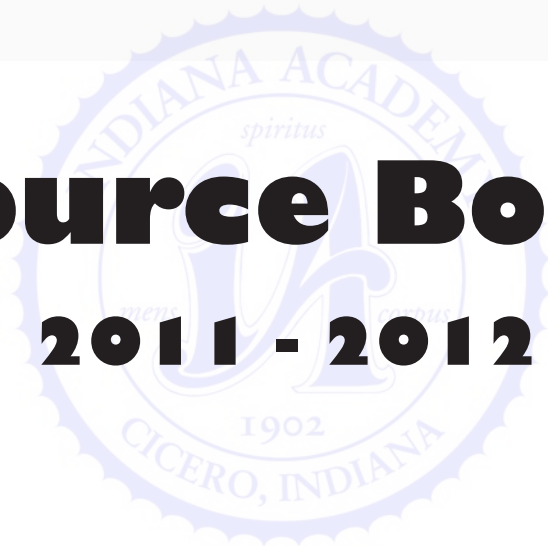


Getting to Know Indiana Academy

Source Book

2011 - 2012



INDIANA ACADEMY

24815 State Road 19
Cicero, IN 46034
Phone: 317-984-3575
Fax: 317-984-5081

Accredited by

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

The National Council for Private School Accreditation

and

North Central Association on Accreditation and School Improvement

MISSION STATEMENT

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

Name: _____

Address: _____

Phone Number: _____

Grade: _____

“Leaders in Training: Physical, Mental, Spiritual”

FACULTY AND STAFF

Administration

Jeremy Hall, MA, LLP	Principal
Beth Bartlett	Registrar
Lyle Litzenberger, BS	Business Manager
Kara Kerbs, MA	Girls' Head Dean
Stan Detweiler, MA	Boys' Head Dean
	Girls' Assistant Dean
Jason Vanderlaan, BA	Boys' Assistant Dean/Campus Chaplain
Allan Smith, BET	Recruitment Director/Yearbook
Kathy Griffin, BA	Development Director
Rhonda Crumley	Assistant Business Manager
Runette Litzenberger, C.P.S.	Administrative Assistant

Instruction

Phillip Byrd, BA	Music Instruction
Stan Detweiler, MA	Physical Education/Acrobatics/Pre-Algebra
Kathy Griffin, BA	Desktop Publishing
Kara Kerbs, MA	Essentials of Living/Bible 10
Lorin Koch, MAT	US History/Bible 9/Computer Applications
Colleen Lay, MA	Pre-Calculus/Algebra 1/Chemistry/Physics/Integ. Physics
Gary Macomber, BA	Economics/US Government/World History/Bible 12/Social Studies/Health
Greg Mosher, BS	Algebra 2/Geometry/English
John Taylor, MS	Intro to Technology/Biology/Anatomy & Physiology/Earth Science/Spanish/Videography
Jason Vanderlaan, BA	Bible 11

Support Staff

Thom Morrow	Plant Services Director
Mary Ann Smith, BS, RD	Food Service Director
Jami Carlson	Food Service Supervisor
Barbara Taylor	Food Service Supervisor
Jim Olson, MA	Farm Manager

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GENERAL INFORMATION

History of Indiana Academy

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

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

About Indiana Academy

The Key 3

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

The Key 3:

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

physical plant, grounds, and more. We believe that whatever our hand finds to do, we should do it with all our might. (Ecclesiastes 9:10) We desire a high level of professionalism in all areas of our institution. We seek attention to detail and a representation in our program that brings honor to God. We believe that, as we are able, resources should be expended to ensure that the product we produce is representative of God's intent for Adventist Education.

- 3) **Training young people in the mission and message of the Seventh-day Adventist Church** – We cannot fall short in the education of our young people by providing them only a theory of Christianity in the classroom. They must be trained to understand that a vital part of their complete education is service to others and working to carry the Gospel Commission of Matthew 28 to a dying world. We desire to do our part in proclaiming The Three Angels Messages of Revelation 14 and reaching our community with the love of Christ. Outreach initiatives, such as Project 58 (modeled after Isaiah 58), are specific training grounds where our young people have the opportunity to see the love of Christ flow through them and impact another person. This is what allows the theory of Christianity, taught through our Bible curriculum, to find a practical outlet. This outreach emphasis is what we believe will validate Christianity for our young people and significantly contribute to our young people choosing to stay connected with the church.

Core Values

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

Mission Statement

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

Vision

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

Philosophy and Objectives

- The church's belief regarding Christian education is based on the Scriptures and the writings of Ellen G. White, which have provided our church with a distinct philosophy of education.

