to repeat a course due to failure, etc., would be considered as exceptions to this policy.

- All correspondence and/or summer courses for all students must be pre-approved by the Academic Standards Committee.
- All courses must be completed within the time frame stated by the Committee. If these courses are not completed on time, the student must submit a request for approval from the Academic Standards Committee for an extension of time.
- All seniors must have all correspondence course work completed with an official transcript submitted to the IA registrar no later than the beginning of the second semester of their senior year.
- Correspondence work is to be taken from the Independent Study Division of Indiana University or Griggs University and International Academy. Exceptions must be granted by the Academic Standards Committee.

## **RenWeb**

Indiana Academy subscribes to RenWeb, an internet-based resource designed to enhance communication between students, parents, and teachers. Secure online accounts are available for each student and his/her parents, so they may access current grades, homework assignments, attendance, course specific files, etc.

Grades are updated on RenWeb at least every two weeks. Students and parents are strongly encouraged to utilize this resource on a regular basis.

Instructions and access information for RenWeb will be provided during student registration. RenWeb can be accessed at [www.renweb.com](http://www.renweb.com). Parents and students can access through ParentsWeb.

## Grading System

The school year is divided into two semesters.

- Permanent grades are given at the end of each semester for each class in which the student is enrolled.
- Interim progress reports are issued three times within a semester. These interim progress reports do not carry final academic significance, but are issued in order to inform the student and parents of academic progress to that point.
- The final semester grade is comprised of all of the student's class work during that semester, including the final examinations, which are administered at the end of the semester.
- One progress report and the semester grade period also include attendance, citizenship, and work grades.
- Indiana Academy believes that any student who has a good attendance record in a class and is working to his/her full potential to complete the coursework should receive no grade less than a D- for that class.
- The grading system used at Indiana Academy is the standard grading system with +/-, as follows:
  - A = excellent
  - B = above average
  - C = average
  - D = below average
  - F = failure
  - I = unavoidable incomplete; may be raised to any grade
  - WP = withdrew, passing
  - WF = withdrew, failing
  - AU = audit
- The following percentages constitute the standard grading system:

Percentage	Grade	Points
98 – 100	A+	4.00
93 – 97	A	4.00
90 – 92	A-	3.67
88 – 89	B+	3.33
83 – 87	B	3.00
80 – 82	B-	2.67
78 – 79	C+	2.33
73 – 77	C	2.00
70 – 72	C-	1.67
68 – 69	D+	1.33
63 – 67	D	1.00
60 – 62	D-	.67
0 – 59	F	.00

## **Graduation Policy**

In order to graduate from Indiana Academy, a student must complete all requirements for either the Standard Diploma (21 units) or College Preparatory diploma (25.5 units). *(See specific graduation requirements in the Academic and General Information section.)*

In order to graduate and receive a diploma from Indiana Academy, a student must be in attendance for his/her final semester. Transfer students are subject to verification of transfer credits and must fulfill IA graduation requirements.

Any student reaching the conclusion of his/her senior year with graduation requirement deficiencies will be given two years to complete these deficiencies in order to receive an Indiana Academy diploma. Participation in graduation exercises is available only to students who have completed all requirements for graduation, including the final semester of their senior year.

## **Honor Roll/Principal's List**

- Students are placed on the Honor Roll if their GPA is 3.25 or above.
- Students are placed on the High Honor Roll if their GPA is 3.50 or above.
- Students are placed on the Principal's List if their GPA is 3.75 or above.
- These lists are posted at the end of each nine-week grading period and each semester.

## **Honors Program**

The IA Honors Program has been established to challenge and motivate young people academically and to encourage them to pursue post-secondary education. Students taking courses for honors will be required to complete extra assignments, create projects, make presentations, etc., as required by each individual teacher.

Minimum course requirements will be established by the individual teachers. If by the nine-week period of the semester a student is not meeting the honors requirements, he/she will be dropped from honors in that course.

Students will be allowed to complete only three honors courses per school year.

Honors courses are identified in the *Academic and General Information section*.

## **"Incomplete" Policy**

An Incomplete in a class can be given for any grading period in which a student is missing assignments in that class. The teacher must turn in a letter grade to the registrar within two weeks of the submitted Incomplete grade. Any exceptions to this policy must be considered by the Academic Standards Committee.

## Late Work Policy

- According to the IA excused absence attendance policy, students are given one day to turn in make-up work for every day missed.
- Unless otherwise stated in a teacher's syllabus, no other late work will be accepted.
- Any assignments missed due to an unexcused absence are not accepted.

## National Honor Society

In 1960, a local chapter of the National Honor Society was established at Indiana Academy. The name of this chapter is CIOWOL, which is an acronym for "Christ is Our Way of Life".

- Membership in the National Honor Society is an honor and a responsibility.
- Membership is open to juniors and seniors who have attended IA for the equivalent of one semester and who have a cumulative grade point average of 3.25.
- Students do not apply for membership to the National Honor Society; they are selected by the Faculty Council. The criteria for selection are Scholarship, Character, Service, and Leadership.
- For further information, please contact the school principal or local NHS chapter adviser for a copy of the document entitled *National Honor Society Membership: A Guide for Parents and Students*.

## Parent-Teacher Conciliation Procedure

On occasion, problems may arise between parents and teachers. The following conciliation process is the procedure we follow and is based on Matthew 18 and 1 Corinthians 6:

- **Step 1:** The parents should first talk with the teacher involved and attempt to resolve the problem on an informal basis.
- **Step 2:** If the problem is not solved, the parent then asks the school principal to help resolve the problem on an informal basis. (This step would be skipped if the teacher is also the principal.)
- **Step 3:** If the problem is not resolved on the school level, the parent then contacts the superintendent of schools who will attempt to resolve the problem on an informal basis. If the problem warrants it, the superintendent of schools may consult with the school board chairman (President of Indiana Conference).
- **Step 4:** If the problem is still not resolved, the school board chairman will convene a formal meeting of either the school board's executive/personnel committee or full school board, depending on the procedures adopted by the school board for such situations.
- **Step 5:** If the parent is not satisfied with the results of the preceding step, the matter shall be referred to the Indiana Conference K-12 Board. Their decision shall be considered to be final.

## Repeating a Course

If a student repeats a course, it is recommended that the higher of the two grades stand as final on the transcript.

## Special Education

While every effort is made to meet the academic needs of our students, special education is not part of the curriculum of Indiana Academy. Admission of students with pre-established Individualized Educational Programs from the public school setting will be determined on a case-by-case basis.

## Testing

Final exams are conducted during the last week of each semester (in December and May). A grade of “zero” will be assessed for any missed final examination.

- Families need to be certain that travel plans, etc., do not interfere with these important examinations.
- A regular program of standardized tests (ITED) is administered each year. These achievement and aptitude tests are for the guidance of the student, parents, and the school. They should not be looked upon as absolute indicators of student ability or potential.
- Students and parents are welcome to contact the school for help in interpreting these results and their meaning.
- Indiana Academy has been designated as a Sunday testing center for the Scholastic Aptitude Test (SAT) and the American Collegiate Testing (ACT) Service. These tests are provided as a service for IA students, as well as members of the community.
  - There is a cash charge for students taking either of these tests.
  - It is the responsibility of the student and his/her parents to register and pay for these tests through the online registration process.
- Indiana Academy is a testing center for the PSAT exam.
  - Juniors are required to complete the exam at the school’s expense
  - Sophomores may complete the exam if they wish
- Indiana Academy is not required to administer ISTEP (Indiana State) testing.
  - Students choosing to transfer to any school requiring ISTEP testing should be aware that the ISTEP requirements will be applicable to them in their new school setting.

## Transfer of Credits

Indiana Academy typically accepts transfer credits from approved accredited sources.

- The acceptance of credits from non-accredited school settings will require submission of the following documentation for each potential transfer course:
  - A detailed course outline, including concepts covered
  - Textbook information (title, publisher, edition number, publication date)
  - Description of assessment methods
  - Grading scale
  - Submitted materials will be reviewed by the Academic Standards Committee.
    - Granting of credit(s) is subject to Committee approval.

## **Transcripts**

Transcripts of grades will be furnished to each graduating senior's college(s) of choice upon request. *No final transcript or diploma will be released unless the student's account is paid in full.*

***The policies of the Lake Union Educational Department will be followed when making decisions regarding the above issues.***

## **Graduation Weekend**

All freshmen and sophomores are requested to leave the school residence upon completion of their final exams (in May) in order for rooms to be available for parents and guests of the graduating class. If freshmen and sophomores have immediate relatives graduating, or have been requested by their work supervisors to work during the final weekend, they may make arrangements with their respective deans to stay through graduation.

All current students (including 9<sup>th</sup> and 10<sup>th</sup> graders) must remain under school policies and guidelines until 10-month employees are finished every year. *This includes graduation weekend.*

The standard discipline policy after final exams are completed is that students cannot participate in organizations (for first semester of the next year) that represent the school, if flagrantly flaunting school guidelines. In addition, such students cannot run for class office during the first semester of the next year. If the students are juniors and seniors, they would be in jeopardy of not marching during graduation weekend ceremonies.

All juniors and seniors are required to stay through the graduation weekend and participate as required by the school administration. Furthermore, all juniors and seniors who reside on campus are required to remain on campus from Friday evening supper through graduation Sunday, unless being checked out to a parent/guardian. Dorm students will be required to stay overnight in the dormitories during graduation weekend.

Participating in a graduation ceremony is a privilege, not a right. Students are expected to comply with school rules and requirements throughout the graduation weekend. As stated above, freshmen and sophomores returning to visit for the weekend should also expect to align themselves with school policies and rules.

# Chapter 4

## Attendance

### General Information

- Attendance is required for all students of Indiana Academy each day to facilitate success.
  - This includes classes, chapel services, work assignments and music performances and lessons.
  - Each day a list of tardies/absences for the preceding two days will be posted outside the Library.
  - It is the student's responsibility to daily check their attendance. Failure to do so will not reverse a student's placement on attendance restriction, even in the case where an unexcused absence or tardy is later changed to excused.

### Administration of Officially Excused Absences

- The Principal, Registrar, Attendance Officer and Deans have all been delegated the authority to officially excuse absences.
- Work supervisors may excuse their own workers in case of emergency or upon prior administrative approval.
- Students whose off-campus work requires that they miss chapel must provide documentation from their employer, and must leave campus immediately after class dismissal.

### Attendance Policy Definitions

- **Administrative Absences**
  - These include the following areas:
    - music/outreach tours
    - field trips
    - work substitution, etc.
  - When a student is required by the administration to miss appointments, these absences will be so indicated on the student's permanent attendance record.
  - Absences that occur because of suspension will be recorded as a suspension absence.
- **Tardiness**
  - A student missing up to the first 10 minutes of class or work is considered tardy.
  - A student missing more than 10 minutes of an assigned class or work is considered absent for the entire class.
- **Excused Absences/Tardies**
  - An absence/tardy is excused by the administration if the student provides verification from the parent, legal guardian, or staff member stating one of the following as the reason for the absence/tardy:
    - Illness of the student (verified by parent or dean)
    - Death in the family

- Mandatory court appearance
- Unavoidable medical or dental appointments (verified in advance)
- Parent initiated absences arranged in advance and subject to the approval of the Administrative Committee
- Impassable/unsafe roads
- Emergencies
- An excuse can be authorized only by the Attendance Officer.
  - Excuses must be turned in to the Attendance Officer within two school days following the student's return to class.
  - After two days, absences or tardies automatically become unexcused.
- **Unexcused Absences/Tardies**
  - An unexcused absence occurs when a student misses a class or work without valid excuse.
    - Leaving an assigned classroom without permission, or leaving with permission but not returning is also considered an unexcused absence.
    - Make-up work is not allowed for unexcused absences.
    - An unexcused tardy occurs when a student is late for class without valid excuse.
      - ❖ Any class work missed due to an unexcused tardy cannot be made up.

### **Make-up Work for Excused Absences**

- Students will have the opportunity to make up work missed if the absence is excused.
  - The student is responsible to obtain make-up work from the teacher and complete the work to the satisfaction of the teacher.
- The number of days to turn in make-up work is the equivalent of the days missed. In other words, one day missed = one day to turn in make-up work.
- If the absence is unexcused, make-up work will not be allowed.

### **Work**

- The student is required to make arrangements with their supervisor for absences and a supervisor-approved work substitute found if required by the supervisor.

### **Special Family Vacations**

- It is requested that, whenever possible, family vacations be taken during regularly scheduled home leaves.
- Please petition the Administrative Committee for exceptions at least one week in advance.
- Even when attendance exceptions are granted and homework is made up, absences are recorded.

### **Attendance Discipline**

#### **Definitions:**

- Room bound: Any dorm student placed on room bound restriction is allowed out of his/her respective dorm room for chapel, classes, work, and meals only.



- Off-campus bound: Any village student placed on off-campus bound restriction is allowed on campus for chapel, classes, work, and meals only. (See the Attendance Officer for further details.)

