



# STUDENT PARENT HANDBOOK

**ILLINOIS MATHEMATICS AND SCIENCE ACADEMY**

2023-2024

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## ACADEMIC PROGRAMS

### GRADUATION REQUIREMENTS AND COURSE LOAD

The graduation requirements of Illinois Mathematics and Science Academy are established by the IMSA Board of Trustees. Each semester students must take a minimum of five academic courses (2.5 credits) for a letter grade (not Pass/Fail). Academic courses are considered semester or year-long courses in Science, Mathematics, Computer Science, English, History and Social Sciences, and World Languages. For the purposes of minimum academic courses, academic courses do not include Fine Arts, Wellness, SIR, Internship and Independent Study.

Students may enroll in a maximum of six academic courses each semester. Students may enroll in a maximum of seven academic programs (including academic courses, Fine Arts and Wellness courses, SIR, Internships, and Independent Study) in a semester. Exceptions to either limit will only be granted by the student's College and Academic Counselor (CAC) and/or Principal's Office under the following conditions:

1. A student's prior achievements and success at the Academy warrant consideration for an overload. This means, minimally, no grades lower than a B during the previous semester. However, the CAC and/or Principal's Office may decline a student an overload even if the student earned all B grades or higher the previous semester.
2. If an overload is necessary for a student to maintain pace with graduation requirements.

Each student's College and Academic Counselor and/or the Principal's Office may reduce a student's course load maximum and drop courses prior to or during Q1 (Fall) / Q3 (Spring) if a student's academic performance warrants an adjustment due to academic performance concerns.

Credit in courses taken at the Academy must total a minimum of 17 units in three years. The credit distribution is:

- Eight (8.0) credits in Science and Mathematics, which include:
  - a. **Minimum four credits (4.0) in Science, which include completion of the core science program.** The core science program consists of three one-semester courses: SCI105, Scientific Inquiries - Chemistry; SCI115, Scientific Inquiries - Physics; SCI135, Methods in Scientific Inquiry; and one full year of SCI600 Advanced Biological Systems (or one semester of SCI125 Scientific Inquiries – Biology for the Class of 2021 and Class of 2022 only). All students are required to complete SCI135, Methods in Scientific Inquiry. Students new to IMSA who demonstrate an exemplary past academic record in physics, chemistry, and/or biology may choose to take a placement exam in that particular subject. A satisfactory placement exam score will demonstrate competency in the subject matter of that particular course and the student will then be enrolled in an appropriate elective course.
  - b. **Minimum three (3.0) credits in Mathematics and/or Computer Science,** which include core math courses that move toward completion of AB or BC Calculus (including Geometry). **Students must be enrolled in at least one Mathematics or Computer Science course each semester.** Computer science courses will fulfill earned credits requirement in mathematics for graduation. In addition, enrollment in a computer science course will the requirement that a student enroll in at least one mathematics course each semester at IMSA. All students are required to successfully complete the equivalent of a high school geometry course prior to graduation. This requirement can be met in one of the following ways:
    - i. The student successfully completes at least two years of an integrated mathematics program or at least one semester of a geometry course prior to being admitted to IMSA; or
    - ii. The student enrolls in and successfully completes an IMSA-approved geometry course with a B or higher after being accepted to IMSA and successfully completes the IMSA geometry proficiency exam; or
    - iii. The student successfully completes Geometry at IMSA.
  - c. One additional (1.0) credit (two courses) in either Mathematics, Science, or Computer Science.

- d. All students are required to demonstrate competency in Computer Science concepts and skills. **Sophomores are required to complete Computer Science Inquiry (0.5 credit)** unless they have already scored a four or higher on either the AP Computer Science A Exam or the AP Computer Principles Exam **prior** to the beginning of sophomore year.
- Three (3.0) credits in English, which include Literary Explorations I, II & III, and three English electives. Students must be enrolled in an English course each semester.
  - **Two and one-half (2.5) credits in History and Social Science** which include American Studies (0.5), a fall junior elective (0.5) and the spring course, The World in the 20th Century(0.5), as well as two History and Social Sciences electives during senior year (1.0).
  - **Two (2.0) credits (four semesters) in World Languages** taken two out of the three years at the Academy including completion of an Academy Level II course or higher. All language changes may only be made with both teachers' approval. All World language courses are year- long courses and cannot be dropped at the end of the fall semester unless the student receives approval from the instructor and the Principal (designee). All sophomores and juniors are required to be enrolled in a World Language each semester.
  - **One-half (0.50) credit in Fine Arts** taken in the performing arts or the visual arts. All performance-based music courses are yearlong courses and cannot be dropped at the end of the fall semester unless the student receives approval from the instructor and the Principal (designee).
  - **One (1.0) credit in Wellness** including a one-semester course of Foundations of Healthy Living and one elective.

Previous high school, virtual high school, or college credits earned at another institution will not earn graduation credit at IMSA unless an extenuating circumstance warrants consideration with prior approval from the Principal or designee, and course content is reviewed and approved by the applicable IMSA academic department.

#### All students are also required to:

1. Successfully complete two hundred (200) hours of Academy approved service by graduation.
2. Participate in and successfully complete required educational experiences such as LEAD, Navigation, Residence Life, and Diversity, Equity and Inclusion (DEI) programs.
3. Participation in and complete successfully all enrolled Intersession programs.

Failure to complete these requirements are considered as part of the [Academic Status Review](#) process. Modification of these requirements can be made only with prior approval of the Principal and Chief Academic Officer or designee.

#### ADDING AND DROPPING COURSES

Students are expected to complete the classes in which they are enrolled, unless there are compelling reasons to change, such as prerequisite course failure, approved summer school course completion, improper placement level or placement in a course not requested by a student. These scheduling changes are facilitated by the student's College and Academic Counselor (CAC).

Schedule change requests for less compelling reasons such as course preference or adding electives, may only take place during the add/drop period designated by the CAC office early in the first quarter. Such requests will require an appointment with the student's College and Academic Counselor, and it is the College and Academic Counselor's discretion whether the requested changes can occur. No scheduling change will be made to accommodate requests for individual instructors, different class meeting mods, or rearranging schedule to replace an alternate with a primary elective.

Students may drop a non-required course (assuming that they are not being given a "WF" grade for excessive

absences) at any time during the first or third quarter with no academic penalty (course will be removed from the transcript). After the end of the first or third quarter, only the Principal's Office has the authority to withdraw a student from a course and the course will be recorded on the transcript with a grade of "W" (Withdrawal from course) or "WF" (Withdrawal from a course with failing grade).

Core courses and electives taken to satisfy graduation and semester enrollment requirements may not be dropped by a student at any time. Any student withdrawn with a failing grade "WF", due to excessive absences or other reasons will be considered in academic jeopardy, subject to academic probation, ineligibility for athletics or co-curricular activities, non-graduation or dismissal.

## AUDITING A COURSE

Under special conditions, a student may receive permission from a teacher to audit a course. No record of the audit will appear on a student's transcript.

## GRADING AND EVALUATION

In order to give students and parents an appraisal of achievement in individual courses, grade reports are available online via PowerSchool with final grades posted following the conclusion of each assessment period (quarter and semester). In addition, faculty may post interim reports throughout a term to provide additional details on a student's progress, particularly when a student is experiencing difficulties in a course.

A = Exceeds course requirements

B = Meets course requirements

C = Credit awarded, needs improvement

D = Does not meet course requirements; no Academy credit awarded

P+ = Exceeds course requirements (Pass with Distinction, used only in Independent Study and Student Inquiry and Research courses)

P = Meets course requirements

P- = Meets course requirements, needs improvement (only used in Student Inquiry and Research)

F = Does not meet requirements for course taken pass/fail; no Academy credit awarded

I = Incomplete

WF = Withdrawal from course with failing grade; no Academy credit awarded.

W = Withdrawal from course; no Academy credit awarded

Certain teachers find it useful when assigning grades to make more precise distinctions than the A, B, C, and D categories. These distinctions are communicated to parents and students through the use of pluses and minuses. It is the Academy's policy that pluses and minuses will be recorded on transcripts for final semester grades; however, there are no A+, D+, or D- grades.

Teachers who believe that a student has completed work or demonstrated mastery beyond an A grade may elaborate through a letter of recommendation to be placed in the student's permanent file.

A narrative report will be prepared by the instructor of each course to accompany the regular grade report at the end of each assessment period. Included in the report will be the instructor's comments on the student's strengths and areas the instructor feels need improvement based on performance in the course.

## STUDENT GRIEVANCE PROCEDURE

### Grade Grievance

A student may file a formal request concerning a specific term course grade (quarter or semester). Any question about a course grade should begin with direct student or parent contact with the teacher issuing the grade. Such request must be made in writing within five (5) business days of issuance of the grade to the teacher. The student must provide



reasons why there is a question concerning the grade issued. The teacher will review the grade using the written criteria established for the course. Following review, the teacher may either validate the existing grade or send in a change of grade. The teacher has three (3) business days to respond to the request and will notify the student in writing of the decision. Upon receipt of the teacher's decision, a student has five (5) business days to appeal in writing to the Principal or designee. The Principal or designee will review the situation and make a decision within five (5) business days. The Principal designee's decision will be communicated in writing and is final.

### Non-Grade Grievance

The Student Grievance Procedure is designed to help resolve issues that individuals cannot mutually resolve. The prime objective of the IMSA grievance resolution procedure is to achieve a sound and fair settlement of a non-grade related grievance in the context of the following principles:

1. Grievances shall be handled as quickly as possible and will be treated seriously, sensitively and impartially, having due regard to procedural fairness;
2. Both parties should strive to resolve the grievance in good faith;
3. Grievance resolution procedures and guidelines shall be seen as fair by all parties;
4. Individuals shall be encouraged to use the procedures with the assurance that there will not be any reprisal;
5. Confidentiality shall be strictly observed by all participants and at all stages of the grievance procedure.

Any student who has a grievance with another student, faculty or staff member should initiate these procedures. First, the student and the individual in question should meet to discuss the matter and attempt to resolve the concern. However, the student may go directly to the Chief Student Affairs Officer or designee for consultation and direction. If either party is not satisfied with this initial resolution, the matter should be discussed at a meeting with the Chief Student Affairs Officer. The student may be asked to prepare a written report, documenting the issues. The Chief Student Affairs Officer, depending on the nature of the grievance, may refer the non-grade grievance to the Chief People, Equity, and Culture Officer, Principal or designee for investigation.

### GPA/CLASS RANKING

In light of the selective admission process and in order to promote collaboration, exploration and discovery, the Academy does not compute grade point average or class ranking.

### INCOMPLETE WORK

A grade of "incomplete" may be issued for a student during a grading term (quarter or semester) in one or more courses when a student has experienced:

1. An extended illness (physical or mental) during a grading period that prevented active participation in coursework;
2. A family emergency during a grading period that required an extended absence;
3. A short-term illness or family emergency immediately preceding the end of a grading period; or
4. Other extenuating circumstances communicated to and documented by the Academy.

All above circumstances need to be verified and approved through the Principal's Office and Student Affairs. IMSA may determine to assign a final grade for a student rather than issue an incomplete, if the situation warrants.

The teacher must receive prior approval from the student's College and Academic Counselor (CAC) or designee to issue a grade of incomplete. A rationale that aligns with the items above must be provided for the incomplete grade.

As soon as is possible given the student's circumstances, the student will have an academic staffing facilitated by the College and Academic Counselor or designee with the teacher(s) to determine a realistic plan for the student to complete the course(s).

All incomplete grades must be resolved no later than the end of the following reporting period (quarter); the exception is second semester incompletes, which must be resolved by August 1. After an incomplete is approved and communicated

to a student, it is the responsibility of the student to make sure all work is completed, the teacher receives all make-up work, and the grade changed. If the work is not completed during the specified time, a failing grade (D) will automatically be assigned. Exceptions to this policy will be made only with the approval of the Principal or designee.

## MAKE-UP PRIVILEGES

A student with an excused absence from a course (see: ATTENDANCE AND TARDINESS PROCEDURES for further definition on Excused Absences) is provided make-up privileges. It is the responsibility of the student to communicate with teachers about absences as soon as possible, and proactively for planned absences (i.e. college visits, medical appointments). In addition, the student must communicate with each teacher to create a plan. When possible, students must check PowerSchool and Canvas regularly for up-to-date information and assignments.

### **Make-Up Privileges for Single Day / Course Absences, including Mental Health Days (MHD)**

*Coursework Assigned Previously:* Any work due the day of the excused absence that was assigned prior to the excused absence (i.e.: worksheets, essay deadlines) must be submitted within 24 hours following the original deadline. It is the responsibility of the student to submit the work in a way acceptable to the teacher (i.e.: email, Canvas).

*Coursework Assigned on Day of Excused Absence:* Any work assigned the day a student is out due to an excused absence will only receive an extension if the deadline is within 24 hours (ex: worksheet provided in class on Monday, due during class on Tuesday).

*Assessments / Presentations:* Any assessments (i.e.: quizzes, tests, labs) or presentations must be completed the next school day, or a later date determined by the teacher at the teacher's discretion. The teacher has the right to alter an assessment or presentation's format, guidelines, and expectations as necessary. (Ex: a student missing a group presentation may be required to present individually or complete an alternative assignment).

### **Make-Up Privileges for Two to Four Consecutive Days of Absences**

*Coursework Assigned Previously:* Any work assigned prior to the student's absence and due on a day of the excused absences must be submitted within 48 hours following the original deadline, unless granted an extension by the teacher. It is the responsibility of the student to submit the work in a way acceptable to the teacher (i.e.: email, Canvas).

*Coursework Assigned on a Day of Excused Absence:* Any work assigned while the student is out due to an excused absence will only receive an extension if the deadline is within 48 hours of the student's return.

*Assessments / Presentations:* Any assessments (i.e.: quizzes, tests, labs) or presentations must be completed at a date determined by the teacher, no sooner than two (2) school days upon return and no later than five (5), unless the teacher grants an extension. The teacher has the right to alter an assessment or presentation's format, guidelines, and expectations as necessary. (Ex: a student missing a group presentation may be required to present individually or complete an alternative assignment).

### **Make-Up Privileges for Five or More Consecutive Days of Absences**

When a student is excused from classes for five (5) or more consecutive days, the student must communicate with each teacher to create a plan, including establishing appropriate deadlines for missed work to be completed, and reassessing upcoming immediate deadlines, as necessary. New deadlines established by teachers are firm, unless the teacher provides an additional extension. The teacher has the right to alter assignments, assessments or presentation formats, guidelines, and expectations as necessary. (ex: a student missing a group presentation may be required to present individually or complete an alternative assignment).

## MEDICAL LEAVE / LEAVE OF ABSENCE

If a student needs to be absent from classes for an extended period of time (four or more consecutive days) for medical reasons, a student may be placed on medical leave (aka Leave of Absence or LOA) by the Chief Student Affairs Officer

or designee.

The Chief Student Affairs Officer or designee will notify the student's College and Academic Counselor (CAC) or Learning Strategies Coordinator (sophomores only) of the medical leave. The CAC or Learning Strategies Coordinator will then collaborate with the student and the student's teachers on coordinating academic plans, including identifying any adjusted coursework timelines per the Make-Up Privileges policy.

Students on medical leave may be withdrawn from courses per the "Combined Excused and Unexcused Absences" policy, if the academy determines that the accrued workload due to the prolonged absence is detrimental to the student's ability to successfully complete the course(s) and/or detrimental to the student's personal well-being.

On rare occasions, the medical leave will extend through the remainder of the semester. In these cases, a recommendation from appropriate health care workers, both on campus and off, should be forwarded to the Chief Student Affairs Officer or designee. Conditions for possible re-entry the following term will be established at that time.

Students are not allowed on IMSA campus for any reason while on Medical Leave / Leave of Absence such as clubs, events, programs, etc., unless student has received explicit written permission from the Chief Student Affairs Officer or designee.

Students on Medical Leave / Leave of Absence must fulfill any items agreed upon and expected by the Academy, which may include, but is not limited to, documentation from external providers and attendance at scheduled meetings with Academic representatives. Students / parents must also be responsive to communication from the Academy regarding the circumstances and terms of their Medical Leave / Leave of Absence. Responsive is considered replying to emails and/or phone calls within two (2) business days.

## EMERGENCY REMOTE LEARNING ACCOMMODATIONS

Students may be provided temporary emergency remote learning accommodations while unable to attend classes in-person due to health conditions (physical or mental) or Academy disciplinary reasons. Students / parents may not request remote learning accommodations for any other reasons, including but not limited to extended family vacations and college visits.

Emergency remote learning accommodations will be recommended by Student Affairs and/or the Health Office when circumstances necessitate consideration. The recommendation will be sent to the Principal's Office for review. Remote learning plans must be approved and initiated by the Principal's Office. Parents/Guardians and students should not contact their faculty about remote learning plans prior to approval from the Principal's Office. Remote learning requests from students/parents to faculty will be redirected to Student Affairs and/or the Health Office and the Principal's Office.

