



THE  
**INDIANA ACADEMY**  
FOR SCIENCE, MATHEMATICS, AND HUMANITIES

*Indiana's High Ability High School*



# STUDENT HANDBOOK

*Revised April 2025*

## CONTACT INFORMATION

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# TABLE OF CONTENTS

<b>General Information</b> . . . . .	1
Letter from Executive Director	IAPO
Code of Conduct	Section 504 of the Rehabilitation Act
Antibullying Policy	FERPA
Brief History of IASMH	Mandatory Reporting
Administrative Offices	
<b>Non-Discrimination &amp; Anti-Harassment</b> . . . . .	7
<b>Title IX Sexual Harassment Policy</b> . . . . .	8
<b>Anti-Nepotism Policy</b> . . . . .	10
 <b>ACADEMIC AFFAIRS POLICIES AND PROCEDURES</b>	
<b>I. Attendance Policy</b> . . . . .	11
Absences & Tardies / Make-Up Work	
<b>II. Graduation Requirements</b> . . . . .	13
Academic Requirements	
Non-Academic Requirements (Academy Service / Community Service / Wellness)	
<b>III. Academic Programs</b> . . . . .	16
Core Curriculum	
Exploratory Curriculum	
Interdisciplinary Colloquia	May Term
Research Seminar Series	Internships
Directed Study	Elective Courses
<b>IV. Course Substitution</b> . . . . .	20
University Courses / Burris Courses / Other Substitutions	
<b>V. Advanced Placement &amp; University Credit</b> . . . . .	21
<b>VI. Scheduling</b> . . . . .	22
Drop/Add Procedure	
<b>VII. Grading</b> . . . . .	23
Letter Grades / Grading Periods	
<b>VIII. Grade Changes</b> . . . . .	23
<b>IX. Textbook Policy</b> . . . . .	24
<b>X. Office of Academic Guidance</b> . . . . .	24
Responsibilities / Study Teams / Academic Advising	
<b>A Guide to Academic Guidance</b> . . . . .	25
<b>A Guide to Academic Life</b> . . . . .	26
<b>XI. Education &amp; Research Activities Release</b> . . . . .	27
<b>XII. Transfer Credit</b> . . . . .	28
<b>XIII. Policy on Placement for Courses with Differentiated Levels</b> . . . . .	28
 <b>OTHER ACADEMY POLICIES AND PROCEDURES</b>	
<b>Student Health Services</b> . . . . .	29
Health Forms & Other Requirements	Tranportation (Residential Students)
Excused Absence Policy	Pharmacy Information
Ambulatory Health Care (Residential Students)	Medication Policy
Emergent Care (Residential Students)	Concussion & Head Injury Law
Urgent Care (Residential Students)	Sudden Cardiac Arrest
<b>Office of Mental Health &amp; Support Services</b> . . . . .	35
<b>Bracken Library</b> . . . . .	38

## TABLE OF CONTENTS (Continued)

<b>Burriss Laboratory School</b> . . . . .	.38
<b>Food Service</b> . . . . .	.38
<b>Laundry Facilities</b> . . . . .	.39
<b>Identification Cards</b> . . . . .	.39
<b>College &amp; Career Counseling Center (CCCC)</b> . . . . .	.40
<b>Community Resources</b> . . . . .	.40
Money & Banking	Shopping
Postal Services/Student Mailing Address	Religious Services
<b>Security</b> . . . . .	.41
<b>Student Rooms &amp; Safety Guidelines</b> . . . . .	.41
Student Rooms	Approved & Non-Approved Items
Student Room Safety Guidelines	Fire/Disaster Procedures

## RESIDENTIAL & STUDENT AFFAIRS POLICIES & PROCEDURES

<b>Residential &amp; Student Affairs Policies &amp; Procedures</b> . . . . .	.45
Residential and Student Affairs Staff	Questions About Policies
Residential and Student Affairs Philosophy	When a Student Turns 18
Overlapping Policies	Student Privilege System
Parent/Guardian Permissions	
<b>ABCs of Student Life: Policies &amp; Procedures</b> . . . . .	.48
Abandoned Property	Major Discipline
Air Conditioning	Non-Compliance
Alcohol, Illegal Drugs, & Non-Prescription Drugs	Off-Limit Areas
Amnesty Policy	Peer Assistants
Assault or Violent Behavior	Personal Care Guidelines
Attire ( <i>see Dress Code</i> )	Pets
Bicycles	Posting Signs
Cars/Vehicles	Practice Rooms
Check-In Times & Curfews	Public Displays of Affection (PDA)
Clubs	Quiet Hours
Common Areas	Residential Policy
Courtesy Hours	Room Changes
Criminal Organizations	Room Checks & Cleaning
Dining Service Behavior Guidelines	Room Key
Dress Code	Room Repairs
Employment	Roommate Selection
Entrance, Exit, & Access	Safety
Entry & Search	School Closings
Equipment Checkout	Security Cameras
Exercise Equipment & Recreation	Sign-In/Sign-Out Procedures
Extended Weekends/Vacation Periods	Skateboarding
Family Emergency	Smoking
Field Trips	Special Permission
Fire Doors	Student Center
Food Delivery	Student Identification
Front Desk Services	Study Sessions
Gambling, Betting, & Lotteries	Theft
Gold Forms ( <i>see Travel Permission Forms</i> )	Transportation
Groundings	Travel Permission Forms
Hazing	University Buildings & Facilities
Housekeeping	Vandalism
Housing Agreement	Violations of Law
Hygiene ( <i>see Personal Care Guidelines</i> )	Violations of University Policy
Intervisitation	Visitors & Visitation
Intramural & Interscholastic Activities	Weapons
Language	Windows
Lofts	
Lost & Found	
Lounge Use	

## TABLE OF CONTENTS (Continued)

### NON-RESIDENTIAL EARLY COLLEGE PROGRAM POLICIES

<b>NECP Policies</b> . . . . .	.81
Transportation	Meals on Campus
Public Area Use	Emergency Procedures
Sign-In Procedure	Visitation

### SUPPLEMENTARY POLICIES & PROCEDURES

<b>Technology Use Policies</b> . . . . .	.87
<b>Wireless Device Policy</b> . . . . .	.88
<b>Acceptable Use Policy</b> . . . . .	.88
<b>Discipline &amp; Due Process</b> . . . . .	.91
Discipline Policy	Grade Challenges
Code of Conduct	Financial Responsibilities
Academic Integrity	Suspension/Dismissal/Expulsion
<b>Appendices</b> . . . . .	102
Social Media Policy	Class Bell Schedule
Registered Sex Offender Policy	

## 2024-2025 IASMH STUDENT HANDBOOK

Dear Indiana Academy Students,

Welcome to the Indiana Academy for Science, Mathematics, and Humanities (IASMH)! This unique living and learning opportunity is designed to accelerate your education and personal growth. The Academy offers you more freedom and more responsibility than is offered in a traditional high school, but less freedom and more supervision than is offered to college students. At the Academy, you will be presented with challenges and given support in facing those challenges. In the end, however, your Academy experience depends on you.

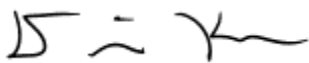
You must understand that your membership in the IASMH community is a privilege. This privilege was initially granted to you by the Admissions Office based on the selection committee's judgment of your past performance and of your potential to benefit from and contribute to the Academy. You may earn continued membership in the IASMH community through your performance and behavior, both in and out of the classroom. Factors that will be considered include but are not limited to, your academic performance, any academic issues/concerns (excessive absences, repeated academic dishonesty, etc.), disciplinary record, any behavioral issues/concerns (concerning pattern(s) of inappropriate behavior, abuse of community resources, disrespectful behavior toward peers, faculty, staff, administrators or others, etc.), and the violation of building and residential hall rules. Being a student at the Indiana Academy is both a privilege and an honor.

As an Academy student, you are required to follow all Ball State University and Academy regulations, as well as all local, state, and federal laws. All policies apply to you from when you enroll at the Academy until you graduate. It is your responsibility to become familiar with all of the policies of Ball State University Student Life (<https://www.bsu.edu/about/administrativeoffices/student-conduct/policiesandprocedures>), as well as the IASMH student handbook. These documents constitute a contract between the Academy and students/parents. Because the Academy is a dynamic organization, and because needs and expectations change, Academy policies and procedures are subject to change. You will be notified in writing of any policy changes and are responsible for being aware of those changes.

Violations of any University and/or Academy regulations OR any local, state, or federal law will be grounds for disciplinary action and, possibly, dismissal. Discipline is administered according to the discipline procedures described in this handbook.

Please read and become familiar with the expectations of community life at the Indiana Academy. We strongly recommend that you read this handbook carefully before you sign the housing agreement on move-in day.

The IASMH "Code of Conduct" printed below sums up the qualities we are looking for in Academy students. Best wishes for a successful academic year at the Indiana Academy for Science, Mathematics, and Humanities!



Dr. Dain Kavars  
Executive Director

The Indiana Academy for Science, Mathematics, and Humanities

## CODE OF CONDUCT

*Community respect for the individual,  
Individual respect for the community,  
And integrity in all things  
Are the foundations upon which we base our lives.*

## ANTIBULLYING POLICY

(a) Bullying is **prohibited** by the Indiana Academy. Students who commit any acts of bullying are subject to discipline including but not limited to suspension, expulsion, arrest, and/or prosecution.

(b) Definition: “Bullying” is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically); physical acts committed; aggression; or any other behaviors committed by a student or group of students against another student or students with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student(s), creating for the targeted student(s) an objectively hostile school environment that:

- (1) places the targeted student(s) in reasonable fear of harm to their person or property;
- (2) has a substantially detrimental effect on the targeted student’s physical or mental health;
- (3) has the effect of substantially interfering with the targeted student’s academic performance; or
- (4) has the effect of substantially interfering with the targeted student’s ability to participate in or benefit from the services, activities, or privileges provided by the school.

(c) Types: Bullying can occur anywhere (in-school or outside of school) and at any time – both during and after school hours. Bullying can include, but is not limited to:

- (1) **Physical bullying** involves hurting a person’s body or possessions. It includes hitting/kicking/punching, spitting, tripping or pushing, taking or breaking someone’s things, and making mean or rude hand gestures.
- (2) **Verbal bullying** involves saying mean things. It can include teasing, name-calling, inappropriate sexual comments, taunting, or threatening to cause harm.
- (3) **Social/relational bullying** involves hurting someone’s reputation or relationships. Social bullying involves telling other students not to be friends with someone, leaving someone out on purpose, spreading rumors about someone, or embarrassing someone in public.
- (4) **Electronic/written communication** involves cyberbullying, collective or group note writing, any bullying undertaken through the use of electronic devices (computer, cell phones, etc.)

(d) Applicability: The Indiana Academy prohibits bullying in all forms. This policy may be applied regardless of the physical location in which the bullying behavior occurred, whenever the individual committing the bullying behavior and any of the intended targets of the bullying behavior are students attending the Indiana Academy, Burris, or Ball State University and disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of others to a safe and peaceful learning environment. The Indiana Academy prohibits bullying through the use of data, computer software, and/or any digital recording device that is accessed through any computer, computer system, cell phone, personal electronic device, or computer network.

(e) Education: All students may be required to receive information on antibullying measures.

(f) Reporting: Anyone who believes that a student has possibly been or is the victim of bullying is encouraged to **immediately** report the situation to an appropriate staff member such as a teacher,

school counselor, or administrator (including the Superintendent). All staff who observe or receive a report of suspected bullying shall **immediately** notify a designated school administrator in charge of receiving reports of suspected bullying. If a staff member does not know who to make a report to, they should report directly to their supervisor or the Executive Director. Bullying reports to the Department of Child Services and/or law enforcement must be made as required by law, such as when a staff member believes that a student is the victim of abuse or neglect. Any person who makes a report of bullying and requests to remain anonymous will not be personally identified as the reporter or complainant to the extent permitted by law. Retaliation against any person who reports bullying behavior in good faith, who is thought to have reported bullying 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. Intentionally making false reports about bullying behavior to school officials is prohibited and will result in formal disciplinary action. The Indiana Academy will act appropriately to discipline staff members who fail to initiate or conduct an investigation of a bullying incident and for persons who falsely report an incident of bullying.

(g) Investigation: Once a report of suspected bullying is received by the designated school administrator, an expedited investigation shall follow. Depending on the specific behavior in question, the Academy's Non-Discrimination/Anti-Harassment Policy may be applicable as well. The investigation should be facilitated by the designated school administrator or other appropriate school staff. Information relating to the investigation will be gathered using means including, but not limited to: witness interviews, request for written witness statements, record identification and review, and an assessment of whether bullying occurred. The investigation will be initiated within one (1) business day of the report to the designated school administrator and will ordinarily be completed within thirty (30) calendar days.

(h) Intervention/Responses: If a report of suspected bullying is substantiated through an investigation, then the School will take appropriate intervention and responses as consistent with policy and procedure. The Indiana Academy will take prompt and effective steps reasonably calculated to stop the bullying, remedy the bullying, and prevent the bullying from recurring. Interventions and responses include, but are not limited to: separating the bully and the target; follow-up school counseling for the target; bullying education for the bully; and prompt disciplinary action against the bully. These steps should not penalize the target of the bullying. Disciplinary actions against the bully may include, but are not limited to: suspension and expulsion for students; discharge for employees; exclusion for parents/guardians, guests, volunteers, and contractors; and removal from any office for governing body members. Also, if the acts of bullying rise to the level of criminal offense the matter will be referred to law enforcement.

(i) Parental Involvement: Parents/guardians are encouraged to be involved in the process of minimizing bullying. Parents/guardians should report suspected acts of bullying to an appropriate school official. In addition, parents/guardians of students suspected of bullying will be notified with a phone call or through other appropriate means of communication. Conversely, parents/guardians of students suspected of being the target of acts of bullying will also be notified with a phone call or through other means of appropriate communication. Parent/guardian notifications will occur in an expedited manner within one (1) business day after the designated school administrator receives the report of suspected bullying.

### **A Note to Parents/Guardians:**

As an IASMH student, your child is leaving the relative security of family and high school to take on the challenges offered by college level course work and residence hall living. You cannot help but wonder how your student will fare. The Academy staff shares your concern for your student's well-being. We want to assist you in helping your student overcome any difficulties that may arise. We will contact you to keep you informed of your student's progress and of Academy events. It is not always possible, however, for us to be aware of what students are experiencing. We depend on you to communicate



with us and to encourage your student to do the same. Please feel free to contact us if you have questions, suggestions, or concerns. We protect the confidentiality of students and parents/guardians. Also remember that you are welcome at the Academy at any time. We think the best possible relationship Academy staff and parents/guardians can have is a partnership—a shared responsibility to help the student succeed academically and mature into a responsible, caring, young adult. We look forward to getting to know you better in the coming year.

**A BRIEF HISTORY OF IASMH & GENERAL INFORMATION**

**HISTORY/MISSION**

The Indiana Academy for Science, Mathematics, and Humanities was created through legislative action and opened in 1990. The mission of the Indiana Academy for Science, Mathematics, and Humanities is to provide a healthy and challenging residential community for eleventh and twelfth-grade students of high academic ability who are committed to reaching their full potential within a holistic framework. At the same time, the Academy will serve as a conduit to other high schools across the state for quality staff development, distance learning and support services.

**SETTING**

The Academy has its own community separate from the University population. The Indiana Academy is located in Wagoner Halls, the Academy House, and part of Elliot Hall at the southwest corner of the Ball State University campus. The Academy House was added to the Indiana Academy in the 1999-2000 school year, housing the Office of Outreach, Admissions, and office of the Executive Director. Wagoner Halls houses the students, Office of Academic Affairs, Office of Residential and Student Affairs, Office of Academic Guidance, Office of Mental Health and Support Services, and College and Career Counseling. The Academy and Burriss Laboratory School comprise Ball State’s University Schools. Ball State is in Muncie, Indiana, a city of approximately 68,000 people. Muncie is fifty-six miles northeast of Indianapolis, the state capital.

**ADMINISTRATIVE OFFICES**

The following offices are generally open and available for contact during business hours, Monday through Friday, during the academic school year:

<b>Executive Director of the Indiana Academy</b> Dr. Dain Kavars..... 285-8126	<b>Associate Director of Mental Health and Support Services</b> Dr. Mindy Wallpe.....285-5483
<b>Administrative Coordinator</b> Cary Witter ..... 285-7457	<b>Associate Director of Residential and Student Affairs</b> Bridger Fetters ..... 285-8123
<b>Director of Academic Affairs</b> Dr. Joel Olufowote..... 285-4136	<b>Assistant Director of Academic Advising and Guidance</b> Meg Wright..... 285-7407
<b>Director of External Affairs</b> Julie Tuttle Davis .....285-4303	<b>Assistant Director of Outreach Programs</b> Melissa Bucur ..... 285-6156
<b>Director of Residential and Student Affairs</b> Paul Douglas ..... 285-8127	<b>Attendance Coordinator</b> Renee Drumm.....285-8110
<b>Associate Director / Head of Admissions</b> Dr. Jo Tuite.....285-8109	<b>International Program Director</b> Huey Shi Chew..... 285-8130
<b>Associate Director of College Counseling and Student Engagement</b> Casey Schultz ..... 285-7322	<b>Nurse Manager</b> Nikki Al Khatib, RN..... 285-7360

### IAPO

The Indiana Academy Parent Organization is a group of parents/guardians and alumni whose goal is to help improve the educational and social atmosphere of the Academy and to help provide funds for extracurricular and scholarly activities. Parents/guardians and alumni can participate by joining the IAPO.

### SECTION 504 OF THE REHABILITATION ACT

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with a disability in any program receiving federal financial assistance. In order to fulfill obligations under Section 504, University Schools has the responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability should knowingly be permitted in any of the programs and practices of the school system.

University Schools has responsibilities under Section 504 which include the obligations to identify, evaluate, and, if the student is determined to be eligible under Section 504, to afford access to appropriate educational services.

If the parent or guardian disagrees with a determination made by the professional staff of the school district, the parent or guardian has a right to a hearing with an impartial hearing officer.

Additional information about prohibited discrimination based on disability or other protected categories, including the process for filing complaints of prohibited discrimination can be found in the Academy's Non-Discrimination/Anti-Harassment Policy contained in this handbook and on the Academy website. Assistant Director of Academic Advising and Guidance Meg Wright (765-285-7407; [mewright@bsu.edu](mailto:mewright@bsu.edu)) coordinates Section 504 for the Indiana Academy.

### FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) specifies rights related to educational records. This Act gives the parent or guardian the right to 1) inspect and review their child's educational records; 2) ask for an amendment to any report on the grounds that it is inaccurate, misleading, or violates the child's rights; 3) request a hearing on the issue if the school refuses to make the amendment; and 4) consent to disclosures of personally identifiable information contained in the student's education records. The Academy has established the following information about each student as "directory information" and will make it available upon a legitimate request unless a parent, guardian, or adult student notifies the Director of Academic Affairs within twenty days from the date of this notification that they will not permit distribution of any or all of such information: name, participation in officially recognized activities or athletics, dates of attendance, date of graduation; honors and awards received; and any other information the school considers would not be harmful or an invasion of privacy, if disclosed.

The law allows schools to disclose records, without consent, to the following parties:

- Parents/guardians of a dependent student;
- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Appropriate parties in connection with financial aid to a student;
- Specified officials for audit or evaluations purposes;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- Individuals who have obtained judicial orders or lawfully issued subpoenas after notice given to families;

- Appropriate officials in cases of health and safety emergencies; and State and local authorities, within a juvenile justice system, pursuant to specific state laws.

Parents/guardians and/or students over the age of 18 may file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office, U.S. Department of Education  
600 Independence Avenue, SW, Washington, DC 20202-4605

If there are questions or concerns, please contact the Assistant Director of Academic Guidance, (765) 285-8110.

### MANDATORY REPORTING

Under Indiana law any individual who has a reason to believe (IC 31-33-5-1) a child is a victim of abuse or neglect has the duty to make a report; therefore, each citizen of Indiana is considered a “mandated reporter.” While reporting child abuse is everyone’s responsibility, Indiana law requires a more stringent standard of reporting in some professions. These professional reporters are staff members in a medical or other public or private institution, school, facility, or agency. These reporters are legally obligated by their profession to report alleged child abuse or neglect immediately.

For additional information please refer to the Indiana Department of Child Services website: <https://www.in.gov/dcs/2971.htm>.

### PARENTAL NOTIFICATION REGARDING IDENTIFICATION

Per IC 20-33-7.5 schools shall notify in writing at least one parent/guardian of a student, if the student is an unemancipated minor, of a request made by the student to change the student’s:

- (1) Name; or
- (2) Pronoun, title, or word to identify the student.

Notification to a parent/guardian will occur no later than five business days after the date on which a school receives the request. Per the state code, this may not be construed to require a school psychologist, a school nurse, a school social worker, or a school counselor to violate a federal law or regulation.

### NON-DISCRIMINATION & ANTI-HARASSMENT

The Indiana Academy for Science, Mathematics and Humanities (the “School”) does not discriminate or tolerate harassment on the basis of a protected class including but not limited to race, color, national origin, gender, gender identity/gender expression, sexual orientation, age, religion, genetic information, or disability in the programs or activities which it operates or the employment therein or admission thereto.\*

The School has designated a faculty member as coordinator of non-discrimination and anti-harassment. The identity and contact information for this staff member is listed below.

**Associate Director of Student Engagement**  
**Indiana Academy**  
**Stephanie Nagelkirk**  
*[sanagelkirk@bsu.edu](mailto:sanagelkirk@bsu.edu)*  
**EL B008C**  
**765-285-7411**

Harassment or discrimination of students and guests is prohibited at all academic, residential, extra-curricular, and school-sponsored activities. Behavior prohibited by this policy also includes conduct

in any school program or activity taking place in school facilities, residential facilities, on school transportation, or any off-campus conduct that has a continuing effect on campus or in a school program or activity.

**Anyone who believes that a student or guest of the school has possibly been the target of discrimination or harassment is encouraged to immediately report the situation to an appropriate staff member such as a teacher, counselor, administrator, or to a Coordinator designated herein.**

**Any employee who observes, suspects, or is notified of discrimination or harassment must promptly report the behavior to his/her immediate supervisor. Supervisors must promptly report the behavior to a Coordinator designated herein.**

The School will respond to all allegations of harassment and discrimination. In those cases where discrimination is substantiated, the School will take action reasonably calculated to end the harassment and discrimination, prevent its recurrence, and provide for a free appropriate public education. Individuals who are found to have engaged in unlawful discrimination or harassment may be subject to appropriate disciplinary action, up to and including, expulsion from school or termination of employment.

Harassment is defined as unwelcome and unacceptable behavior toward a student or visitor on the basis of a protected class including but not limited to race, color, national origin, gender, gender identity/gender expression, sexual orientation, age, religion, genetic information, or disability.

Harassment and discrimination may take many forms including verbal acts and name-calling; graphic and written statements; derogatory, demeaning or stereotyped remarks; sexual violence or unwanted sexual contact; or other conduct that may be harmful, humiliating, or physically threatening. Harassment and discrimination do not have to include intent to harm, be directed at a specific target, or involve repeated incidents, but may be present in peer-to-peer, staff-to-student, or student-to-staff, interactions involving guests or third parties. Harassment and discrimination may be any act, speech, or gesture sufficiently severe, pervasive, or persistent so as to interfere with or limit the ability to participate in or benefit from the services, activities, or opportunities provided by the School.

The School community can find the complete Non-Discrimination and Anti-Harassment Policy and Procedures at <https://academy.bsu.edu/wp-content/uploads/Indiana-Academy-Non-Discrimination-and-Anti-Harassment-Policy-Procedure-2020.pdf> or by contacting a school official as listed above. A hardcopy of the policy is also available upon request.

\*Faculty and staff members seeking information and procedures for filing a complaint of unlawful discrimination may visit: <https://www.bsu.edu/about/administrativeoffices/general-counsel>.

## TITLE IX SEXUAL HARASSMENT POLICY AND PROCEDURES

### I. Policy Statement

This policy pertains to sexual harassment complaints against Indiana Academy students. Indiana Academy employees are subject to Ball State University's sexual harassment policy found here: <https://www.bsu.edu/about/administrativeoffices/associate-dean-of-students>.

In accordance with the U.S. Department of Education's implementing regulations for Title IX of the Education Amendments of 1972 ("Title IX"), the Indiana Academy for Science, Mathematics and Humanities ("School") prohibits sexual harassment that occurs within its education programs and activities. An individual who is found to have committed sexual harassment in violation of this policy is subject to the full range of discipline, up to and including termination of employment or expulsion. The School will provide persons who have experienced sexual harassment with ongoing remedies as reasonably necessary to restore or preserve access to the School's education program and activities.

### II. Application and Scope

This policy applies to all students and employees (including applicants for admission and employment) when there is an allegation of sexual harassment occurring within the School's education program or activities, and it applies regardless of the parties' sex, gender, sexual orientation, gender identity, or citizenship status. For purposes of this policy, "sexual harassment" is conduct on the basis of sex that satisfies one or more of the following:

- i. An employee of the School conditioning the provision of an aid, benefit, or service of the School on an individual's participation in unwelcome sexual conduct (often referred to as quid pro quo);
- ii. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the School's education program or activity (often referred to as hostile environment harassment); or
- iii. Sexual assault, dating violence, domestic violence, or stalking (as these terms are defined in Section III below).

Note that the School's "education programs and activities" are locations, events, or circumstances over which the School exercises substantial control over both the respondent and the context in which the sexual harassment occurs. This policy does not apply to sexual harassment that is alleged to have occurred in a private setting and outside the scope of the School's education programs and activities, or outside of the geographical boundaries of the United States. Such allegations may be processed under other School policies and procedures.

### III. Definitions

- A. **Complainant** is an individual who is alleged to be the victim of conduct that could constitute sexual harassment.
- B. **Respondent** is a person alleged to have been a perpetrator of conduct that could constitute sexual harassment.
- C. **Sexual assault** is any sexual act directed against another person, without the consent, including instances where the person is incapable of giving consent. When processing a complaint of sexual assault under this policy, the School will use definitions under the uniform crime reporting system of the Federal Bureau of Investigation as required by Title IX.
- D. **Dating violence** means violence committed by a person (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) where the existence of

such a relationship shall be determined based on consideration of the following factors: (i) the length of the relationship; (ii) the type of relationship; and (iii) the frequency of interaction between the persons involved in the relationship.

- E. **Domestic violence** includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the state of Indiana, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the state of Indiana.
- F. **Stalking** means engaging in a course of conduct directed at a specific person that would cause a reasonable person to (A) fear for his or her safety or the safety of others; or (B) suffer substantial emotional distress.
- G. **Preponderance of the evidence** is the standard of evidence to determine if a violation of this policy has occurred. This standard of proof means people in decision-making roles must be convinced by the totality of the available, relevant evidence presented that the alleged conduct has more likely than not (greater than 50% likely) occurred in order for there to be a violation of policy.
- H. **Inculpatory evidence** is evidence which implies or tends to establish responsibility for a violation of this policy as alleged.
- I. **Exculpatory evidence** is evidence which implies or tends to establish a lack of responsibility for a violation of this policy as alleged.

#### IV. Reporting Sexual Harassment

Any person may report sexual harassment to the Title IX Coordinator. Reports may be made in person, by regular mail, telephone, electronic mail, or by any other means that results in the Title IX Coordinator receiving the report. In-person reports must be made during normal business hours, but reports can be made online or by regular mail, telephone, or electronic mail at any time, including outside normal business hours. The preferred method of filing a report is by using the Title IX form on the Say Something webpage ([https://www.bsu.edu/about/administrativeoffices/dean-of-students/say-something#accordion\\_titleix](https://www.bsu.edu/about/administrativeoffices/dean-of-students/say-something#accordion_titleix)).

The name and contact information for the Title IX Coordinator is:

Stephanie Nagelkirk  
E-mail: [sanagelkirk@bsu.edu](mailto:sanagelkirk@bsu.edu)  
Office: EL B008C  
Phone: 765-285-7411

In addition to reporting to the Title IX Coordinator, any person may report sexual harassment to any employee of the School. When an employee of the School receives information about alleged sexual harassment, they are required to promptly forward all known details of the situation (including the names of the parties, and the time, date, location, and description of the alleged behavior) to the Title IX Coordinator.

The School community can find the complete Title IX Sexual Harassment Policy and Procedures at <https://academy.bsu.edu/wp-content/uploads/IA-Title-IX-Policy-September-2024.pdf> or by contacting the coordinator as listed above. A hardcopy of the policy is also available upon request.

**Faculty and staff members seeking information and procedures for filing a complaint of unlawful discrimination may visit:** <https://www.bsu.edu/about/administrativeoffices/general-counsel>.

### ANTI-NEPOTISM POLICY

Occasionally a parent or close relative of an Indiana Academy student is an employee of the Indiana Academy. This policy is intended to reinforce the Academy's commitment to educational practices which will create fair and constructive learning relationships within the Academy community.

Every effort will be made to place a student in classes not taught by the parent/relative. This includes placing students in different sections of the same class taught by other instructors, placing students in different but similar classes taught by other instructors, or placing students in similar Ball State University classes. In the event a class taught by a parent/relative is required for graduation and an appropriate alternative option is not available, the Director of Academic Affairs will consult with the Department Chair (or designee if the Department Chair is a close relative of the student) to oversee the assigning of the course grade.

In the event a parent/relative is a school administrator with decision-making authority over the student (i.e. admissions, grade dispute, disciplinary action, placement on academic teams, scholarship awards, etc.), the duties of the parent/relative will be transferred to another Academy school administrator or Superintendent of University Schools for any decisions involving that student.

A student who has a concern or issue with a parent/relative may contact any Academy administrator who is not their parent/relative. A student may also contact the Superintendent of University Schools.

When a student of a parent/relative at the Academy is accepted to the school, the student's name will be shared with the Superintendent of University Schools and the Ball State University Teachers College Office of the Dean. Any issues that arise with a student, as described above, will be shared with the Superintendent of University Schools and the Ball State University Teachers College Office of the Dean.

## I. ATTENDANCE

Class attendance is an essential component of academic success. It is mandatory at the Indiana Academy as required by state law. Students are required to attend class and be on time unless excused by the school nurse, the Director of Academic Affairs or designee. Because of the demanding class expectations and time requirements, parents/guardians are encouraged to not request their son or daughter be excused from class unless an exceptional circumstance exists.

### A. Unexcused Absences

It is the policy of the Indiana Academy that any absence from class is unexcused, except for illness, death in the family, college visits, or school related activities. Going home early before a break, family events like vacations, reunions, etc. do not qualify. We recognize there can be circumstances where exceptions are appropriate. We welcome conversations with students and/or parents/guardians in this regard.

Parents/guardians picking up students and checking them out through the front desk or keeping the student home after a break or weekend also need to notify the attendance office before the student misses classes, otherwise the absences may be unexcused (this does not apply to pre-arranged absences).

Students who are absent unexcused from class (two or more each semester) are subject to detention during non-class hours, restrictions, suspension, removal from class, or other consequences deemed appropriate by the Director of Academic Affairs or designee. Classes that meet for consecutive periods of more than 50 minutes at a time will be subject to greater penalties. Parents/guardians are notified of all unexcused absences.

When a student is absent from a class, the instructor reports the student absence to the Faculty Attendance Coordinator in the Office of Academic Affairs. Unless the absence has been previously excused, it is considered unexcused and the student receives notification via e-mail. If the student believes this notice to be in error, it is their responsibility to discuss it with the instructor. If the instructor changes the status of the absence, the student is to return the "Notice of Unexcused Absence" form, signed by the instructor, to the attendance office by 4:00 p.m. the following school day.

### B. Tardies

Being on time to class is an important part of the Academy Code of Conduct—"individual respect for the community." Students who arrive after the beginning of class disrupt the learning of others and miss part of the instruction. Students who are late are marked tardy with the number of minutes late. Students who are tardy an excessive number of times (four or more each semester) are subject to detention during non-class hours, restrictions, suspension, removal from class, or other consequences deemed appropriate by the Director of Academic Affairs or designee.

When a student is tardy to a class, the instructor reports the student tardy to the Faculty Attendance Coordinator in the Office of Academic Affairs. Unless the tardy has been previously excused, it is considered unexcused and the student receives notification via e-mail. If the student believes this notice to be in error, it is their responsibility to discuss it with the instructor. If the instructor changes the status of the tardy, the student is to return the "Notice of Unexcused Tardy" form, signed by the instructor, to the attendance office by 4:00 p.m. the following school day.

### C. Missed Appointments

There will be penalties assigned for missing appointments with administration, faculty or staff.



### D. Excused Absences

#### 1. *Illness*

If a student is ill, they must report to the school nurse no later than 7:45 a.m. If the nurse is not available, the student must report to the staff person at the front desk of Wagoner Hall in the same time frame. If there is a medical emergency, the student must contact the Office of Residential and Student Affairs immediately. If a student is sick at home, only the parent/guardian may request an excused absence. In these instances, the parent/guardian should call the Faculty Attendance Coordinator. **If a student misses more than three (3) consecutive days of classes due to illness at home, a physician's release to return to the Academy is required.** This release must be filed with the school nurse.

If a student feels unable to attend class for non-medical reasons related to emotional and psychological concerns, the student must report to the Office of Mental Health and Support Services to discuss their request. This request should be made before the first missed class period. If no one in the Office of Mental Health and Support Services is available, the student is expected to report to the school nurse.

When a student has accumulated more than five excused absences due to illness, without extenuating circumstances, the student may be referred to the Study Team.

#### 2. *Pre-arranged Absences*

When a student needs to be absent from a class for an excusable reason, a pre-arranged absence form must be submitted. Examples of pre-arranged absences are a field trip, medical appointment, college visit, **sporting event, interscholastic events**, etc. This form should be submitted to the Office of Academic Affairs **five days prior to the absence**. If the pre-arranged absence is not turned in five days prior to absence the student will be subject to penalties. If an exception to the time requirement is needed, the student must talk with the Director of Academic Affairs or designee.

Within 24 hours of a student's return from a doctor appointment or college visit, it is required that they bring to the Office of Academic Affairs verification from the doctor or Office of Admissions of that institution as to the date and time of the visit.

### E. Makeup Work

Each faculty member includes in the course syllabus a policy statement on make-up work for absences of any kind. Students are expected to make up any work missed during an excused absence. Instructors' policies on absences of any other kind must conform to Academy policies and are subject to approval by the Director of Academic Affairs.