### ***Attendance Discipline Policy***

- **Step 1:** During the course of a nine-week period, if a student receives a minimum of two unexcused absences or the equivalent (any 3 unexcused tardies = 1 unexcused absence), the following will happen:
  - Student will be room bound (for dorm students) or off-campus bound (for village students) for one week.
  - Student will lose 5 conduct points.
- **Step 2:** During the course of a nine-week period, if a student receives a minimum of four unexcused absences or the equivalent, the following will happen:
  - Student will be room bound or off-campus bound for two weeks.
  - Student will lose 10 conduct points.
- **Step 3:** During the course of a nine-week period, if a student receives a minimum of six unexcused absences or the equivalent, the following will happen:
  - Student will sign an Attendance Contract that he/she will agree to follow explicitly. *(The Attendance Contract will state that the student will be subject to immediate expulsion if he/she has more than four additional unexcused absences for the remainder of the semester.)*
  - Student and parents will receive a copy of the Attendance Contract.
  - Student will be room bound or off-campus bound for three weeks.
  - Student will lose 15 conduct points.

### **Excessive Absences: Course Grade Policy**

- Students may not be absent, excused or unexcused, for more than eight class periods in a specific course within a semester.
- After the eighth absence in any given class, school administration will hold a conference with the student and parent to determine whether the student should receive credit for the affected class, and whether or not the student should remain in school.
- A grade of “FA” (Failure due to Absences) may be given in such circumstances.

### **Unexcused Absences: Attendance Grade Policy**

The policy below is for each quarter of the school year. The student begins with a clean slate at the beginning of each quarter. The unexcused absence totals reflect the combination of all absences from all courses.

<b>Unexcused Absence Total</b>	<b>Grade</b>
0	A
1	B+
2	B
3	B-
4	C+
5	C
6	C-
7	D+
8	D
9	D-
10	F

### **Late Enrollment Policy**

New Students are considered for enrollment in school during the first two weeks of the semester only, except in the case of transfer students.

# Chapter 5

## Anything with Wheels

### Vehicle Guidelines: Dorm Students

- The purpose of a student bringing a vehicle to school is to facilitate that student's transportation to and from home.
- The vehicle is to be locked after the student arrives and is to remain locked at all times while on campus.
- The car should be kept free of contraband and may be searched at any time.
- Indiana Academy maintains a "closed campus" policy. Students may not use vehicles without specific permission of administration or deans.
- All students, will be asked to give all sets of keys and license plate to the dean immediately upon arrival on the campus and turn in their license plate.
- Vehicles will be parked in assigned areas for the students. Boys' Dorm parking area is between the cafeteria and the west dorm. Girls' Dorm parking area is the parking lot in front of the dorm.
- All students with vehicles must fill out a vehicle registration form.

### Vehicle Guidelines: Village Students

- Students will not transport any other student without specific permission of school administration and of the parents of the student driver and the passengers. *See additional information under Leaving Campus (Campus Leave Protocol Policy).*
- The car should be kept free of contraband and may be searched at any time.
- Vehicles will be parked in assigned areas for the students. Village student parking areas are the Music Building and Gym parking lots.
- No students are to loiter in the parking area or sit in cars. All Indiana motor vehicle laws are to be obeyed, and extreme caution is to be used while driving on or near academy property.

### Vehicle Points System

Students lose driving privileges unless/until the Administrative Committee reinstates permission.

Vehicle infractions include, but are not limited to, the following:

- Taking vehicle off campus without permission
- Reckless driving, including excessive speed, "laying rubber," doing "do-nuts," unauthorized riders in vehicles, parking in unauthorized areas, village students leaving campus without permission during the school day other infractions deemed inappropriate by school administration.

## **Bicycles, Skate Boards, Roller Blades, Unicycles**

Students may bring bicycles on campus and ride in designated areas.

- No off-campus riding is permitted unless it is with an organized and chaperoned group.
- No one is to ride someone else's bicycle without the permission of the owner.
- Bicycles must be stored in designated areas, as designated by the deans.
- A bicycle, if brought, is solely at the risk of its owner.
- The school accepts no responsibility for loss, damage, or injury.
- Students are required to wear helmets while riding.

Skate boards are not allowed anywhere on Indiana Academy property.

- They are not allowed in the dorms or on any school vehicle.

Roller blades are allowed for use outdoors.

- No rollerblading is allowed inside any building.
- A proper safety helmet, elbow pads, wrist guards, and kneepads must be worn.
  - If these items of safety equipment are not worn, the student will not be allowed to use roller blades.

# Chapter 6

## Cell Phone/Electronics Policy

The electronic device discipline policy applies to, but is not limited to, any improper usage of computers, cell phones, audio devices, gaming devices, and iPads. This policy, including assessment of fines, applies to both village and dorm students. All students and their parents will be required to read and sign an Acceptable Use Policy regarding school computers, Internet, etc. The following is a systematic process for dealing with infractions of these outlined policies:

### Computer and Internet Usage:

- No student may bring a computer on campus with the exception of the senior privilege.
- All students are assigned unique computer IDs and passwords given by the IT manager. *The students will not share their ID or password at any time.* Doing so will result in the suspension of computer privileges and disciplinary action.
- All internet sites visited by the student are recorded by date, time and ID. The IT manager may review computer logs.
- Indiana Academy has an internet filter that blocks most harmful internet sites. However, the student must **not purposefully view inappropriate material** such as pornography and any other sites not in harmony with the Christian principles of Indiana Academy.
- Students agree not to bypass security protocols, hack passwords or be involved in any activity to disable hardware or software (i.e. proxies).
- Students **will not load any software** on Indiana Academy computers unless approved by administration.
- All student computers activity may be monitored and recorded (i.e. email, internet, etc.).
- Computers in the computer lab and library are provided to students for education and communication purposes.
- Games, cartoons, and other forms of entertainment are not allowed during school hours.
- Students who are not using a computer, or are not using the computer wisely, may be asked to leave the library or computer lab.

### Cell Phone/Other Media Device Usage:

- Electronics devices are not to contain any movies or other inappropriate content of any type. Inappropriate content is anything that to any degree represents values, behaviors, or language not allowed on campus.
- Internet access must be blocked on all electronic devices, including cell phones. Wi-Fi access of the school's filtered internet is allowed through electronic devices. Only seniors are allowed phones that have data plans.
- Students are responsible for all content on electronic devices, regardless of how it was placed on the device. In other words, the student is responsible even if a friend or family member placed the content upon the device.

- IA reserves the right to search all electronics devices, including but not limited to all data and information stored or recorded thereon, brought on campus or to school-sponsored off-campus activities by students.
- Students may not bring televisions, video players, DVD players, gaming systems etc. on campus.
- All approved media devices are allowed **in the dorm only**. Exceptions include senior student laptop computers (as part of the senior privilege policy), iPads and cell phones, according to the policies listed above.
- Cell phones may only be used in the administration building lobby and the air locks.
- Cell phone use as part of a student's campus job will be allowed only if approved by the work supervisor.
- Confiscated phones will be held by the deans for dorm students or by administration for village students during school hours.
- Village students using phones during church (while sitting with IA dorm students) will receive the consequences as outlined below for using cell phones during restricted times.
- Personal listening devices may be used during fitness times, such as when running/walking on the track or in the gym or working out in the weight room.
- Permission to bring and/or guidelines for usage of electronics devices on school trips will be determined by the sponsor in conjunction with Administration. Students should not bring a device on the trip unless the sponsor has explicitly stated it is allowed.
- Please see the Music-Content section of this handbook for further information.

### **Discipline**

- The first violation of this policy will result in loss of citizenship points and disciplinary action, and the possibility of the loss of the electronic device.
- The second violation of this policy will result in loss of citizenship points and disciplinary action, and confiscation of the electronic device for the remainder of the school year, and any other similar electronics devices subsequently brought on campus without prior approval, for the remainder of the year.
- Any student found to be using his/her cell phone, iPad or electronic device during restricted times (work, class, religious meetings, in the Administration Building) will face the following consequences:
  - The first offense will result in loss of the device for one week and loss of 5 conduct points.
  - The second offense will result in loss of the device for two weeks and loss of 10 conduct points.
  - The third offense will result in loss of device privileges for the remainder of the school year and loss of 20 conduct points.
- Any deception regarding cell phone use (i.e., lying about having a phone, hiding a phone, keeping a SIM card, having a data plan and other infractions determined by the Administration Committee) will result in loss of cell phone privileges for the remainder of the school year.

### **iPad Acceptable Use Policy**

Indiana Academy has, through generous donations and fundraising, implemented a school wide iPad program to enhance academics through the use of technology. Each student will be issued an iPad with predetermined applications (Apps) installed.

Each IA student and their parents are required to review this document, as well as sign the accompanying agreement to protect the hardware and software inherent with this technology. Technology resources at

Indiana Academy are provided for the purpose of supporting the educational mission of the school. Indiana Academy's goal in providing the iPad is to promote educational excellence: by facilitating resource sharing, innovation, research, creativity, communication, increased productivity, and mobile learning.

Use of these technologies is a privilege that carries responsibility and behavioral expectations consistent with all school rules and policies, including but not limited to those stated in the Student Source Book. It is understood that members of the Indiana Academy school community will use all types of computing devices and the School's network in a responsible, ethical, and legal manner at all times. Indiana Academy retains sole right of possession of the iPad and related equipment. The iPad will be issued to students according to the guidelines set forth in this document. Indiana Academy retains the right to collect and/or inspect the iPad at any time, and to alter, add, or delete installed software or hardware.

## **1. iPads**

### **1.1 Receiving Your iPad**

iPads will be distributed at the beginning of the school year during "iPad Orientation." Parents & students must sign and return the iPad Acceptable Use Policy and Pledge documents before the iPad can be issued to the student.

### **1.2 iPad Check-in**

iPads will be returned during the final week of school.

Students who transfer, withdraw, or expelled from IA during the school year, must return the iPad to the academy upon their departure.

### **1.3 Check-in Fines**

If the student fails to return the iPad per section 1.2, a market value replacement charge will be assessed and is due to be paid within 7 days. Failure to return or pay the iPad may result in a theft report being filed with the local Police Department. If a student fails to return the iPad at the end of the school year or upon termination of enrollment at IA, that student will be subject to criminal prosecution or civil liability. Furthermore, the student will be responsible for any damage to the iPad, consistent with the School's iPad Protection plan. The student will be charged a fee for any needed repairs, not to exceed the replacement cost of the iPad.

### **1.4 Replacement Cost**

If the iPad needs to be replaced by the student the cost will be calculated as:

Cost of a new iPad – (x/4 Cost of a new iPad), where x is the age of the iPad in years

## **2. TAKING CARE OF YOUR IPAD**

Students are responsible for the general care of the iPad they have been issued by the school. iPads that are broken or fail to work properly must be taken to the Technology Office for an evaluation of the equipment.

### **2.1 General Precautions**

- The iPad is school property and all users will follow this policy and the IA acceptable use policy for technology.
- Cords and cables must be inserted carefully into the iPad to prevent damage.  
iPads must remain free of any writing, drawing, stickers, or labels that are not the property of Indiana Academy.
- iPads must never be left in an unlocked locker, unlocked car, school cubby or any unsupervised area.
- Students may not use "skins" to "personalize" their iPads.

## **2.2 Carrying iPads**

The protective cases provided with the iPads have sufficient padding to protect the iPad from normal treatment and provide a suitable means for carrying the device within the school. The guidelines below should be followed:

- iPads should always be within the protective iPad case and should never be removed from the case.
- Avoid placing too much pressure and/or weight (such as folders and workbooks) on the iPad screen.

## **2.3 Screen Care**

The iPad screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the iPad when it is closed.
- Do not place anything near the iPad that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Clean the screen with a soft, dry cloth or anti-static cloth. Use eye glass cleaner only. See page 35 in Chapter 2 of the iPad Users Manual ([http://manuals.info.apple.com/en\\_US/ipad\\_2\\_user\\_guide.pdf](http://manuals.info.apple.com/en_US/ipad_2_user_guide.pdf)) for more information.
- Do not “bump” the iPad against lockers, walls, car doors, floors, etc as it will eventually break the screen.

## **3. USING YOUR IPAD AT SCHOOL**

iPads are intended for use at school each day. In addition to teacher expectations for iPad use, school messages, announcements, planners, calendars and schedules may be accessed using the iPad. Students must be responsible to bring their iPad, fully charged, to all classes, unless specifically instructed not to do so by their teacher.

Students who repeatedly (three or more times in a quarter) fail to bring the iPad to school or maintain a fully charged battery may lose the privilege of the iPad for a time to be determined by the principal.

### **3.1 iPads Left at Home or in the Dormitory**

If students leave their iPad at home or in their dorm rooms, they are responsible for getting the course work completed as if they had their iPad present. They will not necessarily be allowed to leave class to go and get their iPad. Loaner iPads will not be available to students who forgot to bring their iPad to class or failed to charge their iPad. Borrowing another students' iPad to use is strictly prohibited.

### **3.2 iPad Undergoing Repair**

Loaner iPads may be issued to students when their assigned iPads has been sent for repair.

### **3.3 Charging Your iPad's Battery**

iPads must be brought to school each day in a fully charged condition. Students need to charge their iPads each evening. This may take up to 5 hours to fully charge the iPad. With ten hours of battery life it will not be necessary to charge it during the school day.

