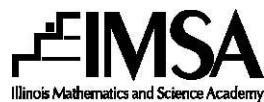


# **Illinois Mathematics & Science Academy**

## **STUDENT/PARENT HANDBOOK**

**2018 - 2019**



©2016 Illinois Mathematics and Science Academy

## TABLE OF CONTENTS

Academic Behavior Code .....	11
Academic Parameters and Other Academic Information.....	11
Academic Probation .....	11
Academic Programs .....	5
Academic Status Review.....	11
Adding and Dropping Courses.....	6
Advance Study.....	9
Advanced Placement Examinations.....	14
Appliances .....	26
Area Coordinators (AC) .....	19
Assistant Directors of Residence Life (AD) .....	20
Athletics and Co-Curricular Activities.....	32
Attendance and Tardiness Procedures.....	15
Attendance Expectations.....	15
Attendance Office.....	16
Auditing a Course.....	6
Automobiles.....	32
Bicycles.....	34
Board of Trustees Adopted Student Policies .....	44
Chemical Possession and Use .....	52
Discrimination/Harassment of Students .....	61
Freedom of Access to Information and Educational Resources.....	79
GIP Intellectual Property Policy.....	80
Information Technology System Policy .....	86
Meetings/Activities by Non-IMSA Sponsored Student Groups.....	58
Pregnant Students.....	56
Review of Student Enrollment Status.....	54
Rights of Individuals with Disabilities.....	77
Sexual Harassment and Intimidation of Students .....	60
Student Discipline.....	44
Student Distribution of Materials .....	57
Student Expression.....	76
Student Records .....	64
Student Residency.....	71
Students with Chronic Communicable Diseases.....	74
Bullying.....	34
Cafeteria and Common Areas of Academic/Main Building.....	35
Change of Address.....	36
College and Academic Counselors (CAC).....	14
Combined Excused and Unexcused Absences.....	18
Community Developers (CD).....	20
Consolidation.....	25
Continued Student Enrollment Status.....	14
Curfews & Check .....	20
Day Hall Monitor (DHM) .....	18

Decorating the Room.....	25
Dress and Grooming.....	36
Employment.....	37
Extended Weekends/Holidays.....	21
Faculty Office Hours .....	14
Food Deliveries.....	27
Food Service.....	37
General Information and Services .....	34
GPA/Class Ranking.....	8
Grading and Evaluation.....	6
Graduation Requirements and Course Load.....	5
Health and Safety .....	27
Health Care Services.....	29
Housekeeping .....	21
Housing Information .....	24
Identification and Services for Students with Disabilities .....	37
Identification Card.....	37
IMS Aloquium.....	10
Incomplete Work .....	8
Independent Study.....	10
Intersession .....	10
Intervisitation.....	21
Laundry.....	27
Leadership Education.....	33
Learning Strategies Coordinator .....	14
Lost and Found .....	40
Mail Delivery.....	40
Make-Up Privileges.....	8
Medical Leave .....	8
Meetings, Assemblies and Written Communications.....	32
Notification of Rights Under FERPA .....	40
Off-Campus Guests .....	21
Off-Limit Areas.....	39
Overnight Visitors .....	22
Pass/Fail Guidelines.....	8
Pets.....	27
Photocopiers .....	41
Pre-Arranged Absence for One or More Full School Days.....	18
Pre-Arranged Absence from Class During the School Day.....	18
Privacy, Search and Seizure.....	41
Procedure for Handling Student Illness.....	29
Public Displays of Affection .....	42
Quiet Hours.....	23
Radio, CD, Mp3, Phones.....	42
Recreational Areas .....	42
Registrar/Manager of Student Records.....	15

Remote Controlled Aerial Devices .....	43
Residence Life .....	19
Resident Counselors (RC) .....	19
Residential Expectations .....	20
Residential Meetings/Programs/Activities.....	23
Room and Wing Damage .....	26
Room Assignments.....	25
Room/Hall Security.....	28
School Counselor.....	30
Security.....	34
Senior Privileges.....	23
Service Learning .....	33
Sign Out and Sign In.....	23
Skateboarding/In-Line Skating.....	43
Storage Facilities .....	43
Strategy Team.....	15
Student Absences.....	16
Student Council Chartered Clubs.....	32
Student Fund Raising Guidelines.....	33
Student Grievance Procedure.....	7
Student-Initiated Publications.....	43
Student Inquiry and Research (SIR) .....	9
Student Engagement Services .....	32
Student Life .....	19
Study Hours .....	24
Sustainable Living.....	24
Talent (Total Applied Learning for Entrepreneurs).....	9
Tardiness.....	18
Telephones, Cellular Phones & Pagers.....	28
Televisions and Monitors.....	29
Textbooks.....	15
Transportation .....	43
Unscheduled Time.....	44
Vending Machines.....	44
Wing Guides (WG).....	20
Withdraw from IMSA .....	10
Worship Services/Observations .....	44

## ACADEMIC PROGRAMS

### GRADUATION REQUIREMENTS AND COURSE LOAD

The graduation requirements of the Illinois Mathematics and Science Academy are established by the IMSA Board of Trustees. Each semester students must take a minimum of 5 academic courses (2.5 credits) for a grade (not Pass/Fail) not including Fine Arts, Wellness, and Independent Study courses. Students may enroll in a maximum of nine courses each semester including academic courses, Fine Arts, Wellness, SIR, and Independent Study. Only courses taken for a letter grade will count towards graduation credit.

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

- **Eight (8.0) credits in Science and Mathematics**, which include:
  - a. Minimum four credits (4.0) in Science, which include completion of the core science program. The Core Science Program consists of one semester courses: SCII05, Scientific Inquiries - Chemistry; SCII15, Scientific Inquiries - Physics; SCII25 Scientific Inquiries – Biology (or one full year of SCI600 Advanced Biological Systems); and SCII35, Methods in Scientific Inquiry. All students are required to complete SCII35, Methods in Scientific Inquiry. Students new to IMSA who demonstrate an exemplary past academic record in physics, or chemistry may choose to take a placement exam in that particular subject. A satisfactory placement exam score will demonstrate competency in the subject matter of that particular course and the student will then be enrolled in an appropriate elective course.
  - b. Minimum three (3.0) credits in Mathematics, which include core courses that move toward completion of AB or BC Calculus (including Geometry). **Students must be enrolled in at least one core Mathematics course each semester.** Computer science courses will fulfill earned credits requirement in mathematics for graduation. In addition, enrollment in a computer science course will be the requirement that a student enroll in at least one mathematics course each semester at IMSA. All students are required to successfully complete the equivalent of a high school geometry course prior to graduation. This requirement can be met in one of the following ways:
    - i. The student successfully completes at least two semesters of an integrated mathematics program or at least one semester of a geometry course, prior to being admitted to IMSA; or
    - ii. The student enrolls in and successfully completes an IMSA-approved geometry course with a B or higher after being accepted to IMSA; or
    - iii. The student successfully completes Geometry at IMSA.
  - c. One additional (1.0) credit (two courses) in either Mathematics or Science.
  - d. All students are required to demonstrate competency in Computer Science concepts and skills. Sophomores are required to complete Computer Science Inquiry (0.5) unless they have already scored a 4 or higher on the AP Computer Science A Exam prior to the beginning of sophomore year.
- Three (3.0) credits in English, which include Literary Explorations I, II & III, and three English electives. Students must be enrolled in an English course each semester.
- Two and one-half (2.5) credits in History and Social Science, which include American Studies (.5), a fall junior elective (0.5) and the spring course, The World in the 20th Century (0.5), as well as two History and Social Sciences electives during senior year (1.0).
- Two (2.0) credits (four semesters) in World Language taken two out of the three years at the Academy including completion of an Academy Level II course or higher. All World language courses are year-long courses and cannot be dropped at the end of the fall semester unless approved by the instructor and Principal. All sophomores and juniors are required to be enrolled in a World Language each semester.
- One-half (0.50) credit in Fine Arts taken in the performing arts or the visual arts. All performance-based

music courses are year-long courses and cannot be dropped at the end of the fall semester unless the student receives approval from the instructor and the Principal.

- One (1.0) credit in Wellness including a one-semester course of Moving and Learning and one elective.

All students are also required to:

1. Successfully complete two hundred (200) hours of Academy approved service by graduation.
2. Participate in Development programs (i.e. LEAD, Consideration in Ethics, Navigation).
3. Participation in Intersession.

Modification of these requirements can be made only with prior approval of the Principal. Previous high school, virtual high school, or college credits earned at another institution will not earn graduation credit at IMSA.

### **ADDING AND DROPPING COURSES**

Students are expected to complete those classes in which they are enrolled, unless there are compelling reasons to change, such as prerequisite course failure, approved summer school course completion, improper placement level or placement in a course not requested by a student. These scheduling changes are facilitated by the student's College and Academic Counselor (CAC) during the first **I-day** of the first quarter. Schedule change requests for less compelling reasons than those noted require an appointment with the Coordinator of College and Academic Counseling. No scheduling change will be made to accommodate requests for individual instructors, different class meeting mods, or rearranging schedule to replace an alternate with a primary elective.

Students may drop a non-required course (assuming that they are not being given a "WF" grade for excessive absences) at any time during the first or third quarter with no academic penalty (course will be removed from the transcript). After the end of the first or third quarter, only the Principal's Office has the authority to withdraw a student from a course and the course will be recorded on the transcript with a grade of "W" (Withdrawal from course) or "WF" (Withdrawal from a course with failing grade).

Core courses and electives taken to satisfy graduation and semester enrollment requirements may not be dropped by a student at any time. (Any student forced to drop such a core course with a WF, due to excessive absences or other reasons may be considered in academic jeopardy; subject to academic probation, ineligibility for athletics or co-curricular activities, non-graduation or dismissal.)

### **AUDITING A COURSE**

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

### **GRADING AND EVALUATION**

In order to give students and parents an appraisal of achievement in individual courses, grade reports are available on line (or mailed home to parents without internet access) at the conclusion of each assessment period. In addition, interim reports prepared at the mid-point of the assessment period will be available on line (or mailed to parents without internet access) when a student is experiencing difficulties in a particular course.

Grades are to be interpreted in the following manner:

A = Exceeds course requirements

B = Meets course requirements

C = Credit awarded, needs improvement

D = Does not meet course requirements; no Academy credit awarded P+ = Exceeds course requirements (Pass with Distinction, used only in Independent Study and Student Inquiry and Research courses)

P = Meets course requirements

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

I = Incomplete

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

W = Withdrawal from course; no Academy credit awarded

Certain teachers find it useful when assigning grades to make more precise distinctions than the A, B, C, and D categories. These distinctions are communicated to parents and students through the use of pluses and minuses. It is the Academy's policy that pluses and minuses will be recorded on transcripts for final semester grades except in the case of A+. Teachers who believe that A+ quality work needs elaboration will document that work through a letter of recommendation to be placed in the student's permanent file.

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

## **STUDENT GRIEVANCE PROCEDURE**

### *Grade Grievance*

A student may file a formal request concerning a specific course grade. Any question about a course grade should begin with direct student or parent contact with the teacher issuing the grade. Such request must be made in writing within 20 business days of issuance of the grade to the teacher. The student must provide reasons why there is a question concerning the grade issued. The teacher will review the grade using the written criteria established for the course. Following review, the teacher may either validate the existing grade or send in a change of grade. The teacher has three (3) business days to respond to the request and will notify the student in writing of the decision. Upon receipt of the teacher's decision, a student has five (5) business days to appeal in writing to the Principal or designee. The Principal or designee will review the grade with the student and teacher and make a decision. The Principal's decision is final.

### *Non-Grade Grievance*

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

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

Any student who has a grievance with another student, faculty or staff member should initiate these procedures. First, the student and the individual in question should meet to discuss the matter and attempt to resolve the concern. However, the student may go directly to the Executive Director of Student Affairs or designee for consultation and direction. If either party is not satisfied with this initial resolution, the matter should be discussed at a meeting with the Executive Director of Student

Affairs. The student may be asked to prepare a written report, documenting the issues. If the issue is not resolved, the Principal or designee will handle the grievance.

### **GPA/CLASS RANKING**

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

### **INCOMPLETE WORK**

A grade of “incomplete” may be given to a student when the student has experienced:

1. An extended illness during a grading period;
2. A family emergency during a grading period that required an extended absence;
3. Either a short-term illness or family emergency immediately preceding the end of a grading period; or
4. Other extenuating circumstances.

The teacher must receive prior approval form from the student’s College and Academic Counselor (CAC) to issue a grade of Incomplete. A reason must be given for the incomplete grade. All incomplete grades must be removed by the end of the following reporting period. The responsibility for initiating arrangements for make-up work lies with the student. Work for incomplete grades given for the second semester must be submitted by August 1. It is the responsibility of the student to make sure all work is completed, the teacher receives all make-up work, and the grade changed. If the work is not completed during the specified time, a failing grade (D) will automatically be assigned. Exceptions to this policy will be made only with the approval of the Principal or designee.

### **MAKE-UP PRIVILEGES**

A student excused from classes is required to make up all assignments and assessments within a reasonable time frame. For every day of excused absence, the student has one school day to make up the work and assessments missed (the exception is when a school counselor excuses a student – see Student Counselor, section 3, for more details). Alternate arrangements can be made with individual teachers.

### **MEDICAL LEAVE**

Students at IMSA on occasion need to be absent from classes for extended periods of time (four or more days) for medical reasons. Teachers and the student’s CAC will attempt to help the student complete their work by providing them with homework assignments and adjusting timelines upon return. On rare occasions, the medical leave will extend through the remainder of the term. In these cases, a recommendation from appropriate health care workers, both on campus and off, should be forwarded to the Executive Director of Student Affairs or designee. Conditions for possible re-entry the following term will be established at that time.

### **PASS/FAIL GUIDELINES**

1. Each semester, students must take a minimum of 5 courses (not including Wellness or Fine Arts classes) for a grade (A-D, not P/F).
2. Only courses taken for a letter grade will count towards graduation credit. Students wishing to take a course Pass/Fail must meet with their CAC during the Pass/Fail Declaration week during the sixth week of each semester. Pass/Fail status cannot be changed after the approval form has been submitted to the CAC office.
3. Two courses at IMSA can only be taken Pass/Fail: Independent Study courses and Student Inquiry and Research.



## **STUDENT INQUIRY AND RESEARCH (SIR)**

SIR is a research apprenticeship in which students work together with professional investigators on topics that are interesting and exciting to the student. The SIR comprises five phases during which students learn different skills. These phases begin with “Getting acquainted” (Phase 1) during which students learn about their area of research and conclude with “Communication of research results” (Phase 5) during which students communicate their research results in a professional research environment.