### F. Absences from Class

Due to the intense, rigorous nature of Indiana Academy classes it is important that students be present during all class meetings. If a student's total number of absences (both excused and unexcused) reaches at least 20 percent of the number of scheduled class meetings during a semester, the student's case may be reviewed for possible submission to the Intervention and Retention Committee. The Intervention and Retention Committee may recommend removing the student from the class, dismissal from the Academy, probationary conditions, or other actions most appropriate to the particular case.

## II. GRADUATION REQUIREMENTS

### A. Academic Credit Requirements

The academic credit requirements for the Indiana Academy allow the student to graduate with an Indiana Academic Honors Diploma. A total of 47 credits are required for graduation and a minimum of 26.5 must be completed at the Academy. Academic credits must be distributed in the subject areas as required by the Indiana Academic Honors Diploma. The specific course requirements may change from year to year and are available in the Office of Academic Guidance.

### B. Non-Academic Graduation Requirements (Extended Curriculum)

#### 1. Academy Service

Cooperative living and shared responsibility in the Indiana Academy's residential community is fostered through the Academy Service program. Academy Service is the commitment of uncompensated time and effort to positively impact the Indiana Academy under the supervision of Academy staff and faculty. **A total of thirty (30) Academy Service hours must be earned by each two-year residential student to fulfill the graduation requirement. A total of fifteen (15) Academy Service hours must be earned by each 1-year residential student to fulfill the graduation requirement. One-year residential International students are required to complete a total of fifteen (15) Academy Service hours over their time at the Academy. Two-year residential International students are required to complete a total of thirty (30) Academy Service hours over their time at the Academy.** These hours must be completed and turned in before graduation. NECP students may participate in the Academy Service program but are NOT required to complete any hours (0) over their Junior and Senior year in order to graduate. Each student is independently responsible for securing, completing, and documenting Academy service hours. **Academy Service Forms** are used by the students to document work completed. The person supervising the service hours must sign the form and then the student is to turn in the form to their custodial Student Life Counselor for documentation. *Students will not receive credit for Academy Service hours reported from the prior school year.*

#### Tracking & Reporting Extracurricular Activities

- Students will automatically qualify for up to 15 hours of Academy Service by completing a single Burris-Academy IHSAA season as a sports manager. This information will be reported by the Burris-Academy Athletic Director to the Associate Director of Residential and Student Affairs.
- Students will automatically qualify for up to 15 hours of Academy Service by participating in the Burris-Academy Pep Band. The Academy Service form needs to be signed by the Burris-Academy Band Director following the procedures listed above.

#### 2. Wellness

The Indiana Academy is committed to providing students with an environment that encourages them to take personal responsibility and to lead healthy lifestyles. The Wellness program at the Academy operates from the standpoint that when any part of an individual is out of balance, it affects the health of the whole.

The Academy recognizes basic wellness dimensions that contribute to a healthy, whole individual when kept in balance. These dimensions consist of the following categories:

- **Awareness** – This dimension is generally defined as experiences that compare and/or contrast with distinct populations, sharing points of difference, situations or activities involving multiple viewpoints, etc.

## ACADEMIC AFFAIRS POLICIES AND PROCEDURES

- **Cultural** – This dimension is generally defined as experiences with the fine or performing arts, history of traditions, ways of living built up by a single group of people, or shared knowledge & values of a society, etc.
- **Emotional/Spiritual** – This composite dimension is generally defined as experiences that evoke an emotive response, and can include areas such as interests, attitudes, outlooks, intellectual growth, healthy emotional expression, philosophical, transcendental or religious matters, etc.
- **Physical** – This dimension is generally defined as activities pertaining to non-class related physical activity/exertion or educational presentations regarding physical health. This dimension can be completed independently of Student Life programming opportunities. Ten (10) clock hours make up one (1) Physical credit.
- **Vocational** – This dimension is generally defined as experiences that pertain to and/or prepare for an occupation, vocation, career path, or higher education, as well as activities related to training of a specific skill set, etc.

The Wellness program requires each two-year residential student (including two-year residential International students) to complete thirty (30) credits over the course of their time at the Academy. One-year residential students (including one-year International students) must complete fifteen (15) credits over the course of their time at the Academy. NECP Students are welcome to participate in the Wellness program but are NOT required to complete any hours (0) over their Junior and Senior year in order to graduate. Each semester, the Student Life Staff offers at least 120 Wellness Programs in addition to various opportunities provided by other Academy personnel. There are mandatory credits within each of the five dimensions and additional credits remain as electives based on the number of years in residence. (See **PRIVILEGE SYSTEM** for more detail on elective credit.) **These credits must be completed to fulfill a graduation requirement.** Students are responsible for reporting their attendance at Wellness programs using the following steps:

1. Sign the attendance sheet at the program. (Students will not be eligible for credit if they fail to sign the attendance sheet, or are not paying attention, or do not attend for the entire program, etc.)

### **Wellness Guidelines & Limitations**

*The following are based on two-year residential student guidelines and limitations. For one-year residential students, the following guidelines and limitations would be halved.*

**Tracking & Reporting Physical Wellness** – Students need to track the date, type, and duration of each physical activity and/or name, date, and duration of any physical/health education program. When students have accumulated 10 hours of these activities (in any combination), they need to email their designated Academy representative (custodial SLC for residential students, appointed Academy administrator for NECP & international students) with the detailed information.

### **Tracking & Reporting Extracurricular Activities**

- Students will automatically qualify for up to two (2) elective credits (depending on schedule length/duration) if they complete a Burris/Academy theatrical production (Play, Musical, etc.) or a season of show choir.
- Students will automatically qualify for two (2) physical or elective credits if they complete a Burris-Academy IHSAA season.

**Reporting Limitations** – Students may receive credit for a maximum of:

- Two (2) Vocational or Elective credits for college visits.

In order to receive wellness credit for College Visits/Presentations, (not facilitated through

the CCCC) students must provide an information packet about the institution and short reflective essay detailing the visit/experience.

Students reporting a program for Wellness credit cannot receive any other type of credit for that activity (i.e. Academy Service, class credit, class extra credit, etc.).

### Wellness Breakdown Summary

<u>Two-Year Residential</u>	<u>One-Year Residential</u>
4 – Awareness	2 – Awareness
4 – Cultural	2 – Cultural
4 – Emotional / Spiritual	2 – Emotional / Spiritual
4 – Physical	2 – Physical
4 – Vocational	2 – Vocational
10 – Elective	5 – Elective
30 – Total credits	15 – Total credits

### 3. *Community Service*

The Indiana Academy recognizes Community Service as the commitment of uncompensated time and effort to positively impact communities within the state of Indiana. The Indiana Academy places a priority on service hours that benefit under-resourced populations, including but not limited to people experiencing poverty, discrimination, abuse, poor health, old age, and/or disabilities. Every two-year residential and NECP Academy student must perform fifty (50) hours of Community Service as a graduation requirement. Every one-year residential and NECP student must perform twenty-five (25) hours of Community Service as a graduation requirement. International Students are welcome to participate in the Community Service program but are NOT required to complete any hours (0) over their junior and senior year in order to graduate. Students may begin completing and recording Community Service on June 1st of the year they are admitted to the Academy.

#### Approvable Community Service for Extended Curriculum is:

- Uncompensated
- Supervised by an organization and/or affiliated staff member (unrelated to student)
- Within the state of Indiana
- May not be completed online

#### Reflections:

- Once 25 hours are completed, students will be required and prompted to complete a reflection on their experience and impact.
- Once 50 hours are completed, students will be required and prompted to complete a reflection on their experience and impact.

Students may choose more than one agency at a hometown location, in Muncie, or at a location of their choice to complete the service. **All service must be approved by the Administrative Assistant to the Director of Residential and Student Affairs or must be at a location listed on the Pre-Approved Site list (see Community Service Form).** Community Service forms can be found at the Indiana Academy Web site in the Forms section at the following address:

<https://academy.bsu.edu/wp-content/uploads/community-service-form-2023-2024.pdf>.

All signed and completed paperwork must be filed with the Administrative Assistant to the Director of Residential and Student Affairs. Students may turn these completed forms into the Academy Front Desk to be recorded and tracked. Students may choose to complete their Community Service obligations during the summer to avoid conflict with academic responsibilities.

## EXTENDED CURRICULUM BREAKDOWN

	Academy Service	Community Service	Wellness Credits
<b>Residential</b> (two years)	30	50	30
<b>Residential</b> (one year)	15	25	15
<b>NECP</b> (two years)	0	50	0
<b>NECP</b> (one year)	0	25	0
<b>NECP+Residential</b> (one year each)	15	50	15
<b>NECP+Residential</b> (one year NECP + two yrs. residential)	30	50	30
<b>International</b> (one year NECP + one year residential)	15	0	15
<b>International</b> (two years residential)	30	0	30
<b>International</b> (one year residential)	15	0	15

## III. ACADEMIC PROGRAMS

The academic programs of the Indiana Academy for Science, Mathematics, and Humanities are comprised of a Core Program, an Exploratory Program, and an Extended Program. The Core Curriculum consists of study in the subjects of science, mathematics, humanities, and core interdisciplinary studies. The Exploratory Curriculum includes individual exploration through independent research, colloquia, apprenticeships, Academy elective courses and University elective courses. The Extended Curriculum utilizes the total Academy environment to educate the whole person through programs in leadership, wellness, community service and cultural events.

### A. Core Curriculum

The Core Curriculum is comprised of subject requirements from the traditional liberal arts and sciences that all students are expected to complete. A balanced study of science, mathematics, and the humanities is emphasized. Students will typically enroll each semester in at least one English course, one foreign language course, one social science course, one science course, one mathematics course, and one or two electives.

#### 1. Science

The Indiana Academy requires the equivalent of three years of study in a laboratory science. One year must be in biology, one year in chemistry, and one year in physics. Four science credits in laboratory courses must be taken at the Academy.

Students who have not completed a one-year course in physics during their first two years of high school must successfully complete an Academy physics course that correlates with their math placement.

#### 2. Mathematics and Computer Science

The Indiana Academy requires the equivalent of four years of study in mathematics. Four credits must be completed through Academy course work. As a minimum requirement, students must complete the equivalent of one year of study in mathematics beyond the levels of geometry and second year algebra/trigonometry. The initial placement in mathematics courses will be based on a mathematics placement exam, SAT math scores, and the high school

transcript. Students who wish to appeal their placement should first consult with the Chair of the Math/Computer Science Division.

Students must also demonstrate proficiency in the use of computers by the end of the junior year (first year). Students may demonstrate computer competency by passing a proficiency exam or successfully completing .5 credit of Computer Applications.

### 3. *Humanities*

Humanities consist of four areas: English, Foreign Language, Social Studies, and the Fine Arts.

English—Students must successfully complete the equivalent of four years of study in English language and literature, with two years completed at the Academy. Of the four credits required at the Academy, one semester of American Literature must be taken in the fall semester of the junior year and one semester of Masterpieces of British and World Literature the spring semester of the junior year. The three semester integrated course Civitas/Human Struggles may be substituted for American Literature, Masterpieces of British and World Literature, one English elective, and the three semesters of Civitas (Social Studies)

Foreign Language—wide range of languages is offered at the Academy, typically Spanish, French, German, Latin, Russian, Chinese and Japanese. Other languages may be available through Ball State University. Students must complete the equivalent of three years of study in one foreign language or two years of study each in two different languages. Because students enter the Academy with varying backgrounds in foreign language, students in Spanish, French, German, and Latin are placed in a levels depending on their scores on a national test administered prior to the beginning of the junior year. Placements are based on competency in the language not “set time”. Students in Chinese, Japanese, and Russian are placed by teacher recommendation after the first week of classes.

If taking one language, a student must successfully complete the Academy 302 course in that language. Students entering the Academy with three years of a language may meet this requirement by demonstrating third year proficiency on a national test. If taking two languages, a student must earn four credits in each language. For languages taken at the Academy to meet this requirement, the credits must include the successful completion of the Academy 202 course.

Social Studies—The Indiana Academic Honors Diploma requirements for social studies are satisfied by successfully completing Foundations of the American Experience, American History 1, and American History 2 or Civitas Human Struggles I, II, and III. In addition, students must successfully complete one additional credit in social studies at the Academy to earn the required four credits.

The three semester integrated courses Civitas/Human Struggles and English/Human Struggles may be substituted for the three semesters of Foundations of the American Experience, American History 1, American History 2, American Literature, World Literature, and two English electives.

Fine Arts—equivalent of one year of study in the fine arts must be completed prior to graduation. Students may complete the fine arts requirement by enrolling in courses offered by the Indiana Academy, selected courses offered by the University, or courses offered by Burriss Laboratory School. Transfer credit may be used to satisfy the graduation requirement in the fine arts.

Students are urged to continue the study of fine arts beyond the minimum requirement for graduation. Courses in both the performing arts and the appreciation of fine arts are available as electives.

## B. Exploratory Curriculum

The Exploratory Curriculum provides the student with the opportunity to inquire and discover. The exploration may take the form of inquiring into new subjects through elective courses offered by either the Academy or Ball State University, or it may involve investigation of a new career through apprenticeship to a researcher or practicing professional. Independent research is encouraged in the Exploratory Curriculum so that the excitement generated by inquiry and discovery leading to new knowledge is included in each student's learning experience.

### 1. *Interdisciplinary Colloquia*

Students must complete two semesters of Colloquia—one their junior year and one their senior year. The purpose of the Colloquia series is to provide students with the opportunity to discuss and study ideas across disciplines. One half credit is awarded for the successful completion of each colloquium semester for a total of one credit for the series.

### 2. *Research Series*

Students have the option to complete a one-credit research requirement at the Academy. Research courses have two primary goals: 1) students are to write a research proposal with an investigative design that may be implemented to answer an identified research question and 2) students are to develop a research design based on current knowledge and to analyze results of carrying out the particular design with the potentiality of writing a report of the results.

### 3. *Directed Study*

Through directed study, students work with instructors who have expertise in an area of interest for them that cannot be acquired within the Academy curriculum. To enroll in a directed study, a student must have completed at least one semester at the Academy. Interested students must first have the cooperation of an instructor who would be responsible for the directed study. If an instructor agrees, the student must detail in writing a directed study proposal on a form available online on the Indiana Academy website. The form must be approved by the instructor, the division chair, and Director of Academic Affairs. If it is approved, a copy of the form will be sent to the instructor and another to the Academic Guidance office. If it is disapproved, the form will be returned to the instructor.

Enrolling in more than one directed study per semester will be considered only under special circumstances:

- 1) The student must file a petition with the Academic Affairs office (forms will be available in the Academic Affairs office);
- 2) All grades earned the previous semester must be a "B" or higher (exceptions will be considered only in situations where the student's graduation requirement cannot be met through the regular curriculum offerings);
- 3) The directed study must be approved by a committee consisting of the Academic Guidance counselor (committee chair), the student's advisor, and the division chair(s);
- 4) The directed study must be approved by the Director of Academic Affairs.

*Directed Study proposals need to be submitted to the Director of Academic Affairs within the first ten (10) school days of the semester in which the directed study is desired.* No student may take a directed study if a similar course is available in the Indiana Academy curriculum unless an explicit need or conflict can be shown by both the instructor and division chair.

### 4. *May Term*

May Term is a two-week program which occurs at the conclusion of the second semester. Two credits of May Term are required for graduation from the Academy. May Term provides the student an opportunity to take an in-depth course or workshop in an academic area that is not

normally covered in the Academy curriculum. Domestic and international study trips are also offered as part of the May Term experience.

During May Term, students may also elect to participate in the apprenticeship program. The apprenticeship program is a partnership for learning between a student and professional practitioner, or “mentor,” engaged in some form of creative work. Apprenticeship opportunities are sought which allow the student to engage in professional research or problem solving activities. Students are placed with volunteer mentors on the basis of personal interest. Guidelines for May Term apprenticeships are available in the Office of Academic Affairs.

### 5. *Internships*

Internships are optional opportunities for students to learn from direct experiences with creative and productive adults. Students may schedule four to eight hours per week in the internship program. Students can earn one half credit per semester for successful participation in an internship scheduled four hours per week and one credit for an internship scheduled eight hours per week.

***To arrange an internship, students must follow these guidelines:***

***Registration for Fall and Spring Internships:*** Registration for both Fall and Spring internships must be completed by the end of the second week of the semester classes. Registration must be approved by the Director of Academic Affairs. The student should make an appointment with the Director of Academic Affairs to discuss the internship.

***Internship Proposal:*** Final approval of the internship cannot occur until a one to two page proposal is submitted and approved by the Director of Academic Affairs. The proposal should:

- 1) identify the company or person who will be the mentor,
- 2) specify the reason for pursuing the internship, and what is to be gained from the experience,
- 3) include specifics on the hours that will be worked, starting and ending dates, and the address and phone number of the contact person.

***Initial Meeting of Participants:*** After the initial approval of the Internship, a meeting must be held that includes the Director of Academic Affairs or designee, the student, and the mentor. Procedures, evaluations, and visitations will be discussed at this meeting.

***Internship Requirements:*** Internships may be scheduled for four or eight hours per week depending upon the availability of the mentor and student scheduling preferences. Regular attendance and punctuality is a necessity. Absence from internship sessions must be reported to the Academy’s Director of Academic Affairs prior to the scheduled time with the mentor, except in emergencies. Unexcused absences by an intern may result in removal from the internship program. Interns and mentors are required to document attendance.

During the internship, an Academy faculty member will visit the site to talk with the mentor and observe the student at work.

Students enrolled in an internship must keep a journal of their activities and thoughts during the internship. This will be turned into the Director of Academic Affairs at the end of the semester.

### 6. *Elective Courses*

The requirements for graduation from the Indiana Academy generally allow for students to enroll in one or more elective courses each semester. Students may enroll in elective courses offered through the Indiana Academy and in courses offered by Burriss Laboratory School or Ball State University.



### (a) Academy Electives

The Indiana Academy offers elective courses in advanced topics in the area of science, mathematics and humanities. Students may select Academy elective courses after consultation with their academic advisors.

### (b) Burris Laboratory School Electives

Students may enroll in courses offered by Burris Laboratory School in order to satisfy some elective course requirements. Students, upon the recommendation of their academic advisors and with the approval of the Office of Academic Guidance and the registrar of Burris Laboratory School, may select Burris Laboratory School courses. Enrollment in Burris Laboratory School courses is on a space available basis.

### (c) Ball State University Electives

Students enrolled in the Indiana Academy for Science, Mathematics, and Humanities may enroll in Ball State University courses after consultation with their advisors and with permission of the chairperson of the BSU academic department or instructor offering the course. University courses must be scheduled around the student's Academy class schedule and must be approved by the Office of Academic Guidance. At registration, the student must indicate whether the class is being audited for Academy credit or whether it is being taken for university credit.

*Credit by Auditing:* By auditing a University course, students receive Indiana Academy credit, but not University credit. Registration and audit fees are the responsibility of the individual student, unless the course is needed for graduation from Indiana Academy. Any other fees, including lab and book fees, are also the student's responsibility. However, if the student chooses to drop a Ball State University course that they are auditing after the Ball State drop deadline, the student will in most cases be responsible for the audit fee.

*University Credit:* When enrolling for University level credit, students receive credit toward college graduation as well as Indiana Academy graduation. Registration and tuition fees are the responsibility of the individual student who enrolls in University courses for college level credit.

It is the student's responsibility to adhere to Ball State registration deadlines for classes taken during any semester including the summer sessions. It is also the student's responsibility to inform the professor that even though they are auditing the course, they will need a mid-term grade reported as requested by the Office of Academic Guidance.

*Dual Credit:* Through an arrangement with Ball State University, Academy students may receive university credit for specified Academy classes. Students should check with the Office of Academic Guidance for an updated list of these courses and tuition information.

## IV. COURSE SUBSTITUTION

A *Petition for Course Substitution* must be filed with the Office of Academic Guidance whenever a student wishes to substitute a course from Ball State University, Burris Laboratory School, or a college level correspondence or summer course for an Academy required course. These forms are available in the Office of Academic Guidance and must be completed within the first ten (10) school days of the semester.

### A. University Courses

It is anticipated (expected) that students will complete their graduation requirements through Academy courses. However, students may substitute university/college courses in completion of the prescribed graduation requirements if approved by the Assistant Director of Academic

## ACADEMIC AFFAIRS POLICIES AND PROCEDURES

Guidance and appropriate division chair upon recommendation of the student's academic advisor. Disapproval of the request for substitution may be appealed to the Director of Academic Affairs. At Ball State, the Chairperson of the University Department offering the course or the professor offering the course must also approve enrollment in University courses.

Students enrolling in University courses have two credit options. First, they may enroll with "audit" status. When auditing a University course, students may receive Indiana Academy credit, but not University credit. Registration and audit fees are the responsibility of the individual student. The audit fee is waived only when the University class fills a course requirement not offered by the Academy or Burris Laboratory School or when enrollment in the University course is needed due to a schedule conflict. In the second option, students may enroll for college level credit. Students may receive credit toward college graduation, as well as Indiana Academy graduation. Registration and tuition fees are the responsibility for the individual student who enrolls in the University courses for college level credit. Note: students enrolled in Ball State courses that total seven or more credit hours will be charged additional health and technology fees by the University.

Academy credit will be granted as follows:

<u>University Credit Hours</u>	<u>Academy Credits</u>
1	0.50
2	0.75
3 (3 days/week)	1.00
3 (4 days/week)	1.25
4	1.25
5	1.50

### B. Burris Courses

Students may earn academic credit toward graduation in courses offered by Burris Laboratory School in any of the following areas: Health/Physical Education, Fine Arts, Practical Arts, or others approved by the Assistant Director of Academic Guidance.

Credit is transferred as direct equivalence and there are no fees. Approval to substitute courses from the Burris Laboratory School must be granted by the Assistant Director of Academic Guidance upon the recommendation of the student's academic advisor. Enrollment in courses at Burris Laboratory School is on a space available basis.

### C. Other Substitutions

A student may be authorized by the Office of Academic Guidance to enroll in a correspondence, High School or college-level course during the summer and substitute that course for an Academy requirement. Only two (2) credits per year received at other institutions (not including Ball State University Spring and Fall terms) may be counted toward Academy credit. The exception to this is courses taken for Health or P.E. credit. All courses must be approved by the Assistant Director for Academic Guidance.

## V. ADVANCED PLACEMENT AND UNIVERSITY CREDIT

The Indiana Academy offers specific courses that prepare students for Advanced Placement Examinations in English, calculus, statistics, computer science, physics, chemistry, biology, and environmental science. Many courses, however, prepare students for the Advanced Placement Examination but are not designated as an Advanced Placement course (history and the foreign languages). Students need to notify their instructor in these classes if they are interested in taking an Advanced Placement Examination. Students who are successful on Advanced Placement Examinations

may receive college credit or advanced standing at the university they attend.

The state of Indiana currently pays the examination fee for all students who take an Advanced Placement course and examination in calculus, statistics, physics, chemistry, biology, and environmental science. Students who take an Advanced Placement Examination in another academic discipline must pay the examination fee.

## VI. SCHEDULING

Students generally attend classes for fifty-minute periods three days a week on Monday, Wednesday, and Friday or for seventy-five minute periods two days a week on Tuesday and Thursday. Exceptions to this schedule are science lab classes, foreign language classes and two advanced placement classes. Most science lab classes meet on Monday, Wednesday, and Friday for fifty minutes and either on Tuesday or Thursday for a two or three hour laboratory class. Foreign language classes, Advanced Placement Calculus BC and Advanced Placement Statistics meet four days a week for period of fifty minutes each. Classes begin meeting at 8:00 AM and continue through the evening.

### A. Schedule Requirements

Students must be enrolled in the following to meet the credit hours required by the Academy for graduation:

It is recommended that students enroll in courses that earn 13 credits per year. In addition to the core courses students must be enrolled in:

- 1) 0.5 credit Colloquia during one semester each of their two years at the Academy.
- 2) 0.5 credit May Term class or apprenticeship each year.

Students must enroll minimally in core courses that equal five and one-half credits (core courses are listed in the course catalog). If a student wishes to enroll in more than 7.5 total core credits in one semester, they must have approval from their academic advisor, parent/ guardian, and the Assistant Director of Academic Guidance.

### B. The Drop/Add Procedure

Students may request to change their schedules during **the first 5 school days of each semester**. Students must request changes through their academic advisor. The Office of Academic Guidance will process all schedule changes. Schedules will not be changed to obtain a specific instructor unless approved by the advisor and Assistant Director of Academic Guidance.

To change their schedule after the first week of classes, the student must see their academic advisor and complete a Drop/Add slip. The instructor of each class being dropped must sign the slip. The student must turn in the completed slip to the Database Coordinator. **The last day to drop classes without it showing on your transcript is the week before midterms.** Classes dropped after the deadline will be noted on the transcript as "WP" (withdrawn passing) or "WD\*" (withdrawn failing).

WD (Withdrawn from class with unsatisfactory grade) is assigned administratively after consultation with the instructor when a student withdraws from a course after the designated mid-semester date. **This allows students to drop courses but not during the last four weeks of the semester or when a student is required to drop a course due to excessive absences.**

W (Withdrawn from class after drop deadline) is automatically assigned when a student chooses to drop a class in which they previously were enrolled and passing.

Students not properly following the drop and add procedure may receive an unexcused absence in classes where the instructor was not notified. The student will then be subject to the attendance

policies for unexcused absences.

Ball State follows a different drop/add calendar which students must adhere to when adding or dropping a Ball State course. If a student wishes to drop a Ball State course after the Ball State drop deadline, the student will in most cases be responsible for the appropriate fee.

## VII. GRADING

### A. Letter Grades

Grade point averages (GPA) and class rank are not calculated because relative measures of academic success in most of the Academy's classes would inaccurately describe a student's actual progress. Academic transcripts, however, are accompanied by a current profile of the academic characteristics of the Indiana Academy student population.

The letter grades listed below are given in evaluation of academic course work. Instructors have the option of also assigning a + or – to the letter grade with the exception of an A+.

A	Exceptional achievement
B	Superior achievement
C	Satisfactory achievement
D*	Unsatisfactory achievement (no Academy credit)
I	Incomplete
WD	Withdrawn from class with unsatisfactory grade after drop deadline (no Academy credit)
W	Withdrawn from class after drop deadline (no credit)

Academic credit at the Indiana Academy is awarded for courses completed with a grade of A, B, or C.

An incomplete grade (I) may be issued by an instructor when course requirements have not been completed by a student for reasons acceptable to that instructor (e.g., excused absences, delays in completing work due to circumstances beyond the control of the student, etc.). At the time an incomplete grade (I) is recorded, the instructor must complete the *Memorandum of Incomplete Grade* form (available in the Office of Academic Guidance) and send it to the Office of Academic Guidance. This form will indicate the requirements and time line for changing the grade. Failure of the student to complete the work by the deadline established by the instructor (or 30 days if no deadline is given by the instructor) will result in the grade becoming an unsatisfactory grade (D\*). The student must petition for an extension due to extenuating circumstances.

### B. Grading Periods

Grades are reported at mid-term and at the end of each semester. The mid-term grades are not recorded on the student's transcript. Faculty are expected to use Academic Progress Reports (APR) to communicate with students, parents/guardians, and Student Life Counselors during the grading periods.

## VIII. GRADE CHANGES

### A. Grade change by instructor

Once a final course grade has been filed by the course instructor, the grade may not be changed unless one of the following conditions apply: (1) the instructor issuing the grade finds that a clerical error has been made and completes a *Change of Grade* form that is turned in to the Office of Academic Guidance, stating the reason for the grade change, (2) the grade is changed by the Director of Academic Affairs after a successful grade challenge, (3) the grade is changed as a result

of a decision by the Grade Challenge Review Committee after a successful grade appeal, or (4) the instructor changes a grade of incomplete.

### B. Grade replacement

If a student chooses to repeat a course, it is possible that the grade in the repeated course may replace the previous grade. A *Petition for Grade Replacement* form can be obtained from the Office of Academic Guidance and **must be returned before the aforementioned policy will be implemented.**

## IX. TEXTBOOK POLICY

Care should be exercised in the use of rented textbooks in order that all books may be returned at the close of the school term in useable condition. For each textbook lost or damaged beyond use, an additional charge may be made as determined by school officials.

**Students are responsible for the specific textbooks they receive for each class.** Each book is identified by two identification stickers. The first sticker identifies the title of the book. The second sticker identifies the specific book number assigned to a student. Each student is responsible for returning the textbook with their assigned number. If a student returns a book and it is not their assigned book number, the book is credited to the student to whom it was originally assigned.

Once the textbook collection process is complete, one final check is made through the bookroom to make sure any book noted as not returned is not mistakably in the bookroom. After this process is complete, a final bill is mailed to the parent(s)/guardian(s) for the replacement cost of the textbook(s) that are lost or damaged.

## X. OFFICE OF ACADEMIC GUIDANCE

### A. Responsibilities

The functions of the Office of Academic Guidance are the responsibility of the Assistant Director of Academic Advising and Guidance under the supervision of the Director of Academic Affairs. The Assistant Director of Academic Advising and Guidance provides guidance and assistance to students in various aspects of their academic, social, emotional, and personal lives. Offering workshops and information on such issues as time management, stress management, emotional wellness and many other topics germane to the maintenance and enhancement of student life, the Assistant Director of Academic Advising and Guidance and the Student Information Technology Specialist are available to students on both a drop-in and appointment basis. Issues involving student advising, course schedules, tutorial services and grades are also the direct responsibility of the Assistant Director of Academic Advising and Guidance.

### B. Academic Advising

Academic advising is an integral component of a comprehensive system of student counseling. Members of the faculty serving as academic advisors assist the Assistant Director of Academic Advising and Guidance with the program. The development of student course schedules, periodic reviews of academic progress and reviews of student graduation status reports are among the responsibilities of the academic advisors.

### C. Study Teams

Study Team meetings are called to acquire information about a student's overall academic or behavioral performance and/or develop a plan of remediation for students having academic

or behavioral difficulties. The Teams seeks to positively assess the status of the student and to establish clear goals and objectives designed to help the student succeed. Team membership may vary depending on the situation and needs of the student. Parents/guardians may request a Study Team meeting through the Assistant Director of Academic Advising and Guidance anytime they believe their child is having academic or behavior problems.

The Assistant Director of Academic Advising and Guidance is responsible for scheduling and facilitating Study Team meetings. The information shared in these meetings is confidential. Notice of the meeting is sent to all team members. A brief written status report is required of team members unable to be physically present at meetings of the study team.

### A GUIDE TO ACADEMIC GUIDANCE

This guide will assist students in working with the Office of Academic Guidance. Below are commonly asked questions and the corresponding appropriate person to see for assistance with a given issue. If the individual suggested is not available, ask any available Academic Guidance staff.

**Dr. Joel Olufowote**, Director of Academic Affairs, Wagoner Hall Room 170

**Meg Wright**, Assistant Director of Academic Advising and Guidance, Wagoner Hall, Room 183

**Kim Hall**, Student Information Technology Specialist, Wagoner Hall, Room 182

**Candace Manship**, Administrative Coordinator Academic Affairs, Wagoner Hall, Room 170

**Renee Drumm**, Faculty Attendance Coordinator, Wagoner Hall, Room 156

#### Registration & Scheduling

- What classes do I need?
  - Assistant Director of Academic Advising and Guidance OR Academic Advisor
- How do I drop/add classes?
  - Academic Advisor
- Where do I find drop/add forms?
  - Academic Advisor
- How do I register for BSU classes?
  - Assistant Director for Academic Advising and Guidance
- Whom do I see about the bill from BSU for a course I audited?
  - Administrative Coordinator Academic Affairs
- How do I take an overload (more than 7.5 courses)?
  - Academic Advisor
- How do I withdraw from a class?
  - Academic Advisor OR Assistant Director of Academic Advising and Guidance
- Where do I get the withdrawal form?
  - Academic Advisor OR Assistant Director of Academic Advising and Guidance

#### Grades

- Where can I get a copy of my Academy transcript *for a graduation status check*?
  - Student Information Technology Specialist
- Where can I get a copy of my official Academy transcript?
  - Counseling Center Coordinator

- Where are my current Academy grades?
  - Teacher(s) OR check in PowerSchool
- Where do I get a grade replacement form for a class I have repeated?
  - Student Information Technology Specialist
- Whom do I see about an Academic Progress Report?
  - Assistant Director of Academic Advising and Guidance OR Academic Advisor

### Academic Advising

- Who assigns advisors to students?
  - Assistant Director of Academic Advising and Guidance
- Whom do I see to make sure I have enough credits to graduate?
  - Assistant Director of Academic Advising and Guidance OR Academic Advisor

### Student Interventions

- Whom do I see for a confidential counseling about a personal issue?
  - Assistant Director of Mental Health and Support Services OR
  - Assistant Director of Academic Advising and Guidance OR
  - Student Life Counselor
- Who coordinates Study Teams?
  - Assistant Director of Academic Advising and Guidance
- Whom do I see about getting a counselor outside of the Academy?
  - Assistant Director of Mental Health and Support Services OR
  - Assistant Director of Academic Advising and Guidance OR
  - Student Life Counselor
- Whom do I see about developing time management / study skills, about test anxiety, or other interferences with my academic functioning?
  - Assistant Director of Academic Advising and Guidance
- Where can I go if I would like to talk about my day and want to unload for a while?
  - Student Life Counselor OR
  - Assistant Director of Mental Health and Support Services OR
  - Assistant Director of Academic Advising and Guidance

## A GUIDE TO ACADEMIC LIFE

### Attendance

- Where do I go with a memo for an unexcused absence or tardy?
  - Faculty Attendance Coordinator
- Where is the attendance record kept?
  - Faculty Attendance Coordinator
- Where do I get a pre-arranged absence form?
  - Indiana Academy Website
- Whom do I see about excessive (two or more) unexcused absences/tardies?
  - Faculty Attendance Coordinator
- Whom do I need to see if I am sick (possibly to miss a class)?
  - School Nurse

- Whom do I see if I have an attendance appointment?
  - Faculty Attendance Coordinator
- Whom do I see for an emergency absence?
  - Faculty Attendance Coordinator

### Books

- Whom do I see to get my books?
  - Administrative Coordinator Academic Affairs
- Whom do I see for textbook changes?
  - Administrative Coordinator Academic Affairs
- Whom do I see to pay all fees including textbook fees?
  - Administrative Coordinator Academic Affairs

### College and Career Counseling

- Whom do I see about college, scholarships, and financial aid information?
  - Assistant Director of College and Career Counseling
- Whom do I see about college visits?
  - Assistant Director of College and Career Counseling

### Directors

- Whom do I see for an appointment with Dr. Olufowote?
  - Administrative Coordinator Academic Affairs

## XI. EDUCATION AND RESEARCH ACTIVITIES RELEASE

Because the Indiana Academy for Science, Mathematics, and Humanities is an academic unit within Teachers College of Ball State University, it is called upon to assist in the educational training and/or practicum experiences required of University students in their respective courses of study. Research is also used by Academy personnel to measure the success of its students, curriculum, programs, and activities. Students are encouraged to participate in Academy approved research. Prior to an Academy student's enrollment, a parent or guardian must authorize the student's participation in the teacher education activities listed below:

### A. Activities

1. Approved and supervised research projects conducted by Indiana Academy faculty or Ball State University faculty or students;
2. Approved and supervised student observation and/or participation experiences conducted as part of various teacher education programs of the university;
3. Class sessions of school activities for which photographs or videotapes are taken (photographs and videotapes may be used by the Indiana Academy to illustrate educational practices in a variety of professional settings, including the Academy, Burriss Laboratory School and Ball State University publications);
4. Approved and supervised counseling with Ball State University students;
5. Individual testing conducted by Ball State University students (results of testing and reports thereof will be used only for the education and training of the Ball State students and will not be used to evaluate the student tested).