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

Curriculum Goals

- **Acceptance of God** – Each student will be given opportunities to surrender his/her whole life to God, develop a relationship with Jesus Christ, and allow the Holy Spirit to work in his/her life.
- **Commitment to the Church** – Each student will be given opportunities to know, live, and share the message and mission of Jesus and the Seventh-day Adventist Church.
- **Family and Interpersonal Relationships** – Each student will be given opportunities to develop a sense of self-worth, skills in interpersonal relationships, an understanding of the responsibilities of family membership, and the ability to respond with sensitivity to the needs of others.
- **Responsible Citizenship** – Each student will be given opportunities to develop an understanding of cultural and historical heritages, affirm a belief in the dignity and worth of others, and accept responsibility for local, national, and global environments.
- **Healthy Balanced Living** – Each student will be given opportunities to accept personal responsibility for achieving and maintaining optimum physical, mental, and spiritual health.
- **Intellectual Development** – Each student will be given opportunities to develop a systematic, logical, and biblically-based approach to decision-making and problem-solving when applied to a developing body of knowledge.
- **Communication Skills** – Each student will be given opportunities 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 as, 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 judge its impact on character and eternity. (i.e., videos/DVDs/movies/electronic games/books/magazines/websites, etc.)
 - ◆ Talking with your student about Adventist Christian values and lifestyle, such as appropriate dress, language, jewelry, Sabbath-keeping, and music.

- 2) Photo-use Permission: When you register your student to attend Indiana Academy, you will be asked to sign a Photo-use Permission form. We take many photos of our students as they are involved in various activities. We like to use some of these photos to support published articles and other recruiting tools.

Accreditation

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

Non-Discriminatory Policy

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

Admission Procedure

APPLICATION/REGISTRATION PROCESS (for first-time students)

APPLICATION STEPS

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

- A completed application, including student and parent/guardian personal statement pages and required signatures
- Three recommendation forms
- A transcript release form (an official transcript of grades must be received by the Admissions Office so that admission can be considered)

REGISTRATION STEPS

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

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

DOCUMENTS TO BRING TO REGISTRATION

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

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

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

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

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

Financial Overview

FINANCIAL OVERVIEW

REQUIRED REGISTRATION FUNDS

	<u>DORM</u>	<u>VILLAGE</u>
Tuition Payment	\$1,452.70	\$969.00
General Fee*	<u>450.00</u>	<u>450.00</u>
Total	<u>\$1902.70**</u>	<u>\$1,419.00**</u>

* The General Fee includes student services such as secondary student accident insurance, SA dues, boys'/girls' club dues, class dues, school annual, school newspaper. Upon early withdrawal this fee is not refundable.

** This amount can potentially be reduced by Scholarships and Financial Assistance.

Dorm includes the following:

Tuition	\$9,690.00 (\$969.00 x 10)
Dorm Charge	\$2,132.00 (\$213.20 x 10)
Cafeteria Charge	\$2,705.00 (\$270.50 x 10)

PAYMENT SCHEDULE

Ten equal charges for the school year begin on or before registration day, with the remaining nine billed monthly. Payment is due by the 20th of the month.

<i>Dorm</i>			<i>Village</i>		
Registration Payment	Costs 2 Through 10	Annual Cost	Registration Payment	Costs 2 Through 10	Annual Cost
\$1902.70	\$1,452.70	\$14,977.00	\$1419.00	\$969.00	\$10,140.00

OTHER COSTS

Application Fee \$25.00

An application may be obtained from the Director of Admissions, and it should be completed and promptly returned with the Fee.

I – 20 Processing Fee \$350.00
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.

Instrument Rental: Charge of \$12/month for rental of school instrument

Piano Rental: Charge of \$8/month for piano rental

CAFETERIA MEAL CHARGES

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

Village Rate
Meal Ticket (10 meals) - \$47.50
Individual Tickets - \$5.50 each

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

CARE OF SCHOOL PROPERTY

Parents and students assume full responsibility for careless damage done by the students to any school property.

PERSONAL PROPERTY

Indiana Academy is not responsible for personal equipment lost or damaged on campus (refrigerators, computers, cameras, clothing, cell phones, etc.).

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 made to the Business Office.

ROOM DEPOSIT

Each dormitory student will be charged a room deposit of \$100. This deposit entitles the student to one key for the room and will be refunded in full when:

1. The room is clean and in good repair, and a statement from the dean is submitted to the Business Office certifying the room is in proper order.
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.

WITHDRAWAL

- If a textbook is not returned to the teacher who issued it, the replacement cost of the textbook will be charged to the account. If a book is not returned to the teacher in good condition, there will be a prorated charge to the account.
- Flat Rate – If a student withdraws, the flat rate is pro-rated and any additional charge or refund is made.
- Accounts on Financial Assistance – refunds of credits will be returned to the Student Assistance Fund.

