

Integrity and Achievement



THE INDIANOLA ACADEMY HANDBOOK

www.indianolaacademy.org

MISSION STATEMENT

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

OUR BELIEFS

- All students can learn.
- Student learning is the chief priority of our school.
- Each student is a valued individual with unique physical, social, emotional, and intellectual needs.
- Challenging expectations increase individual student performance.
- Exceptional students at both high and low levels of ability require special services and resources.
- The commitment to continuous improvement will be implemented to enable students to become confident, self-directed, lifelong learners.

THE INDIANOLA ACADEMY NONDISCRIMINARY POLICY

Indianola Academy admits students of any race, creed, color, and national or ethnic origin to all rights, 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 administration of its educational policies, admission policies, scholarships, and athletic or other school administered programs.

CONTACT INFORMATION

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	

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, a teacher and principal with fifteen years of 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 1966-68 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 unanticipated 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 provide. 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 of 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 12 years of elementary and secondary schooling.

The Indianola Academy is accredited by the Midsouth Association of Independent Schools, the Mississippi Association of Independent Schools and by the Cognia Global Commission.

The Board of Trustees 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.

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 all of the following: the IA campus, 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 thee, 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.

INDIANOLA ACADEMY FREEDOM OF INQUIRY STATEMENT

At Indianola Academy our mission and beliefs require student learning be paramount. We strive to create an environment that prepares our students for college and life beyond high school. Each of our students is capable of learning and has needs which are unique, and we set high expectations for student performance.

We encourage children of all ages and abilities by providing the resources necessary to insure learning. Continuous improvement and growth are also necessary for students to become confident, self-directed, lifelong learners.

Confident, self-directed, lifelong learners cannot be created without allowing students to conduct research, discuss openly, question, and challenge ideas which are appropriate to grade level and course. Students from all backgrounds must feel safe to express their thoughts, ideas, and solutions. Indianola Academy encourages students to seek knowledge and ask questions. Indianola Academy encourages different ideas, opinions, and thought by providing a safe environment for student debate on appropriate, relevant, and course-based topics. We can help others by expressing our opinions and learn from others as they express theirs. Classroom discussions are overseen by faculty who provide a safe environment where discussions and even disagreements are settled without incident or frustration. Engagement is encouraged and appropriate disagreement is seen as a necessary part of the educational process. No expressions which are intended to cause harm or damage the spirit of mutual respect are allowed in the process. Students are taught to respect other students and interact positively with each other. Teachers will monitor and guide these discussions and help students learn how to make an acceptable argument and how to react to a different opinion. Students are also encouraged to always be respectful of the views, opinions, and feelings of others.

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 educational rights of another student or causes substantial or material disruption of the school environment will result in disciplinary action being taken by the school. Any inappropriate actions by a student online or over social media will also result in disciplinary action being taken by the school. Disciplinary actions include detention, in-school suspension, out-of-school suspension, probation, and expulsion.

DAILY SCHEDULE

7:30	duty teachers report
7:45	all teachers report
7:52	1 st bell
7:55-8:50	1 st period
8:54-9:44	2 nd period
9:47-10.00	recess
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10:04-10:54	3 rd period
10:58-11:48	4 th period
11:52-12:42	5 th period (grades 6-9)
12:17-1:07	5 th period (grades 10-12)
1:12-2:02	6 th period
2:06-3:00	7 th period

LUNCH SCHEDULE

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

TESTING PROGRAM

The purpose of the testing program is to help students, parents, teachers, and administrators 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 & ASVAB (Armed Service Vocational Aptitude Battery)

All juniors and seniors are urged to take the ACT which is a requirement for entering all Mississippi colleges. All juniors are encouraged to take the ACT prep class.

COUNSELING SERVICES

The Indianola Academy aims to help each student profit as much as possible from our school and assist in preparing students for further educational study or employment after graduation. The counselors and principals are available to discuss any problem or question which may arise that is relative to the educational process of the school. Please make appointments in advance.

Indianola Academy Curriculum

Grades 1-2	Math, Language, Reading, Spelling, Science, Social Studies, Penmanship Enrichment Studies in: Music, Art, Computer, Library Science, Physical Education
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Grades 3-5 Math, English, Reading, Spelling, Science, Social Studies, Penmanship
Enrichment Studies in: Music Art, Computer, Library Science, Physical Education

Resource: Resource Services are provided in Reading, Math, and others as needed. **Special Ed.:** Special Ed. program is self-contained for qualified elementary students.

Grade 6 English, Reading, Math, Science, Social Studies
Enrichment Studies in: Music, Art, Computer, Library Science, Physical Education

Curriculum 7-12

To best meet the needs of the individual student, Indianola Academy schedules students individually based on aptitude in subject areas. Indianola Academy also offers students the opportunity to participate in the honors program with recognition at graduation. Listed below are the core paths that serve as a guide for our students. Students who graduate in the honors program must take the courses listed for Honors.

Grade 7 7th English, 7th Math, Life Science, World History, Music, Art, Athletics

Grade 8 8 English, Pre-Algebra, Algebra I, Physical Science, American History, Computer, Athletics

Grades 9-12

English

English I, English II, English IIB, English III, English IIIB, English IV, English IVB, Honors Comp*Creative Writing

Mathematics

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

Science

Biology I, Biology II, Biology III, Chemistry I*, Chemistry II*, Physics*, Ecology, Physical Science, Health

Social Studies

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Mississippi History, Geography, World History, American History, Honors American History, American Government, Economics, Psychology, Sociology

Foreign Language

Spanish I, Spanish II

Other:

ACT Prep, Computer Science, Art I*, Art II, Accounting, Drivers Ed., Yearbook I, Yearbook II, Athletics

Resource: Resource Services are provided in English, Math, Science, and Social Studies

*dual enrollment opportunity (defined below in “Duel Enrollment” section)

B-Level Courses are provided in Math, English, and/or Social Studies for students with academic challenges.