### **3.4 Passwords**

iPads will be password protected. Each student will be given a unique password. This password will be kept on record with the technology department and may not be changed without school permission. Students are prohibited from sharing this password with anyone else except their parents. “Auto-Lock” must stay set at 15 minutes, and “Password Lock” must stay on.



### **3.5 Screensavers/Background photos**

If the student chooses a personalized wall paper, it must be appropriate within the guidelines of Indiana Academy as defined in the student Source Book.

### **3.6 Photos**

Storage space for photos is very limited and should be used primarily for school projects.

### **3.7 Sound, Music, Games, or Programs**

- Students may not download music from iTunes or any other music sharing site as iTunes will be disabled. Attempts to enable any applications that the school has disabled are strictly prohibited.
- Music is only allowed on the iPad if provided by the teacher for educational use.
- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Non-educational games are not allowed on the iPads.
- The ability to delete apps or install new apps is disabled. All apps must be installed by Indiana Academy technology department.

### **3.8 Printing**

Limited printing will be available with the iPad. Students will be given information and instruction on printing with the iPad at school on designated printers around campus. Students are encouraged to limit printing and to view documents on the screen.

### **3.9 Home Internet Access**

Students are allowed to set up wireless networks on their iPads to assist them with iPad use while at home. Printing at home will require a wireless printer, proper settings on the iPad and the correct app. Parents will be responsible to guide internet usage at home, and the student will be responsible for any material that is downloaded at home and brought to school. If the material is inconsistent with IA standards, the student will be held accountable.

## **4. MANAGING YOUR FILES & SAVING YOUR WORK**

### **4.1 Saving Work on the iPad**

It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. iPad malfunctions are not an acceptable excuse for not submitting work; therefore, students should back up all work.

### **4.2 Network Connectivity**

Indiana Academy makes no guarantee that the school wireless network will be up and running 100% of the time.

## **5. SOFTWARE ON IPADS**

### **5.1 Originally Installed Software**

IA will synchronize the iPads to contain the necessary Apps for school work. Students will not synchronize iPads or add Apps through a personal iTunes account. The software/Apps originally installed by IA must remain on the iPad in usable condition and be easily accessible at all times. From time to time the school may add or modify software applications for use in a particular course.

Periodic checks of iPads will be made to ensure that students have not removed required Apps and/or synced to a personal iTunes account. If a student desires to download an app to assist in educational purposes, they must obtain written permission from their instructor and bring the iPad to the IT director for installation.

### ***5.2 Inspection***

Students may be selected at random to provide their iPad for inspection.

### ***5.3 Procedure for re-loading software***

If technical difficulties occur or illegal software (non-IA iTunes Apps) is discovered, the iPad will be restored from backup. The school does not accept responsibility for the loss of any software or documents deleted due to a re-format and re-image. In this event, the student may lose the privilege of iPad use.

### ***5.4 Software upgrades***

Upgrade versions of licensed software/Apps are available from time to time. Students may be required to check in their iPads to the Computer Teacher for periodic updates.

## **6. ACCEPTABLE USE**

The use of the IA technology resources is a privilege, not a right. The privilege of using the technology resources provided by the school is not transferable or extendible by students to people or groups outside the school and terminates when a student is no longer enrolled in the school. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school's technology resources may be denied, and the appropriate disciplinary action shall be applied. The IA Acceptable Use Policy shall be applied to student infractions. Violations may result in disciplinary action up to and including suspension/expulsion for students. When applicable, law enforcement agencies may be involved.

### ***6.1 Parent/Guardian Responsibilities***

Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio. While on IA campus, internet access is filtered and controlled. Off campus, the internet is not usually filtered and it is the parent's responsibility to control access to the internet.

### ***6.2 School Responsibilities are to:***

- Provide Internet and E-mail access to its students.
- Provide data storage areas. These will be treated similar to school lockers. IA reserves the rights to review, monitor, and restrict information stored on or transmitted via IA owned equipment and to investigate inappropriate use of resources.
- Provide staff guidance to aid students in doing research and help assure student compliance of the acceptable use policy.

### ***6.3 Students Responsibilities are to:***

- Use computers/iPad in a responsible and ethical manner.
- Obey general school rules concerning behavior and communication that apply to computer/iPad use.

- Use all technology resources in an appropriate manner so as to not damage school equipment. Damage includes, but is not limited to, the loss of data resulting from delays, non-deliveries, or service interruptions caused by the student's own negligence, errors or omissions. Use of any information obtained via IA designated Internet System is at your own risk. Indiana Academy specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- Help IA protect our computer system/device by contacting an Administrator about any security problems they may encounter.
- Monitor all activity on their account(s).
- Turn off and secure their iPad after they are finished working to protect their work and information.
- Print a copy of any E-mail containing inappropriate or abusive language or if the subject matter is questionable, and turn in to the School Office.
- Return their iPad to the School Office at the end of each school year. Students who transfer, withdraw, are suspended or expelled, or terminate enrollment at Indiana Academy for any other reason must return their individual school iPad on the date of termination.

#### **6.4 Student Activities Strictly Prohibited:**

- Illegal installation or transmission of copyrighted materials.
- Any action that violates existing school policy or public law.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Video recording and/or publishing any material from class without written consent from staff member and/or teacher.
- Use of chat rooms, sites selling term papers, book reports and other forms of student work.
- Use of non-educational games. Only educational games, which in no way contradict our mission as a Seventh-day Adventist school may be used with permission of a teacher.
- Use of outside data disks or external attachments without prior approval from the Administration.
- Changing of iPad settings (exceptions include personal settings such as font size, brightness, etc).
- "Jailbreaking" of your iPad.
- Spamming-sending mass or inappropriate E-mails.
- Gaining access to other student's accounts, files, and/or data.
- Use of the school's internet/E-mail accounts for financial or commercial gain or for any illegal activity.
- Use of anonymous and/or false communications such as, but not limited to, MSN Messenger, Yahoo Messenger, E-mail, etc.
- Participation in credit card fraud, electronic forgery, or other forms of illegal behavior.
- Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed.
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.
- Bypassing the IA web filter through a web proxy.
- Students are not allowed to use another student's iPad.

#### **6.5 iPad Care**

Students will be held responsible for maintaining their individual iPads and keeping them in good working order.

- iPad batteries must be charged and ready for school each day.
- Only labels or stickers approved by IA may be applied to the iPad.

- iPad cases furnished by the school must be returned with only normal wear and no alterations to avoid paying a replacement fee.
- iPad ear buds should be stored in a way to prevent them from being tangled rather than put directly in a pencil pouch. A small container, such as a tic-tac box or Altoids mint box work well or products such as a SmartWrap (<http://www.sumajin.com/products/smartwrap/smartwrap.html>). You can also make earphone wrapper out of a used gift card. (<http://www.youtube.com/watch?v=MJQZD88ar14>)
- iPads that malfunction or are damaged must be reported to the School Office. The school will be responsible for repairing iPads that malfunction. iPads that have been damaged from student misuse, neglect or are accidentally damaged will be repaired with insurance deductible cost being borne by the student. Students will be responsible for the entire cost of repairs to iPads that are damaged intentionally.
- iPads that are stolen must be reported immediately to the Technology Office and Administration.

### **6.6 Legal Propriety**

Students and parents agree to comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.

Plagiarism is a violation of Indiana Academy's code of conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.

Use or possession of hacking software is strictly prohibited and violators will be subject to the IA Student/Parent Source Book. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action.

### **6.7 Student Discipline**

If a student violates any part of the above policy, he or she will be put on the following disciplinary steps:

- 1st Offense – Student(s) will check-in/check-out their iPads from the School Office daily for one (1) week.
- 2nd Offense – Three (3) weeks of iPad privilege suspension (student still responsible for all required work)
- 3rd Offense – Loss of iPad privileges for a length of time determined by the Administration.

If a student is put on one of these steps of discipline, then he or she is still responsible to make up school work inside and outside of the classroom.

## **7. PROTECTING & STORING YOUR IPAD**

### **7.1 iPad Identification**

Student iPads will be labeled in the manner specified by the school. iPads can be identified in the following ways:

- Serial number
- IA school label with barcode

### **7.2 Storing Your iPad**

When students are not using their iPads, they should be stored in an iPad storage area in each classroom. Nothing should be placed on top of the iPad unless the included hardcover is over the screen. Students should take their iPads to their home or dormitory every day after school, regardless of whether or not they are needed. iPads should not be stored in a student's vehicle. If a student needs a secure place to store their iPad, they may check it in for storage with the IT manager.

### **7.3 iPads Left in Unsupervised Areas**

Under no circumstances should iPads be left in unsupervised areas. Unsupervised areas include the school grounds and campus, cafeteria, computer lab, library, unlocked classrooms, administration building, dormitory, gymnasium, music building, work areas, and hallways. Any iPad left in these areas is in danger of being stolen. If an iPad is found in an unsupervised area, it will be taken to the School Office. In the event that an iPad has been turned into the offices due to not being supervised, the student will have to check in and check out their iPads from the School Office daily for one (1) week.

## **8. IPAD INSURANCE**

### **8.1 School Protection**

Indiana Academy will provide insurance protection. The protection covers accidental damage caused by:

- Drops
- Liquid spills
- Liquid submersion
- Theft
- Fire/flood damage
- Vandalism (by someone other than an Indiana Academy student)
- Natural disasters
- Power surge due to lightning

The protection cost is \$52.00 annually for each iPad with a \$50.00 deductible. Parents will need to agree to be liable for the \$50.00 deductible in the event of a claim before your student is allowed to check out an iPad.

### **8.2 Personal Home or Homeowners coverage**

Students may not use their parents' personal insurance to protect the iPad in cases of theft, loss, or accidental damage.

### **8.3 Claims**

All insurance claims will be handled by the Indiana Academy Business Office. Information will be provided during the orientation on the procedure for doing so. In the event of theft, parents must report the loss to their local police department. A copy of the report must be presented to the School Office before an iPad can be repaired or replaced. All claims will be reviewed for eligibility by the IA Business Office and Administration.

## **9. COST OF REPAIRS**

Students will be held responsible for ALL damage to their iPads including, but not limited to: broken screens, cracked plastic pieces, inoperability, etc. Should the cost to repair exceed the cost of purchasing a new device, the student will pay for full replacement value. Lost items such as cases and cables will be charged the actual replacement cost.

# Chapter 7

## Citizenship and Discipline

Indiana Academy maintains the historic ideals of Seventh-day Adventists in matters of morals, dress, and conduct. The teaching of these ideals is one of the reasons for IA's existence. The standards for conduct are intended to improve the students' standing in society, elevate their character, ennoble their minds, and increase their happiness.

### Standards

Students should show willingness to cooperate with the citizenship standards as outlined for the school. The student will:

- Purposefully support the religious ideals of the school
- Congenially fulfill the citizenship standards
- Respect the seventh-day Sabbath by refraining from all ordinary labor and activities and by attending religious services
- Use pure language and avoid the appearance of evil
- Follow practices that contribute to strengthening the body temple
- Participate in activities that strengthen character and encourage forthrightness
- Practice honesty, truthfulness, and integrity
- Base association with others on purity and belief in the inestimable value of self and others
- Select recreation that contributes to the development of Christian character
- Practice punctuality and dependability by meeting appointments regularly and promptly
- Dress modestly, neatly, appropriately, and simply

When a student violates any of these standards, there is a disciplinary policy in place, and the procedure stated in that policy is followed.

### When You're in the Wrong

When you are in the wrong, it is often hard to admit it. If you get into trouble and do the wrong thing, remember to find this page and read it. It will help you out of your difficulty.

- Admit that you have done it. Don't try to hide behind some excuses. Your teachers/deans will appreciate your frank owning-up to it. Never lie; it only involves you more deeply.
- Confess your wrong to God and to the one you have wronged. Students and teachers will be anxious to forgive you and help you.
- Be willing to take your discipline. However, just because you are forgiven, you are not excluded from reaping that which you have sown. Accept the consequences for your choices and actions with a wholesome attitude.

To do the right thing is more fun than to do the wrong thing and reap its consequences. Experience has proven that you can't do wrong and get away with it. It will catch up with you sooner or later. As soon as you realize you have done wrong, clear it up at once.

Maintain an attitude of cooperation when you have done wrong; seek in every way possible to help those helping you. Try to see your problems as others see them. They then look a little different. A student unable to cooperate would not care to stay in the atmosphere of cooperation.

Sometimes the nature of the wrong act makes it necessary for the school to ask you to leave. It is like ancient Israel, where because of certain mistakes, the individuals had to be severed from the camp so that their influence would not pervade the entire camp, or be looked upon lightly. This does not mean that the school has not forgiven you or looks at you as lost.

Some individuals dismiss themselves by their attitude. An unwholesome attitude is more dangerous than an evil act. Students, who by their attitude, reveal they are not interested in Christian ideals or in the Christian philosophy of love for each other, are asking us to dismiss them. They do not enjoy it here, and we will not keep them in their unhappiness.

## **Discipline Policy**

The express purpose of the school program is to encourage positive citizenship now and in the world to come.

