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# Welcome to Indiana Academy

We hope you will find this Student Planner to be a useful tool as you prepare for a successful school year. Feel free to write your assignments and appointments in the planner section of this booklet, and refer to the handbook if you have questions about campus life.

## About Indiana Academy

### **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.

### **Our Vision for Our Students**

- 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.

## **Core Values Pyramid**

1. A Saving Relationship with Jesus Christ
2. Mission and Service
3. Academics
4. Relationships
5. Work Ethic
6. Fun

## **Philosophy & Objectives**

The Seventh-day Adventist Church operates a worldwide system of education. This system, which began in 1872, now includes kindergarten through university levels. 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.

The aim of Seventh-day Adventist education and Indiana Academy is to provide opportunities for students to develop a personal relationship with Jesus Christ, as well as academic and social skills. Education is "the 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 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 that its young people may 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 training of all these facets of one's character is a distinguishing feature of IA.

## **Curriculum Goals**

### **Acceptance Of God**

Each student will 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 desire to know, live, and share the message and mission of the Seventh-day Adventist Church.

### **Interpersonal Relationships**

Each student will 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 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 accept personal responsibility for achieving and maintaining optimum physical, mental, and spiritual health.

## **Intellectual Development**

Each student will adopt 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 recognize the importance of effective communication and develop the requisite skills.

## **Personal Management**

Each student will function responsibly in the everyday world, using Christian principles of stewardship, economy, and personal management.

## **Aesthetic Appreciation**

Each student will 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 develop a Christian work ethic with an appreciation for the dignity of service.

## **To Our Parents**

Indiana Academy is a Seventh-day Adventist Christian church school and as such offers a strong academic program; however, more important to us is the student's relationship with Jesus Christ. Our ultimate priority is to assist each student develop this

vital relationship. The home, church, and school have a common interest in working together to this end. Please consider the following suggestions:

- 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 family worship daily.
- Spend time talking with your student about things that are important.
- Screen carefully what enters your child's mind and judge its impact on character and eternity.
- Talk with your student about SDA Christian values and lifestyles such as appropriate dress, language, jewelry, Sabbath-keeping, and music.

### **Accreditation**

Indiana Academy is accredited by the North Central Association Commission on Accreditation and School Improvement, the General Conference of Seventh-day Adventists Board of Regents, and the National Council for Private School Accreditation. All academy teachers are certified by the Lake Union 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, admissions policies, and scholarships.

# Academic Information

## **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.

Indiana Academy has a local chapter of the National Honor Society. (See this bulletin for further information about the National Honor Society.)

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 four years in attendance in 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 which are based upon Lake Union Educational Policy:

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 G.P.A. of 3.50 has been maintained.
3. Evidence of exceptional ability on national achievement tests is also required. Scores should consistently be in the 85<sup>th</sup> percentile or above.
4. The student must exhibit observable emotional maturity so the faculty can recommend the increased pressure of such a rigorous program.
5. The student must meet all requirements for graduation.

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.

### **Auditing of Courses**

Any student auditing a course will not 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.

### **Change of Program**

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. Adding or 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 10<sup>th</sup>

week, students are not allowed to drop any class.

### **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 Standing Requirements**

#### **Senior Standing:**

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

1. 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.

## **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 & 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, which is 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 that they may access current grades, homework assignments, course specific files, etc. Grades will be updated on Edline at least every two weeks. Students and parents are strongly encouraged to utilize this resource on a regular basis.

### **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 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 +/-, which is 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

The following percentages constitute the standard grading system:

<u>Percentage</u>	<u>Grade</u>	<u>Points</u>
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 on page 8.

In order to graduate and receive a diploma from Indiana Academy, a student must be in residence 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 outstanding 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 only available 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 Honor Roll if their G.P.A. is 3.25 or above. Students are placed on the High Honor Roll if their G.P.A. is 3.50 or above. Students are placed on the Principal's List if their G.P.A. is 3.75 or above. These lists are posted at the end of each 9-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 or 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 "Graduation Requirements" section of this bulletin.

## **"Incomplete" Policy**

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

## **Late Work Policy**

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

## **National Honor Society**

In 1960, a local chapter of the National Honor Society was established at Indiana Academy. The name of this chapter is CIOWOL, which is an acronym for "Christ is Our Way of Life." Membership in the National Honor Society is an honor and a responsibility. Membership is open to juniors and seniors who have attended Indiana Academy for the equivalent of one semester and who have a cumulative grade point average of 3.50. 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 & 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 I 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 resolved, 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 the 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 full conference K-12 administrative body. 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 weighed on a case-by-case basis.

### **Testing**

Final exams are conducted during the last week of each semester

(in December and in 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 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 setting, 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 ap-

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

- A detailed course outline, include 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, Vice-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 which 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
- Suspensions

## **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 absence is for a doctor's appointment, a doctor's excused note must be provided. An excuse can only be authorized by the Attendance Officer.
- Excuses must be turned in to Attendance Officer within 2 school days following the student's return to class.
- Absences or tardies not excused within 2 days of returning to school automatically become unexcused.

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

Student 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: 1 day missed – 1 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 details.

### **Step 1**

During the course of a 9-week period, if a student receives a minimum of 2 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 9-week period, if a student receives a minimum of 4 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 9-week period, if a student receives a minimum of 6 unexcused absences or the equivalent the following will happen:

- He/she will sign an attendance contract which he/she will agree to follow explicitly.
- 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.

The attendance contract will state that the student will be subject to immediate expulsion if he/she has more than 4 additional unexcused absences for the remainder of the semester.

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

Students may not be absent, excused or unexcused, for more than 8 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.

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

### **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.

# Automobiles, Motorcycles, Mopeds

The purpose of a student bringing a vehicle to school is to facilitate that student's transportation to and from home.

## **Vehicle Guidelines: Dorm Students**

- The vehicle is to be locked after the student arrives and is to remain locked at all times while on campus.
- The car should be kept free of contraband and may be searched at any time.
- Indiana Academy maintains a "closed campus" policy. Students may not use vehicles without specific permission of administration or deans.
- All students, other than seniors, may be asked to give all sets of keys to the dean immediately upon arrival on the campus.
- Vehicles will be parked in assigned areas for the students. Boys' Dorm parking area is between the cafeteria and the west dorm. Girls' Dorm parking area is the parking lot in front of dorm.

