



INDIANATM
ACADEMY

FAITH
KNOWLEDGE
SERVICE

**Source Book
2023-2024**

INDIANA ACADEMY

**24815 State Road 19
Cicero, IN 46034
Phone: 317-984-3575
Fax: 317-984-5081
www.iasda.org**

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

Name: _____

Address: _____

Phone Number: _____

Grade: _____

It is the mission of Indiana Academy

“To Educate the Whole Student to Know and Serve God in Their Community.”

Faith

Knowledge

Service

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FACULTY AND STAFF

Administration

| | | |
|---------------------|-----------------------|--|
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| Karla Coupland, MBA | Business Manager | Businessmanager@iasda.org |
| Gracie Leal | Registrar | Registrar@iasda.org |
| Adam Ricci | Boys' Head Dean | Riccia@iasda.org |
| Mekenzie Welch, MSW | Girls' Assistant Dean | Welchm@iasda.org |
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Instruction

| | | |
|---------------------|---|--|
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| Kimberly Coast, MA | English I, II, III, IV/Spanish I, II | English@iasda.org |
| Karla Coupland, MBA | Economics | Businessmanager@iasda.org |
| Philip Byrd, MA | Music Director/Computer Applications | Music@iasda.org |
| William Garrett | Introduction to Technology | Maintenance@iasda.org |
| Gracie Leal | Essentials of Living/Spanish II | Registrar@iasda.org |
| Robert Leal | Band/Health/PE/Information Technology | Lealr@iasda.org |
| Arthur Miller, MS | Integrated Physics & Chemistry/Biology/ Chemistry/Anatomy & Physiology | Science@iasda.org |
| Tyler Mathis | Math/Gymnastics | Math@iasda.org |
| Jordan Reichert, MA | Bible 10/Bible 11/US History/World History/Govt | Reichertj@iasda.org |
| Adam Ricci | College Career Readiness/Computer Science | Riccia@iasda.org |
| Wes Welch, M.Div. | Bible 12/Recruiting | Welchw@iasda.org |

Support Staff

| | | |
|-----------------|--|--|
| Janelle Harding | Food Service Director | Cafeteria@iasda.org |
| William Garrett | Plant Services Director | Garrettw@iasda.org |
| Kaili Kimbrow | Director of Student Evangelism & Recruitment | Kimbrowk@iasda.org |
| Linda Reeves | Work Supervisor | Reevesl@iasda.org |
| Tim Reynolds | Indiana Assembly & Packaging Supervisor | Reynoldst@iasda.org |

**INDIANA ACADEMY
TELEPHONE DIRECTORY
2023-2024**

**24815 State Road 19
Cicero IN 46034**

Telephone: 317-984-3575 Fax: 317-984-5081

www.iasda.org

| Office Number | Name | Phone Numbers |
|---------------|---------------------|----------------|
| 3235 | Brewster, Chavelli | 317-984-0070 |
| 3236 | Byrd, Philip | 317-984-0073 |
| 3232 | Coast, Kimberly | 317-984-0001 |
| 3224 | Coupland, Karla | 317-984-3096 |
| 3222 | Erich, Tim | 530-515-4243 |
| | Garrett, William | C 615-878-4345 |
| 3238 | Harding, Janelle | 317-984-0074 |
| 3242 | Kimbrow, Kaili | 317-984-0077 |
| 3226 | Klesitz, Jami | 317-984-0074 |
| 3223 | Leal, Gracie | 317-984-4364 |
| 3228 | Leal, Robert | 317-984-0075 |
| 3231 | Mathis, Tyler | 317-984-8426 |
| 3244 | Miller, Arthur | 317-984-0002 |
| | Reeves, Linda | C 765-721-2795 |
| 3227 | Reichert, Jordan | 317-984-7175 |
| 3225 | Reynolds, Diane | 317-984-3576 |
| 3072 | Reynolds, Tim (IAP) | 317-984-0072 |
| 3230 | Ricci, Adam | 317-984-0003 |
| | Rood, Virginia | C 317-645-3218 |
| 3235 | Welch, Mekenzie | 317-984-0070 |
| 3230 | Welch, Wes | 317-984-0003 |

MISCELLANEOUS

| | |
|---------------------------------|--------------|
| Adventist Book Center ext. 5393 | 317-984-5393 |
| Andrews University | 800-253-2874 |
| Cicero Library | 317-984-5623 |
| Cicero Post Office | 317-984-4435 |
| Cicero SDA Church | 317-984-4860 |
| Cicero SDA Elementary School | 317-984-3252 |
| Conference Office ext. 5000 | 317-844-6201 |
| Conference Fraud Hotline | 269-473-8283 |
| Jim Olson | 317-385-9939 |
| Lake Union Education Office | 269-473-8274 |
| Pastor Aaron Clark | 317-428-7666 |
| Pastor Cris Suarez | 203-482-8303 |

Departments

| | |
|------|--|
| 3575 | Switchboard |
| 3222 | Principal |
| 3223 | Registrar |
| 3224 | Business Manager |
| 3225 | Business Office |
| 3226 | Cafeteria-Kitchen |
| 3238 | Cafeteria Office |
| 3236 | Music Department |
| 3242 | Director of Campus Evangelism/Recruiter |

Ladies' Dorm

| | |
|------|---------------------|
| 3235 | Dean's Office |
| 3229 | West Lobby Phone |
| 4229 | West Cordless Phone |
| 3233 | East Lobby Phone |
| 4233 | East Cordless Phone |

Mens' Dorm

| | |
|------|----------------------|
| 3230 | Dean's Office |
| 3234 | North Lobby Phone |
| 4234 | North Cordless Phone |

Emergency Numbers - 911

| | |
|---------------------------|--------------|
| Ambulance | 317-773-4357 |
| Cicero Police Info | 317-984-3648 |
| Riverview Hospital | 317-773-0760 |
| Sheriff (Hamilton Co) | 317-773-1872 |
| Duke Energy (electricity) | 800-343-3525 |
| Vectren (natural gas) | 800-227-1376 |

Local Motels

| | |
|-----------------------------|--------------|
| Baymont (Noblesville) | 317-770-6772 |
| Courtyard (Noblesville) | 317-776-7800 |
| Fairfield Inn (Noblesville) | 317-776-9900 |
| Hampton Inn (Westfield) | 317-763-1900 |
| Holiday Inn (Westfield) | 317-575-0000 |
| Quality Inn (Noblesville) | 317-565-4320 |

Revised May 31, 2023

Chapter 1

GENERAL INFORMATION

History of Indiana Academy

It was 1902 in the little village of Boggsstown, Indiana, where Indiana Academy had its humble beginning. Initially called Boggsstown 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

Educating the whole student to know and serve God in their community.