After the Principal's Office receives notification, if the remote learning accommodation is approved, the Principal's Office will:

- Notify the student's faculty to initiate remote learning accommodations within one (1) business day if the student is likely to miss three (3) or more class days following notification.
  - Students who will miss fewer than three (3) class days will not be provided a remote learning plan, but will be afforded make-up privileges as detailed in the Student-Parent Handbook for any class time missed due to illness or discipline.
  - Students will be provided remote learning accommodations for up to five (5) consecutive class days (not counting I-Days). At the conclusion of the five days, if the student is still off-campus, Student Affairs and the Principal's Office will review the student's situation to determine if remote learning should be extended or if the student should be placed on Leave of Absence.
- If a remote learning plan is activated, Parents/Guardians should contact the Attendance Office to call their student off on any class days during which their student is not well enough to participate in coursework. Students will be afforded make-up privileges as detailed in the Student-Parent Handbook for any class time missed due to illness.

- Remote learning may or may not include synchronous learning, such as Zoom links. Each teacher will craft a plan that is appropriate for the student and course.

### PASS/FAIL GUIDELINES

1. Each semester, students must take a minimum of 5 courses (not including Wellness or Fine Arts classes) for a grade (A-D, not Pass/Fail).
2. Only courses taken for a letter grade will count towards graduation credit. Students wishing to take a course Pass/Fail must meet with their CAC during the Pass/Fail Declaration week during the sixth week of each semester. Pass/Fail status cannot be changed after the approval form has been submitted to the CAC office.
3. Three courses at IMSA can only be taken Pass/Fail: Independent Study courses, Internship, and Student Inquiry and Research.
4. No core courses can be taken Pass/Fail.

### TESTING CENTER

The Testing Center functions as a service for make-ups and redos on assessments, as well as an additional place where students can be assigned to complete work in a proctored environment.

The Testing Center will be held in either the Principal's Office conference room, Tellabs, or when needed, a classroom. The location will be dependent on the size of the staff member's request as well as the space availability.

Each Friday afternoon, the Principal's Office will send all IMSA staff a link to the current request form and provide the Testing Center's schedule for the following week.

Once a staff member has completely filled out the form, they can email it to [prinoffc@imsa.edu](mailto:prinoffc@imsa.edu) with the subject line of **TESTING CENTER**.

The Principal's Office will then email a notification to each student with the date, time, and final location of their assessment/assignment.

If the student is unable to attend, it is up to the student to work with the staff member who submitted the request, to select another day/time slot. If a student misses a scheduled Testing Center appointment without notification, this will be considered as an unexcused absence and subject to a Tier I disciplinary violation.

### STUDENT INQUIRY AND RESEARCH (SIR)

SIR is a research program in which students work together with professional investigators on a topic of the student's choice, starting with a literature review, continuing through collecting and analyzing data, and ending with a presentation of their findings at the annual IMSAloquium conference. Students must submit a poster and a paper for their project as well.

SIR is a year-long course during the academic year or a 140-160 hour summer experience open to all students who have completed their sophomore year. Students may work on a single project for up to two academic years and two summers, beginning with the summer after their sophomore year. They may also work on different projects during different years or summers.

SIR bears one credit (1.0) but does not count toward the minimum course requirements for graduation. A student who participates in all 4 opportunities, ending with their senior academic year, could accrue 4.0 credits. The course is graded as a P/F course, with a passing grade awarded when the student has satisfactorily submitted all assignments related to the course and presented at IMSAloquium.

Students may pursue an SIR with either an on-campus or off-campus mentor. IMSA will provide transportation for off-campus mentors on I-days. Please note that no new SIR projects will be added after October 11. All students must have

identified a project and advisor by then or they will need to wait until the following summer or academic year.

Students who WITHDRAW from SIR after the SECOND MONDAY in NOVEMBER will receive a W or WF on their transcripts.

Due to the nature of SIR, specific details to the attendance policy for SIR are included in the SIR handbook and do not match the general attendance policy of the academic courses. On I-days, the nurse's office is open 7:30 a.m. - 4:00 p.m. If the student intends to return to IMSA on an I-day from illness, the student is to recuperate at home and return to see the nurse after 2:00 p.m. If the student is at IMSA and doesn't feel well enough to attend SIR, the student must see the on-call RC the night before and/or the IMSA nurse as soon as the Health Office opens at 7:30 a.m. The on-call RC or Nurse will make a determination if the student needs to go home. **STUDENTS WILL NOT BE ALLOWED TO BOARD BUSES IF THEY FEEL ILL OR EXHIBIT SYMPTOMS OF SICKNESS.**

Students are not allowed to leave the SIR site without permission from the SIR team, except for lunch with other students and bus pickup. Leaving an SIR site without permission is a disciplinary infraction and will be handled according to the Student Disciplinary Policy. Students must depart for their off-site SIR from IMSA on the school-provided transportation unless special arrangements have been made in advance with the SIR office due to extenuating circumstances.

## INTERNSHIP PROGRAM

The IMSA Internship program connects high school juniors and seniors to real-world learning experiences with business professionals, nonprofits and entrepreneurial mentors to carry out an industry, business or product- focused research project. Our interns offer a fresh perspective on business strategies and plans and possess desired professional and technical skills. Internship is a non-graduation requirement. Interns are unpaid and earn 1.0 semester credit hour upon completion and a "pass" or "fail" grade reflected on their transcript. Interns are also invited to present their research during the annual IMSAloquium event and their research is archived onto Digital Commons in their student portfolios.

Students may enroll in the IMSA Internship for both their junior and senior years and/or in the summers before their junior and senior years. In order to participate in an Internship, students must either; a) identify their own internship opportunity AND have it approved by program team or b) apply to be matched with a list of mentors curated and approved by the Center of Innovation and Inquiry (IN2). An internship experience will enhance the following core skills: professional communication and information management skills, project management knowledge, applied industry, business or product research knowledge, networking and relationship development skills, people and team management skills, understanding of organizational operations.

IMSA Interns have worked in a variety of industries such as Emerging technologies, Education, Health Science, Marketing and Media, and Politics and Economics. **The IMSA Internship Programs offers two opportunities:**  
**COHORT 1 - ACADEMIC YEAR:** During the school year, the program operates from September thru April. Matched students will work one day a week on IMSA "I-Days" (select Wednesdays designed for independent study) for 25 weeks at 6 - 8 hours a day. Cohort business partners and off-campus internship locations are approved by campus administration. Cohort Examples include 1) Off-campus (in a company as approved by Academy) and 2) On-campus (remote/virtual). **COHORT 2 – SUMMER:** During the summer months June through mid-August, the times, days and location of the summer internship is at the discretion of the IMSA student, parent and business provider.

The program requirement is 25 days/160 hours (avg. 6-8 hours per day). Cohort Examples include 1) In-company and 2) Remote/virtual. Interested and accepted students are required to complete the following program requirements: (1) Register your interest to participate with Internship Program Team (2) Attend internship program orientation, training and coaching. (3) Create a professional resume, cover letter and LinkedIn Page. (4) Submit parent(s) approval for participation and consent for travel on official Program Form (5) Maintain "Good" Academic Standing, program attendance and communication (6) complete a Business Project Proposal and Final Report (7) Present Business Research Project at IMSAloquium.

Due to the nature of the Internship, specific details to the attendance policy are included in the Internship Handbook and differ from the general attendance policy of the academic courses. If a student is home ill, IMSA policy states that the student must be symptom-free for 24 hours before returning to school. IMSA policies regarding flu state that the student must be fever-free for 24 hours, and then see the IMSA nurse, before returning to IMSA. On I-days, the Health Office is open 7:30 a.m. - 4:00 p.m. If the student intends to return to IMSA on an I-day from illness, the student is to recuperate at home, and return to see the nurse after 2:00 p.m. If the student is at IMSA and does not feel well enough to attend Internship, the student must see the IMSA nurse as soon as the Health Office opens at 7:30 a.m. The Nurse within the Health Office will make a determination if the student needs to go home. In addition, the student (except for lunch and bus pick up) is not allowed to leave the Internship site without permission from the Internship Program Manager. Leaving an Internship site without permission is a Tier II-B infraction and will be handled according to the Student Disciplinary Policy.

## INDEPENDENT STUDY

Independent Study provides students the opportunity to personalize learning beyond the course catalog. In contrast to Student Inquiry and Research, which requires the investigation of a single driving question, Independent Study encourages students to explore a topic or body of knowledge with more freedom and flexibility, requiring a level of work similar to a senior elective. Only seniors under the direction of an IMSA faculty member are eligible for a one or two-semester study. A student may not enroll in more than two Independent Study courses per semester. Exceptions require the CAC's permission. For an Independent Study, students earn 0.5 credits each semester receiving as "pass with distinction," "pass," or "fail" grade, assessed by the advisor. Independent Study credit does not count towards the course requirements for graduation. If a student enrolls in an Independent Study because he or she has exhausted the IMSA course catalog in a certain field, he or she may, with the advisor's consent, appeal to the Principal or designee for graduation credit or a letter grade in the course. An Independent Study Learning Proposal must be completed and submitted to the Principal's Office with all signatures: the first Wednesday of May for fall, spring, or year-long independent study.

## IMSALOQUIUM

IMSAloquium is a student showcase of investigations, which provides a forum where all students conducting Student Inquiry and Research investigations will share their work with the IMSA community for peer review and discussion. IMSAloquium is held during the spring semester every year. Attendance for the entire day of IMSAloquium is an expectation for all students.

## INTERSESSION

Intersession is a period of experiential learning programs between first and second semester. Successful completion of Intersession is mandatory, which includes attendance of all sessions, active participation, and satisfactory completion of any deliverables. Failure to complete Intersession is part of the Academic Status Review.

Students may be granted excused absences for some or all of Intersession under appropriate circumstances (i.e.: medical leave, illness). Parents must contact the Attendance Office per the standard Attendance Procedures. If a student misses significant time from their Intersession program requirements (more than 25%), the Principal's Office will require the student to engage in a make-up project or assignment to fulfill the Intersession requirements.

Students missing any portion of Intersession with unexcused absences will be sent home for the duration of Intersession, will be assigned a make-up project or assignment by the Principal's Office, and will be unable to return to campus until spring semester convenes.

## WITHDRAWAL FROM IMSA

### During the School Year:

If a student requests to withdraw from the Academy, the student must complete the following steps in order:

1. Contact one of the school counselors in the Student Affairs Office and then have a meeting to discuss the reasons behind the withdrawal.
2. Complete the Withdrawal form in the Student Affairs Office. The student and a parent/guardian must sign the form.
3. Complete the Transfer of Records form in the Student Affairs Office. The student and a parent/guardian must sign the form. Transfer of records will not be processed if all obligations are not cleared.
4. Check-out of the residence hall. A parent/guardian must be present.
5. A meeting may also be scheduled with an administrator to discuss transitions back to the student's home school.

#### **End of School Year:**

If a student requests to withdraw at the end of the school year and not return, they must contact the Student Affairs Office. The student will be provided with an Enrollment Form to be completed and signed for withdrawal from the Academy and records to be transferred to the school of choice.

## **ACADEMIC PARAMETERS AND OTHER ACADEMIC INFORMATION**

### **ACADEMIC STATUS REVIEW**

The Principal or designee will review the academic progress of all students at the end of each assessment period per [IMSA policy JECF](#).

### **ACADEMIC PROBATION**

Academic probation should in all cases be considered a supportive intervention and not a punitive measure. Academic probationary status will be initiated whenever a student has received a semester grade of D or WF (withdrawn with a failing grade) in a single course.

Academic dismissal from the Academy is initiated when a student fails to meet minimum course requirements (C- or better) in any course in consecutive terms (i.e.: fails a course while on academic probation), failure of the same course twice or multiple (two or more) failures in the same semester will result in a recommendation for dismissal of the student at the conclusion of that grading period or to not extend continued enrollment to the Academy the following semester. All due process assurances prescribed in the discipline review procedures will apply as well to all attendance dismissal recommendations will apply.

Academic probation will include loss of privileges, as necessary, to support the student's academic success and personal well-being. The priority must always be focused on promoting the total intellectual, emotional, and social development of the student. Students placed on academic probation are required to meet with their assigned College and Academic Counselor (CAC) or designee at the start of the following semester to discuss and draft an academic success plan. The CAC may also consult with additional faculty and staff, such as an RC or Advocate, to develop the student's plan. Plans will include any support and interventions deemed necessary to support the student's success and meet the student's individual needs, which may include items such as standing meetings with support personnel, required study hours, and more. The plan will be shared via email with the student, parents/guardian, Principal's Office, and RC. The plan will also be shared with the student's Advocate and Case Manager, if applicable. Throughout the semester, revisions may be made to the plan by the CAC or designee in order to provide an optimal, individualized support plan. Following the academic success plan is a requirement for continued enrollment at IMSA.

### **ACADEMIC BEHAVIOR CODE**

The main goals of engaging in academic endeavors are to find, explore, and disseminate knowledge. One cannot do this without engaging fully in the process and without acknowledging the work of other scholars, teachers, and students.

Academic honesty and integrity are therefore integral to the academic process. Acting and learning with integrity is vital in any learning environment as it fosters a community of trust and promotes personal growth to one's fullest potential. IMSA students are expected to conduct themselves in accordance with six fundamental values: integrity, honesty, trust, fairness, respect, and responsibility. Students are to act so that they are worthy of the trust bestowed on them by teachers and peers, and carry out their responsibilities with integrity and honesty.

### Academic Integrity

Students at IMSA are expected to help create an environment of honesty and trust. In doing so students are expected to report any incidents of cheating that they are aware of. This includes providing information in connection with any inquiry regarding academic dishonesty. Additionally, students who provide their work to others (when instructed not to) share the same responsibility as those who use the given work dishonestly.

### Academic Honesty

IMSA students are responsible for holding themselves to the rules and encouraging others to do the same. To act dishonestly is inexcusable. IMSA does not accept acts of dishonesty as an appropriate response to any situation. Students who engage in academic dishonesty should expect serious consequences. Students involved in breaches of academic honesty will be referred for formal discipline (see Policy JG-Student Discipline) and minimally will receive a reduced or failing grade for the assignment with the possibility of a lower or failing course grade.

### Collaboration

Collaboration is considered a partnership. All students are expected to contribute to collaborative work and share in the learning and the grade received. Collaboration is teaching and learning with your peers, a two-way exchange of ideas, with the end result being students gaining knowledge and skills. Unless a two-way exchange of ideas is occurring there is no collaboration. Examples of unacceptable collaboration include, but are not limited to:

- a. Working with someone on any type of assignment when your teacher has told you not to collaborate
- b. Working with others in ways contrary to the instructions given for the assignment
- c. Using another's conclusions in your paper, your lab report, your problem set, and so forth.

### Cheating

Cheating (aiding someone to cheat, plagiarism, self-plagiarism, fabrication, obtaining or providing an unfair advantage, falsification of documents, unauthorized access to records, and inappropriate collaboration), whether intentionally or carelessly committed, is a breach of academic integrity and honesty. The teacher will exercise professional judgment in determining breaches of academic integrity. Below is a list of some of the behaviors that constitute cheating, thus are breaches of academic integrity; it is impossible to provide a list of all possible examples.

Each student is responsible for all of his or her work that is submitted. If you require clarification or assistance on an assignment, you are expected to seek the assistance from an instructor in a timely fashion before the assignment is due. Once you have turned in an assignment, you may not claim that you did not understand it.

1. *Aiding and Abetting Breach of Academic Integrity.* Examples include, but are not limited to:
  - Providing material, aid, information, knowledge, or other assistance that is or could be used to aid any of the violations listed below;
  - Providing false information in connection with any inquiry regarding academic integrity;
  - Providing advice and/or strategies that promote or encourage breach of academic integrity;
  - Discussing or asking another student about a test or quiz before one of you has taken that test or quiz, including but not limited to asking about content;
  - Giving another person a copy, in any format, of a paper, problem set, lab report, test, quiz, or other assignment in such a manner as to promote or encourage breach of academic integrity;
  - Giving another person a copy, in any format, of a paper, problem set, lab report, test, quiz, or other



assignment when it is not part of a collaborative learning effort.

2. *Cheating*. Examples include, but are not limited to:

- Using unauthorized notes, answers, aids, calculators, cell phones or other information on an examination, paper, report, problem set, or other assignment;
- Copying from someone else's work, such as from an exam, test, quiz, lab report, paper, problem set, or other assignment;
- In the absence of a course revision policy, altering any work once it has been graded and returned, then resubmitting the work for regrading without express permission;
- Allowing another person to do one's work and submitting that work under one's own name or receiving unauthorized assistance in completing one's work;
- Claiming that a technology problem, such as a hard drive crash, occurred and resulted in a lost assignment when it did not;
- Turning in an incorrect version, such as an earlier draft of a paper, problem set, lab report, writing assignment, or other assignment, intentionally or unintentionally, then turning in a second version at a later time, claiming that the original version was turned in by mistake.