## **Vehicle Guidelines: Village Students**

- Students who drive to school must make application through the Village Dean for a driving permit.
- Students will not transport any other student without specific permission of school administration and of the parents of the student driver and the passengers.
- The car should be kept free of contraband and may be searched at any time.
- Vehicles will be parked in assigned areas for the students.

Village student parking areas are the Music Building and gym parking lots.

No students are to loiter in the parking area or sit in cars. All Indiana motor vehicle laws are to be obeyed, and extreme caution is to be used while driving on or near academy property.

### **Vehicle Points System**

Students who receive 20 conduct points connected to vehicle usage will lose driving privileges unless/until the Administrative Committee reinstates permission. Vehicle infractions include, but are not limited to, the following: taking vehicle off campus without permission, reckless driving, excessive speed, "laying rubber", doing "do-nuts", unauthorized riders in vehicles, parking in unauthorized areas, village students leaving campus without permission during the school day, and other infractions deemed inappropriate by school administration.

## **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 Banquet 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. In addition, the guest's cost of attending the event must be paid in advance, if applicable.

## **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.

Skateboards 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 roller blading 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.

# Bulletin Boards

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

# 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 Business Office for all village students or dorm student families who wish to eat a meal in the cafeteria.
- Ala 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 student's 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.

## **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 PDA's. The following is a systematic process for dealing with infractions of these outlined policies. These policies, including assessment of fines, apply to both village and dorm students.

- Electronics devices are not to contain any movies or other inappropriate content of any type. Inappropriate content is anything that to any degree represents values, behaviors, or language not allowed on campus. 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 bought 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 upon the phone.
- 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 Music Building from 7:30 a.m. – 5:00 p.m. 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 the phone for three weeks and loss of 15 conduct points.
- The fourth 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 only be allowed if approved by 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 Ad Committee) will result in loss of cell phone privileges for the rest 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 TV's on campus.
- All approved media devices are allowed in the dorm only. Exceptions include senior student laptop computers (as part of the senior privilege policy) and cell phones, according to the policies listed above.
- All music used in student room 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) CD's 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.
- Please see the Music 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 its 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 which contribute to strengthening the body temple.
- Participate in activities which 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 which contributes to the development of

Christian character.

- Practice punctuality and dependability by meeting appointments regularly and promptly.
- Dress modestly, neatly, appropriately, and simply.

## 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 students are automatically members of the Boys' and Girls' clubs, respectively. The village students are automatically members as well. 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 request additional school days to visit other colleges or universities.

# **Communicable Disease/ Immunization Policy**

The principal 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.

The principal may exclude any individual who is suspected or diagnosed as having a communicable disease and/or condition and will follow the procedures established by the Lake Union Conference of Seventh-day Adventist 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 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. A working environment must be maintained at all times. Therefore any visiting or talking must be done without disturbing others. 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 dorms each night. Please see the Resident Life Handbook to view computer usage policies in the dormitory.

## **Disaster/Severe Weather**

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

## **Discipline Policy**

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

### **Grounds for Student Discipline**

On-campus suspension, off-campus suspension, social restriction, conduct notations, fines/restitutions, and possible recommendation for expulsion (in consultation with parents/guardians) may result from the following inappropriate behaviors:

- Assault and battery
- Attendance policy infractions
- Absent without permission

- Being in any building after hours/without permission
- Being on the roof of any building
- Breaking and entering
- Cheating/dishonesty
- Climbing the water tower
- Contraband (defined as follows). Contraband applies to both village and dormitory students.
  - o Possession and/or use of firecrackers or other explosives.
  - o Possession and/or use of drugs or possession of drug paraphernalia
    - o Possession and/or involvement in Dungeons and Dragons/Occult paraphernalia
    - o Possession/use of alcoholic beverages
    - o Possession/use of tobacco
    - o Possession/use of matches, lighters, etc.
    - o Possession and/or use of firearms including BB or pellet guns, wrist rockets or slingshots
      - o Possession and/or use of weapons, including knives
      - o Possession and/or use of laser pointers
- Disrespect of a staff member
- Disrupting the school program
- Dress code violation
- Failure to sign in or out of dorm properly
- False fire alarms/911 calls
- Fighting
- Food Fights
- Graffiti
- Hazing/harassment
- Improper/degrading language
- Inappropriate literature/pornography/obscene materials
- Inappropriate use of cell phones and/or media devices
- Insubordination: not obeying orders/disobedient
- Leaving dorm after hours
- Misconduct

- Sexual Activity
- Sexual /racial/ general harassment of any student
- Stealing/possession of stolen goods
- Tampering with electrical equipment
- Tampering with fire alarms, smoke detectors, or fire-fighting equipment
- Unauthorized use of keys
- Unauthorized use of or tampering with vehicles
- Unauthorized entry/exit
- Unauthorized use or tampering with school computers
- Vandalism/defacing school property
- Vehicle Violations
- Other items or behavior deemed inappropriate for Christian character development

### **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 the conduct points. The conduct points will be used to award students a citizenship grade that will be placed on their official transcripts. Any student reaching 100 conduct points in a semester will be reviewed and may be asked to withdraw. The following is a list of infractions and conduct points that will be awarded. Any discipline actions taken, due to infractions not on this list, will result in conduct points.