PREPAYMENT

A five percent (5%) discount is allowed if the total yearly charges are paid by registration day. Scholarships and other credits will be deducted from the yearly charge figures. A three percent (3%) discount is allowed for each semester paid in full by registration day, or by January 10 for the second semester. Discount does not apply to credit card payments.

FOREIGN STUDENTS

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

Total Payment for Dorm Student:	\$ 15,327
Senior Dorm Student:	\$ 15,477
Total Payment for Village Student:	\$ 10,490
Senior Village Student:	\$ 10,640

PAYMENT PLAN FOR PARENTS OR SPONSORS

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

In order to register for the FACTS Payments please log on to the Indiana Academy Web Site to access the FACTS Log On information.

5-WAY PLAN*

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

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

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

SCHOLARSHIPS

RECRUITING: If you recruit a new student to attend Indiana Academy, who did not attend Academy Days and/or did not graduate from an Indiana Conference elementary school during the previous school year, and they name you on the application as most influential to their decision to attend Indiana Academy, you will receive a \$400 scholarship to be applied to your account on a monthly basis. The new student must attend the entire school year for you to receive the full scholarship. New or returning students qualify to receive this scholarship.

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

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

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

8th GRADE GRADUATION: Indiana Academy awards a \$500 scholarship to an 8th grade student, from each Indiana Conference elementary school. The scholarship will be applied to the student's account on a monthly basis.

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

STUDENT FINANCIAL ASSISTANCE

To allocate the limited financial assistance resources wisely and fairly, we have enlisted the help of FACTS GRANT & AID ASSESSMENT. FACTS does not decide *whether financial assistance will be given or how much to give*, rather FACTS provides a need-based financial aid analysis service. FACTS provides the school with a report, which includes a recommendation of what a family will reasonably need in order to cover the tuition cost. All information from FACTS is kept confidential. *All financial assistance aid requests must be channeled through FACTS.* You can apply at www.factstuitionaid.com. *There is a \$25.00 charge for this on line assessment.*

WORK ASSIGNMENTS & STUDENT EARNINGS

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

On campus jobs during the school year will be guaranteed to all dormitory students. Village students under the age of 16 will be given jobs as they are available. For employment purposes, no student may start work without (1) completing the I-9 Form, (2) showing a valid social security card and birth certificate to the Business Office where copies will be made, 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. Jobs are limited to 15 hours per week on school days. The amount earned each month is not guaranteed. Earnings are applied to the student's account and cannot be paid in cash. The average amount earned by most students is \$2,600.00 per school year.

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

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

Students must be at least 14 years of age before they can work at the Academy, and must be sixteen or older to work more than three hours per school day.

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

STUDENT TITHE

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

SECONDARY STUDENT ACCIDENT INSURANCE

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

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

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

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

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

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

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

THE FOLLOWING ITEMS ARE NOT COVERED:

1. Suicide or a suicide attempt while sane: or self-destruction or an attempt to self-destroy while sane
2. Riding in a vehicle or device for aerial navigation, except as a passenger in a scheduled aircraft used for transportation of passengers
3. Loss covered by other valid and collectible insurance plan
4. Hernia - in any form
5. Sickness or disease - in any form
6. Fighting, unless as an innocent victim

7. Expense incurred for the use of orthotics unless used exclusively to promote healing
8. Use of electric, biomechanical devices
9. Non-prescription drugs

FINANCIAL POLICIES

The K-12 Board has adopted certain policies in order to assure the parent/guardian and student a balanced financial program at Indiana Academy.

1. The Entrance Payment needs to be paid in full to attend Indiana Academy.
2. A returning Indiana Academy student cannot enroll in the current year until the outstanding balance from the prior year is paid.
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) will 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 paid in full.
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.

Academic and General Information
Academic and General Diploma

Diploma(s) Offered and Credit Requirements (Graduation Requirements)

Standard Diploma (21 units)

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

College Preparatory Diploma (25.5 units) Minimum GPA 2.75

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

*Denotes possible Honors courses

Graduation Requirements Indiana Academy

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

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

Course Descriptions: For a complete listing of Course Descriptions please go to www.iasda.org.

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

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 3.50 has been maintained.
- 3) Evidence of exceptional ability on national achievement tests is also required. Scores should consistently be in the 85th 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.

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

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

Auditing of Courses

Any student auditing a course will not receive credit, and should not expect to receive credit, for the class. However, students are expected to complete the homework and tests for the course, and all behavior and attendance standards apply as in regular classes. Continuing in the class on an audit basis will be at the

discretion of the respective teacher. The tenth week of the semester is the deadline for changing from credit status to audit status in any course.