SIR is a year-long course which may continue throughout the calendar year, even into the summer. Projects that students work on are carefully crafted to enable a student to begin at an appropriate level of sophistication and go through the entire scientific process. Our goal is to teach students how research is done through experiential learning. Even if a student eventually changes direction and decides to work in a new area, it should be possible to carry out research without having to be retrained outside of learning new technical skills. This process can take a significant amount of time, so students should plan to work through one or two summers and for a period of up to twenty-four (24) months. Students beginning work on one SIR project must complete the project, with the publication of their work in a peer-reviewed forum, before being assigned to another project. As a result, the project may span more than one academic year and the temporally adjacent summer.

SIR bears one credit (1.0), but does not count toward the minimum course requirements for graduation. The course is graded as a P/F course, with a passing grade awarded when the study is completed and successfully submitted for publication. Students may enroll in SIR at any time after the completion of their sophomore year inclusive of both summers.

In order to participate in an SIR investigation, students must apply to posted available projects. The application will require an interview on campus and, possibly, a second interview off campus. Students are only allowed to join SIR investigations by applying on campus. If a project does not exist in a desired area of research, students may work with SIR staff to identify and create research opportunities either on or off campus.

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

## **TALENT (Total Applied Learning for Entrepreneurs)**

TALENT provides students experiential learning opportunities in all matters related to bringing an idea to the marketplace to solve real world problems. TALENT aims to instill the thinking patterns and mindset of an entrepreneur and to engage students in activities that include, but are not limited to understanding intellectual property, developing a business plan, developing products, securing funding, networking, communicating ideas, and starting a business.

The TALENT Program is a 2-year program, started in the junior year. Sophomores are eligible to enroll in the TALENT program, provided they have room in their schedule and approval from the Principal or designee. Students enroll in TALENT by discussing their plans with the TALENT program Director.

Students who successfully complete the program are eligible for TALENT recognition on their transcript and they are also eligible for a variety of TALENT scholarship opportunities. Non-TALENT students can choose to take TALENT components a la carte. The TALENT program does not earn academic credit.

### **INDEPENDENT STUDY**

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

### **IMSALOQUIUM**

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

### **INTERSESSION**

Intersession is a week-long learning opportunity, offered between first and second semester. Sessions are offered by faculty, staff, students, alumni, and outside guests. Courses range from special math and science topics to cultural studies to off-campus educational trips and everything in between. Intersession allows students to explore areas of interest outside the curriculum. Registration takes place in October and assignments are provided after the Thanksgiving break. Students will receive an email alerting them to the registration process.

Attendance is mandatory. Those students missing any portion of Intersession for reasons other than medical will receive an unsatisfactory grade. Parents will be contacted immediately and the student will be sent home for the remainder of the week and not return until regular classes convene.

### **WITHDRAWAL FROM IMSA**

#### **During the school year:**

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

1. Contact one of the school counselors in the Student Life Office and then have a meeting to discuss the reasons behind the withdrawal.
2. Complete the Withdrawal form in the Student Life Office (a parent/guardian must sign the form).
3. Complete the Transfer of Records form in the Student Life Office (a parent/guardian must sign the form).
4. Check-out of the residence hall (a parent/guardian must be present).

5. A meeting may also be scheduled with an administrator to discuss transitions back to the student's home school.

**End of School year:**

If a student requests to withdraw at the end of the school year and not return, he/she must:

1. At time of signing out at the end of the school year, complete the Transfer of Records Form (a parent/guardian must also sign the form).
2. Complete the withdrawal form.

**ACADEMIC PARAMETERS AND OTHER ACADEMIC INFORMATION**

**ACADEMIC STATUS REVIEW**

The President's designee will review the academic progress of all students at the end of each assessment period. Support structures are put in place when students are not meeting academic expectations, and may include meeting with their CAC or Case Manager, and participating in supervised Evening Study.

**ACADEMIC PROBATION**

Academic probationary status will be initiated whenever a student has received a semester grade of "D", W/F, or F in any subject. Failure to meet minimum course requirements (C- or better) for a consecutive semester grade, failure of the same course twice, or multiple (two or more) failures in the same semester will result in a recommendation for dismissal of the student at the conclusion of that grading period or to not extend continued enrollment to the Academy the following year. All due process assurances prescribed in the discipline review procedures will apply as well to all attendance dismissal recommendations. Academic probation should in all cases be considered a supportive intervention and not a punitive measure. The priority must always be focused on promoting the total intellectual, emotional, and social development of the student. Academic probation should not imply a loss of privileges except when individually defined and then only on a limited time basis. Students on academic probation are expected to meet with their CAC, Case Manager and RC as directed and engage actively in all prescribed interventions which may include Evening Study in the IRC, Monday – Thursday evenings from 7-9p.m.

**ACADEMIC BEHAVIOR CODE**

The main goals of engaging in academic endeavors are to find, explore, and disseminate knowledge. One cannot do this without engaging fully in the process and without acknowledging the work of other scholars, teachers, and students. Academic honesty and integrity are therefore integral to the academic process. Acting and learning with integrity is vital in any learning environment as it fosters a community of trust and promotes personal growth to one's fullest potential. IMSA students are expected to conduct themselves in accordance with six fundamental values: integrity, honesty, trust, fairness, respect, and responsibility. Students are to act so that they are worthy of the trust bestowed on them by teachers and peers, and carry out their responsibilities with integrity and honesty.

***Academic Integrity***

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

***Academic Honesty***

IMSA students are responsible for holding themselves to the rules and encouraging others to do the same. To act dishonestly is inexcusable. IMSA does not accept acts of dishonesty as an appropriate response to

any situation. Students who engage in academic dishonesty should expect serious consequences. Students involved in breaches of academic honesty will be referred for formal discipline (see Policy JG-Student Discipline) and minimally will receive a reduced or failing grade for the assignment with the possibility of a lower or failing course grade.

### ***Collaboration***

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

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

### ***Cheating***

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

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

1. *Aiding and Abetting Breach of Academic Integrity*. Examples include, but are not limited to:

- a. Providing material, aid, information, knowledge, or other assistance that is or could be used to aid any of the violations listed below;
- b. Providing false information in connection with any inquiry regarding academic integrity;
- c. Providing advice and/or strategies that promote or encourage breach of academic integrity;
- d. Discussing or asking another student about a test or quiz before one of you has taken that test or quiz, including but not limited to asking about content;
- e. Giving another person a copy, in any format, of a paper, problem set, lab report, test, quiz, or other assignment in such a manner as to promote or encourage breach of academic integrity;
- f. Giving another person a copy, in any format, of a paper, problem set, lab report, test, quiz, or other assignment when it is not part of a collaborative learning effort.

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

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

3. *Plagiarism or Copyright Infringement.* Examples include, but are not limited to:
  - a. Presenting the distinctive ideas, facts or words of another (in part or in whole) without appropriate acknowledgment of the source, whether intentional or unintentional, as one's own. Issues of plagiarism apply to any type of work including, but not limited to exams, papers, any written or printed text, computer programs, web sites, and so forth;
  - b. Failing to place quoted text in quotation marks and/or failing to attribute the source, whether intentional or unintentional;
  - c. Poorly paraphrasing (putting into your own words) a sentence, passage, paragraph, and so forth from a source and/or failing to attribute the source, whether intentional or unintentional;
  - d. Attributing an idea, fact, or quotation to an incorrect, false, or made-up source, whether intentional or unintentional;
  - e. Copyright infringement pertains to unauthorized use of any work fixed in tangible media, such as books, articles, web sites, art, music, photography, video, and so forth, whether intentional or unintentional.
4. *Fabrication.* Examples include, but are not limited to:
  - a. Falsifying or inventing any data. Presenting data that were not gathered in accordance with standard course practices or other specified guidelines for data collecting; copying another student's data and representing it as your own; making up data instead of following specified protocols for data collection; generating data and failing to include an accurate account of the method by which the data were gathered or collected; presenting data that have been altered or contrived in such a way as to be deliberately misleading; using class data sets improperly.
  - b. Improper Citation: Any attribution to, or use of, a source (real or invented) from which the referenced material was not obtained, including use of a quoted reference from a non-original source while implying reference to the original source.
  - c. False information and lies: providing false information in connection with any inquiry regarding academic dishonesty.
5. *Multiple Submissions of same work.* Examples include, but are not limited to:
  - a. Submitting identical or substantial portions of similar work for credit more than once, without prior explicit consent of the course instructor(s) to whom the material is being or has been submitted to.
6. *Obtaining or Providing an Unfair Advantage.* Examples include, but are not limited to:
  - a. Gaining or providing access to examination materials prior to the time authorized by the instructor;
  - b. Providing materials, information or other assistance on an academic assignment without authorization from the instructor(s);
  - c. Providing materials, information or other assistance on an academic assignment without authorization from the instructor(s);
  - d. Gaining or providing access to previously given examination materials, where those materials clearly indicate that they are to be returned to the instructor at the conclusion of the examination;
  - e. Intentionally obstructing or interfering with another student's academic work.
7. *Falsification of Records and Official Documents.* Examples include, but are not limited to:
  - a. Altering documents affecting academic records;
  - b. Forging a signature or providing false information on an official or unofficial Academy document such as a grade report, letter of permission, power of attorney form, petition, enrollment form, ID card, attendance list, or any other Academy-related document.
  - c. Obtaining and/or using IMSA letterhead for any purpose, unless explicit and specific permission has been given by an Academy official.
8. *Unauthorized Access to any Records.* Examples include, but are not limited to:
  - a. Viewing or altering computerized academic or administrative records or systems;
  - b. Modifying computer programs or systems;
  - c. Releasing or dispensing information gained via unauthorized access;

d. Interfering with the use or availability of computer systems or information.

### **ADVANCED PLACEMENT EXAMINATIONS**

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

### **COLLEGE AND ACADEMIC COUNSELORS (CAC)**

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

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

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

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

### **CONTINUED STUDENT ENROLLMENT STATUS**

Students attend the Academy by invitation. After the initial selection year, students are reviewed for continued enrollment for the second and third year. Continued enrollment is offered to those students who have demonstrated an acceptable standard of academic, residential, service and behavioral performance in the previous year. (See Student Policy JECF)

### **FACULTY OFFICE HOURS**

Faculty members are committed to being available on the basis of mutual convenience. Faculty, in each of their classes, is expected to inform students of their office hours and the best method and time to contact them. Students who have concerns are expected to contact teachers directly and, if there is need for continued dialog, contact the Principal’s Office.

### **LEARNING STRATEGIES COORDINATOR**

The Learning Strategies Coordinator, in collaboration with faculty and other support staff, designs and implements individual and group interventions and experiences for students who encounter specific learning difficulties. As a learning specialist, the Coordinator is available to help with the “nuts and bolts” of academic life - the strategies that can be used to be an active learner. These learning strategies include questioning, note taking, assessment of understanding, preparing for tests and written assignments, getting the most from textbooks and teachers, staying focused during volume reading assignments and

complex technical reading, as well as managing time to allow for enough study, sleep and recreation. Evening study hours are also available in the IRC for all students on Monday through Thursday from 7-9pm. These hours are an additional resource for students and are to provide a structured time for them to work.

### **REGISTRAR/MANAGER OF STUDENT RECORDS**

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

### **STRATEGY TEAM**

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

### **TEXTBOOKS**

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

## **ATTENDANCE AND TARDINESS PROCEDURES**

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

Students choosing to come to IMSA have elected to join a residential academic community. To be a member of a community is to participate in required activities. The Academy's attendance policy applies to all activities where student presence is required, such as class, Sophomore Navigation, LEAD, Inquiry, Consideration in Ethics, staff programming, Convocation, general assemblies and wing meetings unless stated in each individual program.

The attendance policy is designed for three purposes:

- Ensure that IMSA monitors the whereabouts of students so they are safe and accounted for during the school day;
- Ensure that class attendance data on each student is available upon request from parents, students, and appropriate IMSA staff;
- Provide a basis for decision-making for purposes of grading and/or consequences for nonattendance.

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

### **ATTENDANCE EXPECTATIONS**

- Students are expected to be in all classes on time for the entire time, unless properly excused by the

Academy via the Attendance, Nurse's, Counselors', or Principal's Office. The Academy's acceptable reasons for being absent from class include illness, death in the family, religious holidays, school-sponsored activities, medical appointments and family emergencies. In addition, teachers may choose to excuse student absences for other reasons based on their professional judgment.

- Teachers are expected to:
  1. Take attendance at the beginning of class;
  2. Communicate any course and laboratory specific attendance expectations to students as soon as possible and to parents on or before Parent day;
  3. Submit student attendance data period by period to the Attendance Office via Powerschool;
  4. Communicate student attendance or other concerns immediately to the student, parents and the Student Life Office (both attendance and behavior concerns)
- Parents are expected to address concerns about classroom related issues regarding their students first with the teacher of the class in question and then with the Principal or designee.

### **ATTENDANCE OFFICE**

The Attendance Office is centrally located in the Student Life office and is under the supervision of the Executive Director of Student Affairs. This office will be open every morning from 7:30AM to 4:00PM for students and parents requesting attendance information or needing a tardy pass. The phone number is (630) 907-5029. Please leave a message at this number for all absences.

### **STUDENT ABSENCES**

The teacher will report student absences from any class to the Attendance Office. It is the responsibility of the student and parent/guardian to check on-line for the student's attendance record. If a student misses half or more of an academic day's classes, that student will not be permitted to attend athletics or extra-curricular activities (meetings, clubs, etc.) for that evening. Exceptions may only be made by the Executive Director of Student Affairs (or designee).

Powerschool is IMSA's method of communication with parents and students in regard to attendance. IMSA uses a point system to keep track of attendance. Point totals for each class are separate and counted by semester. Between 5 minutes late and halfway through the class equals 2 unexcused points. After halfway, the unexcused absence becomes full and equals three points. When a student reaches twelve unexcused absence points in an individual class, the student is withdrawn with a failing grade.

Excused Absence: Reasons accepted by the Academy for excused absence shall include: illness of the student, death in the family, religious holidays, school-sponsored activities, medical appointments, suspensions and family emergencies. Students may not be excused from a class "after the fact." An excused absence shall enable a student to make up and receive credit for work missed. However, students under suspension are expected to complete all course work (exams, papers, readings, projects) and are responsible for course content and are not allowed make-up privileges for in-class work including, but not limited to laboratory experiences, quizzes or in-class assignments. Individual teachers have additional discretion in their classes regarding what constitutes an absence; refer to individual teacher's attendance policies.