<b>Infraction</b>	<b>Conduct Points Lost</b>
Chewing Gum/eating food in class	1
Chewing Gum in Church	2
Wrong Place Wrong Time	2-50
Assault & Battery	50-100

Attendance 1st Level	5
Attendance 2nd Level	10
Attendance 3rd Level	15
Breaking and Entering	65
Cell Phone Infractions	#1: 5 points #2: 10 points #3: 15 points #4: 20 points
Cheating/Dishonesty	15
Contraband	20-50
Disrespect of a Staff Member	15-100
Disrupting the School Program	15-30
Dress Code Violation	2-5
Failure to Sign in and Out of the Dorm	2-15
False Fire alarms/911 Calls	50-75
Fighting/Harassment/Hazing	25-75
Throwing Food	15-25
Graffiti	15-35
Improper Degrading Language	5-35
Insubordination	20-50
Leaving Dorm After Hours	25-50
Media Device Infractions	5-75
Misconduct	5-35
Sexual Activity	50-100
Sexual/Racial/General Harassment of any kind	20-100
Stealing/Possession of stolen Goods	15-50
Tampering of Electrical Equipment	10-50

Tampering with Fire Alarms	10-50
Unauthorized use of School Keys	5-30
Unauthorized use of or Tampering with Vehicles	25-50
Vandalism/Defacing School Property	25-50
Dorm Policy Violations	1-25
Social Restriction	15-50
Being Loud and Disruptive in Cafe	5-15
Getting Fired from Work	25-45
Vehicle Violations	3-45
Poor Job Performance	5-25
Other items or behavior deemed inappropriate for Christian Character Development	1-50

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

Letter Grade	Points
A	100-95
A-	94-90
B+	89-85
B	84-80
B-	79-75
C+	74-70
C	69-60
C-	59-51
D+	50-35

D	34-20
D-	19-1
F	0

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

**Cautionary Admonition:** verbal counsel to a student about citizenship problems.

**Conduct Notation:** a standardized notice which states the student has not met a school standard. Copies of such notices are sent to the parents, dean, and administrative office.

**Social Restriction:** Students placed on social restriction are not allowed to communicate with each other in any form for the time designated by the Administrative Committee. Students placed on social restriction for the first time (for minor infractions) will serve a three-day social restriction.

**Monetary Fines:** The following fines are applicable to village and dorm students. Except in cases where monetary or physical damage has resulted, fines may be "worked off" by acts of community service. Students are to see their respective deans for details, when applicable. Fines are not limited to those listed below.

Illegal Entry/Exit	\$100 (or more, depending on repair costs)
Tampering with Fire Equipment	\$100
Fire Arms Violations	\$100
Tampering with or removing screens (dorms)	\$35 plus cost
Television/DVD/Unapproved media devices	\$25 plus confiscation

Lost Key (dorms)	\$25
Breaking/Entering	\$25
Tampering with Electrical	\$25
Inappropriate Electrical Items	\$25
Smoke Detector Tampering	\$25
Burning candles, incense, etc.	\$25
Lighters, matches, etc.	\$25
Inappropriate CD's, DVD's	\$5 each
Inappropriate songs (i.e. I-pods, MP3's etc.)	\$.50 each (to a maximum of \$100)
Inappropriate movies	\$10 each
Damage to dorms, school buildings	Repair costs plus \$35/hour of repair labor
Failure to rectify dress code infraction	\$5 the next day; \$10 if paid thereafter
Violation of bicycle/rollerblade/skateboard policy	\$25

**Statement of Serious Concern:** a written statement expressing serious concern about the trend of a student's school program, with copies sent to the parents and the appropriate dean.

**Campus Bound:** a disciplinary status restricting the student from leaving campus except with his/her parents.

**Off-Campus Bound:** a disciplinary status applied to village students. Student may only be on campus for class/work time.

**Dorm Bound/Room Bound:** a disciplinary status restricting the student to either the dormitory or individual dorm room. Exceptions may be made to allow class/work time.

**Citizenship Probation:** a disciplinary status indicating the student has had a conduct notation, attendance irregularities, or more serious behavior experiences which are considered cause for serious concern. In instances where the faculty has confidence that the student can make improvement he or she may be retained or reinstated in the school on a citizenship probationary status. This status is to provide the student the opportunity to change the trend of his or her experience or to show that the misbehavior is an out-of-character incident. If the trend continues the student may make him or herself ineligible to remain in school. When a student's citizenship status becomes probationary he or she is not permitted to run for or hold student leadership offices and he or she is not permitted to participate in major off-campus overnight school activities.

**Suspension:** exclusion from the academy for a limited period of time because the student has had attendance irregularities, a trend of citizenship irregularities or a major citizenship problem. The student may be suspended by the principal, vice-principal, or Administrative Committee.

**Termination at End of Semester:** withdrawal from the academy by action of the Administrative Committee because of a trend of citizenship irregularities or a major citizenship problem but with permission to complete courses in progress provided the student's program is acceptable during the interim.

**Immediate Termination:** withdrawal from the academy by action of the Administrative Committee because of a trend of citizenship irregularities or a major citizenship problem. Probation, suspension, and termination are of major significance, however, and are, as a rule, included in the citizenship recommendation forwarded to any other institution to which the student applies, as requested.

## **Further Clarification of Discipline Policies**

**Areas Off- Limits:** The “pits”, the trestle areas, the gulley, the dorms of the opposite gender, and any area not supervised by an IA faculty/staff member are off limits to all students. The area immediately around each dorm is off limits to members of the opposite sex. This includes loitering or talking to students through dorm windows. Dormitories are closed to the opposite sex at all times except by permission of both deans. Students found in the dormitories of the opposite sex will be subject to dismissal. Students who leave their dormitories after hours without proper permission will be subject to action of the Administrative Committee. All parties involved in either of these activities will be subject to dismissal.

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

**Insubordination/Disrespect Toward a Staff Member:** The failure on the part of a student to follow the request or direct order of a staff or faculty member will be considered insubordination. Repeated refusal to adhere to requests made of a student by a faculty member, or repeated dress code violations will be considered insubordination. Insubordination or expression of disrespect toward a staff member will result in major discipline and Administrative Committee action.

## **When You’re in the Wrong**

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

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

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

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

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

Some individuals dismiss themselves by their attitude. An unwholesome attitude is more dangerous than an evil act. Students who by their attitude reveal they are not interested in Christian ideals or in the Christian philosophy of love for each other are

asking us to dismiss them. They do not enjoy it here, and we will not keep them in their unhappiness.

### **Dishonesty**

A student involved in academic dishonesty may not receive credit for the class work in which he or she is dishonest. The instructor completes 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 a 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 is the deceitful or fraudulent storage, retrieval, or use of information in preparation for or during any assignment or assessment. 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 the Administration will also be sent.