Class Availability

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

Class Load

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

Class Schedule

(For a 2011-2012 Class Schedule, please contact the IA registrar.)

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.
- Dropping classes between the third and the tenth week of each semester requires parental permission, and must be approved through the Academic Standards Committee.
- Students who are approved to drop a class after the initial two weeks will receive a grade of WP (Withdrew, Passing) or WF (Withdrew, Failing).
- After the tenth week, students are not allowed to drop any class.

College Requirements

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

Correspondence and Summer School Work

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

All correspondence and/or summer courses for all students must be pre-approved by the Academic Standards Committee.

All courses must be completed within the time frame stated by the Committee. If these courses are not completed on time, the student must submit a request for approval from the Academic Standards Committee for an extension of time.

All seniors must have all correspondence course work completed with an official transcript submitted to the IA registrar no later than the beginning of the second semester of their senior year.

Correspondence work is to be taken from the Independent Study Division of Indiana University or Griggs University and International Academy (formerly known as Home Study International). Exceptions must be granted by the Academic Standards Committee.

Credit by Examination

Any student desiring to receive credit for a subject through a proficiency exam must submit a request to the Academic Standards Committee. Testing will be standardized.

Edline

Indiana Academy subscribes to Edline, 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, course specific files, etc.

Grades are updated on Edline at least every two weeks.

Students and parents are strongly encouraged to utilize this resource on a regular basis.

Instructions and access information for Edline will be provided during student registration. Edline can also be accessed on the IA website: www.iasda.org.

Grading System

The school year is divided into two semesters. Permanent grades are given at the end of each semester for each class in which the student is enrolled.

Interim progress reports are issued three times within a semester. These interim progress reports do not carry final academic significance, but are issued in order to inform the student and parents of academic progress to that point.

The final semester grade is comprised of all of the student's class work during that semester, including the final examinations, which are administered at the end of the semester.

One progress report and the semester grade period also include attendance, citizenship, and work grades.

Indiana Academy believes that any student who has a good attendance record in a class and is working to his/her full potential to complete the coursework should receive no grade less than a D- for that class.

The grading system used at Indiana Academy is the standard grading system with +/-, as follows:

- A = excellent
- B = above average
- C = average
- D = below average
- F = failure
- I = unavoidable incomplete; may be raised to any grade
- WP = withdrew, passing
- WF = withdrew, failing
- AU = audit

The following percentages constitute the standard grading system:

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

Graduation Policy

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

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

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

Honor Roll/Principal's List

- Students are placed on the Honor Roll if their GPA is 3.25 or above.
- Students are placed on the High Honor Roll if their GPA is 3.50 or above.
- Students are placed on the Principal's List if their GPA is 3.75 or above.

These lists are posted at the end of each nine-week grading period and each semester.

Honors Program

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

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

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

Students completing six honors courses by the time of graduation will receive a monetary scholarship for the post-secondary school of their choice.

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

“Incomplete” Policy

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

Late Work Policy

According to the IA excused absence attendance policy, students are given one day to turn in make-up work for every day missed. Unless otherwise stated in a teacher’s syllabus, no other late work will be accepted.

Any assignments missed due to an unexcused absence are not accepted.

National Honor Society

In 1960, a local chapter of the National Honor Society was established at Indiana Academy. The name of this chapter is 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 our procedure to follow and is based on Matthew 18 and 1 Corinthians 6:

Step 1: The parents should first talk with the teacher involved and attempt to resolve the problem on an informal basis.

Step 2: If the problem is not solved, the parent then asks the school principal to help resolve the problem on an informal basis. (This step would be skipped if the teacher is also the principal.)

Step 3: If the problem is not resolved on the school level, the parent then contacts the superintendent of schools who will attempt to resolve the problem on an informal basis. If the problem warrants it, the superintendent of schools may consult with the school board chairman (President of Indiana Conference).

Step 4: If the problem is still not resolved, the school board chairman will convene a formal meeting of either the school board's executive/personnel committee or full school board, depending on the procedures adopted by the school board for such situations.

Step 5: If the parent is not satisfied with the results of the preceding step, the matter shall be referred to the Indiana Conference K-12 Board. Their decision shall be considered to be final.

Repeating a Course

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

Special Education

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

Testing

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

Families need to be certain that travel plans, etc., do not interfere with these important examinations.

- A regular program of standardized tests is administered each year. These achievement, aptitude, and interest tests are for the guidance of the student, parents, and the school. They should not be looked upon as absolute indicators of student ability or potential.

Students and parents are welcome to contact the school for help in interpreting these results and their meaning.

- Indiana Academy has been designated as a Sunday testing center for the Scholastic Aptitude Test (SAT) and the American Collegiate Testing (ACT) Service. These tests are provided as a service for IA students, as well as members of the community.