**ACT Prep is an option for all juniors at IA.

Dual Enrollment is offered in several courses but is not required to graduate in the Honors Program

MINIMUM REQUIREMENTS FOR GRADUATION

*Credits begin accumulating in ninth grade.

4 English units (English I, II, III, IV)

4 mathematics units (Pre-Algebra, Algebra I, Geometry, Algebra II, Honors Advanced Math, Pre-Calculus, Senior Math, Algebra III, Honors Calculus)

4 science units (Biology I, Ecology, Biology II, Life Science, Chemistry I, Biology III, Senior Physical Science, Honors Chemistry II, Honors Physical)

1 computer unit (Computer Science I, Computer Science II)

1 unit fine arts (art)

1 electives

2 non-academic electives

Algebra 1 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 into universities and colleges.

Once a student enrolls in The Indianola Academy, 75% of academic credit in each subject area that is applied to graduation must be earned at IA.

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

HONORS PROGRAM REQUIREMENTS VALEDICTORIAN/ SALUTATORIAN

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. Honors Program graduates receive a special designation on their diploma.

To be the Valedictorian, Salutatorian, or graduate with Academy Honors, a student must graduate in the Honors Program and must have received his/her last 12 academic units from IA. A student must participate in graduation ceremonies in order to be recognized as valedictorian or salutatorian unless approved by the administration. Independent study courses will not be used in calculating GPAs for valedictorian or salutatorian. Only courses taken at IA will be used in calculating these GPAs.

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In determining averages for honors and for valedictorian and salutatorian, the average will be figured to three decimal places and will not be rounded up.

To graduate from 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. In order to graduate on the Honors Program, a student will be required to complete 21 academic units, and 2 non-academic units.

COURSE REQUIREMENTS: HONORS PROGRAM

4 English units (English I, II, III, and IV)

4 mathematics units (Algebra I, II, Geometry, Advanced Mathematics*)

4 science units (Biology I, II, Chemistry I, Advanced Chemistry* or Physics*)

4 social studies units (MS Studies, Geography, World History, Honors American History*, Economics, American Government)

2 foreign language units (Spanish I, II) (Must take two units of the same language.)

1 computer unit (Computer Science)

1 art unit (Art I)

1 elective unit

*These advanced courses are scaled up 4 points.

Academy honors graduates, Valedictorian, and Salutatorian must complete Honors Program Requirements.

DUAL ENROLLMENT AND ONLINE OPTIONS

IA students may enroll at Mississippi Delta Community College while still attending high school 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. The following courses are included in the dual enrollment program:

IA COURSE

Advanced Math

Chemistry II

Physics

Honors Composition

Calculus

MDCC COURSE

College Algebra (3 hours)

General Chemistry (4 hours)

Physical Science I (4 hours), Physical Science II (4 hours)

Composition I (3 hours), Composition II (3 hours)

Trigonometry (3 hours)

Art Appreciation

IA Chemistry I can be taken for MDCC Physical Science II

CLASSIFICATION OF STUDENTS

Students will be placed in grades according to the number of academic units earned: 5 units = sophomore, 10 units = junior, 14 units = 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	69 and below

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

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 each course taken.

Students in grades 6-8 must earn an average of 70 or above in 3 subjects. (One of the 3 must be math or English in order to be promoted.) A student who fails to reach an average of 70 in English AND math will not be promoted, even if he or she passed 3 other courses. Summer and extended school could be used to earn promotion with the principal's approval.

HONOR ROLLS

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

GPA of 93 and above in Honors Program = Academy Honors

GPA of 93 and above in College Prep Program = Headmaster's Honors

GPA 86-92.99 = Principal's Honors
(See the honors requirements section for more details.)

If a student receives an F in any subject, he/she will be disqualified from honor listing.

In grades 4 through 8, The Indianola Academy recognizes academic achievement in two categories:

Academy Honors = an average of 93 in all subjects with no grade less than 76

Honors = an average of 86-92 in all subjects with no grade less than 76

Students who are in the resource program are not eligible for Academy Honors or Honors.

CONFERENCES AND STUDENT PROGRESS

Parents are invited to visit the school and confer with the principals and teachers by appointment concerning the work of their child. Please do not call teachers during non-school hours. The secretaries will schedule appointments for you. Parents are urged to arrange a conference with teachers at the first sign of problems in a class. Poor performance can often be corrected with communication and cooperation between teacher and parent.

Parents can view their child/children's progress daily 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. Directions for using STI can also be found on the website.

At the end of each nine-week quarter in grades 1-12, a report listing your child's averages in all classes will be viewable on STI. Parents can print a copy of their child's report card and are urged to keep them on file for information and study. 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. This list includes sports uniforms and equipment that must be returned to the school.

EXTENDED SCHOOL POLICIES

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

Students who wish to take independent-study courses must request a form from the counselor. The form requires a parent's signature and reasons for the request. Forms must be filled out completely and returned to the counselor 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 case of remediation or special circumstances. These provisions do not apply to dual enrollment courses offered during the school year at IA.

Any correspondence courses taken by seniors must be completed by May 1st in order for the student to participate in graduation ceremonies.

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 the conference requested by the principal with the parent, teacher, and principal and 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 a reasonable limit of time set up by the teacher. Students are responsible for finding out what was missed and when assignments are due. Students are still responsible for assignments that were assigned prior to 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. Such situations must be discussed with the appropriate principal.