The purpose of the teacher education activities listed above is to assist in the development of research in the field of education and to provide training experiences in teacher education for Ball State University students. Personal information on a pupil, other than directory information collected as a result of activities listed above, will not be released to other persons or agencies outside Ball State University without prior permission of the parent or guardian (or of a student aged 18 or older).

Ball State University carefully restricts and regulates all research involving human subjects. Any research project which involves the participation of students attending the Indiana Academy for Science, Mathematics, and Humanities must first receive approval from the Institutional Review Board of Ball State University and the Research Committee of the Indiana Academy for Science, Mathematics, and Humanities to ensure that research projects meet governmental guidelines and professional standards for research involving human subjects. Participation in any research project is voluntary. Refusal to participate will involve no penalty or loss of benefits to which the student is otherwise entitled, and the student may discontinue participation at anytime without penalty or loss of benefits. Students or parents/guardians may contact the Director of Academic Affairs at the Indiana Academy for Science, Mathematics, and Humanities for answers to pertinent questions about the research or subjects' rights.

## **XII. TRANSFER CREDIT**

All high school credit earned prior to admission to the Indiana Academy will count toward the student's high school diploma at the Indiana Academy.

After a student becomes enrolled at the Academy, credit will transfer from other institutions only if a Petition for Course Substitution form is completed, approved, and filed with the Office of Academic Guidance within the first ten school days of the semester.

## **XIII. POLICY ON PLACEMENT FOR COURSES WITH DIFFERENTIATED LEVELS**

Placement in courses with different levels is determined by a placement test given prior to the beginning of the school year. The student's schedule is constructed on the basis of the professional recommendation made by that division chair. If after initial placement, a student feels that the current teacher has inappropriately placed them, they may ask for a review of placement. The current teacher, the division chair, and the teacher of the suggested new course, the Assistant Director of Academic Guidance and the Director of Academic Affairs will then make a decision. Schedule alterations necessitated by changes in placement should be made within the first four (4) weeks of the academic semester. Upon approval of the change, the Office of Academic Guidance will make the appropriate changes in the student's schedule.

### STUDENT HEALTH SERVICES

The Indiana Academy Nurse's Office is located in Wagoner Hall room 157 and assists with the healthcare needs of Academy Students (illness/injury/medication/etc.). The office hours are Monday thru Friday from 8:00 a.m. to 4:00 p.m. The office phone number is 765-285-7360 (fax 765-285-0063).

Nikki Al Khatib, RN (Nurse Manager) – [nalkhatib@bsu.edu](mailto:nalkhatib@bsu.edu)

#### Required for residential students by move-in day:

- A healthcare consent form signed by a parent/guardian, updated annually. Upload through PowerSchool registration or hand in to the nurse's office.

#### Recommended for residential students:

- Upload a copy (front and back) of health insurance card (secondary insurance, prescription cards) in PowerSchool Registration, or hand a copy in to the nurse's office. Alternatively, it's recommended that students have a copy of their health insurance information (a card, copy or screenshot, front and back).

#### Required for both residential and NECP students:

- Vaccinations are required to be current prior to the first day of school, or an exemption submitted through PowerSchool registration or handed in to the nurse's office.
- A copy of immunization records for school required vaccinations ONLY if the vaccination(s) were given outside of Indiana and have not been processed through an Indiana school system.
- Prescription Medication Form (if applicable). This form is completed by the prescriber(s) to convey the currently prescribed medication and dosing instructions. It also indicates consent from the prescriber and parent/guardian for staff or self-administration of prescription medication. In absence of this form, all prescription medication will be staff-administered. The complete form can be submitted through PowerSchool registration or directly to the nurse's office.
- Emergency Care Plan (if applicable) This is a provider and parent/guardian signed plan of care for any student with asthma, diabetes, seizure disorder, severe anaphylaxis or any condition requiring emergency administration of prescription medication or a detailed, specified emergency response.
- All healthcare service forms can be found on the Indiana Academy website under Student Life/Healthcare Services <https://academy.bsu.edu/student-life/health-services/>.

### EXCUSED ABSENCE POLICY

See **ACADEMIC AFFAIRS POLICY AND PROCEDURES**

**Non-residential students:** If you become ill while at school, you must see the school nurse prior to going home OR your parent/guardian may call the Attendance Secretary to inform the school that you are leaving for the day.

**Residential students:** You must be assessed by the school nurse prior to missing class. In the absence of a nurse, you should report your illness/injury to the front desk or SLC on duty.

If you have symptoms that you feel may indicate infection (such as high fever, vomiting, or severe congestion), you may call the nurse to be assessed over the phone. Outside of office hours, you will be assessed by the SLC on duty. Emails to report illness while in residence are not acceptable.

Staff may determine that students need to return home for isolation requirements according to the current Ball State University policy and/or guidelines. Parents/Guardians will be required to pick up the student within 24 hours if isolation is necessary.

## OTHER ACADEMY POLICIES AND PROCEDURES

**Both residential and NECP students:** If you are sick at home, a parent/guardian will need to call the Faculty Attendance Coordinator, Renee Drumm (765-285-8110) for each school/class day that you are home. A healthcare provider's note is required if you miss more than three consecutive school days.

You are encouraged to schedule routine/maintenance appointments around the school calendar. If that is not possible, you will either need to complete a pre-arranged absence form (prior to the appointment) OR turn in a doctor's note upon returning to school.

**Excused Absences and Academics:** Students should be aware of each teacher's policy on excused absences and missed work. Tests will generally not be excused unless you are injured or infectious. The nursing staff has no jurisdiction over BSU or Burris classes and therefore cannot excuse students from those classes. Students are encouraged to follow relevant policies from BSU or Burris for those classes.

**Sick card:** Nurses may issue a sick card if students need to rest and recuperate from illness, or if they need to be isolated for infection control purposes. A sick card may restrict activities including; in-person classes, programs, functions, athletic practices/events, access to public spaces, or ability to have visitors in the dorm room.

### AMBULATORY HEALTH CARE (RESIDENTIAL STUDENTS)

The Ball State University Student Health Center, located in the Amelia T. Wood building, provides ambulatory health care for currently enrolled sick and injured residential students. The Health Center is comprised of a Main clinic, pharmacy, and women's center.

The Health Center, while offering quality acute healthcare, preventative screenings, and patient education, is not intended to replace your personal health care provider. In providing care for students the goal is, when possible, to prevent visits home for medical care. The purpose is to complement the services of your health care provider.

The Health Center and Women's Center do not bill insurance for services provided.

The Health Center provides minimal lab services for a small charge, such as rapid mono or strep test, urinalysis, etc. This can be billed to the student's bursar account or paid for at point of service. Lab-work that is sent off-campus for processing will be filed through insurance. The off-campus facility will bill the parent/guardian for any balance due.

The BSU Health Center is open on school days (Monday – Friday, business hours) by appointment only. Appointments must be coordinated through the Indiana Academy nurse's office and a health care consent form, signed by a parent/guardian, must be on file in the nurse's office to seek health care evaluation and/or treatment. Transportation to and from the health center and health center referred appointments will be coordinated through the Indiana Academy nurse's office.

The Indiana Academy will not assume any healthcare or related costs incurred by a student.

### EMERGENT CARE (RESIDENTIAL STUDENTS)

In the case of a medical emergency, students will be transported to Indiana University Health Ball Memorial Hospital, 2401 W University Ave, Muncie, IN 47303. A staff member will stay with the student throughout their visit. If the student is admitted to the hospital, a parent or guardian will be required to attend as soon as possible. Emergency services will be billed through insurance.

### URGENT CARE (RESIDENTIAL STUDENTS)

An off-campus urgent care facility will be used out of health center operating hours when the injury/illness is evaluated by student life staff as urgent, but not warranting Emergency Room evaluation. Every effort will be made to discuss with a parent/guardian before a decision is made to seek urgent care evaluation.

## OTHER ACADEMY POLICIES AND PROCEDURES

Insurance information will be provided to the off-campus facility. Some urgent care facilities require payment at the time of service. A bill for any balance due will be sent to the parent/guardian by the off-campus urgent care facility.

WellNow & US Health Works do not file Medicaid/Hoosier Healthwise Plans. Some form of payment is due at the time of service. Primetime Pediatrics will file most insurance plans and treat patients up to 18 years of age.

A health care consent form, signed by the parent/guardian, must be on file at the nurse's office to seek health care evaluation and/or treatment if the student is under 18.

### TRANSPORTATION (RESIDENTIAL STUDENTS)

- We will transport students to and from the BSU Health Center for illness/injury appointments.
- We will transport students to off-campus urgent care facilities ONLY if the BSU Health Center is closed and the illness/injury cannot wait until they are open.
- We will transport students to off-campus appointments ONLY if the student was referred by the BSU Health Center.
- We will NOT transport students to routine/maintenance appointments: primary care provider, dermatologist, allergist, dental, eye, counseling, etc.

### PHARMACY INFORMATION (RESIDENTIAL STUDENTS)

#### Filling routine prescriptions

- The nurse's office can assist as needed in filling routine prescription medication for students with verbal or written consent from the parent/guardian.
- Students must have access to funds to pay for copays as needed with cash or credit/debit card.
- The parent/guardian will transfer the prescription to:
  - CVS – 201 S Tillotson Ave, Muncie, IN 47304 (765) 287-0074
  - Walgreens – 2720 W Jackson St, Muncie, IN 47303 (765) 287-8533
  - Pavilion Pharmacy (IU Health) – 2401 W University Ave OMP 1635, Muncie, IN 47303 (765) 747-8461
- Notice must be given to the nurse's office if there are dosage changes or if medications are discontinued.
- If you plan to fill your student's prescription medication yourself, please ensure each new medication or refill is handed in to the nurse's office or front desk on arrival to be logged by the school nurse.

#### Filling Medication for an Illness or Injury

- The nursing staff will fill or assist students as needed in filling prescriptions for an illness or injury.
- Unless the parent/guardian has otherwise informed the nursing staff, we will use the pharmacy listed in PowerSchool Registration. Please ensure that your student always has a means of payment for any copays or unexpected expenses.
- Please ensure that your health/pharmacy insurance information is current with your chosen pharmacy, or your student has access to their own health insurance information.

### MEDICATION POLICY

#### Non-Residential Students

- A Prescription Medication Form is required only if the non-residential student takes prescription medication during school hours.

## OTHER ACADEMY POLICIES AND PROCEDURES

- Consent for self-administration is required by both the parent/guardian and the prescriber.
- Students may self-administer their medication on campus only if the consent form is complete and submitted to the nurse's office. Without a completed form on file, the medication must be staff administered.
- Prescription medication must not be carried into Burriss Laboratory School, with the exception of emergency (as needed) medication.
- All emergency medication requires an emergency care plan uploaded through PowerSchool registration or submitted to the nurse's office, signed by the prescriber and parent/guardian.
- Any and all prescription medication that needs to be taken during school hours must be logged in with the nursing staff on or before the first day of school (or when it is prescribed). Students should go to the nurse's office for their medication when needed (or front desk in our absence).
- Over-the-counter medication does not need to be logged in or monitored by the nurse's office.
- Over-the-counter medication must not be shared.
- If a student does not have their own supply, some over-the-counter medication is available from the nurse's office or front desk on an as-needed basis.
- Parent/guardian must consent to the use of over-the-counter medications for students to access the stock supply. Consent is requested during PowerSchool registration.
- Over the counter medication must not be carried into Burriss Laboratory School.

### Residential Students

#### Prescription Medication

- The nursing office monitors ALL prescription medication.
- Prescription medication must be logged in on move-in day or through the school year as soon as it is prescribed and brought into Wagoner Hall.
- On move-in day, please pack your medications separately as we will ask for them when you are checking in.
- A parent/guardian must notify the nursing staff of any new medication or if the medicine, dosage, schedule or procedure for administering any medication is changed or eliminated.
- The ultimate decision for self-administration of any medication is at the nurse's discretion. Student compliance will be monitored.
- All medication stored by the nursing staff will be kept in a locked cart, in a secure location.
- Consequences, such as student groundings, removal of medication from the student room or suspension, may be initiated if ANY part of our medication policy is not followed.
- It is against the law to have a prescription medication in your possession that is not prescribed to you.
- All prescription medication must be logged in with the nursing staff and properly labeled with the student's name, medication name, dosage, frequency, & any specific instructions.

#### Non-Controlled Medication

- Consent for self-administration of prescription medication is required by both the parent/guardian and prescriber.
- The Prescription Medication form can be submitted through PowerSchool registration or handed in to the nurse's office. Forms can also be found on the IA website under Student Life/ Health Services <https://academy.bsu.edu/student-life/health-services/>.

## OTHER ACADEMY POLICIES AND PROCEDURES

- If a completed prescription medication form is not submitted, prescription medication must be staff-administered. The student must take their prescription medication from the nurse's office (or front desk in our absence).
- Once a prescription medication form is complete with prescriber and parental consent for the student to self-administer medication, the nursing staff will issue a room supply (usually 14 days) to the student. The medication can be picked up from the nurse's office during office hours or from the front desk out of hours.
- The student must return to replenish their room supply on time. Failure to self-administer prescription medication on schedule as directed may result in the withdrawal of self-administration privileges.
- Additional medication is stored in the nurse's office.
- All room supply prescription medication must be stored at all times in the locked drawer in the dorm room. The only exception to this is emergency medication, such as rescue inhalers, epinephrine or insulin.

### Controlled Medication

- Students MAY NOT self-administer controlled medication, even if consents are on file.
- Controlled medication is not permitted in student dorm rooms.
- Controlled medications MUST be staff-administered from the medication cart in the nurse's office (or front desk in our absence).
- If you are unsure if a medication is controlled, please call us, your pharmacy, or your prescribing provider to find out your student's medication classification.

### Over-The-Counter Medication

- Students may keep a supply of over-the-counter medication to use as needed, per labelled directions in the locked drawer in their dorm room and used only by them.
- Over-the-counter medication does not need to be logged in or monitored by the nurse's office.
- Over-the-counter medication must not be shared.
- If a student does not have their own supply, some over-the-counter medication is available from the front desk on an as-needed basis.
- Parent/guardian must consent to the use of over-the-counter medications for students to access the stock supply. Consent is requested during PowerSchool registration.
- Over-the-counter medication must not be carried into Burris Laboratory School.

### MANDATORY REPORTING

All Indiana Academy employees, including the nursing staff, are mandatory reports of child abuse. If the student tells the nurse, or the nurse otherwise learns, that a student is being neglected or abused--physically, sexually or emotionally--or that it appears that they have been neglected or abused in the past, Indiana Academy staff are required by law to report the alleged abuse to the appropriate state child-protective agency.

### Nurse's Office E-Mail Policy

In terms of evaluating illness or injury, in-person contact is required for residential students and is required for requesting excused absence from classes. Staff access to e-mail is limited to office work hours. There is no expectation that nursing staff will check e-mail after hours or when unavailable.

E-mail should never be used for urgent medical communication of any sort. If you are experiencing

## OTHER ACADEMY POLICIES AND PROCEDURES

an urgent/emergent situation during business hours (8:00–4:00 M–F) it is recommended you come to the nurse’s office. If you are experiencing an urgent/emergent situation after business hours, contact a Student Life Counselor, the Front Desk at 765-285-8125, or dial 911.

### **CONCUSSION & HEAD INJURY LAW (IC 20-34-7): RESIDENTIAL & NON-RESIDENTIAL STUDENTS**

The law “Student Athletes: Concussions and Head Injuries” took effect on July 1, 2012. This law requires that schools distribute information sheets to inform and educate students, athletes, and parents/guardians concerning the nature and risk of concussion, including the risks of continuing play or an activity after concussion or head injury. The law requires that each school year, the parent/guardian and student sign an *Acknowledgement and Signature Form* which acknowledges receipt of concussion information. The law further states that a high school student who is suspected of sustaining a concussion or head injury in a practice, game, or activity shall be removed from play at the time of injury and may not return to the practice, game, or activity for no less than 24 hours and until the student has received a written clearance from a licensed health care provider trained in the evaluation and management of concussions and head injuries. This law pertains to both interscholastic and intramural sports. Since we are a residential school and offer intramural sports, as well as many other activities, all students and parents/guardians must acknowledge receipt of this information via PowerSchool Registration.

### **SUDDEN CARDIAC ARREST (IC 20-34-8): RESIDENTIAL & NON-RESIDENTIAL STUDENTS**

The law “Sudden Cardiac Arrest” took effect on July 1, 2015. This law requires that schools distribute information sheets to inform and educate students, athletes, and parents/guardians concerning the nature and risk of sudden cardiac arrest in student athletes. The law requires that each school year, the parent/guardian and student sign an *Acknowledgement and Signature Form* which acknowledges receipt of sudden cardiac arrest information. The law further states that a student athlete who is suspected of experiencing symptoms of sudden cardiac arrest shall be removed from play and may not return to play until the coach/school nurse has received verbal permission from a parent or legal guardian to return to play. Within 24 hours, this verbal permission must be replaced with a written statement from the parent or guardian.

### OFFICE OF MENTAL HEALTH AND SUPPORT SERVICES

#### CONTACT INFORMATION

Location: Wagoner 160 Suite  
Hours: Monday through Friday 8:00-4:00  
Phone: 765-285-5483 Fax: 765-285-8137  
Associate Director: Mindy Wallpe, Ph.D., HSPP  
[mcwallpe@bsu.edu](mailto:mcwallpe@bsu.edu)

#### PURPOSE

The purpose of the Indiana Academy is to provide a physical, intellectual, and social environment in which students with exceptional academic ability can thrive in an appropriate learning community. Our objective is to provide a caring, secure learning environment for all students.

#### EMOTIONAL & MENTAL HEALTH SERVICES

The Office of Mental Health and Support Services (OMHSS) strives to provide students with the support and resources in order to help them achieve their personal and academic goals while at the Indiana Academy. Counseling services are provided by the Psychologist, along with doctoral students in school and counseling psychology. In order to help students thrive, the Academy provides a variety of programs and services that promote wellness and help to prevent emotional and mental distress. Although the Academy provides counseling and other supportive services, it does not have the resources to either provide for or guarantee the safety of those students with more acute mental health issues.

#### Services Provided:

- Brief, time-limited individual counseling with students to support their social, emotional, and mental health needs
- Collaboration with other mental health providers
- Referrals to community therapy providers
- Serve as a mental health resource for Academy parents and staff
- Coordinate opportunities for programming around mental health topics
- Work as a liaison with Indiana Academy faculty and staff

#### Why might students come to counseling?

Stress management/coping skills  
Anxiety  
Depression  
Perfectionism  
Self-esteem/self-confidence  
Disordered eating and body image concerns  
Family concerns  
Relationship difficulties (roommate, friends, romantic)  
Adjusting to the Academy  
Homesickness  
Grief and Loss  
Self-care  
Having a rough day  
Concerned about a friend



### Confidentiality

All information gathered in counseling, including the fact that a student has come to OMHSS, is held in strict confidence. In some situations, the OMHSS is required by Indiana state law or by the guidelines of the profession to disclose information, whether or not the OMHSS have your or your student's permission. Below are some of these situations.

Confidentiality cannot be maintained when:

- The student reports they plan to cause serious harm or death to themselves, and I believe they have the intent and ability to carry out this threat in the very near future. I must take steps to inform a parent or guardian or others of what the student has told me and how serious the OMHSS believe this threat to be and to try to prevent the occurrence of such harm.
- The student reports they plan to cause serious harm or death to someone else, and I believe they have the intent and ability to carry out this threat in the very near future. In this situation, the OMHSS must inform a parent or guardian or others, and the OMHSS may be required to inform the person who is the target of the threatened harm (and the police).
- The student is doing things that could cause serious harm to them or someone else, even if the student does not intend to harm themselves or another person. In these situations, the OMHSS will need to use professional judgment to decide whether a parent or guardian should be informed.
- The student tells the counselor, or the OMHSS otherwise learn that, it appears that a student is being neglected or abused--physically, sexually or emotionally--or that it appears that they have been neglected or abused in the past. In this situation, the OMHSS is required by law to report the alleged abuse to the appropriate state child-protective agency.
- The OMHSS is ordered by a court to disclose information.

### Psychological Emergencies

It is the responsibility of the Indiana Academy for Science, Mathematics, and Humanities to provide a safe, supportive, and culturally responsive school environment for all students. The purpose of this protocol is to protect the health and well-being of all students by having procedures in place to prevent, assess the risk of, intervene in, and respond to self-harm, suicide, harm to others and/or other psychological emergencies.

Any time Academy staff become aware of concerns regarding self-harm, suicide, harm to others, and/or other psychological emergencies an initial assessment will be completed. After the assessment steps will be taken to ensure the safety of the student. The student's parent or guardian will be informed as soon as practical and will be educated on safety recommendations. Additional next steps could include recommending the student begin regular counseling appointments either at the Academy or off campus in the community, the student take a leave from the Academy for a psychological evaluation to determine the best course of treatment or immediate transportation to the hospital.

### Transition Meeting

For students returning to school after a leave, a transition meeting will take place. The purpose of this meeting is to assist in the student's return to the Academy, discuss systems of care/support and determine the best course of action to meet the needs of the student. The meeting will include the student, parent/guardian, the Psychologist, and other staff members who can assist in the transition back to the Academy. This may include a representative from Academic Life, Residential Life and Student Affairs, and Health Services.

Possible items discussed during meeting:

- Review family's course of action to support student since becoming aware of psychological emergency.
- Discuss the existing resources and supports in place for the student and family

## OTHER ACADEMY POLICIES AND PROCEDURES

- Discuss any additional supports or resources the family/student may need
- Discuss absences and missing homework/exams and begin developing a plan to make up required work
- Review recommendations from mental health providers and discuss how we can work together.

Prior to this meeting the following information is recommended from the treatment provider to the OMHSS to assist in the transition:

1. A release of information signed for coordinating care
2. A summary of treatment progress: current evaluation and diagnostic impressions, a current risk/suicide assessment, etc.
3. Recommendations given to student and parents/guardians for continuing treatment (therapy – please include the recommended frequency of these sessions, any medication recommendations, etc.)
4. A statement regarding the student’s emotional state and suggestions for living placement/school:
  - i. EXAMPLE: “Based on our recent evaluations, I believe it IS or IS NOT appropriate for the student to return to the residential school setting at this time.” Feel free to elaborate as needed, especially if other arrangements have been made/discussed.

### **Mental Health Counseling E-Mail Policy**

At the Indiana Academy email is frequently used to schedule, re-schedule, or cancel counseling appointments. However, we strongly prefer that you handle all consultation and discussion of counseling issues via phone or face-to-face contact with us.

The nature of email is much like sending a snail mail postcard and we cannot guarantee the confidentiality of messages. In terms of discussing issues, we believe email is not as useful as in-depth, in-person contact.

Staff access to e-mail is also limited to Counseling Office work hours. There is no expectation that Counseling staff will check e-mail after hours. Also, there is no way of knowing whether a specific staff member is unavailable due to illness, vacation, or other reasons. This means that a message may not be read immediately.

This becomes especially problematic with messages about crisis situations. We take your time and confidentiality very seriously and therefore consider it imperative that you understand the limitations of our use of email technology.

E-mail should never be used for urgent communication of any sort. If you are experiencing a crisis during business hours (8:00–5:00 M–F) it is recommended you come to the counseling office and if it is after business hours contact a Student Life Counselor, the Front Desk at 765-285-8125 or dial 911.

### BRACKEN LIBRARY

Academy students have access to library services at Ball State University. Students are responsible for returning materials that have been borrowed from the library. Pre-determined fines by Ball State University will be assessed to students for late or damaged items and are to be paid at the University Bursar's Office (Lucina B-31). The Academy will not accept responsibility for fines incurred due to late or damaged materials. Questions or concerns regarding this matter should be directed to Bracken Library (765-285-5143).

### BURRIS LABORATORY SCHOOL

Burris Laboratory School comprises grades K-12 and may have differing rules because of this unique environment. All Academy students must abide by Burris and Academy rules while in Burris Laboratory School. Burris is considered a part of Ball State University therefore all Ball State rules and regulations apply as well. Any visitors to Burris Laboratory School must report to the main office, wear a nametag (provided by Burris) at all times while in the building, be prepared to provide ID at any time, and abide by school rules. Academy personnel (students, faculty, and staff) will be required to keep their BSU ID on their person while in Burris Laboratory School and should be prepared to provide ID at any time.

### FOOD SERVICE

Food service is provided through Ball State University dining service which operates all dining locations on campus. Parents/guardians and family members are welcome to eat in public BSU dining locations.

Indiana Academy residential students are provided with a meal plan throughout the school year. NECP and homestay International students are not provided a meal plan, but may purchase dining cash on their own to use as they see fit.

Dining Service Locations and Hours are available on BSU's website:

<https://www.bsu.edu/campuslife/dining/locations>

<https://www.bsu.edu/campuslife/dining/hours>

\*Students are not allowed to use their meal plan during the extended breaks. Students may not use their meal plans after the building closes for extended break. Students may resume using their meal plan after the building is opened from extended break.

Meal allowance per meal period:

**Breakfast:** \$5.75

**Lunch:** \$9.45

**Dinner:** \$9.45

Appropriate behavior in dining service is required at all times. Inappropriate behavior, such as throwing/wasting food, eating and/or drinking contests/challenges, littering, or misconduct, may result in the student's immediate removal from the facility and may also result in disciplinary action from the Academy.

*\*\*Ball State Dining Service Employees work hard to maintain healthy, clean and sanitary dining facilities. Please support these efforts by properly disposing of your food and dishes.\*\**

*\*\*Sack Lunches and/or Dinners are available by request through the Ball State Dining Website. Please visit [https://www.bsu.edu/campuslife/dining/menu#accordion\\_sackmealmenus](https://www.bsu.edu/campuslife/dining/menu#accordion_sackmealmenus) for up-to-date information on the process to request a sack meal.*

*\*\*If a student ID card is LOST and Bracken Library is closed, a student can obtain a "Feed-me Pass" from*

## OTHER ACADEMY POLICIES AND PROCEDURES

the Front Desk to gain access to a Dining Facility. Within the next business day, students are responsible for replacing a lost or altered/defaced ID at Bracken Library. BSU will replace an ID for free once. All additional replacements cost \$25 (2023 Replacement Cost).

### LAUNDRY FACILITIES

Laundry facilities are available in the residence hall. All washers and dryers are coin operated (\$1.75/wash and \$1.50/dry). Students may also pay for use of the machines with online funds through the SpeedQueen mobile app. Laundry room policies are posted in each facility and must be followed. To ensure efficient and effective use of the Academy Laundry facilities, the Academy requires students to reserve a time to use the washer & dryers. Students should not overfill washers and/or dryers to ensure efficient use and avoid damage of machines. **Clothes should be promptly transferred from washers to dryers, as well as from the dryers back to the student's room. Laundry that is not promptly transferred from either washer or dryer may be removed from either so that other students may use the facilities. Clothes left in the laundry facilities for more than 24 hours will be removed and dispensed as the Academy sees fit.**

### IDENTIFICATION CARDS

Each student will be issued an Indiana Academy photo ID card and Academy lanyard that will serve as access to dining service, the library, health center, admission to programs, and certain areas of the Academy building. **Students should carry ID cards at all times and the ID cards should not be altered or defaced in any way (e.g. scratching off "Indiana Academy," photo, or other identifying markers).** Students are required to have their ID on their person while in Burriss Laboratory School. Students should not punch holes in their ID cards, as doing so may permanently disable the card. In the case that a card is disabled, altered, or defaced, the owner is responsible for replacing the ID card promptly at their own expense. ID cards must be official Indiana Academy IDs and may not be used to access BSU facilities or amenities by anyone but the owner of the card. All lost IDs must be reported to the Front Desk immediately. Students will need to replace a lost or altered/defaced ID. Temporary ID cards cannot be issued. If paying cash, the process to obtain a new ID is to deposit \$25 in the student's Bursar Account at Lucina Hall, a receipt of payment will be issued, and then the student goes to the ID Office in the basement of Bracken Library with the receipt. Replacement lanyards/card holders will be available through the Academy for \$3. To pay for a new ID online:

- Go to [bsu.edu/registrar](https://bsu.edu/registrar)
- Click on **Personal Information**
- Click on **Learn more about Cardinal Cards**
- Click on **Replace a Cardinal Card**
- Click on the **CASHNet** link to make a credit/debit card payment
- Complete the form with your information
- Click on the **Add to Basket** button
- Confirm information and click on **Checkout**
- Continue with checkout and enter payment info

(See also *STUDENT IDENTIFICATION*)

Note: If a student ID card is lost and Bursar Office and/or Bracken Library is closed, a student can obtain a "Feed-me Pass" from the Front Desk to be able to use meal equivalency at a Dining Facility.

### COLLEGE & CAREER COUNSELING CENTER

The College and Career Counseling Center (CCCC) assists students in learning about and applying to colleges and scholarship programs. The Center maintains a collection of college catalogs, hosts visiting college representatives, and sponsors an annual college fair and college tours.

Students can request transcripts from the College and Career Counseling Center. Official transcripts for any college or scholarship application will be mailed from the CCCC. Students must provide the CCCC with an envelope that is stamped and addressed to the college or scholarship organization.

### COMMUNITY RESOURCES

#### BANKING & MONEY

Students will need to pay for incidental expenses (use of the laundry, hygiene items, snacks, movies, etc.) but should not bring large sums of money to the Academy. The Academy cannot cash checks. Several banks/credit unions are located in the Academy area.

#### POSTAL SERVICES

A full service post office is available in the basement of L.A. Pittenger Student Center, located across the street from the Academy, with hours of operation of Monday through Friday 8:00 a.m. to 4:30 p.m. (excluding holidays). Student mailboxes are located in the Academy residence hall (Wagoner Complex). Upon arrival at the Academy, each student will be assigned a mailbox that is shared between roommates.

Incoming mail should be addressed as follows:

Name of Student  
BSU, Indiana Academy – Wagoner Complex  
Mailbox #  
Muncie, IN 47306

If a street address is required for delivery mail should be addressed as follows:

Name of Student  
301 N. Talley Ave.  
Wagoner Complex  
Mailbox #  
Muncie, IN 47306

#### RELIGIOUS SERVICES

The school recognizes the desire of parents/guardians to have their children attend the religious services of their choice. Students may attend services by walking to nearby places of worship or by arranging transportation with proper parent/guardian approvals. The Academy cannot provide transportation to any religious service.

#### SHOPPING

The Village area, located within walking distance of the Academy, has restaurants, shops, and a convenience store. Muncie Mall, Northwest Plaza, and some discount stores are located in the vicinity of the Academy. The free (with student ID) Muncie Indiana Transit System (MITS) is available to students and may be used to get to these and other areas during MITS scheduled hours of operation.

### SECURITY

The Ball State University Public Safety Department provides the Academy with 24-hour security services to promote a safe and secure environment. The office may aid in disciplinary and safety matters at the Academy's discretion.

Additionally, the Academy's Front desk is staffed 24 hours a day, 7 days a week while students are in residence. The Night Office Manager is available seven days a week to answer phone calls to the Front Desk, as well as makes periodic rounds throughout the building nightly. The Night Office Manager will occasionally be required to knock and enter student rooms to follow up on concerns.

### STUDENT ROOMS AND SAFETY GUIDELINES

#### STUDENT ROOMS

Each room in the residence hall is approximately 12' × 16'6" and has a wall heating unit. The windows are covered with curtains. Air conditioners are not permitted unless needed for medical reason and have been pre-approved through Ball State University Housing. All air conditioners must be approved through Ball State University Housing (For more information see **AIR CONDITIONERS**). Please do not bring a roll-away or freestanding air conditioning unit for your room as these will **NOT** be allowed. Furniture includes: two twin beds, two wardrobe closets with shelf and storage areas, two desks with chairs, dresser drawers, two Academy-issued combination locks (if lost or damaged replacement is \$10), two wastepaper baskets, two vanity and shelf units, one smoke detector, and phone and computer outlets. **All furniture must remain in its original room.** Academy furniture may not be stored outside the original room and may not be moved from room to room. **Furniture may not be arranged in ways that block the view into the room from the hallway or obstruct the window due to building regulations and Fire Code.**

Rooms are inspected at the time of occupancy and at the time of permanent departure from the room. Students will be charged for damages or missing furnishings at the time of the check-out inspection. When checking out, students are responsible for removing all of their own belongings. It is the student's responsibility to ensure all residence hall room furniture is present and accounted for; the resident is charged if any residence hall room furniture is missing or damaged. It is against Academy policy to move furniture from common areas and place it in a student's room. Ball State University determines damage costs.

Students are responsible for maintaining a room key and their Academy ID card. Loss of these items will result in a fee charged to the student as determined by Ball State University standards. The cost to replace a lost key is \$55.00; the cost to replace a lost ID is \$25 (2024 Replacement Cost).

#### STUDENT ROOM SAFETY GUIDELINES

The following safety guidelines must be observed:

**Appliances:** **With the exception of microwaves, all cooking must be done in the Burkhart Lounge kitchen.** Items such as sandwich makers, waffle makers, electric tabletop grills (e.g. George Foreman Grill, skillet, griddles, etc.), personal or mini blenders (e.g. Magic Bullet), slow cookers (e.g. Crock-Pot, etc.), toasters, steam cooking appliances (e.g. InstaPot, Air Fryer, etc.) and bread makers can be *stored* in student rooms, but must be *used* in the kitchenette. Appliances that require an open flame, propane, gasoline, or hot grease such as deep fryers, or space heaters are not allowed to be used in or around any of the residence halls. See [Microwaves/Refrigerators](#) below. Coffee pots may be used as long as an automatic shut-off feature is used. Electric hair dryers, curlers/straighteners/etc., styling wands, and humidifiers may be used in the rooms for intended use only, but must be unplugged when not in use.