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., music/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 grant tacit permission to allow your student to be photographed and/or videoed. We take many photos and video recordings of our students as they are involved in various activities. These photos and videos may be used in various school-related publications and promotional materials, including social media.

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

The Seventh-day Adventist Church, in all of its church schools, admits students of any race to all the rights, privileges, programs and activities generally accorded or made available to students at its schools, and makes no discrimination on the basis of race, color, ethnic background, country of origin, or gender in the administration of education policies, applications for admission, scholarship or loan programs, and extracurricular programs.

Sexuality Policy

Young people who may identify as LGBTQ+ and/or children from LGBTQ+ homes may attend Indiana Academy as long as they are respectful of and agree to abide by the beliefs and teachings of the Seventh-day Adventist® Church in their attitudes, speech, and actions. Young people will be asked to refrain from promoting views or ideas inconsistent with Biblical principles as understood by the Seventh-day Adventist® Church and as spelled out in church policies and statements, use the restroom of their biological sex, and to present an outward gender identity consistent with their biological sex. Visible forms of transitioning from one gender identity to another is prohibited.

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.
- As established in Indiana statute (**IC 31-33-5-1**) all faculty and staff of Indiana Academy are considered “mandatory reporters” and are legally obligated to report any suspicion of child abuse or neglect. These reports will be made anonymously and kept confidential.
- Parents or Students wishing to appeal a voted disciplinary decision should contact the Indiana Conference Education Superintendent concerning the appeal process/protocol.

Statement of Surveillance

Indiana Academy maintains security monitoring cameras throughout the campus for the protection of our students, staff, and facilities. Privacy and respect are of primary concern for the Academy. Therefore, cameras are not located in bathrooms, locker rooms, changing/dressing rooms, and other areas where a person should expect a high level of personal privacy. These cameras observe, capture, transmit, photograph and record the sounds or events within the vicinity of the cameras. Video and audio recordings from these cameras are stored for a reasonable period of time before they are routinely erased. When appropriate, recordings may be used internally, shown to students or parents, or if necessary, disseminated to law enforcement. Tampering with, disabling, or modifying this equipment or process in any way is a punishable offense. By enrolling in and attending Indiana Academy, the student and parent give consent to such audio and video recordings and their stated use.

Chapter 2

Admission Procedure/Finances

Application Process (First Time Students)

1. **Online Application:** Fill out Online Application (instructions below)
 - Go to www.iasda.org
 - Click on the [Apply Now](#) in the middle of the home page.
 - To start your application, click on the link [Create an Account](#).
 - Create your account with your contact information and username and password.

- Click [Create Account](#), then on the following page click [Create A New Student Application](#).
 - Follow the instructions from there. You can skip sections and come back to it.
 - The final step is to click on [Submit Application](#). A \$50 Application fee (non-refundable) will be requested at the time of submitting your application.
2. **Recommendations:** Submit Pastor, English teacher, and Math teacher names and contact information in your Online Application.
 - a. References will be contacted
 3. **Transcript:** Fill out and submit Transcript Request form to IA or current school.
 - a. Make sure to have your transcript sent in to IA as soon as possible.
 4. **Interview:** Once all of these items are submitted, we will call the applicant to have an informal phone or in person interview.
 5. The Admissions Committee will review your application, recommendations, transcript(s) and results from interview.
 6. Then we will contact you with a letter or phone call with the Admissions Committee's decision.
 - a. Registration paperwork will be sent out after acceptance.
 7. To reserve your roster spot, the General Fee of \$500 (non-refundable) and financial agreement are due by January 31 for Priority Acceptance, March 31 for General Acceptance, and June 16 for Late Acceptance.

Registration Process

Upon acceptance, students will be required to submit registration documents to the Registrar's Office. (These forms are available in the Administration Office and will also be mailed to all accepted students during the summer.)

- Continuing Consent to Treatment Form – we can notarize this for you (requires proof of medical and prescription drug insurance coverage)
- Enrollment Agreements
- Health Appraisal Form, including immunization records (within last 2 years)
- Hold Harmless Agreements (Groups, Activities, Community Service)
- 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** student's birth certificate to copy for the school's records
- 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, WH-4, I-9

Financial Plans and Policies

TUITION AND FINANCIAL PLANS

For current tuition rates, please call the school office or request on information packet online at www.iasda.org.

At Indiana Academy, we believe that finances should not impede a qualified student who wants to receive a Seventh-day Adventist education. We believe that an Adventist education is a priceless investment in a student's temporary and eternal future. Annually, we award nearly

\$750,000 in financial assistance to qualifying families to help make a Seventh-day Adventist education possible for those who would otherwise not be able to afford it.

We have dedicated personnel who can work with families, using confidential third-party vendors, to determine a financial plan that can work for you and your family. Contact our Business Manager to learn more about our application process.