There is a cash charge for students taking either of these tests. It is the responsibility of the student and his/her parents to see that the applications and registration blanks for these tests are filled out and submitted to the appropriate organizations.

The full cost of one ACT test sitting, during the spring of each student's junior and senior years, will be paid for by Indiana Academy.

- Indiana Academy is a testing center for the PSAT exam.

Juniors are required to complete the exam at the school's expense; sophomores may complete the exam at their own expense.

- Indiana Academy is not required to administer ISTEP (Indiana State) testing.

Students choosing to transfer to any school requiring ISTEP testing should be aware that the ISTEP requirements will be applicable to them in their new school setting.

Transfer of Credits

Indiana Academy typically accepts transfer credits from approved accredited sources.

The acceptance of credits from non-accredited school settings will require submission of the following documentation for each potential transfer course:

- A detailed course outline, including concepts covered
- Textbook information (title, publisher, edition number, publication date)
- Description of assessment methods
- Grading scale

Submitted materials will be reviewed by the Academic Standards Committee. Granting of credit(s) is subject to Committee approval.

Transcripts

Transcripts of grades will be furnished to each graduating senior's college(s) of choice upon request.

No final transcript or diploma will be released unless the student's account is paid in full.

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

Attendance

General Information

Attendance is required for all students of Indiana Academy each day. This includes classes, chapel services, work assignments, music and weekend religious services (for dormitory students). Progress in school and success in daily learning activities are directly related to a student's presence in class.

Each day a list of tardies/absences for the preceding day will be posted outside the library.

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 work requires that they miss chapel must provide documentation from their employer, and must leave campus immediately after class dismissal.

Attendance Policy Definitions

Administrative Absences

These include the following areas:

- music/outreach tours
- field trips
- work substitution, etc.

When a student is required by the administration to miss appointments, these absences will be so indicated on the student's permanent attendance record. Absences that occur because of suspension will be recorded as a suspension absence.

Tardiness

A student missing up to the first 10 minutes of class or work is considered tardy. A student missing more than 10 minutes of an assigned class or work is considered absent for the entire class.

Excused Absences/Tardies

An absence/tardy is excused by the administration if the student provides verification from the parent, legal guardian, or staff member stating one of the following as the reason for the absence/tardy:

- Illness of the student (verified by parent or dean)
- Death in the family
- Mandatory court appearance
- Unavoidable medical or dental appointments (verified in advance)
- Parent initiated absences arranged in advance and subject to the approval of the Administrative Committee
- Impassable/unsafe roads
- Emergencies

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.

Excused Absence/Tardy Procedures

- If a student has an excused absence or tardy, the student must obtain an excuse slip signed by parent, dean, or staff member.
 - When the absence is for a doctor's appointment, a doctor's excused note must be provided.
- An excuse can be authorized only by the Attendance Officer.
 - Excuses must be turned in to the Attendance Officer within two school days following the student's return to class.
 - After two days, absences or tardies automatically become unexcused.

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.

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.

Step 1: During the course of a nine-week period, if a student receives a minimum of two unexcused absences or the equivalent (any 3 unexcused tardies – 1 unexcused absence), the following will happen:

- Student will be room bound (for dorm students) or off-campus bound (for village students) for one week.
- Student will lose 5 conduct points.

Step 2: During the course of a nine-week period, if a student receives a minimum of four unexcused absences or the equivalent, the following will happen:

- Student will be room bound or off-campus bound for two weeks.
- Student will lose 10 conduct points.

Step 3: During the course of a nine-week period, if a student receives a minimum of six unexcused absences or the equivalent, the following will happen:

- Student will sign an Attendance Contract that he/she will agree to follow explicitly. (*The Attendance Contract will state that the student will be subject to immediate expulsion if he/she has more than four additional unexcused absences for the remainder of the semester.*)
- Student and parents will receive a copy of the attendance contract.
- Student will be room bound or off-campus bound for three weeks.
- Student will lose 15 conduct points.

Excessive Absences: Course Grade Policy

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

Unexcused Absences: Attendance Grade Policy

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

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

Late Enrollment Policy

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

Banquet Privileges

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

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

Bicycles, Skate Boards, Roller Blades

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 (except seniors).
- No one is to ride someone else's bicycle without the permission of the owner.
- Bicycles must be stored in designated areas, as designated by the deans.
- A bicycle, if brought, is solely at the risk of its owner.
- The school accepts no responsibility for loss, damage, or injury.
- Students are required to wear helmets while riding.

Skate boards are not allowed anywhere on Indiana Academy property. They are not allowed in the dorms or on any school vehicle.

