



# Indianola Academy

Handbook

*Integrity and Achievement*

## **MISSION STATEMENT**

Our Mission is to keep learning first and thus prepare all students to meet the challenges of the future.

## **OUR BELIEFS**

Students can learn.

Learning should be the chief priority of our school.

Each student is a valued individual with unique physical, social, emotional, and intellectual needs.

Increasing expectations increase individual student performance.

All students at both high and low levels of ability require special services and resources.

A commitment to continuous improvement is imperative if our school is going to enable students to become confident, self-directed, lifelong learners.

### ***Indianola Academy Non-Discriminatory Policy***

Indianola Academy admits students of any race, creed, color, and national or ethnic origin to all privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, creed, color, and national or ethnic origin in the administration of its educational policies, admission policies, scholarships, and athletic or other programs administered.

## HISTORY OF THE INDIANOLA ACADEMY

In the fall of 1965, The Indianola Academy opened its first session with four sections in the first and second grades. Miss Jane Farish, as teacher and principal with fifteen years' experience, was the administrator for the first two years. The Academy was off to an excellent start.

The school was held in the First Baptist Church for the 1966-67 and 1967-68 sessions. By the fall of 1967, the Academy had grown from two grades with 70 students to nine grades with 241 students. In the school year of 1968-69, the Academy entered its new building with an enrollment of 280 students in grades 1-10.

The school year of 1969-70 was another one of un-anticipated growth at the Academy. The school year began with approximately 600 students in grades 1-12. These students were housed in additional building facilities that had been provided. At the end of the first semester, Academy officials and staff accepted approximately 900 students, making the total enrollment 1500. The 1970-71 school year saw all students in grades 7-12 move to the Educational Plant, located north of Highway 82 East. Approximately half of the elementary enrollment was still being housed in the Baptist and Methodist Churches. The coordinated effort of the Academy Board of Directors, Administrative Staff, faculty, and community resulted in the school year 1970-71 being another prosperous one in the Academy's history.

During the 1971-72 school year the entire enrollment at the Indianola Academy was housed in the new Educational Plant. The 1971-72 school year saw the Academy receive AA accreditation from both the Mississippi Private School Accrediting Commission and the Mississippi Accrediting Commission.

A milestone was recorded by the Indianola Academy in 1977 when its eighth graduating class included twenty seniors who had attended IA during their entire twelve years of elementary and secondary schooling.

In the fall of 1980, The Indianola Academy was accepted as a member of the Southern Association of Colleges and Schools. This is the highest accreditation rating that can be attained by elementary and secondary schools. The Academy also holds membership in the Southern Association of Independent Schools, and the Mississippi Association of Independent Schools.

The Board of Directors is most grateful to the people who have given generously of their time, money and talents. We are looking forward to the future with the hope and expectation of greater things to come.



*THE INDIANOLA ACADEMY HANDBOOK*

ADMINISTRATIVE OFFICE: 662-887-2025 Ext.224

ELEMENTARY OFFICE: 662-887-2025 Ext.115

MIDDLE SCHOOL OFFICE: 662-887-2612 Ext.224

HIGH SCHOOL OFFICE: 662-887-2612 Ext.327

FAX: 662-887-3117

WEB ADDRESS: [www.indianolaacademy.org](http://www.indianolaacademy.org)

## THE INDIANOLA ACADEMY ADMINISTRATION

Charles David Mason  
BSBA, Mississippi College; M.Ed., Mississippi College.

Headmaster

Clete Putnam  
B.S., Lyon College

Secondary Principal

Sylvia Spivey

Elementary Principal

B.S., Delta State University; Additional graduate work,  
Delta State University.

### WELCOME AND FOREWORD

The policies and procedures contained in this Handbook are the result of a concerted effort by teachers, students, and administrators. The information in this Handbook has been carefully prepared and presented to help you and your parents become acquainted with the policies and regulations of The Indianola Academy and to aid you in planning your academic career here. Read this handbook carefully and keep it for future reference.

The ultimate purpose of education is to help each student become an effective citizen in our democracy. We hope you will participate in our varied activities and find those things within our school, which will prepare you to live a better life, and take your place in a complex society. Remember that your success in this school will be directly proportional to your efforts.

We welcome you to our school and hope you will always be conscious of its traditions and requirements. This school will be whatever you make it. Let us always have the spirit to do the things that will make it outstanding.

***Many times in this book we use the term, at school. In this handbook, the term at school means: School buildings, property, sidewalks, streets, and areas adjacent to The Indianola Academy.***

## **THE INDIANOLA ACADEMY ALMA MATER**

Hail to thee, our alma mater, to the blue and white.  
Hail to thee, our school IA; we'll strive to keep you bright.  
To our faculty and friends, we pledge allegiance ever new.  
For the friendships gained we'll ever grateful be to you.

Hail to the, our alma mater, to you loyalty.  
Forward ever with achievement and integrity.  
From these halls our cherished mem'ries beckon us to goals anew;  
Your ideals will ever guide us; to thee we'll be true.

## **THE INDIANOLA ACADEMY STUDENT CODE**

Attendance at the Indianola Academy is a privilege that requires honesty in all academic endeavors, respecting others, acting and dressing appropriately, and displaying integrity and a desire to grow and learn. Students will be expected to conduct themselves in a way that brings honor to themselves and the school as a whole. Students will be held accountable and could lose the privilege of attending IA for behavior that is illegal, dangerous, or contrary to this code. The location or hour of the day WILL NOT be taken into consideration in holding students accountable for breaches of this code. Student behavior that interferes with the education rights of another student or causes substantial or material disruption of the school environment or inappropriate actions by a student online or over social media will result in disciplinary action being taken by the school. Disciplinary actions include detention, in school suspension, out of school suspension, probation, and expulsion.

## ELEMENTARY ADDENDUM - GRADES PK-5

### TRAFFIC

It is important that all persons drive carefully and follow the flow of traffic requested by school officials. Encourage your child to watch for his ride in the afternoon. The students will be seated in a designated area to wait for their rides.

### TRAFFIC FLOW

Preschool and kindergarten will dismiss at 2:50. Elementary students in grades 1-5 will dismiss at 3:00 pm. All students in the lower building will be picked up at the south end of the lower building. If you arrive before 3:00, please stay back unless you are picking up preschool or kindergarten 2:50 dismissal students only. Do not block the driveway. When the 3:00 bell rings, you may line up as a single lane in the driveway. When dropping off or picking up, please pull all the way up so 3 cars can unload or load at one time.

Students must load or unload on the side next to the building. Once a student has left the building to be picked up, they must get permission from the duty teacher to return to the building. **STUDENTS ARE NOT TO LOAD OR UNLOAD ON THE STREET.** Please be patient and considerate of others when bringing children to school or picking them up in the afternoon. Their safety is our most important concern. Please use extreme caution at all times.

**LOWER ELEMENTARY STUDENTS MAY BE PICKED UP IN FRONT OF THE UPPER BUILDING, if they are being picked up with an older student. Children from the lower elementary building will be escorted by an adult to the upper building. They must have a letter on file giving them permission to go to the upper building. THEY MUST SIT ON THE SILVER BENCH AT ALL TIMES. IF THERE IS A PROBLEM, THEY MUST BE PICKED UP AT THE LOWER BUILDING. If you arrive after 3:20 P.M., your child will be in the lower building.**

### GRADING POLICY

All major units (chapter tests and/or major projects included) count as two grades, while all other assignments (graded homework, daily quizzes and/or minor tests) count as one grade. The major unit and other assignment grades earned during each grading period will be averaged to count as the student's total grade for each nine weeks.

## **GRADING POLICY (CONTINUED)**

The semester average for a required course is computed by averaging the first and second or third and fourth nine weeks averages. The averages of the two nine weeks is  $\frac{3}{4}$  of the semester average, while the exam grade is  $\frac{1}{4}$ . The yearly average is computed by averaging the first and second semester averages.

## **PROMOTION/RETENTION**

Students in grades 1-5 must have a 70 or above in reading, language, math, and social studies or science to pass to the next grade. Homework is a very important part of each student's school program of experience. If a student does not have the assigned homework for more than three times nine weeks, after-school may be assigned.

With principal approval, students who fail a major subject could get tutorial help in subject failed in order to advance to the next grade. Student must show mastery material taken during summer

## **PARENT-TEACHER CONFERENCES**

Through the STI program you may view your child's grades, homework assignments, and other information. If you have any trouble with this program, please contact the office, and we will be happy to assist you. Parents are still invited to visit the school and confer with the principal at any time concerning the work of their child. Conferences with the teacher may be scheduled through the elementary office. Parents are urged to arrange a conference with the teachers. PLEASE DO NOT CALL THE TEACHER AT HOME.

## **SIGNED PAPERS**

Every class will send papers (class work or other documents) home for parental signature each Monday. This way you will know when to expect these, and you will stay abreast of your child's progress. Please check for papers at this time.

## **DISCIPLINE**

Effective discipline is a crucial part of any successful operation. There are only two reasons for rules: to keep everyone safe and to help everyone have the best opportunity to learn. PLEASE BE SUPPORTIVE OF OUR RULES: they are in place for everyone's benefit and we need your help.

## **ASSERTIVE DISCIPLINE PLAN IA ELEMENTARY**

If all of the teacher's guidelines for appropriate consequences have been followed and the student's behavior is still disruptive, the student will be sent to the principal. The following actions will then take place:

- |             |   |
|-------------|---|
| 1st Offense | Warning   |
| 2nd Offense | (work detail or write, copy) Teacher contact parent by phone.<br>(after 2nd work detail student will go to 2nd offense) |
| 3rd Offense | Conduct Referral (1 day detention) Principal contact parent by phone.   |
| 4th Offense | Conduct Referral (2 day detention) Principal contact parent by phone.   |
| 5th Offense | Conduct Referral (in school suspension) Principal contact parent by phone.  |
| 6th Offense | Conduct Referral (out of school suspension, possible expulsion) Principal contact parent for conference.                |

\*\*Detention is Monday-Friday from 3:00-3:35 pm.

Detention starts the day following the infraction.

Failure to show up for detention results in the next step in the discipline plan.

### **MISBEHAVIOR ON FIELD TRIP**

Student will be kept in the office instead of attending the next field trip.