Make up tests will be administered to students (grades 6th-12th) on Wednesday morning at 7:10 and Wednesday afternoons at 3:00 in an assigned classroom and will be supervised by a faculty member.

Students must 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 the test unless excused by the principal.

At times a teacher may find it necessary to administer a make-up test to a student or group of students at a time other than the designated Wednesday times with approval of the principal.

EXAMINATIONS AND EXEMPTIONS

Each student in grades 1-10 is required to take exams 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 by meeting the following requirements:

- have no unexcused absences in the semester
- have a semester average of 94 or above (seniors 90 or above)
- have no more than three tardies in each quarter for the semester
- have not been suspended during the semester

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

TRANSCRIPTS

Transcripts will be provided by the school without charge. Transcripts will be furnished to the student or to colleges at the request of the student.

ADMISSIONS

The Indianola Academy is an institution that pursues the attainment of sound educational objectives in its efforts to provide a quality education to the students it serves. In providing sound education for its students, IA 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 based on race in the administration of educational policies, application for admission, employment policies, and athletic or other extracurricular programs.

Parents of an 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 students, must be submitted with the application.

Applicants must take the Star Reading and Math test prior to registering. Grade placement will be made based on these tests 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 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 ability test scores (preferably two of each) are to be reviewed by either the principal or guidance counselor. 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. (A student who has been expelled from another school will not be allowed to apply, or considered for admission, at The Indianola Academy for a period of at least one year from the time of expulsion.) The applicant must be interviewed by the headmaster, principal, and/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 of completion of the application process, the applicant and parents will be notified as to the acceptance or rejection of the applicant. Final decisions regarding acceptance to Indianola Academy rest entirely with the school's administration.

TUITION AND FEES

A non-refundable student registration fee is required. Fees are \$150.00 for one student or \$250.00 for families with more than one student. After the registration period has ended, the fee for registering will be \$250 per student.

In addition to tuition and fees, each family is expected to contribute to the "annual fund" program according to their abilities.

The Board of Trustees has established the following policies with several plans from which to choose regarding payment of tuition.

- Monthly bank draft on 5, 10, 15, or 20 of each month June through May
- Twice per year bank draft payment plan, due dates August 1 and January 1
- Once per year bank draft payment plan, due date August 1

A late fee will be assessed in the amount of \$25.00 for each tuition payment not received by IA 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.

A \$40.00 non-sufficient funds fee will be assessed by IA 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.

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 Headmaster and The Board of Trustees Finance Committee.

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 \$25.00 prior to his/her re-admission to school.

All accounts must be current before students will be permitted to take semester examinations. If a student's tuition remains unpaid on June 30 of the school session, then said student and all students of his/her family will be required to pay the entire tuition prior to enrollment for any future year.

No academic credits will be given to students until all financial obligations have been fully discharged. Report cards, transcripts, school records, diplomas, and yearbooks shall not be released to any child whose educational contract is in default. No exceptions will be made to this policy unless approved by the Headmaster and The Board of Trustees Finance Committee.

Any late tuition not paid by July 1st may be turned over to the Justice Court for collection.

HARASSMENT POLICY

The intention of The Indianola Educational Foundation, Inc., is 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.

The following policy concerning sexual harassment and other forms of harassment has been adopted by the Board of Directors of the Foundation. Sexual harassment is prohibited not only by person-to-person contact, but also on any social media platform.

SEXUAL HARASSMENT DEFINITIONS

- Sexual Harassment: any unwelcome sexual advance, requests for sexual favors, and any other verbal or physical contact of a sexual nature
- 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)

- Peer-to-Peer: sexual harassment of an equal person toward equal person (e.g., teacher to teacher, student to student)
- Hostile Environment- sexual harassment by persistent and calculated behavior which makes the school an unpleasant place to work or learn

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 violations of this policy may be made to the headmaster, guidance counselor, principal, or other person designated by the headmaster, without fear of 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 (i.e., with cause) 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 the 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 forms of harassment 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 expressions of intimidation (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.

WEAPONS POLICY

State and Federal laws prohibit the possession of any weapon on the school campus. 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.

The consequences for violation of this rule are at the discretion of the administration. Weapons may not be brought to school, even if left in vehicles. The Indianola Academy is required by law to report any violations to the proper police authorities. Violators will not only be subject to disciplinary procedures from IA, but also subject to penalties imposed by state authorities. See Section 37-11- 18 of the Mississippi State Code.

UNNECESSARY OBJECTS

Students should refrain from bringing to school any other objects which are not needed for school purposes. Toys, squirt guns, cards, games, and other such objects should not be brought to school. Any such object brought to school will be taken away 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 deemed appropriate, at the discretion of the administration.

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

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 student action requires additional days
- principal contacts parents
- a one point deduction will be made in every class per day of suspension during a semester

4th referral-

- two to three days of out of school suspension
- student is placed on probation
- parents will meet with the principal and headmaster

- a one point deduction will be made in every class per day of suspension during a semester

5th referral-

- student is suspended until expulsion hearing

EXPLANATION OF DISCIPLINARY TERMS

Work detail takes place Tuesday mornings from 7:10 – 7:45. Students 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/she will be given a conduct referral and/or added work detail.

SUSPENSION

All multiple day suspensions will be conducted out of school. 4th and 5th conduct referrals will require a parent meeting. Suspension for a 3rd 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 quarter 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 infraction. During the suspension the student may not attend or participate in any school function including practices or games. 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 and a negative influence in the school community. Expulsion will be determined by the headmaster and principal. Expulsion is for the remainder of the school year and becomes a part of the student's discipline record. The decision to expel a student rests solely with the Headmaster, in consultation with the student's principal.