PAYMENT PLAN FOR PARENTS OR SPONSORS

In choosing Indiana Academy for your student, you have expressed an understanding of the value that 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 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. 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 | Parent/Guest Rate |
|----------------------------------|---------------------------------|
| Meal Ticket (10 meals) - \$55.00 | Adult - \$6.00 |
| Individual Tickets - \$6.00 each | Child (under 12 years) - \$4.75 |

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)

- **Music Folder fee** **\$20**
- **Handbells** **\$10-15 (Gloves, varies by usage)**
- **Private Instrument Lessons**
Typically lessons are half an hour and occur once a week. A prepayment of \$300.00 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 student's account.
- **Instrument Rental:** Charge of \$50/semester for rental of school instrument; \$90/year if paid in advance, not refundable.

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 and/or school-owned equipment lost or damaged on campus (refrigerators, computers, cameras, clothing, cell phones, automobiles, etc.). Damage to school property may incur financial restitution being added to a student's bill.

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 student's account.
2. The key assigned to the student is returned. There is a \$15 charge per key that is lost or not returned. If the key is returned after the \$15 has been paid, a \$5 refund will be given.

ID CARDS

Each student is issued an electronic ID card when they enroll at Indiana Academy. This card serves both for student identification as well as their electronic key card for accessing buildings on campus. Students should never allow another individual to use their personal ID card. Any student needing a replacement ID card will be charged a \$15 replacement fee.

WITHDRAWAL

- If a student withdraws, the monthly charge is prorated 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.

CONFERENCE PARTNERSHIP

The Conference Partnership is a matching program between the local church and Indiana Conference 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 before a financial agreement can be finalized. Financial aid funds 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.

Conference Partnership is not available to students receiving denominational educational allowance.

SCHOLARSHIPS

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.

8th GRADE GRADUATION: Indiana Academy awards a \$500 scholarship to select 8th grade students from each Indiana Conference elementary school based on academic and leadership qualifications. 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 music fees.

INDIANA CHOICE SCHOLARSHIP: Indiana Academy is a participating member of the Indiana Choice Scholarship program. Certain residents of Indiana may be eligible for the Indiana Choice Scholarship. For more information, or to determine your eligibility, contact the Indiana Academy Business Manager or go to www.doe.in.gov/choice

WORK ASSIGNMENTS & STUDENT EARNINGS

Learning the dignity of work and to work efficiently is an important philosophy of a Seventh-day Adventist 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. During the school year, jobs are limited to 10-hours per week 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 14 and 15-year old students is \$2,000, and for older students it is \$2,500 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 a student is unable to secure a new work assignment, they will be subject to an Ad. Comm. hearing to determine if they should continue to be enrolled at Indiana Academy.

Students are expected to meet their daily work obligations and should make arrangements with their work supervisor prior to being absent. It is the responsibility of the student to notify their work supervisors if they are sick and will be unable to meet their scheduled work assignment.

Labor laws are strict on minors who are employed. 14 & 15-year olds are only able to work certain times during a day and up to two hours per day. 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 at least three hours per school day as arranged in the financial plan.

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

Students who knowingly, or accidentally, falsify their timecard may be subject to immediate dismissal from their positions, and subsequently, their enrollment at Indiana Academy may be in jeopardy.

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 will be issued, 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 will become responsible for any financial obligations brought about by lost wages due to not working.

STUDENT TITHE

Each student is given the opportunity to return tithe by having 10% of their labor earnings deducted. 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 of Education has adopted certain policies 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 20th 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)

General Diploma (2.0 GPA) Class of 2023 and beyond

Freshman Year

Bible 9
 English 9
 Algebra I
 Integ.
 Physics/Chemistry
 Computer Science
 Physical Education

 Intro to Technology

Sophomore Year

Bible 10
 English 10
 Geometry
 Biology

 World History
 Health

 Physical Education

Junior Year

Bible 11
 English 11
 Algebra II
 1 unit of Science

 U.S. History
 ½ unit of Practical Arts

Senior Year

Bible 12
 English 12
 1 unit of Math
 U.S. Government

 Economics
 ½ unit of Practical Arts

Suggested Electives

Fine Arts
 Gymnastics

Suggested Electives

Fine Arts
 Gymnastics

Suggested Electives

Fine Arts
 Gymnastics
 Spanish I
 College & Careers
 Essentials of Living
 Personal Finance

Suggested Electives

Fine Arts
 Gymnastics
 Spanish I or II
 A&P or Physics
 Essentials of Living
 Personal Finance

Advanced Studies Diploma (3.0 GPA; SAT College Readiness Score) Class of 2023 and beyond

| Freshman Year | Sophomore Year | Junior Year | Senior Year |
|----------------------------|----------------------------|----------------------------|--|
| Bible 9 | Bible 10 | Bible 11 | Bible 12 |
| English 9 | English 10 | English 11 | English 12 |
| Algebra I | Geometry | Algebra II | Precalculus |
| Integ. Physics/Chemistry | Biology | Chemistry | Physics or A&P |
| Computer Science | World History | U.S. History | U.S. Government |
| Physical Education | Health | Spanish I | Economics |
| Intro to Technology | Physical Education | ½ unit of Practical Arts | Spanish II ½ unit of Practical Arts |
| <i>Suggested Electives</i> | <i>Suggested Electives</i> | <i>Suggested Electives</i> | <i>Suggested Electives</i> |
| Fine Arts | Fine Arts | Fine Arts | Physics or A&P |
| Gymnastics | Gymnastics | Gymnastics | Fine Arts |
| | | Practical Arts | Gymnastics |
| | | | Practical Arts |