### **EARLY DISMISSAL**

If you need to pick your child up before regular dismissal, you must come to the office to sign your child out. There will be a sign out sheet in Mrs. Ervin's office (K-3), Mrs. Jenkin's office (4-5), and Mrs. Rainey's office (for lunch dismissals). This is a security measure to protect your child.

### **MEDICINE FORMS**

Some medicine forms will be sent home. By putting the date(s) on the form, you may fill one out for a medicine to be given every day for an entire week or year. These are required and we will not dispense any medicine without a form. This is to protect your child and to be sure we

## **MEDICINE FORMS (CONTINUED)**

know your specific instructions. Please do not bring any child to school with a temperature of 100 degrees or more or who has thrown up within the last 24 hours. We do not want to expose the other classmates.

## **NORTH END DOOR K-3 BUILDING THIS DOOR IS ONLY USED FOR EMERGENCIES**

### **PEP RALLIES**

We want to be supportive on all activities at Indianola Academy. We will be attending the pep rallies scheduled at 2:08. We will dismiss at 2:30 on these days. Please consult your monthly calendar for the dates.

### **PARTY INVITATIONS**

Teachers will be happy to distribute invitations for you provided that every child of one sex in the class is invited. The teacher, not the student, will distribute these.

## **ACADEMIC MATTERS**

### **DAILY SCHEDULE**

7:30 AM DUTY TEACHERS REPORT OUTSIDE & HALLWAY

7:45 AM ALL TEACHERS REPORT

### **SCHEDULE**

7:52	1ST bell
7:55-8:50	1st period
8:54-9:44	2nd period
9:47-10:00	Recess
10:04-10:54	3rd period
10:58-11:48	4th period
11:52-12:42	5th period (Grades 6-9)
12:17-1:07	5th period (Grades 10-12)
1:12-2:02	6th period
2:06-3:00	7th period

### **LUNCH SCHEDULE**

10:40-11:00	PreK3-K
11:00-11:30	Grades 1-3
11:30-11:55	Grades 4-5
11:48-12:13	Grades 10-12
12:42-1:07	Grades 6-9

## **TESTING PROGRAM**

The purpose of the testing program is to help individual students and parents understand students' aptitudes and abilities. The following tests are used:

Grades 1,3, 10	Otis Lennon Test
Grades K-2	SAT 10
Grades 1-8	Star Reader & Math
Grades 3-10	Aspire
Honors 10	PSAT
Grade 11	PSAT and Armed Service Vocational Test

All juniors and seniors are urged to take the ACT which is a requirement for entering all Mississippi colleges. Students planning to go out of state may be required to take the SAT or other tests. Materials on which tests are needed are available in the guidance office.

**STUDENTS WHO WISH TO PREPARE FOR THE ACT AND SAT TESTS ARE ENCOURAGED TO USE SOFTWARE PROGRAMS AVAILABLE IN THE COMPUTER LAB AND GUIDANCE OFFICE.**

## **COUNSELING SERVICES**

It is the aim of The Indianola Academy to help each student profit as much as possible from the school program and to assist in plans for employment or further educational study after high school. The Counselors and Principals are available to discuss any problem or question arising relative to the educational program of the school.

## THE INDIANOLA ACADEMY CURRICULUM (High School)

### English

English, I  
English II  
English II-B  
English III  
English III-B  
English IV  
English IV-B  
Honors Comp\*  
Creative Writing

### Mathematics

Pre-Algebra  
Algebra I  
Algebra II  
Geometry  
Algebra III  
Advanced Math\*  
Honors Calculus\*  
Senior Math

### Non-Academic

Athletics  
Library Science  
Drivers Education

### Science

Life Science Health I  
Biology I  
Biology Chemistry  
I  
Honors Chemistry II\*  
Biology I II  
Honors Physics\*  
Physical Science  
Ecology

### Social Studies

Mississippi Studies  
Geography  
World History  
American History  
Honors American History  
American Government  
Economics  
Psychology

Honors Physical Science I&II\*

### Foreign Language

Spanish I  
Spanish II

### Year Book

Annual I & II

### Business Accounting

college credit

### Computer

Computer Science  
Web Page Design I & II  
Web Page Mgmt. I & II

ACT Prep

Choral Music

\*Students may earn

Art

Art I Art  
II

Art Appreciation\*

## THE INDIANOLA ACADEMY CURRICULUM (GRADES 1-5)

<u>GRADES 1 &amp; 2</u>	<u>GRADES 3 &amp; 4</u>	<u>GRADE 5</u>
Mathematics	Mathematics	Mathematics
Language	English	English
Reading	Reading	Reading
Spelling	Spelling	Spelling
Science/Health	Science/Health	Science/Health
Social Studies	Social Studies	Social Studies
Penmanship	Penmanship	Penmanship
Music	Music	Music
Art	Art	Art
Computer	Computer	Computer
Library Science	Library Science	Library Science
Physical Education	Physical Education	Physical Education

## THE INDIANOLA ACADEMY CURRICULUM (GRADES 6-8)

<u>Grade 6</u>	<u>Grade 7</u>	<u>Grade 8</u>
English	English	English
Mathematics	7 Mathematics	8 Mathematics
Science	Pre-Algebra	Algebra I
Social Studies	Life Science	Physical Science
Spanish	World History	American History
Computer	Music	Computer
Music	Athletics	Spanish
Physical Ed.	Art	Athletics
Art	Enrichment	Enrichment
Reading		

## IA MINIMUM GRADUATION REQUIREMENTS

4 UNITS ENGLISH	English I, English II, English III, English IV 4
UNITS MATHEMATICS	Pre-Algebra, Algebra I, Geometry, Algebra II, Honors Advanced Math, Pre-Calculus, Senior Math, Algebra III, Honors Calculus
4 UNITS SCIENCE	Biology I, Ecology, Biology II, Life Science, Chemistry I, Biology III, Senior Physical Science, Honors Chemistry II, Honors Physics
4 UNITS SOCIAL STUDIES	Mississippi Studies, Intro. World Geography, World History, American History, American Government, Economics
1 UNIT COMPUTER	Computer Science I, Computer Science II
1 UNIT FINE ARTS	Art, Music, Drama

### 2 ELECTIVES

### 2 NON-ACADEMIC ELECTIVES

Algebra I may be completed in the 8th Grade for high school credit. Students who qualify based on need may pass the B level courses to fill requirements.

B level courses will not meet the requirements for entrance in to universities and colleges.

Honors program requirements include honors English I-IV, Honors American History, Honors Advanced Math, First and Second Year Courses in the same Foreign Language, and choice of Honors Chemistry II, Physics, or Composition.

Academy Honors Graduates, Valedictorian, and Salutatorian must complete Honors Program Requirements

Once enrolled at IA 75% of academic credit in each subject area and applied to graduation must be earned at IA

Participation in graduation ceremonies is mandatory unless otherwise approved by administration.

## HONORS PROGRAM REQUIREMENTS

The Honors Program is designed to maximize the student's preparation for college. This program is designed to challenge the needs of the superior student.

To graduate on the Honors Program, a student must meet the requirements as set forth by the State Board of Trustees of Institutions of Higher Learning, as well as complete the courses listed below. A minimum of twenty-one academic units are required; however, students participating in this track are encouraged to enroll in additional units.

### COURSE REQUIREMENTS: HONORS PROGRAM

4 UNITS ENGLISH	English I, II, III, IV
4 UNITS MATHEMATICS	Algebra I, II, Geometry, Advanced Mathematics*
4 UNITS SCIENCE	Biology I, Biology II, Chemistry I, Advanced Chemistry*, or Physics*
4 UNITS SOCIAL STUDIES	MS Studies, Geography, World History, Honors American History*, Economics, American Government Spanish I, Spanish II
2 UNITS FOREIGN LANGUAGES	(Must take 2 units of the same language.) Computer Science
1 UNIT COMPUTER	Art I
1 UNIT ART	
1 ELECTIVE	

21 Academic Units are required.

2 Non-Academic Units are required.

23 Total Units required for graduation on the Honors Program.

\* These advanced courses are scaled up 4 points.

**All Honors Program Graduates receive a special designation on their diploma. To be the Valedictorian, Salutatorian, or graduate with Academy Honors, a student must graduate on the Honors Program.**

## DUAL ENROLLMENT

IA students may enroll at Delta State University and Mississippi Delta Community College while still attending high school and enrolled in high school courses as prescribed in the Mississippi Code (37-15-37). Requirements for admission in university-level courses under the dual enrollment program are available in the Guidance Office.

Courses which are included in the dual enrollment program are:

### IA COURSE

### MDCC COURSES

Advanced Composition	ENG 101 and ENG 102 English Composition
Advanced Math	College Algebra, MAT 1313
Chemistry I	Physical Science I - Phy I 2243 Physical Science Lab - Phy 2241
Physics	Physical Science II - Phy II 2253 Physical Science Lab - Phy 2251
Chemistry II	General Chemistry - Chem 1211 Lab General Chemistry - Chem 1213 Lecture
Calculus	Trigonometry - 1523
Art	Art Appreciation 1113

## **CLASSIFICATION OF STUDENTS**

Students will be placed in grades according to the number of academic units earned.

A student with five units will be classified as a Sophomore.

A student with ten units will be classified as a Junior.

A student with fourteen units will be classified as a Senior.

The classification of a student as a senior does not necessarily qualify a student as a candidate for graduation. Classifications may be amended by the administration. Students who fail to meet requirements will not participate in Graduation.

## **GRADES**

### **GRADING SYSTEM**

The marks for daily recitations, homework, and tests are combined to determine the average for each nine weeks. For the semester the two nine weeks grades will be averaged and count as three fourths, and the semester exam will count as one fourth. The final grade will be determined by averaging the two semester grades. These grades will be listed on the report card as shown below:

A+	97-100	B-	80-82
A	93-96	C+	77-79
A-	90-92	C	73-76
B+	87-89	C-	70-72
B	83-86	F	BELOW 70

The grades of students in Grades K are recorded as S (satisfactory), N (needs improvement), and U (unsatisfactory). The grades of students in Grades 1-6 are recorded as letters. The grades of students in Grades 7-12 are recorded as numbers.

## PASSING AND FAILING

The numerical grade of 70 or better is considered passing at the Indianola Academy. Students must have a 70 yearly average to receive credit for courses taken.

## HONOR ROLLS

In grades 9-12 The Indianola Academy recognizes academic achievement in three categories based on the following academic averages:

GPA	93 and above on Honors Program	ACADEMY HONORS
GPA	93 and above (Non Honors Program)	HEADMASTER'S HONORS
GPA	86 - 92.99	PRINCIPAL'S HONORS

Any grade of F, in any subject will disqualify a student from honor listing.