3. *Plagiarism or Copyright Infringement*. Examples include, but are not limited to:

- Presenting the distinctive ideas, facts or words of another (in part or in whole) without appropriate acknowledgment of the source, whether intentional or unintentional, as one's own. Issues of plagiarism apply to any type of work including, but not limited to exams, papers, any written or printed text, computer programs, web sites, and so forth;
- Failing to place quoted text in quotation marks and/or failing to attribute the source, whether intentional or unintentional;
- Poorly paraphrasing (putting into your own words) a sentence, passage, paragraph, and so forth from a source and/or failing to attribute the source, whether intentional or unintentional;
- Attributing an idea, fact, or quotation to an incorrect, false, or made-up source, whether intentional or unintentional;
- Copyright infringement pertains to unauthorized use of any work fixed in tangible media, such as books, articles, web sites, art, music, photography, video, and so forth, whether intentional or unintentional.

4. *Fabrication*. Examples include, but are not limited to:

Falsifying or inventing any data. Presenting data that were not gathered in accordance with standard course practices or other specified guidelines for data collecting; copying another student's data and representing it as your own; making up data instead of following specified protocols for data collection; generating data and failing to include an accurate account of the method by which the data were gathered or collected; presenting data that have been altered or contrived in such a way as to be deliberately misleading; using class data sets improperly.

Improper Citation: Any attribution to, or use of, a source (real or invented) from which the referenced material was not obtained, including use of a quoted reference from a non-original source while implying reference to the original source.

False information and lies: providing false information in connection with any inquiry regarding academic dishonesty.

5. *Multiple Submissions of same work*. Examples include, but are not limited to:

- Submitting identical or substantial portions of similar work for credit more than once, without prior explicit consent of the course instructor(s) to whom the material is being or has been submitted to.

6. *Obtaining or Providing an Unfair Advantage*. Examples include, but are not limited to:

- Gaining or providing access to examination materials prior to the time authorized by the instructor
- Providing materials, information or other assistance on an academic assignment without

- authorization from the instructor(s);
  - Gaining or providing access to previously given examination materials, where those materials clearly indicate that they are to be returned to the instructor at the conclusion of the examination;
  - Intentionally obstructing or interfering with another student's academic work.
7. *Falsification of Records and Official Documents.* Examples include, but are not limited to:
- Altering documents affecting academic records;
  - Forging a signature or providing false information on an official or unofficial Academy document such as a grade report, letter of permission, power of attorney form, petition, enrollment form, ID card, attendance list, or any other Academy-related document.
  - Obtaining and/or using IMSA letterhead for any purpose, unless explicit and specific permission has been given by an Academy official.
8. *Unauthorized Access to any Records.* Examples include, but are not limited to:
- Viewing or altering computerized academic or administrative records or systems;
  - Modifying computer programs or systems;
  - Releasing or dispensing information gained via unauthorized access;
  - Interfering with the use or availability of computer systems or information.

## ADVANCED PLACEMENT EXAMINATIONS

Although Academy courses are not designed to follow Advanced Placement (AP) syllabi, students who are interested in participating in the AP testing will be provided with appropriate information about the examinations. The purpose of the AP examinations is to provide a mechanism whereby students may earn college credit for work completed in demanding high school courses. At IMSA, students and their parents will assume the responsibility for the cost of the Advanced Placement examination.

## COLLEGE AND ACADEMIC COUNSELORS (CAC)

The CACs collaborate in the development and delivery of college application materials, financial aid, college admission testing, all course selection and scheduling processes, academic counseling and intervention programs. CACs also serve on a support team with other academic, residential, and Student Affairs members.

In the event of an egregious offense, the Academy is obligated, as required by policy JO –Student Records, to contact the student's college, university and/or other post-secondary institution(s), in order to either withdraw or withhold official Academy letters of recommendation for the student until consent for such disclosure is received.

In the event of a non-egregious offense, the Academy is not obligated, or required by this policy, to contact the student's college, university and/or other post-secondary institution(s), in order to either withdraw or withhold official Academy letters of recommendation.

If the Academy is contacted by colleges requesting non-egregious disciplinary information regarding college application materials, consent to disclose such information should be obtained from the student or parent prior to disclosure. If the student/parent refuses to consent to such disclosure, the Academy will note that it has not received the required consent to disclose the requested information in the appropriate place on the materials.

## CONTINUED STUDENT ENROLLMENT STATUS

Students attend the Academy by invitation. After the initial selection year, students are reviewed for continued enrollment for the second and third year. Continued enrollment is offered to those students who have demonstrated an acceptable standard of academic, residential, service and behavioral performance consistent with the level of academic responsibility and independent living required of an IMSA student. (See [Student Policy JECF](#))

## FACULTY OFFICE HOURS

Faculty members are committed to being available on the basis of mutual convenience. Faculty, in each of their classes, is expected to inform students of their office hours and the best method and time to contact them.

Students who have concerns are expected to contact teachers directly and, if there is need for continued dialog, contact the Principal's Office.

### LEARNING STRATEGIES COORDINATOR

The Learning Strategies Coordinator, in collaboration with faculty and other support staff, designs and implements individual and group interventions and experiences for students. It is a holistic approach to ensure the individual student is supported academically by ways if collaborating with staff, family and parents/guardians. The learning strategies promoted include note taking, assessment of understanding, preparing for tests and written assignments, getting the most from textbooks and teachers, staying focused during volume reading assignments and complex technical reading, as well as managing time to allow for enough study, sleep and recreation.

### REGISTRAR/MANAGER OF STUDENT RECORDS

The Registrar maintains and disseminates all student records for enrolled students and alumni. The Registrar also oversees student information in the institutional unified database system.

### STRATEGIES TEAM

The Strategies Team includes those who share the primary responsibility for support of students at the Academy from the time of registration through graduation. Since the academic progress of each student is influenced greatly by the total development of the individual, staff work closely to provide appropriate interventions and support programs. The team monitors individual student progress and assigns case managers when necessary. Intervention may include, but is not limited to a residential, academic or full staffing. The team is comprised of the Learning Strategies Coordinator, Academic Support Associate, faculty, the CACs, school counselors, school nurse, and representatives from Student Affairs Office, and the Principal's Office.

### TEXTBOOKS

Students are responsible for all books issued to them and will be charged by the Principal's office for any damaged or lost books. Students should check the condition of each textbook at the time it is issued and make the effort to keep books in the best possible condition.

## ATTENDANCE AND TARDINESS PROCEDURES

IMSA is committed to the philosophy that every student must attend school on a regular basis and be on time for classes. The academic expectations of the Academy are rigorous and class attendance is vital to ensure academic progress. In addition, each student's interaction with their classmates on a daily basis is a critical component of the learning process.

Students choosing to come to IMSA have elected to join a residential academic community. To be a member of a community is to participate in required activities. The Academy's attendance policy applies to all activities where student presence is required, such as academic courses, mandatory study, required faculty office hours/support, Sophomore Navigation, LEAD, SIR, Diversity, Equity and Inclusion programs, Convocation, Academy assemblies and Residence Life programming unless stated in each individual program.

The attendance policy is designed for four purposes:

- Ensure proper engagement in academic courses and academic supports;
- Ensure that IMSA monitors the whereabouts of students so they are safe and accounted for during the school day;

- Ensure that class attendance data on each student is available upon request from parents, students, and appropriate IMSA staff;
- Provide a basis for decision-making for purposes of grading and/or consequences for nonattendance.

Academic success, grades and credit may be adversely affected by excessive absences whether pre-arranged, excused or unexcused, and participation in class is a stated factor in performance assessment.

## ATTENDANCE EXPECTATIONS

Students are expected to be in all classes on time for the entire time, unless properly excused by the Academy via the Attendance, Nurse's, Counselors', or Principal's Office (see "Excused Absence" section). Students and parents are expected to be accountable for awareness of their absence totals and the associated consequences.

Teachers are expected to:

1. Submit student attendance data at the start of each period to Attendance Office via PowerSchool;
2. Communicate any course and laboratory specific attendance expectations to students as soon as possible and to parents on or before Parent day;
3. Submit student attendance data period by period to the Attendance Office via PowerSchool;
4. Communicate student attendance or other concerns immediately to the student, parents and the Principal's Office.

Parents are expected to address concerns about classroom related issues regarding their students first with the teacher of the class in question and then with the Principal or designee.

## ATTENDANCE ADJUSTMENTS

Any questions or concerns about attendance issues in a course should first be addressed to the teacher and Attendance Office. If necessary, concerns can be escalated to Principal or Principal's designee. Any determinations on an attendance matter by the Principal or Principal's designee are final.

## ATTENDANCE OFFICE

The Attendance Office is a function of the Principal's Office. This office, located in A108, will be open every morning, Monday through Friday, on school days when the Academy is open, from 7:30 a.m. - 4:00 p.m. for students and parents requesting attendance information or needing a tardy pass. For absences, contact the Attendance Office at 630.907.5029 and/or email [attendance@imsa.edu](mailto:attendance@imsa.edu).

## STUDENT ABSENCES

The teacher will report student absences from any class to the Attendance Office. Students and parents are expected to be accountable for awareness of their absence totals and the associated totals and their associated consequences. PowerSchool is IMSA's method of communication with parents and students in regard to attendance.

### Excused Absence

Reasons accepted by the Academy for excused absence shall include: illness of the student, death in the family, religious holidays, school-sponsored activities for academically eligible students, medical appointments, and family emergencies. Non-essential removal from class, such as vacations, is discouraged. Students may not be excused from a class "after the fact." An excused absence shall enable a student to make up and receive credit for work missed per the [Make Up Privileges guidelines](#).

### Suspensions

Student absences while under suspension are considered excused. Students under suspension are expected to complete all course work. Guidelines for staying engaged with academics will be communicated to students under suspension during the disciplinary process.

### Illnesses

A parent may not call their student in "ill" if the student is on campus. The student must be seen by the nurse for evaluation and recommendations for class.

Any student missing four (4) or more days of class (I-days are counted as attendance days) will be required to submit a doctor's note to the health office clearing them to return to school. This note must also indicate that the student is able to return to independent residential living (free of communicable diseases and able to provide independent activities of daily living).

### Unexcused Absence Points

Unexcused absences and unexcused tardies are tracked via a point system. Points are accumulated as follows:

- Start of class to 4 minutes late: One (1) point (See *TARDINESS* for more details)
- 5 minutes until halfway through class: Two (2) points
- After halfway through class: Three (3) points

Students more than five (5) minutes late need to get a time-stamped pass from the Attendance office and hand the pass to the teacher upon entering class for a signature. The student will return the pass to the attendance office by the end of the day, and the office will calculate the absence points based on the time shown.

Teachers will only have to enter a tardy before five (5) minutes or an absence after five (5) minutes into the class. The Attendance office will calculate the points.

### Unexcused Absence Points Responses

Point accumulation for unexcused absences and unexcused tardies will be dealt with in the manner below.

Points	Expected Responses
0 – 2	<ul style="list-style-type: none"> <li>• The student is responsible for communicating with the teacher about any material/work missed. Students may not be granted credit for work missed.</li> </ul>
3 – 5	<ul style="list-style-type: none"> <li>• Attendance Clerk emails first warning letter to student, parents/guardians, instructor, CAC, Residence Hall Staff, Dean of Student Support and Equity. If applicable, the letter is also sent to the Learning Strategies Coordinator, Advocate, and Case Manager.</li> <li>• Student is ineligible for participation in after school activities on the day the warning letter is sent. This may be in addition to a day of ineligibility prior due to an unexcused absence as detailed in the "Absences and After School Activities" section.               <ul style="list-style-type: none"> <li>○ If a student is notified of multiple courses reaching 3-5 points in the same letter, the student will be ineligible for one school day per course in consecutive school days starting from the issue date of the letter. (i.e.: if a student is notified of two classes on a Monday, the student will be ineligible for after school activities on both Monday and Tuesday.)</li> </ul> </li> <li>• Student must complete the Absence Reflection Form linked in the letter.</li> <li>• Student will be required to attend restricted study for one day as assigned by the Principal's Office or designee, which may be during I-Day Study Hall, Testing Center Hours, Evening Study, or other.               <ul style="list-style-type: none"> <li>○ If a student is notified of multiple courses reaching 3-5 points in the same letter, the student will be assigned one day of restricted study per course. The restricted study may or may not be assigned on consecutive days.</li> </ul> </li> </ul>
6 – 8	<ul style="list-style-type: none"> <li>• Attendance Clerk emails final warning letter to student, parents/guardians, instructor, CAC, Residence Hall Staff, Dean of Student Support and Equity. If applicable, the letter is also sent to the Learning Strategies Coordinator, Advocate, and/or Case Manager. The letter will stress that</li> </ul>

	<p>accumulating 9+ points will result in a student being withdrawn from the course with a failing grade (WF).</p> <ul style="list-style-type: none"> <li>• Student is ineligible for involvement in any programming (athletics, clubs, etc.) for one week.</li> <li>• Student will be required to attend restricted study for five school days, which may be during I-Day Study Hall, Testing Center Hours, Evening Study, or other. Days do not have to be consecutive.</li> <li>• Student is scheduled to meet with the Dean of Student Support and Equity. Failure to attend the meeting will result in disciplinary actions (Tier I violation).</li> <li>• The meeting will involve a discussion of absences, academic progress, and reiteration of attendance policies.</li> <li>• The Dean may assign additional action items and restrictions. Any items will be shared with the same audience copied on the final warning letter. Failure to comply with the items assigned by the Dean will result in disciplinary actions (Tier I violations).</li> </ul>
9+	<ul style="list-style-type: none"> <li>• The Dean of Student Support and Equity emails Withdrawn with a Failing Grade (WF) letter to student, parents/guardians, instructor, CAC, Residence Hall Staff, Attendance Office, Principal's Office, and Registrar. If applicable, the letter is also sent to the Learning Strategies Coordinator, Advocate, and/or Case Manager.</li> <li>• The student or parents/guardians may appeal in writing within two (2) business days of receiving the letter to the Principal (<a href="mailto:prinoffc@imsa.edu">prinoffc@imsa.edu</a>) to be reinstated to the course.             <ul style="list-style-type: none"> <li>○ If there is no appeal within two days, the student will be withdrawn from the course with a failing grade (WF) effective immediately.</li> <li>○ The Principal will provide a response to an appeal within five (5) business days. The Principal's decision is final.</li> <li>○ The student should continue to attend class while awaiting the results of the appeal. Any attendance points accumulated while awaiting the outcome of the appeal will result in the appeal being nullified and the student will be withdrawn from the course with a failing grade (WF) effective immediately.</li> <li>○ If the Principal denies the appeal, the student will be withdrawn from the course with a failing grade (WF) effective immediately.</li> <li>○ If the Principal reinstates a student to the class, any additional points accumulated in the course will result in being withdrawn with a failing grade (WF) with no option to appeal.</li> </ul> </li> <li>• A grade of WF counts as a failing grade that will be included on the student's transcript.</li> <li>• A grade of WF counts as a failing grade for the purposes of:             <ul style="list-style-type: none"> <li>○ Policy JECF, Academic Status Review.</li> <li>○ Athletics and event eligibility</li> </ul> </li> </ul>

### Tardiness

All students should arrive in their assigned classroom location prior to the start of class. Adequate time (5 minutes) is provided for students to reach their classes before the end of the passing period. Unexcused tardiness is disruptive to the instructional process and forces the teacher into unnecessary repetition. Tardies are assigned unexcused points.

### Combined Excused and Unexcused Absences

The academic expectations of the Academy are rigorous, and class attendance is vital to ensure academic progress. In addition, each student's interaction with their classmates on a regular basis is a critical component of the learning process. Due to the intense nature of the Academy program, there is a point reached when there is insufficient engagement in the course to achieve the learning objectives and justify awarding course credit.

- Single-Mod Course: If a student reaches ten (10) total absences, excused or unexcused absences, in a single-

mod course during the same semester, a student can be withdrawn from the course with a grade of W.

- Double-Mod Course: If a student reaches five (5) total absences, excused or unexcused absences, in a double-mod course during the same semester, a student can be withdrawn from the course with a grade of W.

When a student reaches 10 (single) or 5 (double) total absences in a course, the Attendance clerk will notify the student, parents/guardians, instructor, CAC, RC, and Dean of Student Support and Equity. If applicable, the notice is also sent to the Learning Strategies Coordinator, Advocate, and Case Manager. The Principal or designee will investigate the situation and determine within five (5) business days if the student will be granted an extension to continue enrollment in the course. If the student is on-campus, the student should continue to attend class until an outcome is provided by the Principal or designee. If the Principal or designee grants an extension, the outcome letter will identify the length and terms of the extension, including at what number of absences the student's status will be reviewed again.

A grade of W does not count as a failing grade; however, it is still a consideration when reviewing a student's continued enrollment at the academy (Policy JECF).

### Attendance Probation

Students who reach 9+ attendance points in any course during a semester will be placed on Attendance Probation the following semester, pending their continued enrollment at the Academy. A student may be placed on Attendance Probation separate from or in addition to Academic Probation.