#### *SECOND OFFENSE*

A student caught cheating and/or assisting another student in cheating receives a zero grade on the assignment/test and 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. In addition, the student will be suspended for 3 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 3-day suspension without the privilege of making up missed schoolwork, as well as a 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.

## **Classroom Attire**

### **Acceptable for Boys:**

- School-approved polo shirts. (Note: for the 2011-2012 school year, boys will be required to wear school-approved polo shorts from specified vendors.)
- Dress slacks, corduroys, and casual slacks are acceptable. All

pants must be worn around the waist and not falling off the hips.

- Hoodies with an "IA" logo are permitted. Jackets may be worn with school-approved attire.
- Appropriate footwear

### **Acceptable for Girls:**

- School-approved polo shirts, from specified vendors
- Dress slacks, corduroys, and casual slacks, are acceptable. All pants must be worn around the waist and not falling off the hips.
- If skirts are worn, skirt length must reach the bend in the back of the knee. This includes any slits in the hemlines.
- Hoodies with an "IA" logo are permitted. Jackets may be worn with school-approved attire.
- Appropriate footwear

### **Attire not Acceptable for the Classroom or Administration Building**

- Hats, bandanas, scarves, and other head coverings
- Over-sized, baggy pants
- Fatigues, camouflage clothing (of any color), hospital scrubs
- Flip-flops
- Sweat pants, exercise pants, shorts
- Coveralls
- Jeans (of any color)
- No "skinny" pants
- Any other clothing deemed inappropriate by the administration

### **Attire not Acceptable for the IA Campus**

- Sheer blouses or shirts
- Tight, form-fitting clothes (no "skinny" pants/jeans)
- Tank tops/Undershirts
- Any pants with writing across the buttocks

- Any clothing not covering the midriff
- Any clothing that is frayed, torn, or dirty in appearance
- Pajama-type clothing
- At no time should undergarments be exposed.
- Any other clothing deemed inappropriate by school administration

### **Sabbath Attire**

Approval of attire is left to the discretion of the dean on duty; check with her/him when in doubt. In honor of the Sabbath, students are requested to wear their church clothes at lunch in the café to help make the atmosphere of the meal a special occasion.

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

#### **For Boys:**

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

For Girls:

- Dress or skirt. Skirt length must reach the bend in the back of the knee. This includes any slits in the hemlines. Denim skirts are not acceptable.
- Blouses, shirts, or tops must cover the torso, shoulders, and abdomen at all times. Nothing shorter than a cap sleeve is acceptable.
- Dress shoes

### **Sabbath Casual**

- Dress slacks can be worn by both girls and boys. For girls, khaki pants are not considered appropriate for Sabbath Casual designation.
- Sweater, blouse or dress shirt, pantsuit
- Dress shoes (socks required for boys)
- Dress shirt or turtleneck sweater

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

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

### **Cafeteria Attire**

- Sabbath Breakfast: School clothes and footwear
- Sabbath Lunch: Church Attire
- School Day Breakfast and Lunch: School clothing
- School Day Supper: School or recreation attire
- Not allowed at anytime: Hats, bandanas, do-rags, hoods, stocking caps, slippers, pajamas, sleeveless shirts

### **Recreational Attire**

Any type of casual clothing including:

- Sweat pants (with no writing across the backside)
- Jeans
- Sweatshirts, polo shirts or T-shirts – no sleeveless shirts allowed for girls. Guys may wear sleeveless shirts. If the sleeve opening is too deep, a tank top is to be worn underneath.
- Modest shorts – loose fitting and no shorter than 2 inches above the bend in the back of the knee
- School attire is acceptable for recreation.

### **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. Jewelry will be taken from the student. Confiscated items can be picked up in the office by a parent or legal guardian.

### **Hair**

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

### **Makeup**

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

## **Drug/Substance Usage Policy**

The possession, use, or distribution of alcoholic beverages, tobacco products, mind-altering chemical substances and illicit drugs or the 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.

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 Acad-

emy personnel, parents, students, law enforcement agencies, and treatment organizations in enforcing the following anti-drug policy at Indiana Academy.

### **Infractions**

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

- Smoking, (cigarettes, cigars, pipes) or possessing on school grounds any type of tobacco or tobacco product (smokeless tobacco).
- Using, possessing, transmitting or being under the influence of any narcotic or any intoxicant.
- No student may provide by sale, or otherwise, any substance which he/she represents as the above mentioned drugs.
- No student may possess any paraphernalia designed to be used primarily to store, process, deliver or consume illegal drugs (i.e. pipes, rolling papers, clips, belt buckles).

### **Searching and Testing**

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

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

## **Drug Testing Procedure**

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

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

## **Consequence of a Positive Test**

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

## **Alternative to Expulsion**

Possession of Drugs: Students who are caught with drugs/alcohol/tobacco may be given an alternative to being expelled from school. The student would be suspended from Indiana Academy. During the suspension period the student must be enrolled in a drug/alcohol rehabilitation program which is approved by the administration of Indiana Academy and at the expense of the student or his/her parents. In some cases, the student's parents may be required to attend with the student. The student must sign a contract with the school and must complete the program or face

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

### **Refusal to Test**

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

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

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

## **Engagement Announcements**

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

## **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.
- Love Scenes – No torrid, 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 life-style.
- 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 which 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 an-

nounced 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. Cuts performance quality at either audition by either the Program Committee or the organization officers and sponsors.

## Food/Gum Policy

Food and drink are not allowed in the chapel or Administration Building. No food is to be taken out of the cafeteria. Food (other than school-sponsored activity) will not be allowed in the classrooms. The deans will regulate the selling of food in the dorms.

Students are not permitted to eat food and/or chew gum in the administration building, chapel, and church. There will be a \$2 fine given for each infraction. Excessive infractions will be dealt with administratively.

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.

# Graduation Weekend

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

All current students (including 9th and 10th graders) must remain under school policies and guidelines until 10-month employees are finished every year. (This includes graduation weekend.) The standard discipline policy after final exams are completed is that students cannot participate in organizations (for first semester of the next year) that represent the school if flagrantly flaunting school guidelines. In addition, such students cannot run for class office during the first semester of the next year. If the students are juniors and seniors, they would be in jeopardy of not marching during graduation weekend ceremonies.