### ***Conduct Points and Discipline Options***

- Parents/guardians of any student who is under review by the Administrative Committee will be called by administration to inform them of the situation.
- Students will lose conduct points for any disciplinary action taken.
- The student may receive other disciplinary actions, as well as conduct points.
- Conduct points will be used to assign students a citizenship grade that will be placed on their official transcripts.
- Any student who loses 100 conduct points in a semester will be reviewed and may be asked to withdraw.
- A student in violation of an IA expectation/guideline will receive a conduct notation, written by the staff member who observed/discovered the violation. A copy of the notation will be given to the student and to an administrator. When deemed necessary, an administrator will speak to the student as well.
- Any discipline actions taken, due to infractions not on this list, will result in the loss of conduct points. The following is a list of infractions and conduct points that will be lost: (see chart on the following page)

<b>Infraction</b>	<b>Conduct Points Lost</b>
Assault and Battery	75*
Attendance – 1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> Level	5, 10, 15
Being in any building after hours/without permission	25
Being Loud and Disruptive in Cafeteria	7
Being on the roof of any building	25
Breaking and Entering	65*
Cell Phone Infractions #1, #2, #3, #4	5, 10, 15, 20
Cheating/Dishonesty	25
Chewing Gum in Church	2
Climbing the water tower	75*
Contraband Contraband applies to BOTH village and dormitory students. Possession or use of the following: <ul style="list-style-type: none"> <li>○ Matches, lighters, etc.</li> <li>○ Other items listed in the handbook</li> </ul>	20
Contraband Contraband applies to BOTH village and dormitory students. Possession or use of the following: <ul style="list-style-type: none"> <li>○ Firecrackers or other explosives</li> <li>○ Drugs or possession of drug paraphernalia</li> <li>○ Dungeons and Dragons/Occult paraphernalia</li> <li>○ Alcoholic beverages</li> <li>○ Tobacco</li> <li>○ Firearms including BB or pellet guns, wrist rockets or slingshots</li> <li>○ Weapons, including knives</li> </ul>	50
Disrespect of a Staff Member	35*
Dorm Policy Violations	1-25
Dress Code Violation	5
Eating Food in the music or Ad buildings or in class	5
Failure to Sign In and Out of the Dorm	10
False Fire Alarms/911 Calls	75*
Fighting	75*
Getting Fired from Work	45*
Graffiti	25
Harassment/Hazing	75*
Improper Degrading Language	15



Inappropriate literature/pornography/obscene materials	50*
Insubordination	35*
Leaving Dorm After Hours	50*
Media Device Infractions	15
Other items or behavior deemed inappropriate for Christian character development	1-50
Poor Job Performance	10
Sexual Activity or Intent	75*
Sexual/Racial/General Harassment of Any Kind	35*
Social Restriction	20
Stealing/Possession of Stolen Goods	45*
Students who alter grade reports/steal tests	75*
Tampering with Electrical Equipment	25
Tampering with Fire Alarms and smoke detectors	75*
Throwing Food	15
Unauthorized use of or tampering with school computers	50*
Unauthorized Use of or Tampering with Vehicles	35*
Unauthorized Use of School Keys	45*
Vandalism/Defacing School Property	50*
Vehicle Violations	10
Wrong Place/Wrong Time	25

\* Subject to Ad Committee, possible suspension or withdrawal

### ***Citizenship Guidelines Summary***

- Any student receiving **three conduct notations** in one semester for the same type of infraction will face the following consequences:
  - Conduct points will double for the third offense, and for all subsequent similar infractions for the rest of the school year.
  - The student's parents/guardian will be called by administration.
- Any student receiving **four conduct notations** in one semester for the same type of infraction will face the following consequences:
  - The student will be considered insubordinate and will be brought to Administrative Committee for review.
  - Insubordination carries a 20-conduct point penalty.
- Any student losing **35 conduct points** in a semester for any variety of infractions will face the following consequences:
  - The student will be considered insubordinate and will be brought to Administrative Committee for review.
  - The student may be placed on citizenship probation.
  - The student will be asked to write a letter stating his/her intent to abide by the school's guidelines.

- If the student will not write the letter, he/she will be suspended for three days. Following suspension, if the student still will not write the letter, he/she will be subject to withdrawal.
- Any student losing **25 points or more** for a significant infraction will face the following consequences:
  - The student will be brought to Administrative Committee for review.
  - All students involved in the situation (witnesses or otherwise) will complete a Statement of Involvement sheet that is to be submitted to the Vice Principal and considered by the Administrative Committee.
- While careful consideration will be given to each disciplinary matter, Indiana Academy reserves the right to suspend or withdraw a student for a first offense, when warranted.

Positive Reinforcement

- Any student who reaches the end of the semester with 90 points (equivalent to an A in citizenship) will receive a certificate of appreciation for exceptional leadership and behavior.
- Any student who reaches the end of the semester with 100 points will also receive a certificate of appreciation, as well as an additional award.

***Citizenship Grades***

A grade will be assigned for citizenship based on the following grade scale:

Letter Grade	Conduct Points
A	100-95
A-	94-90
B+	89-85
B	84-80
B-	79-75
C+	74-70
C	69-60
C-	59-51
D+	50-35
D	34-20
D-	19-1
F	0

***In addition to conduct points, the following discipline options will be enforced as needed:***

- **Cautionary Admonition:** Verbal counsel to a student about citizenship problems
- **Conduct Notation:** A standardized notice that states the student has not met a school standard
- **Social Restriction:** See “Social Restriction” p. 70
- **Monetary Fines:** Except in cases where monetary or physical damage has resulted, fines may be “worked off” by acts of dormitory service. Students are to see their respective deans for details, when applicable. Students will be required to pay for the cost of all repairs.

- **Statement of Serious Concern:** a written statement expressing serious concern about the trend of a student’s school program, with copies sent to the parents and the appropriate dean.
- **Campus Bound:** a disciplinary status restricting the student from leaving campus except with his/her parents
- **Off-Campus Bound:** a disciplinary status applied to village students. Student may be on campus only for class/work time.
- **Dorm Bound/Room Bound:** a disciplinary status restricting the student to either the dormitory or individual dorm room. Exceptions may be made to allow class/work time.
- **Citizenship Probation:** a disciplinary status indicating the student has had a conduct notation, attendance irregularities, or more serious behavior experiences that are considered cause for serious concern.
  - If a student receives a citizenship grade of D or lower, the student will be on citizenship probation for a time determined by Ad Committee.
  - In instances where the faculty has confidence that the student can make improvement, he/she may be retained or reinstated in the school on a citizenship probationary status. This status is to provide the student the opportunity to change the trend of his/her experience or to show that the misbehavior is an out-of-character incident.
  - If the trend continues, the student may make himself/herself ineligible to remain in school. When a student’s citizenship status becomes probationary he/she is not permitted to run for, or hold, student leadership offices.
- **Suspension:** exclusion from the academy for a limited period of time because the student has had attendance irregularities, a trend of citizenship irregularities or a major citizenship problem. The student may be suspended by the principal, vice-principal, or Administrative Committee.
- **Termination at End of Semester:** withdrawal from the academy by action of the Administrative Committee because of a trend of citizenship irregularities or a major citizenship problem, but with permission to complete courses in progress, provided the student’s program is acceptable during the interim.
- **Immediate Termination:** withdrawal from the academy by action of the Administration Committee because of a trend of citizenship irregularities or a major citizenship problem. Probation, suspension, and termination are of major significance, and are, as a rule, included in the citizenship recommendation forwarded to any other institution to which the student applies, as requested.

### ***Further Clarification of Discipline Policies***

- **Areas Off-Limits:**
  - The “pits”, the trestle areas, the gully, the dorms of the opposite gender, and any area not supervised by an IA faculty/staff member are off limits to all students.
  - The area immediately around each dorm is off limits to members of the opposite sex. This includes loitering or talking to students through dorm windows.
  - Dormitories are closed to the opposite sex at all times except by permission of both deans.
    - Students found in the dormitories of the opposite sex will be subject to dismissal.

- Students who leave their dormitories after hours without proper permission will be subject to action of the Administrative Committee. All parties involved in either of these activities will be subject to dismissal.

- ***Cheating/Plagiarism***

Cheating (i.e. copying another's work, looking at someone else's test/quiz answers, etc.) is the deceitful or fraudulent storage, retrieval, or use of information, in preparation for, or during any assignment. Plagiarism is the presentation as one's own the ideas, wording, image, or information, created by another person.

- ***First Offense:*** A student caught cheating and/or assisting another student in cheating:
  - receives a "zero" grade on the assignment/test,
  - A letter from IA Administration will be sent to the parents.
- ***Second Offense:*** A student caught cheating and/or assisting another student in cheating:
  - receives a "zero" grade on the assignment/test,
  - his/her course grade will be dropped by one letter grade at the conclusion of the semester,
  - any offices held by the student will be forfeited for the remainder of the school year,
  - the student will be suspended for three days.
- ***Third Offense:*** A student caught cheating and/or assisting another student in cheating:
  - will be expelled.
  - The student will receive no academic credit for any class where cheating has been documented.

- ***Dishonesty***

- A student involved in academic dishonesty will not receive credit for the assignment/test in which he/she is dishonest.
- The instructor will complete a conduct notation and refers the case to the Administrative Committee for further action.
- An incident of academic dishonesty is considered a major citizenship problem and, generally, the student is placed on probationary status.
- If a student is involved in additional dishonesty in the same class, or in another class, he/she may be required to withdraw from the class and forfeit the academic credit.

- ***Fighting/Hazing/Harassment:***

- Students involved in any kind of fighting will be assessed at least a one-day suspension.
- Any student who takes part in, or conspires to engage in, hazing will be subject to dismissal.
- Anyone who knowingly commits any act that injures, degrades, or intends to injure a fellow student (including hitting, shoving, wrestling, etc.) will be subject to dismissal.

- ***Insubordination/Disrespect Toward a Staff Member:***

- The failure on the part of a student to follow the request or direct order of a staff or faculty member will be considered insubordination.
- Repeated refusal to adhere to requests made of a student by a faculty member, or repeated dress code violations will be considered insubordination.

- Insubordination or expression of disrespect toward a staff member will result in major discipline and Administrative Committee action.
- Students who are blatantly insubordinate to a staff member may be subject to suspension or dismissal.
- ***Students Who Alter Grade Reports or Steal Tests***
  - ***First Offense:***
    - Automatic three-day suspension without the privilege of making up missed schoolwork
    - Loss of any offices held for the remainder of the school year
    - In the case of a reader, they will also lose their job.
  - ***Second Offense:***
    - Expulsion and loss of all credit in all classes being taken during the semester when the second offense occurs
- ***Withdrawn/Expelled***
  - Students who have been asked to withdraw, or who have been expelled from Indiana Academy, may not return to campus during the school year of their withdrawal/expulsion, through graduation.

# Chapter 8

## Dress Code

The general dress code calls for students to wear good quality, neat, clean, and modest apparel that is reflective of Christian ideals, and is appropriate to the activity or occasion. No clothing should contain messages depicting rock groups, the occult, drugs, alcohol, tobacco, or inappropriate language, or any other message in opposition to the standards set forth by the school.

**Jewelry:** Non-functional jewelry (metal, plastic, rubber, leather or cloth) of any kind, including rings, earrings (spacers, studs, or similar items), bracelets, anklets, necklaces, or wrist bands of any kind, is not permitted on campus or at any school-sponsored off-campus function. This includes the dormitory. Jewelry will be taken from the student. Confiscated items can be picked up in the office by a parent or legal guardian.

**Hair:** It is the responsibility of the student to keep their hair clean and groomed in an appropriate and acceptable manner. Avoid faddish hairstyles and unnaturally dyed hair. If a dorm student wishes to dye his/her hair, the appropriate dean must be contacted with permission from the student's parent(s).

**Makeup:** Keep it natural. Do not use heavy eyebrow and/or eyeliner. No dark lip coloring. Only clear polish is acceptable for fingernails and toenails.

### Classroom Attire

- School-approved polo shirts from specified
- School-approved khaki pants
  - Light weight jackets or sweaters may be worn as part of classroom attire if teacher allows to do so. If it is allowed, the light weight jackets or sweaters may have graphics, text, etc., on them if it is consistent with school guidelines. It is expected that a school-approved polo shirt be worn under light weight jacket or sweater; if it is removed, a polo shirt is required. Students wearing open jackets must wear a school-approved polo shirt under their jackets during school hours. If students are obviously not wearing a polo shirt, they are in violation of dress code guidelines.
  - Appropriate footwear

### Attire Not Acceptable for the Classroom or Administration Building:

- Hats, bandanas, scarves, and other head coverings

### Attire Not Acceptable for the IA Campus:

- Sheer blouses or shirts
- Tight, form-fitting clothes (no "skinny" pants/jeans)
- Tank tops/undershirts
- Any pants with writing across the buttocks
- Any clothing not covering the midriff
- Any clothing that is frayed, torn, holes or dirty in appearance
- Pajama-type clothing

- At no time should undergarments be exposed.
- Any other clothing deemed inappropriate by school administration

## **Sabbath Attire**

Approval of attire is left to the discretion of the dean on duty; check with her/him when in doubt.

In honor of the Sabbath, students are requested to wear their church clothes at lunch in the cafeteria to help make the atmosphere of the meal a special occasion.