Students placed on Attendance Probation will be required to meet with their College and Academic Counselor or Learning Strategies Coordinator (sophomores) to draft a written plan with expectations and/or restrictions to support improved attendance. The plan must be drafted by no later than the end of the second week of classes in the semester. The plan will be shared with the student, parents/guardians, RC, Attendance Office, and Principal's Office. If applicable, the letter is also sent to the Advocate, and/or Case Manager.

Students on Attendance Probation lose their right to appeal a withdrawn with a failing grade (WF) decision if the student accumulates 9+ points in a course.

Students will be removed from Attendance Probation at the conclusion of a semester if the student does not accumulate 9+ points in any course by the end of the term.

### Pre-Arranged Absence from Class during the School Day

A student having the necessity to leave school and the campus during the day (between 7:30 a.m. and 3:30 p.m.) must report to the Attendance Office for permission to sign out. After 3:30 p.m., students must sign out in their residence halls. A parent/guardian phone call must be received before a student may be picked up if the student is missing classes, SIR or any other mandatory school function. **If the parent fails to call the Attendance Office before 9:00 a.m. the student will receive an unexcused absence for the classes missed.**

**Students are to return to school following all appointments unless the school day has been completed.** Parents are encouraged not to make appointments (i.e. doctor, dentist) for students during the school day unless absolutely necessary. The parent is responsible for transportation of their student to and from the appointment. The student must wait in class until the parent arrives and will be notified to meet the parent at the Attendance Office. Parents should not attempt to directly contact their student when the student is in class.

### Pre-Arranged Absence for One or More Full School Days

The Academy discourages families from removing students from class unless necessary. Whenever possible, college visits, family vacations, or appointments should be scheduled for days and times when a student is not scheduled for class or other mandatory school functions, such as during school vacations and weekends. Such absences, even if excused, still count towards the "Combined Excused and Unexcused Absences" policy (see above).

In certain instances, a student may be granted permission to be absent from school for a limited period of time. The following arrangements must be made in advance in the following manner:

1. The parent must contact the Attendance Office by phone or email at least 24 hours prior to the planned absence.
2. Without parental **approval at least 24 hours in advance, a prearranged absence will be treated as unexcused.**
3. Requests for three or more (3+) consecutive school days of pre-arranged absence will be forwarded to the Principal or designee for review. A response will be provided within five (5) business days, and students/parents should plan for this timeline for approval. Any requests made fewer than five (5) business days from the date of departure may be denied and considered unexcused.
4. Requests for more than five (5) consecutive schools days of pre-arranged absence for non-essential purposes will not be considered. Any absences beyond five days that do not have Academy approval will be considered unexcused.
5. Students are responsible for all missed assignments and discussing the work with their teachers. All assignments given to the student during the pre-arranged absence are due on the day established by his/her teachers. The time and place of any makeup sessions shall be solely at the initiative of the student and at the convenience of the teacher. Assignments not completed on that established day(s) will not be granted credit.
6. College Visit: If a student will miss class time for a college visit, the student must discuss the college visit with and receive approval from their College and Academic Counselor before leaving on the visit. The College and Academic Counselor will notify the student, parent, and Attendance Office in writing (i.e.: email) if the trip is approved or denied. If the student requests permission inside 24 hours, per the above, the absence will be considered unexcused regardless of College and Academic Counselor approval. Likewise, if the College and Academic Counselor denies the request and the student still misses class to attend the college visit, the absence will be unexcused.
7. When leaving the campus for the approved pre-arranged absence, the student must sign out with the appropriate personnel.

## ATTENDANCE RECOGNITION

During the Fall and Spring semesters, the Academy will recognize students who demonstrated their commitment to attending class and mandatory school functions throughout the term. The two levels of recognition are as follows:

- IMSA Blue: Student had perfect attendance throughout the term, with no excused absences, unexcused absences, or unexcused tardies.
- IMSA White: Student had no unexcused absences or unexcused tardies, and five or fewer excused absences.

Students achieving either level will receive a letter of recognition from the Academy.

## STUDENT AFFAIRS

The Student Affairs staff at IMSA believes that it is a student's responsibility, during the student's three years at the Academy, to reach the student's full potential in all areas of development with special emphasis in leadership and personal responsibility. The staff provides appropriate interventions, support mechanisms, services and learning opportunities to help students reach their potential and to be healthy, ethical, productive members of the local and global communities. It is the staff's responsibility to facilitate the development, implementation, and assessment of these programs and to serve as a student and parent advocate within the Academy. The Student Affairs office is used as first line contacts and as a place to begin the process to answer questions or get help. Areas overseen in the office include: Athletics and Co-Curriculars, Campus Activities, Student Discipline, Health Care, Laundry Service, Leadership Education, Campus Safety & Security, Residence Life, Service Learning, School Counseling, and Vending Service.



## RESIDENCE LIFE

Students who choose to attend the Academy are committed to developing their personal and social skills along with their academic talents. In the residence halls, students will encounter new and different people, encounter new ideas and differing values, and test their self-discipline. At the culmination of the residential experience, students will be independent and responsible individuals who demonstrate sustainable, equitable, and ethical practices in their current and future communities. A student's acceptance to attend the Academy constitutes an agreement on his/her part to actively support the Academy's Residential Life expectations.

### Resident Counselors (RC)

Each Resident Counselor (RC) at IMSA is charged with the responsibility for providing the continuity of the student's experience at the Academy. The RC guides individual student's personal, social, emotional, and academic growth. Within the Academy community, the RC fills the positions of role model, academic advisor, mentor, disciplinarian, and counselor; and by words, actions and examples, teaches students responsible behavior.

### Day Hall Monitor (DHM)

The Day Hall Monitor (DHM) are individuals who provide adult supervision for the halls from 7:45 a.m. - 3:15 p.m. on school days.

### Area Coordinators (AC)

The Area Coordinator (AC) provides leadership within the hall and the Residence Life program and works to provide continued support to students. The AC supervises the RCs and assists with managing the overall living environment in each hall. They are also the administrator on call during the evening hours.

### Director of Residence Life

The Director (DRL) provides leadership within the hall and the Residence Life program. The Director of Residence Life supervises the ACs, DHMs and RCs and assists with managing the overall living environment in each hall. The Director of Residence Life also assists with administrator on-call duties during the evening hours.

### Residential Student Leaders (RSL)

The Residential Student Leaders (RSL) Program provides leadership and mentorship to students in their halls. Students are interviewed and hired for the following positions:

- *Hall Coordinators*: The main function of the Hall Coordinators (one Community and one Diversity) is to assist the RCs in creating a cohesive and functional hall community. The two coordinators in each building are upperclassmen chosen for their demonstrated leadership abilities, commitment to IMSA, and overall maturity. These students serve as hall leaders and help plan activities to promote hall unity.
- *Wing Liaison (WL)*: The Wing Liaison (WL) also assists the RC in creating a cohesive and functional living environment on a wing-level. The one WL in each wing are upperclassmen chosen for their demonstrated leadership abilities, commitment to wing community building, and interpersonal interactions. The WL plans activities to promote community building and support the Residence Life curriculum.

## RESIDENTIAL EXPECTATIONS

Each of the seven Residence Halls on campus has consistent rules and expectations. All students and parents will be made aware of these rules and expectations upon move-in and are expected to abide by them at all times. A copy of these expectations may be requested from the hall staff and is made available to all students at the beginning of the year. These rules and expectations are in place to maintain order within the halls, to better serve the students of the hall, and to better meet the needs of the hall structure.

### Curfews and Check

Sophomore Lights Out:	Sunday – Thursday	12:00 a.m.
Sophomore Check:	Monday – Friday (Rolling check)	6:30 p.m. – 7:30 p.m.
	Saturday – Sunday (Rolling check)	3:00 p.m. – 5:00 p.m.
Junior/Senior Check:	Monday – Friday (Rolling check)	6:30 p.m. – 7:30 p.m.
	Saturday – Sunday (Rolling check)	3:00 p.m. – 5:00 p.m.
In-Hall Check:	Sunday – Thursday	10:00 p.m.
	Friday – Saturday	11:00 p.m.
Sophomore In-Room Curfew:	Sunday – Thursday	11:00 p.m.
	Friday – Saturday	12:00 a.m.
Junior/Senior In-Room:	Sunday – Thursday	12:00 a.m.
	Friday – Saturday	12:00 a.m.

Unless a student has signed out with an RC or the Attendance Office, each student will need to stop by his/her respective RC's office for check. Students may not be checked out via a phone call. It is the student's responsibility to make sure that the RC on duty has verified the check in. If the on duty RC is not in the office, the student will need to wait for the RC to return. For curfew checks, students must be present in their respective wing commons area and remain there until the RC on duty completes check. It is expected that students manage their time wisely and begin to draw closure to their day after curfew check to ensure a healthy amount of sleep. Students will respect their roommates' right to sleep/study after curfew check.

Students can leave their room, but not their wing during night hours to use the microwave, get a glass of water or get something from the refrigerator. However, students should not be disruptive to other students or make a habit out of this practice as adequate sleep is needed for the academic demands during the day. Students are not allowed to leave the residence halls in the morning until 7:00 a.m. If students have an early morning practice, SIR, other school sponsored activities/trips, or early parent pick up students must inform the RC in the office the night before their early morning departure.

### Extended Weekends/Holidays

As noted on the Academy's calendar, there are four extended weekends and several holidays scheduled throughout the year, as referenced in the [academic calendar](#). During Extended, the Academy is closed and students must leave the campus by 5:00 p.m. on the prescribed day. There is a *late fee of \$25 assessed for every 5 minutes a student is not picked up after the halls close*. The late fee will be added to the student's obligation fees in PowerSchool. As these times are breaks for staff members as well as students, the Academy cannot make exceptions to cover special requests for student housing during extended weekends or holidays. With parent permission, students may stay with friends or family during mandatory closings. Clearance cards are issued by the RC and indicate that students have completed all of their residential responsibilities including passing room inspections, and completing their wing cleaning assignments. If students are checking out before 1:00 p.m., clearance cards must be obtained the night before in order to check out with the Attendance Office. Students will not be allowed to check out without a clearance card.

Students will not be assigned academic due dates over extended weekends or on the first academic day back from extended.

### Housekeeping

Students are expected to keep their rooms in a clean and orderly state. Residence Life staff will conduct room inspections every other week to ensure that basic cleanliness and safety standards are met. The staff will be in and out of a student's room on a regular basis as they check on the student's continued wellbeing. If at any time the room is not

clean, the RC will explain what needs to be done and give the student an adequate amount of time in which to clean it. It should also be noted that any breach of Academy policy noted during official inspections or routine visits to the student's room will be dealt with immediately.

Students also are required to complete wing/hall housekeeping duties, which will be assigned on a rotating basis. It is important that all students do their part to ensure that shared spaces are kept neat and clean. If a student is leaving campus on a night they are assigned housekeeping duties, the student is expected to make arrangements for the housekeeping to be done. RCs will ensure that all housekeeping is completed in a timely fashion and will issue violations if it is not completed.

Multiple housekeeping violations or a pattern of "forgetting" will have consequences, such as housekeeping duties or residential restrictions. Wings and/or halls will develop specific guidelines regarding housekeeping. If the student repeatedly does not meet the established expectations for cleanliness for housekeeping or room inspections they will be referred for formal discipline.

### **Room Condition Report (RCR)**

Each resident must complete a room condition report upon moving into any new space within the residence halls. When filling out this form, be sure it is complete and accurate, because you assume responsibility for the room's condition and IMSA-issued contents upon occupancy. If you do not return an RCR to the Residence Counselor within one week of move-in or your move-in date, we will assume your room, apartment, cluster, and/or suite were damage-free. Any damages noted during check-out that are not present on the RCR from check-in will be billed to your student account.

### **Check-Out**

Residents are required to go through a formal check-out and room condition review procedure with their resident counselor, using the room condition report the student filled out when they checked in. Charges will subsequently be assessed to you based on repairs or cleaning necessary to return your room to its condition when you moved in. To avoid charges, residents should:

- Properly clean the room and remove and properly dispose of all trash and unwanted personal belongings.
- Rooms should be set up in a standard room arrangement, and all IMSA furnishings must be present and properly assembled; beds should be bunked.
- All posters, decals, stickers, tape, and other fixtures should be removed from all furniture, doors, windows, walls, ceilings, and other surfaces.

Students are expected to leave their rooms' move-in-ready when they check out. This means that the condition of the room matches the condition at move-in. When a student checks out of housing, Student Life and Facilities will inspect the space. Issues or concerns identified will first be compared to the room condition report on file to determine if they are preexisting. Any repairs caused by intentional damage or a lack of cleaning will be charged a minimum of \$50 to a student's account. Students who do not properly check out and have not properly cleaned the room, removed and properly disposed of all trash and unwanted personal belongings, may be subject to this charge as well.

### **Intervisitation**

Intervisitation is defined as the visiting between male and female students in the residential areas of the Academy. Visiting between male and female students in the hall commons area does not require an intervisitation pass. However, if students decide to visit in the wing commons or individual rooms, a pass must be issued by the RC on duty. Sophomores are not eligible for intervisitation until second semester. Intervisitation rules will also apply to any students known to be in a relationship and this includes students in same sex or non-binary relationships.

If granted, this would allow a student the opportunity to host another student in their room for one hour. The RC will only authorize such visitation to those students who have demonstrated responsible behavior.

An intervisitation pass with the specified time will be distributed by the RC on duty as long as the roommate does not

object. During the visitation the room door must remain completely open, both students must be visible from the doorway, and they must behave in an appropriate manner, as posted in each residence hall office. The RC on duty will look in on the students from time to time. An incident report may be written, depending on the severity, if a student is found to have disregarded intervisitation guidelines. Disciplinary action may ensue.

Approved Intervisitation hours are:	Monday - Thursday	3:00 p.m. - 9:45 p.m.
	Friday	3:00 p.m. - 10:45 p.m.
	Saturday	10:00 a.m. - 10:45 p.m.
	Sunday	10:00 a.m. - 9:45 p.m.

RCs may deny intervisitation requests during busy office times, such as evening check, Friday afternoons, or any other time when they cannot go on regular rounds to check in on the students, or when staffing is limited. Intervisitations can also be denied due to RC/IMSA personnel discretion.

*Monday - Thursday:* Eligible students may request only one hour of intervisitation in their own room and no more than two intervisitations per day on campus.

*Friday, Saturday and Sunday:* Students may request up to two hours of intervisitation in their room for no more than three hours of intervisitation on the weekend.

Intervisitations may be suspended on campus at any time due to concerns regarding health, safety and supervision at the discretion of the Director of Residence Life, Chief Hearing Officer, Chief Student Affairs Officer or other IMSA personnel.

### Off-Campus Guests/Visitors

Guests may be in the hall commons:	Monday-Thursday	3:00 p.m. - 9:45 p.m.
	Friday	3:00 p.m. - 10:45 p.m.
	Saturday	10:00 a.m. - 10:45 p.m.
	Sunday	10:00 a.m. - 9:45 p.m.

All visitors must sign in at the office in the student's residence hall. All guests must wear an Academy issued ID badge at all times while in the wings of the residence halls. Off campus guests including parents are not allowed in student rooms. Parents are able to enter into the wings/rooms of their student(s) during move-in and move-out only. The resident counselor may make exceptions, i.e. student illness. IMSA reserves the right to make changes to this guideline for health, safety and/or security reasons. Guests must be accompanied by the IMSA student at all times. Visitors are expected to observe school rules and guidelines at all times. Students serving as hosts are responsible for the actions of their guests in the hall and elsewhere on campus and will be subject to the same disciplinary consequences as though they themselves were engaged in the misconduct. For example, should a guest damage school property, and the Academy is unable to collect payment, the student hosting the guest will be billed accordingly.

### Overnight Visitors

IMSA students may have sleepovers with other IMSA students of the same sex with RC approval. Non IMSA overnight guests are not allowed. Questions should be directed to the Director of Residence Life.

### Quiet Hours

The following hours have been established with the intent of providing an atmosphere that is conducive to self-directed learning, to the fulfillment of important obligations, and to protecting the rights and needs of all students. Quiet hours also promote opportunities for students to sleep without being disturbed. Students have the responsibility to observe quiet hours as a courtesy to their peers. Failure to observe quiet hours may lead to violations or residential consequences.

Sunday	10:30 p.m. - 7:00 a.m.
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Monday-Thursday	7:00 p.m. - 9:00 p.m., 10:30 p.m. - 7:00 a.m.
Friday-Saturday	11:30 p.m. - 10:00 a.m.

### **Residential Meetings/Programs/Activities**

Residence Life staff (with the assistance of the residential student leaders) will arrange wing meetings, programs and activities on a regular basis. This residential programming is an important component of the student's educational experience. Such programming is mandatory and students are expected to participate. Unexcused absences will result in disciplinary action. Unless otherwise specified by the RC, no programs may extend past 10:30 p.m. (Sunday – Thursday).