**Ceilings:** Flammable materials such as paper posters or cloth tapestries may not be used on the ceilings. Ropes and other materials should not be hung from the ceiling as they may obstruct freedom

## OTHER ACADEMY POLICIES AND PROCEDURES

of movement in the room in an emergency. Items hanging from the ceiling or across the room (rope lights, string, holiday decorations, clothes lines, etc.) are not allowed because they pose additional safety risks in the case of fire.

Decorations and Furnishings: Students must take care to avoid overcrowding in their rooms. Special care and consideration should be given to the nature of decorations chosen for rooms in the residence hall. Holiday or seasonal decorations must be appropriately displayed and utilized. Students choosing to decorate will be held responsible for any damages associated with and/or resulting from these items. The only permitted methods of affixing items to a student door are painter's tape and Command Strips. Using magnets or other types of tape to affix items to the metal frame around the door may be acceptable if no damage is caused. Pumpkins, gourds, or similar items may not be cut into or hollowed out but may be painted or otherwise decorated. Live trees are not allowed in the residence hall. All plants must be disposed of in the dumpster behind the building before they begin to rot or decompose. When decorating student doors, the room number must remain visible at all times. Materials with people, places, or things derogatory in nature or otherwise deemed inappropriate by Academy personnel are prohibited. Students may be required at any time to remove such materials. Items may be hung flush along the wall but may not be hung between room fixtures, furniture, or appliances because of the increased safety risks in the case of fire. While Academy furniture may be moved within the room, it may not be stacked, lofted, or altered. Likewise, modification or repurposing of Academy furniture is prohibited. No Academy furniture, floors, ceilings, or walls may be painted. When a student room is vacated, it must be returned to its original condition and arrangement. Charges will be assessed for any damages incurred.

Flammable Items: Flammable items including, but not limited to, lighters, matches, soldering iron, or any other items used to start fires, candles, burnable incense, lighter fluid and kerosene lamps are prohibited. Burning of anything and/or smoking in rooms and on campus grounds is absolutely prohibited. (See also **SMOKING**.)

Lighting: Bulbs used in lamps and ceiling fixtures must not exceed the recommended wattage for that fixture and may be no more than 60 watts. For safety reasons, cellophane, theatre gel, or colored paper may not be used inside fixtures or on lampshades.

Personal Items: Personal items are not to be left in public spaces when item(s) are not in use. For example, items are not to be left in hallways, laundry rooms, bathrooms, lounges, courtyards, etc. This includes but is not limited to: laundry left in laundry rooms, items left in hallways (shoes, shower caddies, athletic gear, umbrellas, etc.) dishes left in bathroom or laundry room sinks, etc. Items abandoned in these areas may be confiscated by the Student Life Staff; these items would be subject to and fall under the Academy's lost and found and/or abandoned property policies (See also **LOST AND FOUND** or **ABANDONED PROPERTY**).

Room Entry: The entry of each student room must be clear of obstructions, including furniture or draperies interfering with full vision of the room from the doorway.

Windows: The original curtains should remain on the windows. The Academy prohibits any curtains, blinds, and/or window treatments not provided by the Academy. A window or screen is not to be removed unless removed by maintenance personnel. Students may not enter or exit a room through the window, nor may they pass materials in or out. Materials may not be displayed in or on windows. Students are responsible to close their windows during inclement weather to avoid possible damage to Academy or personal property and/or the window itself. **Furniture may not be arranged in ways that block the view into the room from the hallway or obstruct the window due to building regulations and Fire Code.**

## OTHER ACADEMY POLICIES AND PROCEDURES

### APPROVED AND NON-APPROVED ITEMS

Some of the items that students *need* to bring are:

- Disinfectant spray, wipes, hand sanitizer, tissues, face mask, etc.
- Towels, washcloths, sheets (extra-long twin), blankets, and pillows
- Hangers, alarm clocks, and laundry supplies (detergent, dryer sheets, quarters, etc.)
- All personal care supplies (toothpaste, toothbrushes, soap, shampoo, comb/brush, deodorant etc.)
- School supplies (backpack/bag, pens, pencils, notebooks, headphones, flash drive, etc.)
- Cleaning supplies (residents are responsible for cleaning own portion of room)
- Small trash bags

Some of the items a student *may* wish to bring are:

- Watches, laundry bags/baskets, shower shoes, bathrobe, umbrella, and irons
- Posters, photos, decorations, or personal mementos
- Safe sports equipment and musical instruments
- Cellphone, UL-approved power strip with surge protector and maximum load of 15 amps, batteries, personal fans, personal electronic devices (tablet, DVD/Blu-ray), and small stereos
- Shower/bathroom carry-all
- Snacks and reusable water bottle
- Air freshener

### Other Optional Approved Items

**Bikes:** Students are permitted to have bicycles on campus. Bicycles must be stored and locked in designated racks. They are only to be brought inside the residence hall or stored in student rooms during extended weekends and vacation periods with prior permission from the Associate Director of Residential and Student Affairs. (See **BICYCLES** in ABCs of Student Life)

**Microwaves/Refrigerators:** Students may have small microwave ovens. Refrigerators are permitted, providing that they are no larger than 5 cubic feet and do not exceed 1.6 amps while running. Each dorm room may not exceed the limit of 2 refrigerators per room. Units may not be placed in wardrobe or cubical furniture provided in student rooms. Students are responsible for any damage caused by any type of appliance. In the interest of safety, all extension cords must be UL approved and in good condition.

**The following are examples of non-approved items:** halogen lamps, space heaters, free standing non window air conditioning unit, lighters, matches, or any other items used to start fires, candles\*, incense, fireworks, lock picking devices and similar equipment, fog machines, pornography, open cooking units (e.g. camp stoves, etc.), cooking appliances (including but not limited to immersion heaters, oil popcorn poppers, hot plates/burners, water heaters, and toaster ovens), appliances without automatic shut off (included but not limited to coffee makers, clothing irons, or similar devices with a high temperature heating element), grills, electric/kerosene or other portable heaters, water filled furniture, pets (except fresh water aquatic animals that can survive 24 hours a day under water), laboratory specimens, dry ice, real or toy weapons (See also **WEAPONS**), ammunition, combustible fluids (gasoline, kerosene, paint thinners, etc.), dangerous chemicals (such as poisonous, hazardous, unstable, etc.) dangerous scientific equipment (scalpels, etc.), hoverboards\*\*, spray paint, alcohol/tobacco advertisements such as posters and neon lights, drug/alcohol/tobacco paraphernalia, empty alcohol/tobacco containers, personal vaporizer or inhaler (vape pens, atomizers, MONQ Essential Oil, JUUL, etc.), e-liquids or similar items (vape juice, JUUL pods, etc.), any product containing tetrahydrocannabinol (THC) or synthetic cannabinoids, unmanned aerial vehicles (UAVs), drones or similar items, and any curtains, blinds, and/or window treatments other than what is provided by the Academy. The interior/exterior portions of doors are considered part of student rooms. Students sometimes affix materials to the outside of their room doors. When decorating student doors, the room number must remain visible at all times. Students are encouraged to decorate doors in a manner that is consistent with the Academy's goal to promote a positive living and learning environment. Do not post material that attacks, demeans,



## OTHER ACADEMY POLICIES AND PROCEDURES

or otherwise exploits an individual or group of individuals, and do not permanently affix materials to the door. Materials with people, places, or things derogatory or inflammatory in nature or otherwise deemed inappropriate by Academy personnel are prohibited. Students may be required at any time to remove such materials. **This list is not exhaustive, and the Academy staff reserves the right to determine the acceptability of items in student rooms. Students are responsible to verify approval of any item not clearly listed as approved or non-approved by Student Life personnel before use. Any sentimental items that may be non-approved like a pocket knife, candle, or similar family heirloom should be left at home.**

\*Wickless Candles are allowed.

\*\*Hoverboards and any balancing scooters with batteries are not permitted in the residence hall due to fire safety concerns. Anyone storing or using one in the residence hall, dining facility, Burris, or other Academy property will be subject to discipline.

### FIRE/DISASTER PROCEDURES

The Academy practices periodic fire/disaster drills. Absolute and immediate student cooperation is required. Each student's cooperation is vital in helping to protect and ensure the safety of the entire Academy community. At opening floor meetings, students will be informed of the correct safety procedures in case of a drill or emergency situation. Students may be restricted from leaving the building if weather conditions are deemed unsafe by Academy personnel. In the event of a Wind Advisory or severe weather, students may be asked to close their windows for the duration of the advisory for safety purposes. **Students failing to cooperate with Academy staff during fire/disaster procedures are subject to disciplinary action.** For more information please see the Ball State Emergency Preparedness Link below:

<https://www.bsu.edu/about/administrativeoffices/emergency-preparedness>

## **RESIDENTIAL AND STUDENT AFFAIRS STAFF**

The 2024 Residential and Student Affairs staff consists of the Director of Residential and Student Affairs, the Associate Director of Residential and Student Affairs, the Residential and Student Affairs Administrative Coordinator, a team of Student Life Counselors (two of whom are Team Leaders) two School Nurses, Night Office Manager, and Front Desk employees. All positions report directly to the Director of Residential and Student Affairs, Mr. Paul Douglas. Mr. Douglas holds a Master's Degree in Executive Development for Public Service and has been with the Academy since 2001. The Associate Director of Residential and Student Affairs, Mr. Bridger Fetters, is responsible for staff and student supervising, as well as facility management and the extended curriculum and programming.

Each Team Leader is also a Student Life Counselor. The Team Leaders are responsible for student supervision, as well as the planning of student programs and activities. The Team Leaders reside in the residence hall and are available to help students with problems or concerns, to plan and promote student involvement in activities, and to enforce policies. The Team Leaders act as resources for the Student Life Counselors and supervisors for the Ball State desk workers, providing guidance and support to the Staff.

The Student Life Counselors are professional staff members with at least a bachelor's degree who reside in the residence hall with the students. Each Student Life Counselor is available to work directly with students in small groups as well as individually. Additionally, Student Life Counselors are accessible to students to address concerns and problems and to foster academic achievement. The primary goal of each Student Life Counselor is to facilitate and support student development while enhancing community responsibility.

## **RESIDENTIAL AND STUDENT AFFAIRS PHILOSOPHY**

Students choosing to attend the Indiana Academy for Science, Mathematics, and Humanities are joining a unique living-learning community designed to promote academic achievement and personal growth. The Academy assists students in adjusting to and making the most of the Academy experience by offering structure, opportunities, and support. Structure is provided through Student Life policies, the Student Privilege System, and the Discipline System. Leadership and enrichment opportunities are offered through the Extended Curriculum program. Students are expected to exhibit appropriate behavior within the community of the residence hall. Inappropriate behavior may be defined as an activity that disrupts, endangers, or interferes with the educational environment of the residential hall community. The Academy strives to cultivate an environment that promotes respect and understanding. The goal of the Residential and Student Affairs program is to establish and maintain a community living environment that is safe, fun, comfortable, respectful, and conducive to learning.

## **OVERLAPPING POLICIES**

There is considerable overlap among the policies described in the Student Handbook. Students are bound by and are responsible for understanding state, federal, University, and Academy laws and policies. The Student Handbook elaborates on those Academy policies that are more restrictive than University policies. If a policy is not listed in this Handbook, the Academy policy is the same as the University policy.

## **PARENT/GUARDIAN PERMISSION**

The Academy rules and policies are designed to ensure the safety and well-being of students. Parents/Guardians may not give more permission than Academy policy allows but may give less, in which case the situation would be understood between the student and parents/guardians. Parents/Guardians cannot expect Residential and Student Affairs staff to enforce any rules other than Academy policy. Parents/Guardians should contact the Office of Residential and Student Affairs if questions arise.

## **QUESTIONS ABOUT POLICIES**

The spirit of the handbook is grounded in expectation that students exercise reasonable judgment before they take action. While much thought and discussion among students and staff has gone into the development of Residential and Student Affairs policies, it is impossible to address every issue that may arise. Students, therefore, should stand on notice that the caveat “Including but not limited to...” should apply to all sections. Rather than assuming that intended actions will be acceptable, students have a responsibility to ask before acting. The Academy reserves the right to deal with instances of inappropriate behavior in a timely and efficient manner, taking actions deemed to be in the best interest of the school, faculty, staff, and students.

## **WHEN A STUDENT TURNS 18**

Because enrollment in the Academy is a privilege, the Academy requires that all students, regardless of age, follow all policies and procedures. Even if a student is 18 years old, the Academy requires that a parent, legal guardian, or responsible adult family member serve as a contact for permission, emergencies, and routine correspondence. A student’s emancipation or financial independence from their legal guardians/parents has no bearing on this requirement.

## **STUDENT PRIVILEGE SYSTEM**

The Academy has a Student Privilege System with four levels of privileges designed to reward students who do well residentially. Participation in the Student Privilege System is voluntary. Please refer to the appendix diagram of the Student Privilege System for information on when students can petition and to what levels.

### **STUDENT PRIVILEGE FORMS**

In order to advance in the student privilege system, a Student Privilege Form must be obtained from the Indiana Academy front desk. The forms must be signed by the student’s SLC and parent/guardian. The original signatures of these individuals must be on the original student privilege form and that form must be turned in by the designated deadline to qualify for advancement. Faxed, e-mailed, or other facsimile forms may be accepted but will be delayed until the form can be properly verified.

### **PRIVILEGE LEVELS**

#### ***Base Level: Level I /Pink Level:***

- 6:30 p.m. to 7 p.m. check-in with SLC (card check-in on weekends)\*
- Student must always check out with someone after 6:30 p.m. (7:30 p.m. during daylight saving time)
- Building curfew is 9 p.m. (excluding weekends, 11:30 p.m.)
- Study sessions from 9 p.m. to 10:30 p.m. Monday through Thursday

## RESIDENTIAL AND STUDENT AFFAIRS POLICIES AND PROCEDURES

### **Level II /Yellow Level:**

- 6:30 p.m. to 7 p.m. check-in with SLC (card check-in on weekends)\*
- Student must always check out with someone after 6:30 p.m. (7:30 p.m. during daylight saving time)
- No study session is required
  - Building curfew is 9:30 p.m. (excluding weekends, 11:30 p.m.)
  - Student can be in the lounge area until 10:30 p.m.
  - Floor curfew is 10:30 p.m.

### **Level III /Green Level:**

- 6:30 p.m. to 7 p.m. check-in with SLC (card check-in on weekends)\*
- Student must always check out with another person after 8 p.m.
- No study session is required
  - Building curfew is 10 p.m. (excluding weekends, 11:30 p.m.)
  - Students may be in lounge area until 10:30 p.m.
  - Floor curfew is 10:30 p.m.
- Student receives 2 free 6:30 p.m. to 7 p.m. check-in **pre-arranged** “skips” (preferably with 24 hours notice to SLC)\*
- Student receives 1 free room check “skip”\*\*\*

### **Level IV /Blue Level:**

- **No** 6:30 p.m. to 7 p.m. check-in (on cards or with SLC)\*
- Student must always check out with another student after 8 p.m.
- No study session is required
  - Building curfew is 10:30 p.m. (excluding weekends, 11:30 p.m.)
  - Students may be in lounge area until 10:30 p.m.
  - Floor curfew is 10:30 p.m.
- Student receives 2 free room check “skips”\*\*\*
- Invitation to special activities

\*Please refer to *Check-in Times and Curfews* in the Student Handbook.

\*\*Please refer to *Room Cleaning* in the Student Handbook.

## LEVEL ADVANCEMENT REQUIREMENTS

***The following are based on two-year residential student requirements. For one-year residential students, the following requirements would generally be halved (in both the hours/credits completed and the intervals between advancement between levels).***

For example, a one-year residential student can move from pink to yellow after fall midterms, given they have completed all necessary requirements for moving to yellow (Approval from Academic Affairs, 5 Academy Service Hours, 5 Wellness credits [1 from each dimension], and 7 Community Service Hours).

All incoming students begin with Level I/Pink Level privileges. **Students are only permitted to advance one level in a given petition period. Students must advance in the level system sequentially (e.g. Pink » Yellow » Green » Blue).**

Students must be in good residential standing. Students must have no more than 5 groundings per semester in order to petition up in the Privilege System. (See **GROUNDINGS** for examples of possible groundings.) Please refer to the appendix diagram of the Student Privilege System for petitioning and checkpoint periods.

## RESIDENTIAL AND STUDENT AFFAIRS POLICIES AND PROCEDURES

### To request Level II/Yellow Level privileges:

- Students may request these privileges in their second, third, and fourth semesters.
- The following must be completed for the student to advance:
  - 10 Academy Service hours
  - 10 Wellness credits (two from each dimension)
  - 10 Community Service hours
  - Request for Level Privileges Form (obtained from the Front Desk)
  - Approval from Academic Affairs

### To request Level III/Green Level privileges:

- Students may request these privileges in their third and fourth semesters.
- The following must be completed for the student to advance:
  - Current privilege status must be Level II/Yellow Level
  - An additional 10 Academy Service hours (20 hours total)
  - An additional 10 Wellness credits (one from each dimension and five electives) (20 credits total)
  - An additional 10 Community Service hours (20 hours total)
  - Request for Level Privileges Form

### To request Level IV/Blue Level privileges:

- Students may request these privileges in their fourth semester.
- The following must be completed for the student to advance:
  - Current privilege status must be Level III/Green Level
  - An additional 10 Academy Service hours (30 hours total)
  - An additional 10 Wellness credits (completion of each dimension - one from each dimension - and five electives) (30 credits total)
  - An additional 30 Community Service hours (50 hours total)
  - Attendance at Campus Safety Program (offered beginning of spring semester)
  - Request for Level Privileges Form (*Please note this form is two-sided and may grant additional permissions*)

Wellness cannot be reported for the prior school year.

(See **NON-ACADEMIC GRADUATION REQUIREMENTS** for more information on extended curriculum graduation requirements and numeric breakdown.)

## THE ABCS OF STUDENT LIFE: POLICIES AND PROCEDURES

### ABANDONED PROPERTY

Students no longer living in residence need to move all personal items out of Wagoner Hall immediately. Items that have been left behind will be considered abandoned after two weeks. After such time they become the property of the Academy and will be disposed of as the school sees fit. The Office of Residential and Student Affairs may assess a fine for the removal of abandoned property, as deemed appropriate. No piles of free or donated items should be created or displayed in any location or at any point throughout the year.

### AIR CONDITIONING

Air conditioners are not permitted in student rooms at the Academy unless needed for medical reason and have been pre-approved through Ball State University Housing. No personal air conditioning units may be installed. Medical Verification for Air Conditioner Request may be obtained in person at the Indiana Academy Front Desk, by phone at 765-285-8125, or online at <https://academy.bsu.edu/forms>. Please turn in (scan, fax, mail, etc.) all forms as soon as they are completed care of Anna Sammelson ([acsammel@bsu.edu](mailto:acsammel@bsu.edu)). Please note, the Academy prohibits any free-standing non-window air

## RESIDENTIAL AND STUDENT AFFAIRS POLICIES AND PROCEDURES

conditioning unit or similar device.

### ALCOHOL, ILLEGAL DRUGS, & NON-PRESCRIPTION DRUGS

Underage use of alcohol and/or the use of illegal drugs is prohibited by law. The sale, possession, distribution, purchase, or consumption of illegal drugs/substances, alcohol, unauthorized prescription drugs, inhalant abuse, related items and paraphernalia will result in major Academy discipline.

Students are not permitted to (or conspire to) promote, buy, or be in possession of alcohol (including, but not limited to, non-alcoholic beer and wine), alcohol-infused candies/chocolates or food, drink mixes that do not contain alcohol (e.g. margarita mix, daiquiri mix, etc.), other alcohol paraphernalia such as shot glasses, etc., empty alcohol containers, illegal drugs, illegal-/prescription-drug-infused edible substance, drink, or inhalant, or drug paraphernalia (e.g. rolling papers, bong, roach clip, pipe, hypodermic needle, whippets, etc.). The Academy interprets "possession" broadly. If a student is in the same room in which any of the above-listed items have been discovered, whether or not the student is using those items, they may be considered in violation of the alcohol, illegal drugs, and non-prescription drugs policy.

Students are not permitted to be in establishments in which alcohol is the primary form of refreshment or entertainment (e.g. bar), in which the sale or distribution of alcohol is the primary business function (e.g. liquor store), or in which the sale of smoking/vaping/drug paraphernalia is the primary business function. If students are unclear whether an establishment is off-limits, the wisest course of action would be to ask an Academy staff member prior to entering or not enter at all.

Non-prescription drug abuse, synthetic drug use, or use or abuse of over-the-counter products outside the bounds of their intended purpose is not tolerated by the Academy. Use of the following items is not tolerated at/by the Academy and will result in a disciplinary response: natural/synthetic marijuana, inhalants, hallucinogens, barbiturates, bath salts, salvia, synthetic opioids, any product containing tetrahydrocannabinol (THC) or synthetic cannabinoids, etc. Abuse of the following items is not tolerated at/by the Academy and will result in a disciplinary response: caffeine pills, diet pills (including some supplements), nutmeg, glue, over-the-counter (OTC) and controlled medications, mouthwash, hand sanitizer, computer cleaning products, etc. The Academy reserves the right to determine "abuse."

A school or school corporation can require a student(s) to submit to a search (student room, locked items, personal belongings, hallways, public areas, etc.), which may include a portable breath test, breathalyzer and/or urine test, when the school has reasonable grounds to suspect the student is or has been under the influence of a drug/illegal substance. In order to try to achieve and maintain a drug free environment, the Academy may utilize various procedures that could include but are not limited to: a law enforcement led drug dog sweep, confiscation of items, prohibited access of individuals, etc.

**It is against school policy for a student to have illegal drugs, substances, and/or alcohol in their system while enrolled at the Academy.** The definition of reasonable grounds varies from case to case, but includes the following instances which can serve as reasonable grounds:

- Direct observation of the student by teachers, school personnel, or peers;
- Student's behavior/conduct;
- A claim that the student consumed/used and/or is in possession of a substance/paraphernalia;
- A photograph, video, or other medium that depicts the student consuming, using, or in possession of a substance/paraphernalia.

Generally, suspicious behavior or actions that are not normal/expected or are out of the ordinary for the individual qualify as reasonable grounds for suspecting a student is or has been under the influence of a substance.

## RESIDENTIAL AND STUDENT AFFAIRS POLICIES AND PROCEDURES

### AMNESTY POLICY

Amnesty shall be granted only for an initial instance of drug and/or alcohol use **IF** the student contacts a member of the faculty or staff **PRIOR TO** any confirmed use of, or discipline for, alcohol and/or drugs. A student who seeks assistance due to alcohol and/or drug abuse issues shall be immune from school discipline action concerning the abuse. The student must initiate the contact. The Office of Mental Health and Support Services is available as a resource to students struggling with substance abuse.

If a violation of the policy has initiated the conversation about the use/abuse, the student will not be allowed to use the Amnesty Policy. The student must comply with a substance abuse evaluation and to any treatment (counseling, therapy, outpatient or inpatient care, etc.) that a medical evaluation suggests.

Failure to comply with the evaluation and/or treatment recommendations shall result in full disciplinary action for the original violation.

### ASSAULT OR VIOLENT BEHAVIOR

Law prohibits assault of any verbal (oral or written), physical, or sexual nature. The Academy reserves the right to determine if actions are considered to be assault or violent behavior. Students who are found to be guilty of assault or violent behavior will be subject to all legal and Academy consequences. Depending upon the specific behavior in question, the Academy's Non-Discrimination/Anti-Harassment Policy may be applicable as well. Any physical altercation or conduct that threatens or endangers the health or safety of another person will be construed as violence. This would include, but is not limited to, fighting, scratching, slapping, wrestling, biting, roughhousing, hair-pulling, punching, or shoving, as well as using an item in an aggressive manner or with harmful intent. If a student witnesses any assault or violent behavior, they are expected to promptly report the incident to school officials.

### ATTIRE (See *DRESS CODE*)

### BICYCLES

Students are allowed to have bikes on campus, **but not allowed to keep bikes in Wagoner Hall**. Bike racks are available around the building.

Students are encouraged to register their bike with University Police. Bikes that are registered are less likely to be stolen, and if stolen and recovered, more likely to be returned to their owners. For more information please see the following link: <https://www.bsu.edu/about/administrativeoffices/police/classes-services/bikeregistration>.

*\*\*The Academy is not responsible for lost or stolen bikes and/or other personal items.\*\**

See also *STUDENT ROOM SAFETY GUIDELINES*

### CARS/VEHICLES

For reasons of safety and liability, residential students are not permitted to have possession of, or access to, any privately owned or operated motorized vehicles or keys to motorized vehicles while under the jurisdiction of the Academy. This includes, but is not limited to, vehicles stored in the city of Muncie or surrounding areas. **Students should not enter or be found exiting any private vehicle without authorized permission at any time.**

If students wish to ride in a motorized vehicle with any person other than their parents, legal guardians, or Burris and Academy personnel, the Academy must receive prior parental permission. Students are only permitted to ride with non-Academy individuals 18 years of age and older. When riding with a parent/guardian-approved individual, the student must adhere to the standard sign-out procedures, and the driver must always complete a Gold Travel form (see *PERMISSION FORMS*). Students who do

## RESIDENTIAL AND STUDENT AFFAIRS POLICIES AND PROCEDURES

not abide by the Academy vehicle policy will receive disciplinary consequences.

See also *TRANSPORTATION*

### CHECK-IN TIMES AND CURFEWS

In the interest of student safety, the Academy has established check-in and curfew times which residential students must observe (also refer to *SIGN-OUT PROCEDURES*).

#### Check-in:

##### 6:30 Weeknight\* Face Check

Monday through Thursday, Privilege Level 1, 2, and 3 students have a 6:30 p.m. Face Check. The definition of Face Check is: face-to-face communication between a student and an SLC. If a student fails to check-in between 6:30-7:00 p.m., an SLC will locate them within Wagoner Complex, or via cell phone (if one is on file), etc.

##### 7 p.m. Card Check:

Seven days a week, Privilege Level 1, 2, and 3 students have a 7 p.m. Card Check. The definition of Card Check is: Students must be checked-in to Wagoner Complex using the Front Desk check-in system at any time between 6:30 p.m. and 7:00 p.m.. If a student is not checked-in between 6:30 p.m.-7:00 p.m., an SLC will locate them within Wagoner Complex, or via cell phone. If a student misses 7 p.m. Card Check, the student will be grounded at 7:00 p.m. the following weeknight.\*

##### 10:30 p.m. Weeknight Face Check

Monday through Thursday, Privilege Level 2, 3, and 4 residential students have a 10:30 p.m. face check. The definition of Face Check is: face-to-face communication between a student and an SLC. Failure to Check-in between 10:30 p.m. and 10:45 p.m. will result in disciplinary action. The first missed 10:30 p.m. check-in will result in an SLC locating the student to inform them they will have Room Restriction\*\* the following weeknight\*. The second missed 10:30 p.m. check-in will result in an SLC locating the student and informing them they will have Room Restriction\*\* the following weeknight\*. The third missed check-in and subsequent missed 10:30 p.m. check-ins will result in an SLC locating the student and informing them they will be grounded. Room Restrictions\*\*, like groundings reset at the beginning of each semester.

##### 12:00 a.m. Weekend Face Check

Friday and Saturday Night all residential students have a 12:00 a.m. face check. The definition of Face Check is: face-to-face communication between a student and an SLC. Failure to Check-in between 12:00 a.m. and 12:15 a.m. will result in disciplinary action. The first missed 12:00 a.m. face check will result in the SLC locating the student to inform them they have missed face check and remind them of their time responsibilities on the weekends. The second missed face check will result in the SLC locating the student and informing them they have missed 12:00 a.m. face check and remind them of their time responsibilities on the weekends. The third 12:00 a.m. missed check-in and subsequent missed 12:00 a.m. check-ins will result in an SLC locating the student and informing them they will be grounded. These numbers, like groundings, reset at the beginning of each semester.

*Rare or uncommon circumstances involving Face and/or Card Checks will be handled at the discretion of the Student Life Staff.*

*Any student seeking an exception to stated expectations is responsible for requesting, securing, and verifying all necessary permissions (check-ins, curfews, etc.) related to this exception with an Academy staff member before leaving the building. (See **SPECIAL PERMISSION**)*

**\*Weeknight – Monday through Thursday**

**\*\*Room Restriction – A student is restricted to their room from 9:00 p.m. until 10:30 p.m. for**



## RESIDENTIAL AND STUDENT AFFAIRS POLICIES AND PROCEDURES

one night (Monday through Thursday) without any visitors.

### Curfews:

#### School Night Building Curfew (Sunday through Thursday):

- \*Level 1: 9:00 p.m.
- \*Level 2: 9:30 p.m.
- \*Level 3: 10:00 p.m.
- \*Level 4: 10:30 p.m.

\*Please refer to the **STUDENT PRIVILEGE SYSTEM** for more details.

#### School Night Floor Curfew (Sunday through Thursday):

The floor curfew for students in Levels 2 through 4 is 10:30 p.m. Students in Level 2 through 4 must be on their respective floors at 10:30 p.m. and failure to do so can result in disciplinary action. Students in Level 1 will be on the floor (in study session) at 9:00 p.m. Students in Level 1 must be in their respective room at 9:00 p.m. and failure to do so can result in disciplinary action.

#### School Night Room Curfew (Sunday through Thursday):

**Room curfew for all students is midnight.** Room curfew means that the student is in their own room with the door closed for the night. Visitors to student rooms are prohibited during the hours of midnight to 6am. Any student **hosting or visiting** another student in their room during this time will be in violation of room curfew and subject to disciplinary response. Students must be ready for bed at this time (brushing teeth, showering, and other hygiene and bathroom requirements should be taken care of prior to room curfew). Audible web chat (Discord, FaceTime, etc.) and phone (cellular) usage must cease at 1:00 a.m.

- It is the student's responsibility to ensure that they are in the building, on the floor, or in their room ON TIME. If a student fails to be on time, disciplinary actions will be rendered.
- In the event that a student should need to be out of the building past building curfew, permission must be obtained from a Team Leader on a limited case-by-case basis.

*Please note students who have been signed out overnight on a Gold Travel Form are expected to return to the building after 6:00 a.m. and before their building curfew on the day of return. Wagoner Hall is locked and secured from 11:30 p.m. to 6:00 a.m. each day. Students may begin to sign out of Wagoner Hall at 6:00 a.m. each day.*

#### Weekend Curfews (Friday and Saturday):

The weekend (Friday & Saturday) building curfew for all students is 11:30 p.m. The weekend (Friday & Saturday) floor curfew is 12:00 a.m. Students must vacate lounges and return to their respective floors no later than the above listed curfew. Students must be on their respective floors at 12:00 a.m. and failure to do so can result in disciplinary action. Students must be on their designated floor by 12:30 a.m. but (on Friday and Saturday) there is no official room curfew.

### Violation of Sign-In/Sign-Out Policy:

If a student fails to sign in or sign out at the Front Desk they will be grounded beginning at 7 p.m. the following weeknight (Monday - Thursday).

If a student fails to return to the Academy at building curfew the following sanctions will apply **for the following day (including weekends):**

- **Up to 15 minutes late:** Student is required to be in five minutes early for each minute late effective the following day. For example, if a student is five minutes late, they must be in 25 minutes early the next evening.
- **16 to 30 minutes late:** Student will be grounded after 7:00 p.m. the following day.
- **31 to 45 minutes late:** Student will be grounded the following two days after 7:00 p.m.

## RESIDENTIAL AND STUDENT AFFAIRS POLICIES AND PROCEDURES

- **46 to 60 minutes late:** Student will be grounded the following three days after 7:00 p.m.
- **Over 60 minutes late:** Student will meet with their custodial Student Life Counselor, the Associate Director of Residential and Student Affairs, or the Director of Residential and Student Affairs and consequences will be determined.

**For check-in and curfew purposes, the Front Desk clock has the official Academy time.**

### CLUBS

Clubs at the Academy are student-initiated and student-led with help from staff/faculty sponsors. Club forms are available at the front desk with more information on the process and policies. All Academy policies are in place at any club meeting or event. Clubs wishing to host events of any size must work with their sponsor in advance to secure any necessary approvals, reservations, and supplies. Clubs attempting to host events without approval through a club sponsor will not be allowed to proceed with the event.

### COMMON AREAS

When individual responsibility cannot be determined for damage in common areas, the amount may be prorated among all members of the community. Students will be given the opportunity to provide information in a timely manner prior to final billing. When an accused student is found to be responsible for damage, they will be charged for the necessary repairs, replacements, or custodial services. The student may also face disciplinary action under the vandalism policy.

### COURTESY HOURS

The living environment at the Academy is expected to be conducive to studying. When living in a residence hall community (including courtyards, bathrooms, floor lounges/hallways, etc.), students must be aware of their noise level and demonstrate respect for those around them. In order to have a successful year both academically and socially, consideration must be shown for others at all times. A policy of 24-hour courtesy hours is to always be observed.

For example, running and other physical/sport activities are not allowed and volume of radios/alarm clocks/sound equipment/TVs/voices/etc. must be at an appropriate level throughout the residence hall community. Students should practice their musical instruments and vocal performances in Academy or University practice rooms. Students are encouraged to respect reasonable requests of fellow residents. In the event that reasonable requests are not observed, students should seek assistance from a member of the Student Life staff. The Student Life Staff member may intervene and disciplinary action may follow. In conjunction with courtesy hours, quiet hours are observed from 9 p.m. to noon in order to maintain an academic environment. (See also, *QUIET HOURS*.)

### CRIMINAL ORGANIZATIONS

It is the policy of the Indiana Academy to prohibit criminal organization activity and similar destructive or illegal group behavior on school property or at school-sponsored functions. It is the policy of the Indiana Academy to prohibit reprisal or retaliation against individuals who report or who are victims, witnesses, bystanders, or others with reliable information about such activity.

A criminal organization, as defined by IDOE, is a group with at least three (3) members that specifically:

1. Either:
  - a. Promotes, sponsors, or assists in; or
  - b. Participates in; or
2. Requires as a condition of membership or continued membership; the commission of a felony or

## RESIDENTIAL AND STUDENT AFFAIRS POLICIES AND PROCEDURES

an act that would be a felony if committed by an adult or the offense of battery.

Criminal organization activity occurs when a student knowingly or intentionally participates in a criminal organization, or a student knowingly or intentionally solicits, recruits, entices, or intimidates another individual to join a criminal organization.