### ***Sabbath School and Church Attire***

- ***Acceptable for Boys***

- Suit or dress slacks (sport coat strongly encouraged)
- Dress shirt with tie, or turtleneck sweater
- Dress shoes and socks

- ***Acceptable for Girls***

- Dress or skirt. Skirt length must reach the bend in the back of the knee. This includes any slits in the hemlines. Denim skirts are not acceptable.
- Blouses, shirts, or tops must cover the torso, shoulders, and abdomen at all times. Necklines should be modest in cut and should be no lower than the parallel line from the top of the armpit-to-armpit front and back. Nothing shorter than a cap sleeve is acceptable.
- Dress shoes

### ***Sabbath Casual***

- Dress slacks can be worn by both girls and boys. For girls, khaki pants are not considered appropriate for Sabbath Casual designation.
- Sweater, blouse or dress shirt, pantsuit. Necklines should be modest in cut and should be no lower than the parallel line from the top of the armpit-to-armpit front and back.
- Dress shoes (socks required for boys)
- Dress shirt or turtleneck sweater

## **Banquet and Other Dress-Up Occasions**

- Attire must be approved by the dean and/or Dress Review Committee before it is worn to a banquet or other dress-up occasion (such as Graduation Weekend, etc.).
- All students (village and dorm) must obtain this approval one full week before the special occasion.
- Any approved guests must follow the school's dress guidelines.

## **Cafeteria Attire**

- Sabbath Lunch: Church attire
- School Day Breakfast and Lunch: School clothing
- School Day Supper: School or recreation attire

- Not allowed at any time: Slippers, pajamas, sleeveless shirts
- Not allowed during Sabbath Lunch: head coverings (hats, bandanas, hoods, etc.)

## **Recreational Attire**

- Any type of casual clothing including:
  - Sweatpants (with no writing across the buttocks)
  - Jeans
  - Sweatshirts, polo shirts or T-shirts – no sleeveless shirts allowed for girls. Necklines should be modest in cut and should be no lower than the parallel line from the armpit-to-armpit front and back. Guys may wear sleeveless shirts. If the sleeve opening is too deep (larger than the natural shirt armhole), a tank top is to be worn underneath.
  - Modest shorts – loose-fitting and no shorter than two inches above the bend in the back of the knee.
  - School attire is acceptable for recreation.



# Chapter 9

## Medical Issues, Drugs and Safety

### Illness/Sick List

- An illness should be reported to the dean by 7:00 a.m.
  - If a student becomes ill during the course of the day, he/she is to:
    - Contact the dean immediately.
    - If the dean is not available, contact the Attendance Officer and Registrar immediately.
    - In addition, the student is to notify his/her work supervisor.
    - Transportation will be provided for emergency situations as deemed necessary.
- For emergency-type situations or severe illness, a registered nurse will be consulted.
- If a student is placed on sick list, he/she:
  - must remain in his/her dorm room for the rest of the day
  - is not allowed any visitors
  - will not be permitted to attend recreation and other evening activities
- A sick tray will be provided at mealtimes, as ordered by the dean.
- Village students who have missed school due to illness are not permitted to attend evening recreation or other campus activities.
- The sick list will be turned into the Attendance Officer and Registrar every day. Classes will automatically be excused for those students who appear on this list. A written note from the parent of a village student is required to excuse an illness.
- Any cost incurred by IA will be charged to the student's account.

### Mental Health

Indiana Academy functions in place of a parent/guardian while students are on campus. Should a crisis situation arise, the academy responds in the place of parents and provides an opportunity for professional assessment and help. Every effort will be made to notify the parents as quickly as possible.

Indiana Academy can suggest therapists in the area. Should the need for an assessment arise, a list of referrals is available through the academy administration. It is the right of the family to choose a therapist who can follow through with the recommended treatment plan.

### Financial Responsibility

The student's family is responsible for all costs incurred for assessment and any continuing treatment, just as would have been the case had the family intervened at home.

### Discussion or Hints of Suicide

Suicide talk or hints are considered by the academy to be of vital importance and will require:

- Administration to notify the parents/guardians

- Parents/guardians to:
  - Have a psychiatric assessment of the student done within 24 hours
  - Adhere to assessment recommendations with a qualified therapist
  - Be responsible for all costs incurred
  - Have the therapist submit on letterhead, to the principal, a statement indicating that the appointment was met, addressing the student’s ability to handle normal school life, and recommendations, if any, for continuing treatment.
- After receiving the therapist’s letter, Administration will make a decision regarding the student’s return to school and notify parents/guardians as to when the student may return and under what conditions.

## **Suicide Attempts**

Suicide attempts will necessitate:

- Faculty and staff to notify an administrator or appropriate personnel immediately upon hearing a student is in this situation
- School Administration to:
  - Notify parents/guardians
  - See prompt medical care
  - Consider information from the physician and decide whether the student should return to the school population.
- Parents/guardians to:
  - Assume care of the student upon admission to the emergency room
  - Adhere to recommendations by medical experts
  - Follow through with the recommended treatment plan as noted by the therapist care unit responsible for treatment, with a copy of the recommended treatment plan (on letterhead) sent to the academy.
  - Be responsible for all costs incurred
- After receiving the therapist’s letter, Administration will make a decision regarding the student’s return to school and notify the parents/guardians as to when the student may return and under what conditions.

## **Other Situations Deemed Critical**

Other crises that may necessitate assessment include (but are not limited to):

- Depression
- Eating disorders
- Violent behavior
- Overwhelming personal loss
- Substance abuse

If evaluation is deemed necessary, the guidelines outlined under “Discussion or Hints of Suicide” will be followed.

## Medical Appointments

All medical/dental appointments should be taken care of and scheduled during regularly scheduled home leaves.

In the case of non-emergency medical or dental visits that are scheduled during days when school is in session, the student's parents are responsible to arrange transportation to and from the medical facility, and to reimburse, when necessary, the appointed driver.

## Communicable Disease/Immunization Policy

Indiana Academy may exclude or not permit a student to enter school who is out of compliance with the required immunization schedule. Only those who hold a validated religious exemption may be exempted from this policy.

Indiana Academy may exclude any individual who is suspected or diagnosed as having a communicable disease and/or condition and will follow procedures established by the Lake Union Conference of Seventh-day Adventists Office of Education and the Indiana State Health Department.

Each case will be carefully evaluated in a timely manner to determine whether, and under what conditions, an individual may continue in the school while the disease condition is present.

## Drug/Substance Usage Policy

- The possession, use, or distribution of alcoholic beverages, tobacco products, mind-altering chemical substances and illicit drugs, or the misuse of prescription drugs, or possession of drug-related paraphernalia by an IA student on or off campus is strictly prohibited.
- Students may be required to submit to a chemical screening test if the above is suspected with reasonable evidence. Violation of this policy is grounds for disciplinary action – up to and including immediate dismissal.
- Indiana Academy reserves the right—without parental permission—to search rooms, belongings, lockers, etc. (*For additional information, see the Searching and Testing section.*)
- We seek the cooperation and collaboration of Indiana Academy personnel, parents, students, law enforcement agencies, and treatment organizations in enforcing the anti-drug policy at Indiana Academy.

## Infractions

The following acts of misbehavior are examples of infractions serious enough to warrant notifying the local law enforcement agencies, and suspension or expulsion from Indiana Academy. (The list is not all-inclusive of actions that might result in suspension.):

- Smoking (cigarettes, cigars, pipes) or possessing on school grounds any type of tobacco or tobacco product (i.e., smokeless tobacco)

- Using, possessing, transmitting or being under the influence of any narcotic or any intoxicant
- No student may provide, by sale or otherwise, any substance that he/she represents as the above-mentioned drugs.
- No student may possess any paraphernalia designed to be used primarily to store, process, deliver or consume illegal drugs (i.e., pipes, rolling papers, clips).

## **Searching and Testing**

If, in the opinion of at least two Indiana Academy staff, there is reason to suspect that a student is, or has been, under the influence of, or in possession of, an illegal substance, the following procedures may occur with administrative approval:

- The student may be searched with at least two Indiana Academy staff present.
- The student's locker, room, or car may be searched.
- The student may be asked to submit to any of a variety of drug tests to determine if the student is, or has been, under the influence of an illegal substance.

## **Drug Testing Procedure**

If the decision is made to give a student a drug test, the following procedures must be followed:

- Prior to any testing taking place, the parent(s)/legal guardian of the student will be called and told that the Administration would like to have their student drug-tested, and if the results of the test show drug use, the parent(s)/legal guardian must pay for the expense of the test. If the results of the test show no drug use, the expense for the test will be paid for by Indiana Academy.
- All school officials involved must file a written account of the circumstances surrounding the incident.
- The test will be administered (with parent/legal guardian and Indiana Academy administrative approval) by medical personnel (doctor's office, hospital, med-care center, police, or commercial test kit).
- A copy of the results will be given to the parent(s)/legal guardian.

## **Consequence of a Positive Test**

Should the test show that the student is, or has been, under the influence of an illegal substance, the local law enforcement agencies will be notified and the "Alternative to Expulsion" as outlined below, may be applied at the discretion of IA administration.

## **Alternative to Expulsion**

Possession of Drugs: Students who are caught with drugs/alcohol/tobacco may be given an alternative to being expelled from school:

- The student would be suspended from Indiana Academy. During the suspension period, the student must be enrolled in a drug/alcohol rehabilitation program that is approved by the administration of Indiana Academy, and at the expense of the student or his/her parents. In some cases, the student's parents may be required to attend with the student.
- The student must sign a contract with the school and must complete the program or face expulsion.

- This option is offered only one time during a student's entire time of enrollment at Indiana Academy.
- A second offense will result in expulsion from school.

### **Refusal to Test**

The student may refuse to submit to the test, or the parent/legal guardian may refuse to allow the test. Refusal to submit to, or allow, the test may result in the student's expulsion from Indiana Academy.

### **Disaster/Severe Weather**

Drills will be held according to state and local regulations. In case of fire or a fire drill, students are expected to leave the building quickly and in an orderly manner, as explained by the teacher. Students will be directed to specified areas of safety during severe weather or disaster drills, or in the event of an actual emergency.

### **Emergency Closing and Delay of School**

During inclement weather, we generally follow the rule that village students be in attendance if parents feel it is safe for them to do so. Travel safety is at the discretion and decision of the parents.

# Chapter 10

## Leaving Campus, Guests, Trips, Housing

### Leaving Campus (Campus Leave Protocol Policy)

#### General

Indiana Academy takes its responsibility to safeguard students seriously. Because of this, there are certain protocols that have been set in place regarding leaving campus to help protect our students' well-being. Please note the expectations listed below:

Residence hall students are allowed to leave campus under the following circumstances:

- Scheduled Home Leaves
- Open Weekends (Note: Students may leave Friday, once their class and work responsibilities have concluded. If, during the weekend, a residence hall student returns to campus before 7:00 p.m. Sunday evening of that weekend, his/her "checked out" status ends, and he/she must remain on campus. (Attending church would be the exception.)
- Senior Privilege (*For more information, please refer to the Senior Privilege section.*)
- Check out during the school day (at times that do not conflict with school programming/student responsibilities) with an adult who is 21 years of age or older and listed on the signed Parental Permission Slip in the respective dormitory.

Residence hall students are not allowed to leave campus:

- During closed weekends
- For overnights during school days, or evenings before a school day
- If their leave request conflicts with a prior obligation/commitment related to their work and/or organizational responsibilities
- During times that conflict with required school programming, such as assemblies, dormitory worship, evening study hall, and/or student classes/work
- With an individual who is not approved
- Without obtaining proper permission and final approval from the dormitory dean

**Considering the above-mentioned criteria, if a student wishes to leave campus during the day or for an open weekend, he/she must ensure that the following items are in place before their departure:**

#### ***Weekend/Overnight Leaves:***

- The student will fill out a Weekend Leave slip and have it turned in to the appropriate dean no later than noon on Friday, prior to their requested weekend. Requests submitted later than this time would need administrative approval.
- The respective dean must receive faxed permission from the parent or legal guardian stating permission for their student to leave and the destination to which he/she is going. The fax must be

dated and contain the parent/guardian's signature. **(Note: telephone calls, verbal permission, email permission, Facebook permission, or any forms of permission, other than a signed faxed permission or a typed/written note with signature, will NOT suffice for permission to leave campus.** If a parent or guardian is personally picking up the student, signing the Weekend Leave slip would suffice.)

- If the student is going to a destination other than his/her own residence, the hosting family must send an invitation fax stating the name of the student coming to their home, the hosting parent's signature, and the dates for the specified weekend.
- Before a student leaves campus, he/she must have received a signed copy (dean's signature) of the Weekend Leave slip. The student must also verbally check with the dean prior to leaving campus.
- Upon receiving his/her copy of the Weekend Leave slip, the student must sign out at the front desk before departing.
- Upon returning to the dormitory after a weekend leave, the student must sign back in at the front desk.
- The dean or administrator reserves the right to deny a student's request to leave campus for any reason and at any time it is felt it would be in the best interest and safety of the student.