### **Class Privileges**

At IMSA, students are awarded privileges according to class standing and individual student conduct. Privileges may be awarded with the approval of the Director of Residence Life, Area Coordinators, and/or Resident Counselors. Eligibility requirements are based on academic standing, attendance and behavior. Any student who meets the requirements described in their Class Privileges Memo is eligible to receive the privileges after obtaining written parent and RC approval. Privileges of a student may be revoked if proven to be “unmanageable” or a detriment to a student's success at the Academy. Students are also subject to loss of privileges if they no longer meet the eligibility requirements or if their behavior indicates that they have not yet reached a maturity level of handling the increased responsibilities. Memo and approval form will be sent out during the fall semester for juniors and seniors and during the spring semester for sophomores.

Class privileges may be suspended on campus at any time due to concerns regarding health and safety at the discretion of the Director of Residence Life, Chief Hearing Officer and/or Chief Student Affairs Officer.

### **Sign Out and Sign In**

One of the most important expectations at the Academy is that of off-campus sign outs. While the Academy cannot guarantee knowledge of all students' whereabouts at all times, regulations governing sign outs are designed to give the staff reasonable knowledge of a student's location, and thus a way of reaching that student in case of an emergency.

It is expected that each student follows sign-out guidelines in an honest and thorough manner. During the morning and afternoon hours (Monday - Friday 7:30 a.m. - 3:30 p.m.), sign outs are handled through the Attendance Office or in the Principal's Office. After 3:30 p.m., sign outs are handled through the RC on duty in each hall. Sign-out: All information is recorded. A Residence Life staff member's permission is needed for sign- outs to destinations off campus. In addition, the student will need the parent's permission to sign out for destinations outside the Aurora area unless the trip is school sponsored or taken by an IMSA staff member. Only parents, legal guardians or other adults listed on the designated permission form on file in Student Affairs can give a student permission to sign out for an overnight stay. It is highly recommended that the student plan ahead. If a student makes last minute plans and is unable to reach his/her contact for permission, the student will not be approved to sign out. Parent permission is not needed for mandatory closings such as extended weekends and holidays, as long as the student is going home. For other destinations, parent permission is required.

### **Sign-In**

Any time students have been off campus, they are expected to sign in with the Attendance Office or RC in office immediately upon their return to campus. If a student does not sign in immediately after their return, the RC on duty can issue a violation.

### **Walking Trips**

Students are allowed to take walking trips within 1 mile of campus at RC discretion (Students will not be permitted to take walking trips when the temperature is below 32 degrees).

Locations within 1 mile of campus: Walgreens, Orchard Rd., and Sri Venkateswara Swami Temple. To take a walking trip, students must have at least one other student present and sign out in their own hall with their walking buddy present. Students must stay with each other throughout the walking trip and return together.

Students must be appropriately dressed for the weather at the RC's discretion. Walking trips have a two hour maximum and students must return before sundown. Students should remain on the sidewalk throughout the walking trip and stay off the road/shoulder. Students may only go to the destination they agreed upon with the RC and any attempt to go to a different location may result in disciplinary action. Failure to sign out for a walking trip will result in disciplinary action. Walking trips will not be permitted when the temperature is below 32 degrees or there is other inclement weather.

On "I Days" walking trips are permitted before 3pm at the discretion of the Attendance Office in the main building. Walking trip sign-outs will need to be conducted in the Attendance Office. All walking trip rules above do apply.

### **Study Hours**

Study hours are a way to help sophomore students' transition into living and learning in the IMSA community. These hours help students' set-aside time to study, as well as help facilitate and further develop their time management skills. Sophomores will have mandatory study hours from 7:30 p.m. - 9:00 p.m., Monday, Tuesday, and Thursday. Students must be in their own room or in an area approved by the RC on duty. Such areas include the IRC, a faculty office or a specified room for a study group. Students may rearrange their study hours (at the discretion of the RC) if there are conflicts with students activities (co-curricular, IHSA sport, etc.), but the 2 hours must be completed between the hours of 3:00 p.m. and 10:00 p.m. on the same day.

After the first quarter ends, sophomores will not have 7:30 p.m. – 9:00 p.m. study hours unless required by their RC or academic status. Instead students are expected to use time management skills learned during the first quarter to complete homework assignments throughout the day. After the second semester begins, sophomores to be released from study hours for the remainder of the year. Any students not in good academic standing or recommended by academic specialists (Principal's Office, Amy Keck, Strategies Team) will be assigned mandatory study hours.

It is highly recommended that all students carefully plan their day to set aside quality study time.

### **Sustainable Living**

Students should recognize that excessive consumption of resources such as water and energy can have a global impact and incur unnecessary costs for IMSA. Students are expected to exercise principles of conservation when using resources and to turn off appliances, lighting, heating, air conditioning, showers, and faucets when not needed. In addition, students are expected to recycle all aluminum cans, plastic bottles, and paper in the proper receptacles by using the supplied recycle bin in the room, and to avoid mixing recyclables with food and other waste.

### **Housing Information**

As a state agency, IMSA is not covered by property insurance. All parents are encouraged to consult with their insurance agent to determine coverage for student belongings on campus. Parents should consider special riders and/or renter's insurance for student items. The insurance needs are similar to those in a typical home such as the potential for fire, theft, and natural disaster. IMSA recommends engraving all valuables for identification purposes.

### **Room Assignments**

An important part of the residential experience at the Academy is learning how to live with a roommate. This involves patience, compromise, mutual respect and common courtesy. New students are assigned rooms and roommates during the summer based on information provided on roommate preference forms. Roommates are matched according to sex, similar interests, lifestyles, and personal requests. Returning students make their requests during the previous spring term. Sophomores can make mutual requests at Orientation. Mutual roommate requests are matched based on availability.

Room changes will be approved by the Director of Residence Life only when all other avenues have been exhausted and all parties agree that a change is in everyone's best interest. In the unlikely event that a solution cannot be reached and agreed on by all parties involved (students and their RCs), the Director of Residence Life will set forth the most amicable compromise available. There will be a period of acclimation at the beginning of the school year, during which room changes will not be allowed. Student's experiencing roommate conflicts should attempt resolution and contact their RC. Please note that single rooms are not allowed, and if a roommate leaves, the student will be consolidated with another student of the same sex anywhere on campus.

### **Consolidation**

Consolidation is the process of pairing up students who do not have a roommate due to their original roommate leaving the Academy. It is our goal to try to consolidate and keep students within the hall but consolidations may happen across campus. The consolidation process typically will occur within two weeks of the former roommate's departure from the Academy. Student moves may be determined by the following methods: mutual agreement, RC facilitated meet and greet, and/or the Director of Residence Life. Note that consolidations can take place at any time.

When a student is assigned to a new room, the decision is final. The student typically will receive a 48-hour notice prior to moving, although time sensitive matters may expedite the process. This period allows each student time to prepare and to receive the new roommate positively. The Director of Residence Life or designee may also assign students to a vacancy in a room and the decision is final.

### **Decorating the Room**

Students are encouraged to make their rooms comfortable. However, the RCs have the right to determine the appropriate decoration of rooms as well as other areas of the residence halls. Posters are allowed, but must be used with an adhesive that does not damage walls: painter's tape, poster putty or push pins. No other adhesive will be allowed. Any wall damage may result in a fine. Students are not allowed to decorate their rooms in a manner that will interfere with the operation of, maintenance of, or usage of room smoke detectors or sprinkler heads, nor decorate their rooms with any material that is flammable. Arrangement of furniture must meet safety and long-term maintenance requirements, and as a result, lofts will not be allowed, bed frames may not be placed on other furniture, and mattresses may not be placed on the floor.

No materials or items may be hung from the ceiling, door frames or wall to wall. Students may not directly write, paint or color on any surface of their room; including but not limited to windows, walls and furniture. No furniture may be taken apart (i.e., bed frame must remain connected to the wood frame). All furniture must remain in the room and lounge furnishings may not be removed from the lounge areas. No outside or homemade furniture is permitted with the exception of a rolling desk chair and bookshelf no larger than 3ft by 3ft. Final approval of these two items must be made with the student's RC. No futons, couches or reclining chairs of any kind are permitted in student rooms.

Standard furniture arrangement is as follows:

- One side of all furniture including the long side of the bed and wardrobe must be against a wall.
- The door must open completely and without interference.
- A direct path is open from the doorway to the windows.
- Clear visibility of the entire room must be accomplished by standing at the door.

These guidelines are not intended to limit the personalization of the room, but are necessary to ensure the safety of occupants and emergency personnel.

The Fire Department must inspect any major decorative construction (e.g., platforms, haunted houses, and obstacle courses) for fire safety before it is used. Students should follow these expectations for fire-safe decorations:

- Use fire-resistant materials in student room/suites and at social events.
- Do not overload electrical outlets or extension cords.
- Do not place electrical cords under carpet/rugs, through doorways or windows, or behind pillows.

- Provide adequate safety lighting at all social events.
- Do not obstruct access to exits (including windows) and fire extinguishers.
- Natural, live trees are not permitted.
- Decorations may not be hung from ceilings.

### **Room, Wing, Common Area Damage**

Residents are responsible for the condition of their room and damages (malicious or not) incurred during the school year will be charged to the students. Malicious damage will have additional disciplinary consequences. The window screens must not be removed. Students will be assessed \$100 if a screen is removed for any reason other than an emergency. Both roommates will jointly share responsibility for room damage unless individual responsibility can be established. Please take the time to carefully note the condition of the room and furnishings on the room condition card at check-in. If damage arises during the year, it is the student's responsibility to notify their RC so the damage can be repaired and documented on the room condition card. The room condition card is used at the end of the year in establishing room damage charges. There are measures a student can take to ensure that they properly maintain the room and therefore avoids the most common room charges.

- Use a waterproof mattress pad.
- Clean up spills on the carpet immediately.
- Be careful with the walls. When hanging items, please follow the guidelines outlined above. Only use painter's tape, poster putty and push pins to hang items.
- Clean the room well for the bi-weekly room inspections to avoid build up.

IMSA property should remain in room and should not be removed from that room. Please maintain the room to avoid room damage and the subsequent charges!

Students are expected to use only those cleaning materials approved by the Academy (some materials are not approved because they can damage property or are dangerous if misused). The Academy provides basic housekeeping supplies for each room, but each student is expected to provide additional supplies as needed.

If damage or theft occurs in community common areas and no one accepts responsibility, all residents of the wing and/or hall will be charged equally. Students whose rooms are deemed a health or safety risk may incur mid-year cleaning charges. Examples may include but are not limited to access to windows, PTAC units, access throughout the room, room cleanliness, etc. Students are expected to report information regarding damage, theft, and vandalism to a Residence Life staff member.

### **Appliances**

Refrigerators are located in each residence hall. In addition, students may have one refrigerator (under 4.5 cu. ft.) per room (a combo refrigerator/freezer is permitted, deep freezers are not). Some cooking and baking appliances (toaster ovens, toasters, coffee pots, etc.) are supplied by the Residence Life staff for student use. These appliances must be used in the kitchen areas and not in students' rooms, as they are serious fire hazards. Any open coil heating elements, such as hot pots and hot plates are not permitted in the residence halls. Electric kettles, Keurig's and other approved open heating element appliances are permitted in the wing commons area, NOT in individual rooms.

Any type of cooking utensils needs approval of the RC before bringing such items to campus. It is imperative while using an appliance in the kitchen area (including the microwave) that students stay in the kitchen area.

Halogen lamps are not allowed in the rooms. Irons must be operated only in designated common areas. Stereos, radios and personal computers are allowed in a student's room, as are cosmetic appliances (hair dryers, electric razors, curling irons). Space heaters and electric blankets are not allowed. Any appliance brought in by a student must be labeled with the student's name, stored in a common area, and should remain stored.



## Electrical Appliances and Wires

In an effort to conserve energy, IMSA requests that students bring energy star-certified appliances. Open coil items, including but not limited to warmers, hot pots, hot plates, popcorn poppers, air fryers, halogen lamps, and space heaters are prohibited in the residence halls. A power strip or extension cord may be used, but connecting or “piggybacking” multiple extension cords or power cords, in any combination, is prohibited.

Students are only permitted to use the following appliances in the wing kitchenette, not in student rooms.

Student must be present while in use.

- Ice makers
- Toaster Ovens
- Blenders
- Keurig
- Crock pots
- Coffee maker
- Electric griddles
- Rice maker
- Microwaves
- Hot water Kettles

Students are permitted to use the following within their Student Rooms:

- Computers
- 1 - small refrigerators ( 4.3 cubic feet or smaller)

Any unauthorized items may be confiscated by Residence Life staff then returned to the student/guardian to take home at the next extended student check out date. Depending on the appliance, an appliance may be returned once a student has moved the appliance to an appropriate alternative location.

## Food Deliveries

All students must follow the guidelines to have food delivered to campus. Food ordering is only allowed when the RC office is open (after 3:00 p.m. Monday - Friday; after 10:00 a.m. Saturday - Sunday) and students must request permission to order with the RC on duty before placing the order:

1. All orders must be delivered at least 30 minutes before the RC office closes. The order cannot be delivered during the check periods.
2. All orders must be placed from the residence hall office. When placing an order, the student’s name and office phone number must be given.
3. When the food is delivered, student can pick up from Food Delivery Drop Off Location. During this process the student keeps the RC informed telling them when the driver arrives and when they come back into the hall with their food.

All student food orders should be delivered before the curfew check (Sunday-Thursday before 10:00 p.m.; Friday and Saturday before 11:00 p.m.). Students are not allowed to leave the halls after these hours.

## Health and Safety

Lighters, matches, open flames, previously lit wicks, incense, candle wax warmers, pets, archery and martial arts equipment, and knives with blades over 3” are not allowed by students. Students shall not possess any weapons or look-alike weapons on campus. This includes, but is not limited to, toy guns (including water guns, Nerf guns, dart guns, etc.), swords, nunchucks, firearms, ammunition, knives (dirk knives, bowie knives, switchblade knives, ballistic knives, machetes, throwing knives, hunting knives, throwing knives, etc.), chains, chemical sprays, explosives, fireworks, martial arts weapons, throwing stars, throwing darts, slingshots or other objects used as a weapon, etc. If students need props

for educational purposes (i.e. class assignments, plays, video projects), the student must obtain permission in advance by the Senior Director of Student Affairs and it will be determined where to appropriately store the props. Props cannot be stored in student rooms. All props must be taken home by the parents/guardians after the assignment/event is completed. Possession of any of these items will result in disciplinary action, room search, and possible legal action and/or safety assessment.

All students must be aware of the impact of their behavior on the safety of all students. It is imperative that residents never tamper with smoke detectors, fire alarms or other safety devices. Tampering with any safety equipment could result in further disciplinary action and possible legal action. Do not:

1. Deactivate the system by tampering with or covering the smoke detector.
2. Set off false alarms by airborne particles such as aerosol or baby powder.
3. Directly set off fire alarms by breach of regulations regarding cooking in the room, lighting matches, candles or incense, smoking, etc.
4. Pulling or setting off an alarm pull station with no danger in the immediate area.

There is also the LiveSafe cell phone app IMSA uses to report tips. A student can anonymously report tips to report information which may prevent a serious incident that would affect anyone.

Tattoo kits are prohibited on campus. Kits will be confiscated and kept in locked safe area in the RC office until a parent/legal guardian picks it up.

### **Three-Dimensional Printing (3D Printing)**

3D printers are not allowed in Residence Hall student rooms. 3D machine variations have the potential concern for risk to both health and safety. Depending on the materials, printer model, and of the other processes involved may cause, fumes, lack of ventilation, and a heat source that is required when 3D printing, the Residence Halls are not a suitable location for this process. Any students with 3D printers discover on campus, within the Residence Halls will have their power cord confiscated; parent/guardian contacted to remove the 3D printer from campus.

Please see IMSA personnel regarding 3D printing within the Maker Space.

### **Laundry**

The Academy provides washers and dryers in each residence hall. Students are responsible for having the necessary detergent supplies. Broken machines should be reported through the [CSC Laundry App](#) and/or to the Residence Life staff member on duty. IMSA's Laundry Machines are CSC Serviceworks Machines. The Academy does not provide linen services.

### **Pets**

Pets are not allowed in Academy buildings. Students need approval of the Director of Residence Life before bringing aquatic or small reptilian pets with a limit of a 20-gallon tank (limit one tank per room). Snakes and poisonous animals are prohibited.

### **Room/Hall Security**

Students will receive a key to their room and an electronic fob to their hall and wing. Students are expected to use keys and fob responsibly. Students should always lock their door when they leave their immediate residential area and take their key, ID card and fob with them. For everyone's protection, if a student loses their keys and fob, they must report these items missing immediately to Security and will have 48 hours to seek a replacement. At limited times students will have access to other wings of the same sex with use of their fob. Fob times differ for IMSA students visiting other residential halls. Check all fob hours and any restrictions. Please note that access to wings other than student's own may be rescinded at any time for health and safety reasons.

NOTE: Once the 48hrs time has elapsed, Campus Safety and Security will produce a new key and fob. However, once

the key and fob has been produced there will be no refund for original keys found later.

Students will be charged a processing fee for lost card, keys or fob. Fobs and keys are Academy property and are not to be duplicated or defaced. Fobs and keys cannot be kept as souvenirs and must be returned to the Academy at the conclusion of each school year. Students are responsible for student guests that are let into the room. Students must always allow appropriate Academy personnel to enter their room when requested to do so. Students should never let an unknown person into their hall or the Main Building.