Suspected criminal activity should be reported promptly to either Paul Douglas (Director of Residential and Student Affairs) or Dr. Dain Kavars (Associate Director of Academic Affairs) who act as the School Safety Specialists.

### DINING SERVICES BEHAVIOR GUIDELINES

Disrespectful and disruptive behavior will not be tolerated in any dining facility. This includes but is not limited to:

- Throwing/wasting food
- Eating and/or drinking contests/challenges
- Littering
- Sticking food in/on things
- Using profanity
- Running in the facility
- Displaying loud and disruptive behavior
- Laying on the floor
- Engaging in public displays of affection (PDA)
- Removing any items such as silverware, bowls, plates, etc.
- Removing any food products unless specifically approved by Dining Service
- Adhering to all dress code expectations at all times
- Providing false and/or inappropriate names to Dining personnel
- Any other behavior that violates Academy policies

A student exhibiting these behaviors must comply with all reasonable requests or accommodations by Dining Service Staff and may be expected to leave the dining facility immediately (whether the student is finished eating or not). The dining facility will report all infractions to the Academy staff, which will result in disciplinary action.

**If the above-mentioned privileges are abused or cause an unforeseen problem, the Academy reserves the right to amend these policies during the school year as necessary.**

For more specific information on dining hours, locations, meal equivalencies, etc. see *FOOD SERVICES*.

### DRESS CODE

Students are expected to select attire that is neat, clean, and appropriate for the occasion both in class and in the residence hall. Attire must conform to the safety and health regulations of the Academy and the University, and must not draw undue attention to the student in a way that disrupts the educational process.

**Any Academy/Burriss or Ball State University staff member may deem clothing or accessories inappropriate in the classroom, residential hall, dining facilities, and all immediate surrounding areas (Burriss Backyard, Burriss Playground, etc.). Students will be expected to immediately remove, cover, or alter inappropriate attire when confronted.**

While attending class, students should be aware that the Burriss Laboratory School dress code may differ from the Academy dress code policy. See Link below for Burriss Laboratory School's Dress code specifics:

<https://burrisslab.bsu.edu/wp-content/uploads/2018/05/Dress-Code-Policy.pdf>

**All DRESS CODE policies must be followed in all public areas while on University property. These policies include but are not limited to:**

## RESIDENTIAL AND STUDENT AFFAIRS POLICIES AND PROCEDURES

- Students are expected to wear shirts at all times
- Students are expected to wear pants/shorts at or above the waist at all times
- Undergarments are not to be visible - including sports bras and boxer shorts
- **Shoes are required to be worn on feet in all areas**
- No athletic cleats or spikes are permitted to be worn in the residence hall at any time
- Sleepwear is not to be worn off of the residential floors
- Bathing suits are not to be visible (except at University and/or Tuhey pools)

### **Clothing and accessories that will not be tolerated includes, but is not limited to:**

- sheer, mesh, or see-through clothing may be considered in violation
- anything displaying statements / acronyms / symbols that promote, suggest innuendo of, or allude to:
  - sexual activity
  - tobacco
  - illegal drugs
  - alcohol
  - pornography
  - gang activity
  - profanity
  - violence
- anything deemed insensitive to:
  - race
  - sexual orientation
  - cultural differences
  - religion
  - ethnicity
  - gender
  - gender identity
- Displaying, possessing or distributing any clothing, jewelry, emblem, visible body marking, or literature that communicates or symbolizes affiliation with a criminal organization or criminal organization activity.

Students are expected to dress in weather-appropriate clothing that covers arms, legs, and feet when outside in weather 32°F or below (with or without wind chill). The Academy reserves the right to determine weather- appropriate clothing.

***Students who are dressed inappropriately will be sent to their room to change clothes. Failure to return with appropriate attire may result in disciplinary action.***

Additionally, formal attire guidelines may be used for certain Academy events (e.g. winter dance, prom, graduation, etc.). The Academy reserves the right to determine appropriate attire for all Academy sponsored events. Optional formal attire checks are offered by Academy staff for all students and are designed to ensure attire is approved, or if not, to provide time to modify attire as necessary prior to the event. While not required, students are highly encouraged to have their attire checked in order to ensure entry to these Academy events.

## EMPLOYMENT

The Academy discourages students from being employed during the academic year. If a student needs to hold a part-time job, permission must be granted by the Associate Director of Residential and Student Affairs PRIOR to beginning work. Each student's situation will be individually evaluated. General guidelines for employment permission are as follows:

- A student will be allowed to work if they have no more than one C during the term of employment.
- A student may not work more than 15 hours per week.

## RESIDENTIAL AND STUDENT AFFAIRS POLICIES AND PROCEDURES

- No exceptions to residential curfews will be granted.
- **The student must provide their own transportation to and from their place of employment such as biking, walking, public transportation, getting a ride from someone in the area or a coworker. Having a place of employment that is not accessible by the previously mentioned methods will not necessitate or guarantee the permission to have or use a personal vehicle.**

### ENTRANCE, EXIT, & ACCESS

Entrance and exit doors are secured for safety and security reasons. Students are allowed to use Emergency Exits only for emergencies or an official emergency drill, such as a fire drill. Using emergency doors for non-emergency purposes is a misdemeanor, subject to a \$250 fine, as well as an Academy disciplinary response. Students are not allowed to enter or exit the building via a non-exit (e.g. windows, vents, etc.). No material or personal belongings may be passed through windows. (See also **SAFETY**) Additionally, students and guests should use the front entrance exclusively, unless otherwise designated by Academy personnel or an emergency situation.

**Secured doors, as well as the front entrance doors, should not be propped open (i.e. putting an object in front of the door to keep it from locking).** For security purposes, the Academy/University has certain locked and unlocked doors. It is in violation of Academy/University security policy to alter these settings in any way. Any unauthorized tampering of Academy/University doors for any reason will be met with a disciplinary response.

Each student entering or leaving a floor should ensure that entrances are secured and locked to prevent unauthorized entry. This includes holding a door for unescorted guests or anyone who does not live in Wagoner Hall as well as allowing a student ID card to be used by anyone other than the owner. **All lost student IDs should be reported to the Front Desk immediately and replaced as soon as possible.**

Students living on residential floors 1 & 4 are prohibited access to stairwells, floors, and rooms utilized by students living on residential floors 2 & 3. Students living on residential floors 2 & 3 are prohibited access to stairwells, floors, and rooms utilized by students living on residential floors 1 & 4. Unauthorized access (based on the student's floor assignment) to stairwells, floors, or rooms will result in disciplinary action. Non-residential students are not permitted access to residential floors outside of visitation hours without prior permission from an Academy staff member.

***Forcibly opening any secured door is strictly prohibited and will result in immediate consequences.***

### ENTRY & SEARCH

Students are entitled to the privacy of their rooms. No one is allowed access to a student room unless the occupant(s) are present, **with the following exceptions:**

1. A pass key may be used for non-emergency/emergency needs such as maintenance, room and security inspections, or in cases involving the safety of the occupants (e.g. fire, tornado alarms, illness or injury) as determined by the Academy.
2. Designated Academy personnel (i.e. the Executive Director, the Director of Academic Affairs, the Associate Director of Academic Affairs, the Director of Residential and Student Affairs, the Associate Director of Residential and Student Affairs, and any Student Life Counselor) are authorized to approve or conduct searches of student rooms and/or personal property when such personnel suspect the search will produce articles or substances in violation of state or federal law and/or Academy rules and regulations. A reasonable attempt will be made to locate the occupant of the room before such a search is conducted. Students must comply with staff requesting needing to look in locked items, furniture, etc.

## RESIDENTIAL AND STUDENT AFFAIRS POLICIES AND PROCEDURES

### EQUIPMENT CHECKOUT

Various cooking and recreational equipment is available for check-out at the Front Desk. Students must sign for the equipment and leave their Student ID at the Front Desk for as long as they are in possession of the equipment. Equipment must be clean and returned in good condition to receive the deposit back. Students are expected to treat all equipment with respect. Charges will apply for damaged or stolen equipment. For example, a \$0.25 charge will be assessed for a lost or damaged ping pong ball. *Recreation equipment in the lounge may not be used before 4 p.m. on weekdays. Some items may be available to check out and take up to dorm room prior to 4 p.m. by request.* Music room, kitchen, exercise locker, and craft closet keys are available for check-out after 9 a.m. See **FRONT DESK SERVICES** for times that equipment is available.

### EXERCISE EQUIPMENT & RECREATION

The IAPO provides access to limited exercise equipment stored in Elliott Commons. Students may sign out equipment at the Academy Front Desk. Major weight-lifting and/or exercise equipment are not permitted in the residence hall. Exercise equipment such as ankle weights, plastic aerobic hand weights or dumbbells up to 25 lbs. and stationary exercise equipment utilizing bands or hydraulics are permitted. Weight stacks, plates, or barbells are NOT allowed due to excessive weight. Additionally prohibited, are trampolines, treadmills, elliptical machines, etc. which may cause damage to floors, tiles, walls or carpet, and cause noise disturbances throughout the residence hall community. Hydraulic, band-type exercise equipment, and pull up bars are lighter in weight and are stationary; therefore, should not cause damage or disturbances. If individual weights over 25 lbs. are found in a student's room, the student must relinquish equipment to an Academy staff member immediately and it will be taken home at the next available opportunity. Students should inquire about additional exercise equipment not listed with an Academy staff member before use. Exercise equipment and related activities prohibited in Wagoner Hall may be available to all Academy students through the Ball State Recreation department with the appropriate sign off by parents/guardians.

**All students may gain free access to some Ball State auxiliary recreational facilities, exercise equipment, weight equipment, pools, etc. by completing the parent/guardian waiver and obtaining an additional Ball State issued recreational identification card. The online forms portion can be found at the following links:**

<https://www.bsu.edu/about/administrativeoffices/recreation-services/memberships> - Academy Tab

<https://www.formstack.com/forms/?1545283-ndxfR0M68b> - Liability Waiver

**Ball State Recreation wants to remind parents and guardians that Indiana Academy students using Ball State Recreation facilities are participating in an adult environment. The vast majority of users are 18-25 years old. They also want parents and guardians to be aware that entrances, lounge spaces, hallways, restrooms, and locker rooms are open to the general public. Access for valid students, employees, and affiliates is managed in the activity spaces (gymnasium, fitness centers, pools, etc.) only.**

### EXTENDED WEEKENDS / VACATION PERIODS

The Academy residence hall is closed periodically for extended weekends and vacation periods. Students may not use their meal plans after the building closes for extended break. Students may resume using their meal plan after the building is opened from extended break. **Students must be out of the residence hall by 7 p.m. local time (with the exception of the December Extended and Graduation Move-out which will be at 6 p.m. local time).** The adult checking out a student should make all reasonable efforts to arrive at the Academy prior to closing time for the building. *During fall semester exams, pre-winter break, all students are expected to be checked out of the building within 24 hours of their last final exam.* A gold travel form must be on file before the student leaves for a break.

Students must complete the following before leaving for an extended weekend or a break:

## RESIDENTIAL AND STUDENT AFFAIRS POLICIES AND PROCEDURES

- Student room must be clean. (See *ROOM CHECKS* and *CLEANING* )
- Trash must be emptied.
- All items are to be unplugged from outlets (including air conditioners, computers, and clocks) with the exception of the refrigerator. Refrigerators must be unplugged and defrosted for Thanksgiving, Winter, and Spring Breaks. For special arrangements (e.g. fish tank aerator or feeder) please see an SLC on floor before check-out.
- Perishable and/or expired items must be stored or disposed of properly.
  - Perishable items include meat, poultry, fish, milk, eggs and many raw fruits and vegetables. All cooked foods and any items that needs refrigerated after opening are considered perishable foods. Please read labels carefully.
  - Perishable items should be sealed and stored properly
  - Expiration dates should be followed for all perishable and non-perishable items.
  - Any food that is not in a sealed package should be in a sealed container or Ziploc bag or be disposed of before leaving.
- Windows must be closed and locked.
- Curtains must be closed.
- Lights must be turned off.
- Student room door must be locked.
- When the building's heat is activated, the heat setting must be turned to at least Level 2. Items in the room should not be in direct contact with the heater to avoid damage.

Once the building is closed, a Student Life staff member will re-enter student rooms to ensure that the above criteria have been met. Students are not allowed to enter the residence hall once the building is closed until 4 p.m. on the opening day. Signing an Academy student out of the building overnight transfers the responsibility for that student from the Academy to the individual signing the student out of the building. For the Academy to resume responsibility, the student(s) **AND** the individual transporting the student(s), **MUST** immediately upon their return, come into the Academy's Front Desk to sign-in and be verified. Please consult the Academy calendar in the Handbook for dates and times of extended weekends and breaks.

### FAMILY EMERGENCY

Parents/guardians and students should contact **both** the Indiana Academy Front Desk (765-285-8125) and Attendance Office (765-285-8110) in the case of death or major illness of a family member (parent, sibling, grandparent, etc.). These offices will then contact and inform relevant parties.

### FIELD TRIPS

Any time a faculty member wishes to take a group of students on a field trip they must complete the on-line Field Trips Form under the Indiana Academy Faculty Forms page. In addition, if the field trip is an overnight event, the **faculty member** is responsible for obtaining an Overnight Field Trip Permission Form, a form that has parent/guardian permission as well as the field trip information provided, for each and every student. The Overnight Field Trip Permission Form must be obtained from the Faculty Attendance Coordinator. The sponsor is responsible for providing the form copies to: 1) the parents/guardians, 2) the Office of Residential and Student Affairs, and 3) the Administrative Coordinator Academic Affairs. **Every time** a student does not spend the night in Wagoner Complex (even while with an employee, whether or not it is a school-related function) **prior written parent/guardian permission must be on file**. For student safety and accountability during emergency situations, students must sign out on the Overnight Clipboard, to indicate their overnight status. Sponsors should note that they are responsible for arranging meals (if necessary), obtaining pertinent medical emergency information and medications from the nurse in the Office of Residential and Student Affairs, and obtaining parent/guardian permission for each and every student. *Students will be responsible for following all Academy policies, and state/federal laws.*

# RESIDENTIAL AND STUDENT AFFAIRS POLICIES AND PROCEDURES

## FIRE DOORS

All fire doors must remain closed at all times for safety reasons. Tampering with doors in any way will result in an Academy disciplinary response.

## FOOD DELIVERY

All students must follow the guidelines to have food delivered to campus:

- All orders must be **delivered** by 11:30 p.m. Sunday – Thursday and 12:00 a.m. Friday and Saturday. If delivery of food arrives after 10:30 p.m., students must inform an SLC on duty on their floor before leaving the floor to retrieve their food order.
- When placing an order for food delivery, students must give first and last name along with personal cell phone number or room phone number. Students should instruct the delivery to be brought inside for pick-up and payment. **Orders placed using the front desk phone number will be sent back.**
- When receiving orders for food delivery, students should be polite, respectful, contactable by phone, and prompt.

## FRONT DESK SERVICES

Assistance at the Front Desk is available 24-7 while students are in residence. Certain Front Desk services are only available after 4 p.m. on weekdays. Music room, kitchen, exercise locker, and craft closet keys are available for check-out after 7:30 a.m. The Front Desk cannot provide change, however, a coin machine is available in Jeep Lounge. **The Front Desk staff will not hold personal/school-related items as it is not possible for them to properly secure said items.** (For more information see *EQUIPMENT CHECK-OUT*)

## GAMBLING, BETTING, AND LOTTERIES

Gambling, Betting and Lotteries are not permitted in any form (online, in person, by proxy, etc.).

## GOLD FORMS (See *TRAVEL PERMISSION FORMS*)

## GROUNDINGS

If a student chooses to violate Academy rules or does not follow correct procedures, they may be grounded. Though there are several violations that might merit grounding, some of the most common are missing 6:30 and/or 10:30 check-in, not signing out of the building properly or being late to study session. Typically, groundings consist of one day, beginning at 7 p.m. and ending at 6 a.m. the following day, although beginning/ending times, number of days, and other restrictions for each grounding may be adjusted at the Academy's discretion. For example, a student has received their second grounding but the Academy decides it will be in effect for three days instead of one day.

Consequences increase as a student accumulates groundings as follows:

- |                      |  |
|----------------------|--|
| <b>1st Grounding</b> | Restricted to the Building, Red Building Card Issued.  |
| <b>2nd Grounding</b> | Restricted to Building, Red Building Card Issued.  |
| <b>3rd Grounding</b> | Restricted to Residential Floor, Orange Floor Card Issued.   |
| <b>4th Grounding</b> | Restricted to Residential Floor, Orange Floor Card Issued and Call Parents/Guardians. <ul style="list-style-type: none"><li>• Parents/Guardians called by custodial SLC about all 4 incidents &amp; future consequences, including not being able to move up in the Privilege System (the next petition period) if the student reaches Grounding #6.</li></ul> |
| <b>5th Grounding</b> | Restricted to Student Room (no guests), White Room Card Issued   |



## RESIDENTIAL AND STUDENT AFFAIRS POLICIES AND PROCEDURES

- 6th Grounding** Restricted to Student Room (no guests), White Room Card Issued, Call Parents/Guardians, 2 hours additional Academy Service, and **Unable to Advance in Privilege System during the next petition period.**
- Custodial SLC assigns 2 hours of Student-Selected Academy Service to be completed within 2 weeks of assigned grounding.
  - Parents/Guardians called by custodial SLC about all 6 incidents & future consequences
  - Student is unable to advance in the Privilege System for the next petition period.
- 7th Grounding** Restricted to Student Room (no guests), White Room Card Issued, Call Parents/Guardians, 3 additional hours Academy Service and Meet with Associate Director of Residential and Student Affairs.
- SLC Notifies Team Leader
  - Custodial SLC assigns 3 additional hours of Student-Selected Academy Service
  - Student must schedule and meets with Associate Director of Residential and Student Affairs
  - Parents/Guardians called by custodial SLC about all 7 incidents & future consequences
- 8th Grounding** Restricted to Student Room (no guests) each evening until having met with Associate Director of Residential and Student Affairs, White Room Card Issued, Call Parents/Guardians, 4 hours of Student Life Work Assignments.
- SLC Notifies Team Leader
  - Parents/Guardians Contacted by Associate Director of Residential and Student Affairs or Team Leader
  - Student schedules and meets with Associate Director of Residential and Student Affairs to receive 4 hours of Student Life Work Assignment
- 9th Grounding** Restricted to Student Room (no guests), White Room Card Issued, Call Parents/Guardians, Meet with Director of Residential & Student Affairs, 8 p.m. Curfew.
- SLC Notifies Team Leader
  - Early building curfew (8 p.m.) for 1 week (including weekends)
  - Student schedules and meets with Director of Residential & Student Affairs
  - Parents/Guardians called by Associate Director about all 9 incidents & future consequences
- 10th Grounding** Restricted to Student Room (no guests) for all free time, Meet with Director and Associate Director of Residential & Student Affairs, Suspension Recommendation, 7 p.m. Curfew for 2 weeks, and 5 additional hours of Community Service.
- Early building curfew (7 p.m.) for 2 weeks (including weekends)
  - SLC Notifies Team Leader
  - Meet with Director and Associate Director of Residential & Student Affairs
  - Student will be assigned 5 additional hours of Community Service
  - Parents/Guardians called by Director about all 10 incidents & future consequences

### Additional Grounding Details

Groundings reset to zero at the end of the Fall Semester and at the end of May Term. Additional Academy Service hours assigned due to a grounding must be completed two weeks after the grounding was served. Groundings must be served on the day assigned unless the student has a conflict due to class, a sporting event, or a performance. Student Life will not change the date of a grounding for reasons including, but not limited to, sports practices, rehearsals, Wellness opportunities, or other personal plans. Students needing to request a date change for an assigned grounding due to conflict should contact the SLC that issued the grounding. **Student Life does not**

## RESIDENTIAL AND STUDENT AFFAIRS POLICIES AND PROCEDURES

have the authority to change groundings from other offices; students need to speak with those offices directly with questions, adjustments, or concerns.

### HAZING

The Academy strictly prohibits hazing, pranks, and jokes as forms of harassment. These acts include, but are not limited to, performing or requiring another person to perform or witness any demeaning, harmful, or humiliating action, which may also include any act that portrays and/or gives the perception of immediate or impending harm to self or others.

### HOUSEKEEPING

Students are expected to keep their rooms clean and in order (see **ROOM CLEANING**). Students must clean up after themselves in common areas such as study lounges, hallways, bathrooms, kitchenettes, laundry rooms, computer labs, all University vehicles, etc. Students disposing of any liquids need to empty those contents into a toilet before placing the empty container in the proper trash receptacle. Students found to be participating in or contributing to any activity that may damage Academy property or plumbing may be subject to repair/replacement billing or disciplinary consequences. Disposing of foreign substances (melted wax, grease, oils, paint, coffee grounds, glue, etc.) down any drain, toilet, shower, or the obstruction of related plumbing with paper towels, feminine hygiene products, etc. is prohibited. Any property left in common areas is subject to disposal (see also **LOST AND FOUND** and/or **ABANDONED PROPERTY**). Please see **EXTENDED WEEKENDS / VACATION PERIODS** for guidelines on room condition prior to students vacating the residence hall.

### HOUSING AGREEMENT

All Indiana Academy residential students and their parents/legal guardians/host family are required to sign the Housing Agreement upon move-in each school year. Students must abide by the guidelines outlined in the residential Housing Agreement. Failure to comply with the Housing Agreement may result in loss of residential privileges. **A guardian may be contacted by the school and required to immediately pick up their student at any time for reasons including but not limited to medical emergency, discipline, mental health concern, etc. The guardian may designate another individual to pick up the student if unable to retrieve the student immediately.**

**HYGIENE** (See **PERSONAL CARE GUIDELINES**)

### INTERVISITATION

The Academy does not allow students of the opposite birth certificate gender marker to be present on residential floors. The one exception to this rule is during a periodically scheduled intervisitation "intervis" time, the structure of which is proposed by Peer Assistants and approved by Student Life Staff on a year-to-year basis. Student Life will determine if the proposed intervisitation policy will be implemented each year.

During Intervisitation hours, all students on the hosting floors must follow the additional dress code policies listed below:

**Please Note** the following differences to our stated dress code policy with regard to residential floors:  
See **DRESS CODE**

- Sleepwear is not to be worn
- Students are expected to wear shirts at all times
- Students are expected to wear pants/shorts at all times
- Undergarments are not to be visible - including sports bras and boxer shorts

## RESIDENTIAL AND STUDENT AFFAIRS POLICIES AND PROCEDURES

In addition, Intervisitiation rules include but are not limited to the following:

- One person per bed if laying down, two per bed if sitting up.
- Overhead light or both desk lamps must remain on at all times.
- Door must be completely open (not cracked) with clear line of sight into the room at all times.
- Each room participating in intervisitiation must have an intervisitiation sign posted outside the room.
- All guests must be escorted by their student hosts at all times.
- All guests must remain with a host while visiting and cannot wander around the floor.
- Guests and hosts must turn in their ID cards to the Peer Assistant (PA) on the floor when they enter the floor. These ID cards are returned when the guest(s) leaves the floor.
- Each student can have no more than 2 guests for intervisitiation. (2 students + 2 guests each = 6 Students = Fire code)
- All Public Displays of Affection (PDA) rules apply throughout intervisitiation.
- Public areas on the floor remain reserved for the students of that floor. Students may not congregate in the printer lounge or study lounges on the floors during intervisitiation.
- Students not following these rules may have the privilege of intervisitiation revoked for the remainder of the day, semester, or all future intervisitiations.

### INTRAMURAL AND INTERSCHOLASTIC ACTIVITIES

Intramural and interscholastic activities are available to Academy students. Many of the activities involve students from both Burriss Laboratory School and The Indiana Academy. A current list may be obtained from the Burriss Laboratory School Athletic Director.

### LANGUAGE

While freedom of speech is protected, expressions of sexism, racism, hatred, intimidation, or prejudice are inconsistent with the Academy's educational mission. Discriminatory gestures, actions or comments based on sex, gender, gender identity, age, race, color, national origin, native language, religious affiliation or belief, physical disability, sexual orientation, or lifestyle are prohibited and will result in disciplinary action. Depending upon the specific behavior in question, the Academy's Non-Discrimination/Anti-Harassment Policy may be applicable as well. Likewise, egregious display(s) of disrespect toward any Academy/University staff member, peers, and/or others is also prohibited and will result in disciplinary action. Other examples of unacceptable language that will result in disciplinary action may include but are not limited to:

- Profane or obscene
- Lewd or vulgar
- Rude, disrespectful or insensitive
- Hurtful or inflammatory
- Criminal Speech
- Threatening (veiled or direct) or Innuendo

**\*\*Note: Language in public spaces (hallways, lounges, bathrooms, laundry rooms, courtyards, etc.) should be appropriate and remain suitable for all ages\*\***

See also **HAZING**

### LOFTS

Students living in Wagoner Hall are not permitted to bring in lofts or any outside beds (mattress, frames, or similar components) because the furniture provided in the room is loft-able or stackable.

**\*NOTE:** All Academy furniture (and its components) must remain in the room for the entire year, including unused Academy-provided bed frames, chairs, desks, etc. Furniture storage is not provided; all Academy furniture must remain in the Academy residence hall room.

## RESIDENTIAL AND STUDENT AFFAIRS POLICIES AND PROCEDURES

### LOST AND FOUND

Misplaced items that are found anywhere in Wagoner Complex should be turned in immediately to the Academy Front Desk or Academy personnel. Misplaced items will be left at the Academy Front Desk for a maximum of ten (10) school days at which point the item(s) will be considered abandoned property. After such time items become the property of the Academy and will be disposed of as the school sees fit. The Office of Residential and Student Affairs may assess a fine for the removal of abandoned property, as deemed appropriate (see also **ABANDONED PROPERTY**). Students should report lost or stolen items to a Student Life Representative. Students are solely responsible for the security, condition and location of all personal items and/or belongings. The Indiana Academy assumes no responsibility whatsoever for the care and/or protection of any personal belongings and/or items left unattended on the university property or for loss, under any circumstance, including theft, vandalism, or malicious mischief, of such belongings or items.

### LOUNGE USE

The main lounges are provided as common areas for studying, relaxing, socializing, and entertaining guests. To maintain a balanced use of these spaces, the Academy prohibits the use of Academy/ personal game equipment, games, cards, pianos, TVs, etc. before 4 p.m. Monday through Friday. **Students must clean up after themselves and furniture is to be returned to its original position.** Furniture is to be used appropriate to its design (e.g. no sitting on tables, arms or backs of chairs, ping pong and pool tables, feet on furniture, etc.). Lounge furniture should remain in its original configuration and should not be moved from its designated space unless authorized by Academy personnel. Music/television/personal games should not be played out loud in public lounges without permission from Student Life staff; headphone use is always suggested. Non-Academy DVD/Blu-ray players or computers are not to be connected to any lounge TV without permission from Student Life staff. Students should not leave personal items/belongings unattended. Bedding and blankets should not be used in the building off of the residential floors. The main floor lounges (i.e. Jeep and Burkhart Lounges) are the only lounges designated for co-educational use. **Loitering in non-residential hallways is not allowed.** (e.g. Teacher's Hallways, Foyer/Entrance Areas, etc.) Appropriate language is expected at all times. Appropriate attire including footwear with hard soles (shoes, sandals, flip-flops, not slippers, etc.) needs to be worn on feet at all times. Sleeping in the public areas (including but not limited to the main lounges, study lounges, courtyards, hallways, etc.) is prohibited. Inappropriate displays of public affection are not tolerated (see **PUBLIC DISPLAYS OF AFFECTION**). Inappropriate displays of public discourse are not acceptable and may be addressed by Academy staff members. Use of game equipment, TV, and pianos is prohibited before 4 p.m. Monday through Friday.

### MAJOR DISCIPLINE

In some cases in which a student violates Academy/University policy, major discipline will be necessary. Some or all of the following actions may occur based on the individual situation:

- Parent/Guardian may be contacted via telephone at any hour by the Director of Residential and Student Affairs, Associate Director of Residential and Student Affairs, Team Leader, Student Life Staff, and /or Law Enforcement to inform and issue consequences.
  - If a suspension is issued, it can/will impact a student's residential standing. In some situations, the privilege of living in the residence hall can be revoked. (See **Handbook Agreement** in Appendix for more information)
  - If a suspension is issued, parent/guardian will be required to make arrangements for a student to leave campus as soon as possible.
  - If a student is issued a suspension and is allowed to return to the Academy, it may be conditional upon an agreement to follow an Academy issued behavior contract.
  - If a suspension is issued, the student's status as a Peer Assistant, Academy Ambassador, or other similar position will be revoked.

## RESIDENTIAL AND STUDENT AFFAIRS POLICIES AND PROCEDURES

- A suspension includes but is not limited to absence from the Academy/University Campus, all extra curricular, school-sponsored activities, athletic events or practices, classes, fieldtrips, etc..
- Investigating these circumstances is a process not an event. Parents/Guardians will be contacted in a timely manner. Students may be asked to relinquish electronic devices, backpacks, other personal effects, etc. Any prohibited item(s) confiscated during the investigation process will not be replaced or returned. These items may include personal effects or money “pitched in” to purchase or authorize anything illegal or in violation of Academy/University policies. Students are expected to comply immediately with any official request to aid in the investigation from any law enforcement officer, Academy/University personnel, etc.. Failure to comply with any portion of the investigative process (initial reporting, falsification and/or omission of information, disposing/destruction of evidence, etc.) and/or intentionally delaying the investigative procedures may increase the severity of the resulting consequences.
- If a student is found to have broken any University/State/Federal law and parents/guardians are contacted by local law enforcement, it is incumbent/obligatory on the parent/guardian to inform Academy personnel immediately.
- In the event that a student chooses to break any University/State/Federal law, there may be a decision made to not allow the student to have access to Wagoner Hall.

### NON-COMPLIANCE

Students are to be cooperative with Academy/Burriss faculty/staff and Ball State University staff who are acting in the performance of their duties. A student will be subject to a disciplinary response including suspension and/or expulsion if the Academy determines that:

- Student fails to heed an official summons or comply with reasonable directions or requests from an Academy or University official acting in the performance of their duties; Including but not limited to: refusal to open a door, refusal to give/produce accurate identification, giving false or misleading information, or failure to complete a disciplinary sanction.
- Student fails to schedule or appear for a disciplinary appointment with an Academy or University staff member after being notified to do so;
- Student is intimidating, uncooperative, unresponsive, or uses offensive language when interacting with a staff member;
- Student attempts to evade a staff member who is trying to get in touch with them;
- Student exhibits an attitude, action, or speech toward an Academy or University staff member that can be perceived as disrespectful, loud, defiant, abusive, or aggressive;
- Student demonstrates egregious disrespect toward any Academy/University administrator, faculty, and/or staff member.
- Student fails to follow proper Academy procedures.
- *Student intentionally deceives, lies, and/or withholds relevant truths.*

***\*Students may incur additional consequences if they withhold or omit pertinent and/or necessary information as part of a request or investigation.***

### OFF- LIMIT AREAS

The following list includes, but is not limited to, off-limit areas for Academy students:

- Establishments with alcohol sales as a primary business function\*.
- Establishments with smoking/vaping/drug paraphernalia sales as a primary business function.
- Fraternity Houses and Sorority Houses and Suites.
- University Residence Halls.
- University classrooms/lecture halls (with the exception of attending class).
- Hotels/Motels.
- Private Property.
- Abandoned Property including but not limited to: Residence(s), Vehicles, Buildings, etc.

## RESIDENTIAL AND STUDENT AFFAIRS POLICIES AND PROCEDURES

- Private Residences.
- Public or University Parking Garages.
- Railroads, freight cars and railroad overpasses.
- Upper and Lower Academy Rooftops.
- Parks and other Public outdoor spaces after posted closing times.
- Tunnels (campus, maintenance/facilities, heating plant, service, storm sewer, and other similar tunnels).

\* While some establishments do not have alcohol as their primary form of business, these items are present/available in the facility and students present at these locations are still bound by all Academy rules and expectations.

\*\* No loitering in Ball State University buildings, particularly stairwells, music rooms, restrooms, etc. is allowed. Students will be subject to a disciplinary response if found to be at any off-limit location.

### PEER ASSISTANTS

The Peer Assistants (PAs) program is a unique opportunity for students at the Academy. The PA staff consists of returning students who assist the Student Life staff with various responsibilities. PAs are student leaders committed to promoting healthy lifestyles and good citizenship developed through intelligent and informed decisions. PAs are expected to be positive role models for the Academy population. This group's primary focus is providing information to help students make healthy and appropriate decisions. Expectations of PAs include, but are not limited to:

- Being a positive Role Model.
- Helping to organize new student welcome week activities.
- Providing support to students.
- Attending bi-weekly meetings, committee meetings and occasional group functions.
- Maintaining clear lines of communication with the Residential and Student Affairs staff.
- Acting as liaisons between the student body and the Residential and Student Affairs staff.
- Being friendly and approachable resources for students.
- Follow all Academy rules and adhering to Academy expectations both detailed in the student handbook and as instructed by Academy personnel.

PAs are required to maintain the following standards:

- Have no D\*s and no more than two Cs on midterm or final report cards.
- Be in good disciplinary standing.
- Demonstrate the desire to assist others, emotional maturity, dependability, responsibility, and an awareness of their personal limitations.
- Exhibit leadership within the Academy community.
- Demonstrate the ability to relate to a wide spectrum of the student body.
- Be supportive of the Residential and Student Affairs staff and programs.
- Have a positive attitude.
- Be willing to fulfill all of the official expectations of PAs.

### PERSONAL CARE GUIDELINES

Students are expected to practice appropriate personal hygiene and to maintain an environment within their room and their community which is sanitary. Perishable food items should be stored in sealed containers and/or refrigerated. Trash and food debris should be disposed of in the designated trash locations on the residence hall floor. Items that produce offensive odors should be disposed of appropriately. In order to maintain a sanitary environment within the room and community, the Academy encourages basic grooming and personal hygiene practices. These practices include, but are not limited to:

- Showering with soap and wash cloth on a regular basis

## RESIDENTIAL AND STUDENT AFFAIRS POLICIES AND PROCEDURES

- Daily use of deodorant/antiperspirant
- Frequent and appropriate laundering of clothing, towels, and bedding
- Brushing teeth on a daily basis
- Maintain clean and sanitary footwear

Students are expected to comply with reasonable requests from Academy staff to meet the above expectations.