### **ABSENCE POINTS**

Start – 5 minutes late: tardy (See *TARDINESS* for more details)

5 minutes – halfway through class: 2 unexcused absence points (will count toward WF)

After halfway through class: 3 unexcused absence points (will count toward WF)

Students more than 5 minutes late need to get a time-stamped pass from the Attendance office and



hand the pass to the teacher upon entering class for a signature. The student will return the pass to the attendance office by the end of the day, and the office will calculate the absence points based on the time shown. Teachers will only have to enter a tardy before 5 minutes or an absence after 5 minutes into the class. The Attendance office will calculate the points.

Unexcused Absence (A) in Powerschool: An unexcused absence is the failure to have proper verification to explain the absence. The unexcused absence will be dealt with in the following manner:

1 – 5 points (unexcused absences)

The student must follow up with the instructor to discuss the absence and/or tardies. Students may not be granted credit for work missed.

6 – 8 points (unexcused absences)

Confirm notification

- Attendance Clerk emails letter to parents, student, instructor, CAC, RC, Principal's Office

Consequence

- One day in-hall within 24 hours of notification;
- Student creates an action plan and emails to RC, parent and instructor.
- Student meets with Executive Director of Student Affairs or designee to discuss absences and action plan.

9 – 11 points (unexcused absences)

Confirm notification

- RC phone call to parent and discusses attendance with student

Consequence

- One day in-hall within 24 hours of notification;
- No involvement in any programming (extra-curricular, residential, club, etc.);
- 

12 points or more (Unexcused absences)

Confirm notification

- Attendance Office (Executive Director of Student Affairs or designee) sends letter to student, parent, instructor, RC, Principal's office, Registrar

Consequence

- Withdraw Failure from the individual course.

*Definition of Attendance In-Hall*

- 7pm – 10pm in designated area approved by the AC/AD and RC;
- No visitors;
- No residential privileges;
- Student will develop an action plan while serving the Attendance In-Hall and submit it to the RC, parents, instructor and the Executive Director of Student Affairs or designee;
- Violation will be called Attendance In-Hall and treated similarly to current in-room (Tier I);
- Sundays and I-Days not included unless arranged with the AC/AD;
- Completed on Monday, Tuesday, Thursday, Friday

\*\* The AC/AD may make exceptions for "In-Hall" on a case by case basis (i.e. work with others on a class assignment, location of In-Hall).

If a student receives unexcused absences on consecutive days when the course meets, the student is still responsible for the absences and the parent may not have received notification. No attendance status (unexcused to excused) will be changed once a student reaches 12 unexcused points. All questions concerning absences should have been addressed before the student reached 12 unexcused absence points.

Students who are noted unexcused by the Attendance Office must see the instructor regarding the status of the absence prior to returning to the class. Students will retain make-up privileges for missed assignments and assessments only if the absence is excused. Note that suspensions are not counted in a student's point total.

The nurse, the teacher, or other appropriate staff will make the determination of whether or not an absence is excused or unexcused. If a student is absent for an extended period of time (four or more days) due to an excused or unexcused absence, or the combination of such absences, the Learning Strategies Coordinator or designee will confer with all teachers to review the student's academic status.

## **TARDINESS**

All students should arrive in their assigned classroom location prior to the start of class. Adequate time (5 minutes) is provided for students to reach their classes before the end of the passing period. Unexcused tardiness is disruptive to the instructional process and forces the teacher into unnecessary repetition. If a student is more than 5 minutes late for a class, the unexcused tardy will change to an unexcused absence. The individual teachers will handle tardiness in an attempt to resolve the punctuality problem. If the problem persists (5 tardies in a single class), consequences may include but are not limited to: Attendance In-Hall or loss of credit on an assignment. If the problem continues, the student may be withdrawn from the course (see Combined Excused and Unexcused Absences below). If a teacher is more than 15 minutes late for a class, the students need to check with the Principal's Office for further instructions.

## **COMBINED EXCUSED AND UNEXCUSED ABSENCES**

Because of the intense nature of the Academy program, there is a point reached when a lack of interaction in class discussion or inability to complete laboratory experiments will result in falling too far behind to earn credit. The teacher will notify the student, their parents, and the Executive Director of Student Affairs if a student reaches the point where continued absence could result in no credit being issued for a course. If a student reaches eleven (11) excused or unexcused absences in one course during the same semester, a student can be withdrawn from the course. The Executive Director of Student Affairs or designee may grant an extension to allow the student to continue enrollment in the course.

## **PRE-ARRANGED ABSENCE FROM CLASS DURING THE SCHOOL DAY**

A student having the necessity to leave school and the campus during the day (between 7:30am and 3:30pm) must report to the Attendance Office for permission to sign out. After 3:30pm, students must sign out in their residence halls. A parental telephone call must be received before a student may be picked up if the student is missing classes, SIR or other scheduled meetings during the school day on Wednesdays. ***If the parent fails to call the Attendance Office before 9am, the student will receive an unexcused absence for the classes missed. Students are to return to school following all appointments unless the school day has been completed.*** Parents are encouraged not to make appointments (i.e. doctor, dentist) for students during the school day unless absolutely necessary. The parent is responsible for transportation of their student to and from the appointment. The student must wait in class until the parent arrives and will be notified to meet the parent at the Attendance Office. Parents should not attempt to directly contact their student when the student is in class.

## **PRE-ARRANGED ABSENCE FOR ONE OR MORE FULL SCHOOL DAYS**

In certain instances, a student may be granted permission to be absent from school. Whenever possible, college visits, family trips, or appointments should be scheduled on school vacation times or on the weekends. The following arrangements must be made in advance in the following manner:

1. The parent must contact the Attendance Office by phone or provide written approval at least 24 hours

prior to the planned absence. Without parental approval **at least 24 hours in advance, a prearranged absence will be treated as unexcused.**

2. Students are responsible for all missed assignments and discussing the work with their teachers. All assignments given to the student during the pre-arranged absence are due on the day established by his/her teachers. The time and place of any makeup sessions shall be solely at the initiative of the student and at the convenience of the teacher. Assignments not completed on that established day(s) will not be granted credit.
3. College Visit: the student must discuss the college visit with his/her College and Academic Counselor before leaving on the visit.
4. When leaving the campus for the approved pre-arranged absence, the student must sign out with the appropriate personnel.
- 5.

### **STUDENT LIFE**

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

### **RESIDENCE LIFE**

Students who choose to attend the Academy are committed to developing their personal and social skills along with their academic talents. The residence halls are places where living and learning meet. There, students will encounter new and different people, encounter new ideas and differing values, and test their self-discipline. Students will find the halls are places where all elements of the IMSA community fuse. A student's acceptance to attend the Academy constitutes an agreement on his/her part to actively support the Academy's Residential Life expectations.

### **DAY HALL MONITOR (DHM)**

The Day Hall Monitor (DHM) are individuals who provide adult supervision for the halls from 8am-3pm on school days.

### **RESIDENT COUNSELORS (RC)**

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

### **AREA COORDINATORS (AC)**

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

### **ASSISTANT DIRECTORS OF RESIDENCE LIFE (AD)**

The Assistant Director (AD) provides leadership within the hall and the Residence Life program. The AD supervises RCs and assists with managing the overall living environment in each hall. ADs oversee graduation requirements that fall within the scope of the Student Life department, including Leadership Education and Service Learning. The AD also fulfills administrator on call duties during the evening hours.

### **COMMUNITY DEVELOPERS (CD)**

The main function of the Community Developers (CD) is to assist the RCs in creating a cohesive and functional hall community. The two CDs in each building are upperclassmen chosen for their demonstrated leadership abilities, commitment to IMSA, and overall maturity. These students serve as hall leaders and help plan activities to promote hall unity.

### **WING GUIDES (WG)**

The Wing Guides (WG) also assist the RC in creating a cohesive and functional living environment on a wing-level. The two WGs in each wing are upper classmen chosen for their demonstrated leadership abilities, commitment to wing community building, and interpersonal interactions. The WGs plan activities to promote community building and support the Residence Life curriculum.

### **RESIDENTIAL EXPECTATIONS**

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

#### **CURFEWS & CHECK**

Sophomore Lights Out:	Sunday – Thursday	12:00am
Sophomore Check:	Monday – Friday	7:00pm (athletes by 7:15pm)
	Saturday – Sunday (Rolling check)	3:00pm – 5:00pm
Junior/Senior Check:	Monday – Friday (Rolling check)	6:30pm – 7:30pm
	Saturday – Sunday (Rolling check)	3:00pm – 5:00pm
In-Hall	Sunday – Thursday	10:00pm
	Friday – Saturday	11:30pm
Sophomore In-Room Curfew	Sunday – Thursday	11:00pm
	Friday – Saturday	1:00am
Junior/Senior In-Room:	Sunday – Thursday	12:00am
	Friday – Saturday	1:00am

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

Students can leave their room to use the microwave, get a glass of water or get something from the

refrigerator. However, students should not be disruptive to other students or make a habit out of this practice as adequate sleep is needed for the academic demands during the day. Students are not allowed to leave the residence halls in the morning until 6:15 am.

### **EXTENDED WEEKENDS/HOLIDAYS**

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

### **HOUSEKEEPING**

Students are expected to keep their rooms in a clean and orderly state. Residence Life staff will conduct room inspections every other week to ensure that basic cleanliness and safety standards are met. Please realize that the staff will be in and out of a student's room on a regular basis as they check on the student's continued wellbeing. If at any time the room is not clean, the RC will explain what needs to be done and give the student an adequate amount of time in which to clean it. It should also be noted that any breach of Academy policy noted during official inspections or routine visits to the student's room will be dealt with immediately.

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

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

### **INTERVISITATION**

Intervisitation is defined as the visiting between male and female students in the residential areas of the Academy. Visiting between male and female students in the hall commons area does not require an intervisitation pass. However, if students decide to visit in the wing commons or individual rooms, a pass must be issued by the RC on duty. Sophomores are not eligible for intervisitation first semester.

If granted, this would allow a student the opportunity to host another student in their room for one hour. The RC will only authorize such visitation to those students who have demonstrated responsible behavior. An intervisitation pass with the specified time will be distributed by the RC on duty as long as the roommate does not object. During the visitation the room door must remain completely open, both students must be visible from the doorway, and they must behave in an appropriate manner. As posted in each residence hall office. Expect the RC on duty to look in on the students from time to time.

Intervisitation passes are not given by the DHM (8:00am-3:00pm, Monday-Friday).

Approved Intervisitation hours are:

Monday - Thursday 3:00pm-9:45pm  
Friday 3:00pm-11:15pm  
Saturday 10:00am-11:15pm  
Sunday 10:00am-9:45pm

RCs may deny intervisitation requests during busy office times, such as evening check, Friday afternoons, or any other time when they cannot go on regular rounds to check in on the students.

Monday-Thursday:

Eligible students may request only one hour of intervisitation in their own room and no more than 2 intervisitations per day on campus.

Friday, Saturday and Sunday:

Students may request up to two hours of intervisitation in their room for no more than three hours of intervisitation on the weekend.

Occasionally, a hall wing may have “open house” for a special activity. This must be approved in advance and chaperoned by a staff member.

**OFF-CAMPUS GUESTS/VISITORS**

Guests may be in the residence halls:

Monday-Thursday 3:00pm-9:45pm  
Friday 3:00pm-11:15pm  
Saturday 10:00am-11:15pm  
Sunday 10:00am-9:45pm

All visitors must sign in at the office in the student’s residence hall. All guests must wear an Academy issued ID badge at all times while in the wings of the residence halls. Guests must be accompanied at all times by the IMSA student. Visitors of the opposite sex are allowed in the student’s room or in single-sex wings/lounges under the rules of intervisitation. An opposite-sex sibling, unaccompanied by a parent, may visit in the room, but the RC on duty still must be notified in advance. Visitors are expected to observe school rules and guidelines at all times. Students serving as hosts are responsible for the actions of their guests in the hall and elsewhere on campus and will be subject to the same disciplinary consequences as though they themselves were engaged in the misconduct. For example, should a guest damage school property, and the Academy is unable to collect payment, the student hosting the guest will be billed accordingly.

**OVERNIGHT VISITORS**

Students may have overnight visitors (Friday and Saturday only) provided the roommate agrees, and each student receives permission from the RC. Permission for off-campus overnight guests must be received by Thursday at 10pm. Permission for on-campus overnight guests must be granted 1 hour prior to check, by 10:30pm, the day of the visit. Any exceptions may be made by the Administrator on Call. Overnight guests cannot be over the age of twenty years or under the age of five years. Students serving as hosts are responsible for the actions of their guests while on campus. Sleeping occupancy is three people per room.

To ensure adequate supervision of students, the number of guests is limited by hall (no more than four guests per wing with a limit of two off-campus per wing). Any exceptions to this limit may be made by the RC. Overnight visitors are not allowed during the first three weeks of the school year or during the last two weeks before finals of each semester. Overnight visitors of the opposite sex must stay in the appropriate male or female hall. Guests with a vehicle must immediately surrender their car keys (if they drove themselves) to the RC on duty upon arrival to the Academy. The keys will be returned to the guest when he/she leaves for home. The Academy is not able to accommodate overnight stays by

parents.

## **QUIET HOURS**

The following hours have been established with the intent of providing an atmosphere that is conducive to self-directed learning, to the fulfillment of important obligations, and to protecting the rights and needs of all students. Students have the responsibility to observe quiet hours as a courtesy to their peers.

Sunday	10:30pm - 7:00am
Monday-Thursday	7:00pm - 9:00pm 10:30pm - 7:00am
Friday-Saturday	11:30pm -10:00am

## **RESIDENTIAL MEETINGS/PROGRAMS/ACTIVITIES**

Residence Life staff (with the assistance of the wing guides and hall community developers) will arrange wing meetings, programs and activities on a regular basis. This residential programming is an important component of the student's educational experience. Such programming is mandatory and students are expected to participate. Unless approved by the Associate Director of Student Life or designee, no programs may extend past 10:30pm (Sunday – Thursday).

## **SENIOR PRIVILEGES**

Senior Privileges may be requested by the Senior Class officers and approved by the Executive Director of Student Affairs, the Associate Director of Student Life, and the ADs/ACs. Eligibility requirements based on academic standing, attendance and behavior will also be determined at that time. Any senior who meets the requirements described in the Senior Privileges Handout is eligible to receive the Senior Privileges after obtaining written parent and RC approval. Senior Privileges may be revoked if proven to be “unmanageable” or a detriment to a student's success at the Academy. Seniors are subject to loss of Senior Privileges if they no longer meet the eligibility requirements or if their behavior indicates that they have not yet reached a maturity level of handling the increased responsibilities.