Incidents of theft should be reported as soon as possible to Security and to the Residence Life staff. Students must accept primary responsibility for safeguarding their property and preventing theft.

Students are encouraged to label personal items and to engrave valuables. The Academy encourages parents to list their student's belongings on their home owner's or renter's insurance policy. All students are encouraged to adopt an attitude of "community watch" on campus and to report persons or events that are cause for concern. Propping of wing and hall doors is not permitted without permission from a staff member. It is also recommended that valuables be locked in the wardrobe on a daily basis to avoid theft.

It is prohibited to remove screens from Residence Hall windows. It is also prohibited to enter or exit through Residence Hall windows (except in cases of Emergency). Also, no standing, loitering or handing things in or out of windows in the Residence Halls.

### **Telephones, Cellular Phones and Headphones (earbuds)**

Telephones are provided only to be used for on-campus extensions, Security (5042), 911 emergency calls and 1-8xx toll free calls. **The provided telephone must stay plugged into the appropriate port at all times.** A fine may be assessed if the phone is not plugged in. Misuse or abuse (prank or obscene calls, inappropriate party-lining, keeping oneself and others awake or from studying, etc.) of phones will have consequences and may result in disciplinary action.

Students may use cellular phones while under the jurisdiction of the Academy, however classroom use is up to the faculty discretion

When in use, students must be courteous of activities and daily business of the Academy in the area and use proper phone etiquette. Staff may request students to turn off the cell phone at any time or take the device for a period of time. Failure to comply with the above restrictions will result in the confiscation of the phone or other device and possible disciplinary action being taken.

Students may use headphones and ear buds. However, the student must be able to hear spoken communication and audible sounds (i.e. one earbud or headphone covering ear).

### **Monitors and Game Consoles**

Monitors used for video games, gaming consoles, projectors, or streaming services are not allowed in individual student rooms. Each hall will establish guidelines regarding TV use in the commons and the wing lounges. The guidelines must take into consideration the need to have an environment conducive to study in the halls, comply with the established courtesy hours, and be mutually agreed upon by the students and RCs. Computer monitors should primarily be used for academic purposes and are limited to a size no larger than 22" (one monitor is allowed per student). Exceptions must be made in writing by the Area Coordinator (AC). If the presence of the monitor is deemed as a distraction or detriment to a student's success at the Academy, the RC may remove it at any time and hold it until the student or parents can bring it home. Upon request, students will be asked to reduce the noise. Repeat, disruptions to the surrounding community may result in the removal of the equipment. As a part of the IMSA community, it is important to be respectful of those around you. There will be times throughout the year when we will have quiet hours in place.

### **Sports and Ball Playing**

Due to the potential for causing injury or damage, sports, ball playing, wrestling, and general rough-housing are

prohibited within the residence halls or any buildings not designated for appropriate sports or athletic purposes.

### **Bicycles, Skateboards, Roller Skates/Blades, and Scooters/Hover Boards**

The following guidelines have been developed in an attempt to allow students the ability to skate on campus in a safe and appropriate manner. Failure to comply with these guidelines will result in a loss of skating privileges and skateboards and skates may be confiscated. Any confiscated items will be sent home with the student via parent/legal guardian.

- Students must wear a helmet at all times and may include other proper protection such as elbow, and knee pads while using skateboards or in-line skates.
- Skateboarding on ramps or jumping onto or off of anything larger than a curb or approximately six (6) inches in height is prohibited.
- All areas are prohibited except for: sidewalks, cement basketball courts, cement pad south of the pond and parking lots when used with cones.
- Motorized or electric skateboards, bikes and scooters are not permitted on campus.
- Visitors and guests are not allowed to skateboard/in-line skate on IMSA property.

Students must wear helmets designed for bicycle riding and, if operating the bicycle after dark, equip their bike with a headlight and reflectors. Riders are encouraged to wear a high-visibility reflective belt or vest if operating their bicycle in low-light situations. Residence Life is not responsible for storing or securing bicycles. There is a bicycle rack behind 1502. No bicycles are allowed to be stored in academy buildings.

### **Workout Equipment/Weights in Residence Halls**

To prevent facility or individual property damage, personal injury, blockage of escape routes during a fire or emergency, and disruption within the living environment, heavy weight lifting equipment, and large exercise equipment (e.g., treadmills) are prohibited in all residential facilities on campus. Permitted workout equipment must not extend beyond the owner's housing assignment.

Permitted Workout Equipment for your Residence Hall Room:

- Foam Rollers
- Workout Mat/Yoga Mat
- Super Bands/Resistance Bands
- Dumbbells/Kettle Bells

## **HEALTH CARE SERVICES**

IMSA has an on-campus Health Care Services Office staffed by registered nurses which is open on weekdays from 7:30 a.m. - 4:00 p.m. The Health Office provides services such as health assessment, first aid, health counseling, administration of medication as prescribed by a physician, and other appropriate therapeutic interventions. If a student obtains prescription medication from an off-campus health care provider, it is the student's responsibility to register and discuss all prescription medication with the nurse following treatment.

Practice dictates that all students who are taking prescription psychotherapeutic and/or central nervous system effector medications must notify the nurse. All psychotherapeutic and/or central nervous system medication is to be kept in the Health Office and administered by the registered nurses on staff or a designated individual other than a registered nurse. Completion of the Psychotherapeutic Prescription Medication Agreement Form is required at the start of the school year and should be updated anytime there is a change in medication or dosage. Failure to disclose information regarding medication or issues surrounding an illness will be referred for disciplinary action.

If the Health Office is not open, Residence Life staff will assess a student's medical situation and determine if care is needed by a hospital emergency room or urgent care. In certain situations they may arrange for the student to get extra rest the following morning and then report to the Health Office for evaluation. Please note Residence Life Staff are not

trained medical professionals.

If, at any time, it is determined that urgent treatment is required, students will be taken to an area emergency room (ER) or urgent care. A staff member will accompany the student and an attempt will be made to contact parents from the medical facility so that they can speak directly with the doctor or nurse on duty. Any costs are the responsibility of the student's family.

### Procedures for Handling Student Illness

If a student is not feeling well during the school day, or before their first class, it is the student's responsibility to come, in person, to see the nurse for evaluation. The nurse does not make "house calls" unless medically necessary. The registered nurse will assess the student and determine if the illness necessitates them being excused from attending classes.

The registered nurse, or designee, is the only person authorized to excuse a student from class for medical reasons. Students are not allowed to rest in their room during the school day when they are ill without being evaluated by the Health Office. Parents/guardians are not allowed to phone in absences while the student remains on-campus. Students who feel they are unable to attend class, but have not been excused from class by the Health Office need to recuperate off-campus or their absence will be unexcused. The registered nurse will not provide any retroactive medical excuses for classes that are missed due to illness and the absence will be recorded as unexcused.

The Academy does not have an overnight infirmary. In order to protect affected students and the Academy community, students may be sent home to recuperate from illness. Situations which require off-campus recuperation include, but are not limited to:

1. Communicable diseases; chronic (see [Policy JHCC](#)) and acute;
2. A fever, at or above 100.0 degrees (see [Policy JHCC](#)) and acute; students will be sent home to recuperate from illness.
3. Closed head injury/concussion(student can return to IMSA when cleared by a medical physician with doctor's note) ;
4. Recommendation of Health Office staff or Chief Student Affairs Officer;
5. Multiple episodes of vomiting and/or diarrhea. (Students must be without vomiting and diarrhea for 24 hours before returning to school).

If a student becomes ill while on a weekend trip home and will not be returning to the Academy for classes, a parent/guardian must call the Attendance Office and the student's Resident Counselor to report the illness. The Attendance Office has a 24-hour voicemail that is checked each morning prior to the start of classes. Reporting symptoms or diagnosis will assist the Health Office with disease surveillance and can be reported on the attendance line or by contacting the Health Office.

Due to the academic rigor and the residential nature of IMSA, students sent off-campus to recuperate are expected to remain off-campus for 24 hours after their symptoms have resolved. This expectation is intended to enhance students' recovery and well-being and promote infection control. Health Office clearance is required if a student is sent home due to illness prior to being readmitted to class regardless of duration of absence.

Medical clearance from a licensed physician or nurse practitioner is required if absent four or more days due to illness or injury. This note must be presented to the Health Office prior to the student being readmitted to class.

### SCHOOL COUNSELOR

While students will be able to resolve most of the difficulties they experience with the assistance of their RC, parents, friends, or staff members, there may be times when social/emotional issues interfere with the adjustment to the Academy's academic and/or residential program. These issues may include: homesickness, anxiety, depression, inability to concentrate, family crises, stress, relationship difficulties, low self-esteem, and self-destructive behaviors (drug and alcohol abuse, purging, binge eating, self-starvation, self-harm, abuse of laxatives). School counselors are

available to provide personal counseling to a student struggling with any of these difficulties, as well as consultation to parents and staff. Students may refer themselves to the counselor simply by emailing [counseling@imsa.edu](mailto:counseling@imsa.edu) or by contacting a school counselor for an appointment. Students should sign up during a free period or after school to avoid conflict with class schedules. At other times, a concerned RC, staff member, or parent may refer a student. It is highly recommended that concerns be shared with the student prior to the referral. When appropriate, referrals to professionals outside the Academy may be made in consultation with the student and parents/guardians.

### Referrals for School Counselor

There are a variety of ways a student may be referred to see a school counselor. In most situations the student will voluntarily make an appointment or just drop in to the counselor's office. The visit may also be suggested or encouraged by the student's parent, RC, or other IMSA staff member. In other situations the student may be required to see a school counselor based on a need or issue observed by the student's RC, teacher, or parent. In such a case, the student must make an appointment to see a school counselor as soon as possible, or a school counselor may call the student into the office at a specified time. Confidentiality still applies to disclosures made by the student, but the "referral source" (parent, RC, teacher, etc.) may be notified that the student followed through with the appointment.

The school counselors recognize that students may need to miss class for feelings of extreme anxiety, depression, or frustration. Excusing a student from a class under these circumstances, commonly referred as a Counselor Excused Absence or "Stress Mod", can be used as a tool to prevent a crisis from developing down the road. When this occurs, the counselors will assist the student in developing strategies. If a student misses half or more of their classes for the days the student cannot participate in any extra-curricular activities unless written permission is granted by the Chief Student Affairs Officer. For more details, see "Excused Absence."

### Excused Absence from a School Counselor or RC Request Procedure

1. The Attendance Office will be notified by the School Counselor that a student is being excused for a specified number of mods. Students excused must return to their residence hall/room or other designated area approved by the counselor. Students excused from more than half of their classes in a single day may not participate in extra-curricular activities for the entire day. The Chief Student Affairs Officer, or designee, can make exceptions based on the assessed needs of the student. Once excused from a class or classes, the student must return to their designated area, such as residence hall, fitness center, and/or IRC. When returning to the main building the student must check in with the Attendance Office to apprise them of their whereabouts.
2. The student is responsible for contacting their teachers by the end of the academic day to obtain assignments and materials that were covered during their excused absence.
3. Make-up privileges do not apply to assignments, projects, or exams that were assigned prior to the excused absence, unless the student is excused for an emergency or crisis situation. In other words, if a student is excused from a class in which a project is due that was assigned 3 weeks ago, the student is not excused from the due date and make-up privileges do not apply. In an emergency or crisis situation, the school counselor can intervene on behalf of the student and may contact the teacher to let them know that the student must miss class or is being sent home. The teacher may then decide if a due date for an assignment or project should be adjusted. In non-emergency, non-crisis situations, the student must contact the teacher who has the discretion to adjust or keep a due date for a project or reschedule an exam or lab.
4. When a student is excused from a class or classes, school counselors and RC's cannot always tell teachers of the exact nature of the student's difficulties due to confidentiality issues. However, the person excusing the student may contact the teacher when they believe missing a pre-arranged due date for an assignment or exam is necessary and justifiable. In such a case, the teacher will determine whether an extension will be granted.

## Mental Health Days

The purpose of mental health days (MHDs) is to allow students time away from academic and extracurricular responsibilities to focus on their social emotional wellbeing. Students may utilize up to five (5) mental health days during the school year. If a student wishes to take a mental health day, they should speak with their parent/guardian and/or resident counselor and work with them to complete the mental health day form the day/evening prior to the mental health day. If a student is experiencing a crisis, they should contact the school counselor directly as soon as possible.

During a mental health day, the school counselors will check-in with the student to determine supports needed. Additionally, the student will be responsible for checking-in with their RC once in the evening during the mental health day.

During their mental health day, students can spend time in the IRC, A108, fitness center, cafeteria (during meal times), relaxation room if staying on campus, or students may go home to spend time with family. Students are not able to participate in extracurricular activities, including clubs and athletics, during a mental health day. If students violate these MHD expectations, their excused absence for the day may be changed to an unexcused absence.

The school counselors may temporarily suspend mental health days at certain points during the academic year, including following large campus events such as Clash of the Halls or during AP examinations. These decisions will be communicated to students, parents and staff via email.

## Confidentiality

All communications between a student and a school counselor are confidential. No disclosure of information shared by the student will be made without the consent of the student. This may include conversations of alcohol or drug use, sexual activity and off-campus doctor recommendations. As defined in the Illinois Mental Health and Developmental Disabilities Code, a student (12 years of age or older) may attend up to eight 90-minute sessions with an off-campus counselor without parental consent or parental notification. The code also states that the parent is not responsible for any fees incurred for the visits. The only exception to confidentiality is when the counselor believes that there is clear and imminent danger to the student or others, and must act to protect the safety of the student or another person by taking reasonable action or by informing the appropriate authorities. School counselors, along with all school staff, are mandated by Illinois law to report any cases of suspected child abuse. It should be noted that parents and school staff do contact the counselors to share their concerns about a student. When contacted, the school counselors will discuss a student's progress in general terms, but will not disclose any specific information shared by a student in confidence without the student's permission.

When a student is determined by one of the counselors to be a) in danger of hurting themselves, b) demonstrating any behavior that would endanger the mental, physical wellbeing of themselves or others, c) has engaged in suicidal gesturing of any type (an overdose of pills, self-inflicting cutting of any type, etc.), the student may not remain on campus, and must have a psychiatric assessment prior to returning to IMSA's campus. The parents will be called immediately and will be asked to come to IMSA to take their student home for the assessment. The parents must also sign the Authorization to Release/Exchange Information form so the doctor can share information about the student with the school counselor. If a parent is unable to come, or cannot be reached, the student can be taken to the emergency room for supervision and intervention.

The assessment must be completed by a psychiatrist, a licensed and certified psychologist/counselor/social worker who specializes in adolescent treatment or by an assessor at a behavioral health facility. The doctor or assessor must provide written recommendations to the student and the counselor. Recommendations may include outpatient counseling, day hospital program, inpatient hospitalization, medications, etc. If the student is placed into an inpatient or outpatient program, it is the Academy's expectation that the student follow the doctor's recommendations upon returning to campus. A student may also be placed on medical leave while receiving treatment.

In consultation with the doctor, parents, and student, the IMSA staff will determine whether it is in the student's best

interest to return to campus. Prior to returning to campus, a meeting will be held to determine if the student may return and under what conditions. This meeting will include the Chief Student Affairs Officer, the parents, the student, the RC, and the school counselor. The Chief Student Affairs Officer will make the final determination if the student is able to return to IMSA.

## STUDENT ENGAGEMENT AND INVOLVEMENT

The Student Affairs staff facilitates a wide variety of programs throughout the year.

### **Athletics and Co-Curricular Activities**

IMSA sponsors a number of interscholastic athletic teams and co-curricular activities. There are currently 20 IHSA sponsored (girls and boys) athletic teams and 15 Board-approved co-curricular groups. The athletic teams compete against other high schools during the fall, winter, and spring seasons. IMSA is a member of the Illinois High School Association (IHSA) and Little Ten Conference (LTC); the majority of the athletic teams compete in this conference. Please check the IMSA web page under Student Affairs for a complete listing. Involvement in incidents resulting in formal discipline consequences will impact participation in Board-approved co-curricular activities and athletic contests and games as per the "Contract for Participation in Co-Curricular/Athletic Code". Students are encouraged to consider all aspects of time commitment when they are considering joining an athletic team or co-curricular or clubs.

### **Meetings, Assemblies, Programs and Written Communications**

In addition to academic classes, students are expected to attend all required assemblies, programs and meetings of a non-academic nature. This includes wing and hall meetings, diversity, equity and inclusion programming, and special events. Students are responsible for information covered in these meetings or events and for information communicated to them in writing (memos, emails, brochures, posted announcements). If a student does not attend required meetings and assemblies (and does not have an excused absence approved by a Student Affairs staff member), disciplinary action will be taken.