Graduation Requirements - Class of 2023 and beyond

| Course and Credit Requirements | | |
|---------------------------------------|--|---|
| | General Diploma | Advanced Studies Diploma |
| Bible | 4 Credits | 4 Credits |
| | One credit of Bible for each year of attendance at an SDA school | |
| English/Language Arts | 4 Credits | 4 Credits |
| | 1 Credit: English 9 1 Credit: English 10 1 Credit: English 11 1 Credit: English 12 | 1 Credit: English 9 1 Credit: English 10 1 Credit: English 11 1 Credit: English 12 |
| Mathematics | 4 Credits | 4 Credits |
| | 1 Credit: Algebra I 1 Credit: Algebra II 1 Credit: Geometry 1 Credit: Any other Math | 1 Credit: Algebra I 1 Credit: Algebra II 1 Credit: Geometry 1 Credit: Precalculus |
| Science | 3 Credits | 4 Credits |
| | 1 Credit: Biology 1 Credit: IPC or Chemistry 1 Credit: Any other Science | 1 Credit: Biology 1 Credit: Chemistry 2 Credit: Any other Sciences |
| Social Studies | 3 Credits | 3 Credits |
| | 1 Credit: World History 1 Credit: US History 0.5 Credit: US Government 0.5 Credit: Economics | 1 Credit: World History 1 Credit: US History 0.5 Credit: US Government 0.5 Credit: Economics |
| Directed Electives | 4.5 Credits | 5 Credits |
| | 1 Credit: Computing 1 Credit: Fine Arts 1 Credit: Practical Arts 1.5 Credits: Other Electives | 1 Credit: Computing 1 Credit: Fine Arts 2 Credits: Foreign Language 1 Credit: Practical Arts |
| Physical Education | 1 Credit (Over 2 Years) | 1 Credit (Over 2 Years) |
| | 1 Credit: Physical Education | 1 Credit: Physical Education |
| Health/Wellness | 0.5 Credit | 0.5 Credit |
| | | |

| | | |
|-------------------------------|--|--|
| Other Requirements | <ul style="list-style-type: none"> • Required to take ACT or SAT • Cumulative GPA of 2.0 | <ul style="list-style-type: none"> • Required to attain postsecondary-ready competency scores on SAT • Cumulative GPA of 3.0 |
| Total Credits Required | 24 | 25.5 |

Directed Electives Offered at Indiana Academy

- Fine Arts Classes: Choralans (Choir), Keynotes* (Select Choir), Gracenotes* (Select Bell Choir), Band*, Photography, Art, Drama
- Practical Arts Classes: Applied Technology, Essentials of Living, Personal Finance
- Other Electives: Computer Science, Spanish I, Spanish II, Aerials (Gymnastics)*

*Due to these elective courses being considered “touring groups” and that they may require participants to miss other regularly scheduled classes, participants are expected to maintain a minimum GPA of 2.0 at each quarter.

Both the **General** and the **Advanced Studies** Diplomas meet or exceed the requirements of the **Indiana Core 40**; however, students are responsible for making sure their course sequences meet the entrance requirements of their chosen college/university.

Course Descriptions: For a complete listing of Course Descriptions please go to 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. GPAs of students on Academic Probation will be reviewed every nine weeks. Students may be placed on or taken off of probation every nine weeks. Students on academic probation after four consecutive reviews will be subject to dismissal.

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 90th 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 General diploma.

Any student not granted acceleration status who intends to make arrangements for the completion of their 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. Taking less than a full load will not impact the cost of tuition.

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 (Withdraw, Passing) or WF (Withdraw, 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.

Dual Credit Classes

A student may elect to enroll in a dual-credit class in order to receive both college and high school course credit. The student must submit a request to the Registrar *prior* to beginning the course. In order for the course to be considered for high school credit, the student must agree to provide progress report updates to the Registrar as requested. Indiana Academy is not responsible for the requirements (financial, curricular, or otherwise) of any dual credit courses.

GRADE REPORTS (FACTS)



Indiana Academy subscribes to FACTS (formerly 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 regularly updated on FACTS, and students and parents are strongly encouraged to utilize this resource on a regular basis.

Instructions and access information for FACTS will be provided during student registration. FACTS can be accessed at <https://factsmgt.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 |
|------------|-------|--------|
| 93 – 100 | 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 General Diploma (23 units) or Advanced Studies Diploma (24.5-25.5 units). (*See specific graduation requirements in the Academic and General Information section.*) Beginning with the class of 2023 the graduation requirements will adjust to 24 units for the General Diploma and 25.5 units for the Advanced Studies Diploma.

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. Students who are a part of the Indiana Choice Scholarship (vouchers) program should check state requirements to determine the window of time in which a student has to complete any graduation deficiencies. 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.

"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 (including quizzes, tests, labs, or performances) 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 CLOWOL, 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 learning plans (IEP, 504 plan, ISP, etc.) 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 is administered each year. These achievement and aptitude tests are for the guidance of the student, parents, and the school.
- 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 American Collegiate Testing (ACT) Service. These tests are provided as a service for IA students, as well as members of the community.
- Students are required to take the SAT at least once during their Junior year while in attendance at IA.
 - There is a cash charge for students taking either of these tests although a fee waiver may be available.
 - It is the responsibility of the student and his/her parents to pay for these tests.
 - The school's registrar and/or testing coordinator will assist in registration for the required SAT test and will provide additional information to parents and students.
- Indiana Academy is a testing center for the PSAT exam.
- Indiana Academy is required to administer Indiana State standardized accountability tests, all students in the applicable grades (regardless of residency) are required to participate in these

test administrations. These tests may include opportunities to retest if a passing grade is not achieved.

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 9th and 10th 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, required school service days, and music performances and lessons.
 - It is the student's responsibility to check their attendance in FACTS daily.
 - A student will have two school days to take care of an unexcused absence, after which it will not be changed.
 - Students will receive an Attendance grade based on the official record maintained by the Registrar.