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

Cafeteria

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

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

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.

Cell Phone/Electronic Device Policy

The electronic device discipline policy applies to, but is not limited to, any improper usage of computers, cell phones, audio devices, pagers, gaming devices, and PDAs. This policy including assessment of fines, apply to both village and dorm students. The following is a systematic process for dealing with infractions of these outlined policies:

- Electronic devices are not to contain any movies or other inappropriate content of any type. Inappropriate content is anything that, to any degree, represents values, behaviors, or language not allowed on campus.

The first violation of this policy will result in loss of citizenship points and disciplinary action, including the possibility of the loss of the electronic device.

The second violation of this policy will result in loss of citizenship points, disciplinary action, and confiscation of the electronic device for the remainder of the school year, and any other similar electronic devices subsequently brought on campus without prior approval, for the remainder of the school year.

- Internet access must be blocked on all electronic devices.
- 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 on the device.
- IA reserves the right to search all electronic devices including, but not limited to, all data and information stored or recorded thereon, brought on campus or to school-sponsored off-campus activities by students.
- Sponsors of off-campus trips will determine which, if any, electronic media devices will be allowed on respective school trips.
- Any student found to be using his/her cell phone during restricted times (in the Administration Building, the Gymnasium, and the Music Building from 7:30am – 5:00pm on school days, and in religious meetings) will face the following consequences:
 - The first offense will result in loss of the phone for one week and loss of 5 conduct points.
 - The second offense will result in loss of the phone for two weeks and loss of 10 conduct points.
 - The third offense will result in loss of cell phone privileges for the remainder of the school year and loss of 20 conduct points.
- Cell phone use as part of a student's campus job will be allowed only if approved by the work supervisor.
- Any deception regarding cell phone use (i.e., lying about having a phone, hiding a phone, keeping a SIM card and other infractions as determined by the Administrative Committee) will result in loss of cell phone privileges for the remainder of the school year.
- Confiscated phones will be held by the deans (or by administration for village students) during school hours only.
- Village students using phones during church (while sitting with IA dorm students) will be restricted from sitting with IA dorm students for a period of 10 weeks.
- Students may not bring TVs on campus.
- All approved media devices are allowed in the dorm only. Exceptions include senior student laptop computers (as part of senior privileges, see Senior Privileges section) and cell phones, according to the policies listed above.
- All music used in student rooms is to be Christian only and is not to be loud enough so as to be heard outside the individual dorm room.
- Sub-woofers are not allowed in the dormitory.

- If the deans determine to return a confiscated media device to a student, all corresponding fines must first be paid.
- Abuse of these music privileges will result in the loss of music for the room where the problems occur.
- Burned (homemade) CDs will be confiscated and not returned.
- No music may be played on the dorm/office computers.
- Permission to bring and/or guidelines for usage of electronic devices on school trips will be determined by the sponsor in conjunction with Administration.
- Please see the Music – Content section of this handbook for further information.

Citizenship

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

Standards

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

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

When a student violates any of these standards, there is a disciplinary policy in place, and the procedure stated in that policy is followed. (For further information, please contact the IA recruiter or one of the administrators.)

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.

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.

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.

Seniors are allowed one day for a visitation trip to Andrews University. Seniors are required to attend Andrews University Preview Days in order to participate in the Senior Class Trip. Senior students may make requests to the Administrative Committee for additional school days to visit other colleges or universities.

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.

Computer Lab and Library Usage Policies

Computers in the computer lab and library are provided to students for education and communication purposes.

Games, cartoons, and other forms of entertainment are not allowed during school hours.

Students who are not using a computer, or are not using the computer wisely, may be asked to leave.

All students and their parents will be required to read and sign an Acceptable Use Policy regarding school computers, Internet, etc.

School dress code applies to any student who enters the computer lab or library during school hours.

Students are not permitted to bring personal computers to school, except as a senior privilege. Senior dorm students are to turn their computers in to the dorm dean each night. (Please contact the appropriate dean for more information.)

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 ordering 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.

Discipline Policy

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

Conduct Points and Discipline Options

Students will receive conduct points for any disciplinary action taken. The student may receive other disciplinary actions, as well as conduct points. Conduct points will be used to assign students a citizenship grade that will be placed on their official transcripts.

Any student who loses 100 conduct points in a semester will be reviewed and may be asked to withdraw. (Please refer to the Student Handbook or contact an administrator for further information about discipline.)

Dishonesty

A student involved in academic dishonesty will not receive credit for the assignment/test in which he/she is dishonest.

- The instructor will complete a conduct notation and refers the case to the Administrative Committee for further action.
- An incident of academic dishonesty is considered a major citizenship problem and, generally, the student is placed on probationary status.
- If a student is involved in additional dishonesty in the same class, or in another class, he/she may be required to withdraw from the class and forfeit the academic credit.