#### ***Day Leaves:***

- Students may leave campus with an authorized adult of 21 years of age or older, as long as this individual's full name is listed on the Parental Permission Slip in the dean's office.
- The student must notify the dean of the request to leave campus with the approved adult.
- The adult transporting the student must sign the student out at the front desk.
- The student must also sign himself/herself out at the front desk.
- The request to leave campus must not interfere with any required school programming, classes, and/or work responsibilities.
- Upon returning to campus, the student must sign back in at the front desk and notify the dean of his/her return.
- The dean or administrator reserves the right to deny a student's request to leave campus for any reason and at any time it is felt it would be in the best interest and safety of the student.

#### ***Home Leaves:***

- Since Home Leaves are published events in the school calendar, students driving themselves home or riding with approved adults do not need faxed permission from parents, unless the destination is other than their own home.
- If a group of students reside in the same location, or on the way to their ultimate destination, they are approved to transport fellow students, given there is specific documentation from parents/guardians giving permission for the specified student to transport them home.
  - This permission could be placed on the Parental Permission slip and suffice for the entire school year's scheduled home leaves, if stated as such.

## **Off Campus Visitors (Non-Student Guests Policy)**

Indiana Academy appreciates opportunities to maintain good relationships with former students, graduates, and members of the local community. We enjoy our interaction with many former students and other non-

students. At the same time, we take seriously our primary responsibility to oversee our current students and to carefully manage campus programming.

With these concepts in mind, the following guidelines have been established, which relate to persons who come to campus for the primary purpose of interacting with our current students:

- We desire to invite everyone who is willing to be part of the spirit of all weekend religious programming.
- From the beginning of study hall on Sunday evenings, through the beginning of vespers on Friday evenings, campus is considered closed to guests who wish to spend time with our students. This of course, does not apply to parents/guardians of IA students.
- Any graduate of IA is permitted to visit campus on Sabbath and Sunday afternoons.
- Any graduate of IA who wishes to stay overnight in the dormitories needs to seek pre-approval from the appropriate dean.
- Any guest who is not a graduate of IA needs to seek pre-approval to come to campus for any specific weekend. Such requests need to reach Administration by noon of the preceding Thursday.
- Administrative consideration will include the specific campus plans for the weekend, and the frequency and/or nature of previous visits by the guest.

Indiana Academy reserves the right to make exceptions to the above policies, as they relate to specific campus circumstances and/or individual situations.

## **Trips**

Occasionally, off-campus trips are organized for students. *The list below represents the primary trip options available; eligibility to be included on any trip depends upon class standing, organizational membership, etc.:*

- U.S. History Trip
- Club Trips
- Fall Music Tour
- Lake Union Music Festival
- Senior Class Trip
- Choir/Bells Tours
- Acrobatics
- Leadership Conference
- Spring Music Tour
- Biology Trip
- Andrews University Preview Days



## **Transportation Seating**

Students traveling on buses and vans are expected to abide by the following policies at all times: (This includes all touring groups, club sponsored events, and class trips.)

- Males and females are not allowed to sit in the same bench seat on all school trips. After sunset, genders are to be separated into the front and back of the vehicle. Any sponsor who wishes to divide students by gender into separate vehicles has the support of Administration.
- All groups must pick up loose litter in the vehicle when returning to campus.
- The driver is the ultimate responsible person in charge of the vehicle and its safe operation.
- For both student safety and the preservation of the vehicle, students are asked to be properly seated and quiet when it is in operation.
- Sponsors are to ensure adequate supervision.
- No listening devices are permitted, unless approved by the group leader prior to leaving.
- When available, seat belts must be used in school vehicles at all times.

## **Village Student Overnight Housing Requests**

- Parents of any village student wishing for their son/daughter to stay in the appropriate dorm must notify the dean in a timely manner.
- A charge of \$10 per night will be collected by the dean or assessed to the student's account.
- Village students staying in the dormitories are subject to all dorm regulations.

## **College Visits**

It is the desire of Indiana Academy faculty and staff to support student attendance at Adventist colleges and universities. At the same time, we acknowledge the importance of class attendance, daily instruction, and the heavy demands on student time.

Juniors are required to attend Andrews University Preview Days. Senior students may make requests to the Administrative Committee for days to visit other colleges or universities.

## **Classroom Visitation**

Indiana Academy is happy to have parents visit the classrooms. Appropriate arrangements should be made with the teacher at least one day in advance of the visitation period.

## **Housing**

Students are expected to live in the dorm if they are not living with immediate family. Immediate family is defined as family members over 25 years of age, immediate to the parents, such as aunt, uncle, or grandparents. *(For more information, see the Residence Life Handbook section.)*

# Chapter 11

## Social Relationships

### Social Indiscretion

The public display of affection on campus is considered out of place. Indiana Academy maintains a “hands-off” social policy that means hand-holding, backrubs, “piggyback” rides, etc., are inappropriate.

- A student who does not demonstrate self-respect or self-restraint in this matter may be placed on citizenship probation, suspended, or dismissed from the academy.
- During activities, such as recreation and weekend events, all students are expected to be in the group activity.
- All visiting must be done in a supervised area. No visiting or escorting is to extend past the “Y”.
- All students in mixed groups must be in a sitting or standing position.
- Between members of the opposite gender, a side-hug no longer than three seconds is allowed.

### Sexual Harassment

It is the intent of Indiana Academy to provide an environment that is safe and free from harassment. It is vital that everyone respects and uplifts one another. No one must ever be placed in a position of embarrassment or disrespect because of the behavior of another. To place an individual in this type of embarrassing position would be a violation of God’s law and the law of the land, which protects human rights. Indiana Academy expects both students and faculty to avoid any unwelcome behavior or conduct toward others that could be interpreted as harassment.

- **Definitions**

Sexual harassment includes, but is not limited to the following:

- Unwelcome sexual advances, requests for sexual favors and other verbal, visual or physical conduct of a sexual nature
- Unwelcome sex-oriented comments (e.g., kidding, teasing, joking, degrading or offensive sexual comments, sexual gestures)
- A suggestion, requests, pressure, threats, or demand for sexual favors
- Unnecessary or inappropriate touching of an individual (e.g., patting, pinching, hugging, repeated brushing against another person’s body)
- Inappropriate visual conduct that creates embarrassment or suggests an interest in sexual activity

Other harassment because of age, race, ethnicity, or disability includes, but is not limited to the following:

- Subjecting others to derogatory remarks, insults, slurs, jokes, or tricks based on age, race, ethnicity, or disability
- Denying opportunities to participate in training or educational programs because of their age, race, ethnicity, or disability

- **Reporting Incidents**

If an individual encounters sexual harassment or harassment because of age, race, ethnicity, or disability from faculty members, students, or others on our campus, the following steps should be taken immediately:

- Make it clear that such behavior is offensive and must be stopped immediately.
- Report the incident(s) to the school's principal or the Indiana Conference Educational Superintendent. The individual receiving the report will make written record of the complaint.
- The school's administration will conduct all discussions in an objective and thorough manner, and will advise the person making the complaint not to discuss the matter with anyone else, due to the sensitivity of the complaint.
- The person to whom the complaint is made will keep any information received strictly confidential, except as necessary to investigate or rectify the matter.

- **Third Party Reports**

- Staff members or students who are aware of incidents of apparent sexual harassment or harassment because of age, race, ethnicity, or disability at school or at school-sponsored functions, are responsible for reporting such incidents to the school administration for investigation.

- **Response/Investigation**

All complaints will be taken seriously. Each incident will be investigated privately and with the keeping of notes. Complaints of sexual harassment and harassment because of age, race, ethnicity, or disability will be investigated promptly. The determination of whether or not a particular action constitutes sexual harassment or harassment because of age, race, ethnicity, or disability will be made from the facts on a case-by-case basis.

- The administrator who is directing the investigation will inform the Indiana Conference administration for insurance purposes.
- The investigation will include, at a minimum, confidential interviews with all involved persons and written statements regarding the incident(s).
- The investigation and results will be documented in writing and the results reviewed with the person making the complaint and the person being accused. This review will include an explanation of any corrective action to be taken.
- All individuals involved in the investigation and results will be cautioned to maintain strict confidence.

- **Corrective Action**

If the investigation indicates that harassment has not occurred, the person making the complaint and the person being accused will be notified of the results and cautioned regarding future compliance with the organization's harassment policy.

- All persons, entities, or organizations that were notified of the indication of these proceedings will also be notified of the results to the satisfaction of the administrator conducting the investigation, in consultation with the person being accused.

If harassment is found to exist, Indiana Academy administration will take prompt corrective action:

- Discipline will be given according to the type of behavior and the age of the offender.
- Progressive discipline will be given, unless the first offense is of a serious nature. Depending upon the severity of the act, the discipline may range from a written warning (copy of which will be placed in the offending person's file) to immediate dismissal.

## **Sexual Relations**

Indiana Academy seeks to teach God's value of purity and saving sexual activity for marriage, therefore the school will not tolerate any student's involvement in sexual activities. Such activity will be subject to action of the Administrative Committee and the students involved in the activity will be subject to dismissal. Students who demonstrate the intention of sexual activity (such as planning, note writing, etc.) will be subject to dismissal.

## **Engagement Announcements**

The announcement of an engagement to be married of a student will not be permitted on this campus. Engagement showers or parties are inappropriate for students and are not to take place at Indiana Academy.

# Chapter 12

## Programs, Meetings

Students choosing to attend any off-campus school functions must come to the school and ride with the group, unless prior administrative permission has been given. Any student driving separately may not participate in the planned event with Indiana Academy students.

### Saturday Night Programs

Indiana Academy plans activities for all students every Saturday night when students are on campus. Dormitory students are required to attend these programs. Village students are invited to participate as well, and are expected to follow all school regulations and rules. Some of these programs are activities that involve only our school family. Many of the programs are open to the public; and we encourage our students to invite their friends and relatives to join us. Program dates that are open to the public are announced accordingly.

### Meeting Decorum

It is the intent of Indiana Academy to assist our young people in developing a behavior that will be a reflection of Christian young people and appropriate social skills. The purpose of any program is to benefit the participants and audience. In order to achieve maximum benefit, it is essential that the least amount of distraction be present. Unacceptable behavior in any program is:

- Talking
- Whistling
- Shouting
- Hooting

Leaving meetings while in session, except in the case of an emergency, is not considered courteous. If an emergency arises, the student is to get permission to leave the meeting from a dean/administrator/duty team member.

# Chapter 13

## Entertainment and Music

### Entertainment

Indiana Academy has the basic purpose of character building for its students and is concerned that students shall acquire an understanding of Christian living. As a Seventh-day Adventist school, it is the intended mission to educate young people to make choices of entertainment and leisure time activities based on an understanding and application of Bible-oriented principles.

### Entertainment Guidelines

The entertainment philosophy guidelines are outlined below:

- Language – no use of rough, foul, immoral language; no glorification of “street” language or slang, and no taking God’s name in vain
- Love scenes – no torrid, sexually suggestive, or overplayed scenes
- Temperance – no glorification of drinking, smoking, or drugs
- Morals – no immoral suggestiveness; no vulgar or risqué jokes; no glorification of amoral lifestyle
- Family/Marriage – nothing that undermines the sanctity of the home or marriage relationship
- Violence – no violence that stimulates hatred for a person, group, or particular class of people, or that violates the morals or standards of the Seventh-day Adventist Church
- Religion – no glorification of non-SDA religious beliefs, practices or doctrines
- Humor/comedy – no crude comedy suggestive of immorality, or that depends upon violent activity, or that focuses negatively on ethnic or racial groups
- Music – no lyrics violating any of the above principles; no music that in itself violates or creates moods that violate any of the above principles

### Performance Procedures

- A student wishing to perform should review the IA entertainment philosophy and select materials and music that reflect IA philosophy, goals, and objectives. Students will rehearse the acts for performance.
- A first audition schedule will be developed by the organization’s sponsor (in coordination with Administration) and announced to students in a timely manner.
- Students wishing to perform will meet the appointments and perform their acts for review. Auditions for the Program Committee and/or the organization officers and sponsors may result in being cut because of performance quality.

### Music

#### Content of Music

“Music was made to serve a holy purpose, to lift the thoughts to that which is pure, noble, and elevating, and to awaken in the soul devotion and gratitude to God.” *Patriarchs and Prophets*, page 594

With the above statement as a guideline:

- All music will have a Christ-centered theme
- All secular music is prohibited and should be left at home
- All heavy-metal/rap Christian music should also be left at home

## **Use of Music**

Students are to make wise choices about any music they choose to bring to IA. All staff members reserve the right to review all music brought to campus. Any music deemed inappropriate and/or any self-recorded music will be confiscated. Any media device may be confiscated at any time if its use is considered in violation of the above guidelines.

Any Parental Advisory lyric music will be taken and NOT returned. In addition, music that contains the following material is not consistent with the spiritual and moral guidelines set forth by Indiana Academy, and will be confiscated and NOT returned:

- Sexually explicit and/or graphic lyrics
- Satanic, occult and/or sacrilegious material
- Profane and/or vulgar language
- Violent and/or hateful lyrics
- Material degrading to any race, religion and/or sex

*(See the Cell Phone/Electronic Device Policy in this handbook for further information.)*

# Chapter 14

## Cafeteria, Food and Gum

### Cafeteria

The mission of Indiana Academy Foodservice is to provide appealing, good-tasting, nutritious meals for the students, staff, and guests of the school. The menu is based on a lacto-ovo vegetarian diet. To ensure a pleasant dining environment, the following guidelines apply:

- Students should conduct themselves in a responsible manner while in the dining room.
- Meal tickets are to be purchased at the Cafeteria for all village students or dorm student families who wish to eat a meal in the cafeteria.
- A la Carte service is not available (items may not be purchased separately).
- Village students may bring sack meals to eat in the dining room and should refrain from taking food from other students' trays.
- Because of our commitment to health, students are not permitted to have caffeinated drinks or meat products in the cafeteria (or elsewhere on campus).
- In the spirit of cost containment, food should not be wasted.
- Food and/or food containers should not be taken out of the cafeteria except for fresh fruit.
- Exceptions may be made by staff.