Administration of Officially Excused Absences

- The Principal, Registrar, 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.
 - school suspension
 - 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 20 minutes of class or work is considered tardy.
 - A student missing more than 20 minutes of an assigned class or work will incur an "extended tardy."
- **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.
 - Pre-Arranged absences may be approved according to the following process:

- Step 1: Parent/Student may pick-up a Pre-Arranged Absence Request form from the Administration Office
- Step 2: Student is responsible for getting all teachers, work supervisor, and deans (if applicable) to sign the request form
- Step 3: Parents sign the request form
- Step 4: Signed request form is submitted to the Attendance Officer at least 1-week prior to the requested absence.
- If a Pre-arranged Absence Request form could not be submitted in advance, it 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

At the beginning of each semester, each student will have a credit of 100 points. Points will be deducted as follows:

- 2 points for each unexcused tardy (within 20 minutes)
- 3 points for each “extended” tardy (after 20 minutes)
- 5 points for each unexcused class, chapel, or work absence

Discipline Levels:

- **Level 1: 89-80** – Letter of Warning.
- **Level 2: 79-70** – Consultation with student and parent (in person or via phone call); documentation in student’s file.
- **Level 3: 69-60** – Consultation with student and parent; two-day in-school suspension; student’s written letter of intent.
- **Level 4: 59-50** or below – Be referred to Administration with a recommendation for withdrawal.

Excessive Absences: Course Grade Policy

- Students may not be absent, excused or unexcused, for more than six class periods in a specific course within a semester.
- After the sixth 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 semester of the school year. The student begins with a clean slate (100 points) at the beginning of each semester.

| Attendance Points | Grade |
|--------------------------|--------------|
| 100-90 | A |
| 89-80 | B |
| 79-70 | C |
| 69-60 | D |
| 59-0 | F |

Attendance Grade Consequences

Students who have a grade lower than C in attendance will lose any offices held (SA, class, or clubs, etc.) and will not be allowed to miss classes due to tours or other school activities. Ad Committee will make the final decision in the event of appeal/request.

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

Personal Transportation

Assumed Risk and Release of Liability

- **Indiana Academy is not liable for any damage to personal vehicles located on school property; including but not limited to theft, vandalism, collision, and/or damage caused by non-vehicles.**

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. Girls' Dorm parking area is between the cafeteria and the west dorm. Boys' Dorm parking area is the parking lot in front of the north 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 Discipline

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 "donuts," 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, Skateboards, Rollerblades, Hoverboards

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 determined 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 properly fitted and secured helmets while riding.

Skateboards are permitted to be used on campus according to the following:

- **Before** riding a skateboard on campus, a Skateboarding Hold Harmless waiver must be signed by both student and guardian waiving Indiana Academy's liability in case of injury or accident.
- Personal Protective Equipment (including no less than a helmet and wrist guards) must be properly worn at all times when riding a skateboard.
- Pedestrians and vehicles must always be given the "right-of-way" by those riding skateboards.
- Skateboards are not allowed to be ridden on the tennis courts, on the road directly north of the gymnasium (by the weight room/equipment room), or in any buildings on campus.
- Skateboards should be stored in an out-of-the-way location in the entry areas of any building on campus or in a student locker if in the Ad Building (they should not be taken into the classroom).
- At no time should any physical structures on campus (e.g. benches, ledges, etc.), other than sidewalks and roads, be used as apparatuses for tricks, jumps, or other skateboard-related activities.
- Skateboards are not to be ridden during Sabbath hours
- Indiana Academy has approved the riding of skateboards on IA's campus only, skateboards are not allowed on any off-campus trips.

Unreasonably unsafe behavior or violation of the stated policies will result in the issuance of a conduct notation, possible confiscation of the skateboard, and/or revocation of the privilege of a student to use a skateboard at Indiana Academy based on the judgement of the observing staff member and in consultation with Ad Comm. The privilege of riding skateboards on IA's campus may be amended, suspended, or revoked at any time, as determined by Ad Comm, in the event of continual unsafe behavior, violation of policy, or repeated injury.

Any questions or clarifications regarding the Indiana Academy skateboarding policy should be referred to IA Administration prior to possession or use of a skateboard on campus.

Roller blades are allowed for use outdoors.

- No rollerblading is allowed inside any building.
- A properly fitted and secured safety helmet, elbow pads, wrist guards, and kneepads must be worn.

Hoverboards are not allowed anywhere on the Indiana Academy property.

- They are not allowed to be kept, or stored, while on Indiana Academy property or vehicles.

Drones

"Drones", and other flying remote-controlled devices, are not allowed to be used on school property without express administrative permission.

Chapter 6

Personal Media Device* Policy (Including Cell Phones)

*Personal Media Device (PMD) is a general term for any electronic device that is used by a student. The term includes, but is not limited to: cell phones, iPods, tablets, smart watches, and other MP3 players, etc.

Indiana Academy is committed to providing an environment that fosters academic, spiritual, and social growth in our students. With that in mind, Personal Media Device (including cell phone) usage will not be permitted on campus. Occasionally, on off-campus, school-sponsored trips there will be exceptions made with specific guidelines for the use of cell phones. Upon arrival at school, dorm students will be expected to turn their cell phones and other PMDs in to their respective Deans to be securely stored until they may be picked up for home leaves. When on campus and school-sponsored trips, village students are subject to the same cell phone policy as dormitory students. Village students have the option to turn in their cell phones/PMDs to the Administrative offices upon arrival to campus and may be picked up upon departure from campus or at the end of the school day. PMDs (without headphones) are only allowed on school-sponsored trips when expressly permitted by either school administration or the trip sponsor.

Personal Media Device Usage

When PMD exceptions are granted, the following stipulations are expected to be followed:

- All PMD policies and enforcement apply equally to dorm and village students while on campus or school-sponsored trips.
- Enabling personal “hotspots”, Internet access points, or otherwise attempting to circumvent the school’s wireless filtering system is **strictly prohibited**, and if detected will result in **permanent loss of PMD privileges** for the responsible student, regardless of the number of other infractions.
- Headphones/earbuds are not to be used on campus or on school-sponsored trips at any time.
- PMDs cannot contain movies or be used to stream movie content such as Netflix, etc.
- No video-chatting sites or apps are to be used such as Skype, Facetime, etc.
- Any music or videos played on PMDs must be in keeping with the Adventist philosophy and standards of Indiana Academy.
- Games
 - No war or gun-related games.
 - No violent games, e.g. crime, fighting, etc. (including cartoon/fantasy violence).
 - No gambling or casino games.
 - No comic books, action figures.
 - No spiritualistic elements such as magic, wizards, occult or supernatural.
- PMDs are only allowed on school-sponsored trips when expressly permitted by either school administration or the trip sponsor.
- Dorm students are expected to turn in their PMDs to the Deans upon arriving to campus.
- Village students are expected to refrain from using their cell phones while on campus, including while visiting in the dorms. Violating this expectation will result in the same disciplinary response as would be merited if a dorm student violated the policy.
- 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 that is brought on campus or to school-sponsored off-campus activities by students.
- Village students using media devices during church (while sitting with IA dorm students) will receive the consequences as outlined below for using PMDs during restricted times.