## **SIGN OUT AND SIGN IN**

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

It is expected that each student follow sign-out guidelines in an honest and thorough manner. During the morning and afternoon hours (7:30am - 3:30pm, Monday - Friday), sign outs are handled through the Attendance Office in Student Life. After 3:30pm, sign outs are handled through the RC on duty in each hall.

Sign-out: All information is recorded. A Residence Life staff member's permission is needed for sign-outs to destinations off campus. In addition, the student will need the parent's permission to sign out for destinations outside the Aurora area unless the trip is school sponsored or taken by an IMSA staff member. Only parents, legal guardians or other adults listed on the designated permission form on file in Student Life can give a student permission to sign out for an overnight stay. It is highly recommended that the student plan ahead. If a student makes last minute plans and is unable to reach his/her contact for permission, the student will not be approved to sign out. Parent permission is not needed for mandatory closings such as extended weekends and holidays, as long as the student is going home. For other destinations, parent permission is required.

Sign-In: Any time students have been off campus, they are expected to sign in with RC in office

immediately upon their return to campus. If a student does not sign in immediately after their return, the RC on duty can issue a violation. If the IMSA student returns to campus with a car to pick up other IMSA students, the student with the car on campus must inform the RC on duty and may only stay a maximum of 15 minutes.. If a student brings a car on campus for an extended period of time without authorization, disciplinary action will be taken.

Walking Trips: Students are allowed to take walking trips within 1 mile of campus at RC discretion (Students will not be permitted to take walking trips when the temperature is below 32 degrees). Locations within 1 mile of campus: Walgreens, Orchard Rd., and Sri Venkateswara Swami Temple. To take a walking trip, students must have at least one other student present and sign out in their own hall with their walking buddy present. Students must stay with each other throughout the walking trip and return together. Students must be appropriately dressed for the weather at the RC's discretion. Walking trips have a two hour maximum and students must return before sundown. Students should remain on the sidewalk throughout the walking trip and stay off the road/shoulder. Students may only go to the destination they agreed upon with the RC and any attempt to go to a different location may result in disciplinary action. Failure to sign out for a walking trip will result in disciplinary action.

## **STUDY HOURS**

Study hours are a way to help sophomore students' transition into living and learning in the IMSA community. These hours help students' set-aside time to study, as well as help facilitate and further develop their time management skills. Sophomores will have mandatory study hours from 7:00pm to 9:00pm, Monday through Thursday (Athletes may have this from 7:15pm-9:15pm). Students must be in their own room or in an area approved by the RC on duty. Such areas include the IRC, a faculty office or a specified room for a study group. Students may rearrange their study hours (at the discretion of the RC) if there are conflicts with students activities (co-curricular, IHSA sport, etc), but the 2 hours must be completed between the hours of 3pm and 10pm on the same day. However, students can only rearrange the 7:00-8:00pm study hour for IHSA sports practices or co-curricular activities. Only the 8:00-9:00pm study hour can be rearranged for clubs or campus events.

After 1st quarter ends, sophomores will not have 7pm-9pm study hours on I-days unless required by their RC. Instead students are expected to use time management skills learned during 1st quarter to complete homework assignments throughout the day. After the second semester begins, Sophomore Class Club may make a request to the Associate Director of Student Life and ADs/ACs for sophomores to be released from study hours for the remainder of the year. If granted, sophomore students in good academic standing will be exempt from study hours as long as they have parent and RC approval. Signing out of study hours is a privilege, not a right. Any student experiencing academic difficulties or those having an established pattern of poor time management may be placed on an individualized study contract or have study hours reinstated. All students should carefully plan their day to set aside quality study time.

## **SUSTAINABLE LIVING**

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

## **HOUSING INFORMATION**

As a state agency, IMSA is not covered by property insurance. All parents are encouraged to consult with



their insurance agent to determine coverage for student belongings on campus. Parents may want to consider special riders for student items. The insurance needs are similar to those in a typical home such as the potential for fire, theft, and natural disaster. IMSA recommends engraving all valuables for identification purposes.

## **ROOM ASSIGNMENTS**

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

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

## **CONSOLIDATION**

Consolidation is the process of pairing up students who do not have a roommate due to their original roommate leaving the Academy. It is our goal to try to consolidate and keep students within the hall but consolidations may happen across campus. The consolidation process typically will occur within two weeks of the former roommate's departure from the Academy. Student moves may be determined by the following methods: mutual agreement, RC facilitated meet and greet, and/or the Housing Coordinator. When a student is assigned to a new room, the decision is final. The student typically will receive a 72 hour notice prior to moving. This period allows each student time to prepare and to receive the new roommate positively. The Associate Director of Student Life and the Housing Coordinator may also assign students to a vacancy in a room without prior notice and the decision is final.

## **DECORATING THE ROOM**

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

No materials or items may be hung from the ceiling or door frames. Students may not directly write, paint or color on any surface of their room; including but not limited to windows, walls and furniture. No furniture may be taken apart (i.e., bed frame must remain connected to the wood frame). All furniture must remain in the room and lounge furnishings may not be removed from the lounge areas. No outside furniture is permitted with the exception of a rolling desk chair and book shelf. Final approval of these two items must be made with the student's RC.

Standard furniture arrangement is as follows:

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

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

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

- Use fire-resistant materials in student room/suites and at social events.
- Do not overload electrical outlets or extension cords.
- Do not place electrical cords under carpet, through doorways or windows, or behind pillows.
- Provide adequate safety lighting at all social events.
- Do not obstruct access to exits and fire extinguishers.
- Natural, live trees are not permitted.
- Decorations may not be hung from ceilings.

## **ROOM AND WING DAMAGE**

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

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

### **Please maintain the room and avoid room damage and the subsequent charges!**

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

Students may also be held responsible for any wing or hall damage that may occur throughout the school year. The Student Life staff will communicate any issues with the wing or hall.

## **APPLIANCES**

Refrigerators are located in each residence hall. In addition, **students may have one refrigerator (under 4.5 cu. ft.) per room (a combo refrigerator/freezer is permitted, deep freezers are not).** Some cooking and baking appliances (toaster ovens, toasters, coffee pots, etc.) will be supplied by the Residence Life staff and must be used in the kitchen areas and not in students' rooms, as they are

serious fire hazards. Hot pots, hot plates, electric kettle, keurigs or other open element appliances are not permitted. Any type of cooking utensils needs approval of the RC before bringing such items to campus. It is imperative while using an appliance in the kitchen area (including the microwave) that students stay in the kitchen area.

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

## **FOOD DELIVERIES**

All students must follow the guidelines to have food delivered to campus. Students must request permission to order with the RC on duty before placing the order:

1. All orders must be delivered at least 30 minutes before the RC office closes. The order cannot be delivered during the check periods.
2. All orders must be placed from the residence hall office. When placing an order, the student's name and office phone number must be given.
3. After ordering, the student must wait in the commons until the food is delivered. The delivery person will knock on the exterior door and the student can let him/her in the commons (under the supervision of an RC) for the transaction. Delivery persons are not to enter the wings.

## **HEALTH AND SAFETY**

Lighters, matches, open flames, previously lit wicks, incense, candle warmers, pets, archery and martial arts equipment, and knives with blades over 3" are not allowed by students. Students shall not possess any weapons or look-alike weapons on campus. This includes, but is not limited to, toy guns (including water guns, Nerf guns), swords, nunchucks, etc. If students need props for educational purposes (i.e. class assignments, plays, video projects), said props will be stored in the hall office and taken home by the parents/guardians after the assignment is completed. Possession of any of these items will result in disciplinary action, room search, and possible legal action.

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

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

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

## **LAUNDRY**

The Academy provides on-campus, card-operated washers and dryers. There is a laundry card machine near the mailroom in the main building and in the commons area of 1504. Each student receives a card at the beginning of their sophomore year and is expected to last the student for the three years. If the card is lost, an additional card can be purchased for \$5 dollars from the Student Life Office. Students are responsible for having the necessary detergent supplies. Broken machines should be reported to the Residence Life staff member on duty. The Academy does not provide linen services.

## **PETS**

Pets are not allowed on campus. Please do not have the family pet visit at any time (even in the car while picking a student up). Students need approval of the Associate Director of Student Life before bringing aquatic or small reptilian pets with a limit of a 20 gallon tank (limit one tank per room). Snakes and poisonous animals are prohibited. The strict guidelines pertaining to this are available upon written request from the Associate Director of Student Life.

## **ROOM/HALL SECURITY**

Students will receive a key to their room and an electronic fob to their hall and wing. Students are expected to use them responsibly. Students should always lock their door when they leave their immediate residential area and take their key, ID card and fob with them. For everyone's protection, if a student loses their keys and fob, they must report these items missing immediately to Security and will have 48 hours to seek a replacement. Students will be charged a processing fee for lost card, keys or fob. Fobs and keys are Academy property and are not to be duplicated or defaced. Fobs and keys cannot be kept as souvenirs and must be returned to the Academy at the conclusion of each school year. Students are responsible for every guest that is let into the room. Students must always allow appropriate Academy personnel to enter their room when requested to do so. Students should never let an unknown person into their hall or the Main Building.

Incidents of theft should be reported as soon as possible to Security and to the Residence Life staff. Students must accept primary responsibility for safeguarding their property and preventing theft. Students are encouraged to label personal items and to engrave valuables. The Security Office will engrave items on request. The Academy encourages parents to list their student's belongings on their home owner's or renter's insurance policy. All students are encouraged to adopt an attitude of "community watch" on campus and to report persons or events that are cause for concern. Propping of wing and hall doors is not permitted without permission from a staff member. It is also recommended that valuables be locked in the wardrobe on a daily basis to avoid theft.

## **TELEPHONES AND CELLULAR PHONES**

Telephones are provided only to be used for on-campus extensions, Security (5042), 911 emergency calls and 1-8xx toll free calls. **The provided telephone must stay plugged into the appropriate port at all times.** A \$50 fine may be assessed if the phone is not plugged in. Misuse or abuse (prank or obscene calls, inappropriate party-lining, keeping oneself and others awake or from studying, etc.) of phones will have consequences and may result in disciplinary action.

Students may use cellular phones while under the jurisdiction of the Academy. The following restrictions apply in the main building:

- All phones must be turned off or kept on silent mode while in the Main Building Monday – Friday between the hours of 8:00am – 4:15pm (including all I-days as they are academic days). This includes taking pictures or recordings with the cellular phone or viewing text while in a classroom. The exception to using a cellular phone in the classroom is with the instructor's approval. The exceptions for using the cellular phone are the following designated areas: a) Commons (Old Café) Area, b) the south end of the Main Building in front of the Main Gym and c) in the hallways towards each of the exits by the Southeast and Southwest entrances. When in use, students must be courteous of activities and daily business of the Academy in the area and use proper phone etiquette. Staff may request students to turn off the cell phone at any time or take the device for a period of time.
- All phones must be turned off or silenced at all times during extra-curricular activities (sports, clubs, student activities, Residence Life programming) unless special written permission is granted by the Executive Director of Student Affairs or designee.

Failure to comply with the above restrictions will result in the confiscation of the phone or other telecommunication device and possible disciplinary action being taken.

## **TELEVISIONS, MONITORS AND GAME CONSOLES**

Televisions and monitors used as televisions for video games or streaming services are not allowed in individual student rooms. Each hall will establish guidelines regarding TV use in the commons and the wing lounges. The guidelines must take into consideration the need to have an environment conducive to study in the halls, comply with the established courtesy hours, and be mutually agreed upon by the students and RCs. Computer monitors should primarily be used for academic purposes and are limited to a size no larger than 22 inches (one monitor is allowed per student). Exceptions must be made in writing by the Associate Director of Student Life or designee. If the presence of the monitor is deemed as a distraction or detriment to a student's success at the Academy, the RC may remove it at any time and hold it until the student or parents can bring it home.

## **HEALTH CARE SERVICES**

IMSA has an on-campus Health Care Services Office staffed by registered nurses from Rush-Copley Medical Center, which is open on weekdays from 7:30am until 4:00pm (Wednesdays open at 6:45am for SIR). The Health Office provides services such as health assessment, first aid, health counseling, administration of medication as prescribed by a physician, and other appropriate therapeutic interventions. If a student obtains prescription medication from an off-campus health care provider, it is the student's responsibility to register and discuss all prescription medication with the nurse following treatment.

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

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

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

### **Procedure for handling student illness:**

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

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

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

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

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

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

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

### **SCHOOL COUNSELOR**

While students will be able to resolve most of the difficulties they experience with the assistance of their RC, parents, friends, or staff members, there may be times when social/emotional issues interfere with the adjustment to the Academy's academic and/or residential program. These issues may include: homesickness, anxiety, depression, inability to concentrate, family crises, stress, relationship difficulties, low self-esteem, and self-destructive behaviors (drug and alcohol abuse, purging, bingeing, self-starvation, self-mutilation, abuse of laxatives). Counselors are available to provide personal counseling to a student struggling with any of these difficulties, as well as consultation to parents and staff. Students may refer themselves to the counselor simply by contacting a counselor for an appointment. Students should sign up during a free period or after school to avoid conflict with class schedules. At other times, a concerned RC, staff member, or parent may refer a student. It is highly recommended that concerns be shared with the student prior to the referral. When appropriate, referrals to professionals outside the Academy may be made in consultation with the student and parent(s).

### **REFERRALS FOR SCHOOL COUNSELOR**

There are a variety of ways a student may be referred to see the counselor. In most situations the student will voluntarily make an appointment or just drop in to the counselor's office. The visit may also be suggested or encouraged by the student's parent, RC, or other IMSA staff member. In other situations the student may be required to see the counselor based on a need or issue observed by the student's RC, teacher, or parent. In such a case, the student must make an appointment to see the counselor as soon as possible, or the counselor may call the student into the office at a specified time. Confidentiality still applies to disclosures made by the student, but the "referral source" (parent, RC, teacher, etc.) will be notified that the student followed through with the appointment. The referral for counseling can occur in a variety of ways. Usually, the counselor will receive an email, phone call, or personal visit from the referral source. They will describe the reason for the referral, personal thoughts or observations, and any specific issues they think the student should address or work on. It is strongly recommended that the

student be talked with regarding the referral so that all parties involved can communicate effectively. However, the “referral source” may be kept confidential if requested.

The counselor (teachers, RC’s, nurse and Student Life Staff) can excuse a student from class in an emergency or crisis situation. The counselors recognize that students may need to miss class for feelings of extreme anxiety, depression, frustration or lack of sleep. Excusing a student from a class under these circumstances can be used as a tool to prevent a crisis from developing down the road. When this occurs, the counselors will assist the student in developing strategies for more effective stress reduction and time management skills. The student will need to return to their room and cannot participate in any extracurricular activities until cleared by the counselor. If a student misses half or more of their classes for the days the student cannot participate in any extra-curricular activities unless written permission is granted by the Executive Director of Student Affairs. For more details, see “Excused Absence.”