In grades 4-8 The Indianola Academy recognizes academic achievement in two categories. Students with an average of a 93 in all subjects with no grade less than 76 are listed as Academy Honors. Students with an average of 86 - 92 with no grade less than 76 are listed as Honors.

NOTE: Students who are in the resource program are not eligible for Honor Rolls.

### Promotion / Retention

Students in grades 6-8 must do the following to be promoted:

Earn an average of 70 or above in 3 subjects (One of the 3 must be math or English)

A student who fails to reach an average of 70 in English and math will not be promoted, even if they passed 3 other courses.

Summer and extended school could be used to earn promotion with the principal's approval.

## **GRADUATION HONORS**

The following honors are available to graduates who meet listed requirements:

Academy Honors	Honors Program Students with average of 93 or higher.
Honors	College Prep or Honors Program Students with average of 90 or higher.
Valedictorian	Honors Program Student with highest average in the class who has received his/her last 12 academic units from Indianola Academy.
Salutatorian	Honors Program Student with the second highest average in the class, who received his/her last 12 academic units from Indianola Academy.

In determining averages for honors, the average will be figured to three decimal places and will not be rounded up. NOTE: A student must participate in graduation ceremonies in order to be recognized as valedictorian or salutatorian unless approved by the administration.

## **PARENT TEACHER CONFERENCES**

Parents are invited to visit the school and confer with the Principal and teachers by appointment concerning the work of their child. Please do not call the teacher at home. The Principal's secretary will schedule an appointment. Parents are urged to arrange a conference with teachers at the first sign of problems in class.

## **STUDENT PROGRESS**

Parents will be able to view their child/children's progress on a daily basis by logging on to the STI Information Software Program. Parents will be issued a pin number and student code number that only they will have access to for their children. Complete directions will be mailed home to parents on how to log on to the IA website to view their child/children's grades and homework assignments. Parents are encouraged to set up a time to meet with their child/children's teacher. Parents may contact the high school office/elementary office to set up a conference. Poor performance can often be corrected with communication and cooperation between teacher and parent.

## **REPORTS TO PARENTS**

At the end of each nine-week period in Grades 1-12, a report listing of your child's averages in all classes will be viewable on the STI Information Software Program. Parents should keep report cards on file for information and study. Parents can print a copy of their child's report card. If accounts are not current, report cards will not be viewable. Delinquent accounts include tuition, library fines, book fines, or any amount owed to the school.

## **OTHER ACADEMIC MATTERS**

### **EXTENDED SCHOOL POLICIES**

Extended school is offered for a fee each summer at The Indianola Academy. A grade of 70 is the highest that can be given. A student may not participate in any extended program which is not approved by Indianola Academy. Any other failures must be repeated or done in an independent study course. A minimum average of 60 is required in order to qualify for extended school.

Permission to participate in any Extended School program must be given by the High School Principal prior to a student being enrolled.

### **SUMMER SCHOOL POLICIES**

American Government and Economics are offered on campus during the summer. Students in grades 9-12 are eligible to participate and will be enrolled as space allows. Age and need will be considered in accepting students in case classes fill.

## **INDEPENDENT STUDY COURSES**

Courses for credit that are not taken at IA must be approved by the principal and headmaster prior to enrollment in a course. Approved independent study courses that are completed successfully will be recorded on the student's cumulative record and transcript. Approved independent study courses completed successfully will be calculated in the student's cumulative average (GPA) but will not be used in the calculation of averages used to award Valedictorian and Salutatorian. Only courses taken at IA will count towards the selection for Valedictorian and Salutation.

Students who wish to take independent study courses must request a form from the counselor. Forms include a parent's signature and reasons for request. Forms must be filled out completely and returned to the counselor's office for consideration. The completed form will be evaluated by the counselor, principal, and headmaster within a two-week period. Approval or denial of the request will be given to the student by the counselor.

Parents and students should understand that academic integrity dictates that students take courses at IA with IA faculty members. Requests for independent study courses should only occur in cases of remediation or special circumstances.

Any correspondence courses taken by Seniors must be completed by May 1<sup>st</sup> in order to participate in graduation ceremonies/

These provisions do not apply to dual enrollment courses offered during the school year at IA.

Once enrolled at IA 75% of academic credit in each subject area and applied to graduation must be earned at IA

## **SCHEDULE CHANGES**

Schedule changes may be made only upon agreement of the principal, teacher, and parent. Schedule changes will be made only during the first full week of school. A student may request to drop or add a class at this time without penalty. Changes made during the school year will be made after a conference requested by the principal with the parents, teacher, and principal and then only with the permission of the high school principal.

## **MAKE UP WORK**

Work missed due to an excused absence will be made up without penalty, if completed within the reasonable limit of time set up by the teacher. It is the responsibility of the student to find out what was missed and when it will be due. Students are responsible for assignments that were assigned before the absence. Students who attend for any part of the day are responsible for work assigned in all classes that day. Prolonged illness or other providential reasons will constitute exceptions to this rule.

## **MAKE UP TESTS**

Make up tests will be administered to students on Wednesday morning at 7:10 and Wednesday afternoons at 3:00 in an assigned classroom and supervised by a faculty member. At times a teacher may find it necessary to administer a make-up test to a student or group at a time other than the designated Wednesday, with the approval of the principal. Students must

## **MAKE UP TESTS (CONTINUED)**

be present by 7:15 or 3:05 to take a test in Wednesday school. Missing the Wednesday school assigned to make up a test will result in a zero on that test unless excused by the principal.

## **EXAMINATION AND EXEMPTIONS**

Each student in grades 1-10 is required to take examinations for completion of the school year. Sophomores cannot be exempt, even if they are taking a junior or senior level course. Students in grades 11-12 may earn exemptions from final exams.

A student in grades 11-12 may be exempt from final (2nd semester) examination in a class when:

1. Student has no unexcused absences in the semester.
2. Student has a semester average of 94 or above. (Seniors 90 or above)
3. Student has no more than 3 tardies in each nine weeks of the semester.
4. Student has not been suspended from school during semester.

A student who is exempt may choose to take an exam in order to improve his average. If he chooses to have the exam graded, the exam will count toward his average.

## **TRANSCRIPTS OF SCHOOL RECORDS**

The school will furnish, without charge, transcripts of a student's record to the student or college at the request of the student.

# THE FACULTY OF THE INDIANOLA ACADEMY

## ELEMENTARY FACULTY

### 3 YEAR KINDERGARTEN

Candice Holland B.S.E. Delta State University

### 4 YEAR KINDERGARTEN

Tammy Page Pre-K Certification MAIS

### 5 YEAR KINDERGARTEN

Angela Kovach B.S.E. University of Phoenix

Assistant Charla Fleming

### 1ST GRADE

Susan Carmen B.S.E. Delta State University

Jill Riddell B.S.E. Delta State University

### SECOND GRADE

Deven Hill B.S.E. Delta State University

M.E. Delta State University

Sarah Nan Donahoe B.S.E. Mississippi State University

M.E. Mississippi College

### THIRD GRADE

Peyton Palasini B.S.E. Delta State University

Tracey Williamson B.S. Delta State University

### FOURTH/FIFTH GRADE

Emily Owen B.S.E. Delta State University

Melissa Richardson B.S.E., M.Ed. Delta State University

Whitney Pearson B.S.E., ME Delta State University

Molly Judson B.S.E. Mississippi State University

### RESOURCE

Terri Manning B.S.E. Delta State University

Lynn Schlatter B.S.E. Mississippi Valley State University

## ELEMENTARY FACULTY (CONTINUED)

### LIBRARIAN

Jennifer Horner	B.S.E.	Delta State University
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### MUSIC

### ART

Jacki Burkhalter	B.M.E.	University of Mississippi
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### COMPUTER

Jessica Byrd	B.A.	Delta State University
	M.A.	University of Georgia

### PHYSICAL EDUCATION

Tommy Nester	B.S.	Mississippi College
Allen Hill	B.S.	Mississippi State University
Felecia Suddoth	B.S.E.	Delta State University
	M.E.	Delta State University

## MIDDLE SCHOOL AND HIGH SCHOOL FACULTY

### ENGLISH

Carrie Cotton Hodges	B.A. Additional Study	Delta State University
Lisa Zepponi	B.A. MHA	St. Mary's University University of Memphis
Leigh Hargett	B.S.E. Additional Studies	Mississippi State University Delta State University
Ruth Carmen Poindexter	B.S.E.	Delta State University
Dana Lipsey	B.S.E.	Delta State University

### MATHEMATICS

Deborah Domino	B.S.E.	Mississippi State University
Allen Snowden	B.S. M.Ed. Ph.D.	Mississippi State University Mississippi State University Mississippi State University
Alatha Cochran	B.S.	Delta State University
Robin Davis	B.S.	University of Mississippi
Jessica Stevens	B.S.	Auburn University

## MIDDLE SCHOOL AND HIGH SCHOOL FACULTY (CONTINUED)

### SCIENCE

Naomi Makamson	B.S.E. M.S.N.S.	Mississippi State University Delta State University
Stacey Wilson	B.S.	Mississippi State University
Camille Hairston	B.S.	Delta State University

### SOCIAL STUDIES

Cindy Baird	B.A. M.Ed.	University of Tennessee Delta State University
Shan Wright	B.S.	Delta State University
Allen Hill	B.S.	Mississippi State University
Felecia Suddoth	B.S.E. M.E.	Delta State University

### FOREIGN LANGUAGE

Sarah Smith	MAIS Certification	
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### BUSINESS AND COMPUTER

Kenny Strong	B.S. B.S. Certified Apple Instructor	University of Alabama American Intercontinental University
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### MUSIC

Jacki Burkhalter	B.M.E.	University of Mississippi
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### LIBRARIAN

Lynn Schlatter	B.S.E.	Mississippi Valley State University
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### GUIDANCE

Rebecca Barrier	B.S., MC.Ed.	University of Mississippi University of Mississippi
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### ART

Nanette Long	B.F.A. M.Ed.	Delta State University Delta State University
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### ANNUAL

Leigh Hargett	B.S.E. Additional Studies	Mississippi State University Delta State University
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## **STAFF OF THE INDIANOLA ACADEMY**

Mrs. Channan Rainey	High School Secretary
Mrs. Sharon Ervin	Elementary Secretary
Mrs. Kathryn Jenkins	Business Manager and Administrative Secretary
Mrs. Leigh Hargett	Alumni Relations

## **POLICIES AND REGULATIONS**

### **ADMISSIONS POLICY**

The Indianola Academy is an institution that pursues the attainment of sound educational objectives in its efforts to provide quality education to the students it serves. In providing sound education for its students, The Indianola Academy abides by a racially non-discriminatory policy as to all students and admits the students of any race to all the rights, privileges, programs, or other activities generally accorded or made available to students accepted at The Academy. It is the Academy's policy to make no discrimination on the basis of race in the administration of educational policies, application for admission, employment policies, and athletic or other extracurricular programs.