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

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

expect to align themselves with school policies and rules.

## Hall Decorum & Use of Lockers

The following guidelines have been formulated to help make the program in the Administration building run as smoothly as possible. Teachers are requested to help implement these guidelines.

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

## 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

## **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.

If a student is placed on sick list, he or she must remain in his/her dorm room for the rest of the day, is not allowed any visitors, and will not be permitted to attend recreation and other evening activities. A sick tray will be provided at mealtimes, as ordered by the dean.

Village students who call in sick 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, and slang terms which imitate such language. Disciplinary action from the Administrative Committee can be expected for language infractions.

# Leaving Campus

Residence hall students are permitted to ride with student drivers in an approved car pool to and from home, or as a senior privilege. Written permission is required from the parents of the driver and from the parents of each student involved.

Students may leave campus with relatives or adults (21 years or older) if these names are mentioned specifically on the Parental Permission Slip given to the dean. The driver must physically sign the student out of the dorm, and both the driver and student must make contact with the dean before leaving campus. The dean reserves the right to make the final decision as to whom the student leaves the campus with at any time, regardless of what the permission slip states.

Students will not be permitted to sign out for overnight stays of mixed groups on non-home leave weekends. Such arrangements are discouraged for home leaves.

Indiana Academy can assume no responsibility for activities, behaviors, and/or events which take place when students are signed out of its care.

Village students are permitted to ride with other village student drivers in an approved car pool to and from home, if specific written permission is given from the parents of the driver and from the parents of each student involved. No village student may leave campus during the course of the school day without written permission from his/her parent. Any student (with appropriate permissions) who leaves campus during the course of the school day must sign out at the front desk and sign in upon his/her return.

## **Day Leave**

Students may leave with parents or approved adults on the student's permission slip when there is no conflict with on-campus obligations. Friends may join the family outing provided both sets of parents give permission and the leave is approved by the dean.

All appointments on campus, such as meetings, classes, work, and required programs/performances should be met.

Sabbath day leave requests must be submitted by noon on Friday, and must be approved the respective dean.

## **Overnight Leave**

Overnight leaves should be planned on open weekends and regularly scheduled home leaves. Overnight leaves are not appropriate on school nights. Dormitory students are not allowed to spend the weekend in the homes of village students during the following events: Alumni weekend, the Indiana Conference Youth Rally, and Sabbath Celebration.

## **Home Leave**

This is a regularly scheduled, monthly home leave for all students. All students are required to leave campus at noon unless appropriate arrangements are made with the dean. If your student is not able to go home please make appropriate alternate arrangements. Permission for students to depart for home leave with any driver other than an immediate family member must be given to the appropriate dean by noon on the Tuesday preceding home leave.

## **Weekend Leave**

## **Closed Weekends**

Because the weekend is an important part of the overall school program, please cooperate with us by not requesting students to go home on closed weekends. These closed weekends include all the weeks of spiritual emphasis and other weekends as they pertain to certain groups or organizations. Any appointments, including medical, should be scheduled on regular home leaves.

## **Open Weekends**

Permission for students to depart for weekend leave must be given to the appropriate dean and must be approved by the administrator on duty by noon on the Friday preceding the leave.

Students may spend a regular home leave or weekend leave with another student's family when written permission from their parents and a written invitation from the people they are to visit are received by the appropriate dean.

Dorm students who have left campus for the weekend are not permitted to come and go throughout the weekend. They can attend church, but are not to be on the main campus. Once a student returns to the main campus, his/her home leave is considered finished.

# **Library**

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

Policies for library use are as follows:

- A late fee of 10 cents/day and a lost material fee of \$30 per

item will be assessed for IA library materials which are either returned late or lost.

- Fines and fees incurred by the Hamilton North Public Library will be charged to the respective student's account.

### 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 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. Talking, whistling, shouting, or hooting is not acceptable behavior in any program. If an emergency arises, the student is to get permission to leave the meeting from a dean/administrator/duty team member.

## Mental Health

Indiana Academy functions in loco parentis while students are on campus. Should a crisis situation arise, the academy responds in

the place of parents and provides an opportunity for professional assessment and help. Every effort will be made to notify the parents as quickly as possible.

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

### **Financial Responsibility**

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

### **Discussion or Hints of Suicide**

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

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

## **Suicide Attempts**

Suicide attempts will necessitate:

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

## **Other Situations Deemed Critical**

Other crises which may necessitate assessment include (but are not limited to), depression, eating disorders, violent behavior, overwhelming personal loss, or substance abuse. If evaluation is deemed necessary the guidelines outlined under suicide talk or hints will be followed.

# **Music**

## **Content of Music**

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

With the above statement as a guideline, all music will have a Christ-centered theme. All secular music is prohibited and should be left at home.

## **Use of Music**

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

- Any Parental Advisory lyric music will be taken and NOT returned. In addition, music which contains the following material is not consistent with the spiritual and moral guidelines set forth by Indiana Academy, and will be confiscated and NOT returned.
  1. Sexually explicit and/or graphic lyrics.
  2. Satanic, occult and/or sacrilegious material.
  3. Profane and/or vulgar language.
  4. Violent and/or hateful lyrics.
  5. Material degrading to any race, religion and/or sex.
- See the Cell Phone/Electronic Device Policy in this handbook for further information.

# **Off Campus Visitors**

Because of potential problems with off-campus visitors during regular school hours, the campus is closed to them except for religious programming. At any other time these visitors, unless they have specific business that has been cleared with the deans or with administration, should not be around the campus. Parents are welcome to visit the campus at any time.

Students that have been asked to withdraw or who have been expelled from Indiana Academy may not return to campus without prior administrative approval during the school year of their withdrawal (through graduation).

## **Receptionist Lobby**

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

## **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, E. G. White.

## **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.

## Senior Privileges

The following senior privileges are granted to students whose parents submit written permission. Senior privileges are revoked during any period of attendance restriction.