### **EXCUSED ABSENCE FROM A COUNSELOR OR RC PROCEDURE**

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

### **CONFIDENTIALITY**

All communications between a student and a counselor are confidential. No disclosure of information shared by the student will be made without the consent of the student. This may include conversations of alcohol or drug use, sexual activity and off-campus doctor recommendations. As defined in the Illinois Mental Health and Developmental Disabilities Code, a student (12 years of age or older) may attend up to 5 sessions with an off-campus counselor without parental consent or parental notification. The code also states that the parent is not responsible for any fees incurred for the visits. The only exception to confidentiality is when the counselor believes that there is clear and imminent danger to the student or others, and must act to protect the safety of the student or another person by taking reasonable action or by informing the appropriate authorities. Counselors, along with all school staff, are mandated by Illinois

law to report any cases of suspected child abuse. It should be noted that parents and school staff do contact the counselors to share their concerns about a student. When contacted, the counselors will discuss a student's progress in general terms, but will not disclose any specific information shared by a student in confidence without the student's permission.

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

The assessment must be completed by a psychiatrist or a registered and certified psychologist who specializes in adolescent treatment. The doctor must provide written recommendations to the student and the counselor. Recommendations may include outpatient counseling, day hospital program, inpatient hospitalization, medications, etc. It is the Academy's expectation that the student follow the doctor's recommendations upon returning to campus. A student may also be placed on medical leave while receiving treatment.

In consultation with the doctor, parents, and student, the IMSA staff will determine whether it is in the student's best interest to return to campus. Prior to returning to campus, a meeting will be held to determine when the student may return and under what conditions. This meeting will include the Executive Director of Student Affairs, the parents, the student, the RC, and the counselor. The Executive Director of Student Affairs will make the final determination.

## **STUDENT ENGAGEMENT AND INVOLVEMENT**

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

### **ATHLETICS AND CO-CURRICULAR ACTIVITIES**

IMSA sponsors a number of interscholastic athletic teams and co-curricular activities. There are currently 18 girls and boys athletic teams sponsored by the Academy, which compete against other high schools during the fall, winter, and spring seasons. IMSA is a member of the Illinois High School Association (IHSA) and Northeastern Athletic Conference (NAC); the majority of the athletic teams compete in this conference. The Academy has numerous board approved co-curricular activities. Please check the IMSA web page under Student Life for a complete listing. Involvement in incidents resulting in formal discipline consequences will impact participation in Board-approved co-curricular activities and athletic contests and games as per the "Contract for Participation in Co-Curricular/Athletic Code".

### **MEETINGS, ASSEMBLIES AND WRITTEN COMMUNICATIONS**

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

### **STUDENT COUNCIL CHARTERED CLUBS**

The Student Council at IMSA charters a limited number of clubs and organizations that are not a part of



the Academy approved co-curricular activities. Groups that have a staff advisor and have filled out the club chartering form can apply for a charter from the Student Council. Student Council charters various cultural, educational, service, and entertainment clubs. All clubs are required to abide by the established club guidelines in the Student Council club guide. Failure to comply with the guidelines could result in the club losing all privileges of a chartered club. Students wishing to create a new organization may obtain the necessary paperwork on-line at [imsa.edu/studco](http://imsa.edu/studco).

## **STUDENT FUND RAISING GUIDELINES**

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

The only approved fund raising groups at IMSA are:

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

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

## **LEADERSHIP EDUCATION**

IMSA provides opportunities to enhance leadership skills for sophomores, juniors and seniors. Sophomores are required to attend Navigation (small group discussions covering transitional issues and guest lecturers on general issues), L.E.A.D. (a student-run leadership program designed to develop servant leadership), the annual Hollister Lecture, and general programming (programs provided by the Residence Affairs staff to implement the residence Affairs curriculum). Juniors are required to attend Consideration in Ethics (CinE) and residential programming as outlined by the RC. Seniors are required to attend residential programming as outlined by the RC. Failure to attend and complete the required events could result in disciplinary action and impact re-invitation status.

## **SERVICE LEARNING**

The Service Learning program provides students with an opportunity to learn about community organizations, the working world, and their role as contributing volunteers. Students must complete 200 service hours to graduate from the Academy. These hours should be completed prior to spring break of senior year. A minimum of 30 hours and a maximum of 125 hours of service learning may be completed internally (campus run programs, tutoring IMSA students, serving as a Residential Student Leader, etc.). A minimum of 75 hours and a maximum of 170 hours of service learning may be completed externally (volunteering at non-profits, tutoring non-IMSA students, mission trips, etc.). Up to 50 hours completed outside the State of Illinois can be counted towards a student's graduation requirement. Students and parents may monitor the student's progress toward the graduation requirement through Powerschool under the "Service Requirements" heading. There are limited possibilities for service in the Aurora area during the academic year. Students are encouraged to find a site in their home community during the summer or school vacation times. Service sites outside of IMSA must be approved by the Service Learning Coordinator through the Service Learning Intent Form. Appropriate placements will include most public service agencies, social service organizations, nonprofit organizations, etc. STUDENTS

## **MAY NOT RECEIVE PAYMENT OR CLASS/INTERNSHIP CREDIT FOR THEIR WORK.**

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

1. The student finds a service opportunity that they are interested in and fills out the Service Learning Intent Form.
2. The student receives approval that their service will be counted towards their graduation requirement and completes their service.
3. After concluding the service, the student must complete the Service Learning Evaluation form in reference to that particular volunteer opportunity.
4. The student submits the evaluation form for review to the Service Learning Coordinator in Student Affairs and the hours are recorded in PowerSchool.

## **SECURITY**

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

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

## **GENERAL SERVICES AND INFORMATION**

### **AUTOMOBILES**

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

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

### **BICYCLES**

Students are allowed to have a bicycle on campus, but the bicycle must be stored in designated areas (behind 1502). Bicycles cannot be stored inside the residence halls.

### **BULLYING**

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

*Definition of Bullying*

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

## **BIAS INCIDENTS**

The Illinois Mathematics and Science Academy values a diverse community where all members are able to participate fully in the IMSA experience. Incidents of bias and hate affecting a person or group create a hostile climate and negative impact the quality of the IMSA experience for community members. IMSA takes such incidents seriously and will investigate and respond to reported or observed incidents of bias while under the jurisdiction of the Academy (See Policy JB- Student Expression). At IMSA, a hate or “bias-related” incident is an act that demonstrates prejudice against the victim’s actual or perceived race, color, gender, sexual orientation, ethnic origin, religion, ability and/or political affiliation.

### **Reporting Bullying and Bias Incidents:**

Students who believe they are, or have been, the victim of bullying, or any student, parent or guardian, who witnesses bullying or has good reason to believe bullying is taking place, should report the situation to anonymously via the LiveSafe app, to a school counselor, Resident Counselor, faculty or staff member immediately. Students who have experienced or witnessed bias behavior, or any student, parent or guardian, or staff member who witnesses a bias incident should report the incident immediately to a school counselor, Resident Counselor or the Director of Equity and Inclusion.

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

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

## **CAFETERIA AND COMMON AREAS OF MAIN BUILDING**

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

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

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

Students who are constantly part of the problem rather than the solution should expect disciplinary consequences. Personal items that are found lying in common areas will be picked up by Academy staff and may be retrieved from the Lost and Found in the Attendance Office.

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

### **CHANGE OF ADDRESS**

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

### **DRESS AND GROOMING**

Dress, grooming, and personal adornments are forms of self-expression. Every student will be assured of the protected right to dress and groom according to personal preference so long as the student's dress and grooming is not disruptive to the educational process, does not constitute a threat to the safety and health of self or others, and is not in violation of an applicable law, statute or ordinance. With this statement in mind, the Academy expects that student apparel will be neat, clean, "in good taste", and dress in a way that reflects the high standards of the Academy. The following requirements apply to all students regardless of gender affiliation:

- Students' attire and their grooming should not be offensive; obscene; represent tobacco, alcohol or drugs; disrupt the school; represent a gang; or endanger other students' health or safety.
- Students' dress should reflect the high standards and formal learning environment of the Academy. Short-shorts and short dresses (above mid-thigh) are examples of dress that are not acceptable for

classrooms, office areas, the cafeteria, and certain public areas. Necklines must be non-revealing. Navels should be covered.

- Pants/shorts should cover undergarments and stay above the hips at all times. Hoodies are allowed, but hood must be down while in the main building.
- Shoes are required in all areas of the campus except in a student's assigned wing. Students should still wear socks or slippers in their wing if they are not wearing shoes.
- Students will dress in clothing including covering arms, legs, and feet when outside in weather 32° or below (with or without wind chill).

Students who are dressed inappropriately will be sent to their room by any staff member to change clothes. The failure to return with appropriate dress will result in disciplinary action.

## **EMPLOYMENT**

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

## **FOOD SERVICE**

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

## **IDENTIFICATION CARD**

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

## **I**

## **IDENTIFICATION AND SERVICES FOR STUDENTS WITH DISABILITIES**

### **GENERAL PROCEDURES**

- A. Public Notice/Child Find IMSA: will notify applicants and annually notify enrolled students and their families of available services for students with disabilities and how to access them. Methods utilized by IMSA may include dissemination of information about IMSA programs and a statement in the Parent/Student Handbook.
- B. Referrals: Referrals for consideration for Section 504 eligibility may result from child find efforts, direct referrals by parents or guardians (hereinafter generically referred to as "parents") or school

personnel, other persons having knowledge of the child, the child, or the State Board of Education. These direct referrals may be made at any time. A referral must be made in writing, dated at the time the request is made, and include the reason for the referral. The referral must be given to IMSA's Coordinator of Academic Support.

C. Evaluation, Determination of Eligibility, and Service Plan: The primary purpose of conducting an individual assessment of a student initially referred for a Section 504 evaluation is to gather information sufficient to permit a group of persons knowledgeable about the child to determine whether the student has a disability within the meaning of Section 504. The evaluation procedures shall be carried out by IMSA in accordance with the requirements of 34C.F.R. Section 104.35. A case study evaluation completed pursuant to 23 Illinois Administrative Code Section 226.535 is one means of meeting this evaluation requirement under Section 504. The evaluation shall be completed within 60 days of the date of referral.

IMSA will convene a Section 504 meeting for a student whose evaluation has been completed. The meeting will be conducted within 60 school days of the date of referral for consideration of Section 504 eligibility. The meeting will involve a group of persons knowledgeable about the child, including the child's parents. The team may include the child's teacher, members of the evaluation team, the Coordinator of Academic Support, and parents. Notice of the Section 504 conference shall be sent to all participants at least 10 calendar days prior to the conference, unless the meeting can be arranged around the parent's availability.

The team will be responsible for making the determination of eligibility under Section 504 and determining what services and/or accommodations, if any, are needed to meet the child's needs as they relate to the educational setting. The team chair will complete a conference summary form documenting the evaluation findings, eligibility, and, as necessary, the educational services/accommodations to be provided. The conference summary will become a part of the student's temporary record and the parents will be given a copy. Recommendations made at the Section 504 conference shall be made by consensus of the participating staff.

If it is determined that the student is not disabled under Section 504 and will not be receiving any special services or accommodations, a written notice of the findings shall be provided to the parents, as well as notice of their right to request an impartial hearing to contest this determination. (See the following section on grievance procedures.) If a student is determined to be eligible for services under Section 504, the conference summary will also serve as the Education Plan by describing the necessary educational services and/or reasonable accommodations to be made. The services and reasonable accommodations described shall be based on a composite understanding of the student's characteristics and how the physical or mental condition substantially limits one or more major life activities. The services/accommodations may be provided within the regular education program and be of a consultative/monitoring nature. Direct services may include, but are not limited to, modification of the standard curriculum, alternative teaching techniques, adapted materials, adapted classroom environment, alternative/individualized assignments, and/or a behavior management system.

D. Annual Review: On an annual basis, a group of persons knowledgeable about the child will review the Education Plan to determine continued eligibility and whether the same type and intensity of services are to be continued.

E. Reevaluation: A reevaluation of each Section 504-eligible child is conducted every three (3) years or more frequently if conditions warrant. A notice and consent form will be sent to the student's parents or guardians prior to initiating any reevaluation. No reevaluation shall be conducted without the prior written consent of the student's parents or guardians. The reevaluation will include a review of the components of the most recent evaluation.

F. Termination of Services: A meeting with a group of persons knowledgeable about the student shall recommend the termination of special services provided to a student if it is determined, after an evaluation and a review of all pertinent information, that (1) the student no longer requires any

specialized services to meet the identified needs, (2) the student no longer requires any special accommodations within the regular classroom, or (3) the student can be appropriately educated in a regular classroom environment without special services or reasonable accommodations.

G. Parents' Right to Notice, Records Review, and Representation Written notice will be sent 10 calendar days prior to the suggested date for any conference convened in accordance with the foregoing provisions. The student's parents have a right to review their child's records and have the right to legal representation at such conferences.

## **GRIEVANCE PROCEDURES**

### **A. Complaint**

1. If a student's parents disagree with the identification, evaluation, or educational placement of the student, they have a right under Section 504 to file a complaint with IMSA's Education Plan Coordinator. The complaint must be a written statement of the specific facts and/or perceived wrongful act to be investigated. If a person who is unable to write wishes to file a complaint, assistance may be obtained by contacting the Education Plan Coordinator.
2. The Education Plan Coordinator shall promptly investigate the complaint. The Coordinator shall make all reasonable efforts, including but not limited to convening a conference with the parents to discuss the complaint and the results of the investigation, to resolve the matter informally.