Parents of the applicant must file an application and pay an application and testing fee in the Administrator's Office. This application will be reviewed and approved by the admissions committee. A drug testing consent form, signed by both parents and student, must be submitted with application.

New students must take the Star Reading and Math test prior to registering. Grade placement will be made based on these test and recent achievement tests.

A record of the applicant's grades from the previous school year is to be filed in the Administrator's Office. The parent is required to sign a

## **ADMISSIONS POLICY (CONTINUED)**

release at the previous school attended by the student so that all records may be released and forwarded to The Indianola Academy.

The results of the applicant's most recent achievement test scores and mental abilities test scores (preferably two of each) are to be reviewed by either the principal, or guidance counselor.

Both academic and character references for the applicant must be submitted.

The applicant's former school will be called to verify that the applicant was not a habitual discipline problem.

The applicant must be interviewed by either the headmaster, principal, or guidance counselor. (More than one interview may be required.)

After an applicant has complied with the above stated requirements, the application will be evaluated. Within ten calendar days after the completion of the application process, the applicant and parents will be notified as to the acceptance or rejection of the application.

NOTE: A student that has been expelled from another school will not be allowed to enroll at Indianola Academy for a period of at least one year.

## **TUITION AND FEES**

Pre K - Kindergarten	\$4805.00
Grades 1-6	\$5655.00
Grades 7-8	\$6040.00
Grades 9-11	\$6080.00
Grade 12	\$6150.00

A non-refundable student registration fee is required. Fees are \$150 for one student or \$250 for families with more than one student. Registration fee is \$250 per student, after the registration period has ended. In addition, all families with students are expected to contribute to the "annual fund" program according to their abilities.

## TUITION PAYMENT POLICY

The Board of Directors has established the following policies in regard to payment of tuition.

Several payment plans have been established for the patrons benefit. They are as follows:

- a. Monthly bank draft on 5, 10, 15, or 20 of each month June-May
  - b. Twice per year bank draft payment plan, due dates August 1 and January 1
  - c. Once per year bank draft payment plan, due date August 1
2. LATE FEES: There shall be assessed a late fee in the amount of \$25 for each tuition payment not received by the Foundation on or before the last business day of each month during which payment is due. If two monthly tuition fee payments are missed or if the monthly installment due under this contract becomes 30 days or more past due on three separate occasions, any child covered by this contract shall not be allowed to attend school until such time as the entire balance due for tuition and fees under this contract has been paid in full.
  3. NON-SUFFICIENT FUNDS: A \$40 non-sufficient funds fee will be assessed by the foundation for each and every draft and/or check returned for non-sufficient funds, account closed, or any other reason indicated by the payer's financial institution.
  4. Students whose tuition payments are in arrears and delinquent to the extent of more than two monthly payments will be dismissed from school unless other arrangements are approved by the Finance Committee.
  5. A student dismissed from school for non-payment of tuition will be required to pay the balance of tuition for that school year plus a re-entry fee of \$25 prior to his re-admission to school.
  6. All accounts must be current before students will be permitted to take semester examinations.
  7. If any student's tuition remains unpaid on June 30th of the school session, then said student and all students of his family will be required to pay the entire tuition prior to enrollment for any future years.

## TUITION PAYMENT POLICY (CONTINUED)

8. **ACADEMIC CREDITS:** NO academic credits will be given to students until all financial obligations have been fully discharged. Report cards, transcripts, school records and diplomas shall not be released on any child whose educational contract is in default.
9. No exceptions will be made to this policy unless approved by The Board of Directors Finance Committee.

**Tuition not paid by July 1st will be turned over to the Justice Court for Collection!**

## HARASSMENT POLICY

It is the intention of The Indianola Educational Foundation, Inc., to provide an educational environment free from harassment and discrimination of any kind. As such, and in accordance with Title VII of the Civil Rights Act of 1964, no student or employee of the Indianola Academy shall be subject to sexual or other forms of harassment. IA has a zero tolerance policy for and takes seriously all threats and/or harassment by any member of The Indianola Academy community.

## SEXUAL HARASSMENT

The following policy concerning sexual harassment and other forms of harassment has been adopted by the Board of Directors of the Foundation.

### DEFINITIONS

- (a) Sexual Harassment- any unwelcome sexual advances, requests for sexual favors, and any other verbal or physical contact of a sexual nature.
- (b) Quid Pro Quo- sexual harassment by a teacher, supervisor, or someone with power over another who uses such power or harassment to gain an advantage over someone else (e.g., Teacher over Student, Headmaster or Board Member over School Employee).
- (c) Peer to Peer- sexual harassment of an equal person toward equal person (e.g., Teacher to Teacher, Student to Student).
- (d) Hostile Environment- sexual harassment by persistent and calculated behavior which makes the school an unpleasant place to work or learn.
- (e) Sexual harassment is prohibited not only by person to person contact, but also on any social media platform.

## **PROHIBITION**

IA has a zero tolerance policy for sexual harassment by employees, teachers, administrators, board members or students whether quid pro quo, peer to peer, or through the creation of a hostile environment at school, school functions, school sponsored activities, and at or to and from any school related off campus activity. This zero tolerance policy includes sexual harassment by students directed toward teachers, school employees, board members, or other students.

## **PROCEDURES**

Complaints or violation of this policy may be made to the headmaster, guidance counselor, principal, or other person designated by the headmaster, without fear or reprisal. All complaints will be investigated promptly and thoroughly. Should complaints prove to be legitimate, the offending party shall be subject to disciplinary action, including, but not limited to, involuntary termination of employment or suspension from school. This policy in no way precludes any student or employee from pursuing any relief provided under state or federal law. If allegations are factually insufficient and no evidence suggests same, there will be no retaliation against the accuser. All complaints will be kept strictly confidential.

## **OTHER FORMS OF HARASSMENT**

The zero tolerance policy extends to all other forms of harassment, including, but not limited to, bullying, those based upon race, ethnicity, country or national origin, religion or faith, or sexual orientation. These are strictly forbidden and will not be tolerated at The Indianola Academy. In addition, teachers and administrators will take seriously all threats of physical or other violence (whether from student to student, or school employee to school employee) and immediately report any such threat to school administration, who may take appropriate disciplinary action, including involving law enforcement officials as appropriate.

## **NON-DISCRIMINATION POLICY**

The Indianola Academy will not discriminate, nor will it tolerate discrimination, against any person or group.

## **WEAPONS POLICY**

Recent incidents in our state and nation have shown the danger of guns and other weapons brought to school by students. The Indianola Academy maintains a zero tolerance policy of no guns or other weapons on campus. No warnings will be issued and IA will act swiftly and firmly when any violation occurs. The consequences for violation of this rule are severe including immediate suspension or expulsion. State and Federal laws prohibit the possession of any weapon on the school campus. Weapons may not be brought to school, even if left in cars. The Indianola Academy is required by law to report any violations to the proper police authorities. Violators will be subject to disciplinary procedures from the Academy, and subject to penalties imposed by state authorities. See Section 37-11-18 of the Mississippi State Code.

Students should refrain from bringing to school any other objects which are not needed for school purposes. It is the policy of the school that toys, squirt guns, cards, games, and other such objects should not be brought to school. Any object brought to school will be taken from the student, whether in use or not, and may be retrieved after school. Indianola Academy is not responsible for any non-essential items brought to school. A disciplinary penalty will be implemented when needed.

## **ASSERTIVE DISCIPLINE POLICY**

Each time a conduct referral is written, it is kept on record, and a copy is mailed to the parents. Each referral will result in an increase in penalty. Once a referral is sent to the office it is recorded and the penalty assessed. Exception to the steps will not be made and should not be requested. Accumulation of referrals is a sign the student needs more parental intervention and action. Parents are urged to act on all referrals in order to reduce the possibility the student will receive additional referrals.

## **PENALTIES FOR CONDUCT REFERRALS IN THE ASSERTIVE DISCIPLINE PLAN**

1st Referral	Warning unless student action requires immediate suspension. Principal contacts parent.
2nd Referral	Work Detail unless student action requires immediate suspension. Principal contacts parent.
3rd Referral	One day of in school suspension unless action requires additional days. Principal contacts parent. 1 point deduction in every class per day of suspension during the semester.
4th Referral	Two to Three day out of school suspension and student is placed on probation. Parents will meet with Principal and Headmaster. 1 point deduction in every class per day of suspension during the semester.
5th Referral	Student is suspended until expulsion hearing.

## **DEFINITIONS OF DISCIPLINARY TERMS WORK DETAIL**

On Tuesday mornings from 7:10-7:45, students who are assigned will meet in the high school building. They will either work on campus or write copy for the entire time. Work detail will be overseen by our coaches. Students who do poor work, or report late will not be given credit for attending and will have to return the following Tuesday. A student who is absent from work detail will be assigned two work details. If a student misses either of those two he will be given a conduct referral or added work detail.

## **SUSPENSION**

**All multiple day suspensions will be out of school.  
4<sup>th</sup> & 5<sup>th</sup> conduct referrals will require parent meeting.  
Suspension for a 3<sup>rd</sup> referral can be in school or out of  
school, at the principal's discretion.**

When students are suspended from school they have one point deducted from their final nine week average in all classes for each day they are suspended. These points cannot be made up. No student can be exempt from exams if they have been suspended during the semester. All tests and homework can be made up without point deduction. A student is expected to make up work missed during suspension in a timely manner for normal credit. Suspensions become a permanent part of the student's disciplinary record. Students will be suspended the day following the infractions. During the suspension the student may not attend or participate in any school function including practices. Failure to follow rules of suspension will result in further suspensions.