IDs and Passwords:

- All students will receive an ID and password that will give them access to IA's computer systems, including the Internet, campus desktop computers, and FACTS.
- All passwords must remain private and secret to the individual. They must not be shared. Internet and software usage is tracked by student ID. They cannot be changed by the student. The IT Manager can change the password if requested.

Personal Computers (including laptops)

- Personal computers/laptops are not allowed to be brought to campus.

Personal Media Device Discipline

Any deception regarding personal media device use (i.e., lying about having a device, hiding a device, not registering devices with the Deans/Dorms, having a "dummy" phone, failing to turn in a device upon arriving to campus, and other infractions determined egregious by the Administration Committee) will result in the following disciplinary action:

- First infraction: 3-day in-school suspension
- Second infraction: 3-day out-of-school suspension
- Third infraction: Student will be required to appeal to Ad Comm concerning continued enrollment at Indiana Academy

In addition to the above, the student will lose PMD privileges for the remainder of the school year, however; the device will still be required to be turned in to the dorm upon arrival to campus.

If a student has permission to have their PMD, but misuses the device, the following consequences will be implemented:

- The first violation of the stated PMD policy will result in a conduct notation and confiscation of the media device for one week.
- The second violation of this policy will result in a conduct notation and the loss of all personal media device privileges for the remainder of the school year.

Additional infractions – Ad Comm will meet to discuss further discipline, including possible suspension or withdrawal.

Refusing to allow staff to confiscate and/or search PMDs will result in additional disciplinary action including possible suspension as determined by Ad. Comm.

Technology Acceptable Use Policy

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 technology access is to promote educational excellence by facilitating: resource sharing, innovation, research, creativity, communication, and increased productivity.

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.

The use of IA technology resources is a privilege, not a right. The privilege of using the technology resources provided by the school is not transferable or extendable 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.

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.

School Responsibilities

- 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.
- School personnel have a legal obligation to report activities that are illegal and/or harmful. School personnel should be alerted if online material created by a current or former student is found to be inappropriate or threatening.

Student's Responsibilities

- Use technology resources in a responsible and ethical manner.
- Obey general school rules concerning behavior and communication that apply to technology 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.
- All digital media platforms (including social media), whether public or private, are a permanent addition to a student's digital footprint and may be reviewed by school administration.
- Help IA protect our computer system/devices by contacting an Administrator about any security problems they may encounter.
- Monitor all activity on their account(s).
- Print a copy of any E-mail containing inappropriate or abusive language, or if the subject matter is questionable, and turn in to the Administration Office.

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.
- 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.

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.

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.

Citizenship 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.
- Dress modestly, neatly, appropriately, and simply.

When a student violates any of these standards, there is a disciplinary policy in place that seeks to be redemptive rather than punitive in nature. 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.

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 both now and in the world to come.

Citizenship & Discipline Options

- Students will receive conduct notations for infractions of school policies, with notification and details of the infraction being emailed to parents by school administration.
- A Citizenship grade will be placed on a student's official transcript based on the number and type of conduct notations received.
- 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. Notification will then be given to the parent/guardian to inform them of the situation via email.
- Multiple infractions, or the severity of a single infraction, may make it necessary for a student to be called to an Administrative Committee meeting where additional discipline, including suspension and/or withdrawal, may be deemed necessary.

Citizenship Policy

At the beginning of each semester, each student will have a credit of 100 citizenship points. In the event a conduct notation or other disciplinary action is necessary, points will be deducted from that credit. Points will be deducted based on the severity of the infraction using the following table as a "guideline"; however, it is at school administration's discretion to determine the final level of severity (particularly in the case of repeat infractions).

LEVEL 1 Minor Infractions (5 points): Minor infractions that should be immediately addressed and documented by the observing staff member.

LEVEL 2 Moderate Infractions (10 points): More significant infractions that should be immediately addressed and documented by the observing staff member but which should also be discussed by Ad Comm. to determine if more follow-up is necessary.

(Multiple Level 1 infractions may constitute a Level 2-type response from Ad. Comm.)

LEVEL 3 Significant Infractions (20 points): Significant infractions that should be immediately addressed and documented by the observing staff member. Additionally, administration should be immediately notified.

LEVEL 4 Major Infractions (35 points): Major infractions should be immediately addressed and promptly referred to school administration for further action. If deemed necessary, an emergency Ad Comm. meeting may be convened to address the situation. Major Infractions will automatically result in a failing citizenship grade for the semester.