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 a gun or other weapon- suspension until board hearing on expulsion
- use of tobacco at school or during school functions- one day suspension and required counseling
- use of vaping device at school or during school functions- one day suspension and required counseling
- skipping class- one day suspension
- violation of computer/internet policy- one day suspension
- threats to students or faculty- one day suspension
- posting, showing and/or sharing of videos/ pictures/ inappropriate material regarding The Indianola Academy, Indianola Academy students, faculty, staff, or administrators during school hours or school functions- three day suspension
- throwing food or ice in the cafeteria after being warned once- one day suspension
- disrespect of faculty or staff- one day suspension
- use of profanity- one day suspension
- vandalism or destruction of school or student property- three day suspension or expulsion plus the cost of repair or replacement
- cheating or intent to cheat on pop quizzes, daily tests, chapter tests, exams, poem recitations- three day suspension and a grade of "0" on work in which cheating occurred (copying homework will result in a "0" on the copied work)
- use or possession of alcohol at school or at a school function on or off campus- three day suspension (will also count as a positive test result)
- use or possession of drugs at school or at a school function on or off campus- three day suspension (will also count as a positive test result)
- stealing from school or student- three day suspension
- use of racial slurs- one day suspension
- severe technology infractions- minimum one day suspension
- fighting- minimum one day suspension

Other serious disciplinary matters that are 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 Indianola Academy does not approve of student use of alcohol, drugs, controlled substances, intoxicants at school or school functions on campus or off campus. Students are not to have in their possession or in their vehicle, any of the above mentioned items or related paraphernalia.

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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.

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 students in leading healthy, responsible lives. The school administration conducts in-service drug/alcohol prevention programs with videos, speakers, and educational materials. The policy also helps to identify students who are in need of counseling or treatment for drug/alcohol abuse. This procedure will be done in conjunction 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:

PURPOSES OF DRUG TESTING POLICY

- to help students
- to educate the student concerning the dangers of drug/alcohol abuse
- to help prevent any drug use or abuse by the students of IA
- 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 IA 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 our students is the primary goal of the Foundation
- to reemphasize to the student his/her responsibility as a positive role model

TESTING PROCEDURES

1. *The parent 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 proper identification.
9. The urine or hair samples will be collected and analyzed by a private laboratory.

10. Specimen samples will be name identified to ensure 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 evaluation and assessment 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.

POSITIVE DRUG/ ALCOHOL TEST RESULTS

FIRST INCIDENT OF POSITIVE TEST RESULT

All specimens showing a positive result will automatically be retested by the testing laboratory immediately to be sure that no error has occurred and will be paid for by IA. 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. The headmaster will be informed.
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 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 to complete recommended counseling program for a child, the student will be dismissed from school.*
7. 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.
8. After a first positive test, the student is subject to take every random test during the rest of the school year.
9. 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 POSITIVE TEST RESULT

All specimens showing a positive result will automatically be retested by the testing laboratory immediately to be sure that no error has occurred and will be paid for by IA. The second test will be a more specific test. If the positive result is verified and confirmed, then the following steps will be taken:

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1. The headmaster will be informed.
2. The parents and the student will be contacted in a confidential manner by the headmaster.
3. The student must be enrolled in a preapproved 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 retesting and must follow the aftercare recommendations 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 extracurricular activities until said student has completed the preapproved drug/ alcohol rehabilitation program. Failure to complete an approved program or provide this information, will classify a student as a third incident of a positive test result.

THIRD INCIDENT OF POSITIVE TEST RESULT

- The student will be permanently dismissed from The Indianola Academy.

DRUG/ ALCOHOL EDUCATION

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

Educational programs on drug and alcohol abuse will continue for all students. These age-appropriate programs include students in elementary, junior high, and high school.

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 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 ration in the elementary grades will continue to keep teachers directly involved with the students' personal lives. Teachers will continue to counsel students about peer relationships, academic needs, and family relationships, and the importance of making good choices.

A concerted effort will continue to be made to involve every student in as many types of student activities as possible. Educational programs will be added as new programs evolve in this area.

TOBACCO/ VAPE FREE POLICY

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

ATTENDANCE POLICIES AND REGULATIONS

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. Repeated absences frequently result in serious academic difficulties for students. Only in unavoidable situations should a student be absent or taken out of school before the close of the day. A student who is at school cannot be absent from class without permission of the principal. A student who is absent more than 20 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 their average. Exceptions may be granted to students who have had serious extended illness or other extenuating circumstances subject to approval of the principal. Such extended illness requires medical documentation.

Absences from school are classified as excused or unexcused. Excused absences of fewer than 10 (semester classes) or 20 (yearly classes) will carry no penalty. However, an unexcused absence will result in a one point deduction on the quarter average in which it occurred and will prevent the student from being exempt from exams. Students in grades 7-12 should 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 their 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 be informed whether your absence will be excused or unexcused. Absences for reasons other than illness are not automatically excused, even if a note has been sent by a parent.

Any student absent due to athletic or academic reasons will be considered officially absent and that absence will not be noted on the report card and will not count in the 10/20 absence rule. Skipping class, even if you are on campus, is forbidden and will result in a one day suspension.

SENIOR ATTENDANCE/ PRIVILEGES

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 lunch break and study halls. Privileges do not begin until April 1st. 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. Seniors must earn and keep these privileges by meeting the following criteria:

- must maintain a 3.0 GPA during the current school year
- must not return late to campus more than one time
- must not receive more than one conduct referral during the time they are receiving privileges

TARDIES

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 and 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 the semester exam in that class.