### **Student Council Chartered Clubs**

The Student Council at IMSA charters a limited number of clubs and organizations that are not a part of the Academy approved co-curricular activities. Groups that have a staff advisor and have filled out the club chartering form can apply for a charter from the Student Council. Student Council charters various cultural, educational, service, and entertainment clubs. All clubs are required to abide by the established club guidelines in the Student Council club guide. Failure to comply with the guidelines could result in the club losing all privileges of a chartered club. Students wishing to create a new organization may obtain the necessary paperwork from a member of StudCo.

### **Student Fund Raising Guidelines**

Due to IMSA's residential setting and the unique nature of the institution, individuals, clubs and organizations have been discouraged and in most cases have been denied requests for fund raising projects. The IMSA environment simply does not allow for an effective and consistent method for individual and group fund raising.

The only approved fund raising groups at IMSA are:

1. Student Council, whose fund raising initiatives are used solely to financially support all StudCo approved chartered clubs;
2. Class clubs, for the purpose of offsetting prom expenses;
3. A chartered club with the expressed written approval by the Coordinator of Student Leadership and Service.

All proceeds must be turned into the advisor of the organization on a daily basis who will turn all monies over to the Office of Student Affairs (Coordinator of Student Leadership and Service) to deposit the funds with the Business Office. Special requests for unusual or expanded fundraising must be submitted to the Coordinator of Leadership and Service.



## Leadership Education and Development

IMSA provides opportunities to enhance leadership skills. The Leadership Education and Development (LEAD) program is a graduation requirement for all students and is taken during a student's sophomore year. LEAD is a student-run leadership program designed to develop servant leadership, the philosophy that the goal of leadership is to serve and grow others. The mission of LEAD is to foster social awareness and equip students with the resources to enhance their understanding of the inner works of leadership. The culminating experience is the annual Student Leadership Exchange (SLX) in which students come together to present their projects, developed in elective modules, to industry experts, entrepreneurs, visiting and/or IMSA professors, state legislators, and one another.

Questions about LEAD can be directed to the Coordinator of Student Leadership and Service.

## SERVICE LEARNING

The Service Learning program provides students with an opportunity to learn about community organizations, the

The Service Learning program provides students with an opportunity to learn about community organizations, the working world, and their role as contributing volunteers. Students must complete two hundred (200) service hours to graduate from the Academy. These hours should be completed prior to spring break of senior year.

### Class of 2024 and 2025 Guidelines

A minimum of thirty (30) hours and a maximum of one hundred twenty-five (125) hours of service learning may be completed internally (campus-run programs, tutoring IMSA students, serving as a Residential Student Leader, LEAD facilitator, etc.). A minimum of seventy-five (75) hours and a maximum of one hundred and seventy (170) hours of service learning may be completed externally (volunteering at non-profits, tutoring non-IMSA students, mission trips, etc.). Fifty (50) hours of the 200 required hours may be completed out of the state/country. Students and parents may monitor the student's progress toward the graduation requirement in PowerSchool under the "Service Requirements" heading.

### Class of 2026 Guidelines

The Service Learning program provides students with an opportunity to learn about community organizations, the working world, and their role as contributing volunteers. Students must complete two hundred (200) service hours to graduate from the Academy. These hours should be completed prior to spring break of senior year. A minimum of thirty (30) hours and a maximum of one hundred twenty-five (125) hours of service learning may be completed internally (campus-run programs, tutoring IMSA students, serving as a Residential Student Leader, LEAD facilitator, etc.). A minimum of seventy-five (75) hours and a maximum of one hundred and seventy (170) hours of service learning may be completed externally (volunteering at non-profits, tutoring non-IMSA students, mission trips, etc.), either in-state or outside the state of Illinois. Thirty-five (35) hours of the two hundred (200) required hours may be completed virtually with approved virtual opportunities. Students and parents may monitor the student's progress toward the graduation requirement in PowerSchool under the "Service Requirements" heading.

There are limited possibilities for service in the Aurora area during the academic year. Students are encouraged to find a site in their home community during the summer or school vacation times. Questions regarding service sites outside of IMSA should be directed to the Service Learning Coordinator by emailing [commserv@imsa.edu](mailto:commserv@imsa.edu). Appropriate placements will include most public service agencies, social service organizations, nonprofit organizations, etc. STUDENTS MAY NOT RECEIVE PAYMENT OR CLASS/INTERNSHIP CREDIT FOR THEIR WORK.

The process for completing and submitting service hours is as follows:

1. The student finds a service opportunity that they are interested in. Please note: Questions about what counts toward IMSA service learning hours, need to be directed to the Service Learning Coordinator PRIOR TO completing the service. Students need to email [commserv@imsa.edu](mailto:commserv@imsa.edu).
2. If the service opportunity is approved, the student completes a "past commitment" in Helper Helper.

3. After concluding the service, the student completes the reflection in Helper Helper. Once the hours are verified and validated in Helper Helper, PowerSchool will be updated to reflect the hours completed.

Service learning questions can be directed to the Coordinator of Student Leadership and Service.

## GENERAL SERVICES AND INFORMATION

### VEHICLES

For reasons of safety and liability, students are not allowed to have possession of or access to a car or other motorized vehicle while under the jurisdiction of the Academy. This includes the storage of vehicles in the Aurora area. Exceptions may be requested to the Senior Director of Student Affairs or designee and will be handled on an individual basis. Authorization is needed with required paperwork, parental signature, RC signature and approval by the Senior Director of Student Affairs or designee.

By enrolling students in the Academy, parents extend permission for travel in school vehicles or in private vehicles of faculty or staff. The Academy cannot always monitor travel by students in vehicles belonging to non-Academy personnel or Academy students who are not under the jurisdiction of the Academy; students must exercise good judgment in this area during times when the sign-out honor system is in effect. When a student receives permission to have a car, all keys to the car must be turned into the RC office as soon as the student returns to campus and will be re-issued to the student when they sign out after the parent has given permission for the student to leave campus unaccompanied, in their own vehicle.

### BULLYING

Students will demonstrate respect for others and contribute to the well-being of the community at all times. Bullying and cyberbullying are prohibited and will result in disciplinary action up to and including dismissal from the Academy (see [Policy JG](#) – Student Discipline, [Policy JBID](#) – ITS, and [Policy JHB](#) – Discrimination/Harassment of Students for details on specific procedures).

#### Definition of Bullying

- A. (Illinois General Assembly) – “Bullying” includes “cyber bullying” and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:
  1. Placing the student or students in reasonable fear of harm to the student’s or students’ person or property;
  2. Causing a substantially detrimental effect on the student’s or students’ physical or mental health;
  3. Substantially interfering with the student’s or students’ academic performance; or
  4. Substantially interfering with the student’s or students’ ability to participate in or benefit from the services, activities, or privileges provided by the Academy.
- B. A pattern of any one or more of the following:
  1. Gestures, including but not limited to obscene gestures and making faces.
  2. Written, electronic, or verbal communications, including but not limited to calling names, threatening harm, taunting, malicious teasing, using angry and vulgar language, pretending to be someone else and sending or posting material to get that person in trouble, or spreading untrue rumors. Electronic communication includes but is not limited to a communication or image transmitted by email, instant message, text message, blog, or social networking website through the use of a telephone, mobile phone, computer, or other electronic device.
  3. Physical acts, including but not limited to hitting, kicking, pushing, tripping, choking, damaging personal

property, or unauthorized use of personal property.

4. Repeatedly and purposefully shunning or excluding from activities.

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

"Cyber-bullying" means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, **photo electronic** system, or **photo optical** system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. "Cyber-bullying" includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying in this Section. "Cyber-bullying" also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying in this Section.

## BIAS INCIDENTS

The Illinois Mathematics and Science Academy values a diverse community where all members are able to participate fully in the IMSA experience. Incidents of bias and hate affecting a person or group create a hostile climate and negative impact the quality of the IMSA experience for community members. IMSA takes such incidents seriously and will investigate and respond to reported or observed incidents of bias while under the jurisdiction of the Academy (See Policy JB- Student Expression). At IMSA, a hate or "bias-related" incident is an act that demonstrates prejudice against the victim's actual or perceived race, color, gender, gender expression, sexual orientation, ethnicity, religion, ability, political affiliation and/or other aspects of a student's identity. This includes bias that occurs in person, in written format, on social media, through email/text, voicemail or any other communication method.

### Reporting Bullying and Bias Incidents

Students who believe they are, or have been, the victim of bullying, or any student, parent or guardian, who witnesses bullying or has good reason to believe bullying is taking place, should report the situation to anonymously via IMSA's online reporting form (Maxient), the LiveSafe app, to a school counselor, Resident Counselor, faculty or staff member immediately. Students who have experienced or witnessed bias behavior, or any student, parent or guardian, or staff member who witnesses a bias incident should report the incident immediately to a school counselor, Resident Counselor, the Director of Diversity, Equity and Inclusion or Chief People, Equity, and Culture Officer.

Retaliation against any person who reports bullying or bias behavior in good faith, who is thought to have reported bullying or bias behavior, who files a complaint, or who otherwise participates in an investigation or inquiry concerning allegations of bullying is prohibited and will result in formal disciplinary action (See Policy JG-Student Discipline).

Intentionally making false reports about bullying to school officials is prohibited and will result in formal disciplinary action.

## CAFETERIA AND COMMON AREAS OF MAIN BUILDING

It is important to keep the common areas and the cafeteria clean and orderly. It is the responsibility of every student to maintain the cafeteria and common areas of the buildings as leaders and stewards of the community, reflecting not only the seriousness of purpose, but also the respect of state resources. With everyone's help, the cafeteria and other parts of the campus can be kept clean for all students, staff, and guests.

The following guidelines have been put into place to aid in this effort:

- Dishes, glasses and silverware are not to be removed from the cafeteria.

- Food is not to be removed from the cafeteria with the exception of a piece of fruit, box lunches and dinners provided for athletes, SIR students, etc.
- Students are expected to bus their own trays, plates, glasses, etc. at the conclusion of their meal in the cafeteria. If students move chairs in the cafeteria, they are expected to move them back at the end of their meal.
- In the event of a spill or dropped food, the responsible individual(s) is expected to clean up the spill.
- Students must place coats and backpacks in bins or designated areas and on hooks provided in common areas before entering the cafeteria.
- Students should not throw papers, cans, trash, and books on the floor and leave them. If students make a mess, they are expected to clean it up.
- Students must only use their current school year ID to enter the cafeteria. Giving other students the use of their ID will result in disciplinary action.

Personal items that are found lying in common areas will be picked up by Academy staff and may be retrieved from the Lost and Found in the Attendance Office.

IMSA facilities meet all life/safety requirements and can accommodate all visitors with disabilities. In accordance with the American with Disabilities Act, anyone needing accommodations or auxiliary aids in order to participate in school programs should contact the Principal's Office three days in advance of the event so appropriate accommodations can be made.

### CHANGE OF ADDRESS

- Permanent - The Academy requires that students and their parents notify the Principal's Office in writing immediately if the home address, phone number, or email changes during the year. This is essential for use in emergency situations, to verify compliance with Illinois residency requirements, and to allow parents to receive informational mailings. If a student is an Illinois resident at the opening of a school year, a move outside the state by the parents during the school year will affect the student's enrollment status (See policy - JECAA).
- Temporary - Families are sometimes away from home for vacations, business obligations, etc. During such times, it is essential that the Academy staff know the name, address and phone number of the person(s) to contact in case of emergency and how and where to locate parents during this time. Parents can go to the IMSA website (<https://www.imsa.edu/student-life/parent-resources/>) to complete an online form with all of the related information. Students are expected to notify the Student Affairs Office in advance of travel plans to ensure that adequate records are maintained.

### DRESS AND GROOMING

Dress, grooming, and personal adornments are forms of self-expression. Every student will be assured of the protected right to dress and groom according to personal preference so long as the student's dress and grooming is not disruptive to the educational process, is not in violation of an applicable law, statute or ordinance, should not be offensive; obscene; represent tobacco, alcohol or drugs; disrupt the school; represent a gang; or endanger other students' health or safety.

Students will dress in clothing including covering arms, legs, and feet when outside in weather 32° or below (with or without wind chill). Shoes should be worn at all times, except for in their room. Blankets are not considered clothing and not allowed in the main building.

### EMPLOYMENT

Because of the nature of our academic program, students may not hold a regular full-time or part-time position with an established business, industry, company, professional service, internet service or other organized group while under the jurisdiction of the Academy. Exceptions may be made with the written approval of the Chief Student Affairs Officer.

### FOOD SERVICE

The Academy provides a comprehensive meal plan for students consisting of three meals a day Monday- Friday, and two meals (brunch and dinner) on Saturday and Sunday. Dining room closes 30 minutes after meal service ends. Students will be asked to present their current school year student ID card to cafeteria personnel prior to receiving a meal. Students are asked to take only the amount of food they will be able to eat. Students are expected to bus their tray and dishes after eating and leave the area clean. No food or dishes are to be removed from the cafeteria area except for bagged meals requested by IMSA staff and/or a piece of fruit. Students with special dietary needs should contact the food services manager. Off-campus guests may purchase meals and eat in the cafeteria. If students miss a meal because of participation in a school-sponsored activity, they may receive a boxed meal. The staff member sponsoring the particular activity is responsible for making these arrangements, and will inform the participants as to where and when to pick up the meal. Food Services will make special arrangements if a student is ill and excused from class by the nurse.

## IDENTIFICATION CARD

An identification card (ID) will be issued to all students at the beginning of the school year and ***must be worn and visible at all times while in the main academic building***. This card must be presented upon request to any member of the faculty or staff during the school day or at any school function. Failure to do so subjects the student to disciplinary action. The ID card may be utilized in many ways (IRC, cafeteria, athletic events). For replacement of the ID card, the student must report to the Student Affairs Office. A processing fee of \$5 will be charged for replacement. This card is non-transferable.

## IDENTIFICATION AND SERVICES FOR STUDENTS WITH DISABILITIES GENERAL PROCEDURES

(For Education Plan information, contact the Academic Support Associate, Dr. Linda Hefferin at [lhefferin@imsa.edu](mailto:lhefferin@imsa.edu).)

- a. Public Notice/Child Find: IMSA will notify applicants and annually notify enrolled students and their families of available services for students with disabilities and how to access them. Methods utilized by IMSA may include dissemination of information about IMSA programs and a statement in the Student and Parent Handbook. Another method shall include ongoing review of each student's performance and progress by teachers and other professional personnel, in order to refer those students who exhibit problems which interfere with their educational progress and/or their adjustment to the educational setting, suggesting that they may be eligible for related services.
- b. Referrals: Referrals for consideration for Education Plan eligibility may result from child find efforts, direct referrals by parent(s) or guardians (hereinafter generically referred to as the "parent(s)"), school personnel, other persons having knowledge of the student, the State Board of Education, another State agency, a local educational agency, or a community service agency. These direct referrals may be made at any time. A referral must be made in writing, dated at the time the request is made, and include the reason for the referral. The referral must be given to IMSA's Academic Support Associate. IMSA shall be responsible for processing the request, deciding what action should be taken, and initiating the necessary procedures.
- c. In the event that the student is determined to be eligible for related services, an education plan meeting shall be conducted within 30 days (and no later than 60 school days from the date the IMSA receives the informed written consent for the evaluation or reevaluation from the Parent(s)) after the date of that determination. A copy of the Academic Support Associate's report, together with all documentation upon which it is based, will be maintained in the student's temporary education record in accordance with confidentiality requirements. A copy of the determination and all accompanying documentation will be provided to the Parent(s) no later than ten (10) business days following the education plan meeting.
- d. Development of Education Plan: The Education Plan meeting will include all parties who work directly with the student; including the Academic Support Associate, College and Academic Counselor (CAC), Resident Counselor (RC), faculty and other appropriate staff as well as the parent(s) and the student, as appropriate.

The education plan shall include the following components:

- a) A statement of the student's present levels of academic achievement and functional performance.
- b) A statement of the related services and supplementary aids and services, based on peer-reviewed research to the extent practicable, and program modifications or supports that will be provided for the student.
- c) The projected beginning date for the beginning of the services and modifications, and the amount, frequency, and anticipated duration of those services and modifications.
- d) An explanation of the extent, if any, to which the student will not participate in the regular class and in extracurricular and nonacademic activities.
- e) A statement as to whether the student requires extended school year services and, if so, a description of those services that includes their amount, frequency, duration, and location.
- f) A description of how the student's progress will be measured, and when periodic reports on the progress the student is making (such as through the use of interim comments and scheduled meetings, concurrent with the issuance of report cards) will be provided.
- g) Beginning not later than one year before the student reaches the age of 18, the education plan must include a statement that the student has been informed of the rights under IDEA that will transfer to the student when he or she reaches the age of 18.

Implementation of the education plan shall occur no later than ten (10) days after the Parent(s) have been provided notice, unless otherwise agreed by the Team. Informed written parental consent is required at least ten (10) days prior to the initial provision of related services to a child. Parent(s) may waive the 10-calendar-day interval before placement. The education plan of each student with related services must be reviewed at least annually. The education plan should be revised as appropriate to address any lack of expected progress; the results of a reevaluation; information about the student provided to, or by, the Parent(s); the student's anticipated needs; or other matters.