See also **ROOM CHECKS & CLEANING**

### PETS

Animals, alive or dead, are not permitted in the residence halls. This includes newts, frogs, salamanders, turtles, birds, laboratory specimens or any life form that can survive outside of water. Fish in aquariums are permitted in the residence halls. An aquatic pet must not be able to leave its bowl or tank on its own. Aquariums or tanks larger than 20 gallons are not permitted in the halls. Guest's pets are also not permitted in the residence halls.

### POSTING SIGNS

Approval to hang signs for any reason must be given by a member of the Residential and Student Affairs staff via initial and date of expiration on each posting/sign. A maximum of 12 signs may be posted for any one event. The Residential and Student Affairs Staff must approve any sign pertaining to Academy-sponsored activity or non-Academy function before being posted. **All signs and posters must be removed by the person or group posting them immediately after the advertised event.** Failure to do so may result in denial of future advertisements by that person or group. Specific areas in the Hall are designated for signs, such as the corkboards near the Front Desk area. **No signs may be placed on the Front Desk, the lounge carpeting, or over windows nor may any be hung on painted areas.** In addition, no signs may be placed on doors used for entry or exit to and from the building. Staff members have the right to remove, or ask students responsible for posting the signs to remove, signs at any time.

### PRACTICE ROOMS

These rooms are to be used to practice musical instruments or vocal performances only. A key may be checked out from the front desk. Storage of any items is prohibited without the consent of Residential and Student Affairs personnel.

### PUBLIC DISPLAYS OF AFFECTION (PDA)

Behavior associated with romantic relationships, such as romantic touching, must be appropriate and is limited to the common co-ed lounges on the first floor, both courtyards or during approved all-school intervisitation on the floors (intervisitation rules apply). Romantic touching is not allowed in any other locations of Wagoner Halls or Elliot Hall including but not limited to: student rooms, student halls, bathrooms, lounges, kitchenette, laundry rooms, door exits or the computer labs. Additionally, the teacher's hallway, the tunnel, Burris backyard, Burris/Academy/Elliott green spaces, Burris school, and the dining halls are not to be used for public displays of affection (PDA). Lying on the furniture/floor together, sleeping in the same bed, and similar physical contact are not allowed in dorm rooms.

Our public spaces are frequented by parents/guardians, guests, children, etc. Academy students are expected to conduct themselves in an appropriate manner. This includes, but is not limited to: one body per chair, one body per couch if lying down, and one body per cushion or normal sitting area on the couches. If more than one person is sitting on a couch, all feet must be on the floor (with the exception of an individual sitting with legs crossed, cross-legged, feet tucked underneath self, etc.). There is not to be any extended or suggestive kissing, lingering hugs, lying on one another, or touching of sexually related body parts such as the breast, buttocks, or genital areas. Students are expected to

## RESIDENTIAL AND STUDENT AFFAIRS POLICIES AND PROCEDURES

comply promptly and politely with any person's request that they cease the PDA. Persons not following this policy will be asked to go to their respective room. Continued disregard of the PDA rules will result in loss of lounge privileges, groundings, and ultimately suspension.

Sexual contact is never allowed in any Ball State building, the grounds of Ball State, or any other public area. This includes, but is not limited to: all Indiana Academy buildings, Burriss buildings and grounds, public parks, restaurants, stores, stairwells, parking garages, and St. Mary's grounds and buildings. Disregard of this policy may result in suspension or expulsion.

### QUIET HOURS

In order to provide and maintain an environment conducive to study, quiet hours are to be observed on residential floors and courtyards from 9 p.m. to Noon. Students must conduct themselves and maintain their environment (room/lounges/hallways/bathrooms) at a reasonable volume (as determined by Residential and Student Affairs staff, regardless of number of occupants/guests, activity, etc.) throughout quiet hours. No loud or disturbing noise or activity will be tolerated during quiet hours. Noise is difficult to assess and a certain level of subjectivity is almost certain to exist, but the Academy staff will make serious efforts to maintain acceptable noise levels for a productive living and learning environment. (See also *COURTESY HOURS*)

### RESIDENTIAL POLICY

The Indiana Academy expects students living outside of the residence hall (residential students on extended breaks, non-residential students, etc.) to reside with a parent/guardian or host family. The Academy residential program requires its students be in overnight residence in Wagoner Hall the majority (on average) of school nights of the week.

### ROOM CHANGES

Room changes are discouraged and are infrequently granted. Learning to accept differences and to resolve conflicts are important parts of the growth experience that the Academy offers. However, if roommates have "irresolvable" differences, the custodial Student Life Counselor should be consulted first for suggestions and/or mediation services.

### ROOM CHECKS & CLEANING

Students are expected to maintain their assigned room within Wagoner Hall in a clean and orderly condition, keep trash to a minimum, and dispose of it as suggested by the Student Life staff. Students are discouraged from keeping empty cans, bottles, food containers, etc. in their room as they attract insects. In order to promote an eco-friendly and sanitary environment, the Academy encourages recycling by providing recycling locations on each floor and throughout the building. Student Life Counselors conduct weekly room checks to determine the appropriateness of each room. If the room condition is not acceptable, the students(s) will be restricted to the room until the Student Life Counselor deems the room appropriate. Appropriate room condition includes the following:

- Trash receptacles are empty. (All trash, recyclables, and food debris is disposed of at the designated trash/recycling location on the residential floor.)
- Students should only dispose of sharp or broken items such as glass, mirrors, nails, etc. in the dumpster behind Wagoner Complex.
- No dirty dishes or containers.
- Screen must be securely in window.
- Students are responsible for the external upkeep of university-provided air conditioners (e.g. cleaning filter screen, clear of debris, and any other impediments).
- No open food items.
- Perishable food items should be stored in sealed containers and/or refrigerated



## RESIDENTIAL AND STUDENT AFFAIRS POLICIES AND PROCEDURES

- Floor must be clear of clothes, trash, etc.
- Dirty laundry (bedding, towels, clothing, etc.) should be in a hamper, drawer, tote, etc.
- Refrigerator must be clean (e.g. no molding items or strange odors).
- Microwaves must be clean (e.g. no burnt items, food debris, or liquid residue present).
- Students may only use the Academy-provided padlock to lock drawers on Academy furniture. Staff must be able to access all Academy-provided furniture.
- No fire hazards (e.g. no blocked doors/windows, no piles of paper, etc.).
- Smoke detector must be functional.
- Overall odor of the room must not be offensive. Students that are responsible for items that produce an offensive odor must dispose of those items appropriately (trash receptacles on the floor, trash receptacles outside).

### ROOM KEY

Students will be issued standard room keys upon arrival to the Academy. Students are expected to have their room keys on their person at all times. For safety and security reasons the Academy strongly encourages students to lock their rooms at all times (including while in room). Students are also prohibited from lending their keys to anyone. In the event that a student is locked out of their room, they should attempt to find an SLC on the floor. If an SLC is not available, the Front Desk should be immediately contacted. A temporary key (issued for ten minutes) may be checked out in order for the student to unlock their door, find the original room key, and return to the front desk with the original key and the temporary key. Lost keys are a safety threat to both the student and their roommate, and thus must be reported immediately to the Front Desk. The cost of replacing the keys and re-coring the door is \$55.00.

### ROOM REPAIRS

Students should promptly (within 24 hours) report any needed room repairs (e.g. screen problems, loose doorknob, light bulb issues, radiator problems, etc.) to their custodial Student Life Counselor so that a Ball State University maintenance request can be submitted. Students will not be charged for normal maintenance needs. However, damage to Academy/Ball State property by the student is the student's responsibility. The student will be charged/billed through Ball State University and/or the Academy.

### ROOMMATE SELECTION

An important part of the residential experience at the Academy is learning how to live with a roommate. This involves patience, communication, compromise, kindness, mutual respect and common courtesy. The Academy will not discriminate in room or roommate assignments on the basis of race, religion, creed, color, national origin, socioeconomic background, sexual orientation or disability. The Academy reserves the right to assign roommates and/or change assignments if deemed necessary.

New students are assigned rooms and roommates during the summer based on information provided on the Roommate Questionnaire. Roommates are matched according to birth certificate gender marker, similar interests, lifestyles and personal requests. Only mutual roommate requests are matched. Returning students make their requests during the previous spring semester. The Residential and Student Affairs staff will make every effort to match compatible individuals based on student information and the roommate questionnaire. All residence hall rooms are double occupancy. **Single rooms are not available. If a student requires a single room to accommodate a disability, that student should reach out to the Associate Director for more information.**

Students who find themselves without roommates because of sudden or unforeseen circumstances (cancellations, withdrawals, dismissals, etc.) must understand that at any time in the school year, a new roommate may be assigned to the room.

## RESIDENTIAL AND STUDENT AFFAIRS POLICIES AND PROCEDURES

### SAFETY

Safety and security are two major concerns at the Academy. Listed below are some general campus safety guidelines, prohibited items and prohibited actions at the Academy.

The following list includes, but is not limited to, suggested campus safety tips:

- Do not ever walk alone on or off campus.
- Always lock your door when leaving your room.
- Never give your room key or ID to anyone.
- Do not keep large amounts of cash in your room or on your person.
- Report any suspicious person(s) and/or activity to an Academy or University official.
- Do not prop doors or other entranceways that are supposed to be closed or locked.
- Please carry cell phone with you (if applicable).
- Program and/or know the Academy Front Desk Phone Number (765-285-8125) and Campus Police Phone Number (765-285-1111) in case of emergency.
- Charlie's Charter (765-760-7433 or 765-285-5005) provides free transportation on university owned or controlled property. This service follows the Bracken Library schedule and is available on a first-come, first-served basis during the Fall, Spring, and Summer semesters. Fall/Spring Semester Hours: Sun-Thurs. 6 p.m. – 3 a.m.
- Don't leave your belonging unattended, even for just a few minutes.
- Campus is equipped with an emergency telephone system so you can easily call for help if you need it. Just locate the poles topped with a blue light. Simply press the button and talk into the speaker.
- Don't ever drink from an open container that you did not open or fill.

Items that are prohibited by the Academy include, but are not limited to:

- Chemicals or scientific equipment that could be dangerous
- Matches, lighters, or other items that can create sparks or a flame
- Laser pointers
- Any weapons or ammunition
- Any darts (metal/plastic/etc.) that are pointed and/or sharp
- Incense, candles with wicks, or candle warmers
- Any blades over 2 inches in length
- Anything highly flammable or that could cause fire/explosion
- Spray paint, varnish, or paint thinner
- Tobacco, illegal drugs, alcohol, unauthorized prescription drugs
- Pipes, water pipes (hookah), electronic cigarettes, vaporizers, any nicotine delivery device or product, or similar components (such as MONQ) or related liquids (e-liquids, vape juice, e-cartridges, etc.).
- Products containing tetrahydrocannabinol (THC) or synthetic cannabinoids
- Power tools
- Soldering equipment
- Hoverboards or any balancing scooters with batteries
- Unmanned Aerial Vehicles (UAV), Remotely Piloted Aircraft (RPA) or Drone (with the exception for educational purposes which must be approved by the Director of Residential and Student Affairs, Director of Academic Affairs or designee prior to use)
- Fireworks, sparklers, or other combustible materials
- Fog machines, flares, smoke, dry ice, or open flames
- Body modification equipment, paraphernalia and tools (including but not limited to: tattooing instruments and tools, piercing guns or equipment, tattooing ink, any other device or materials used for body modification purposes)
- Power strips must have a built-in circuit breaker and should not be used in a series (one power strip plugged into another).

## RESIDENTIAL AND STUDENT AFFAIRS POLICIES AND PROCEDURES

- Extension cords are allowed provided they are UL (Underwriter's Laboratory) approved, in good condition, and plugged directly into a power strip with a built in circuit breaker or wall outlet. Extension cords should not be used in a series (one plugged into another).

Actions that are prohibited at the Academy include, but are not limited to:

- Tampering with or moving window screens in any room/lounge (screens should always be in their proper position).
- Tampering with smoke detectors, fire pull stations, or any other emergency/safety equipment.
- Tampering with residence hall electrical circuits, wiring, outlets and pathways, etc.
- Tampering with residence hall doors, locks, peepholes, and alarms.
- Burning of items anywhere on campus, especially but not limited to in buildings.
- Running, rollerblading, biking, use of radio/remote controlled devices/vehicles/toys/etc., or skate boarding within Wagoner Complex, Burriss Laboratory School, University Dining halls or other University buildings.
- Roughhousing (e.g. pushing, shoving, wrestling, etc.)
- Intentional physical contact such as bumping, nudging, or pushing another person.
- Purposefully obstructing or blocking a hallway, stairwell, doorway, or vestibule with an object or one's body.
- Playing full contact sports such as football, rugby, boxing, hockey, etc. due to the high potential for serious injury to self and/or others.
- Climbing of trees, walls, structures, buildings, etc. on University or private property.
- Involvement with, conducting, organizing, or participating in any eating and/or drinking contest or challenge.
- The throwing of food or any other objects at any Ball State building, structure, or property.
- Defacing or vandalizing of any Ball State property.
- Using unmanned aerial vehicles (UAV), remotely-piloted aircraft (RPA) or drones.
- Sports activities inside Wagoner Hall, which includes but is not limited to, having water fights, throwing a Frisbee, playing hackey sack, kicking or dribbling balls, using any airborne or projectile objects, etc.
- Placing bed frames on any other objects than the frame legs themselves. Bed frames are not to be raised or supported by anything other than the frame legs and the floor.
- Stacking, lofting, or altering Academy furniture within the room; Academy furniture may be moved within the room, however Academy furniture must remain in the original free-standing position.
- Abandoning property; bags and items left unsupervised in or around any part of the Wagoner Complex, Burriss Laboratory School, University Dining Halls or other University buildings will be considered abandoned and may be confiscated by staff. Bags and items deemed to look suspicious will be managed in accordance with emergency response procedures.

The Academy reserves the right to determine if any action or item is deemed inappropriate at any time. Students who do not comply with the aforementioned safety standards will be subject to disciplinary responses. Students should keep their rooms locked at all times for security and safety reasons. In case of an emergency or injury, a Residential and Student Affairs staff member should be contacted. Any suspicious individuals, items or materials must be immediately reported to Academy or University personnel.

### SCHOOL CLOSINGS

If Ball State University suspends operation due to weather or other factors, Academy classes will be cancelled. Students will receive updates from BSU and the Academy with more information. Occasionally, the Academy may delay its opening from an extended weekend or vacation period due to poor weather conditions. Information for Academy closings can be obtained in the following ways:

## RESIDENTIAL AND STUDENT AFFAIRS POLICIES AND PROCEDURES

1. Refer to emails sent by Academy staff with pertinent details.
2. Consult the Academy webpage at <https://academy.bsu.edu>.

### SECURITY CAMERAS

For the safety and security of residents and guests, security cameras are placed in the points of entrance/exit, entrances/exits of stairwells, elevators, and other common areas as well as around the exterior and perimeter of the residence hall. People's behaviors may be visually recorded using these devices. It is a violation of residence hall policy to tamper with safety equipment including security cameras.

### SIGN-IN / SIGN-OUT PROCEDURES

The sign-in and sign out procedures are an important means of accounting for each student at any time of the day. While the Academy cannot guarantee knowledge of all students' whereabouts at all times, regulations governing the sign-out procedure are designed to give staff members a reasonable knowledge of each student's location and estimated return time in the event of an emergency. Students must understand for their own safety as well as for emergency situations, the importance of properly signing out of the building. Each student will be issued a sign-out card upon arrival at the Academy. Students sign out by obtaining their **individual card only** from the Front Desk and then indicating on the cards their destinations, companion(s), and estimated times of return. Proper card sign out does not include a destination of "out," a return time of "later," companion listed as "people," nor should time be displayed as 24-hour or "military" time. For proper card sign out, students must include the name of at least one physical live human companion.

An appropriate sign-out includes the following:

- Destination: "Village," "Running in Quad," etc.
- Companions: "parents," "Jim," "—," (indicating no companion), etc.
- Estimated Time of Return: "9 p.m.," "10:30 a.m.," etc.

*\*\*Failure to properly complete sign-out card by clearly and legibly listing the date, destination(s), companion(s), time leaving and estimated time of return will result in a grounding \*\**

Any student seeking an exception to stated expectations is responsible for requesting, securing, and verifying all necessary permissions (check-ins, curfews, etc.) related to this exception with an Academy staff member before leaving the building.

Upon returning to the Academy each student must sign back in by returning their **own** card to the Front Desk. **Students must leave with, be with, and return with another person when checked out of the building after 6:30 p.m. (7:30 p.m. during daylight savings time), unless the student has certain advanced Privilege System status.** The staff member on duty must verify their return. Students are allowed to sign out of the building from 6 a.m. to building curfew.

Monday through Friday, during the academic day, students must follow the sign-out/sign-in procedure **any time they leave the residence halls.** The only time students *do not* need to sign out is to go to any class in Burris Laboratory School that will allow the student to return to Wagoner Complex before 4 p.m.

**\*NOTE: For those students who have classes that start or end after 4 p.m. or later, they must sign out of the building. For example, if "Amber" has classes from 1 p.m. until 5 p.m. with no break, she would need to sign out of the Academy on her card at the Front Desk before leaving for her 1 p.m. class.**

On Saturdays and Sundays, students must sign out of the building any time they leave the residence halls. **Students who do not comply with the sign-in / sign-out procedures will be subject to a disciplinary response, which may include suspension.** If a student fails to sign-out on their sign-out card, the student will be grounded at 7 p.m. on the following weeknight. Please see **TRAVEL**

## RESIDENTIAL AND STUDENT AFFAIRS POLICIES AND PROCEDURES

**PERMISSION FORMS** to identify which forms must be used in conjunction with the aforementioned sign-out procedures.

When on a gold form for an overnight stay out of the Academy, students must also sign-out and sign-in **immediately** on the Front Desk Clipboard (not their sign-out cards). If a student fails to sign-out or sign-in on the Clipboard, the student will be grounded at 7 p.m. the following weeknight.

### SKATEBOARDING

The use of skateboards, long boards, mountain boards, wave boards, caster boards (Ripstik®), etc. is prohibited on University-owned or -controlled property. Violators may be cited and have the skateboard impounded by University Police until the fine is paid. Improper use, abuse of, or frequent injury resulting from use of the above listed or similar items may result in confiscation of the item(s) to be returned home at the next available opportunity. The Academy highly encourages the use of proper safety apparel and equipment when using the above listed or similar items in any off-campus locations.

### SMOKING

Smoking is not condoned or encouraged by the Academy community. Ball State University property (including the Academy and Burriss) and St. Mary's Church property are tobacco-free locations. Use, purchase, and/or possession of tobacco products, including but not limited to cigarettes, cigars, pipes, water pipes (hookah), bidis, kreteks, electronic cigarettes, smokeless tobacco, snuff, chewing tobacco, any non-FDA approved nicotine delivery device, personal vaporizers or inhalants, similar components or related liquids (e-liquids, vape juice, e-cartridges, etc.) is prohibited in all buildings, residence halls, parking structures, and outdoor areas. Use of these products on private property is also not allowed. Students should be aware that a person under 21 years of age who purchases tobacco or accepts tobacco for personal use is committing a Class C infraction. The Academy will issue consequences to students who conspire to, solicit, receive, and/or possess tobacco for the purpose to use, transport, distribute, sell, etc. Violations will necessitate Academy discipline, and in some cases, police action. Indiana State law prohibits a person who is less than 21 years of age from buying or possessing:

- (1) Tobacco;
- (2) E-liquids; or
- (3) Electronic cigarettes.

In addition to tobacco, the Academy also prohibits the possession of rolling papers, lighters, matches, lighter fluid, and any other smoking paraphernalia or products. Smoking in the residence hall is also considered a fire hazard; severe consequences will result.

### SPECIAL PERMISSION

Any student seeking an exception to stated expectations (face check, card check, curfew extension, lounge use, etc.) is responsible for requesting, securing, and verifying all necessary permissions (check-ins, curfews, etc.) related to this exception with an Academy staff member before the permission is needed and/or student is leaving the building. **Please note: If the reason for which any special permission (blanket or occasional) listed below has been granted no longer conflicts with face/card check, students are expected to comply with regular face/card check procedures.**

Blanket special permission to forgo face check can be obtained if the student has an approved recurring commitment (class, sports commitment, study hall, etc.) during the time of face check. The student should email all the SLCs on their floor requesting this permission by including the following information about their commitment: day(s) of the week, time, and explanation of the commitment. The student is officially granted blanket special permission when an SLC on their floor confirms through email it has been granted.

## RESIDENTIAL AND STUDENT AFFAIRS POLICIES AND PROCEDURES

Occasional special permission may be obtained under the following guidelines and procedures:

Students can receive permission to forgo 6:30 p.m. **face check** for the following reasons: sports, class, theater commitments, study hall, illness, travel (field trips and/or out on gold travel forms with guardian or special approval), and employment. Students can receive permission to forgo 10:30 p.m. **face check** and/or Study Session for the following reasons: sports, illness, travel (field trips and/or out on gold travel forms with guardian or special approval), specific club or extracurricular commitments, and sleep. Students should first attempt to find an on-duty Student Life Counselor from their respective floor to obtain special permission. In the event students are unable to find an on-duty Student Life Counselor from their floor, students then should request special permission in person from any on-duty member of the Residential and Student Affairs staff. Once obtained, students must personally write their name, the reason they are missing face check, and the name of the staff member who gave them special permission on the designated whiteboard. Students cannot write that the "Front Desk" or other similar iterations gave them special permission. If a student receives special permission to sleep, an SLC will be following up to make sure the student is asleep at the conclusion of the face check window.

Students can receive permission to forgo **card check** for the following reasons: sports, class, theater commitments, study hall, employment, and travel (field trips and/or out on gold travel forms with guardian or special approval). If being present for 7 p.m. card check presents a substantial hardship for the student to accomplish necessary academic and/or personal responsibilities, permission may be evaluated on a case-by-case basis by a Residential and Student Affairs staff member. Students must ask the staff member at the Academy front desk for card check special permission. Students should ask for this permission as they are requesting their sign-out card for the commitment in which they will be missing 7 p.m. card check. After verbally being granted card check special permission, the Academy Front Desk should issue this permission to the student's sign-out card. It is the student's responsibility to make sure the card check special permission has been written on their sign-out card before leaving Wagoner Hall.

While rare, students can possibly receive permission to be out of the building before/after their stated building curfews. This can be granted for travel (field trips and/or out on gold forms with guardian or special approval), sports, theater, religious services, class, etc. and must be granted by a Team Leader, the Associate Director of Residential and Student Affairs, or Director of Residential and Student Affairs. Please provide a reasonable time window (minimum 24 hour notice preferred) to process and approve this request. (See **CHECK-IN TIMES AND CURFEWS**)

Students can receive permission to be in a public lounge after floor curfew (10:30 p.m. Sunday – Thursday) for the following reason: they need to continue to work on and/or complete an academic group assignment and group members are not able to finish the assignment together before individual stated floor curfews, specific club/extracurricular activities, floor meetings, etc. This permission may be granted by any on-duty Student Life Counselor from the students' respective floors. Please provide a reasonable time window (minimum 1-hour notice preferred) to process and approve this request.

Students can receive permission to be in a floor lounge after room curfew (12:00 a.m. Sunday – Thursday) for the following reason: they need to continue to work on and/or complete an academic assignment and being in their room is disruptive to their roommate who is trying to sleep. Any additional requests (sudden life event, timely communication, etc.) will be considered by a Student Life Counselor on the student's floor. This permission may be granted by any on-duty Student Life Counselor from the student's floor. The Academy recognizes the importance of time management and while this permission may be granted it will be so on a highly unique basis. Students are encouraged to complete all necessary assignments, personal communications, meetings, etc. before room curfew.

### STUDENT CENTER

Academy students are allowed access to the first floor food court area of the Student Center during

## RESIDENTIAL AND STUDENT AFFAIRS POLICIES AND PROCEDURES

designated meal periods. All students are to remain on the first floor in the dining area. Any student who is disruptive, interferes with the operations of the Student Center, or otherwise fails to follow this policy will be asked to leave the Student Center. Student Center staff will report such incidents to Academy administration.

### STUDENT IDENTIFICATION

Academy students are required to be in possession of their Academy photo ID at all times. At any time, a student may be asked to present this ID to Academy or University personnel. The ID is property of Ball State University. Students will use their ID cards to gain access to their residential floor, to eat their on-campus meals, to check out library books, attend designated recreational facilities and to prove student status. **Students should carry ID cards at all times and the ID cards should not be altered or defaced in any way (e.g. scratching off “Indiana Academy”, Photo, or other identifying markers).** Students should not punch holes in their ID cards, as doing so may permanently disable the card. Students will be responsible to promptly take necessary action and cover all related expenses to replace any altered, defaced, or non-functioning ID card. ID cards must not be used by anyone but the owner of the card, (this includes other students, relatives, guests, etc.). A lost or stolen student ID must be reported to the Front Desk as soon as possible and students must purchase a new ID at Bracken Library for \$25 (2024 Replacement Cost). *(For processes to obtain a new ID or additional information, see IDENTIFICATION CARDS)*

*Note: If a student ID card is lost and Bracken Library is closed, a student can obtain a “Feed-me Pass” from the Front Desk to be able to use meal equivalency at a Dining Facility.*

### STUDY SESSIONS

Study sessions are from 9:00 p.m. to 10:30 p.m. Monday through Thursday; students are expected to be physically present in their room without visitors unless pre-approved by an on duty SLC of the students’ floor during that time. If a student needs to be absent from their room they must make arrangements prior to this absence with an SLC on the floor (minimum 1 hour notice preferred); any time missed will be made up (This includes but is not limited to time missed while out of the building on a Day-travel form). Study sessions are held in the students’ rooms with the doors open. In order to create an environment conducive to studying, students are only permitted to study, eat, sleep, or engage in other quiet activities during study session. Conversation in the rooms needs to be kept to a minimum during this time. Music may only be listened to through headphones. Group work of any kind must be approved by floor SLCs. Parents/guardians are strongly encouraged NOT to call students during study sessions. Students MUST be quiet in the hallways from 9 p.m. on, even if they have petitioned out of study sessions. *If one roommate is in study session, then the entire room is under study session regulations.*

All new-to-the-Academy residential students are required to participate in study sessions when they start their residential experience. Petitions to be exempt from study session through the Student Privilege System may be acquired from the Academy front desk during designated petition periods. Students may be placed back into study session at Academy discretion if appropriate academic standards or residential standards are not maintained.

### THEFT

Theft of State, University (Academy/Burriss included), or personal property is prohibited and will be dealt with to the fullest extent of the law. Students caught stealing or in possession of stolen property will be subject to criminal prosecution as well as Academy disciplinary sanctions.

To help prevent theft in the residence hall, students should keep their rooms locked at all times. *The Academy is not liable for damaged or stolen items, however the Residential and Student Affairs staff can assist with filing a BSU campus police report, if desired.*

## RESIDENTIAL AND STUDENT AFFAIRS POLICIES AND PROCEDURES

Ball State University/Indiana Academy does not carry insurance on students or their property. The university is not liable for personal property that may be lost, stolen, or damaged. Students should review their family's homeowners' insurance policy for coverage. Students are strongly encouraged to insure their personal belongings.

The Academy will not serve as mediator in any dispute over loaned or borrowed items between students. Students are encouraged to maintain possession of and responsibility for all of their belongings.

### TRANSPORTATION

Students and parents/guardians are responsible for transportation arrangements and expenses to and from the Academy. For personal transportation needs while in residence, the Academy expects students to utilize free public transportation such as MITS (Muncie Indiana Transit System), the BSU shuttle service, and/or bicycles for their traveling needs. The use of personal vehicle based transportation services such as Lyft, Uber, local taxi services, etc., is allowable with guardian knowledge and permission. Permission may be granted through the white form or individual gold forms. Many popular locations are also within walking distance. Any personal lessons (i.e. martial arts, voice, dance, instruments, etc.) religious education/services, extracurricular activities, employment opportunities, and/or other errands must be self-arranged using the previous mentioned methods.

**The MITS Bus runs Monday through Friday from 6:16 a.m. to 6:45 p.m. and Saturday from 8:15 a.m. to 6:15 p.m. There is no service on Sunday.**

Additional Information may be found at the following MITS Website: <http://www.mitsbus.org/>

Using University vehicles, the Academy provides limited transportation to Academy students. (Non-Academy students cannot be transported by the Academy.) Such transportation would include trips to: emergency room, other immediate healthcare facilities, Ball State health center, Burris/Academy athletics field/facilities, and Academy sponsored events.

See also **FIELD TRIPS**.

Any student may call the front desk and request transportation in the event that they feel unsafe or in case of an emergency. In the event that a student fails to plan ahead (e.g. misses the bus, shuttle service not available, local taxi not available, unreasonable walking distance, etc.), and requires immediate transportation to or from a location via Academy Staff, there will be consequences for this choice.

**\*\*Please Note: All medical appointments or medical related transportation (orthodontist, therapist, prescriptions, dental appointments, etc.) must be arranged through the nurse's office.\*\***

See also **CARS/VEHICLES**.

### TRAVEL PERMISSION FORMS

The Academy has a variety of forms that allow different permissions for students. The main forms are:

- Gold Travel Forms
- White Day-Travel Permission Forms
- Overnight and Day Field Trip Forms

#### **Gold Travel Form (Permission to Leave in a Vehicle, Day or Overnight)**

A Gold Travel Form (gold form) is used *every time* a residential student leaves the Academy in a vehicle and/or goes overnight, including extended weekends and vacation periods. The Gold Travel Form has two different options: Day Travel (to allow a student to travel in a vehicle and return any time before building curfew), or Overnight (to allow a student to leave the building overnight). For the protection of all students, adults (at least 18 years old and a non-Academy student) who request to take a student from the Academy on a Gold Travel Form are required to show a picture identification displaying



## RESIDENTIAL AND STUDENT AFFAIRS POLICIES AND PROCEDURES

name and date of birth. The request to take the student from the Academy will be denied if the adult is not preapproved by the student's parent or guardian or under the influence of drugs or alcohol (see procedures below).

### Gold Form Responsibilities:

Please note that a person must be at least 18 years old (and cannot be an Academy student) to sign a residential student out on a gold travel form. By signing the gold form, the person accepts responsibility for the student and will accept responsibility if any injuries are sustained to the student while in their care; *however*, parents/guardians are ultimately responsible for their student's behavior when signed out of the Academy on a gold form. The Academy reserves the right to take disciplinary action if Academy policy, or state or federal law is broken while a student is signed out on a gold form.

### Day Travel Option:

Every time a residential student will be traveling in a vehicle, a Gold Travel Form must be completed *before* the student leaves the building, either by the parent/guardian (in person or via phone/fax) or by an adult designated by the parent/guardian ahead of time on the White Day Travel Permission Form (see below.) A student will not be allowed to leave the Academy unless a Gold Travel Form is on file. Please note that a person must be at least 18 years old (and cannot be an Academy student) to sign a student out on a Gold Travel Form. The Academy checks identification at the time of departure. Academy students must continue to follow all Academy Policies (face/card checks, building curfews, etc.) while signed on a Day Travel Form. **Students are responsible for all check-ins, card checks, and curfews while signed out on a Day Travel Form. *This includes when signed out with parents/guardians or other family members.***

*Note: Students must make arrangements with an SLC if the commitments listed above cannot be met.*

### Overnight Option:

Every time a residential student will be leaving the Academy overnight, the Gold Travel Form must be completed by the parent/guardian (in person or via phone/fax) *before* the student leaves. If someone other than the parent/guardian will be signing the student out overnight, parents/guardians must give permission ahead of time. This can be done in person, or for added convenience, Gold Forms can be mailed, faxed, or called in to the Academy Front Desk. If the parent/guardian is the person signing the student out, the gold form must be completed at the Front Desk when departing from the building. A student will not be allowed to leave the Academy unless a gold form is on file. Please note that a person must be at least 18 years old (and cannot be an Academy student) to sign a student out on a Gold Travel Form. The Academy will check identification at the time of departure. **Students who have been signed out overnight on a Gold Travel Form cannot return to the building before 6:00 a.m. the following day.** Wagoner Hall is locked and secured from 11:30 p.m. to 6:00 a.m. each day.

**Signing an Academy student out of the building overnight transfers the responsibility for that student from the Academy to the individual signing the student out of the building.** For the Academy to resume responsibility, the student(s) **AND** the individual transporting the student(s), **MUST** immediately upon their return, come into the Academy's Front Desk to sign-in and be verified.

Exception: While out on a Gold Travel Form (day travel option) all Academy policies must be followed with the exception that the student may drive a vehicle with an immediate family member (non-Academy student) over 18 years old or an extended family member over 21 years old. Once signed out on a Gold Travel Form (overnight option), the student does not have any Academy driving restrictions.

Blanket Permission: For day travel only, blanket permission may be given at the parent/guardian's discretion on the white day-travel permission form (White Form). A parent/guardian must complete the White Form in person. **No overnight blanket permission is accepted.** (See below for more details.)

Private Residences: Unless traveling overnight, a student who wishes to visit a private residence must get special permission. If the student is traveling with their parent/guardian, this permission is presupposed. Students must plan ahead in requesting the special permission so that parents/

## RESIDENTIAL AND STUDENT AFFAIRS POLICIES AND PROCEDURES

guardians can be available for contact.

The Academy reserves that right to deny permission when student safety and well-being may be in jeopardy.

### **White Day-Travel Permission Form (Blanket Permission for Day Travel)**

The White Form is kept for one academic year in the student's Student Life travel file located at the Front Desk. This form designates day-travel sign out permission in four areas:

1. Persons (other than Academy personnel) who can take the student off-campus that are at least 18 years of age and not Academy students.
2. Option to give permission for students to travel within Delaware County using ride-share services (Uber, Lyft, local taxi services, etc.)
3. Option to give permission for students to travel outside of Delaware County for school sponsored activities with Academy personnel.
4. Option to give permission to travel outside of Indiana for school sponsored activities with Academy personnel.

The White Form is essentially a list of people (names, addresses, and telephone numbers) who may sign out a student throughout the year **for day travel only**. This allows the student to ride in a car driven by this person, provided that they are at least 18 years of age, is not an Academy student, and has signed a Gold Travel Form. Students must also check out on their sign-out cards. By signing the Gold Travel Form, the person accepts responsibility for the student and their actions. The person also accepts responsibility if any injuries are sustained to the student while in the car. If a guardian gives permission for a student to use a ride-share service, the guardian accepts responsibility for that travel.

The White Form is available for parents/guardians to complete when their student arrives at the Academy. This form should be completed in person by the student's parents/legal guardians. If parents/guardians want to make updates remotely, staff will verify the changes by calling the number on file for the student's legal guardian. Parents/Guardians may **remove** anyone at any time from the White Form by phone.