## **PROBATION**

Violations of a serious nature, repeated violation of school rules, or the 4th conduct referral will result in a student being placed on probation. A student on probation will be suspended or permanently expelled for any violation. Probationary status is recorded as a part of the student's discipline record.

## **EXPULSION**

Any student who is a repeated violator of the rules and regulations of the Indianola Academy, or whose presence at the Indianola Academy is considered by the administration as not being conducive to learning, may face expulsion. Expulsion is used as a disciplinary procedure only when all other methods are ineffective and the student continues to be a detriment to the learning process. Expulsion will be determined by the headmaster and principal. It is for the remainder of the school year and becomes a part of the student's discipline record.

## **BEHAVIORS WHICH REQUIRE IMMEDIATE SUSPENSION**

Some actions require serious disciplinary action regardless of the number of conduct referrals a student has received. A list of these actions and the days suspended appears below:

Possession of Gun or Other Weapon	Suspension until board hearing on expulsion.
Use of Tobacco (at school or functions)	One day suspension & required counseling.
Use of Vaping device (at school or functions)	One day suspension & required counseling.
Skipping Class	One day suspension.
Violation of Computer/Internet Policy	One day suspension.
Threats to students or faculty	One day suspension.
Posting of videos/pictures/inappropriate material regarding Indianola Academy, Indianola Academy students, faculty, staff, or administrators during school hours or school functions.	Three day suspension

## **BEHAVIORS WHICH REQUIRE IMMEDIATE SUSPENSION (CONTINUED)**

Throwing food or ice in cafeteria	1st Offense-Warning 2nd Offense-One Day Suspension
Disrespect of Faculty or Staff	One day suspension.
Use of Profanity	One day suspension.
Vandalism or destruction (school or student property)	Three day suspension or expulsion. Also cost of repair or replacement.
Cheating:            Includes Pop Quiz Daily Tests Chapter Tests Exams Intent to Cheat	Three day suspension and a grade of "0" on work in which cheating occurred. The student is responsible for all work missed during the time of the suspension.
Copying Homework	0 grade on work copied
Use or Possession of Alcohol (at school or function on or off campus)	Three day suspension. Will count as a first positive test result.
Use or Possession of Drugs (at school or function on or off campus)	Three day suspension. Will count as first positive test result.
Stealing from school or student	Three day suspension.
Racial Slurs	One day suspension
Severe Technology Infractions	Min. 1 Day suspension
Fighting	Min. 1 Day suspension

Other serious disciplinary matters not listed above will result in suspension at the discretion of the Principal and Headmaster.

Acts which violate the law may be reported to the proper authorities.

## **DRUG AND ALCOHOL PREVENTION POLICY**

The Board of The Indianola Educational Foundation, Inc. has adopted a comprehensive Drug/Alcohol Prevention Policy. The purpose of the policy is to educate the students of The Indianola Academy regarding the problems of drug/alcohol abuse and to aid these students in leading healthy, responsible lives. The school administration is conducting in service drug/alcohol prevention programs with films, speakers, and educational materials. The policy also identifies students who are in need of counseling or treatment for drug/alcohol abuse. This will be done with the aid of a drug testing program.

Details and procedures of the drug testing policy for all students in grades seven through twelve are as follows:

The first and primary purpose of the drug/alcohol screening program is to help students. Other purposes of the program are as follows:

To educate the student concerning the dangers of drug/alcohol abuse.

To help prevent any drug use or abuse by the students of The Indianola Academy.

To identify any student who may be using drugs and identify the drug. To see that any chronic dependency is treated and addressed properly.

To provide reasonable safeguards in order that every student who attends The Indianola Academy is medically competent to do so.

To remove the stigma of drug abuse from students who are not users.

To reassure parents, students, and the community that the health and academic progress of its students is the primary goal of the Foundation.

To re-emphasize to the student his or her responsibility as a positive role model.

## TESTING PROCEDURE

1. The parents of each student, by signing their educational contract with The Indianola Academy, are consenting to their child's participation in the drug/alcohol testing program.
2. All students will sign a form and give their date of birth during registration.
3. All board members, teachers, staff, and administrators are subject to random testing at any time.
4. Each student in grades 9-12 will be tested during the school year and will be subject to random testing at any time. Grades 7-8 will be subject to random testing.
5. Reasonable suspicion will require a student to be included in the drug/alcohol testing on any given test date.
6. Refusal to participate will be interpreted as a positive result and will require the student to follow the steps as outlined in the drug/alcohol policy.
7. The method of testing will be determined by the board of directors. Any positive drug or alcohol result will be confirmed by an additional test at a laboratory selected by the Foundation.
8. The selection and coding of specimen samples will be executed in a manner insuring total confidentiality and identification.
9. The urine or hair samples will be collected and analyzed by a private laboratory.
10. Specimen samples will be name identified to insure total confidentiality.
11. Drug and alcohol screening results will be reported to the headmaster only.
12. The cost of testing will be borne by the Foundation. The Foundation will provide for the initial evaluation and assessment of participants who test positive. (1st Test) This will be done through an independent agency. Private counseling may be preferred but it will not be at the expense of the Foundation. Hospital care, if needed, will be borne by the family. However, private counseling must be approved by the headmaster or high school principal.

## **FIRST INCIDENT OF POSITIVE TEST RESULT**

**All specimens showing a positive result will automatically be re-tested by the testing laboratory immediately to assure that no error has occurred. The second test will be a more specific test. If the positive result is verified and confirmed, then the following steps will be taken:**

(In the event that a student is caught using drugs or alcohol, this will count as a positive test):

1. The Headmaster will be advised of the results of all confirmed positive and negative tests.
2. The parents and the student will be contacted in a confidential manner by the Headmaster.
3. The student will be evaluated and assessed by a professional at the expense of the Foundation. This professional may include one of the following: Certified Alcohol and Drug Abuse Counselor, Student Assistance Professional, Licensed Social Worker, Medical Review Officer, or other designated appropriate agency approved by the headmaster.
4. The student will then be required to attend a drug counseling program as recommended by the health care professional at the expense of the parents.
5. The drug counselor will determine the length and manner of the program best suited for the student. The student must also participate in any after care recommendations or follow up.
6. If a parent refuses a complete counseling program for the child, the student will be dismissed from school.
7. The costs involved for confirmation tests of school drug/alcohol testing results, that prove to be a confirmed positive will be paid by the Foundation.
8. A positive alcohol test result on the day of testing will require the student to leave campus immediately and not return to campus until the next school day. The student will follow all steps as required by the drug/alcohol policy.
9. After a first positive test, the student is subject to take every random test during the school year.
10. Participation as a student in the school's curricular and extracurricular programs is not affected with the first incident of a positive test.

## **SECOND INCIDENT OF A POSITIVE TEST RESULT**

The specimen showing a positive result will automatically be re-tested by the testing laboratory immediately to assure that no error has occurred. The second test will be a more specific test. If the positive result is verified and confirmed, then the following steps will be taken.

1. Headmaster will be advised of the results.
2. The parents and student will be contacted in a confidential manner by the headmaster.
3. The student must be enrolled in a pre-approved program within seven days of notification by the headmaster. Failure to do so will result in automatic suspension.
4. In order to maintain the reinstated status, the student will continue to participate in re-testing and must follow the after care recommendation of health care professionals. Written documentation of participation and after care must be provided to the school on a monthly basis for the remainder of the school year. This entire procedure will be at the expense of the parents.
5. The student shall not be allowed to participate in any extra curricular activities until said student has completed the pre-approved drug/alcohol rehabilitation program.

Failure to provide this information or complete an approved program will classify a student as a third incident of a positive test result.

## **THIRD INCIDENT OF A POSITIVE TEST RESULT**

The third incident of a student's testing positive will result in permanent dismissal from The Indianola Academy.

## EDUCATIONAL PHASE OF POLICY

The educational phase of the policy will include efforts in the following areas:

Programs will be conducted to further educate teachers about drug and alcohol abuse. This will include information to help teachers identify high risk students. An effort will be made to make these same educational programs available to parents.

Educational programs on drug/alcohol abuse will continue for all students. This includes students in elementary, junior high, and high school. Included in this are programs provided by drug prevention groups such as DREAM. "Learn to live drug free", by the U.S. Department of Education will be used by the school in all grades.

Increased emphasis on drug education will require that those efforts be coordinated. The school will provide additional training for a current employee of the school in the field of drug/alcohol education. That employee will spend some time each day in coordinating the drug education effort.

Emphasis will also be given to the organization of student peer groups to help provide support for one another. Such organizations as SADD (Students Against Drunk Driving), and Fellowship of Christian Athletes (FCA) are examples of such an effort.

The small teacher/pupil ratio in the elementary grades will continue to keep teachers directly involved with the student's personal lives. Teachers will continue to counsel students about peer relationships, academic needs, and family relationships.

To meet the academic needs of struggling students, we will continue teacher and peer tutoring, and provide a resource teacher for students. Since these students are a greater risk than the average population, these programs help prevent drug interest by students with particular academic needs.

A concerted effort will continue to be made to involve every student in as many types of student activities as possible.

These are just some of the areas of educational emphasis. The Board is fully committed to the educational phase of the policy.

## **DRUG/ALCOHOL REGULATIONS AT SCHOOL OR FUNCTIONS**

The Indianola Academy does not approve of student use of alcohol, drugs, controlled substances, or intoxicants at school or school functions. Students are not to have in their possession or in their vehicle, any of the above mentioned items or related paraphernalia. Failure to adhere to this regulation will result in an automatic three day suspension. The Board reserves the right to suspend or expel chronic or severe violations. Local law enforcement authorities may be notified of activity.

### **TOBACCO/VAPE FREE POLICY**

The Indianola Academy is a tobacco free establishment and does not approve of the use of tobacco in any form. Students are not to engage in the use of tobacco at school or school functions. Failure to adhere to this regulation will result in a one day in school suspension and required counseling.

## **OTHER POLICIES AND REGULATIONS**

### **ATTENDANCE**

Students are encouraged to attend every class meeting and should be absent only in cases of illness and matters of extreme urgency. Doctor, dentist, and other appointments should be made after school when possible. A student who is at school cannot be absent from class without permission of the Principal. A student who is absent more than twenty times in a yearly course or 10 times in a semester course, excused or unexcused, in any class cannot receive credit for that class, regardless of average. Exceptions may be granted to students who have had serious extended illness or other extenuating circumstances, subject to approval of principal.