### Town Trips

- Must have the appropriate dean's specific permission
- Senior guys can be off campus Mondays and Wednesdays, and alternate time periods on Sundays (10:00 –1:00p or 2:00-5:00p).
- Senior girls can be off campus Tuesdays and Thursdays, and alternate time periods on Sundays (10:00 –1:00p or 2:00-5:00p).
- On weekdays, students must return before worship OR before sunset, whichever comes first.
- Students of the same gender may leave together, with specific permissions of all sets of parents involved. Seatbelts must be worn by all students in any vehicle being driven.
- Students are to miss no work or classroom appointments.

- No student on the “D, F & I” list for the current grading period will be allowed this privilege.
- Each student leaving, whether passenger or driver, must carry a completed Town Pass Form. This applies to village students, as well.

### **Weeknight Leaves**

- Senior students with specific parental permission will be allowed one weeknight leave per semester.
- Students may leave with parents or approved adults on the student’s permission slip.
- No student on the “D, F, & I” list for the current grading period will be allowed this privilege.

### **Personal Computers**

- Senior students may bring personal computers to the dormitory or school, so long as their use is in harmony with stated school guidelines. Dorm students are to turn their computers in to the deans each night.

Senior Privileges will be activated each year after the first progress report is published.

## **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 stu-

dents and faculty to avoid any unwelcome behavior or conduct toward others, which could be interpreted as harassment.

## **Definitions**

Sexual harassment includes but is not limited to the following:

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

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

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

## **Reporting Incidents**

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

- Make it clear that such behavior is offensive and must be stopped immediately.
- Report the incident(s) to the school's principal or vice-principal. The individual receiving the report will make written record of the complaint.

- The school's administration will conduct all discussions in an objective and thorough manner, and will advise the person making the complaint not to discuss the matter with anyone else due to the sensitivity of the complaint. The person to whom the complaint is made will keep any information received strictly confidential, except as necessary to investigate or rectify the matter.

### **Third Party Reports**

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

### **Response/Investigation**

All complaints will be taken seriously. Each incident will be investigated privately and with the keeping of notes. Complaints of sexual harassment and harassment on account of age, race, ethnicity or disability will be investigated promptly. The determination of whether or not a particular action constitutes sexual harassment or harassment on account of age, race, ethnicity or disability will be made from the facts on a case-by-case basis. The administrator who is directing the investigation will inform Adventist Risk Management, Inc. for insurance purposes. The investigation will include, at a minimum, confidential interviews with all involved persons and written statements regarding the incident(s). The investigation and results will be documented in writing and the results reviewed with the person making the complaint and the person being accused. This review will include an explanation of any corrective action to be taken. All individuals involved in the investigation and results will be cautioned to maintain strict confidence.

## **Corrective Action**

If the investigation indicates that harassment has not occurred, the person making the complaint and person being accused will be notified of the results and cautioned regarding future compliance with the organization's harassment policy. All persons, entities, or organizations, which were notified of the indication of these proceedings, will also be notified of the results, to the satisfaction of the administrator conducting the investigation in consultation with the person being accused.

If harassment is found to exist, Indiana Academy administration will take prompt corrective action. Discipline will be given according to the type of behavior and the age of the offender. Progressive discipline will be given unless the first offense is of a serious nature. Depending upon the severity of the act, the discipline may range from a written warning (copy of which will be placed in the offending person's file) to immediate dismissal.

## **Sexual Relations**

The school will not tolerate any student's involvement in sexual activities. Such activity will be subject to action of the Administrative Committee and the students involved in the activity will be subject to dismissal.

## **Social Indiscretion**

The public display of affection on campus is considered out of place. A student who does not demonstrate self-respect or self-restraint in this matter may be placed on citizenship probation,

suspended, or dismissed from the academy. During activities, such as recreation and weekend events, all students are expected to be in the group activity. All visiting must be done in a supervised area. No visiting or escorting is to extend past the "Y." All students in mixed groups must be in a sitting or standing position.

Indiana Academy maintains a "hands-off" social policy, which means hand holding, backrubs, "piggyback" rides, etc. are inappropriate. Between members of the opposite gender, a side hug no longer than three seconds is allowed.

## 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 summarized in the table below:

Major Office Minimum G.P.A 3.0	Minor Office Minimum G.P.A: 2.5
1	1
0	2

## **Definition of Major Offices**

Major offices are defined as: SA President, SA Executive Vice-President, SA Religious Vice-President, SA Social Vice-President, All Senior Class Offices, All Junior Class Offices, Sophomore Class President and Vice-President, Freshman Class President and Vice-President, Girls' Club President, and Boys' Club President.

## **Definition of Minor Offices**

Minor offices are defined as: All other offices not listed above.

## **Office Guidelines**

### **General Guidelines**

- Eligibility to hold an office will be based on above conditions for the first semester immediately preceding spring elections and the second semester grades of the previous school year for fall elections.
- All candidates and elected officers of student organizations must have acceptable citizenship and maintain it. Any candidate, who receives major discipline during the previous school year for fall elections or present school year for spring elections, will not be eligible to run. Elected officers will lose their office if they receive a major discipline (which 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 at least a 2.5, with no failing grades in the previous semester.
- To run for any office, a student must have and maintain citizenship and attendance grades of no lower than a C.
- Academic, attendance, and citizenship grades will be checked

by sponsors at each semester. If a student fails to meet these 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.

### **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 (2) Student Association representatives.
- The following process is followed:
  - o Interested students petition their classmates, securing signatures of at least 20% of their classmates and a sponsor to run for a specific office.
  - o Petitions are reviewed by school administration, to determine eligibility.
  - o Primary elections will be held if there are more than two students running for a specific office.
  - o Final elections will be conducted in a class meeting by secret ballot.

### **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.

## **Study Hall**

Special study hall may be offered to assist students who may be having difficulty with their studies. It is constructed so that the student may achieve academic success in those areas where problems are encountered. A student may be placed in special study hall at the recommendation of an academic mentor and/or a dean.

## Transportation Seating

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

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

# **Trips**

Occasionally off-campus trips are organized for students. The list below represents the trip options available.