| Examples of Citizenship Infractions by Levels¹: | |
|---|---|
| Level 1: | Level 2: |
| <ul style="list-style-type: none"> ▪ Cafeteria Behavior (throwing food, being loud or disruptive) ▪ Dress Code Violations ▪ Food in Ad. Building or Class ▪ Minor Dorm Policy Violations ▪ Minor Vehicle Violations ▪ Poor Job Performance | <ul style="list-style-type: none"> ▪ Being in any building after hours/without permission ▪ Being on the roof of any building ▪ Cheating/Dishonesty ▪ Failure to Sign In/Out of Dorm ▪ Getting Fired from Work ▪ Graffiti ▪ Improper Media Device Usage/Content ▪ Improper/Degrading Language ▪ Social Restriction ▪ Tampering with Electrical Equipment/Computers ▪ Wrong Place/Wrong Time |
| Level 3: | Level 4: |
| <ul style="list-style-type: none"> ▪ Altering Grades/Stealing Tests ▪ Disrespect of a Staff Member/Insubordination ▪ Inappropriate Literature/pornography/obscene materials ▪ Possession of a personal media device/cell phone without permission (see PMD Policy for additional discipline) ▪ Possession/Use of Contraband - (Applies to both Village & Dorm students) ▪ Unauthorized use/tampering with vehicles or school keys | <ul style="list-style-type: none"> ▪ Assault and Battery/Fighting ▪ Breaking and Entering ▪ False Fire Alarms/911 Calls ▪ Harassment/Hazing ▪ Leaving Dorm After Hours ▪ Sexual Activity/Intent ▪ Sexual/Racial/General Harassment of any kind (including bullying) ▪ Stealing/Possession of Stolen Goods ▪ Tampering with Fire Alarms, Smoke Detectors, Door Locks ▪ Vandalism/Defacing School Property ▪ Violation of Restricted Areas (as listed in sourcebook) |

¹This list is not exhaustive, but rather a guideline for the levels of severity of different infractions. Administration reserves the final authority in determining the severity of infractions and the subsequent discipline including potential suspension or withdrawal.

²The list of contraband items includes but is not limited to: Matches/lighters, firecrackers or other explosives, drugs/drug paraphernalia, occult paraphernalia (Ouija boards/Dungeons & Dragons, etc.), alcoholic beverages, tobacco (including smokeless & e-cigarettes), firearms (including BB/pellet/airsoft

guns, wrist rockets, slingshots, etc.), other weapons (including knives), inappropriate literature/pornography/obscene materials.

Citizenship Grades

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

| Letter Grade | Conduct Points |
|--------------|----------------|
| A | 100-90 |
| B | 89-80 |
| C | 79-70 |
| F | 69-0 |

Additional Discipline Options

In addition to the above policy, 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 "Ch. 7 - Social Relationships"
- **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 failing citizenship grade, 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 gulley, 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 always closed to the opposite sex 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 of another person's work, ideas, wording, images, or information, as one's own. This includes unattributed, or excessive, copying and pasting.

Academic Dishonesty

- Any instance of academic dishonesty may be referred Ad. Comm. to determine what, if any, discipline may be deemed necessary including possible suspension and/or withdrawal from Indiana Academy.
- 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 refer the case to the Administrative Committee for further action.
- 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 an additional conduct infraction 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 music groups, the occult, drugs, alcohol, tobacco, 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 wristbands of any kind, is not permitted on campus, including the dormitory, or at any school-sponsored off-campus function. 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 eyeliner. No dark lip coloring. Only clear polish is acceptable for fingernails and toenails.

Classroom Attire

- Tops must either have a collar (polo, button-down, etc.) or be a sweater/sweatshirt/hoodie
 - The only t-shirts permitted to be worn without the above are Indiana Academy-affiliated t-shirts.
 - Zip-up jackets, button-down shirts, coats, or similar style tops may only be worn over school-appropriate shirts
- Pants must be either dress slacks or "khaki"-style pants, they should be modestly fitted.
- Appropriate footwear.

Attire Not Acceptable for the Classroom, Administration Building, or Religious Services

- Head coverings (including the hoods on sweatshirts, hats, scarves, bandanas, etc.), shorts, sweatpants/joggers, and "house" slippers.

Attire Not Acceptable for the IA Campus

- Sheer blouses or shirts

- Tight, form-fitting clothes
- Tank tops/undershirts
- Any pants with writing across the buttocks
- Any clothing not covering the midriff
- Any clothing that is frayed, torn, has holes, or is 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, dress slacks (sport coat strongly encouraged), or khaki-style pants
 - Dress shirt (tucked-in) or turtleneck sweater.
 - Dress shoes and socks
- **Acceptable for Girls**
 - Dress, skirt, or dress pants. Skirt length must be no shorter than one-inch above the bend of the back of the knee. This includes any slits in the hemlines.
 - 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

Vespers Attire

- Dress slacks or khaki pants can be worn by both girls and boys.
- 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 (tucked-in for boys) 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. 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 “unmodified” sleeveless shirts. If the sleeve opening is too deep (larger than the natural shirt armhole), a tank top is to be worn underneath.
 - Girls may wear “unmodified” sleeveless (non-tank top) shirts.
 - Modest shorts – loose fitting and no shorter than two inches above the bend in the back of the knee or a minimum of a 5” inseam
 - School attire is acceptable for recreation.
 - Closed-toe shoes must be worn if a student is participating in any physical activity in the gym, ball field, and/or weight room.

Chapter 9

Medical Issues, Drugs, and Safety Notifications

Illness/Sick List

- An illness should be reported to the dean, or, if available - school nurse, 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 other appropriate personnel, immediately upon hearing a student is in this situation
- School Administration to:
 - Seek prompt medical care
 - Notify parents/guardians
 - 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
- Self-harm (cutting, etc.)

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, cars, 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, e-cigarettes) or possessing on school grounds any type of tobacco or tobacco product (i.e., smokeless tobacco, "vape pens", etc.)
- 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.

Asbestos Notification Record

The Federal law requires a public announcement be given to school patrons regarding any asbestos in our school. A certified asbestos inspector has checked our school facility. The report is on file in the Business Office. This document is available upon request. The asbestos in the school is in a non-friable condition and presents no hazard to anyone at the present time. It will be checked at periodic intervals as required by law to ascertain any change in the material.

Use of Pesticide Notification

Federal and/or State law requires that Indiana Academy inform its constituents that occasionally pesticides are applied on and around the school grounds. If you would like to be notified at least 48-hours

in advance of any such application of pesticides, please notify the Business Office within the first two-weeks of the school year.

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. Should localized information assist in making any decisions regarding safe travel, Indiana Academy is located within the Hamilton County school district with the local school system being the Hamilton Heights School Corporation.