### **B. Hearing**

1. In the event the complaint cannot be resolved informally, the Education Plan Coordinator will advise the parents of their right to an impartial hearing and to legal representation at that hearing. The following complaint procedures will be adhered to:
  - a. The request for an impartial hearing shall be submitted in writing to the Education Plan Coordinator. If a parent is unable to write and no designated agent is available, the parent can receive assistance in filing his or her hearing request by contacting the Education Plan Coordinator.
  - b. Within five (5) calendar days of receipt of the written request for a hearing, the Education Plan Coordinator shall provide the parent with a list of impartial hearing officers. The parent shall indicate his or her first three choices of hearing officers in order of preference and return the list with preferences indicated to the Education Plan Coordinator.
  - c. Upon return of the list, the Education Plan Coordinator shall contract with the hearing officer for the purpose of hearing the case. The Education Plan Coordinator shall promptly notify the first-choice hearing officer of the pending case. In the event that the first-choice hearing officer cannot hear the case, the second-choice officer shall be contacted. In the event that the second-choice officer cannot hear the case, the Education Plan Coordinator shall contact the parent's third-choice officer. If none of the officers contacted can hear the case, the parent will be asked to select/prioritize three additional hearing officers from another list which will be mailed within five (5) calendar days of the notice of decline from the third-choice hearing officer.
  - d. The hearing shall be scheduled by the hearing officer within fifteen (15) calendar days of the hearing officer's receipt of the written notice of selection from the Education Plan Coordinator.
  - e. IMSA and the parent shall have the right to present evidence relevant to the issue(s) raised by the parent. The parties shall have the right to be represented at the hearing by legal counsel. The hearing officer shall ensure that a verbatim record of the hearing is made, either by tape recording or by a court reporter, at no cost to the parent.
  - f. The hearing officer shall limit the decision to the issue(s) presented by the parent or IMSA in the written request for a hearing. The hearing officer's decision must be written and shall include a



summary of the evidence, the reasons for the decision, an order with respect to the remedial steps or actions, if any, to be taken by IMSA, and the procedures, if any, necessary to ensure timely compliance with the order within thirty (30) calendar days unless exceptional circumstances exist which, in the hearing officer's judgment, warrant delay in implementation.

- g. The hearing officer's decision shall be made within ten (10) calendar days following the conclusion of the hearing. The hearing officer shall send a copy of the decision by certified mail to the parent and the Education Plan Coordinator.

#### C. Review

1. If either party remains aggrieved following the hearing officer's decision, they may request a review (appeal) as follows:
  - a. The request for review of the decision must be in writing and filed by mail or personal service with the President no later than thirty (30) calendar days after the date of the hearing officer's decision.
  - b. Within five (5) calendar days of receipt by the President of the request for review, the President shall transmit to the requesting party a list of five review officers. The requesting party shall select a review officer in accordance with the procedure described in Paragraph 3 above.
  - c. The President shall transmit the entire file (i.e., the original complaint and hearing request, record of the hearing, records and documents, etc.) to the review officer promptly upon his/her selection.
  - d. If oral argument is not requested, the review officer will review the entire record and render a written decision within ten (10) school days of receipt of the record. If oral argument is requested, and at the review officer's discretion, oral argument may be scheduled at which both parties may be represented by counsel. A decision shall be rendered in accordance with the procedures set forth in Paragraphs 3(f) and (g) above.

D. The Review Officer's decision is final.

### **LOST AND FOUND**

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

### **MAIL DELIVERY**

Students can receive mail directly to IMSA's campus. All mail is received at the Main building and is distributed to the residence halls on a daily basis. Students can pick up their mail in the RC office after 3:30pm. Packaged deliveries (on-line orders) can be picked up in mail room Monday-Friday 12:30pm-1:30pm and 3:30pm-4:30pm.

Mail should be addressed to:

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

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

### **NOTIFICATION OF RIGHTS UNDER FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of



age (“eligible students”) certain rights with respect to the student’s educational records. They are:

1. The right to inspect and review the student’s educational records within 45 days or the day the Academy received a request for access. Parents or eligible students should submit to the Registrar/Records Office a written request that identifies the record(s) they wish to inspect. The Registrar will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s educational records that the parent or eligible student believes are inaccurate or misleading.

If the Academy decides not to amend the record as requested by the parent or eligible student, the Academy will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent is disclosure to school officials with legitimate interests. A school official is a person employed by the Academy as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Academy Board; a person or company with whom the Academy has contracted to perform a special task (such as a attorney, auditor, medical consultant, or therapist).

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the Academy discloses education records without consent to officials of another school (either secondary or post secondary) in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Academy complies with the requirements of FERPA.

## **OFF-LIMIT AREAS**

Students are expected to stay out of areas on campus designated as “off-limits”. This is especially important in areas affected by construction and special security-related needs or concerns. Any locked or otherwise secured area is “off-limits” during that secured time frame. The A-wing of the main building is closed on Saturdays and Sundays unless a program is approved through the Coordinator of Facilities. The B-156 area is also considered off-limits to unsupervised students.

All “enclosed” areas in any building need adult supervision during student use. It should also be noted that one should use good judgment and common sense regarding certain areas that though not marked are indeed “off-limits”. Such areas include, but are not limited to building roofs, crawl space above ceiling tiles and areas that are not lighted during evening hours such as the pond, behind the “hill” and the athletic fields. Disciplinary action will be taken if an infraction occurs.

## **PHOTOCOPIERS**

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

## **PRIVACY, SEARCH AND SEIZURE**

A student’s right to privacy is respected at the Academy. However, the right to privacy is twofold. The

Academy has a responsibility to maintain standards of behavior that are reflected in Academy regulations, policies and local, state and federal statutes.

The Executive Director of Student Affairs, the Associate Director of Student Affairs, the Chief of Security, or the Principal may authorize entry to search a student's property as well as Academy lockers, desks, or other property, including a student's room or computer hard drive when such entry and search is deemed justified. Such entry and search can be made in the presence of the student or students involved provided the students could be located in a timely fashion. The student does not need to be present in order for the search to be conducted. If the student or students cannot be located, another Academy official will accompany the person authorized to conduct the search. Persons conducting the entry and search will not enter a student's room without first knocking on the door and identifying themselves. Every effort will be made to have at least one staff member of the same gender during a room search. In the event that they are not admitted, a key will be used to gain entrance.

However, it should be noted that an Academy official may enter any Academy premises or search Academy property at any time under legal compulsion or when the safety of persons or property is involved. Once the search is completed, the persons conducting the search are expected to leave the room in an orderly condition, pending the original condition of the room. If contraband, items used in criminal acts, items not permitted on campus, or stolen property is found during the search, they will be confiscated and a written receipt will be given to the room's occupants. If the occupants are not in the room during the search, a receipt will be left in a prominent, easily visible place. Both occupants shall take equal responsibility for any items or incidents found in the room, unless it is determined that one roommate has taken sole responsibility for all of the items or incidents. Both occupants are also held responsible for their guests and their guests items. Should local, state or federal law enforcement officers present a duly authorized warrant or when such officials have determined that circumstances exist which justify a warrantless search, the Academy will cooperate in allowing such search. An Academy official will be present during the search unless otherwise ordered by the officers.

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

### **PUBLIC DISPLAYS OF AFFECTION**

Public displays of affection are not permitted, as it is embarrassing to students and staff members. Failure to stop following a reasonable request of a staff member will result in appropriate disciplinary action.

### **RADIO, CD, MP3, PHONES**

The use of radios, compact disc players, mp3 players, and/or phones in the Academic building is only permitted if using headphones. Such items may be used without headphones in other areas of the Academic building if a faculty or staff member has granted written approval.

### **RECREATIONAL AREAS**

Supervised recreational areas are available during posted times throughout the week. These areas include the Student Union, the pool, and the gym/fitness center. However, it is possible that on certain days, due to scheduling, one or more of these areas may not be open. These areas cannot be used without an adult supervisor present, unless otherwise noted.

#### ***Gym/Fitness Center***

IMSA has a fitness center that offers students a chance to use exercise bikes, free weights, tumbling

mats, and other health related equipment. Adult supervision is required whenever a student is using the Fitness Center.

### ***Student Union***

The Student Union offers a wide range of activities for students to enjoy. The Union contains ping pong tables, a dance floor space, a TV with HDMI capabilities.

### ***Swimming Pool***

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

## **REMOTE CONTROLLED AERIAL DEVICE**

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

## **SKATEBOARDING/IN-LINE SKATING**

The following guidelines have been developed in an attempt to allow students the ability to skate on campus in a safe and appropriate manner. Failure to comply with these guidelines will result in a loss of skating privileges.

- Students must wear proper protective equipment; helmet, elbow, and kneepads while skateboarding.
- Skateboarding on ramps or jumping onto or off of anything larger than a curb or approximately six (6) inches in height is prohibited. All areas are prohibited except for: sidewalks, cement basketball courts, cement pad south of the pond and parking lots when used with cones.
- Visitors and guests are not allowed to skateboard/in-line skate on IMSA property.

## **STORAGE FACILITIES**

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

## **STUDENT-INITIATED PUBLICATIONS**

Students interested in publishing/distributing publications not sponsored or approved by an Academy staff member must consult with the Executive Director of Student Affairs or designee before doing so.

## **TRANSPORTATION**

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

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

## **UNSCHEDULED TIME**

During the school day, students may experience some unscheduled time in addition to the lunch period. This unscheduled time will allow students the opportunity to utilize the Information Resource Center, Student Union, Titan Café, 1508 lounge, receive instructional assistance from available staff members, or the Writing Center. Unscheduled time allows students to become increasingly responsible for managing their time effectively. Students who are unable to handle unscheduled time in a reasonable manner may be assigned to a supervised area.

## **VENDING MACHINES**

Vending machines are located in each hall and in the Main building. Problems with these should be reported to the RC (hall machines) or Student Life Office (Main building machines).

## **WORSHIP SERVICES/OBSERVATIONS**

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

## **BOARD OF TRUSTEES ADOPTED STUDENT POLICIES**

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

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

## **POLICY JG - STUDENT DISCIPLINE**

The Discipline Policy is one mechanism which helps enhance the safety and welfare of each member of the Academy and is written to articulate clear boundaries for student behavior.

When students display irresponsible behavior, they will be subject to disciplinary action. Depending upon the degree of irresponsibility students may receive penalties ranging from the limitation of social privileges to dismissal from the Academy. When disciplinary violations occur, the staff and faculty incorporate restorative justice practices when possible while balancing the privacy of all students involved. Students who engage in gross misconduct, multiple violations in one incident, or a pattern of violations likely will be dismissed from the Academy.

## **Code of Conduct**

The Academy expects students to conduct themselves responsibly, to accept personal responsibility for their own actions, and to contribute to the well-being of the community. Each student is expected:

- To respect the rights of every student, staff, and visitor to the Academy.
- To respect all staff members' authority to maintain reasonable behavior while under the

- jurisdiction of the Academy.
- To not say or write any defamatory, vulgar, rude or obscene remarks, make statements damaging to others, or statements that are harassing to others.
- To be on time and present in all assigned classes and activities with required materials.
- To act with integrity and honesty at all times.
- To behave in ways that do not interfere with the education of others, and which do not interfere with the educational process of the Academy.
- To know and follow the applicable policies and expectations of the Academy as set forth in the Student/Parent Handbook and by Academy staff.
- To obey all federal, state, and local laws or ordinances on Academy property or while under the jurisdiction of the Academy.
- To respect and appropriately use Academy property and resources.

### **Discipline Violations**

In taking disciplinary action, staff members will exercise their professional judgment, observe all applicable laws and Academy policies, and demonstrate a fair and just attitude toward all students. Corporal punishment as a response to the misconduct of a student is expressly prohibited. This does not preclude the use of physical restraint to the extent necessary to protect the student or others from bodily injury or the destruction of property.

There are three tiers of discipline, each with appropriate sanctions. Specific misbehavior is categorized into each tier, depending upon its seriousness and/or repetitiveness. Students are advised that law enforcement agencies may be notified of student misconduct. For certain violations, including drug/alcohol and weapons violations, it is a legal requirement that the Academy notify law enforcement agencies in compliance with the Drug Free Schools Act and the Weapons Free School Act. However, failure of law enforcement authorities to take any specific action will not preclude the imposition of discipline in accordance with the Code of Conduct or other applicable policies.

### **Tier I**

Tier I violations are the incidents that impinge on the daily function of Academy life.

#### **Examples of Tier I Infractions include but are not limited to:**

- Violations of Residential Expectations

Examples – late for check; failure to complete housekeeping (room inspections, wing and hall responsibilities); quiet hours; in-room (but still remaining within the hall); sign-out (failure to follow proper sign out procedures); study hours; unauthorized pets (except small fish); intervisitation guidelines (permission was granted); breach of visitation regulations for off-campus guests.

- Private Access Areas/Safety

Examples – Propping of doors without permission; providing student keys or FOB to another person; unauthorized possession of student keys or FOB; safety procedures in the labs or on field trips.

- Inappropriate Behavior

Examples – Public display of affection; behavior or language that is disrespectful; dress (shoes not worn in the main building, clothing that is a distraction to the learning environment); wearing of clothing or displaying materials that promote/advertise tobacco, alcohol, other illegal/inappropriate chemical substances or sexually suggestive content; cellular phone usage within the main building (see phone use guidelines); taking unauthorized food from the cafeteria (taking more food than can reasonably be consumed at meal time by a person); leaving food, trays, and /or utensils on tables in the cafeteria, use of another student ID for meals or checking out books.

- **Intentional Misuse of Academy Property**

Examples – Violation of the Information Technology Systems (ITS) policies (except for violations listed in Tier II and Tier III); intentional misuse of Academy equipment (e.g. telephone, cable TV system, cafeteria utensils and dishes, furniture).

**Sanctions may include but not limited to:**

- Verbal warning;
- Work assignment;
- Loss of cellular phone, IMSA computer account;
- Loss of residential privileges (e.g. off-campus sign-out, intervisitation, in-room extension, adjust study hours, ordering food, overnight guests, attendance at or participation in extra-curricular activities such as dances or clubs, athletic activities or events);

For Tier I infractions, the student will have no right to a formal hearing, no right to a detailed written summary of charges and no right to an appeal hearing.

**Procedures**

Tier I violations can be addressed and handled by any Academy Personnel. The individual staff member will verbally notify the student of the violation, allow the student an opportunity to provide an explanation and inform the student of the consequences. The staff member may request assistance from a member of the Student Life office.

Parents will be notified of the sanction if the length of the sanction is for more than one day.

Repeat offenses for the same infraction could move the incident to Tier II-A.

**Tier II**

Tier II infractions are incidents that are harmful to oneself and/or others, which involve a disregard of the Code of Conduct.

Examples of Tier II infractions include but are not limited to:

**II-A**

- Knowingly furnishing false information or lying to a staff member;
- Submitting a false report;
- Engagement in academic dishonesty including, but not limited to plagiarism, copying someone else's work, giving or receiving help during an examination, obtaining copies of tests or scoring devices prior to an examination – first violation. Reference "Academic Behavior Code" in the handbook;
- Unauthorized use of student keys or FOBS;
- Breach of curfew (outside of building due to reporting late for curfew check);
- Unauthorized possession of lighters and matches;
- Physical altercation (included but not limited to rough-housing, scuffle, horse-play);
- Viewing or possession of pornographic material (electronic and/or hardcopy);
- 
- Unauthorized possession or use of automobiles while under the jurisdiction of the Academy;
- Theft of, or damage to, State or personal property (including electronic)
- Refusal or failure to comply with the reasonable instructions or directives of any Academy personnel in the performance of his/her duties;
- Unauthorized possession of souvenir paraphernalia (corn pipe, lighter still in package, decorative shot glass);
- Repeated Tier I infractions as set forth in Tier I section (per semester).