U.S. History Trip	Senior Class Trip
Outdoor Club	Choir/Band/Bells
Basketball Tournament	Acrobatics
Prayer Conference	Leadership Conference
Fall Music Tour	Spring Music Tour
Lake Union Music Festival	Biology Trip

# **Village Student Overnight Housing Requests**

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

# **Withdrawn/Expelled**

Students that have been asked to withdraw or who have been expelled from Indiana Academy may not return to campus during the school year of their withdrawal, through graduation.

# Residence Life Handbook

## 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 learning how to survive both 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

## **Suggested Items to Bring from Home:**

Bedding (twin-sized)	Clothes Hangers
Trash Can	School Supplies
Laundry Soap	Towels/Wash Cloths

## **Optional Items to Bring from Home:**

Stereo	Fan
Computer (grade 12 only)	Bicycle (see IA Handbook)
Microwave (\$25 per year)	Refrigerator (\$50 per year)

## **Items to Leave at Home:**

Pets	Cooking Appliances
Fireworks/lighters/matches/ candles, etc.	Electric Heaters
Jewelry	Video systems capable of showing movies
Weapons	Water Pistols
TV/VCR/DVD players	Music not in keeping with IA music policy
DVDs (movies)	Inappropriate Video Games
Burned CDs or DVD's	(See Entertainment Guidelines and the Electronic Media Device policy in the IA Handbook)

## Residence Life Services

### **Announcements**

A residence bulletin board will contain information to keep you up to date on last minute changes in schedules and guidelines, upcoming events, or reminders of things you need to complete. A weekend schedule will be posted on Thursday of each week. You are responsible for all information posted on the bulletin boards.

### **Dorm Store Items**

Each dorm has a dorm store for the convenience of its residents. The profits from the sales will be used for projects to be determined by the deans. **All items are sold on a cash basis only. NO checks or IOU's will be accepted.**

### **Laundry Rooms**

Washers and dryers are provided for residence hall use. We do ask that you do your part in keeping the machines/dryers in good working order and that you pick up after yourself when using the laundry room. Report any problems with the machines to the appropriate dean as soon as possible.

Please do not leave your laundry unattended. Also, please remove your laundry from the machines promptly.

Unclaimed laundry will be removed from the laundry room every Friday afternoon and donated to Community Services.

Each Sabbath the laundry room will be closed. It will be closed from Friday evening 30 minutes before sundown until Saturday after sundown. The deans reserve the right to close it at any other time they deem necessary.

The laundry room will be closed Sunday through Thursday at 10:00 p.m.

## **Lobbies**

It is our desire that your residence hall become your home away from home; however, we do need your help in keeping our lobbies looking as nice as possible. Therefore we ask that you treat the furniture with care. No sleeping in the lobby area is allowed. Individuals who damage furniture will be assessed a fee to replace/repair the furniture. Also, **NO** furniture is to be taken from the lobbies for any reason. We ask, too, that you are **fully** dressed when entering the main lobby at all times.

## **Mail**

Your address is:  
Name of Resident  
Indiana Academy  
24815 State Road 19  
Cicero, IN 46034

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

### **Resident Assistants (RA's)**

Student Resident Assistants, as appointed by the deans, serve as an extension of the deans, and are to assist during study halls, etc.

### **Residence Hall Clubs**

The residence hall is proud to sponsor a club every year. During the year this club sponsors a variety of activities and functions. Every year officers will be elected to serve during that school year. The officers that are selected are: president, vice-president, secretary, spiritual vice-president, treasurer, village representative, and social vice-president. These individuals work hand in hand with the deans in planning activities throughout the year. All residents are members of this club and are required to participate in the events and functions.

## **General Guidelines**

### **Bulletin Boards**

The dean must approve all material that is placed on the dorm bulletin boards. Also, please do not remove anything from the boards.

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

When you are assigned a room for the first time, or you move into a new room, you must first pick up a check-in form from the dean. This form should be completed as carefully as possible for it protects both the residence hall and the student. Any damages that are already in the room prior to moving in should be listed on the form. Failure to list damages may result in fines upon your

moving out of the room. After you have completed the check-in form it should be returned to the dean. Students are expected to check-in on registration, and Freshmen and Sophomores are expected to checkout at the end of test week. Juniors and Seniors are expected to check out of the dorm by 2:30 p.m. the Sunday of graduation.

## **Computers**

Only Senior students are allowed to bring personal computers to the dorm.

No graphic gore or first person killing games are permitted. All video games/gaming units are to be held by the dean, and are to be turned in to the dean immediately upon bringing them to campus. The use of games deemed inappropriate is subject to the Inappropriate Media Policy, as found in the student handbook. Games deemed appropriate will be checked out from the dean only on Saturday nights and Sundays, or at the discretion of the dean. All students and their parents will be required to read and sign an Acceptable Use Policy regarding school computers, Internet, etc.

## **Dean on Duty**

The dean on duty will be posted on the Dean's office door. Please make a note of who is on duty so that you can contact the right person.

## **Decorations**

All decorations that promote values and ideas that are contrary to SDA beliefs are not allowed. Posters, snapshots or pictures of men/women unclothed or partially clothed are not allowed. Also R-rated movie posters, posters with beer or cigarette ads, or posters of rock groups are not allowed. No pictures cut out of magazines are allowed. Students will be asked to remove the decorations. If the dean sees it again, it will be confiscated. Please use poster putty for hanging posters and other items –

please do not use tape or stickers.

### **Electrical Appliances**

Acceptable items for your room are as follows: small refrigerators, microwave, irons, (should only be used in the laundry room or other designated areas), and hair-dryers. Appliances that are not allowed are coffee maker, hot plates, toasters, electric skillets, blenders, and popcorn poppers.

### **Exits**

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

### **Fire Drills**

Fire drills will take place on a regular basis. The appropriate exit information is posted on each dorm door. Please become familiar with these place so that you will know what to do in case of a fire.

### **Furniture**

Residence hall furniture is not to be removed from your room. Lobby furniture is also not to be removed from the lobbies for any reason. Please make every attempt to keep your furniture in good condition. Remember you will be charged for any other act that damages the furniture or walls.

### **Guests**

Guests (mothers and fathers excluded) are not allowed in the resident's rooms at any time **without a dean's permission**. Parents, please be sensitive to the privacy of dorm residents when

visiting your son or daughter. Students are not to visit the dorm of the opposite sex unless both deans have approved it. Offenders are subject to suspension.