Parents/Legal guardians may give permission for people that are not on the White Form to sign out their student on a case-by-case basis over the phone, by fax, or by mail. (See Gold Travel Form above). Parents/Guardians should note that they will not be notified by the Academy when a person listed on the White Form signs out their student.

Students are not exempt from Academy policy (e.g. curfews, check-in, driving, entering a private residence) when signed out with someone listed on their White Form. (See [Driving Exception](#) under Gold Travel Forms.)

### **Overnight Field Trip Form**

Students may have the opportunity to participate in overnight, school-sponsored field trips. An Overnight Field Trip Form is needed for each event, granting parent/guardian permission for the student to participate. It is the responsibility of the field trip sponsor to get the form to the parent/guardian before each trip. The parents/guardians should complete their part of the form before promptly returning it to the sponsor in order to have on hand the field trip contact information. No other forms are needed in conjunction with the Overnight Field Trip Form.

## **UNIVERSITY BUILDINGS and FACILITIES**

With the exception of Wagoner Complex, students are prohibited from entering any Ball State University Residence Hall at any time. Likewise, there is no loitering, inappropriate conduct, displays of discourse, or displays of affection (i.e. all academy policies and expectations are in effect) in Ball State University buildings, particularly stairwells, classrooms, lecture halls, music rooms, lounges, restrooms, etc.. University classrooms/lecture halls and their resources/equipment are not for personal use (e.g.

## RESIDENTIAL AND STUDENT AFFAIRS POLICIES AND PROCEDURES

using lecture hall projection systems and accompanying sound equipment for any personal viewing). Students will be subject to a disciplinary response if found to be in a residence hall, in or at any off-limit location, or in violation of the above listed guidelines. Using Ball State University property, rooms and resources outside of their intended purpose is prohibited.

See also *OFF-LIMIT AREAS*

### VANDALISM

Students who knowingly, recklessly, or intentionally damage or deface property that they themselves do not own are breaking Indiana Criminal Code and may be prosecuted. The Academy defines vandalism as the willful or malicious destruction, disfigurement, or defacement of any public or private property without the consent of the owner. In addition, students will be subject to Academy disciplinary action.

Examples include but are not limited to:

- Chalking or Tape
  - On any buildings or brick surfaces
  - On any University sidewalks or other surfaces to write messages, draw pictures, or represent other items.
- Throwing of food or any objects at any Ball State buildings, structures, or property;
- Hate, gang or other related graffiti
- Defacing or damaging of any Ball State property including systems and infrastructure such as plumbing, electrical wiring etc.;
- Engraving, carving, tagging or marking of items or property.

### VIOLATIONS OF LAW

Any acts that could conspire to, result in, or constitute a violation of federal, state civil, or criminal laws or city ordinances, except for minor traffic violations, will result in disciplinary action. Academy discipline is not contingent upon, and may precede, legal action.

### VIOLATIONS OF UNIVERSITY POLICY

Students are subject to all policies adopted by Ball State University including, but not limited to, the following (<https://www.bsu.edu/about/administrativeoffices/studentrights/policiesandprocedures>):

- Furnishing false information to any University office or official, faculty, planning or attempting to deceive a staff member acting in an official capacity, or giving false testimony or other falsified evidence at any campus disciplinary proceeding.
- Forgery, alteration, or misuse of any University document, record, or instrument of identification.
- Attempted or actual theft of property or damage to property of the University, or of a member of the University community, or a campus visitor, other than accidental.
- Theft, unauthorized access or other abuse of computer systems or computer time relating to University endeavors or from University property or premises.
- Unauthorized possession, duplication or use of keys to any University premises, or unauthorized entry to, or use of, University premises.
- Obstruction or disruption of teaching, research, administration, disciplinary procedures or other University activities, including public service functions or other authorized activities on or off University premises.
- Conduct which is disorderly, obscene, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on University premises or at functions sponsored by, or participate in by, the University.
- Conspiring any of the above acts.

## RESIDENTIAL AND STUDENT AFFAIRS POLICIES AND PROCEDURES

### VISITORS AND VISITATION

All Guests are expected to follow Academy security procedures upon arrival to Wagoner Hall. Guests (non-Academy students) must immediately sign in at the Front Desk. Guests will be required to submit their ID for a sex offender check through the Academy's Raptor Visitor Management System. Guests will be issued a nametag and will be expected to wear it for the duration of their visit to Wagoner Hall. The nametag must be clearly visible on the outer most layer of clothing and worn on the upper front of the body. Student hosts must greet and accompany their guests at all times. Guests are expected to conduct themselves in accordance with all Academy policies. Student hosts are responsible for any damage or misconduct of guests. Academy staff reserves the right to deny visitation privileges to any person(s). Guests who do not sign-in or who do not comply with residence hall rules will be required to leave the hall. *OVERNIGHT GUESTS ARE NOT PERMITTED IN THE RESIDENCE HALL.*

Guest hours: Sun.–Thurs.: 8:00 a.m. - 10:30 p.m. & Fri.–Sat.: 8:00 a.m. - 11:30 p.m.

All guests must remain in the lounge area from 8 a.m. to 4 p.m. **Pending permission from the front desk AND a Student Life Counselor on the floor**, a family member may accompany their host to the host's room between 4 p.m. and 9 p.m. with a 15-minute time limit. Non-family guests will not be permitted on the residential floors for any reason. Frequency of hosting/visitation to the floor/room is at the Academy's discretion.

Parents/Guardians are welcome anytime. However, access through the Academy front doors is restricted between the hours of 11:30 p.m. and 6am for security purposes. Parents/Guardians wishing to enter during these times may call the Front Desk at 765-285-8125 and Residential and Student Affairs personnel will assist as needed. Parents/Guardians are asked to follow the guest procedures in order to help maintain safety and security. The Academy is not able to provide overnight accommodations for parents/guardians. However, the L.A. Pittenger Student Center, located across the street from the Academy, does operate a hotel. Reservations may be made by calling 765-285-1555.

Alumni are always welcome, but are also considered to be guests and must follow Academy visitation policy.

Any visitors to Burriss Laboratory School must report to the main office, wear a nametag (provided by Burriss) at all times while in the building, be prepared to provide ID at any time, and abide by school rules.

### WEAPONS

The Academy strictly prohibits the possession and use of weapons and other dangerous items. Academy interprets "possession" broadly. Students who use an object in the form of a weapon to injure someone is subject to discipline under this policy. If a student is knowledgeable of a weapon(s), and/or other dangerous item(s) that have been found, whether or not the student is using or in possession of the weapon(s) and/or dangerous item(s), they will be considered in violation of the weapons and other dangerous items policy.

Weapons include, but are not limited to:

- Knives
  - Butterfly Knife
  - Switchblade
  - Scalpel
  - Box cutter / Utility Knife
  - Pocket Knife (blade over 2 inches)
  - Bowie Knife
  - Hunting Knives
  - Dagger
  - Single Blade Folding Knife (blade over 2 inches)

## RESIDENTIAL AND STUDENT AFFAIRS POLICIES AND PROCEDURES

- Multi-Blade Folding Knife (any blade over 2 inches)
- Steak Knife
- Kitchen Knives (Available for checkout at the front desk for use in kitchen only)
- Guns
  - Firearms
  - Paintball
  - Stun gun or Taser
  - Air soft
  - Pellet and BB
  - Dart
  - Water pistol, toy or object that could be mistaken for a firearm
  - Or any object that may be able to shoot a projectile
- Throwing stars
- Brass knuckles, Zap gloves, etc.
- Hatchets and axes
- Swords and other martial art weapons (e.g. nunchucks, sais, bo staff, etc.)
- Explosives (e.g. firecrackers, dynamite)
- Acids and Poisons
- Whips
- Tear gas / Mace and other propellants \*\*
- Catapults and slingshots
- Bows (Recurved, Compound, reflex, long, cross, etc.) and arrows
- Boomerang
- Chains
- Objects that have been modified to serve as a weapon

\*\* According to Ball State University policy, the only exception to this is legal chemical dispensing devices, such as pepper sprays that are sold commercially for personal protection.

See also **SAFETY**

### WINDOWS

Tampering with, leaning on or moving window screens in any room/lounge is prohibited. Window screens and necessary hardware should always be in their proper position. Wiring needed to improve reception (television, radio, etc.), network computers, etc. may not extend outside the student room. **In the event of a Wind Advisory or severe weather, students may be asked to close their windows for the duration of the advisory for safety purposes.** Students failing to cooperate with Academy staff during a wind advisory or severe weather procedure are subject to disciplinary action and may assume responsibility for damages to personal or Academy property. Any damages to the window (during fair to severe weather conditions), window frame, or screen, will result in damage charges to both roommates. University-provided curtains may be hung; but signs, posters, flags, decals, stickers, window clings, paint or other decorations are not to be displayed in windows or hung outside windows. The Academy prohibits any curtains, blinds, and/or window treatments not provided by the Academy. Windows cannot be sealed. Example: Duct taping windows or placing boards in the windows are not permitted. Windows should not be used as congregating and/or conversation points. (See Also **SAFETY**)

## NON-RESIDENTIAL EARLY COLLEGE PROGRAM POLICIES

The Indiana Academy continues to build and foster academic and social relationships and community within our student body, with a growing effort to emphasize community between Residential and Non-Residential Academy students.

### TRANSPORTATION

Non-Residential Academy students are invited to participate in Academy sponsored transportation to field trips, programming, events, IHSAA-sponsored sports practices/events, etc. Non-Residential Academy students are permitted to transport themselves to and from Indiana Academy events/activities including sports practices, extracurricular practices, IASMH community-wide events, etc. unless otherwise stated. However, Non-Residential Academy students may not transport themselves to any Academic Competitions or Field Trips where the Academy is providing transportation; In these instances, Non-Residential Academy students must take the Academy-provided transportation. If an Academy student is transported to a sporting event through Burriss/Academy Athletic transportation (e.g. the bus to an away game/match, etc.) they are expected to also return via that transportation – for more information, please contact the Burriss Athletic Director regarding exceptions to this policy/necessary paperwork.

Non-Residential Academy student photo I.D.s grant Non-Residential Academy students access to the Ball State Shuttle system, Charlie's Charter, and the Muncie M.I.T.S. bus for free. See also **TRANSPORTATION** for additional details.

Non-Residential Academy students may purchase a Ball State Commuter Parking Pass that grants access to all GREEN Surface Commuter lots on Ball State Campus Mon – Fri 7 a.m. to 5 p.m. These lots fill up on a first-come, first-served basis and may require parking at the Stadium and using the Ball State Shuttle to arrive on campus close to Wagoner Hall. There are three Green Surface Commuter lots around the parking garage just East of Wagoner Hall, as well as near the Student Recreational Center, North Dining Complex, and Scheumann Stadium. There is no overnight parking in any commuter lot between 3:30 a.m. and 7 a.m. Vehicles parked overnight may be towed at the owner or operator's expense. A commuter permit does not authorize parking in the commuter restricted (CR8) area of the Student Center garage. Commuter permits are sold on an academic-year basis. They cannot be purchased by the semester.

The streets surrounding Wagoner Hall/Burriss Laboratory School consist mostly of 2-hour parking. For other parking inquiries and further information, please contact the Residential and Student Affairs Administrative Coordinator.

### MEALS ON CAMPUS

Non-Residential Academy students can bring food to campus or use the Kitchenette in Wagoner Hall for food preparation by signing out the Kitchen Key from the front desk and logging use in the Stuff Book at the front desk (please see **HOUSEKEEPING** for guidelines of use). Non-Residential Academy students may also eat in University Dining Halls (using BSU Dining Cash or using their own payment method), or eat at a nearby restaurant or fast food establishment (at their expense). Acceptable food in Wagoner Hall and/or Burriss Laboratory School may vary depending on allergen needs of other students. Non-Residential Academy students are always encouraged to avoid consuming food products with known probability of causing anaphylactic reactions to others (i.e. peanut butter, shellfish, etc.) in Wagoner Hall and are expected to clean up their table/chair/area after eating in shared spaces. For further information, please contact the Residential and Student Affairs Administrative Coordinator.

## **WAGONER HALL**

### **VISITATION POLICY FOR NON-RESIDENTIAL ACADEMY STUDENTS**

This policy relates to all Non-Residential Academy (NECP and International Homestay) students. It does not pertain to other visitors of Academy students such as relatives, friends, or other guests who are not currently enrolled as Academy students. The purpose of this policy is to continue to enhance academic opportunities, further intellectual pursuits, and foster social connections between all Academy students. Please note, if you have a question about or want to do something that is not clearly outlined in policy below, please ask a Residential and Student Affairs staff member before proceeding. All Non-Residential Academy Students are expected to follow Wagoner Hall Residential Guidelines as outlined in the Student Room and Safety Guidelines, the Residential and Student Affairs Policies and Procedures (with exception for Card and Face Checks as outlined for Residential Students) and the ABCs of Student Life. Guardians of Non-Residential Academy students may be expected to immediately come get their student or student may be asked to leave immediately if deemed necessary by Residential and Student Affairs staff members.

#### **Public Areas Use (Jeep & Burkhart Lounges, Willis Commons, etc.)**

Non-Residential Academy students have access to all public areas in Wagoner Hall, including Burkhart Lounge, Jeep Lounge, and the Kitchenette for general visitation purposes as well as Willis (Elliott) Commons and the 2nd Floor Conference Room for supervised club/class/extracurricular or school-sponsored activities. Please see **LOUNGE USE** for more information.

Non-Residential Academy Student Lockers are located in Burkhart Lounge, across from the front desk. Each Non-Residential Academy student will be assigned a locker. Non-Residential Academy students may use their designated locker to store class materials and personal items during the day/overnight. Perishable items should not be left overnight in Non-Residential Academy student lockers. Residential and Student Affairs Staff reserve the right to enter a Non-Residential Academy student's locker. Please see **ENTRY AND SEARCH** for more information.

All Non-Residential Academy students have a mailbox in Wagoner Hall near the front desk which is generally shared with another student. Non-Residential Academy students are expected to check their mailboxes regularly using their provided mailbox combination for information from faculty and staff. No student may retrieve mail that is not intended for them or is not directly addressed to them.

#### **Emergency Procedures**

All Non-Residential Academy students are expected to comply with Indiana Academy staff instruction in the case of emergency (i.e. tornado warning, fire alarm, etc.). Please see **FIRE/DISASTER PROCEDURES** for more information.

#### **Wagoner Hall Sign-in Procedure**

Non-Residential Academy students will be issued a white card for the purpose of signing in and out of Wagoner Hall. Non-Residential Academy students will be required to sign into the building on their white card any time they enter Wagoner Hall and turn their white card into the front desk. When signing in, Non-Residential Academy students must provide the time they arrive in the building, their expected destination within the building, and the approximate time of departure before turning their card in to the front desk. Prior to leaving, Non-Residential Academy students must retrieve their white card from the front desk and place it back into their card slot near the front door and then promptly leave the building.

# NON-RESIDENTIAL EARLY COLLEGE PROGRAM POLICIES

## Daily Public Area Visitation Hours for Non-Residential Students

Sunday – Thursday: 7:30 a.m. – 10:30 p.m.  
Friday: 7:30 a.m. – 12:00 a.m.  
Saturday: 7:30 a.m. – 12:00 a.m.

Any requests for visitation outside of these stated hours must be requested from a Team Leader, the Associate Director of Residential and Student Affairs, or the Director of Residential and Student Affairs on a limited case-by-case basis.

## Floor Visitation Sign-in Procedure

Non-Residential Academy students will be required to have a Residential host student when visiting the residential floors.

- The Non-Residential Academy student must be signed into the building on their white card.
- Both students will register at the Academy front desk for a non-residential visit.
- Both students will need to have their IDs available to register and be prepared to list Student Names, Time Entering Floor, and Estimated Departure Time. The Academy Staff member will verify this information, and collect the ID from the non-residential student.

## Sign-out Procedure

After leaving the residential floor near the approximated departure time, the non-residential Academy student and their host will return to the Academy front desk.

- The Non-Residential Academy student will list the actual departure time and sign out on the designated Non-Residential Academy student visitation page of the staff book.
- The Academy Staff member will verify this information, return the non-residential Academy student's ID and initial in the appropriate box.

## Daily Floor Visitation Hours for Non-Residential Students

Sunday – Thursday: 1:00 p.m. – 8:30 p.m.  
Friday: 5:00 p.m. – 10:00 p.m.  
Saturday: 12:00 p.m. – 10:00 p.m.

## Daily Floor Visitation Rules and Policies

- Non-Residential Academy students may visit the residential floors only during specified floor visitation times.
- Non-Residential Academy students may only visit floors that coincide with their birth certificate gender marker.
- While on the residential floors, they must remain with their identified host at all times. If a Non-Residential Academy student is spending time in a residential student's room, both the host and the host's roommate must agree to have the guest in their room.
- Students must exit the residential floors by the stated curfew for that day (Sun-Thurs = 8:30pm / Fri & Sat = 10pm.) Non-Residential Academy students who do not leave the floors by this time will be asked to do so by a Student Life Counselor (SLC) and the Non-Residential Academy student and their host are expected to exit the floor immediately.
- Repeated disregard for this stated curfew to exit the floor may result in restriction or loss of future visitation privileges and/or additional disciplinary action for all parties.

Additional rules and expectations to be mindful are as follows:

- Residential students must not share or lend their key or ID to a Non-Residential student for any



## NON-RESIDENTIAL EARLY COLLEGE PROGRAM POLICIES

reason.

- Non-Residential Academy students may not sleep in their host's room or anywhere on the residential floors.
- Non-Residential Academy students may use the restrooms on residential floors but are not allowed to use the showers.
- Non-residential Academy students must adhere to all residential standards of conduct as specified in the Student Handbook while on the residential floors.

Violations of these standards include, but are not limited to:

- Use of vulgar language and/or profanity
- Roughhousing
- Failure to sign in/out properly
- Failure to stay with host
- Any damage to Academy property
- 24-hour courtesy hours
- Public Displays of Affection
- Dress code
- Possession of prohibited items/substances
- Any other behavior deemed inappropriate by Residential and Student Affairs representatives.

### OVERNIGHT VISITATION

#### Overnight Floor Visitation Hours for Non-Residential Students

Friday: 5:00 p.m. – 12:00 p.m. the following day (Saturday)

Saturday: 1:00 p.m. – 12:00 p.m. the following day (Sunday)

Overnight Visitation is available to all Non-Residential Academy students who are in good standing; this includes NECP Juniors, NECP Seniors, International Homestay Juniors, and NECP Sophomores in their 2nd semester. NECP Sophomores in their first semester may not participate in Overnight Visitation. Overnight Visitation is subject to restriction at the discretion of the Director of Residential and Student Affairs due to finals, events, staffing, noncompliance, undue burden, etc. The Associate Director of Residential and Student Affairs and the Director of Residential and Student Affairs have the authority to restrict a student's access to or to cancel visitation for any reason.

Guardians of Non-Residential students participating in Overnight Visitation may be expected to immediately come get their student if deemed necessary by Residential Affairs staff members.

#### OVERNIGHT VISITATION RULES AND POLICIES

- Non-Residential Academy students may stay overnight on the residential floors only on Friday and Saturday nights while hosted by a Residential Academy student, unless previously communicated by Residential Life Staff. Overnight visitation may be restricted on specified weekends or nights at the discretion of the Director of Residential and Student Affairs.
- Non-Residential Academy students may only stay overnight in Wagoner Hall one night per weekend – either Friday or Saturday night.
- At this time, a maximum of 15 total Non-Residential Academy students may participate in Overnight Visitation on any given Weekend Night (Friday or Saturday). *This number is subject to revision and amendment as the discretion of the Associate Director of Residential and Student Affairs and the Director of Residential and Student Affairs.*
- Non-Residential Academy students may only stay overnight on floors that coincide with their birth certificate gender marker.

## NON-RESIDENTIAL EARLY COLLEGE PROGRAM POLICIES

### **OVERNIGHT VISITATION PERMISSION/HOURS**

- Permission to stay overnight must be obtained by the Non-Residential Academy student by 4pm on the Friday of the weekend of the intended visit (for either Friday OR Saturday night) by completing and turning in the Overnight Visitation Request Form, which is available at the front desk or online.
- While on the residential floors, visitors must remain with their host as listed on the Request Form. If a Non-Residential Academy student is spending the night in a Residential Academy student's room, both the host and the host's roommate must agree to have the guest in their room as indicated on their Roommate Agreement.
- Guardians of Residential Academy students may opt out of allowing Overnight Visitation.
- Students must exit the residential floors by 12pm the following day after Overnight Visitation. They should then follow normal daily visitation guidelines for the rest of the weekend.
- Non-Residential Academy students who do not leave the floors by specified time will be asked to do so by a Student Life Counselor (SLC) and the Non-Residential Academy student is expected to exit the floor immediately.
- Repeated disregard for this stated curfew to exit the floor may result in restriction or loss of future visitation privileges and/or additional disciplinary action for all parties.

### **ADDITIONAL OVERNIGHT VISITATION RULES/EXPECTATIONS**

- Residential students may only host one Non-Residential student per weekend night.
- The Non-Residential Academy student must sleep in the room of their designated host.
- Non-Residential students who drive themselves to Wagoner Hall for visitation will leave vehicle keys at the front desk for the duration of their stay.
- Residential students must not share or lend their key or ID to a Non-Residential student for any reason.
- Non-Residential Academy students may use the restrooms on residential floors but are not allowed to use the showers.
- Non-residential Academy students must adhere to all residential standards of conduct as specified in the Student Handbook while on the residential floors.
- All meals for Non-Residential students are the responsibility of the Non-Residential student and/or their guardians.

Violations of these standards include, but are not limited to:

- Use of vulgar language and/or profanity
- Roughhousing
- Failure to sign in/out properly
- Failure to stay with host
- Any damage to Academy property
- 24-hour courtesy hours
- Public Displays of Affection
- Dress code
- Possession of prohibited items/substances
- Any other behavior deemed inappropriate by Residential and Student Affairs representatives.

### **Discipline**

Any policy violations by Non-Residential students will be addressed by the Residential and Student Affairs staff. Non-residential Academy students visiting residential floors will be subject to discipline

## NON-RESIDENTIAL EARLY COLLEGE PROGRAM POLICIES

issued and deemed necessary by Residential staff members. Non-residential Academy students wishing to be guests on the residential floors are encouraged to read the Indiana Academy Handbook (<https://academy.bsu.edu/handbook/>) and will be required to follow residential policies and standards found within the Handbook while visiting on residential floors.

If a Non-Residential Academy student fails to comply with Academy standards or policies, the student will be asked to leave the floor immediately and return to the main/public lounges. If a Non-Residential Academy student fails to comply with Academy standards or policies in the main/public lounges, the student may be asked to leave Wagoner Hall immediately.

### **DAILY FLOOR VISITATION DISCIPLINE CONSEQUENCES**

- For the Non-Residential student, discipline will be issued as visitation restrictions, meaning that the Non-Residential Academy student will not be allowed onto a residential floor as a guest the following day (1st offense), week (2nd offense), 2 weeks (3rd offense), loss of privilege (4th offense).
- For the residential student, discipline will be issued as host restrictions, meaning that the Residential student will not be allowed to host for the following day (1st offense), week (2nd offense), 2 weeks (3rd offense), loss of privilege (4th offense).
- Both Academy students (non-residential and residential) will be emailed with the information pertaining to their discipline, including the offense, the subsequent discipline, and the date for the discipline. The student's parent(s)/guardian(s) will be copied on this email for their reference.
- On the issuance of a fourth visitation restriction/hosting restriction, the non-residential Academy student will not be allowed back onto residential floors nor the residential student be allowed to host until the following semester. A student's restriction/hosting count will reset at the end of each semester.
- Any Major Discipline infractions may result in a suspension for either student. Please see **MAJOR DISCIPLINE** for further information.

If it is decided by the Associate Director of Residential and Student Affairs and/or the Director of Residential and Student Affairs that a student is unable to abide by Academy standards and policies, that student may be barred from visiting residential floors or hosting for the remainder of their time as an Academy student.

### **OVERNIGHT VISITATION DISCIPLINE CONSEQUENCES**

Because Overnight Visitation is a pilot program, the Associate Director of Residential and Student Affairs and/or the Director of Residential and Student Affairs reserve the right to revise or amend disciplinary consequences issued for Overnight infractions at any time.

- For the Non-Residential student, discipline will be issued as visitation restrictions, meaning that the Non-Residential Academy student will not be allowed onto a residential floor as an overnight guest the following week (1st offense), the semester (2nd offense), loss of privilege (3rd offense).
- For the residential student, discipline will be issued as host restrictions, meaning that the Residential student will not be allowed to host for the following week (1st offense), the semester (2nd offense), loss of privilege (3rd offense).
- Any Major Discipline infractions may result in a suspension for either student. Please see **MAJOR DISCIPLINE** for further information.

Both Academy students (non-residential and residential) will be emailed with the information pertaining to their discipline, including the offense, the subsequent discipline, and the date for the discipline. The student's parent(s)/guardian(s) will be copied on this email for their reference.

### TECHNOLOGY USE POLICIES

Computers and related equipment (printers, scanners, etc.) are provided for Indiana Academy students for educational purposes and communication with others. This policy outlines the regulations for the use of lounge desktop computers, switches and other related equipment such as printers, scanners, etc. The computers and related equipment are the property of the Indiana Academy and for appropriate use only as outlined in the Acceptable Use Policy. Students are responsible for checking, reading, understanding, and if necessary, responding to official school information found in their school email account at least once in a 24-hour period. This is to ensure that important updates and information are conveyed and addressed in a timely manner for all parties involved. This excludes days when the Academy is closed for extended weekends/breaks. The student's use of the school's computers, network, and internet services is a privilege, not a right. Unacceptable use, activity, or care of school computers and related equipment may result in suspension or cancellation of privileges as well as additional disciplinary action and/or legal action.

#### DESKTOP COMPUTERS: LABS AND STUDY LOUNGES

Desktop computers for student use are located at various places within Wagoner Hall.

1. Students are not to use the computers to play games or movies. These are primarily for educational use.
2. If you are using the computer for audio purposes, use the headsets.
3. If other students are waiting do not use the computers for long periods of time.
4. Do not add or delete software from the computers.
5. Save all of your work on a disk or drive not on the hard drive of the computer.
6. Students should remain as quiet as possible so as not to disturb others using the computers or printers.
7. Do not waste or take supplies, such as paper and toner, provided by the Academy.
8. The computers and related equipment must be used so as not to damage them.

#### SWITCHES & ROUTERS

Students are allowed to only use the switches provided by the Academy to connect two computers in a dorm room to the network and internet. These switches are provided free of charge to Academy students. Students are not allowed to bring or use non-Academy networking equipment (e.g. hubs, routers, etc.).

#### PRINTERS

Printers are available in various lounges around Wagoner Hall. Students have access to \$25 per semester in printing credits used to print on the Pharos printing system in the Academy and at other locations around campus including Bracken Library. Students access these funds by using the ID card reader on the printer.

Students can print from University printers by uploading Microsoft Word, Excel, or Powerpoint; PDF; images; and text documents at <https://mobileprint.bsu.edu/myprintcenter>.

### WIRELESS DEVICE POLICY

Pursuant to Indiana Code 20-26-5-40.7, The Indiana Academy for Science, Mathematics, and Humanities prohibits student use of wireless communication devices for non-instructional purposes in the classroom. As such, any and all portable wireless devices that have the capability to provide voice, messaging, or other data communication between two or more parties, must only be used for academic purposes directly tied to the classroom activity or related educational task. Exceptions to this wireless device policy are eligible through academic accommodations, individualized education programs, or with instructor approval permitting the use of a wireless device for justification related to health, safety, and/or well-being.

The improper use of a wireless device in an active classroom setting is subject to disciplinary action including but not limited to; a verbal warning, temporary seizure of said device by a school official, an unexcused absence for the class in question, written communication to parent/guardian, among other elevated consequences for repeated improper use.

### ACCEPTABLE USE POLICY

The Academy operates and provides for its students a wide variety of computer hardware and software as well as access to network and Internet services for educational purposes and communication with others. The Academy has made and will continue to make a strong commitment to provide a state of the art computing and telecommunications environment for its students. The Academy expects the highest standards of integrity as students use the equipment, software, network, and Internet it has provided.

#### A. Computer Use is a Privilege, Not a Right

Student use of the Indiana Academy and Ball State University computers and related equipment, software, network, and Internet services is a privilege, not a right. Unacceptable use, activity, or care may result in suspension or cancellation of privileges as well as additional disciplinary action and/or legal action.

#### B. Acceptable Use

Student access to the computers, software, networks, and Internet services are provided for educational purposes and research consistent with the Indiana Academy's mission, curriculum, and goals.

The same rules and expectations govern student use of computers as apply to other student conduct and communication.

Students are further expected to comply with these rules and all specific instructions from the teacher, SLC, or other supervising Academy personnel when accessing the computers, software, networks and Internet services.

#### C. Prohibited Use

The student is responsible for their actions and activities involving the Indiana Academy and Ball State University computers, software, network, and Internet services, and for their computer files, passwords and accounts. These rules extend to any computer or electronic communication device if it is being used at the Indiana Academy or Ball State or communicating to someone at the Academy or Ball State. Prohibited uses may result in disciplinary action by the Indiana Academy. Examples of unacceptable uses that are expressly prohibited include, but are not limited to, the following:

## SUPPLEMENTARY POLICIES AND PROCEDURES

1. Criminal speech and speech in the course of committing a crime. For example: threats to the President, instructions on breaking into computer systems, child pornography, drug dealing, purchase of alcohol, gang activities, etc.
2. Speech inappropriate in an educational setting or in violation of Academy rules such as obscene, profane, lewd, vulgar, rude, disrespectful, threatening, or inflammatory language.
3. Accessing, submitting, posting, publishing, forwarding, downloading, scanning, or displaying materials that are sexually explicit or suggestive.
4. Harassment: personal attacks, including prejudicial or discriminatory attacks, false or defamatory material about a person or organization. Depending upon the specific behavior in question, the Academy's Non-Discrimination/Anti-Harassment Policy may be applicable as well.
5. Dangerous information: information that if acted upon could cause damage or present a danger or disruption.
6. Violations of privacy: revealing personal contact information such as names addresses, credit card details, telephone numbers or other violations of personal safety.
7. Invasion of privacy: all parties must be notified when items such as cell phones, web cameras or other devices that capture, record, or transmit audio, video or photographic content are being used in spaces where natural privacy is expected such as dorm rooms, bathrooms and all other residential floor areas. The use of cell phones, webcams and other devices with photographic, audio and/or video capabilities cannot be used in a manner that creates a hostile and/or uncomfortable environment for any person.
8. Abuse of resources: chain letters, "trolling," or "spamming."
9. Copyright infringement: copying or downloading copyrighted material without the owner's permission. Offending users may have access to the network restricted and the device in question confiscated and cleared of all illegally obtained files by Ball State University.
10. Plagiarism: representing as one's own work any material obtained on the Internet (such as term papers, articles, etc.). When Internet sources are used in student work, the author, publisher and Web site must be identified. (See policy on Academic Dishonesty in the student handbook.)
11. Unauthorized copying of software/data or use and distribution of pirated software/data: copying, downloading, and/or using software/data without the express authorization of the owner.
12. Using the Academy or Ball State computers, software, network, or Internet services for non-related school purposes such as private financial gain, commercial advertising, or solicitation purposes.
13. Misuse of passwords/unauthorized access: sharing passwords, using other users' passwords without permission and/or accessing other user accounts.
14. Malicious use/vandalism: any malicious use, disruption, or harm to the Academy or Ball State computers, software, network, and Internet services, including but not limited to hacking activities and creation/uploading of computer viruses.
15. Deepfake and Digitally Altered Media. Using technology to falsely represent another individual in any way is a violation of school policy.

### D. No Expectation of Privacy

The Indiana Academy and Ball State reserve the right to monitor all computer and Internet activity by students. Students should have no expectation of privacy in their use of computers, including

e-mail and stored files.

**E. Compensation for Losses, Costs, and/or Damages**

The student and/or student's parent/guardian shall be responsible for compensating the Academy and Ball State for any losses, costs, or damages incurred related to violations of this Acceptable Use Policy.

**F. The Indiana Academy and Ball State University Assume No Responsibility for Unauthorized Charges, Costs, or Illegal Use**

The Indiana Academy and Ball State University assume no responsibility for any unauthorized charges made by students, including but not limited to credit card charges, long distance telephone charges, equipment and line costs, or for any illegal use of its computer such as copyright violations.

**NOTICE: This policy and all its provisions are subordinate to local, state, and federal statutes.**

### DISCIPLINE AND DUE PROCESS

#### DISCIPLINE POLICY

Students of Indiana Academy are expected to practice self-discipline and to assume a shared responsibility for ensuring a safe and comfortable living-learning community. The Academy staff assists students in managing their behavior by educating them about policies, confronting them about policy violations, and issuing consequences for violations. Academy staff members strive to encourage and promote positive behavior. Throughout the disciplinary process, the Academy staff takes great care to ensure that students receive due process.

#### CODE OF CONDUCT

The Indiana Academy offers a unique living-learning experience to students. For the community to thrive, residents must understand and adopt the lifestyle expectations of the Academy community. Students should also remember that being a student of the Academy is a privilege, not a right. Along with privileges come student and community responsibilities. The Academy recognizes that students need to grow and mature. Part of that growth involves making academic and lifestyle decisions and choices within the limits of the community. In the event that a student's decisions and choices do not follow Academy expectations and standards, they will be held accountable with consequences. Minor policy violations will be handled primarily by the student's Student Life Counselor or appointed Academy staff members. However, there are occasions in which disciplinary cases will be immediately referred to the Director of Academic or Residential and Student Affairs and/or the Associate Director of Academic or Residential and Student Affairs.

Actions have consequences, and a student who violates Academy or Ball State policy will be held responsible. Students attempting to break a law or school policy, regardless of outcome, will be held accountable for their actions. A student in the PRESENCE of any other student who is attempting to or in fact breaking an Academy policy is held KNOWINGLY PRESENT and equally responsible as the student(s) in violation, likewise, students are held responsible for whatever occurs in their living space.

Students may be suspended and/or expelled for *multiple instances of insubordination*, behavior or actions that cause disruption to the school environment, substantial disobedience, and/or repeated behavioral infractions.

If the Academy receives or intercepts information regarding student(s) planning or conspiring to break any Academy/Ball State policy or state/federal law, the student(s) will be held accountable for their intent and/or involvement in these actions regardless of outcome.