LEAVING SCHOOL EARLY

Permission to leave school, for any reason, must be given by the principal. If a student becomes sick, he/she 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 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. A student who leaves school without permission, no matter how long, for any reason, will be suspended for one day. Students who have permission to leave but do so without signing out, will be given work detail.

DISMISSALS

The high school office will take all dismissals by phone and written note until 8:50 each morning. 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 for unnecessary reasons. 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 in order to receive an excused absence.

Dismissals for lunch should not be requested except for important occasions. 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:

- The student must return the application form signed by their employer and parent.
- The form should list times the student will work.
- Work release may not be used if the times interfere with a student's activities. Students on work release must attend pap rallies, meetings, assemblies, and homerooms.
- Work release students may not transport non work release students off campus without permission from the office.
- Students 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.

RESPECT 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 should also 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 floors or the ground. Any student causing damage and 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 with respect. No food or drinks should be carried into the lobby or gym. Students should not be in the gym or lobby without a faculty member present. Students are not allowed on the gym floor without the supervision of a coach or teacher. Only basketball shoes are allowed on the gym 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 APPAREL/ HAIR

Dress Code

Indianola Academy students must conform to all appearance, dress, and hair policies established by the school board. Students are required to follow these regulations in a manner that reflects modesty, values, common sense, and neatness.

The school uniform purchased from Lands' End must be worn every day with the exception of special occasions approved by the Administration. Book bags, coats, or jackets that appear on the

Lands' End Website are ***not*** required. Any student wearing clothing not approved as part of the school uniform will receive detention and parents will be notified to take steps to correct the issue.

General Guidelines for Boys

Pants and shorts may be purchased from the IA uniform store on the Lands' End Website or from a local vendor. If you purchase from another vendor the color must match the Land's End color khaki.

All shirts must have a collar and be purchased from the IA uniform store on the Lands' End Website and must contain the IA logo.

Shorts must be no more than 3 inches above the knee. Cargo shorts are not allowed.

Belts must be worn with both pants and shorts.

All Shirts must be neatly tucked in at all times so the belt is visible.

Undershirts, if worn, must be white, tucked in, and worn under a proper uniform shirt. Undershirts cannot have visible logos, emblems, or designs.

Coats and Jackets do not have to be purchased from Lands' End and can be worn when entering and exiting the building. They must be stored in a bottom locker. If a pullover or sweater or other outerwear is worn in the classroom it must display an IA Logo and be purchased from Lands' End.

Hooded sweat shirts or sweatpants may not be worn during school hours.

Tennis shoes or dress shoes (oxfords, loafers, etc.) may be worn with uniform pants or shorts. Boots can be worn only with pants. No Sandals or open toed shoes allowed.

Hair should be a reasonable length and properly groomed. Any hair style or coloring that is distracting or disruptive to the academic environment will be addressed by Principal.

No visible tattoos, earrings, or other piercings. Boys cannot wear facial make up.

Beards, mustaches, or stubble is not permitted.

No leggings or tights can be worn with uniform shorts.

General Guidelines for Girls

All tops and shirts must have a collar and be purchased from the IA uniform store on the Lands' End Website.

Pants, shorts, skorts, and skirts can be purchased from a vendor other than Lands' End but must match the Lands' End color khaki. All skirts, skorts, and shorts must be no more than 3 inches above the knee.

Modesty shorts must be worn under all skirts.

Uniform Shirts with straight hems may be worn untucked if the hem does not fall below the hips. All other shirts must be tucked in.

If the pants, shorts, skorts, or skirts have belt loops, a belt must be worn.

Outer wear worn inside the classroom, such as a pullover, must be purchased through Lands' End and must display the IA Logo, as well as, have a uniform shirt or blouse underneath.

Hooded sweat shirts or sweatpants may not be worn during school hours.

No flip-flops, shower shoes, or house shoes are allowed. Boots are only allowed with pants.

Visible piercing, other than the ears is not allowed.

Hair should be a reasonable length and properly groomed. No hair style or coloring that is distracting or disruptive to the academic environment will be allowed.

No visible tattoos are allowed.

Approved solid colored leggings or tights may be worn with all uniform bottoms if they are solid IA colors. (White, Black, Gray, Royal Blue) Mesh or patterned tights are not allowed.

Undershirts for dresses and blouses are not required to be purchased from Lands' End but must be white in color.

Belts must be worn if a belt loop is present in the bottoms.

Guidelines for Boys and Girls

Clothing that has a personal monogram is not allowed.

No visible undergarments are allowed.

No hats, caps, extreme hair accessories, or sunglasses can be worn during school hours.

Clothing that is faded, torn, ripped, frayed, has holes, not hemmed is prohibited.

All uniform tops (shirts and classroom pullovers) must have the IA Logo and be purchased through Lands' End.

On special occasions during the year, there may be special dress days or spirit days where students may wear an IA Jersey or collared team shirt with uniform bottoms. Hoodies, sweatpants, or sweatshirts may not be worn on these days, even if they have the IA Logo. These days will be announced in advance.

Proper attire will be worn by all students on exam days.

GYM SHORTS ARE NOT ACCEPTABLE ANYWHERE ON CAMPUS, OTHER THAN THE GYM AT ANY TIME BEFORE THE END OF THE SCHOOL DAY.

Dress Code Violations

If a violation of the dress code occurs, the parent will be notified. The student will be sent home to change or the parent may bring them clothing. They will be placed in detention on the following Wednesday at 7:15 am. Repeat offenders will be issued a conduct referral each time they are out of compliance.

All situations, interpretation, and enforcement of the Indianola Academy Dress Code will be at the discretion of the administration.

FAQS:

What items for boys must be purchased from Lands' End?