Cheating/Plagiarism

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

- **First Offense:** A student caught cheating and/or assisting another student in cheating,
 - receives a "zero" grade on the assignment/test,
 - the student must send a certified letter home to the parents,
- A letter from IA Administration will be sent to the parents.

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

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

Dress Code

The general dress code calls for students to wear good quality, neat, clean, and modest apparel that is reflective of Christian ideals, and is appropriate to the activity or occasion. No clothing should contain messages depicting rock groups, the occult, drugs, alcohol, tobacco, or inappropriate language, or any other message in opposition to the standards set forth by the school. (For specific information, please refer to the Dorm Survival Kit at the end of this bulletin.)

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 friendship bands, is not permitted on campus or at any school-sponsored off-campus function. This includes the dormitory.

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

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

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, locker, etc.

It is our position to develop clear policies concerning the use and/or sale of illegal substances and to enforce them without apology. 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. (Please see Student Handbook for IA’s anti-drug policy including Infractions, Searching and Testing, Drug Testing Procedure, Consequence of a Positive Test, and Refusal to Test, and/or talk with the IA recruiter or an administrator for further information.)

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.

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 first audition schedule will be developed by the organization's sponsor (in coordination with Administration) and announced to students in a timely manner.
- A student wishing to perform should review the IA entertainment philosophy and select materials and music which reflect IA philosophy, goals, and objectives. Students will rehearse the acts for performance.
- 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.

Food

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. Because of our commitment to health, students are not permitted to have caffeinated drinks or meat products on our campus.

Housing

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

Illness/Sick List

An illness should be reported to the dean by 7:00 a.m. If a student becomes ill during the course of the day, he/she is to:

- Contact the dean immediately.
- If the dean is not available, contact the Attendance Officer 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 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.

Inappropriate Language

Inappropriate language will not be tolerated on the campus of Indiana Academy. This includes swearing, foul language, taking the Lord's name in vain, and slang terms which imitate such language. Disciplinary action from the Administrative Committee can be expected for language infractions.

Leaving Campus (Campus Leave Protocol Policy)

General

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

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

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

Residence hall students are not allowed to leave campus:

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

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

Weekend/Overnight Leaves:

- The student will fill out a Weekend Leave Slip and have it turned in to the appropriate dean no later than noon on Friday, prior to their requested weekend. Requests submitted later than this time would need administrative approval.
- The respective dean must receive faxed permission from the parent or legal guardian stating permission for their student to leave and the destination to which he/she is going. The fax must be dated and contain the parent/guardian's signature. **(Note: telephone calls, verbal permission, email permission, Facebook permission, or any forms of permission, other than a faxed permission or a typed/written note with signature, will NOT suffice for permission to leave campus.** If a parent or guardian is personally picking up the student, signing the weekend leave slip would be appropriate.)
- If the student is going to a destination other than his/her own residence, the hosting family must send an invitation fax stating the name of the student coming to their home, the hosting parent's signature, and the dates for the specified weekend.
- Before a student leaves campus, he/she must have received a signed copy (dean's signature) of the Weekend Leave Slip. The student must also verbally check with the dean prior to leaving campus.
- Upon receiving his/her copy of the Weekend Leave Slip, the student must sign out at the front desk before departing.
- Upon returning to the dormitory after a weekend leave, the student must sign back in at the front desk.
- The dean or administrator reserves the right to deny a student's request to leave campus for any reason and at any time it is felt it would be in the best interest and safety of the student.

Day Leaves:

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

Home Leaves:

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

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.

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. Leaving meetings while in session, except in the case of an emergency, is not considered courteous.

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

If an emergency arises, the student is to get permission to leave the meeting from a dean/administrator/duty team member.

Music

Content of Music

"Music was made to serve a holy purpose, to life 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 confiscated media device may be confiscated at any time if its use is considered in violation of the above guidelines.

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 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.

Religious Activities

Opportunities are provided for missionary service including Bible studies, seminars, discussion groups, literature distribution, nursing home ministry, participating in weeks of prayer, and other outreach. "Where there is no active labor for others, love wanes and faith grows dim." *Desire of Ages*, page 825

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.

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

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 agreement.
- 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 at any time.
- IA reserves the right to question a student at any time without parental consent or presence.
- The Right to Appeal policy is available to parents and student. (For further information please contact the IA recruiter or an administrator.)

Senior Privileges

- 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.

(For more information about Senior Privileges please contact the IA recruiter or an administrator.)