Students are expected to report an attempt at or violation of Academy/University policy to an Academy representative in a timely manner to ensure the safety of all students. Student(s) will be held responsible if they are discovered to have withheld information, aided another student(s) in concealing evidence of wrongdoing, or intentionally obstructed the Academy/University disciplinary process.

Students are advised that there are some violations of conduct and policies for which they will automatically receive a series of consequences, or may be suspended, lose residential privileges, and/or be expelled whether or not it is their first violation. Such violations include but are not limited to:

1. Acts/threats dealing with arson, explosives, or weapons.
2. Violations of any local/state/or federal law (this includes any activity that interferes with school purposes OR any acts conducted during weekends away, holidays, school breaks, and the summer when a student may not be attending school functions).
3. Sale, possession, distribution, purchase, or consumption of illegal drugs/substances, alcohol, unauthorized prescription drugs, inhalant abuse, related items and paraphernalia.
4. The possession of a firearm will result in an automatic ONE-YEAR EXPULSION.



## SUPPLEMENTARY POLICIES AND PROCEDURES

5. Physical/Emotional threats, abuse, and acts to self and/or others (including acts of harassment, hazing, or racism).
6. Words, actions, gestures, pictures, or postings that are deemed to be disrespectful.
7. Egregious display(s) of disrespect toward any Academy/University administrator, faculty, and/or staff member.
8. Tampering with safety equipment (security cameras, fire alarms, emergency alert systems, etc.), or placing the safety of self or others in jeopardy by failing to follow safety procedures during a drill, disaster, or emergency (which includes false reporting of an emergency).
9. Unauthorized exit or entry of any Academy/University building (the Academy cannot accept responsibility for students' failure to follow safety procedures).
10. Repeated failure to comply with Academy transportation policies.
11. Disruption causing interference with the educational process, Academy activities and the rights of others (including entry into unauthorized areas, possession of unauthorized keys, misuse and/or forgery of Academy/University documents, ID cards, tests, etc.).
12. Engaging in sexual harassment of another person, including sexually related verbal statements, gestures, or physical contact, engaging in voluntary or consensual sexually related contact with another person while under Academy guardianship. It is illegal to participate in sexual activity while on Ball State, Academy, Burris, or other public properties.
13. Smoking in the residence hall.
14. Repeated neglect of or failure to comply with Academy sign in/out policies.
15. The attempt of, conspiring to, or engaging in theft, burglary, shoplifting, consumption of alcohol, abuse of medications (over-the-counter, controlled, prescription, etc.), or securing/use of illegal substances.
16. Unauthorized access or not having permission to enter a stairwell, floor, or room based on the student's room assignment. Students living on floors 1 & 4 are prohibited access to stairwells, floors, and rooms utilized by students living on floors 2 & 3. Students living on floors 2 & 3 are prohibited access to stairwells, floors, and rooms utilized by students living on floors 1 & 4.
17. Entering a private residence without proper Academy permission.
18. Extortion of any kind. Extortion is the act of a group or an individual to secure money, favors, or other things of value from another person or group through blackmail, abuse of authority, force, intimidation, etc. This includes but is not limited to:
  - Acting against or threatening another person(s) with the intent of obtaining something of value
  - The action of a person(s) to obtain, withhold, or demand the property of, information pertaining to, or compliance of another person(s) by force, threat of violence, other harm, or intimidation.

The above are serious violations of the Academy mission and purpose, and will be treated as such. **If a student is found to be in violation of these policies, parents/guardians will be notified and will be expected to *immediately* come get their student from the Academy.** Students may be suspended from the Academy. If suspension is imposed then expulsion proceedings could begin. While on suspension from the Academy, students are not allowed on the school grounds (including all of Ball State University's campus), in the residence hall, in Burris Laboratory School, or to participate in any school function. Likewise, a student that is expelled from the school, or who has chosen to withdraw for discipline reasons, is not allowed to return to the school or to return to participate in school activities or attend any school activities for a minimum of one calendar year.

## SUPPLEMENTARY POLICIES AND PROCEDURES

Please note:

1. The Indiana Academy reserves the right to involve law enforcement agencies when deemed appropriate by Academy personnel.
2. In the event that a student is taken into the custody of University, local, state, or federal police agents, those agencies will not release the student to the custody of the Indiana Academy or any Academy personnel. At that time, the parent/legal guardian of that student will be responsible for their release from those agencies.

The following is intended to be a list of those actions or violations that can also result in disciplinary action. This is an attempt to specify more obvious types of violations and should not be considered an all-inclusive list. The staff reserves the right to determine the appropriate disciplinary action for each violation. Every effort will be made to be fair and just. The staff will also deal with each student individually based on attitudes and past disciplinary history. Some possible violations receiving disciplinary actions include but are not limited to:

Automobile policy	Hate crimes	Threats
Cafeteria policies	Non-compliance, including lying	Trespassing
Cheating or plagiarism	Phone use	Unauthorized exit of the building
Computer policies	Public displays of affection	Use of profane or obscene language
Disrespectful behavior	Safety and security issues	Vandalism
Drug and alcohol policy	Sign-out	Violation of hall, floor, room curfew
Fighting	Stealing	Violence
Forging documents	Smoking policy	Visitation policy

Students knowingly in the presence of any other person who is breaking local/state/federal law or Academy policy is held **KNOWINGLY PRESENT** and is equally responsible as the person in direct violation. Students are also held responsible for occurrences in their own living spaces, such as their rooms or the study lounges. **For more details, please refer to the ABCs of Student Life.**

### Academic Integrity

All members of the Academy community have a responsibility to promote the highest possible academic integrity. Students should always remember that the Academy Code of Conduct includes a commitment to “integrity in all things.”

- A. Violations of academic integrity include, but are not limited to, the following:
1. Violations of procedures intended to protect the integrity of a quiz, examination, or similar evaluation, such as:
    - a. Possessing, referring to, or employing open textbooks or notes or other devices not authorized by the faculty member;
    - b. Copying from another person’s paper;
    - c. Communicating with, providing assistance to, or receiving assistance from another person in a manner not authorized by the faculty member;
    - d. Possessing, buying, selling, obtaining, giving, or using a copy of any unauthorized materials intended to be used as, or in preparation for, a quiz or examination or similar evaluation;
    - e. Taking a quiz or examination or similar evaluation in the place of another person;
    - f. Utilizing another person to take a quiz, examination, or similar evaluation in place of oneself;
    - g. Changing material on a graded examination and then requesting a re-grading of the examination;
    - h. Cooperating with someone else on a quiz, examination, or similar evaluation without the

## SUPPLEMENTARY POLICIES AND PROCEDURES

- prior consent of the faculty member;
2. Plagiarism or violations of procedures prescribed to protect the integrity of an assignment, such as:
    - a. Submitting an assignment purporting to be one's original work, which has been wholly or partially created by another person;
    - b. Presenting as one's own work ideas, representations, or words of another person without customary and proper acknowledgment of sources;
    - c. Submitting as new work, without the faculty member's prior consent or knowledge, one's own work which has been previously presented for another class elsewhere;
    - d. Knowingly permitting one's work to be submitted by another person as if it were the submitter's original work;
    - e. Cooperation with another person in academic dishonesty, either directly or indirectly, as an intermediary agent or broker;
    - f. Knowingly destroying or altering another's work, whether in written or digital form, computer files, artwork, or other format;
    - g. Aiding, abetting, or attempting to commit an act or action that constitutes academic dishonesty.
  3. Deceiving any administrator, faculty member, or student regarding academic matters, including, but not limited to:
    - a. Lying to an administrator or faculty member regarding the circumstances of a student's academic work, such as feigning illness or falsely declaring a personal or family emergency to avoid class sessions or postpone due dates.
    - b. Failing to disclose specific incidents of academic dishonesty when queried by an administrator or teacher concerning the incident.
    - c. Failing to cooperate fully and openly in the investigation of any academic dishonesty.
    - d. Lying regarding the academic integrity of any member of the Academy community.
- B. Students are expected to maintain academic integrity as they participate in the academic life of the Indiana Academy.
1. If, however, a student violates the Academic Integrity Policies, a diminution of the consequences will be considered if (a) a student self-reports their own admitted lapse in academic integrity or (b) a student admits to the violation after being confronted by the instructor.
  2. Students who report peers for violations of the Academic Integrity Policy will remain anonymous.
- C. All members of the Academy community have a responsibility to respond promptly and fully to any and all potential violations of academic integrity.
- D. The Academic Integrity Board, with one exception, will be responsible for the hearing of all cases involving potential violations of the Academic Integrity Policy.
1. The Academic Integrity Board will consist of four faculty members and two Student Life Counselors. Each member will have one vote and a majority vote will be necessary for a recommendation to the Director of Academic Affairs. The faculty members will be elected by their respective Divisions. The Mathematics/Computer Science and Science Divisions will elect one member each, and two members will be elected by the Humanities Division. Faculty members will be elected on staggered two year terms. [For the first elections beginning in the 2011-12 school year, the representatives from the Mathematics/Computer Science Division and

## SUPPLEMENTARY POLICIES AND PROCEDURES

one representative from the Humanities Division will serve one year, and the representative from the Science Division and second representative from the Humanities Division will serve two years.]

- a. If a member of the Board is presenting evidence of violation of the Academic Integrity Policy or has a conflict of interest, the Director of Academic Affairs will appoint a temporary replacement to serve on the Board for the duration of the time the Board is considering any matter connected with the evidence presented by that permanent faculty member of the Board.
  - b. If a possible violation of academic integrity implicates a student currently enrolled in the course of a member of the Board, and the violation concerns that course, then the Director of Academic Affairs will appoint a temporary replacement faculty member to serve on the Board for the duration of the time the Board is considering any matter concerning that currently enrolled student in that particular course.
  - c. The Academic Integrity Board will determine the rules and policies regarding its operation and process for hearing cases.
  - d. Both the implicated student and the faculty member (or other staff member, as the case may be) in whose class the violation occurred have the right to appear before the Board to present evidence and respond.
  - e. At every meeting of the Board called to investigate any possible academic integrity violations, the parent(s) or guardian(s) of the student implicated by the investigation may be present, if they so request.
  - f. The Board should hear all cases as soon as possible, but no later than thirty school days after receiving a referral concerning a potential violation of the Academic Integrity Policy.
2. Faculty members must refer all possible violations of the Academic Integrity Policy to the Academic Integrity Board, with one exception. A faculty member who reports the possible lapse in academic integrity of a student currently enrolled in that faculty member's class has the option of disciplining that student without any further investigative or disciplinary process if this is the first time the student has violated the Academic Integrity Policy. In this circumstance, the faculty member must (a) check with the Faculty Attendance Coordinator to determine if the student has a prior academic integrity violation and (b) report the incident to the Director of Academic Affairs if the student is found guilty of a violation of the Academic Integrity policy. Prior to the resolution of the incident, the student may request that the potential violation be adjudicated by the Academic Integrity Board, rather than the teacher. The teacher must inform the student of this right at the beginning of the inquiry. If the teacher determines the student has violated the Academic Integrity Policy, they must contact a parent/guardian to describe (a) the violation, (b) the evidence of the violation, (c) the seriousness of the offense, and (d) the possible consequences, if there is a second violation.
  3. Students may report a violation of the Academic Integrity Policy to the teacher of the class in which the violation occurred or to the Director of Academic Affairs. The teacher or the Directors will investigate the potential violation. If sufficient evidence is discovered, the potential violation will be dealt with according to the process specified above (in D-1). The student reporting the potential violation may remain anonymous, but may be asked to provide written evidence.
  4. If a student appears before the Academic Integrity Board, the teacher of the class in which the potential violation occurred must contact a parent/guardian of the student to inform the parent/guardian of the potential violation and the process of the Board in hearing the case.
  5. The resolution by the Academic Integrity Board on each case is presented as a recommendation to the Director of Academic Affairs for a final determination within ten

school days of receiving the recommendation. The Director will contact a parent/guardian and relate the evidence of the violation, the seriousness of the offense, the consequences, and the possible consequences if another violation occurs. The Director will also notify the relevant parties of the Board's recommendation before a final decision, which will include the Executive Director, Associate Director of Residential and Student Affairs, and the student's Student Life Counselor.

The decision of the Director of Academic Affairs may be appealed by the student or the faculty member (in whose class the potential violation occurred) to the Executive Director. The Executive Director will further investigate the violation and make a final determination within ten school days after receiving the appeal. The Executive Director will inform a parent/guardian of their final decision. The Executive Director will also notify the relevant parties of the Board's decision, which will include the Directors Director of Academic Affairs, Director of Residential and Student Affairs, and the student's Student Life Counselor. Any recommendation that includes suspension, dismissal, or other serious consequences must be approved by the Executive Director.

### **Academic Integrity Violation Consequences**

Based upon the circumstances of a particular case, the Academic Integrity Board may recommend any or all of the following consequences:

- No credit on assignment; redo assignment, at teacher's discretion; must complete to teacher's satisfaction to receive final grade (would receive an I)
- temporary decrease in card privilege level (level assignment would be determined in coordination with Residential and Student Affairs personnel)
- Adjustment of curfew, study sessions, restriction privileges
- Suspension
- Limiting of specific extracurricular privileges/activities
- Specific mandated counseling
- Referral to I&R Committee with recommendation for academic probation
- Referral to I&R Committee with recommendation for dismissal
- Meeting with Director of Academic Affairs
- Meeting with faculty member and the Director of Academic Affairs
- Study hall detention
- A reduced or failing grade for course
- In-school suspension
- Extra Academy and Community Service
- Assignment to educate student about Academic Integrity
- Other appropriate consequences

### **GRADE CHALLENGES**

Final grades in courses are the responsibility of course instructors. A student who disagrees with the grade assigned by the instructor must first discuss the grade with the instructor. A student may challenge a grade by providing a written explanation of the basis of the challenge to the Director of Academic Affairs within twenty-eight (28) calendar days after the first day students receive semester grades. The Director may also require a written explanation of the grade by the instructor involved in a grade challenge. The instructor involved in the grade challenge has the right to issue a written explanation of the grade in question. The Director of Academic Affairs will review the challenge and issue a written decision with criteria within fourteen (14) calendar days of receipt of the challenge. The decision of the Director of Academic Affairs may be to change the grade or let the grade stand unchanged. Either the student who initiates the challenge or the instructor who is involved may appeal the decision of the Director of Academic Affairs to the Executive Director of the Indiana Academy.

Upon receipt of an appeal of a grade challenge decision by the Director of Academic Affairs, the Executive Director of the Indiana Academy will appoint within fourteen (14) calendar days a Grade Challenge Review Committee comprised of three (3) people not already familiar with the case under appeal. The members appointed to the Committee by the Executive Director must be employees of Ball State University. The instructor who issued the grade in question will choose one of the three members of the Committee. The review must be completed within fourteen (14) calendar days after the last member of the Committee is appointed. The Grade Challenge Review Committee must issue a decision within fourteen (14) calendar days to change the grade or let the grade stand unchanged. The decision of the Committee is final.

### **FINANCIAL RESPONSIBILITIES AND INVITATION TO RETURN**

A student/family's financial obligations to the Indiana Academy must be up to date and/or paid in full in order for the student to participate in the following major school events:

- End of fall semester – Student may not be allowed to return to Wagoner Hall for the start of spring semester until financial obligation is current and/or paid in full.
- May Term Trip – Student will not be allowed to participate in any Indiana Academy May Term trips if financial obligation is not current and/or paid in full by the stated May Term trips deadlines.
- Start of next year – Student may not be allowed to return to Wagoner Hall for the start of the next fall semester until financial obligation is current and/or paid in full.
- Unpaid balances at the end of the academic year will be submitted to a collections agency.

Invitation to Return – Student may not be invited to return for the next academic year if the student/family financial obligation is not paid in full for the previous Spring Semester by the stated financial deadline.

- Students may also not be invited to return for the next academic year based on a series of factors. Factors that will be considered include, but are not limited to:
  - Any academic issues/concerns (excessive absences, repeated academic dishonesty, etc.)
  - Overall academic and disciplinary record
  - Any residential issues/concerns (concerning pattern(s) of behavior, abuse of community resources, disrespectful behavior toward peers and others, etc.)
  - Contributions and/or possible detriment to the Academy community

### **RETENTION, DISMISSAL, OR EXPULSION FOR STUDENTS WITH ACADEMIC DEFICIENCIES, ATTENDANCE PROBLEMS, OR BEHAVIORAL INFRACTIONS.**

Recommendations for retention, dismissal, or expulsion from the Academy, with some exceptions, are made by the Intervention and Retention (I&R) Committee. The committee will review cases of students with academic deficiencies, attendance problems, and serious behavioral infractions as referred by the Assistant Director of Academic Guidance, the Director of Academic Affairs, and/or the Director of Residential and Student Affairs. The Committee may recommend that the student be retained, be retained with a probation contract, voluntarily withdraw, be dismissed, or be expelled. The recommendations of the I&R Committee are forwarded to the Executive Director who makes the final decision. \*Matters that involve a complaint against a student under the Academy's Non-Discrimination/Anti-Harassment Policy, and any resulting disciplinary action against a student, will be handled in accordance with the procedures outlined in the policy.

Cases of students may be reviewed by the I&R Committee for behavioral, academic, and attendance problems:

### A. Behavioral Infractions

In cases of students with behavioral infractions, the I&R Committee will meet when called by the Director of Academic Affairs or Director of Residential and Student Affairs.

### B. Academic Deficiencies and Attendance Problems

The I&R Committee meets at the mid-term and end of each semester to review the status of students with academic deficiencies, attendance problems, or those previously placed on probation contracts. Students with D\* in one or more courses will automatically be placed on an intervention probation contract. The Director of Academic Affairs may call a meeting of the I&R Committee at any time to consider students with academic difficulties or attendance problems.

### Probation Policies and Dismissal Conditions

- Students and parents/guardians of students placed on probation will be notified in writing.
- Students on probation will have a contract listing future expectations that must be met by the student. The contract is signed by the student, parents/guardians, and the Director of Academic Affairs. Multiple copies of the contract will be made and distributed to the student, parent/guardian, Student Life Counselor, and Academic Advisor. A copy will also be placed in the student's academic file.
- Students who fail to make adequate academic progress and/or correct their attendance problems during the probationary period may be considered for dismissal.
- Students placed on probation twice, regardless of whether or not the probationary periods are back-to-back, will remain on probation until graduation. These students are subject to withdraw from the Academy at any point during the second probationary period or beyond if they are not making adequate progress towards graduation.
- Before a student is considered for withdrawal, the student and the parents/guardians may provide the I&R Committee in writing: (1) an explanation of the student's performance, (2) a remediation plan and (3) reasons the student should remain at the Academy.
- Parents/guardians of a student on probation may contact the Academic Guidance Office to initiate the study team process for their child.

### PROCEDURE FOR DUE PROCESS

The following are ways a violation *could* be handled:

1. Informal warning: an informal warning by a member of the Academy staff is intended to make a student aware of the possible consequences of irresponsibility or inappropriate actions.
2. Documentation: Academy personnel will address a violation and also inform the student that the incident has been documented. The completed document will be given to the Director of Residential and Student Affairs and/or the Associate Director of Residential and Student Affairs, who will then make the determination to either have the violation and consequences be handled by the Student Life Counselor, the I&R Committee, the Associate Director of Student Affairs, or the Director of Residential and Student Affairs.
3. In a case where it is found that a student has violated a state or federal law, the parents/guardians may be notified immediately to come pick up their student and suspension will begin.

### PROCEDURE FOR SUSPENSION

An administrator may recommend suspension for no more than 10 school days per incident. The following will take place:

1. A meeting will be held where the student will be presented with the evidence and have an opportunity to explain the alleged conduct.
2. If a suspension is warranted or if the testimony from the student and/or evidence is inconclusive and future investigation is needed, the parent/guardian will be called by the administrator, in the presence of the student, to talk about the allegations and the next steps.

Following a decision to suspend a student the parent/guardian will receive by US Mail a written statement describing the student's misconduct and the action taken.

### PROCEDURE FOR DISMISSAL

A student may be dismissed from the Academy for lack of academic progress. The Intervention and Retention Committee reviews the cases of all students in academic difficulty. If a student is not making sufficient academic progress they may be recommended to the Executive Director for dismissal. Every effort will be made to contact parents/guardians to initiate a study team meeting prior to a student being dismissed. This allows parents/guardians to be directly informed of their child's academic difficulties and be a part of creating plans for remediation. It must be understood, however, that in a few instances student failures may occur at the end of a semester preventing adequate remediation time. Students or parents/guardians of students being considered for dismissal by the Executive Director may request a meeting with the Executive Director to review the circumstances of the case prior to a final determination.

If a student is dismissed, the parents/guardians have three possible courses of action:

1. let the dismissal stand;
2. voluntarily withdraw the student before the dismissal becomes official;
3. request an appeal hearing.

Appeal of the Dismissal:

1. the parent/guardian must request a hearing with the Superintendent of the University Schools Corporation within five days of the receipt of a certified letter informing them of the dismissal. This request may be made by e-mail, fax, or letter, but it must be received within the five day limit unless it is extended by the Superintendent;
2. the appeal hearing must take place no later than ten days after the parent/guardian was informed of the dismissal by certified letter by the Executive Director unless the Superintendent grants an extension;
3. the request to appear at the hearing must include the date, time, place, and purpose of the meeting;
4. **failure of the student or parent/guardian to appear at the hearing will result in forfeiture of all procedural rights to contest the dismissal.**

### PROCEDURE FOR EXPULSION

The Executive Director may expel a student from the Indiana Academy for a period longer than ten days up to the end of the school year for unlawful activity, multiple instances of insubordination, behavior or actions that cause disruption to the school environment, substantial disobedience, and or repeated behavioral infractions. An expulsion may take place only after the student and the student's parent/guardian are given notice of their right to appear at an expulsion hearing with the Superintendent of University Schools Corporation. Notice of the right to an expulsion hearing shall:



## SUPPLEMENTARY POLICIES AND PROCEDURES

1. be made by phone or mail contact;
2. contain the reasons for the expulsion and the procedure for requesting an expulsion hearing.

### Appeal of the Expulsion:

1. the parent/guardian must request a hearing with the Superintendent of the University Schools Corporation within ten days of the receipt of a phone call or certified letter informing them of the expulsion. This request may be made by e-mail, fax, or letter, but it must be received within the ten school day limit;
2. the Superintendent must reply within ten days with a date for the appeal hearing;
3. the request to appear at the hearing must include the date, time, place, and purpose of the meeting;
4. **failure of the student or parent/guardian to appear at the hearing will result in forfeiture of all procedural rights to contest the dismissal.**

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Notes:

## SUPPLEMENTARY POLICIES AND PROCEDURES

### DISCIPLINE OPTIONS/TIERS 2024

*Note: There are separate policies for Title IX, Attendance, and Academic Dishonesty.*

VIOLATIONS		CONSEQUENCES Examples include but are not limited to:	
<b>TIER ONE</b>	<ul style="list-style-type: none"> <li>• <b>Single Student Handbook Policy Violations</b> Examples include, but are not limited to:                             <ul style="list-style-type: none"> <li>• Missed Face Check-in</li> <li>• Late for Building Curfew</li> <li>• Failed to turn in Sign-out Card upon return to the building.</li> </ul> </li> <li>• <b>Single Instances of Noncompliance</b></li> <li>• <b>Attempts to Instigate or Incite Student Handbook Violations</b></li> </ul>		<ul style="list-style-type: none"> <li>• <b>Standard Groundings</b></li> <li>• <b>Temporary Loss of Privilege</b> Including, but not limited to, earlier curfew, NECP visitation rights, restriction of activities, restriction to Academy transportation</li> <li>• <b>Restitution and/or Removal of Opportunity to Repeat Behavior</b></li> <li>• <b>Mediated Conversation</b></li> <li>• <b>Educational Opportunity</b></li> </ul>
<b>TIER TWO</b>	<ul style="list-style-type: none"> <li>• <b>Repetition or Multiple Co-Occurring Tier One Incidents</b></li> <li>• <b>Severe/Elevated Single Policy Violations</b> (including, but not limited to, safety violations, dangerous behavior, fire policy violations, prohibited items, violations of restricted access, falsifying records/forms, vandalism and/or misuse of school property, violation of vehicle and/or private residence policy)</li> <li>• <b>Severe/Elevated or Multiple Instances of Noncompliance</b></li> </ul>		<ul style="list-style-type: none"> <li>• <b>Standard Groundings</b></li> <li>• <b>Nonstandard Groundings</b> (out of room, extended hours, multiple days, etc.)</li> <li>• <b>Additional Academy or Community Service</b></li> <li>• <b>Temporary Loss of Privileges</b> Including, but not limited to, reduction of card level, prohibited from advancing card levels, earlier curfew, restriction Academy of transportation options</li> <li>• <b>Discussion with parents/guardians</b></li> <li>• <b>Non-Contact Expectation</b></li> <li>• <b>Restitution and/or Removal of Opportunity to Repeat Behavior</b></li> <li>• <b>Mediated Conversation</b></li> <li>• <b>Educational Opportunity</b></li> <li>• <b>Behavior Contract</b></li> </ul>
<b>TIER THREE</b>	<ul style="list-style-type: none"> <li>• <b>Repetition or Multiple Co-Occurring Tier Two Incidents</b></li> <li>• <b>Violation of Bullying/Harassment/Bias Policies</b></li> <li>• <b>Age-Based or Low-Level Illegal Activities</b> (Vaping, Marijuana, Alcohol, Tobacco, Gambling, Minor Theft, Shoplifting, Minor Vandalism, etc.)</li> <li>• <b>Behavior Dangerous to Others</b></li> <li>• <b>Violation of Behavior Contract</b></li> </ul>		<ul style="list-style-type: none"> <li>• <b>Additional Academy or Community Service</b></li> <li>• <b>Restitution and/or Removal of Opportunity to Repeat Behavior</b></li> <li>• <b>Temporary or Permanent Loss of Privileges</b></li> <li>• <b>Parent Contact/Involvement</b></li> <li>• <b>Non-Contact Expectation</b></li> <li>• <b>Educational Opportunity</b></li> <li>• <b>Behavior Contract</b></li> <li>• <b>In School Suspension</b> (students continue to attend class)</li> <li>• <b>Temporary Loss of Residential Privileges</b></li> <li>• <b>Out-of-School Suspension</b></li> </ul>
<b>TIER FOUR</b>	<ul style="list-style-type: none"> <li>• <b>Repetition or Multiple Co-Occurring Tier Three Incidents</b></li> <li>• <b>Illegal Activity Above Tier III Violation</b></li> <li>• <b>Serious Disruption of the Learning Environment</b></li> <li>• <b>Serious Threat/Harm to Others</b></li> <li>• <b>Violation of Behavior Contract</b></li> </ul>		<ul style="list-style-type: none"> <li>• <b>Restitution and/or Removal of Opportunity to Repeat Behavior</b></li> <li>• <b>Permanent Loss of Privileges</b></li> <li>• <b>Parent Contact/Involvement</b></li> <li>• <b>Final Behavior Contract</b></li> <li>• <b>Temporary or Permanent Loss of Residential Privileges</b></li> <li>• <b>Out-of-School Suspension</b></li> <li>• <b>Referral to Law Enforcement</b></li> <li>• <b>Referral to Executive Director for Expulsion</b></li> </ul>

## INDIANA ACADEMY SOCIAL MEDIA POLICY

The Academy believes social media technologies provide an opportunity for our community to have access to an endless flow of information. Social media tools provide students today a method to create content and share this content with a global audience. These same tools provide a way for students to collaborate strengthening the content created and deepening relationships through the communication process. Appropriate content creation and publishing are critical skills for students today.

The following outlines the Indiana Academy's social media policy and expectations. Social media refers to online tools and services that allow any Internet user to create, share and publish content. Popular social media tools include Facebook, Twitter, LinkedIn, blogs, YouTube, Instagram, Snapchat, and Flickr to name a few.

To maintain a safe and productive living and learning environment, the Indiana Academy requires all students who access or create social networking sites through BSU/Academy networks (LAN or WIFI) or other wireless/Internet provider to know and abide by the following:

- You are responsible and will be held accountable for the content of your communication(s) posted on social media.
- Think before you click; Please take the necessary amount of time to consider the short, long, and far-reaching consequences and effects before communicating online. You are responsible for what you like, comment, post/tweet, share, subscribe to, download, view, etc.
- Do not cyberbully others online. Cyberbullying is considered an act of harassment and is unacceptable. See the Anti-Bullying Policy section of the Indiana Academy Student Handbook for detailed information.
  - Students are prohibited from using any electronic device to transmit material that is threatening, obscene, disruptive, or sexually explicit, and/or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex, gender, gender identity, sexual orientation, disability, age, religion, culture, ancestry, or political beliefs.
  - Students are prohibited from engaging in "sexting" – i.e. sending, receiving, sharing, viewing, or possessing pictures, text messages, emails, or other materials of a sexual nature in electronic or any other form.
  - Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement if illegal (child pornography, sexting, etc.) and/or child services as required by law.
- Students are prohibited from using any electronic device to capture, record, and/or transmit test, quiz, exam, or other class information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty and students are prohibited from using electronic devices to receive such information.
- Please report inappropriate online behavior to help maintain a positive living and learning environment for all.
- Maintain respectful discourse and acceptable behavior online. This includes objectionable/inflammatory language or pictures (ethnic/racial slurs, offensive comments, defamatory comments, personal insults, etc.). **The Academy views anything said/done online as if done in person.** These acts are considered acts of harassment and are unacceptable. See the *Anti-Bullying Policy* section of the Indiana Academy Student Handbook for detailed information. Additionally, **depending upon the specific behavior in question, the Academy's Non-Discrimination/Anti-Harassment Policy may be applicable as well.**

- Anything communicated through social media should not disrupt the learning atmosphere, educational programs, school activities, and/or infringe on the rights of others.
- Do not violate privacy, confidentiality, or legal guidelines. Do not publish, post, or release information that is considered confidential or private.
- Protect yourself and others by not revealing private, confidential, or sensitive information.
- Ask permission before posting pictures, audio or videos of others.

### INDIANA ACADEMY REGISTERED SEX OFFENDERS POLICY

#### PURPOSE OF POLICY

The State of Indiana has determined that perpetrators of certain sex crimes pose a continuing threat to students even after being released from prison. See, e.g. I.C. 11-13-3-4(g)(2)(a). Indiana Academy for Science, Mathematics & Humanities (“Academy”) declares that the sole purpose of the Indiana Academy Registered Sex Offender School Access Policy (“Policy”) is for the compelling purpose of protecting and keeping safe the Academy pupils; and visitors.

#### EMPLOYMENT

Notwithstanding any other Academy policy, individuals convicted of any sexual offense under the laws of Indiana or any other states are not eligible for employment in any position with the Academy.

#### SCHOOL OFF LIMITS

The Academy declares that no registered sex offender, as defined by Indiana statute, (RSO) may come on any Academy property except as otherwise provided in this Policy and as permissible by State and Federal Law. If an administrator becomes aware that a RSO is on Academy property, or attending a Academy function without prior approval, the administrator/designee shall direct the RSO to leave the area immediately, except under limited circumstances as directed below. The administrator may request the assistance of the appropriate law enforcement authorities to secure the removal of any RSO from the Academy property or function. Violations of this Policy may subject the RSO to criminal and/or civil action.

The Policy shall apply only when the Executive Director, Director of Student Affairs, or their designee are aware that the person in question is on a Sex Offender Registry, either under the laws of the state of Indiana or another state. This policy shall not be construed to impose any duty upon the administrators or any employee of the Academy to review a sex offender registry or screen individuals coming on school property to ascertain whether they have been convicted of a sex offense.

The provisions of this Policy shall not apply in the event that a sex offender’s conviction has been expunged from the Sex Offender Registry.

Limited circumstances may occur when a RSO has either a right or a legitimate need to come upon Academy property. In such a case (detailed below), the RSO must contact the Executive Director, Director of Student Affairs, or their designee at least two (2) school days prior to the RSO’s expected presence on school property to establish a written School Access/Child Protection Plan (“SACPP”).

The SACPP will be established by discussion with a school administrator(s). The SACPP will address access to the school, school properties, and school functions during regular school hours, after school, evenings, and weekends. The SACPP and approval will be in writing with signatures of the involved parties. Only after there is an approved written SACPP may the RSO enter school property and only within the restrictions of the SACPP.

### PARENTS

In the event that a RSO has a dependent attending the Academy and the person's parental rights have not been terminated, Academy administration shall permit the parent to be on school property to attend required school meetings such as parent-teacher conferences and disciplinary meetings. The parent, however, may not linger on school property and is prohibited from being in any part of the school building except the immediate vicinity of the front desk or the room designated for the required meeting. The Executive Director, Director of Student Affairs, or their designee have the discretion to permit a RSO to be on school property to drop off or pick up a child. The administrator may only permit dropping off or picking up on school property where there will be adequate supervision of the students that will be in the drop off/pick up area. Prior arrangements must be made with the Director of Student Affairs or their designee.

This policy shall not be construed to impose any duty upon any employee of the Academy to review a sex offender registry and the school system's directory information to ascertain whether a RSO may have a dependent at the Academy. The provisions of this policy shall apply only if an administrator actually becomes aware that the parent or guardian of a student at the Academy is a RSO. Also, those parents and guardians visiting school buildings are hereby advised that the Academy may refuse access to its buildings unless they agree to have someone check their driver's license and run a criminal background check.

To facilitate voluntary compliance with this policy, administrators are encouraged to speak with any affected parents or guardians upon learning of their status as RSOs to communicate the restrictions of this policy. At all times, the administrator shall endeavor to protect the privacy of the offender's child.

## CLASS BELL SCHEDULE

Period	Time
01	8:00–8:30 a.m.
02	8:30–9:00 a.m.
03	9:00–9:30 a.m.
04	9:30–10:00 a.m.
05	10:00–10:30 a.m.
06	10:30–11:00 a.m.
07	11:00–11:30 a.m.
08	11:30–12:00 p.m.
09	12:00–12:30 p.m.
10	12:30–1:00 p.m.
11	1:00–1:30 p.m.
12	1:30–2:00 p.m.
13	2:00–2:30 p.m.
14	2:30–3:00 p.m.
15	3:00–3:30 p.m.
16	3:30–4:00 p.m.
17	4:00–4:30 p.m.
18	4:30–5:00 p.m.
19	5:00–5:30 p.m.
20	5:30–6:00 p.m.
21	6:00–6:30 p.m.
22	6:30–7:00 p.m.
23	7:00–7:30 p.m.
24	7:30–8:00 p.m.
25	8:00–8:30 p.m.
26	8:30–9:00 p.m.