**II-B**

- Breach of curfew (leaving and outside the residential hall after check without permission);
- Propping of exterior entrance doors without permission;
- Violation of intervisitation guidelines without permission;
- Knowingly leaving campus without permission;
- Knowingly allowing any unauthorized individuals into any Academy building (unauthorized means any person not immediately related or designated as a guardian to that student);
- Speech or action clearly inciting immediate physical violence;
- Tampering with or covering the smoke detector;
- Theft of, or damage to, State or personal property;
- Purchase, use/possession, distribution of tobacco, or smoking materials on Academy property or at any Academy activity or while under the jurisdiction of the Academy;
- Attempted, actual break-in, or unauthorized entry into Academy buildings, offices, or off-limit areas;
- Association with situation involving alcohol, tobacco or drugs (not drinking or using but is part of the gathering);
- Multiple (3 or more) violations of any Tier II-A infractions during one incident;
- Second violation (cumulative over three years) of engagement in academic dishonesty including, but not limited to plagiarism, copying someone else's work, giving or receiving help during an examination, obtaining copies of tests or scoring devices prior to an examination. Reference "Academic Behavior Code" in the handbook;
- Second Tier II-A infraction (per year).

## II-C

- Use/possession of alcohol, other illegal/inappropriate chemical substances or paraphernalia for drug use;
- Second violation of purchase, use/possession, distribution of tobacco, or smoking materials or drug use (See Chemical Possession and Use Policy for details); Academy property or at any Academy activity or while under the jurisdiction of the Academy;
  - Violation of the Information Technology Systems (ITS) Policy (specifically: use of any information technology resource to threaten or harass others; cyberbullying; vandalize or otherwise abuse Academy owned equipment; operate any publicly available services on any information technology resources, Academy-owned or otherwise, without prior written approval of the IMSA C.I.O.; access a staff's account, private files or email without prior permissions from the owner);
  - Theft of, or damage to, State or personal property;
  - Participation in gang activity;
  - Unauthorized possession of staff keys;
  - Knowingly making or distributing any false or disruptive rumor, information or report, to another individual(s) through word of mouth, written or electronic material, that is demeaning, threatening or harassing related to a person's or persons' race, gender, sexual activity or orientation, ethnic origin, religion, or disability;
  - Malicious or harmful pranks (e.g.. including but not limited to bullying, participating in or encouraging hazing, initiation acts);
  - Consensual sexual intimacy with another person including, but not limited to disrobing, petting, or intercourse while under the jurisdiction of the Academy;
  - Third Tier II-A infraction or second Tier II-B (per year).

### **Sanctions will include but are not limited to:**

- Tier II-A: Mandatory Formal meeting with student, (optional for parents) and Associate Director of Student Affairs or designee, possible 1 academic day suspension, or possible Tier I sanctions.

- Tier II-B: 3 academic day suspension and possible Tier I sanctions.
- Tier II-C: 5 academic day suspension and possible Tier I sanctions.
- Suspension (or a combination of suspensions with a maximum of 10 academic days).
- NOTE: for Chemical Use Policy infraction – if a student transports alcohol or drugs onto campus, an additional two academic day suspension will be added to the initial sanction.
- A combination of Suspension, Tier I sanction and/or restitution.

## **Suspension**

Suspension means the physical removal of the student from the Academy for a specified period of time (Out of School Suspension or OSS) or the student may attend day classes, but must be in their residence hall from 4:30pm – 10:00pm and cannot participate in any extra-curricular activities (In-School Suspension or ISS). During an In-School Suspension, students will be allowed a dinner break. A record of the suspension will be kept on file in the student’s temporary working file (located in the Student Life Office) for the remainder of the time the student is at the Academy.

The purpose of suspension, in addition to a consequence for the behavior, is to provide time for the student, with help from parents, to reflect and learn from the incident, and learn from the experience so that future disciplinary conferences will be unnecessary.

The Principal, the Executive Director of Student Affairs, and the Associate Director of Student Affairs or their designees are authorized to suspend students from the Academy and all Academy functions for a specified period of time.

## **TIER II Procedures**

The Principal, the Executive Director of Student Affairs, and the Associate Director of Student Affairs or their designees serve as hearing officers and are authorized to implement formal discipline consequences.

### **The discipline procedures for all Tier II violations are as follows:**

- A. When a Tier II incident is suspected, the staff member involved must document the incident and notify the parents. The incident report will be forwarded to the Associate Director of Student Affairs, who is the primary Hearing Officer. Parents will be notified of the hearing and given the opportunity to attend in person or by conference call.
- B. In circumstances when a student’s presence on campus poses a danger to self, others or to property, or poses an on-going threat or disruption to the Academy, the student will immediately be suspended from the Academy. In such cases, the hearing will follow as soon as possible.
- C. At the hearing, the student will be provided a written description of the incident. The student will be presented with the evidence and an explanation of the charges and be given an opportunity to respond to those charges. The Hearing Officer may meet with other students involved after the hearing, at the Hearing Officer’s discretion, to ensure a thorough investigation is conducted.
- D. The decision will be communicated by telephone to the student and parents/guardian within three (3) business days of the completion of the Hearing Officer’s investigation and electronically by a delivery system that ensures receipt. The written report will contain a full statement of the reasons for the consequences given and will reference the student and/or parents/guardian right to appeal a determination of suspension.
- E. The student and/or parents/guardian may request an opportunity to appeal the decision of suspension only to the Executive Director of Student Affairs or designee. The purpose of the appeal hearing is to:
  1. Determine whether the investigation verified the violation;
  2. Determine whether the consequences are appropriate for the violation.

Appeals must be filed within two (2) business days of receipt of the written notification of the



suspension. The appeal hearing will be conducted by a committee chaired by the Executive Director of Student Affairs or designee, which includes the student's College and Academic Counselor, Resident Counselor or other staff determined necessary based on the nature of the violation. The Executive Director of Student Affairs or designee will make the decision with input from the committee members. At the hearing, the parents/guardian of the student, together with the student, may appear and discuss the consequences with the committee. An intentional absence from the scheduled conference of the person requesting the appeal constitutes a waiver of appeal. Within three (3) business days after the conference, the Executive Director of Student Affairs or designee will render a decision on the appeal. The Executive Director of Student Affairs or designee may uphold, modify, over-rule or craft a new consequence. The Executive Director of Student Affairs or designee will determine whether the consequences remain in effect or are postponed until after the appeal is heard.

- F. Students are expected to complete all course work (exams, papers, readings, projects) and are responsible for course content while on suspension. However, students are not allowed make-up privileges for in-class work including, but not limited to laboratory experiences, impromptu quizzes or in-class assignments that occur and are completed while they are on suspension.
- G. If the suspension is overruled, any information about the suspension will be removed from the student's records, the student will be allowed to make up all class work within a reasonable time, and the Academy will provide reasonable help necessary for the student to make up the academic work missed.

### **Tier III**

Tier III infractions endanger the welfare of the student and/or other members of the Academy community. Examples of Tier III infractions include but are not limited to:

#### **Infractions**

- Multiple (3 or more) violations of any Tier II-B or II-C infractions during one incident;
- Second violation of purchase, use/possession, sale distribution of alcohol, other illegal/inappropriate chemical substances, or paraphernalia for drug use;
- Third violation of purchase, use/possession, sale distribution of tobacco, or smoking materials on Academy property or at any Academy activity or while under the jurisdiction of the Academy;
- Third violation (cumulative over three years) of engagement in academic dishonesty;
- Theft of, or damage to, State or personal property;
- Sale/distribution or intent to sell/distribute alcohol, other illegal chemical substances or drug paraphernalia while under the jurisdiction of the Academy;
- Tampering with fire, safety and security alarms and/or equipment (including but not limited to deactivating the system);
- Sexual assault or aggravated physical assault;
- Knowingly making a false alarm (e.g. fire, bomb threat);
- Violation of the "Acceptable Use Policy for IMSA IT Resources" (specifically: repeated violations; circumvent user authentication or security of any system on the IMSA network, or attempt to "hack" into any system to gain unauthorized access);
- Forgery and/or alteration of Academy documents (e.g. grades, transcripts, etc.);
- Sale, possession or use of weapons, including but not limited to firearms, ammunition, knives, chains, chemical sprays, explosives, fireworks, martial arts weapons, look alike weapons, or other objects used as a weapon;
- Unauthorized possession or use of lab-type chemicals or substances, noxious substances, flammable liquids or accelerants;
- Unauthorized possession and use of staff keys;

- Fourth Tier II-A, third Tier II-B or second Tier II-C infractions during the course of a school year.

### **Sanctions**

- Suspension for 10 academic days AND
- Dismissal Hearing
- A possible designation of egregious behavior (See Policy JO-Student Records).

### **TIER III Procedures (Dismissal)**

Dismissal by the Principal means the permanent termination of the student's attendance at the Academy. Only the Principal or designee may dismiss students and will do so only in accordance with the following procedures:

- When a Tier III incident is suspected, the staff member involved must document the incident. The Associate Director of Student Affairs is the primary Hearing Officer. Parents will be notified of the hearing and given the opportunity to attend in person or by conference call.
- In circumstances when a student's presence on campus poses a danger to self, others, property or disruption to the educational process, the student may be immediately suspended from the Academy. In such cases, the hearing will follow as soon as possible.
- At the hearing, the student will be provided a written description of the incident. The student will be presented with and receive copies of the evidence and given an opportunity to respond to the evidence. The Hearing Officer may meet with other students involved after the hearing, at the Hearing Officer's discretion, to ensure that a thorough investigation is conducted.
- After careful evaluation, the Hearing Officer will determine if a Tier III infraction has occurred. The Hearing Officer will make a determination within one business day of completion of the investigation. If a Tier III violation has been determined, it will immediately be forwarded to the Principal for a dismissal hearing, with oral and written notification provided to the student and parents. Along with such notification, the student and parents will receive copies of the documents presented at the hearing, unless they have been previously provided. The dismissal hearing must be scheduled by the parents within three business days of oral notification to the parents of the Hearing Officer's determination. The dismissal hearing will take place no more than seven days after the notification of the Hearing Officer's determination unless the parents request additional time.
- The student will be provided written notice of the charges in a dismissal hearing with the Dismissal Committee chaired by the Principal or designee. The student will be given an explanation of the evidence and an opportunity to respond to those charges. At the hearing, the student:
  - Has the right to a legal counsel at the student's own expense;
  - Has the right to make a statement or present witnesses;
  - Has the right to review and receive copies of any documents being used as part of the decision for dismissal. (The right to review documents is subject to the Academy's responsibility to delete any material protected by the Illinois School Student Records Act.)
- During the time that the dismissal process is taking place, the student will be suspended.
- The Dismissal Committee will consist of the Principal (or designee), the College and Academic Counselor, the Resident Counselor, and one faculty member. Committee members will be selected by the Principal for each individual hearing. The faculty member will be one of the student's instructors.
- The Principal or designee will make the decision based on the infractions cited, the documents and information provided during the hearing and input from the committee members and other staff determined necessary based on the nature of the violation. Only the following persons may attend the hearing: The student, parents/guardian and/or legal counsel; witnesses; Principal, other Academy

personnel deemed appropriate by the Principal, and Academy legal counsel. Officials of the Academy or its legal counsel, the student, legal counsel, and/or parents/guardian, and the Principal have the right to question witnesses. No student testimony will be used as the sole evidence against another student in a dismissal hearing.

- I. The Principal will inform the student and parents of the decision within three business days of the hearing. If the Principal elects to dismiss the student, the Principal will notify the student and parents/guardian by a delivery system that ensures receipt within three business days after the decision is made.
- J. The student and/or parents/guardian may appeal the Principal's decision to the Board of Trustees of the Academy by filing a written request to the Board of Trustees wherein they request to appear before the Board of Trustees or its designee. The written request must be made within two business days of receiving notice of the Principal's decision. Upon receipt of an appeal, the Chairman of the Board of Trustees will designate a hearing examiner to review the appeal on the Board's behalf. In this case, the hearing examiner will set a time and place for the appeal. The student and parents/guardian, and legal counsel, if applicable, will be notified of the time and place for the appeal. An intentional absence from the scheduled appeal meeting of the person requesting the appeal constitutes a waiver of appeal.
- K. The appeal before the designated hearing examiner will be limited to the student, parents/guardian and/or legal counsel making whatever statement they choose. The student, parents/guardian and/or legal counsel will have no right to present witnesses or cross-examine witnesses or Academy personnel. The Principal or designee will present all the documentation taken into consideration in determining the dismissal decision to the hearing examiner, who may seek additional input in deliberations from Academy staff. If the hearing examiner receives such additional input, the student, parents/guardian and/or legal counsel will be provided a timely opportunity to respond to such input. If new charges or evidence are found before the Dismissal Appeals Hearing, the information will immediately be given to the student and the Dismissal Committee to review and act on in accordance with those sections applicable to the dismissal process, starting with section E.
- L. Appeals of other consequences imposed at the time of the recommendation of dismissal will be considered by the hearing examiner in conjunction with hearing the appeal on dismissal.
- M. The decision of the hearing examiner is final.
- N. In the event that the dismissal and preceding suspension are reversed entirely, the student will be allowed a reasonable time to make up academic work and the Academy will provide the student with reasonable help to make up work missed. If reversed, information will be removed from the student's permanent record. If the dismissal is changed to a lower consequence, the student will have make-up privileges as specified in item F of Tier II procedures.

### **Implementation of Student Discipline Policy**

The Principal will ensure the implementation of this policy, and may promulgate such rules and guidelines necessary to implement such procedures.

Approved: December 10, 1990  
Amended: July 29, 1991  
Amended: March 20, 1995  
Amended: September 10, 1996  
Amended: March 16, 1999  
Amended: July 27, 2005  
Amended: July 26, 2006  
Amended: March 14, 2007  
Amended: July 14, 2010  
Amended: April 11, 2012  
Amended: July 9, 2014

## **POLICY JGDA – CHEMICAL POSSESSION AND USE**

The following minimum consequences regarding chemical possession and use by IMSA students will be imposed with the sole intent of providing a healthier and safer school environment for our students. Chemical use violations will accumulate throughout a student’s three years at the Academy. Additional sanctions may be imposed by the sponsor/coach regarding participation in extra-curricular activities

### **ALCOHOL/DRUG**

“*Use*” means consumption or ingestion of any amount, or being under the influence of alcohol, other illegal/inappropriate chemical substances while on Academy property, at an Academy activity, or under the jurisdiction of the Academy.