*Re-Evaluation:* A re-evaluation of each student eligible for an education plan is conducted if IMSA determines that the educational or related services needs, including improved academic achievement and functional performance, of the child warrant a reevaluation; or if the child's Parent(s) or teacher requests a reevaluation. A reevaluation conducted as described above may occur not more than once a year, unless the Parent(s) and IMSA agree otherwise. A notice and consent form will be sent to the Parent(s) of the student prior to initiating any re-evaluation. No re-evaluation shall be conducted without the prior written consent of the Parent(s) of the student.

A. Notice: Whenever a meeting is to be held which a Parent has a right to attend, IMSA shall notify in writing the Parent at least ten (10) days prior to the proposed date of the meeting of the purpose of the meeting, the proposed date, time, and place for the meeting, who will be in attendance; and the Parent(s)' right to invite other individuals whom the Parent(s) believe have knowledge or special expertise regarding the student.

### Complaint

- a. If the Parent(s) of a student disagree with the identification, evaluation, or educational plan of the student, they have the right to address the matter informally with the Academic Support Associate. The Academic Support Associate shall make all reasonable efforts, including convening a conference with the Parent(s) and other appropriate staff to discuss the disagreement and resolve the matter. The complaint must be a written statement of the specific facts and/or perceived wrongful act to be reviewed.
- b. In the event that the complaint cannot be resolved, the matter shall be forwarded to the Principal (or designee) for final review and determination of the complaint.
- c. The Principal (or designee) will convene parties who work directly with the student, including the College and Academic Counselor (CAC), Resident Counselor (RC), faculty, other appropriate staff and the Parent(s) and the student, as appropriate.
- d. The review will happen no later than thirty (30) calendar days after the date of the complaint.
- e. A written decision by the Principal will be rendered, within ten (10) school days of the review.
- f. The Principal's (or designee) decision is final.

A parent, individual, organization, or advocate may file a signed, written complaint with the state board alleging that

IMSA has violated the rights of one or more students with disabilities. 23 Ill.Admin. Code §226.570(a).

Parties may use mediation to attempt to resolve issues that have been raised in a due-process hearing request. Parties may also use mediation to resolve disputes between a parent and IMSA prior to a hearing request being filed and in an attempt to avoid due process. A parent, a public agency, or a student (if at least 18 years old or emancipated) may request an impartial due-process hearing for any reason connected to the identification, evaluation, or placement of a student with a disability or the provision of free appropriate public education to the student. 34 C.F.R. §300.507(a)(1).

## HAMMOCKS AND TENTS

Students are not allowed to have hammocks on campus or in their residence halls. Students who are found using one on campus will have the hammock/tent confiscated and an incident report will be written. Disciplinary action may ensue.

## LOST AND FOUND

Books, materials, clothing and other miscellaneous items can be turned in/claimed in the Attendance Office. Notice will be given to the IMSA community before items are donated to local charities.

## MAIL DELIVERY

Students can receive mail directly to IMSA's campus. All mail is received at the Main Building Receiving Department and is distributed to the residence halls on a daily basis. Students can pick up their mail in the RC office after 3:30 p.m. Packaged deliveries (on-line orders) can be picked up in the main building shipping and receiving room F107 during hours of operation or smart lockers, refer to the email you receive for pick-up information.

### Mail should be addressed to:

Student's Name Residence Hall  
Illinois Mathematics and Science Academy  
1500 Sullivan Road  
Aurora, Illinois 60506-1039

Hours of operations (Monday – Friday, NO HOLIDAYS): 8:30 a.m. to 12:00 p.m.  
12:00 p.m. to 1:00 p.m. CLOSED  
1:00 p.m. to 4:00 p.m.

Students are expected to respect the privacy of other students' mail. Tampering with mail, the mailbox, or misrepresenting oneself to get free books and/or literature are felony offenses covered by federal statutes, and are considered a serious violation of Academy expectations. Students are encouraged to remind family and friends not to send cash or other valuables through the mail.

Packages for students may be redirected to the Senior Director of Student Affairs or Health Office if the package is suspicious for containing medications, weapons or other prohibited items. The student will pick the package up and open it in front of the IMSA staff member for verification purposes.

## NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's educational records. They are:

1. The right to inspect and review the student's educational records within 45 days of the day the Academy received a request for access. Parents or eligible students should submit to the Registrar/Records Office a written request that identifies the record(s) they wish to inspect. The Registrar will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's educational records that the parent or eligible student believes are inaccurate or misleading. If the Academy decides not to amend the record as requested by the

- parent or eligible student, the Academy will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment.
3. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
  4. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
  5. One exception, which permits disclosure without consent is disclosure to school officials with legitimate interests. A school official is a person employed by the Academy as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Academy Board; a person or company with whom the Academy has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist). A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the Academy discloses education records without consent to officials of another school (either secondary or post-secondary) in which a student seeks or intends to enroll.
  6. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Academy complies with the requirements of FERPA.

### OFF-LIMIT AREAS

Students are expected to stay out of areas on campus designated as "off-limits". This is especially important in areas affected by construction and special security-related needs or concerns. Any locked or otherwise secured area is "off-limits" during that secured time frame. The A-wing of the main building is closed evenings during the week and on Saturdays and Sundays unless a program is approved through Facilities.

All "enclosed" areas in any building need adult supervision during student use. It should also be noted that one should use good judgment and common sense regarding certain areas that though not marked are indeed "off-limits". Such areas include, but are not limited to building roofs, crawl space above ceiling tiles and areas that are not lighted during evening hours such as the pond, behind the "hill" and the athletic fields. Disciplinary action will be taken if an infraction occurs. Please see the [main building map](#) and the [after dark maps](#) posted around the main building and in each residence hall for all areas considered to be off-limits.

### PHOTOCOPIERS

Students are not allowed to operate Academy photocopiers unless authorized by an IMSA staff member. Student Council Chartered Clubs may request copies to be made in the Student Affairs Office. Non-chartered groups may request copies with the written approval of the Coordinator of Campus Activities (or designee).

### CAMPUS SAFETY AND SECURITY

The mission of the Illinois Mathematics and Science Academy Security Department is to take whatever steps reasonable to ensure safety and well-being of all IMSA students, faculty, staff and visitors to our campus. By developing and maintaining programs and lines of communication with all members of the IMSA community, IMSA's security team ensures the protection of IMSA property and assets while enforcing IMSA rules and regulations, policies and procedures, and all local, State and Federal laws.

The Academy has a security officer on duty at all times. Students are expected to promptly report all security and safety related concerns to the officer on duty.

#### Behavior Intervention Team (BIT) Care

The IMSA BIT Care team is a campus-wide team of appointed Academy personnel responsible for identifying, assessing, and responding to concerns and/or disruptive behaviors by students who struggle academically, emotionally, behaviorally, or psychologically, or who present a risk to the health or safety of the Academy or its members. Students, parents/guardians, and staff are encouraged to share concerns with IMSA's BIT Care team using the Student of



Concern Report.

## PRIVACY, SEARCH AND SEIZURE

A student's right to privacy is respected at the Academy. However, the right to privacy is twofold. The Academy has a responsibility to maintain standards of behavior that are reflected in Academy regulations, policies and local, state and federal statutes.

The Chief Student Affairs Officer, the Senior Director of Student Affairs, the Campus Safety and Security Operations Director, or the Principal may authorize entry to search a student's property as well as Academy lockers, desks, or other property, including a student's room or computer hard drive when such entry and search is deemed justified. Such entry and search can be made in the presence of the student or students involved provided the students could be located in a timely fashion. Effort will be made to notify the parent/guardian. Prior to the room search, student's phones/smart watches will be collected and will be returned at the conclusion of the situation as determined by the administrator on call. The student does not need to be present in order for the search to be conducted. If the student or students cannot be located, another Academy official will accompany the person authorized to conduct the search. Persons conducting the entry and search will not enter a student's room without first knocking on the door and identifying themselves. Effort will be made to have at least one staff member of the same gender during a room search. In the event that they are not admitted, a key will be used to gain entrance.

It should be noted that an Academy official may enter any Academy premises or search Academy property at any time under legal compulsion or when the safety of persons or property is involved or suspected. Once the search is completed, the persons conducting the search are expected to leave the room in an orderly condition, pending the original condition of the room. If contraband, items used in criminal acts, items not permitted on campus, or stolen property is found during the search, they will be confiscated and a written receipt will be given to the room's occupants. If the occupants are not in the room during the search, a receipt will be left in a prominent, easily visible place. Both occupants shall take equal responsibility for any items or incidents found in the room, unless it is determined that one roommate has taken sole responsibility for all of the items or incidents. Both occupants are also held responsible for their guests and their guest's items. Should local, state or federal law enforcement officers present a duly authorized warrant or when such officials have determined that circumstances exist which justify a warrantless search, the Academy will cooperate in allowing such search. An Academy official will be present during the search unless otherwise ordered by the officers. Any items confiscated, other than contraband/illegal items, can be returned to a parent at the conclusion of an investigation. Parents are able to contact the Chief Hearing Officer to coordinate picking up the items during the semester that the room search took place. At the conclusion of each semester, if no arrangements have been made to pick up the items, any items remaining will be discarded.

The President or designee may request the assistance of law enforcement officials for the purpose of conducting inspections and searches of students and their personal effects, lockers, desks, parking lots, and other school property and equipment owned or controlled by the school for illegal drugs, weapons, or other illegal or dangerous substances or materials. Such searches may be conducted using specially trained dogs or technology.

Other than Academy personnel, no one (including parents, other students and visitors) is allowed access to a student's room unless the student is present or unless arrangements are made in advance with the Residence Life staff to allow someone else access. The student's right to privacy carries with it certain responsibilities, principally the obligation to avoid actions, which disturb or intrude on the privacy of others, actions that are illegal or those that violate Academy regulations.

## PUBLIC DISPLAYS OF AFFECTION

Public displays of affection are not permitted and is inappropriate in an educational setting. Examples include but are not limited to kissing, sitting on laps, straddling others, etc. Failure to stop following a reasonable request of a staff member will result in disciplinary action.

## **RADIO AND WIRELESS SPEAKERS**

The use of radios and wireless speakers in the Academic building is only permitted if using headphones.

## **RECREATIONAL AREAS**

Supervised recreational areas are available during posted times throughout the week. These areas include the Student Union, the pool, and the gym/fitness center. These areas cannot be used without an adult supervisor present, unless otherwise noted.

### **Gym/Fitness Center**

IMSA has a fitness center that offers students a chance to use exercise bikes, free weights, tumbling mats, and other health related equipment. Adult supervision is required whenever a student is using the Fitness Center.

### **Swimming Pool**

The Academy has a competition size swimming pool on the premises. Because of the need to ensure safety, the pool will only be open to the extent that certified lifeguards and adult supervision are available.

## **REMOTE CONTROLLED AERIAL DEVICE**

The use of remote controlled aerial devices including but not limited to: quadcopters, drones, hover crafts, airplanes, gliders are prohibited unless written permission is given by the Senior Director of Student Affairs or designee and an Academy staff member is present when operating the device.

## **STORAGE FACILITIES**

There is no on-campus storage space for student items.

## **TRANSPORTATION**

The Academy is limited in terms of the transportation it can provide students. Transportation is provided for Academy-sponsored activities, for emergency visits to area medical facilities, and for shuttles to and from the Aurora bus/train station on required closings/openings (weekends, extended weekends, and holidays). The Academy is not able to provide transportation for non-emergency off-campus medical services, or for other personal needs (private lessons, college interviews, etc.). In addition, the Academy does not transport students to and from Midway, O'Hare or Union Station in Chicago. The Academy does provide transportation for Academy sponsored trips and outings.

Public transportation, limousine, ride sharing (LYFT/UBER) and cab services are among the transportation options available to students with parent/guardian permission. It is the student's responsibility to provide sufficient funds for these expenses. Students should follow the policies and guidelines of the transportation provider.

## **VENDING MACHINES**

Vending machines are located in each hall and in the Main building. Problems with these should be reported to the Student Affairs Office.

## **WORSHIP SERVICES/OBSERVATIONS**

Students may attend the worship services of their choice and may participate in religious activity. The Residence Life staff does provide limited transportation to and from places of worship within a three-mile radius. Contact the RC for further details. Students wishing to practice traditional religious observations that conflict with residential guidelines (i.e. lighting of candles) should see an Area Coordinator.

## PARENT CODE OF CONDUCT

The purpose of the Parent Code of Conduct is to provide a mutual understanding for parents/guardians and Academy visitors about conduct expectations while on Academy property, at Academy events, and when interacting with Academy employees. Parents play a formative role in the development of their child's sense of justice, equity, and the dignity and worth of all members of our Academy community. One of the best ways for a parent to teach is to lead by example.

Accordingly, the Illinois Mathematics and Science Academy expects all members of our community, including parents/guardians, to embrace [IMSA's belief statements](#) and have a fundamental understanding and commitment to the following statements:

- Faculty, staff, administrators, and parents/guardians want all children to learn in a safe environment
- Faculty, staff, administrators, and parents/guardians must work together for the benefit of all students
- All members of the Academy community deserve to be treated with respect
- The Academy should be provided an opportunity to resolve issues or concern before public criticism

Please note, the Academy strives to recognize parents who embody IMSA's beliefs and demonstrate exceptional conduct and collaboration with faculty, staff and administrators.

### Prohibited Behaviors

In order to provide a safe and respectful environment, the Academy prohibits behaviors including, but not limited to:

- Abusive, threatening, profane or harassing written or verbal communication, either in person, by email or phone
- Disruptive behavior that interferes or threatens to interfere with Academy operations, including the effective operation of a classroom or residence hall, an employee's office or duty station, or school grounds, including sporting events and parking lots
- Threatening to cause bodily harm to an Academy employee, visitor, fellow parent/guardian or student
- Threatening to damage the property of an Academy employee, visitor, fellow parent/guardian or student.
- Damaging or destruction of IMSA property
- Excessive unscheduled campus visits, emails, phone messages or other written or oral communications
  - IMSA staff and administration may not always be immediately available to speak with you. The only way to *ensure* that you are able to speak with a staff member or administrator is to schedule an appointment. Staff and administrators have a practice of attempting to return all phone calls and emails within 48 hours. Your calls and visits will be responded to consistent with this practice if someone is not immediately available to speak with
- Defamatory, offensive or derogatory comments regarding the Academy or Academy staff made publicly to others, including through social media
  - Any concerns that you may have regarding these matters must be made through the appropriate channels so they can be dealt with fairly, appropriately, and effectively for all

### Consequences

Depending upon the severity of the incident, the Aurora Police Department may be called and the parents/guardians or visitors may be removed or otherwise banned from campus and participation in Academy-sponsored events. In situations involving lesser infractions or where remediation is viable, a warning will be provided, either verbal or in writing, prior to the filing of trespass and issuance of a formal ban. Should a parent/guardian or visitor fail to heed the direction issued in the warning, a ban or other restrictions designed to deter the conduct will follow. No restriction, however, will prevent the parent/guardian from working collaboratively with the Academy to meet the child's educational needs.

## BOARD OF TRUSTEES ADOPTED STUDENT POLICIES

IMSA is a remarkable setting with extraordinary opportunities for students to discover their own goodness and genius. Students are invited here to learn, to think clearly, and to act wisely. Enrolling in the Academy entails responsibility. All students are expected to contribute to the well-being of the community and to accept personal responsibility for their actions.

The Academy invests seriously and significantly in the human potential of each student. In turn, students are expected to comport themselves at a high level of appropriate behavior and to act in accordance with expectations and values, such as truthfulness, compassion, fairness and respect for self, others, and the community itself. High expectations for moral and ethical behavior parallel those for high academic achievement. Ultimately, the Academy expects students to be and become self-disciplined, ethical leaders.

Students are expected to abide by all IMSA board approved policies. All policies can be viewed in the links below.

### Student Policies

- [Admission – Non-Illinois, Domestic JA-USA](#)
- [Admissions -Illinois Resident JA-IL](#)
- [Chemical Possession and Use Policy JGDA](#)
- [Discrimination Harassment of Students Policy JHB](#)
- [Illinois Student Residency Policy JECAA](#)
- [Information Technology System Student Policy JBID](#)
- [Intellectual Property Policy GIP-JIP](#)
- [Meetings and Activities by Non-IMSA Sponsored Student Groups Policy JFK](#)
- [Review of Student Enrollment Status Policy JECF](#)
- [Rights of Individuals with Disabilities Policy JFL](#)
- [Sexual Harassment and Intimidation of Students Policy JHA](#)
- [Student Discipline Policy JG](#)
- [Student Distribution of Materials Policy JFJ](#)
- [Student Expression Policy JB](#)
- [Student Records Policy JO](#)
- [Title IX: Comprehensive Policy on Sexual Harassment Policy JIX](#)
- [Students with Chronic Communicable Diseases Policy JCD](#)

### Other Student Policies

- [Selection of Schools – IMSA Fusion Policy KA](#)

### Support Services Policies

- [Copyright Policy EGAD](#)
- [Public Use of IMSA Facilities Policy ECAA](#)