Absences from school are classified as excused or unexcused. Repeated absences frequently cause students to fail. Only in unavoidable situations should a student be absent or taken out of school before the close of the day. Excused absences of fewer than ten/twenty will carry no penalty. However, an unexcused absence will result in a one point deduction on the final nine weeks average in which it occurred and will prevent the student from being exempt from exams. Students in grades 7-12 should

## ATTENDANCE (CONTINUED)

bring a written excuse to the Principal's office when they are absent from school. Any time students miss part of a school day they must present a written excuse from a parent to receive an excused absence. Students in grades K-5 should bring excuses for being absent to the homeroom teacher.

Absences for reasons other than illness should be arranged in advance. If you know you are going to be absent, arrangements should be made before you leave. If you will follow this procedure, you will know before you leave whether your absence will be excused. Absences for reasons other than illness are not automatically excused, even if a note has been sent by parent.

Any student absent due to athletic, choral, or academic reasons will be considered officially absent and that absence will not be reported on the report card or count in the ten/twenty absence rule.

Tardiness to school or a class is a distraction and a problem for teachers and students. A student may receive up to three tardies in a class per nine weeks without penalty. Tardies can only be excused by the principal only in cases of emergency. A one point deduction will be taken from the student's nine weeks grade for each tardy after three. A student who accumulates more than three tardies cannot be exempt from semester exams in that class.

## **SENIORS AND ATTENDANCE**

**Seniors who have a first period study hall are not required to be at school until the beginning of second period. Seniors who are tardy three times to second period lose the privilege and must report to first period study hall.**

Senior privileges consist of leaving school during the lunch break and study halls. Seniors must earn these privileges by meeting the following criteria:

1. Privileges do not begin until April 1.
2. Only those students with a 3.0 average for the current school year will receive privileges.
3. Students who are late returning from privileges more than once will lose their privileges.
4. Students who receive more than one conduct referral during the time they are getting privileges will lose privileges.

Seniors must be in good academic and social standing and must have returned the signed parental consent form to be awarded senior privileges. These privileges may be revoked for disciplinary reasons or for a decline in academic performance.

## **LEAVING SCHOOL EARLY**

Permission to leave school, for any reason, must be given by the principal. If a student becomes sick, he is to report to the office. The principal will arrange for the student to go home or to the doctor.

Students who have permission to leave school must sign out in the principal's office. A record is kept in the office of all students who have permission to leave school, giving the time and reason for leaving. This record is available for parental inspection in the office.

If students leave school without permission, no matter how long or for what reason, they will be suspended for one day. Students who have permission to leave but do so without signing out, will be given a work detail.





## DISMISSALS

The high school office will take all dismissals by phone and written note until 8:50 each day. **After 9:00 the parent will have to personally come to the high school office to dismiss the student.** Exceptions for emergencies and illness can be made at the discretion of the administration. The Indianola Academy frowns on student dismissal unless it is an absolute necessity. The Indianola Academy reserves the right to excuse or not excuse any dismissals. Unexcused dismissals are treated as an unexcused absence. If a student's name and time of dismissal are not listed on the morning report, that student must present a dismissal note to the office if he is to receive an excused absence.

Dismissals for lunch should not be requested unless occasion is important. The administration has the right to deny requests for students to be excused for lunch off campus.

## DISMISSALS FOR WORK

Students in grades 10-12 who need to leave school early to work must apply for a work release in the principal's office. The following conditions apply:

Student must return application form signed by employer and parent.

The form should list times the student will work.

Work release may not be used when it interferes with a student activity. Students on work release must attend pep rallies, meetings, assemblies, and homerooms.

Work release student may not transport a non-work release student off campus without permission from the office.

Student must sign out to go to work and must leave campus immediately.

Failure to abide by these rules will result in a loss of the work release privilege.

## TRUANCY/SKIPPING

The act of being intentionally absent from school without a legitimate excuse, or skipping a class is forbidden at The Indianola Academy. A student does not have to leave campus to be skipping. The penalty for these actions will be a one day suspension and the absence will be unexcused.

## CARE OF SCHOOL PROPERTY

The school buildings and the fixtures they contain are provided at great expense and sacrifice by parents and patrons. Every student should not only refrain from defacing or destroying school property, but also should make every possible effort to encourage other students to care for school property. Students should place all paper and waste in containers provided for this purpose. Students should not throw paper on the campus or on floors. Any student causing damage to school property either intentionally or through neglect will be subject to disciplinary action and will be liable for damage.

## GYMNASIUM REGULATIONS

Our gymnasium is the showplace of our school. Graduation, banquets, plays, and concerts are held there. Students are to recognize the importance of this building by treating it properly. No food or drinks should be carried into the lobby or gym. Students should not be in the gym or lobby unless assigned to be there and a faculty member must be present. Students are not allowed on the playing floor without the supervision of a coach or teacher. Only basketball shoes should be worn on the playing floor. Students who violate these rules will be placed in work detail. Any vandalism, such as writing on the bleachers will result in an automatic suspension and the student committing the vandalism will be financially responsible for repairs. Repeat offenders will be given stronger disciplinary action.

## REGULATIONS FOR STUDENT APPAREL

Just as a student's good behavior reflects credit to the parents, a student's dress should be a part of the parent's responsibility. Students should be properly dressed at all times. The administration has final judgment in all matters involving student's apparel and appearance.

Points of emphasis concerning apparel and appearance, along with consequences are listed below:

Boys in grades 6-12 shall not wear T-shirts, or wind suits of any kind. Exceptions will be made for athletic team apparel on game day only. Athletes may wear sweat suits and wind suits bearing the IA logo only on game days. Sweatshirts worn on other days must be over a collared shirt. **ALL SHIRTS MUST HAVE COLLARS, AND SHIRTTAILS MUST BE TUCKED INTO TROUSERS (FRONT AND BACK).**

## REGULATIONS FOR SCHOOL APPAREL (CONTINUED)

Brand name logos are acceptable for collared shirts (Polo, Old Navy, Izod, Tommy Hilfiger, etc.). Boys in grades K-5 shall be allowed to wear T-shirts.

Girls in grades 6-12 shall not wear T-shirts other than those sold by nationally recognizable apparel vendors (Gap, Perry Ellis, Liz Claiborne, etc.). Note: T-shirts and other clothing that display commercial advertising and or slogans shall not be worn. Brand names are acceptable. Examples of inappropriate slogans or attire would include T-shirts from *Harry T's*, *Fudpuckers*, etc. Girls in grades K-5 shall be allowed to wear T-shirts.

Clothing which exposes student's midriff when standing with arms above the head will not be allowed for boys or girls. Undergarments should not be visible.

Shirts or other apparel which display advertising for alcoholic beverages, profanity, tobacco products, suggestive words or pictures, or improper messages or suggestions are prohibited.

Shorts are allowed for boys and girls providing they are of the appropriate length and fit. Girl students may wear hemmed shorts or skirts that are no further than 5 inches from the floor when the student is kneeling. Skirts will be measured from front and back. Gym shorts or umbros will not be allowed except for grades K-5.

Students will not wear clothing which is torn or has holes in it. **Halter tops, tank tops, strapless, or spaghetti straps are not allowed.** Girls' attire should be tasteful and modest at all times.

Boys are required to be clean shaven, and to have shirts tucked in at all times. Heavy side burns are not allowed. Side burns must not go below the earlobe. Boys are not allowed to wear earrings. Hats are not allowed for boys or girls and should not be brought to school. (Boys and girls will not be allowed to wear any type of hat in a building.)

Girls are only allowed to have ear lobes pierced. No jewelry, etc. will be allowed in the piercing of nose, lips, eyebrows, etc.

## HAIR STYLES

Girls should wear their hair neatly groomed. Styles which are extreme or cover their eyes are not allowed.

Boys should wear their hair neatly groomed. No pony tails will be allowed. Hair may not go beyond the collar in the back, cover the ears on the side, and must be out of the student's eyes. Styles and colors which are extreme will not be allowed. Boys are not allowed to wear barrettes, bobby pins etc. or head bands.

The Indianola Academy feels it is the responsibility of the parents to see their children conform to the dress and hair style regulations established by the school board. If parents will not accept their responsibility in this area, the school will be forced to assume the role for them.

## FASHION STYLE

Students will not be allowed to dress in clothes that will draw attention to them and disrupt the learning process. Students will not be allowed to dress in gothic (all black) clothing. Gloves, wrist bands, sweat bands and any other attire to bring attention to you will not be allowed to be worn in the buildings. Excessive makeup on girls will not be allowed nor will boys be allowed to wear makeup. No students will be allowed to wear black fingernail polish.

## CONSEQUENCES FOR VIOLATION OF RULES FOR APPAREL AND APPEARANCE

1st Offense	Parent will be notified to pick up student, or that the student will be sent home to change or shave. Student will be warned.
2nd Offense	Parent will be notified to pick up student, or that the student has been sent home to change or shave, and the student will be issued work detail.
3rd Offense	Parent will be notified to pick up student, or that the student has been sent home to change or shave, and will be given work detail and a conduct referral.
Additional Offenses	Each offense after the third will be a conduct referral 3rd Referral (in-school suspension) 4th Referral (out of school suspension-probation) 5th Referral (suspension until expulsion hearing)

All students will be checked for violations each day. Students thought to be in violation of apparel or appearance rules will be sent to the office to confirm any violations and make corrections. Students may shave at school, or change if they have other clothes. Distance to home will have no bearing in the outcome of decision.

## **GENERAL INFORMATION**

### **ADMISSION TO BUILDINGS**

The buildings are opened at 7:30 each school day. Students in grades K-12 are allowed to enter buildings and are requested to conduct themselves in a quiet courteous manner. No students are to remain in the school buildings after school unless under the direct supervision of a faculty member. All school buildings will be locked at 4:00 p.m. each school day.

### **ASSEMBLY PROGRAMS**

Assembly programs will be held from time to time. Topics are selected to benefit the students. Students are required to attend, unless other permission is given, and to behave in a courteous manner.

### **CAFETERIA**

The cafeteria is provided as a convenience to the students and faculty and attempts to provide tasty and nourishing meals at a modest cost. A list of cafeteria rules follows:

1. No students are allowed in the cash register area.
2. Only people authorized by the head of the cafeteria are allowed behind the counter.
3. Students should be in the cafeteria only during break and lunch times.
4. During break and lunch, students should only leave the lunch room to go to the restroom. No student should be standing around in the hall.
5. No drinks will be served after 1:05 p.m.
6. The cafeteria will be closed for the day by 2:00 p.m. and will not be opened again for any reason.
7. Food and drinks will be sold to students during morning break and lunch only.