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' wellbeing. 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 permission from the parent or legal guardian stating permission for their student to leave and the destination to which he/she is going. The permission documentation must be dated and contain the parent/guardian's signature. (**Note: telephone calls, verbal permission, email permission, permission through social media, or any forms of permission, other than a signed permission or a photograph, 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 request/photographed document 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 date-specific 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.

Airport Trips

To aid in the planning and scheduling of airport trips for students traveling for home leave and other breaks, we have implemented a policy of standardized time for airport transportation. Transportation to the Indianapolis airport (IND) will be arriving at 2:00 pm on home leave days (departing Indiana Academy around 1:00 pm). Pick-up transportation will be made from the Indianapolis airport at 4:00 pm at the end of home leave. Airport transportation trips will cost \$40.00. Airport trips outside of the standard pickup/drop-off times will cost \$100.00. Please make travel plans accordingly and notify the school as early as possible if airport transportation will be necessary.

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. Trips that are intricately linked to the classroom experience may be considered “required” and a student who chooses to not participate in the trip may be assigned an alternative assignment in lieu of the trip experience. *The list below represents the primary trip options available; eligibility to be included on any trip depends upon class standing, organizational membership, payment of any related fees, etc.:*

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

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. Headphones are not permitted.
- 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, legal guardian, or a faculty member. 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 physical contact between two individuals (regardless of gender) such as handholding, 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.
- Regardless of gender, a side-hug no longer than three seconds is allowed.

Social Restriction

Students who violate the school's guidelines regarding appropriate interactions with other students may be placed on Social Restriction. Any IA staff member may place individuals on "social". The period of restriction will begin immediately upon notification and will continue *at least* until the next regularly scheduled Ad. Comm. meeting at which time the restriction will be reviewed and either lifted or extended.

The purpose of social restriction is to create distance between students who may be finding it difficult to appropriately grow a friendship. A period of separation and no communication can allow time to think through the dynamics of the friendship. While it may not be enjoyable to be on social restriction, it is the intent of Indiana Academy to help students learn, for the long-term, how to grow healthy, Christian relationships.

During the period of social restriction, students are to have NO contact with the person(s) with whom they are on social restriction. No contact includes the following:

- No speaking
- No texting
- No emailing
- No note passing
- No using a friend as a “go-between”
- No communication in any way

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 likewise 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

Village students choosing to attend any off-campus school functions are encouraged to come to the school and ride with the group. If they choose to drive themselves or arrange their own transportation, they do so at their own risk and Indiana Academy assumes no liability for their behavior or the results of their behavior while they are traveling.

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 *Electronic Media 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 in the Business Office 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.
- Students are not allowed to prepare or store uncooked meat in the dorms and are not allowed to have meat in the cafeteria.
- 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.
- 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.

Learning Commons

The Learning Commons 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.

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.

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
 - or
 - Two minor offices
- Minimum cumulative GPA requirements for Major and Minor offices are listed in the table below:

| Major Office | GPA Requirement |
|---|-----------------------------|
| 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 |
| | |

| Minor Office | GPA Requirement |
|---|-----------------------------|
| 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 current and immediately preceding semesters 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.) Additionally, all students seeking office for the following school year must have submitted an approved reacceptance application.
- **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 from the Registrar 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 Class Experiences

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.

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.
- Any non-student guest will be required to pay an attendance fee, in advance of the event, as determined by the event sponsor and administration.

Senior Class Trip

The Senior Class trip is the capstone experience for our students to demonstrate their fulfillment in meeting Indiana Academy's mission statement of "educating the whole student to know and serve God in their community." As such, the focus of the senior class trip will be service and/or further educational experiences.

The Senior Class Trip must receive approval from Ad Comm (and the Indiana Conference Board of Education). Due to the inherent risks of long-distance travel, trips must be planned to travel no further than a 10-hour drive and planned overnight travel is prohibited.

Chapter 18

Class Fundraisers

The purpose of class fundraising at Indiana Academy is to embody the spirit of giving selflessly and mission-mindedness. All class fundraising will be done with the intent of generating funds to support a mission project "adopted" by the class (ADRA, Maranatha, World Vision, etc.). All class fundraisers must receive Ad Comm approval at least 1-week prior to the scheduled fundraiser event.

The Senior Class Trip will be treated and funded as a fee-based trip and may be supplemented by individual letter writing campaigns and class dues exceeding projected expenses.



Emergency Hotlines

| | |
|---|---|
| Local Emergency Phone Number: | 911 |
| The National Suicide Prevention Hotline: | (800) 273-TALK (8255) |
| SAMHSA Treatment Referral Hotline: | (877) SAMHSA7 (726-4727) |
| Suicide Prevention Text Line: | Text the Phrase HELPNOW to 20121 |
| Indiana State Suicide Prevention Advisory Council: | in.gov/issp/ |
| Teen Suicide Hotline: | (800) SUICIDE or (800) 784-2433 |
| Indiana Child Abuse & Neglect Hotline: | (800) 800-5556 |
| National Domestic Violence Hotline: | (800) 799-7233 |
| National Elder Care Institute & Neglect Hotline: | (320) 831-3525 |

Suicide? What can you do to help?

If a person says they want to die by suicide, and if there is no danger to you, don't leave the person alone. Ask the person if he/she has thought about how and when they will do it, if they have obtained the necessary items, and where those items are located. Let the person know that suicidal thoughts are common, but most people do not ever act on them. Ensure the person knows that you are willing to listen and help in any reasonable way. Let the person know that there are professionals who could help and ask if he/she would want your help in contacting someone. If suicide seems very likely or if the person is a child, call 911 or a Crisis Intervention Team. Your willingness to listen and help could save a life.

| | |
|---|--------------------|
| United Way Help Line: | Dial 211 |
| National Crisis Text Line: | 741741 |
| The Lifeline Project on Twitter: | @800273TALK |