All Uniform Shirts and Pullovers (classroom outerwear) with IA Logo must be purchased from Lands' End.

What items for girls must be purchased from Lands' End?

All Uniform Tops, Shirts, and Pullovers (classroom outerwear) with the IA Logo must be purchased from Lands' End. Any Plaid items, if worn, must be purchased through Lands' End.

What items for boys do not have to be purchased through Lands' End?

Pants and shorts do not have to be purchased through Lands' End but must match the Lands' End color khaki. Shorts must be no more than 3 inches above the knee. White undershirts do not have to be purchased through Lands' End. Coats and Jackets not worn in classrooms do not have to be purchased through Lands' End. Belts do not have to be purchased through Lands' End but must be flat and be black or brown in color and cannot contain logo, brand name, or other markings.

What items for girls do not have to be purchased through Lands' End?

Pants, skirts, skorts, and shorts do not have to be purchased through Lands' End but must match the Lands' End color khaki. Shorts and skorts must be no more than 3 inches above the knee. Modesty shorts, leggings, (must be proper color), tights, (must be proper color), and white under shirts for dresses and blouses do not have to be purchased through Lands' End. Coats and Jackets not worn in classrooms do not have to be purchased through Lands' End. Belts do not have to be purchased through Lands' End but must be flat and be black or brown in color and cannot contain logo, brand name, or other markings.

Will there be special days and events where students can wear jerseys, cheer/dance uniforms?

Yes. Throughout the year there will be spirit and special days for elementary and high school. These will be announced every quarter and guidelines will be given by the administration.

Do we have to buy the backpacks, lunch boxes, and coats that are on the IA Lands' End website?

No. The IA Lands' End website will feature some of these items, but they are not required. These are optional for those who wish to purchase them.

Game and Spirit Day Uniform Rules

Fall Sports: Junior High and High School

On game day for football boys may wear jerseys to school with uniform bottoms.

Cheer and dance team can wear their uniform or an approved team wind suit.

Spirit days will be held for Junior High and High School.

On Junior High Spirit Days, students in 6-9 can dress based on the approved theme. Junior High students who choose not to participate will wear normal uniforms. Students in grades 10-12 will be invited to pep rally, but will wear uniforms on Junior High Spirit Days. Elementary may only dress for junior high spirit days if there is no high school spirit day that week.

On High School Spirit Days, all students can dress based on the approved theme. Any student that chooses not to participate will wear uniform.

Members of the Softball, Soccer, and Swim teams can wear their jersey or an approved team shirt with uniform bottoms.

Hooded Sweatshirts and other articles that are not allowed in dress code may not be worn on spirit or game days.

Winter and Spring Sports: Junior High and High School

On game or match day the players may wear an approved team shirt with uniform bottoms or an approved wind suit to school.

Hooded Sweatshirts and other articles that are not allowed in dress code may not be worn on spirit game days.

Rules for Team Gear for all Teams:

Team gear will be approved by administration and coaches. Coaches will monitor and oversee game day dress for their teams. If team gear is to be worn, all members of the team will be expected to participate on game day.

CONSEQUENCES FOR VIOLATING APPAREL/ HAIR REGULATIONS

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- 1st offense- Parent will be notified to pick up student or that the student will be sent home to change clothes or shave. Student will be warned. ● 2nd offense- Same as 1st offense plus work detail.
- 3rd offense- Same as 2nd offense plus conduct referral.
- additional offenses- Each offense after the third will earn the student a conduct referral.
- After receiving a 3rd conduct referral, the student will have one in school suspension.
- After receiving a 4th conduct referral, the student will have out of school suspension.
- After receiving a 5th conduct referral, the student will be suspended until his/her 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 decisions.

ADMISSION INTO BUILDINGS

The buildings will be open at 7:30 each school day. Students in grades K-12 are allowed to enter the buildings and are requested to conduct themselves in a quiet courteous manner. Students are not allowed 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.

CORRIDORS

In passing through corridors to classes, or in entering or exiting the buildings, 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.

ASSEMBLIES

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. Students are required to behave in a courteous manner during assemblies.

CAFETERIA

- Students are not allowed in the cash register area.
- No one is allowed behind the food bar.
- Students should only be in the cafeteria during break, lunch, study hall, or when under adult supervision.

- During break and lunch, students are not allowed to leave the cafeteria except to use the restroom.
- Standing in the halls during lunch and break is not allowed.
- No drinks will be served after 1:05 p.m.
- The cafeteria will be closed for the day by 2:00 p.m. and will not be opened again for any reason.
- Food and drinks will be sold to students during morning break and lunch only.
- Parents are not allowed to bring food to students.
- Restaurant (fast food) is not allowed in the cafeteria.
- Restaurant (fast food) is not allowed on campus.
- Students must behave while at lunch. Work detail or conduct referrals will be issued to students who misbehave in the lunchroom.
- Cups, trays, and food should not be taken out of the cafeteria. ● Students are not allowed to charge food, drinks, or any items in the cafeteria.

CLASS OFFICERS

Senior class officers will be elected during the first four weeks of the school year. The senior class will elect a president, vice president, secretary, treasurer, and reporter.

CLUBS AND ORGANIZATIONS

All students in grades 6-12 will be required to join at least one club or organization. Some of the clubs are listed with a brief description. Many more clubs are available for students to choose, and the clubs change from year to year.

Students must meet certain criteria for the following organizations:

STUDENT COUNCIL

The student council is a group of students elected or appointed 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

The National Honor Society recognizes academic excellence and leadership and includes students in grades 10-12. The junior honor society is a similar organization for students in grades 7- 9. (Students enrolled in the resource program are not eligible for honor societies.)