## **CAFETERIA (CONTINUED)**

8. Only food purchased from cafeteria or brought from home will be allowed in the cafeteria. Parents should not bring food to students at school.
9. Students must act in a proper way while at lunch. Work details or conduct referrals will be issued to students who misbehave.
10. Students are to make sure they clear the table after eating. They are to remove trash and place trays and cups in the proper place.
11. Cups, trays, and food should not be taken out of the cafeteria.
12. Students are not allowed to charge food or drinks.

## **MUSIC**

The objective of our music program is to furnish an opportunity to students who have the ability and who are vitally interested in singing, to do special choral work, and to represent our school in special programs.

## **CLASS OFFICERS**

Class officers are elected during the first four weeks of the school term. The senior class elects a president, vice president, secretary, treasurer, and reporter. Homerooms in grades six through eleven elect homeroom rather than class officers.

## **CLUBS AND ORGANIZATIONS**

Clubs and organizations exist at the school for the following reasons.

To increase fellowship and cooperation among students

To broaden the interests of students

To motivate and to enrich classroom work

To develop worthwhile social ideals, attitudes, and habits

All students to be a part of a club or organization. Students gain wisdom and insight by being a part of a group. Some clubs have requirements for membership and some are for anyone interested in joining. There is one or more faculty sponsor or advisor for each of these

## **CLUBS AND ORGANIZATIONS (CONTINUED)**

organizations. See the advisor of the club you wish to join to get information on how to become a member.

Some of the clubs available to our students are listed with a brief description.

The STUDENT COUNCIL is a group of students elected by their peers. It works with faculty, administration, and other students to make The Indianola Academy a better place. The student council meets regularly to provide student input to the school's affairs and raises funds for special programs.

The NATIONAL HONOR SOCIETY recognizes academic excellence and leadership, includes students in grades ten through twelve. The JUNIOR HONOR SOCIETY is a similar organization for students in grades seven through nine.

NOTE: Students enrolled in the resource program are not eligible for National Honor Society or the Junior Honor Society.

The FELLOWSHIP OF CHRISTIAN ATHLETES is open to any interested student in grades seven through twelve. FCA holds prayer breakfast every week and participates in service efforts in the school and community.

## **CORRIDORS**

In passing through corridors to classes, or in entering or leaving the building, please be as quiet as possible. Always move by the nearest route with the least possible confusion, and do not block the corridors by stopping to talk or play. Loud talk and whistling are out of place in any corridor. Work detail will be issued to violators.

## **DAILY ANNOUNCEMENTS**

Announcements will be made for the benefit of the school as a whole. They will be read to students over the loud speaker at the end of 2nd period. A copy will be posted to the school's website.

Students, teachers, and organizations desiring to make announcements should write them in the form desired and turn them in to the principal's office the day before you want them to appear. Announcements should be as brief as possible.

## **DAILY ANNOUNCEMENTS (CONTINUED)**

Any announcement, poster, or sign, including those concerning non-school activities require the approval of the principal prior to placement in school.

**DELIVERIES TO STUDENTS DURING SCHOOL HOURS** The Academy discourages the sending of flowers and gifts to students during the school day. However, in the event a student receives a delivery during the school day, the item will be placed in the high school office. Students may pick up items at morning break, at lunch, or when student leaves for the day.

### **ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES**

No student will be permitted to participate in interscholastic contests for more than four years after entering the ninth grade or if they reach the age of nineteen prior to August first of the school year.

Mississippi Association of Independent Schools regulations state that a student must pass four academic subjects in order to be eligible to participate in sports, choir, cheerleading, dance, and other extracurricular activities for the following year. If students do not meet eligibility requirements in the fall, they may become eligible in the spring by passing four academic courses during the fall semester.

A student who is absent for the majority of the day of an event will not be eligible to participate without approval by the principal.

### **Regulations for students participating in extra-curricular activities**

Eligibility during the school year will be determined by the number of courses students are passing. All students participating in extra-curricular activities will be listed in one of these categories during the school year.

Eligible-student can participate in all activities

Probation-student can participate in all activities, but is in danger of losing eligibility

Ineligible-student cannot participate in games, but is allowed to practice.

Grades will be checked every 3 weeks and students will be placed in a category based on their current category and the number of courses they are passing. If placed in the ineligible category a student will not be able to participate in games for a period of three weeks when grades will be reviewed again.

Students will move from eligible to probation to ineligible based on grade reports.

## **FIRE AND TORNADO ALERTS**

Four short rings of the school bell will be the signal to clear the building of people. Fire alerts will be held several times during the year at announced and unannounced times. When the signal is given teachers will instruct the students on what to do and where to go. No one is allowed to return to the building until a bell sounds to end the alert. Fire alerts are of importance in training students to conduct themselves in an emergency situation.

## **FIRE AND TORNADO ALERTS (CONTINUED)**

Two long rings of the school bell will be the signal for a tornado alert. All students will take cover against hall walls or as directed by the teachers. The bell will ring to signal the end of the alert. Students and teachers should remain in alert positions until the bell rings. These alerts are important and will be used to prepare students and teachers in case of bad weather.

## **HOMEROOM**

The homeroom period will be used to administer necessary information, vote in elections, or instruction in school procedures. Sponsors of homerooms will be available to help any student when there is a need.

## **JUNIOR SENIOR BANQUET**

Attendance at the Junior Senior Banquet is the highlight of the school year, but is a privilege not a right. A student must attend school at least first through fourth periods on the day of the Junior Senior Banquet. Students who are absent on the day of the Junior Senior Banquet will not be allowed to attend.

## **HOMEcomings MAIDS**

To be elected to the court, a girl must have passed 4 units the previous year and attended IA for the entire previous year.

The court will consist of 4 senior maids, 3 junior maids, and 3 sophomore maids. Maids are elected by their class. The queen will be selected from the senior maids by students in grades 10-12. In case of a tie, the votes cast by the senior class will be used to break the tie.

## **LIBRARY**

The school library is an important asset of the educational program. Our students are encouraged to make effective use of the books and other library materials for both course requirements and recreational reading. Use of the school library is one of the privileges of the student, and it should be used extensively and carefully.

Rules of the library are listed below:

The library is to be used for research and reading and not for a study hall.

The library will be closed in the morning. Teachers who need the library should make prior arrangements with the librarian.

Students who need to use the library during activity period, afternoon recess, or study hall will need a note from their teacher.

## **LIBRARY (CONTINUED)**

Students who enter the library, and are not part of a group or class must show a note from the teacher.

No food or drinks are allowed in the library.

Loud or unruly behavior is not allowed in the library. Students who behave poorly will have the privilege removed by the librarian.

Students are to enter the library from the outside doors between the science building and the high school building. The AV room doors will be locked except in bad weather.

Students are responsible for material they use and check out. Report cards will be held if fees or fines are owed to the library.

Library hours are Monday through Friday from noon to three o'clock.

Books may be checked out when the library is open. Students will be required to complete proper procedures for check out of materials. Failure to do so will result in disciplinary action.

The library has a group of reference works which can only be checked out at 2:07 and returned by 8:00 A.M. the following day. The fine is \$.50 cents per period per book.

The library assesses fines on overdue books. Fines for lost or damaged books will be the replacement value of the book. Students must present the material to the librarian during library hours to assure books are checked in properly. Overdue book fines are \$.25 per day up to the replacement value of the book.

The librarian and assistants will aid students in researching using periodicals. Periodicals can be checked out overnight with the permission of the librarian.

## **LOCKERS**

Lockers are assigned to each student, and are the responsibility of the student. Lockers should be kept neat and clean. Students should report problems with their locker to the principal. Students are not to mark or write on any locker. Students should never go in another student's locker for any reason. All students are encouraged to put personal locks on their locker.

## **LOST AND FOUND**

All articles found in or around the school building or grounds should be taken to the principal's office. If you have lost an article, check with the principal. Articles will be kept six weeks in the lost and found. The Indianola Academy is not responsible for items which are lost or stolen from students or faculty.

## **MOTOR VEHICLES**

Students who have a valid driver's license will be allowed to drive motor vehicles on campus as long as they observe the precautions of safe operation, including a ten mile per hour speed limit on all roads and parking lots at The Indianola Academy. The parking areas in front of the elementary, junior high, and high school buildings are reserved for teachers and visitors. Students must park in the baseball field lot or on the street. Students parking on the street should remember to park properly in areas where parking is allowed. Students may be ticketed by the police if parked incorrectly or in a no parking area. Students may buy a preferred parking space from the Student Council. Students who ride motor bikes are bound by the same parking restrictions as all other vehicles. Violators of any of these rules will suffer disciplinary action which could lead to the loss of the privilege to operate a motor vehicle on the campus. NOTE: The administration has the authority to search inside and outside any vehicle on campus.

## **OFFICE MONITORS**

Student office monitors are assigned to each administrator's office. The purpose of these monitors is to greet guests and assist the secretaries with various duties.

Office monitors are ambassadors for our school and must at all times remember to treat faculty, students, and visitors with courtesy. Office monitors are to be at their assigned location at all times.

## **REST ROOMS AND LAVATORIES**

The facilities are provided with the health of the students in mind and are cleaned several times each day. Students are encouraged to take every effort to ensure that they remain clean.

## **SCHOOL INSURANCE**

Student accident insurance may be purchased by parents. It covers most accidents during the school day and school sponsored activities. In addition, this coverage includes students travel to and from school. It should be noted that this insurance is supplemental insurance and not a primary coverage. Information on this insurance will be sent home with the student. The insurance is offered by a private carrier and The Indianola Academy will not pay any claim or premium, nor can The Indianola Academy be responsible for the actions of the carrier.

## **SCHOOL PUBLICATIONS**

The Indianola Academy sponsors the publication of three items: The Colonel's Diary, and two other school publications. Staff members of all publications are chosen each year from the student body. Qualifications are based principally on interest, ability, and cooperation.

The purpose of these publications is as follows:

To give organized training in creative, artistic, and literary work of students.

To give training in business problems and mechanical details of production.

To promote school spirit by publication of accomplishments.

To provide a record of school activities.