### Food/Gum Policy

- Because we believe that the health of our bodies is closely linked with our intellectual and spiritual health, Indiana Academy advocates the selection of healthy drinks and foods on our campus. Our Food Service staff does an excellent job of providing a variety of vegetarian options, allowing for balanced, healthy meals.
- Food and drink are not allowed in the Chapel or Administration Building. No food is to be taken out of the cafeteria. Food (other than school-sponsored activity) will not be allowed in the classrooms. The deans will regulate the selling of food in the dorms.
- Students are not permitted to have caffeinated drinks or meat products on our campus.
- Students are not permitted to eat food and/or chew gum during any religious services in the Chapel and the church. Excessive infractions will be dealt with administratively.
- Chewing gum is permitted in the Administration Building – at the discretion of each individual teacher in his/her classroom.
- The gum privilege may be removed at any time if students are not properly disposing of their gum.



# Chapter 15

## School Property

### Hall Decorum and Use of Lockers

The following guidelines have been formulated to help make the program in the Administration Building run as smoothly as possible:

- Students are not allowed to run in the halls at any time.
- Teachers will help maintain order in the halls.
- Students are not to leave their class before the bell rings.
- Each student is assigned a specific locker and each student is expected to use only that locker.
- Locker doors should be able to close easily at all times without debris protruding out.
- Students should not be in the halls without permission during class periods.
- Students may be in the Library for the purpose of studying.
- No students are allowed in the Administration Building after regular hours or on weekends, unless accompanied by a faculty sponsor.
- Five minutes after the last academic class period the Administration Building will be closed.

### Care of School Property

Students should take pride in their school and respect its property rights, as well as the rights of others. Vandalism is a major infraction. If you damage school property, you must pay for its replacement, as well as potentially face disciplinary action.

### Bulletin Boards

Information placed on the various bulletin boards in the dorms and Administration Building is there for convenience and instruction. Please have all signs approved and initialed by a dean or an administrator before placing them on a bulletin board or other public areas. Any unauthorized signs will be removed.

### Library

The Library is to be used for reading, study and research. Staff and students are welcome to use the facility for this purpose. If there is a need to speak to another person on business, do so without disturbing others.

The policy for Library use is that a late fee of 10 cents/day and a lost material fee of \$30 per item will be assessed for IA Library materials that are either returned late or lost.

### Receptionist Window

The Receptionist Window is not intended to be a place where students loiter. It is a place where people transact business with school administrators as necessary. Students will be encouraged to use the Library for study and will not be allowed to remain in the receptionist lobby other than for business.

# Chapter 16

## Student Leadership and Clubs

### Student Leadership Guidelines

In order to maintain a more balanced activity-study program and to provide extracurricular activities for more students, the following policy has been adopted for Indiana Academy:

- Each student office will be considered as either a major or minor office. The *maximum* load a student can maintain simultaneously is as follows:
  - One major office and one minor office
  - Two minor offices
- Minimum cumulative GPA requirements for Major and Minor offices are listed in the table below:

<b>Major Office</b>	<b>GPA Requirement</b>
SA President, Executive Vice, Social Vice, Religious Vice Grades 9-12: Class President & Vice President Girls' Club President Guys' Club President	Minimum Cumulative GPA: 3.0
Grades 11 & 12: Secretary Treasurer Pastor Parliamentarian S.A. Representatives	Minimum Cumulative GPA: 2.5
<b>Minor Office</b>	<b>GPA Requirement</b>
Grades 9 & 10: Secretary Treasurer Pastor Parliamentarian S.A. Representatives	Minimum Cumulative GPA: 2.5
National Honor Society Officers	Minimum Cumulative GPA: 2.5
Girls' Club (other than President) Guys' Club (other than President)	Minimum Cumulative GPA: 2.5
All other offices not listed above	Minimum Cumulative GPA: 2.5

### Office Guidelines

- **General**
  - Eligibility to hold an office will be based on the above conditions for the first semester immediately preceding Spring elections and the second semester grades of the previous school year for Fall elections.

- To run for any office, a student must have and maintain citizenship and attendance grades of no lower than a “C”. Any candidate who receives major discipline during the previous school year will not be eligible to run for Fall elections or present school year Spring elections.
- Any elected officer of a student organization will lose their office if they receive a major discipline that results in suspension while in office.
- Academic, attendance, and citizenship grades will be checked by sponsors at each semester. If a student fails to meet these stated conditions, he/she will relinquish their position.
- ***Student Association***
  - SA officers are elected during the second semester of each school year and are in active service beginning with the first semester of the next school year.
  - Eligibility criteria for SA offices are detailed in the Student Association Constitution. (For more information contact an administrator.)

- ***Class Offices***

Early in each school year, the four class organizations are to meet as a group to elect class officers. The officers include President, Vice President, Secretary, Treasurer, Parliamentarian, Pastor and two (2) Student Association Representatives. The following process is used:

- Interested students must obtain a form and sign to acknowledge their interest in running.
- Return the form to their sponsor.
- Petitions are reviewed by school administration to determine eligibility.
- Primary elections will be held if there are more than two students running for a specific office.
- Final elections by secret ballot will be conducted in a class meeting.
- Absentee ballots are not accepted.

- ***Replacing Officers***

If a student becomes ineligible for an elected office for any reason, the organization is allowed three weeks to conduct a special election, using the guidelines listed above.

## **Clubs**

All enrolled – dormitory and village – students are automatically members of the Boys’ and Girls’ Clubs, respectively. These clubs elect their officers each year and are sponsored by the residence hall deans.

# Chapter 17

## Senior and Banquet Privileges

### Senior Privileges

- Specific guidelines for senior privileges are distributed to senior students and parents early in the school year.
- Senior Privileges are granted to students whose parents submit written permission.
- Senior privileges are revoked during any period of attendance restriction.
- Senior Privileges will be activated each year after the first progress report is published.
- Seniors are allowed to have smart phones, with random checks for content. Smart phones would be turned in every night of the week, including Saturday night. The consequences of poor content/usage would be the loss of the phone for the rest of the school year.

### Banquet Privileges

The privilege of inviting an off-campus guest for a banquet is for seniors only and can be requested for only one event a year to which the entire student body is invited. The Junior/Senior Outing is for Indiana Academy students only.

- The senior needs to submit a request to the Administrative Committee for approval.
- Guests must comply with the dress code guidelines, department guidelines, transportation details, etc.
- Any guest coming to the event in violation of any stated guidelines will be denied admission to the event.
- When applicable, the guest's cost of attending the event must be paid in advance.

# Chapter 18

## Dorm Life Handbook

### Philosophy:

*Dear Student:*

*It is our desire, through direct leadership and support, to make every attempt to foster Christian growth in the lives of the young people who stay here.*

*We believe that residence hall life is very special. It is made so because you have chosen to attend Indiana Academy and live in the dorm. It is also special because it is one of the few places where you can find so much diversity under one roof. This creates a residence hall where every walk of life is brought together; and all aspects of life's experiences – physical, mental, social, and spiritual – are captured and treasured. Through these experiences, we are able to build lasting relationships with our friends and our Saviour, while preparing them for the joy of service in this world and the world to come.*

*Our goal is that, together, we can prepare ourselves for today, while keeping our focus on tomorrow.*

*– The Dorm Staff*

# DORM SURVIVAL KIT

## Welcome to Indiana Academy's dorm family!

To help you have the best experience possible, we have put together:

### 12 Keys of Success

#### 1) Attitude

Everyone can choose to focus on the positive or the negative. Your happiness will be most affected by this choice. We invite you to bring a positive attitude!

#### 2) Balance

One of the best parts of living in the dorm is being around your friends all the time, but make sure you take time for other important things too, such as:

- Spending time with God each day
- Exercising
- Studying

#### 3) Suggested things to bring for dorm life

- Bible and devotional book
- Sheets and blankets (*twin bed size*), towels/washcloths
- Toiletries
- Laundry soap
- Hamper/dirty clothes bag
- Clothes hangers
- Small lamp
- Trash can
- Alarm clock with battery back-up
- Fan
- Wall decorations (in keeping with IA standards)
- Poster putty
- School supplies
- Boots, hats, gloves, etc.

#### 4) Optional things to bring

- Small refrigerator (\$50/year)
- Computer (Seniors only)
- Microwave
- Stereo
- Bicycle (*For more information, see the Bicycles, Skate Boards, Roller Blades section*)

## 5) Things to leave at home

- Non-Christian music (including on your iPod, MP3, etc.)
- Lighters, candles, matches, fireworks, etc.
- Jewelry (including rubber or cloth)
- TV/VCR/DVD player/movies (including on your computer)
- Video systems capable of showing movies
- Music not in keeping with IA music policy
- Burned CDs or DVDs (*For more information, see the Entertainment Guidelines section.*)
- Inappropriate computer games
- Pets (except fish)
- Hot plate
- Electric skillet
- Coffee maker
- Electric heaters (only radiator style allowed)
- Weapons
- Water pistols

## 6) A typical day

- 6:30 a.m. – Breakfast
- 7:05 a.m. – Personal Devotion time
- 7:30 a.m. – 5:30 p.m. – Work and classes
- 12:15 noon – Lunch
- 5:15 p.m. – Supper
- 6:00 p.m. – Recreation (gym or field)
- 7:05 p.m. – Dorm worship
- 7:30-9:15 p.m. – Study Hall
- 9:45 – 10:15 p.m. – Lights out

## 7) Laundry

Washers and dryers are provided free for the use of dorm students. Please bring your own soap, baskets, and any other laundry supplies you may need.

## 8) Dress Code

### Guys:

**School clothes:** School-approved polo shirts and pants from a specified vendor, and jackets (as long as any graphics, text, etc., are consistent with school guidelines).

**Approved casual clothes:** Jeans, sports clothes, shorts, sweatpants, t-shirts

**Sabbath casual:** Dress slacks dress shoes, dress shirt or sweater

**Sabbath clothes:** Suit or dress slacks (sport/suit coat strongly encouraged), dress shirts, ties, dress shoes and socks

## **Girls:**

**School clothes:** School-approved polo shirts and pants from a specified vendor, and jackets (as long as any graphics, text, etc., are consistent with school guidelines).

**Approved casual clothes:** Shorts that reach two inches above the bend in the back of the knee, jeans, sweatpants, t-shirts and sports clothes may be worn.

**Sabbath casual:** Dress slacks (preferably not khaki pants), sweater, blouse, dress shirt, pantsuit, dress shoes

**Sabbath clothes:** Dress or skirt (as long as it reaches to the bend in the back of the knee, including slits in the hemline (no denim skirts), sweater, blouse or dress shirt, dress shoes

### **Clothes to leave at home:**

- ❖ Skinny pants
- ❖ Pants with holes
- ❖ Pants with writing on the buttocks
- ❖ Too tight shirts, too tight or too short skirts, etc.

*(For more information, see the Dress Code section.)*

## **9) Computers**

Only seniors are allowed to bring their own computers (which are turned in at night and on the weekend). Dorms have computers with internet access that other students may use.

## **10) Phones**

Indiana Academy provides free long distance calling to the 48 continental states. Cell phones cannot have a data plan and must be turned in at night (except qualifying seniors).

## **11) Rooms**

Most students can expect to have a roommate in the dorm. Requests to room with someone may be shared with the appropriate dean. To help make your roommate experience the best possible, consider the following:



## Roommate Etiquette

### **Clean up after yourself.**

- 🌀 Being a slob is rude and unkind.
- 🌀 Be sure to pick up your laundry, throw away your trash, and make your bed.

### **When your roommate wants quiet, be quiet.**

- 🌀 Doing otherwise is very rude.
- 🌀 When your roommate is studying, go chat with your friends somewhere else.
- 🌀 This includes respecting your roommate when they're trying to have personal devotions—being quiet, not talking to them is important unless you're having worship together.

### **Never wake a sleeping roommate (unless they ask).**

- 🌀 Sleep is a valuable resource for a student, so don't be the reason your roommate doesn't get enough.

### **Do not use your roommate's stuff without permission.**

- 🌀 This goes for everything, including food.
- 🌀 Similarly, don't snoop through your roommate's things.
- 🌀 It can be tempting, but resist the urge.

### **Be reasonable about visits from friends.**

- 🌀 If a friend is going to stay overnight, be sure to ask permission.
- 🌀 It's also important that your visitors are polite to your roommate.
- 🌀 By the same token, be polite to your roommate's visitors.

### **Don't do anything that makes your roommate uncomfortable.**

- 🌀 If your roommate is grossed out when you cut your toenails in the room, then don't.