See the website for information about other clubs and organizations.

DAILY ANNOUNCEMENTS

Announcements will be made for the benefit of the school as a whole. They will be read to students over the loudspeaker at the end of 2nd period. A copy will be posted on the school's website. Students, teachers, and organizations desiring to make announcements should write them in the desired form and turn them in to the principal's office the day before you want them to appear. Announcements should be as brief as possible. 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

Indianola Academy students are not allowed to receive flowers, balloons, or any other deliveries for any occasion during the school day. Because cheer and dance tryouts take place after school, this policy does not apply here.

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 19 prior to August 1st of the school year.

Midsouth 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 of the principal.

Eligibility during the school year will be determined by the number of courses students are passing. All students participating in extracurricular 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 three 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 3 weeks when grades will be reviewed again. Students will move from eligible to probation to ineligible based on grade reports every three weeks.

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FIRE, TORNADO, LOCKDOWN ALERTS

FIRE

Four short rings of the school bell will be the signal for a fire or fire drill. Fire drills will be held several times during the year at announced and unannounced times. Once the signal is given, teachers will instruct the students in exiting the buildings properly. No one is allowed to return to the building until the bell sounds to end the alert or drill.

TORNADO

Two long rings of the school bell will be the signal for a tornado alert or drill. Students will take cover against hall walls or as directed by the teachers. The bell will ring to signal the end of the alert or drill. Students and teachers should remain in alert position until the bell rings.

Lockdown

A code word will be announced over the intercom and students and teachers will remain in the room away from the door until notified by the office.

HOMEROOM

The homeroom period will be used to administer necessary information, vote in elections, or give instructions in school procedures.

JUNIOR SENIOR BANQUET

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

HOMEcomings MAIDS

To be elected to the court, a girl must have passed four units the previous year and attended IA for the entire previous year. The court will consist of four senior maids, three junior maids, and three sophomore maids. Maids will be 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. Maids' escorts must be football players in the same grade as the maid. Votes will be tallied simultaneously by the school employees to be designated by the High School Principal.

HIGH SCHOOL LIBRARY

- The library is to be used for research and reading and not for 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.
- Students who enter the library and are not part of a group or class must provide a note from their teacher.
- Food and drinks are not allowed in the library.
- Loud or unruly behavior is not allowed in the library. Students who behave poorly will have their library privileges removed by the librarian.
- Students are to enter the library using the outside doors between the science building and the high school building.
- The AV room doors will be locked except during 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 3:00p.m.
- 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 8:00a.m. the following day or be fined. The fine is 50 cents per period per book.
- The library charges 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 cents per day up to the replacement value of the book.
- The librarian will aid students in researching using periodicals. Periodicals may 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 lockers. Students should never go in another student's locker for any reason. Students may put personal locks on their locker. Do not use lockers as trash cans. Do not leave food in your locker overnight.

LOST AND FOUND

All articles found in or around the school building or grounds should be taken to the principal's office. Check in the principal's office for missing items. Articles will be kept six weeks in the lost and found. IA is not responsible for items which are lost or stolen from students or faculty.

VEHICLES

Students who have a valid driver's license will be allowed to drive 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 IA. 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 space from the student council. Students who ride motor bikes are bound by the same parking restriction 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. 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. Hall 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.

RESTROOMS

Restrooms will be monitored throughout the day. Students are encouraged to take every effort to ensure that the bathrooms remain clean. Students will be disciplined for vandalizing, throwing trash, or misbehaving in the restrooms.

SCHOOL ACCIDENT 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 student travel to and from school. This insurance is supplemental insurance and is not a primary coverage. Information on this insurance will be sent home with students. 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.

ATHLETIC PROGRAMS

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. The athletic department at IA is committed to providing a wide variety of competitive, interscholastic sports teams for its student body.

Teams are established, staffed, and supported in those sports recognized and sanctioned by the 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 COMPETITIONS

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 IA 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 exam days.
- On the day preceding a school day, teams are not allowed to participate in more games than are permitted by the MAIS rules. Exceptions may be made for tournaments or state playoff series competitions.
- Game competitions should be scheduled to avoid early dismissal of team members from academic classes.
- 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.
- Students are not allowed to drive or ride with a nonparent unless they have a prior written request that is approved by administration. The coach must also be notified prior to the contest.
- Special permission for overnight game competitions during the sports season must be obtained in writing from the high school principal
- For trips requiring early dismissal and/or overnight stays, only coaches, playing team members, cheerleaders, dance team, and chaperones (school approved) will be permitted to participate. Other students, faculty, and staff 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 participations 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 status.

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 the 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. Final exams will not be administered to a athletes who have failed to turn in their uniforms.

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. Indianola Academy take precedence over non-school sponsored teams.

PARENTAL INVOLVEMENT

The IA Booster Club seeks parental participation to staff concession stands and sponsor various fundraising events. Proceeds from special projects and membership dues are used to supplement IA athletics.

COLLEGIATE SCHOLARSHIPS

Information involving scholarships is available in the Guidance Department.

STUDENT AND PARENT CONDUCT AT SCHOOL SPONSORED EVENTS

Students are 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, vaping, and profanity are prohibited. Students are required to behave in a controlled manner exhibiting good sportsmanship.

Students and parents are not to engage in activities which will cast a negative light on IA. 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 MAIS and in a manner which is consistent with the code of proper conduct and sportsmanship. The school reserves the right to remove any person from any IA event because of disruptive or threatening behavior.