## **INDIANOLA ACADEMY ATHLETIC PROGRAMS**

The Athletic Department of Indianola Academy is committed to providing a wide variety of competitive, interscholastic sports teams for its student body. Sports are an integral part of the IA community and serve to encourage responsibility, to foster the spirit of cooperation, and to promote the struggle to achieve common goals.

Teams are established, staffed, and supported in those sports recognized and sanctioned by the Mississippi Association of Independent Schools (MAIS) and are operated in accordance with the Constitution and bylaws of the MAIS. The IA athletic programs provide a level of competition appropriate to the age, development, ability, and interest of all its students. While varsity competition places a greater interest on winning, the purpose of junior varsity teams is to develop skills and prepare athletes physically and mentally for the varsity level.

### **TEAM PRACTICES AND COMPETITION**

All IA sports teams, whether varsity or junior varsity, shall adhere to the following restrictions on practices and games. Exceptions due to unusual circumstances may be permitted upon written approval of the Administration.

- No games, practices, or exhibitions shall be scheduled with school teams who are not members of the MAIS without special permission granted by the MAIS.
- No competitions will be scheduled for the day prior to days of examinations.
- Teams may not participate in more games per week held on the day preceding a school day than permitted by the MAIS rules. Exceptions may be made for tournaments or state play-off series competitions.
- Game competitions should be scheduled to avoid early dismissal of team members from academic classes.
- Teams and team members will travel to and from competitions in school or school-arranged transportation. Athletes may, upon permission of the coach, be transported to or from a contest with their parents under special circumstances. Under no circumstances

## **TEAM PRACTICES AND COMPETITION (CONTINUED)**

are students allowed to drive or ride with anyone who is not the parent of an IA athlete or anyone who is not an adult relative of the athlete. Permission for this exception must be made in writing and the coach must grant permission prior to the athletic contest.

- Special permission for over-night game competition during the sports season must be obtained in writing from the high school principal.
- For trips requiring early dismissal and /or over-night stays, only coaches, playing team members, cheerleaders, and chaperones (school approved) will be permitted to participate. Other students, spectators, "extra" or ancillary personnel must adhere to school policies for absences.
- IA athletics will take precedence over all outside athletic activities.

## **ATHLETIC ELIGIBILITY**

In order for a student to be eligible to participate in practices or games on a particular sports team, (s)he must:

Abide by the rules for eligibility as established by Indianola Academy. When joining his/her first IA team, the athlete will provide an official copy of his/her birth certificate and a copy shall be retained in the school office.

Abide by the rules of conduct and eligibility as required by Indianola Academy

Submit proof of health insurance or sign a waiver releasing Indianola Academy from liability.

Submit a copy of a physical examination and fitness to participate prior to participation in each school year.

Must take the Impact concussion tests administered by IA.

Must be deemed eligible by completion of credits by the MAIS.

Must perform at a 3-week grade level that keeps their status as eligible or probation.

## **PARTICIPATION**

In order to participate in team practices or competitions, an athlete must:

- Have been cleared for eligibility by the principal's office.
- Have been in attendance for classes for at least one-half (3 full academic periods) of the day of the practice or game.

Athletes may be permitted to participate in more than one sport per season with the mutual agreement of the two coaches concerned. Upon agreement of the coaches involved, the athlete will declare a primary sport for that season which will take precedence over the other sports in cases of conflict. The coach of the primary sport, after discussion with the athlete, will have the right to decide on the release from practices or games for participation in the other sport(s).

Having joined one athletic team, an athlete may not resign from that team in order to join another, or to begin practice for a sport to be held in the ensuing season, until the first season has been completed.

## **UNIFORMS AND EQUIPMENT**

The care and safekeeping of uniforms and equipment issued are the responsibility of the athlete. Athletes will be liable for the replacement cost of items lost or damaged beyond the normal, expected wear. Failure to return uniforms and equipment may result in suspension from further athletic participation.

## **ATTENDANCE**

Athletes are expected to attend all scheduled practices and competitions; in the event of unforeseen circumstances, the athlete should contact the coach prior to his/her absence.

## **EXTRA-SCHOLASTIC TEAMS**

Membership on or participation in extra-scholastic sports, cheerleading, or dance teams (teams outside the school sponsored teams) is discouraged for members of school teams in season. The scholastic and school athletic demands on an Indianola Academy athlete's time are great; additional outside activities serve only to detract from a student's physical and academic development. Students should be careful not to over-extend themselves in their daily activities.

## PARENTAL INVOLVEMENT

The strength of any school is enhanced by the support of its patrons through volunteer work and activities. At Indianola Academy, volunteer activities in support of athletics are coordinated through the Indianola Academy Athletic Booster Club. The Athletic Booster Club seeks parental participation to bolster school spirit, staff concession stands at sporting events and sponsor various fundraising events. Proceeds from special projects and membership dues are used occasionally to supplement athletics, to fund travel to competitions outside of the area, and to enhance all athletic aspects of the school.

## COLLEGIATE SCHOLARSHIPS

Information involving scholarships is available in the Guidance Department.

## STUDENT AND PARENT CONDUCT AT SCHOOL SPONSORED EVENTS

Students should remember they will be expected to follow the same code of conduct that is applied during the school day when they attend or participate in school sponsored events. Tobacco, alcohol, drugs, and profanity are prohibited. In addition, students are required to act in a controlled manner exhibiting good sportsmanship.

Students and parents are not to engage in activities which will cast an unpleasant light on our school. We are proud of The Indianola Academy and expect our fans and students to behave in a manner which is within the rules of the Mississippi Private School Association, and in a manner, which is consistent with the code of proper conduct and sportsmanship.

**Any student or adult who commits any action that results in a fine to the Indianola Academy will reimburse Indianola Academy for the full amount of the fine.**

## ACCEPTABLE USE POLICY

### COMPUTERS/INTERNET

The Indianola Academy's computer facilities and network are intended to enhance the educational and administrative work of the school. All users of IA's computer facilities have the responsibility to use them in a considerate, ethical, and lawful manner. The following rules of conduct are provided to assist users with these ethical and legal issues.

1. Copyright laws need to be observed carefully. These laws apply to software, papers, reports, music, and all written messages.
2. Users will not use school equipment to illegally copy any software.
3. Users will not bring drinks to any area or room where computers are located.
4. No outside computer disks or external drives may be used on school computers unless the teacher gives permission. **(Violation is a one-day suspension.)**
5. Users are expressly forbidden to use IA's computers, network, or internet access to do any of the following:
  1. Write or publish harmful or inappropriate material.
  2. Upload or create a computer virus.
  3. Send chain letters or conduct any type of harassment.
  4. Provide his/her or any other users address, phone number, social security number or other personal information by computer communications.
5. Plagiarize material or misrepresent another's work as their own.
6. Attempt maliciously to harm the data of another person.
7. Pursue inappropriate material.
8. Encourage or support prohibited activities by others.
9. Post any videos/pictures or inappropriate material pertaining to Indianola Academy, students, and faculty or administration.

## COMPUTERS AND CELL PHONES (CONTINUED)

There is available on the internet, as in other information sources as magazines, movies, television and newspapers, material that is inappropriate for educational use. Each user has the individual responsibility to not access inappropriate material in any form. If such material is accidentally viewed, the user has three responsibilities:

1. User should turn off monitor or leave the unsuitable site immediately.
  2. User is expressly forbidden to draw the attention of others to the inappropriate material.
  3. User must immediately inform a faculty member of his/her mistake.
- Further, users must report knowledge of inappropriate access by others.
  - Student users should expect only limited privacy in the contents of personal files on the school network. System administrators reserve the right to examine any files stored on school computers.
  - Access to technology is a privilege, not a right. Each user is accountable for his/her actions.

## CELL PHONE USE

1. No cell phones, Apple watches, iPads, and portable internet devices not owned or issued by Indianola Academy will be allowed in the buildings during school hours. All these devices must be left in the students' vehicles. (Students may not go to their vehicles during the school day to check for messages, etc.)
2. Students who do not have vehicles and are going to an away game or special event, may leave their phones in the High School or Junior High office immediately upon arrival at school. These phones must be labeled with the student's name on them and can be picked up after school or upon dismissal from school.
3. Not only during school hours, but at all times in all locker rooms, cell phones, iPhones, Apple watches, iPads, or any portable internet device must remain in students' backpacks or travel bags. None of these devices can be used in any locker room at any time.

## **CELL PHONE USE**

### **Penalties:**

1. 1st Offense- Conduct Referral and \$100 fine.
2. 2nd Offense- Conduct Referral and \$200 fine (1 day in-school suspension)
3. 3rd Offense- Conduct Referral \$300 fine (2 day suspension)
4. 4th Offense- Possible Expulsion at Administration's Discretion

## **TEXTBOOKS**

All textbooks are owned by The Indianola Academy. At the start of a school term, textbooks are issued to students on a loan basis. A fee for rental of books is charged in tuition. Textbooks are returned prior to the student taking a final exam in each class. At that time, the teacher will appraise any damages and fine the student accordingly. Lost books will have to be paid for by the student. Students are encouraged to take special care of the textbooks issued to them. The average cost per book is very close to seventy-five dollars. Fines for damage and loss will be expensive to the parent and should be avoided.

## **VISITORS**

Visitors are welcome at The Indianola Academy; its doors are always open to parents and others interested in the school. It is the desire of the school staff to acquaint friends with all offerings of the school. All visitors must check in at the principal's office and be assigned a pass and guide to help them. No visitor is allowed on our campus or in any building or classroom without the permission of the principal.

## **YOUR RECORD**

Every day you live you are making a record. You should ever be conscious that this record becomes synonymous with your name. This working world has learned through experience that a complete school record of your scholarship, activities, and citizenship give valuable information in evaluating your ability and fitness for a job. Your school record is a link in your life that will be examined many times through the years by those concerned about you and your future. Remember that your record is what you make it. Make yours one that you will be proud to claim.

**ALL REGULATIONS IN THIS HANDBOOK HAVE BEEN  
APPROVED BY THE BOARD OF DIRECTORS OF  
THE INDIANOLA EDUCATIONAL FOUNDATION.**

**INDIANOLA EDUCATIONAL FOUNDATION  
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By signing below, I testify to the fact I have read The Indianola Academy Handbook completely and agree to abide by the rules, regulations, and policies set forth by it.

Student \_\_\_\_\_

Parent \_\_\_\_\_

Date \_\_\_\_\_