### **Never gossip about your roommate.**

- 🌀 It's tempting to vent about your roommate's annoying habits to your friends down the hall, but don't.
- 🌀 If you have issues with your roommate, talk to your roommate about them.

### **Never spread your roommate's secrets.**

- 🌀 Even if your roommate doesn't share his or her secrets with you, you're bound to stumble upon some private and personal information.
- 🌀 Spreading this kind of information isn't just rude, it's disrespectful.

### **Do not break your roommate's things.**

- 🌀 If you do break something, apologize profusely and pay for it immediately.
- 🌀 It also goes without saying that you should not *steal* your roommate's things.

### **Never make fun of or belittle your roommate.**

- 🌀 A little gentle teasing is okay, especially if you become friends.
- 🌀 Keep your opinions to yourself about your roommate's funny little quirks.

## 12) If you need help

The dorms have three to four student Resident Assistants (RA's) that help facilitate study halls, lights out, take check, and help the dean in any way needed. If a dean is not available, such as when you feel sick, lonely, or need help in any other way, please feel free to ask an RA. The deans have an open door policy and are available for help as needed. Please do not hesitate to contact the dean on duty for any issue.

**We hope your dorm experience will include great memories for the rest of your life, where your relationship with friends, caring adults, and God will grow deeper every day.**

## Dorm Life Services

### • ***Check-In/Out and Moving Procedures***

- When you are assigned a room for the first time, or you move into a new room, you must first pick up a check-in form from the dean.
  - This form should be completed as carefully as possible for it protects both the resident hall and the student.
  - Any damages that are already in the room prior to moving in should be listed on the form. Failure to list damages may result in fines upon your moving out of the room.
  - After you have completed the check-in form, it should be returned to the dean.
- Freshmen and Sophomores are expected to check out at the end of May test week.
- Juniors and Seniors are expected to check out of the dorm by 2:30pm the Sunday of graduation.

### • ***Computers and Games***

- Only Senior students are allowed to bring personal computers to the dorm.
  - No graphic gore or first-person killing games are permitted.
  - All video games/gaming units are to be held by the dean, and are to be turned in to the dean immediately upon bringing them to campus.
  - The use of games deemed inappropriate is subject to the Entertainment Guidelines.
  - Games deemed appropriate will be checked out from the dean only on Saturday nights and Sundays, or at the discretion of the dean.
  - All students and their parents will be required to read and sign an Acceptable Use Policy regarding school computers, Internet, etc.
  - Computers are turned in to the dean every night, including weekends.

### • ***Decorations***

- All decorations that promote values and ideas that are contrary to Seventh-day Adventist beliefs are not allowed.
- Posters, snapshots or pictures of men/women unclothed or partially clothed are not allowed.
- R-rated movie posters, posters with beer or cigarette ads, or posters of rock groups are not allowed.
- No pictures cut out of magazines are allowed.

- Students will be asked to remove the decorations. If the dean sees it again, it will be confiscated.
- Please use poster putty for hanging posters and other items – please DO NOT use tape or stickers.
- ***Dorm Store Items***
  - Each dorm has a dorm store for the convenience of its residents. The profits from the sales will be used for projects to be determined by the deans. **All items are sold on a cash basis only. NO IOUs will be accepted.**
- ***Dorm Worship***
  - Dorm Worship is required, and attendance will be taken, it is your responsibility to be in attendance.
  - Worship absences are not acceptable unless prior arrangements have been made with the dean.
  - Please be respectful and quiet during Worship and announcement time.
  - Parents, please do not call during Worship time.
  - Dorm Worship will be in the dorm lobby.
    - Being on the phone is not an excuse to miss Worship. Please plan your phone calls accordingly.
  - You may have four tardies per quarter with no consequences.
    - If you are tardy after that, there will be free labor assigned per tardy.
    - Please note that you are still responsible for any announcements made during dorm Worship.
- ***Electrical Appliances***

Acceptable items for your room are as follows:

  - Small refrigerator
  - Microwave oven
  - Irons (should be used only in the laundry room or other designated areas)
  - Hair dryer

Appliances that are not allowed are:

  - Coffee-maker
  - Hot plate
  - Electric skillet
- ***Exits***
  - Students are required to use the main lobby doors at all times.
  - On weekdays and Sundays, the main doors will be unlocked five minutes prior to breakfast.
  - The end doors are to be used for emergencies only.
  - Anyone entering or leaving the building in an unauthorized way is subject to discipline and a fine.
  - Random room checks will be performed at any time.

- **Fire Drills**
  - Fire drills will take place on a regular basis.
  - The appropriate exit information is posted on each dorm door. Please become familiar with these places so you will know what to do in case of a fire.
- **Furniture**
  - Residence hall furniture is not to be removed from your room.
  - Please make every attempt to keep your furniture in good condition.
  - Remember you will be charged for any act that damages the furniture or walls.
- **Guests**
  - Guests (mothers and fathers excluded) are not allowed in the residents' rooms at any time **without a dean's permission.**
  - Parents, please be sensitive to the privacy of dorm residents when visiting your son or daughter.
  - Students are not to visit the dorm of the opposite sex unless both deans have approved it. Offenders are subject to suspension.
- **Keys**
  - If you lose your room key, a \$25 re-keying fee must be paid prior to receiving a new key. A \$15 fine for lost fobs (Guy's West Dorm) is required if it is lost.
- **Laundry Rooms**

Washers and dryers are provided for residence hall use.

  - We do ask that you do your part in keeping the machines/dryers in good working order and that you pick up after yourself when using the laundry room.
  - Report any problems with the machines to the appropriate dean as soon as possible.
  - Please do not leave your laundry unattended; please remove your laundry from the machines promptly.
  - Unclaimed laundry will be removed from the laundry room periodically and donated to Community Services, Salvation Army or Goodwill.
  - Each Sabbath the laundry room will be off-limits from sundown Friday evening until after sundown Saturday evening.
  - The deans reserve the right to close the laundry room at any other time they deem necessary.
  - The laundry room will be closed Sunday through Thursday at 10:00pm (Girl's Dorm).
- **Leaving the Campus**

When leaving campus for a homeleave, weekend leave, dayleave the following guidelines should be followed:

  - The student must fill out a leave slip by Friday noon prior to the weekend he/she would like to leave.

- This slip must be signed by the dean before the student is able to leave campus; the dean must receive written permission from the student's parents.
- Students are encouraged to return in time for study hall (7:30 p.m.) but no later than lights out. Please call the dean if you are running late.
- Once the student returns to campus from an approved leave, his leave is terminated unless prior arrangements have been made with the dean.

Please refer to Chapter 10 for the Campus Leave Protocol Policy.

- **Lights Out**

- Lights-out is scheduled for 9:45pm on week nights, and 10:15pm for seniors.
- The RAs will do a check at that time to see that you are in bed with your lights out.
- Seniors who have computers need to be sure they are turned in to the dean on duty for the night.
- Random room checks will be performed at any time.

- **Lobbies**

It is our desire that your residence hall become your home away from home; however, we do need your help in keeping our lobbies looking as nice as possible. Therefore, we ask that you treat the furniture with care:

- No sleeping in the lobby area is allowed.
- Individuals who damage furniture will be assessed a fee to replace/repair the furniture.
- **NO** furniture is to be taken from the lobbies for any reason.
- We ask that you are **fully** dressed when entering the main lobby at all times.
- Do not put your shoes on the furniture.

- **Locked Out**

- It is very important to make sure that your room is locked at all times to help control theft.
- Please remember to take your keys with you wherever you go.
- If you need your room unlocked, there may be a \$1.00 fee.

- **Maintenance Requests**

- The deans make every attempt to keep the residence halls in working order. However, if you notice something that needs fixing, please report it to the dean on duty so that it can be taken care of.
- If the damage is simply wear and tear, there will not be a charge to the student, however, if the student causes the problem, the student will be charged for the repair.

- **Mail**

Your address is:

Name of Resident  
Indiana Academy  
24815 State Road 19  
Cicero, IN 46034

Outgoing mail should be dropped in the mailbox inside of the Ad Building (below the faculty mailboxes).

- **Medication**

- Prescription medication will be held and dispensed by the dean.
- Non-prescription medication will be dispensed in accordance with the parent/guardian's express written permission.
- All medication will be kept in a locked cabinet.

- **Mud/Cleats**

In an attempt to keep your residence hall as clean as possible, we ask that you remove your cleats/muddy shoes when entering the building. Students working on the farm should keep their boots in the designated area.

- **Music**

- All music used in student rooms is to be Christian only and is not to be loud enough so as to be heard outside the individual dorm room.
- Christian music that closely models current pop culture in heavy beat or heavy metal sound is not allowed.
- Sub-woofers are not allowed in the dormitory.
- If the deans determine to return a confiscated media device to a student, all corresponding fines must first be paid.
- Abuse of these music privileges will result in the loss of music for the room where the problems occur.
- Pirated music or movies will be confiscated and not returned.

- **Night Time Room Checks**

Random room checks may be performed at any time.

- **Pets**

- NO PETS are allowed in the dormitory. Fish are the only exception.
- A \$25 fine is assessed for any violation of this policy.

- **Program Attendance**

Every student is expected to attend all school functions, unless away from campus on an approved leave. Students are expected to be on time for Friday Night Vespers, Sabbath School, Worship Services, and Hallowed Moments. If you are late for any of these events, discipline will be at the dean's discretion.

- **Residence Hall Clubs**

The residence hall is proud to sponsor a club every year. During the year, this club sponsors a variety of activities and functions. Every year, officers will be elected to serve during that school year. The officers that are selected are: president, vice president, secretary, spiritual vice president, treasurer,

village representative, and social vice president. These individuals work hand-in-hand with the deans in planning activities throughout the year. All residents are members of this club and are required to participate in the events and functions, unless specifically excused by the dean.

- ***Resident Assistants (RAs)***

Student Resident Assistants, as appointment by the deans, serve as an extension of the deans, and are to assist during study halls, etc. Please respect them as a dean. Failure to follow through with what has been requested of you by a dean, or an RA, whether in person or by written request, will be considered insubordination and may result in further discipline.

- ***Room Cleanliness***

- All rooms in the residence hall are to be kept neat and clean.
- A room cleanliness check will be taken to make sure that this is accomplished.
- There will be no room check during the first two days of school.
- The first room check will be the third day of school.
- On the first check, you will be able to see how your room will be graded, but the score will not count. After that, room check will go as follows:
  - Rooms will be checked daily.
  - You will be given a check sheet of what the dean will be assessing at room check.
  - Take the trash from your room to the restroom trash can. Do not put it out in the hall or in the trash cans in the lobby ~~or laundry room~~.
  - Please keep food or drinks in a closed container so as not to attract insects and rodents.
  - You may be called out of meals/class/work/school events to clean your room, if necessary.
  - The perfect room score is 10. A failing score is 6 and below.
    - ✓ If you fail room check, appropriate consequences will be determined by the deans (such as being room bound until your room passes room check, having your cell phone confiscated, etc.).
    - ✓ Your room selection for next year is based on your room grade for this year.

- ***Room Searches***

- Indiana Academy reserves the right to search your room at any time, with or without reason.
  - If there is a room search, you may or may not be present.
  - When possible there will be two faculty members involved in any room searches.

- ***Security Cameras***

- In light of security issues schools are dealing with, surveillance cameras have been installed in the hallways, lobby, and external to the building. These cameras are in place to protect your child's person and property. The cameras digitally record information that is kept on a hard drive and can be reviewed. Cameras are only installed in public areas and are not inside any dormitory room or the restrooms.

- ***Selling and Soliciting***

These activities are prohibited. Exceptions are made through the dean.

- ***Sick List Procedures***

- An illness should be reported to the dean by 7:00am.
- If a student becomes ill during the course of the day, he/she is to contact the dean immediately. If the dean is not available, contact the Attendance Officer immediately.
- If a student is placed on sick list, he/she must remain in his/her dorm room for the rest of the day, is not allowed any visitors, and will not be permitted to attend recreation and other evening activities.
- A sick tray will be provided at mealtimes, as ordered by the dean.
- Students on sick list who leave their rooms (except for the restroom and shower) or have visitors will be assessed two hours of dormitory service (as well as the visitor).

- ***Study Hall Procedures***

- The general aim during study hall is for the residence hall to remain quiet so that people may study without distractions.
- Study hall begins after Worship and concludes at 9:15 p.m. Sunday through Thursday.
- At frequent intervals during study hall, the RAs will monitor student activity.
- Special study hall may be offered to assist students who are having difficulty with their studies. It is constructed so that the student may achieve academic success in those areas where problems are encountered. A student may be placed in special study hall at the recommendation of an academic mentor and/or a dean.

- ***Telephone Usage***

Both Girls' and Boys' dorms have the following phone program:

- In the Girls' dorm, the following number may be used for making calls: (317) 984-7175.
- In the Boys' dorm, students can be reached by calling (317) 984-3575, Ext. 234.
- Phone calls during study hall will be restricted to incoming calls from your family members, however we encourage parents to call at times other than study hall.
- **Cellular Phone Usage**
  - On school days, dorm student will be allowed to have their cell phones from morning until lights out.
  - Students on "D, F & I" list will have their phone taken during study hall.

*(For more information, see Cell Phone/Electronic Device Policy section.)*