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

POLICIES FOR INTERNET USAGE

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 should 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 of this rule will result in a one day suspension.)
5. Users are forbidden to use IA computers, network, or internet access to do any of the following:
 - a. write or publish harmful or inappropriate material
 - b. upload or create a computer virus
 - c. send chain letters or conduct any type of harassment
 - d. provide his/her or any other user's address, phone number, social security number, or other personal information by computer communications
 - e. plagiarize material or misrepresent another's work as one's own
 - f. attempt to maliciously harm the data of another person
 - g. pursue inappropriate material
 - h. Encourage or support prohibited activities of others
 - i. post any videos/pictures or inappropriate material pertaining to IA students, faculty or administration
6. Users are required to report knowledge of inappropriate access by others.
7. 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.

Each user has the individual responsibility to not access inappropriate material in any form. If such material is accidentally accessed the user has three responsibilities:

1. Turn off the monitor, close the laptop, or leave the site immediately.
2. Do not draw attention of others to the inappropriate material.
3. Immediately inform a faculty member of the mistake.

Access to technology is a privilege, not a right. Each user is accountable for his/her actions.

CELL PHONE USE

Indiscriminate cell-phone (and other portable Internet devices) use during school hours is not permitted. The first violation will result in confiscation of the cell phone for two days. The second violation will result in confiscation of the cell phone for the remainder of the week. (Should the second violation occur on a Thursday or Friday, it will be the principal's discretion to retain it until the following Monday.) The third violation of this cell-phone policy will result in suspension.

However, for grades 6-12, *at the discretion of the teacher, and under the teacher's direct supervision*, students may use their cell phones (and other portable Internet devices) to access academic websites for information and resources relevant to that class, during that class.

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 students 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. Fines for damage and loss will be expensive to the parent and should be avoided.

VISITORS

Visitors are welcome at The Indianola Academy. 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.

ELEMENTARY ADDENDUM TRAFFIC

All people must drive carefully and follow the flow of traffic requested by school officials. The students will remain in their classrooms until their number is called.

PresK-3rd Grade will dismiss at 2:50. Elementary students in grades 4-5 will dismiss at 3:00. Traffic will flow as a single lane. Please pull all the way up so three cars can unload or load at the same time. Students must load or unload on the building side of the car **ONLY**. 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.

Lower elementary students are not allowed to walk to the upper building to be picked up. If you arrive late, your child will be in the lower elementary office. Please note that the north end door in the lower elementary building, is **ONLY** used for emergencies.

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. With principal approval, a student who fails a major subject may get tutorial help in the subject failed in order to advance to the next grade. The student must show mastery of the summer course material. Promotion or retention is at the sole discretion of the IA administration. Placement in classes also rests with the appropriate principal.

HOMEWORK

Homework is a very important part of each student's education. If a student fails to complete assigned homework more than three times in a nine week period, after-school may be assigned.

PARENT- TEACHER CONFERENCES

Grades and assignments may be viewed by using the STI program. If you have any trouble with this program, please contact the office and we will be happy to assist you. Directions for using STI can also be found on the website. Parents are invited to schedule a conference through the elementary office to meet with teachers concerning the work of their child. Please refrain from contacting teachers outside school hours.

SIGNED PAPERS

Elementary teachers will send papers and other documents home for parental signature each Monday. Please check for these folders every Monday and send them back to school with your student on Tuesday. Signed papers folders are a major form of communication between IA and parents of elementary students.

DISCIPLINE

Effective discipline is a crucial part of any successful operation. Rules are put into place 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 IA needs parental support in this area.

ASSERTIVE DISCIPLINE PLAN (ELEMENTARY)

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

- | | |
|-------------------------|--|
| 1 st offense | The student will receive a warning. |
| 2 nd offense | The student will be given work detail or copy, and the teacher will contact the parent. |
| 3 rd offense | The student will be given work detail or copy. The student will also be issued a conduct referral and receive one day of detention. The principal will contact the parent by phone. |
| 4 th offense | The student will be given work detail or copy. The student will also be issued a conduct referral and receive two days of detention. The principal will contact the parent by phone. |
| 5 th offense | The student will be given work detail or copy. The student will also be issued a conduct referral and receive in school suspension. The principal will contact the parent by phone. |
| 6 th offense | The student will be given work detail or copy. The student will also be issued a conduct referral and receive out of school suspension or possible expulsion. The principal will arrange a conference with the parent. |

**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 A FIELD TRIP

A student who misbehaves on a field trip will be kept in the office during the next field trip.

EARLY DISMISSAL

In order to pick up your child early, you must come to the office to sign him/her out.

MEDICINE FORMS

Medicine will not be dispensed without a medicine form. Forms will be sent home with elementary students.

08/2023

FEVER/ SICK STUDENTS

Please do not bring a child with a temperature of 100 degrees or more to school. Do not bring a child to school who has thrown up within the last 24 hours.

PEP RALLIES

Indianola Academy prides itself on strong school spirit. The elementary students will be attending the pep rallies which will typically start at 2:07. We will dismiss at 2:30 on these days. Please check the calendar on the website, your child's signed papers, and your monthly calendar for the dates of pep rallies. Homecoming pep rallies typically start at 1:30 with dismissal at 2:30.

PARTY INVITATIONS

Teachers will be happy to distribute invitations for you only if every child in the class or every child of one gender is invited. The teacher will distribute the invitations, not the child.

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

*A list of current board members can be found on the website.

YOUR RECORD

Every day you live you are making a record. You should always 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 our life that will be examined many times through the years to 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.

By signing below, I testify to the fact that I have read The Indianola Academy Handbook completely and agree to abide by the rules, regulations, and policies set forth by it. This Handbook is part of the enrollment contract. This Handbook is subject to amendment by the Indianola Academy Board of Trustees.

Student _____

Parent _____

Date _____

Please sign this page and return it to school.