Sexual Harassment

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

Student Leadership Guidelines

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

Each student office will be considered as either a major or minor office. The *maximum* load a student can maintain simultaneously is as follows:

- One major office and one minor office
- Two minor offices

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

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 Guidelines

- Eligibility to hold an office will be based on the above conditions for the first semester immediately preceding Spring elections and the second semester grades of the previous school year for Fall elections.
- To run for any office, a student must have and maintain citizenship and attendance grades of no lower than a "C". Any candidate who receives major discipline during the previous school year will not be eligible to run for Fall elections or present school year Spring elections.
- Any elected officer of a student organization will lose their office if they receive a major discipline that results in suspension while in office.

- To run for and hold any Major Office, a student must have a cumulative GPA of 3.0 or above, with no failing grades in the previous semester.
- To run for and hold any other elected office, a student must have a cumulative GPA of 2.5, with no failing grades in the previous semester.
- 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 fourth quarter of each school year and are in active service beginning with the first quarter of the next school year.
- Eligibility criteria for SA offices are detailed in the Student Association Constitution. (For more information contact the IA recruiter or an administrator.)

Class Offices

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

- To run for a specific office, interested students petition their classmates, securing signatures of at least 20% of their classmates and a 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.

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.

RESIDENCE HALL LIFE

Philosophy

It is our desire, through direct leadership and support, to make every attempt to foster Christian growth in the lives of the young people who stay here. We believe that residence hall life is very special. It is made so because you have chosen to attend Indiana Academy and live in the dorm. It is also special because it is one of the few places where you can find so much diversity under one roof. This creates a residence hall where every walk of life is brought together; and all aspects of life's experiences – physical, mental, social and spiritual – are captured and treasured. Through these experiences, we are able to build lasting relationships with our friends and our Savior, while preparing them for the joy of service in this world and the world to come. Our goal is that together we can prepare ourselves for today, while keeping our focus on tomorrow. – The Residence Hall Staff

DORM SURVIVAL KIT

Welcome to Indiana Academy's dorm family!

To help you have the best experience possible, we have put together 12 Keys of Success.

1) Attitude

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

2) Balance

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

- Spending time with God each day
- Exercising
- Studying

3) Suggested things to bring for dorm life

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

4) Optional things to bring

- Small refrigerator (\$50/year)
- Fan
- Computer (Seniors only)
- Microwave

5) Things to leave at home

- Non-Christian music (including on your iPod, MP3, etc.)
- Lighters, candles, matches, fireworks
- Jewelry (including rubber or cloth)
- TV/Movies (including on your computer)
- Inappropriate computer games
- Pets (except fish)
- Hot plate
- Toaster
- Electric skillet
- Blender
- Popcorn maker
- Coffee maker

6) A typical day

- 6:30 a.m. – Breakfast
- 7:05 a.m. – Personal Devotion time
- 7:30 a.m. – 5:00 p.m. – Work and classes
- 12:10 noon – Lunch
- 5:00 p.m. – Supper
- 5:45 p.m. – Recreation (gym or field)
- 7:00 p.m. – Dorm worship
- 7:30 p.m. – Strict Study Hall
- 8:30 p.m. – Relaxed Study Hall
- 9:45 – 10:00 p.m. – Lights out

7) Laundry

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

8) Dress Code

Guys:

School clothes: School-approved polo shirts from a specified vendor, hoodies with an IA logo, dress slacks, corduroys, and casual slacks

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

Sabbath casual: Dress slacks (not khaki pants), dress shoes, dress shirt or turtleneck sweater

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

Girls:

School clothes: School-approved polo shirts from a specified vendor, hoodies with an IA logo, dress slacks, corduroys, and casual slacks. Skirts may also be worn, as long as they reach the bend in the back of the knee, including slits in the hemline.

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

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

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

Clothes to leave at home:

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

(Contact the IA recruiter or an administrator for more details on the Dress Code.)

9) Computers

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

10) Phones

Indiana Academy provides free long distance calling to the 48 continental states. However, you are allowed to bring a cell phone to IA. Students are required to turn in their cell phones at the following times:

- Lights out (except Saturday nights); returned after personal devotions time the next morning
- Before vespers (returned after vespers)
- Before Sabbath School and church (returned after lunch)

Students are expected to have internet access blocked on their phones. Most companies provide this service free of charge.

11) Rooms

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

Roommate Etiquette

Clean up after yourself.

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

When your roommate wants quiet, be quiet.

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

Never wake a sleeping roommate (unless they ask).

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

Do not use your roommate's stuff without permission.

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

Be reasonable about visits from friends.

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

Don't do anything that makes your roommate uncomfortable.

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

Never gossip about your roommate.

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

Never spread your roommate's secrets.

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

Do not break your roommate's things.

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

Never make fun of or belittle your roommate.

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

12) If you need help

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

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