### **Insubordination**

Failure to follow through in what has been requested of you by a dean, or an RA, whether in person or by written request, will be considered insubordination and may result in further discipline.

### **Keys**

There is a \$100 room/key deposit paid through the Business Office. Your deposit will be returned to you when the year is over, your key has been returned, and your room has passed inspection. (Note: no copies are to be made and only originals will be accepted.) If you lose your key, there will be a \$25 re-keying fee, which the student must pay prior to receiving the new key.

### **Leaving the Campus**

There are normally two different situations when you might be leaving campus.

1. Any school sponsored trip.
2. Weekend leaves: with parents, friends, and relatives.

Each of the above situations requires the students to follow specific guidelines.

If a student would like to leave the campus for a weekend, he/she must fill out a leave slip by Friday noon prior to the weekend he/she would like to leave. This slip must be signed by the dean and the administrator on duty before the student is able to leave campus; the dean must receive written permission and verbal confirmation from the student's parents. All weekend leaves end at 7:00 p.m. Sunday night.

Once a student returns to campus from an approved leave, his

leave is terminated.

### **Lights Out**

Lights out is scheduled for 9:30 p.m. on weeknights. The RA's will do a check at that time to see that you are in bed with your lights out. Students are to be certain that personal computers are shut down properly, and that the electric lights, etc. are turned off prior to the lights being turned off. Random room checks will be performed at any time.

### **Locked Out**

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

### **Maintenance Requests**

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

### **Medication**

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

### **Messages**

Messages left for students while in class or at work will be written out and left at the dean's desk. Each student is responsible for the notices on the board. No student is to put anything on the

board unless given direct permission from the dean.

### **Mud/Cleats**

In an attempt to keep your residence hall as clean as possible we ask that you remove your cleats/muddy shoes when entering the building.

### **Nighttime Room Checks**

Random room checks will be performed at any time.

### **Pets**

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

### **Program Attendance**

Every student is expected to attend all school functions, unless away from campus on an approved leave.

### **Room Cleanliness**

All rooms in the residence hall are to be kept neat and clean. A room cleanliness check will be taken to make sure that this is accomplished. There will be no room check during the first two days of school. The first room check will be the third day of school. On the first check, you will be able to see how your room will be graded, but the score will not count. After that, room check will go as follows:

1. Rooms will be checked daily.
2. You will be given a check sheet of what the dean will be assessing at room check.
3. Take the trash from your room to the restroom trash can. Do not put it out in the hall or in the trash cans in the lobby or laundry room.
4. Please keep food or drinks in a closed container so as not to attract insects and rodents.

5. You may be called out of meals/class/work/school events to clean your room, if necessary.

6. The perfect room score is 10. A failing score is 6 and below. If you fail room check, appropriate consequences will be determined by the deans. If a 4th room check failure occurs in any nine-week period, you will have a choice of a \$10.00 fine or 2 hours of community service.

Your room selection for next year is based on your room grade for this year.

### **Room Searches**

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

### **Sabbath Programming**

Students are expected to be on time for Friday night vespers, Sabbath School, Worship Services, and Hallowed Moments. If you are late for any of these events, discipline will be at the dean's discretion.

### **Selling and Soliciting**

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

### **Sick List Procedures**

An illness should be reported to the dean by 7:00 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. If a student is placed on sick list, he or she must remain in his/her dorm room for the rest of the day, is not allowed any visitors, and will not be permitted to

attend recreation and other evening activities. A sick tray will be provided at mealtimes, as ordered by the dean.

Absences will not be excused for students on sick list who leave their rooms (except for the restroom and shower), or have visitors. In addition, the visitor(s) will be assessed two hours of community service.

### **Study Hall Procedures**

The general aim of study hall is that the residence hall should be quiet so that people may study. The residence hall should remain quiet from the time study hall begins until 6:30 a.m. the next morning.

Study hall begins after worship and concludes at lights out Sunday through Thursday.

At frequent intervals during study hall the RA's will monitor student activity.

### **Telephone Usage**

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

1. In the Girls' dorm, the following number may be used for making and receiving calls: (317) 984-7175. In the boys' dorm, students can be reached by calling 317-984-3575 ext. 234.
2. One main desk phone, which is only to be used by the desk monitor, or with dean's permission.
3. One office phone for the dean's use only.
4. Phone calls during study hall will be restricted to incoming calls from your family members.
5. All phones will be answered by the desk monitor.
6. Violations of the phone regulations will result in withdrawal of phone use privileges for certain lengths of time as determined by

the deans.

### **Telephone Usage During the Day until Worship**

Student phones may be used whenever it does not conflict with a student's work or class schedule, or study hall. The main desk phone is only to be used by the desk monitor to receive incoming calls. The office phones are not for student use.

### **During the Evening After Worship**

There is no phone usage during worship or after 9:30 p.m. During study hall all incoming and outgoing calls (with the dean's permission) are reserved for parents' calls only and are limited to ten minutes. Students are not allowed to call the other dorm after 7:00 p.m.

### **Cellular Phone Usage**

On school days, dorm students will be allowed to have their cell phones from morning through the conclusion of study hall. If students are found to be using their phones during study hall, the phones may be confiscated by the deans. Students on "D, F & I" could face earlier restrictions, at the deans' discretion.

See the Student Handbook for further clarification of the cell phone policy.

### **Worship Attendance**

1. Dorm worship is required, and attendance will be taken. It is your responsibility to be in attendance.
2. Worship absences are not acceptable unless prior arrangements have been made with the dean.
3. Please be respectful and quiet during worship and announcement time.
4. Parents, please do not call during worship time.

5. Dorm worship will be in the dorm lobby.
6. Being on the phone is not an excuse to miss worship. Please plan your phone calls accordingly.
7. You will have 4 tardies per quarter with no consequences. If you are tardy after that it will be a \$5.00 fine (or community service) per tardy. Missing 2 or more worships will result in a \$5.00 fine per absence (or community service).

Please note that you are still responsible for any announcements made during dorm worship.