“*Alcohol, Other Illegal, Inappropriate Chemical Substances*” includes but not limited to all alcoholic liquor; all controlled substances under the Controlled Substance Act except when prescribed for the student by a licensed physician; cannabis under the Cannabis Control Act; any “look-alike” substance; inhalants and mood altering chemicals.

“*Possession*” includes the use of the student’s person, clothing, backpacks and supplies, lockers, desks, or other Academy property including the student’s room for the storage of illegal/inappropriate chemical substances. The production of or attempted production of alcohol or illegal/inappropriate chemical substances is also considered possession.

“*Paraphernalia*” includes: empty alcohol bottles or cans, and drug articles including pipes, papers, or other materials used for drug use, storage or disguising use.

Each of the following individual infractions: use, possession of alcohol, other illegal/inappropriate chemical substances, or paraphernalia for drug use, will, at the minimum, result in the following sanctions:

#### *1<sup>st</sup> Offense*

- Five academic day suspension.
- A drug/alcohol assessment.
- The family must contact the Academy’s School Counselor to arrange the assessment.
- The family must sign a release allowing the assessor, the Academy Hearing Officer and the School Counselor to exchange information regarding the incident and subsequent assessment. Results from the drug testing and assessment must be provided.
- The family must complete the assessment prior to returning to the Academy. Parents/students are responsible for the cost of any recommendations made following the assessment.
- The family must work in cooperation with the School Counselor to follow through with all of the recommendations of the assessment.
- The student must complete the assessment and subsequent follow-up. Failure to do so will result in a dismissal hearing.

The transportation of alcohol, other illegal/inappropriate chemical substances, or paraphernalia for drug use on Academy grounds or at Academy activities or while under the Academy’s jurisdiction will compound the use/possession offense and will result in an additional two academic day suspension.

#### *2<sup>nd</sup> Offense*

- Ten academic day suspension and dismissal hearing.

## **PRESCRIPTION MEDICATION**

The use or possession of psychotherapeutic and/or central nervous system effector medications prescribed to the student on school property or at any school activity, outside the Health Office or RC office of that student's hall, is prohibited. Psychotherapeutic and/or central nervous system effector prescription medications must be delivered to the Health Office for control and distribution to the student. Failure to comply will result in the following minimum sanctions:

*"Use"* means consumption or ingestion of any amount, or being under the influence of prescription medications while on Academy property, at an Academy activity, or under the jurisdiction of the Academy.

*"Possession"* includes the use of the student's person, clothing, backpack, locker, desk or other Academy property including the student's room for the storage of prescription medications.

*1<sup>st</sup> Offense*

- Three day academic suspension.
- Loss of senior privileges if applicable.

*2<sup>nd</sup> Offense*

- Five academic day suspension.

*3<sup>rd</sup> Offense*

- Ten day academic suspension and dismissal hearing.

## **TOBACCO**

The purchase, use/possession, sale, distribution of tobacco, or smoking materials on school property or at any school activity, or when under the jurisdiction of the Academy will result in the following minimum sanctions:

*"Use"* means consumption, inhalation, or ingestion of, or being under the influence of tobacco, on Academy property, at an Academy activity, or while under the jurisdiction of the Academy.

*"Possession"* includes the use of the student's person, clothing, backpacks, and supplies, as well as Academy lockers, desks, or other Academy property including student's room for the storage of smoking materials.

*"Paraphernalia"* includes: lighters, matches, cigarettes, e-cigarettes, empty cigarette cartons, chewing tobacco, cigars, pipes, and wrapping papers.

*1<sup>st</sup> Offense*

- Three academic day suspension;
- A drug/alcohol assessment.
- The family must contact the Academy's School Counselor to arrange the assessment.
- The family must sign a release allowing the assessor, the Academy Hearing Officer and the School Counselor to exchange information regarding the incident and subsequent assessment. Results from the drug testing and assessment must be provided.
- The family must complete the assessment prior to returning to the Academy. Parents/ Students are responsible for the cost of any recommendations made following the assessment.
- The family must work in cooperation and in a timely fashion with the School Counselor to follow through with all of the recommendations of the assessment.
- The student must complete the assessment and subsequent follow-up. Failure to do so will result in a dismissal hearing.

*2<sup>nd</sup> Offense*

- Five academic day suspension.
- A drug/alcohol assessment at a site approved by the SAP.
- The family must contact the Academy's School Counselor to arrange the assessment.
- The family must sign a release allowing the assessor, the Academy Hearing Officer and the

- School Counselor to exchange information regarding the incident and subsequent assessment.
- The family must complete the assessment prior to returning to the Academy. Parents/Students are responsible for the cost of any recommendations made following the assessment.
- The family must work in cooperation and in a timely fashion with the School Counselor to follow through with all of the recommendations of the assessment.
- The student must complete the assessment and subsequent follow-up. Failure to do so will result in a dismissal hearing.

### *3<sup>rd</sup> Offense*

- Ten academic day suspension and dismissal hearing.

## **ALCOHOL, DRUG AND NICOTINE PROCEDURES**

The Academy has procedures when a student is suspected of alcohol, drug or nicotine use. Cause for suspicion may include but not limited to: smell, slurring of speech, dilated or constricted pupils, bloodshot eyes, vomiting, staggering or difficulty walking, trouble balancing, unusual or out of the ordinary behavior, impaired hearing or judgment, room search findings, associated with a situation involving alcohol, drugs or nicotine. The staff will confront the student and do a preliminary investigation of the situation. The staff member will consult with the Area Coordinator, Assistant Director of Residence Life, Associate Director of Student Affairs, or Executive Director of Student Affairs for further action. The parents will then be notified about the situation and informed of the Academy's procedures (staff observations, room search and testing). The student is taken to the RC Duty Office where Campus Security conducts a breathalyzer test for alcohol. The student may also be required to visit an outside agency for a drug test. The alcohol and drug testing is conducted as a supplement to the staff's observations. If the student refuses to submit to testing, this will be considered an "admission of guilt" or the "likelihood" of a policy violation. This will activate an immediate suspension where the parent must pick up the student at that time. The student is referred to the Hearing officer. If the test reveals nothing (negative test result), the student is referred to the Hearing officer. If the test reveals something (non-negative result revealing substance), the student is immediately suspended, the parent must pick the student up and the student is referred to the Hearing Officer. Reference "Policy JG – Student Discipline" in the handbook.

Approved: July 9, 2014  
Amended: May 16, 2018

## **POLICY JECF – REVIEW OF STUDENT ENROLLMENT STATUS**

Students attend the Illinois Mathematics and Science Academy by invitation. The President's designee, will review the academic progress of all students at the end of each semester and year and determine their eligibility for continued enrollment. The President's designee will seek input from faculty members, resident counselors and other staff. The outcome of the review is continued enrollment, conditional continued enrollment or academic dismissal.

The President's designee may require a student and his or her parent(s)/guardian(s) to attend a conference prior to completing a review and making a decision.

Continued enrollment is offered to those students who have demonstrated satisfactory academic, residential, service and behavioral performance in the previous semester or year.

Conditional continued enrollment may be extended to those students whose past performance has resulted in academic, residential, health, or emotional concerns but for whom there is a reasonable expectation of successful completion of the IMSA program. Conditions might include but are not limited to academic probation, disciplinary probation, recommendation from a therapist or medical professional, compliance with service obligations, compliance with class attendance expectations, agreement to engage in

prescribed academic intervention strategies, resolution of incomplete grades, etc. Failure to comply with the conditions may result in academic dismissal of the student by the President's designee. Academic dismissal will likely result when one or more of the following occurs:

- failure of the same course for consecutive semesters in which the course is offered;
- no realistic expectation to complete graduation requirements within the three years of enrollment;
- failure of multiple (two or more) courses in one semester;
- previous notification by the Principal or designee that continued enrollment is not an option;
- determination by IMSA that continued enrollment will endanger the physical or emotional health of the student.

In cases where the student is dismissed, the Academy (through the College and Academic Counselor) will assist in the transition to another educational program.

#### End of the Academic Year Review

At the end of the academic year, a single letter inviting continued enrollment, with or without conditions, will be mailed to the student and parent(s)/guardian(s) by mail. A student's acceptance of conditions for returning to the Academy the following year requires the student and his or her parent(s)/guardian(s) to sign a copy of the conditional letter and return it to IMSA no later than the specified deadline. Failure to sign will result in the student's academic dismissal. Questions about the conditions or new information related to the conditions are to be presented to the President's designee. The President's designee may or may not modify the conditions based on new information; the decision is final.

A single letter of academic dismissal will be mailed to the student and parent(s)/guardian(s) by certified mail. An appeal of an academic dismissal must be made in writing to the Principal within five (5) working days of receipt of the decision by either the student or parent(s)/guardian(s). Failure to submit a letter of appeal within five days terminates the right of all appeals. The appeal to the Principal will include a written statement by the student explaining the reasons for his or her appeal. Upon receipt of the written appeal, the Principal or designee will review the student's entire record at the Academy. The Principal or designee may require the student to appear at an appeal conference. A student's failure to attend such conference will be viewed as a withdrawal of the appeal request. A student may be accompanied by his or her parent(s)/guardian(s) if requested to appear before the Principal or designee. The student's legal counsel may be permitted to be present at the appeal conference at the discretion of the Principal or designee.

Within five (5) working days of the review, the Principal or designee will render a decision on the appeal, and this decision will be forwarded to the student and his or her parent(s)/guardian(s) by certified mail. If the decision is to deny the student's appeal/uphold the dismissal, the letter will notify the student of the right to appeal that decision to the Board of Trustees of the Academy.

The student and/or his or her parent(s)/guardian(s) may appeal the Principal or designee's decision to the Board of Trustees by filing a written request to appear before a Board-appointed hearing examiner. This notice, which needs only to contain the request for an appeal hearing, must be sent to the Secretary of the Board of Trustees within five (5) working days of receiving the Principal or designee's decision. Upon receipt of an appeal request, the Board Chairman will designate a hearing examiner to review the student's appeal on the Board's behalf. The hearing examiner will set a time and place for the appeal. The student and his or her parent(s)/guardian(s) will be notified of the arrangements for the appeal hearing by the Secretary of the Board or designee.

Attendance at the appeal hearing before the Board's hearing examiner will be limited to the student and his or her parent(s)/guardian(s), the Principal or designee, the Secretary of the Board, and other staff and/or IMSA's attorney as requested by the hearing examiner. The student's legal counsel also may attend. In addition to oral comments at the appeal hearing, the student and parent(s)/guardian(s) may provide the hearing examiner with any written information they deem relevant.

The decision of the Board of Trustees' hearing examiner will be final. The hearing examiner may uphold, reverse or modify the Principal's decision.

End of the First Semester Review

At the end of the first semester, students and parent(s)/guardian(s) will be informed if the decision is conditional continued enrollment or academic dismissal, subject to the same procedures, requirements and rights of appeal described above. Absent such notification, the student's status is continued enrollment without conditions. For the purposes of the Policy, workdays will be defined as days the Academy administrative offices are open.

Adopted: May 11, 1987  
Amended: November 21, 1994  
Amended: December 10, 1996  
Amended: November 4, 1997  
Amended: May 23, 2000  
Amended: March 12, 2001  
Amended: January 14, 2003  
Amended: July 7, 2004  
Amended: March 14, 2007  
Amended: July 14, 2010  
Amended: July 15, 2015  
Reaffirmed: March 15, 2017

**POLICY JFE - PREGNANT STUDENTS**

The Academy has an educational and residential responsibility to all students including those who are pregnant. A known student pregnancy must be reported to the Executive Director of Student Affairs, or designee, by any employee of the Academy. The purpose of such a confidential communication is to notify the Executive Director of Student Affairs of the situation so that the Director may assess the situation and determine the appropriate resources for the well-being of the student.

It will be the obligation of the Executive Director of Student Affairs to inform the Principal and the parents or legal guardian of the student's pregnancy and to request a physician's statement verifying the pregnancy and health condition of the student. The student will have the opportunity to inform her parents/guardian prior to official action by the Executive Director of Student Affairs.

Decisions concerning the educational future of a pregnant student at the Academy will be made by the Executive Director of Student Affairs after consultation with the student, her parents/legal guardian, a licensed physician, Academy school counselor and nurse, and other appropriate personnel.

If it is determined that the student will remain in school, a written statement from a licensed physician verifying the pregnant student's health condition must be submitted along with a student and parental waiver of Academy responsibility for pregnancy-related injuries or diseases.

A pregnant student shall be permitted to continue her education at the Academy so long as she may continue to do so as a residential student. An academic program will be planned for the student by the Executive Director of Student Affairs in consultation with the student, her parents, her attending physician, and other appropriate Academy personnel. If the student is no longer able to participate as a student in the Academy's academic and residential program, she will be placed on medical leave and returned home in accordance with practices relating to medical leave. The student's return to the Academy shall be as agreed upon with the Executive Director of Student Affairs in accordance with the Academy's readmission policy. If it is determined that the student will not remain at the Academy, the Academy will assist the student in her transition to another school if such placement is appropriate.

Adopted: April 9 1990  
Amended: May 14, 2004  
Amended: March 14, 2007  
Amended: March 17, 2010  
Amended: March 19, 2014  
Reaffirmed: March 15, 2017



## **POLICY JFJ - STUDENT DISTRIBUTION OF MATERIALS**

For purposes of this policy, “distribution” means the handing out personally, electronically or otherwise, any kind of material, hard copy or electronic, by a student or students to more than one student, employee, or faculty member on Academy grounds. This policy is not intended to and does not regulate the distribution in the classroom or residence hall of materials directly related to the Academy’s established curriculum that are approved by the instructor and which supplement the established curriculum, or that are circulated by a member of a student organization to other members of the same organization.

Any material distributed primarily for the purpose of promoting sales of products, soliciting money, or promoting commercial activities, must be submitted to the Executive Director of Student Affairs or designee in advance for approval. Distribution of this nature will be allowed only in connection with the activities of IMSA-sponsored organizations.

Material to be distributed by students may not contain the following:

- a. Material that would cause substantial disruption of the orderly operation of the Academy or its activities;
- b. Information that violates the privacy of other individuals;
- c. Material that is vulgar or otherwise socially inappropriate due to the maturity level of Academy students;
- d. Material that is commercial in nature;
- e. Material that advertises or promotes alcohol, tobacco, illegal drugs, or any other product or service harmful to minors or not permitted to minors by law;
- f. Material that is partisan political in nature, except at Academy sponsored educational activities or events at which a variety of political views are invited;
- g. Material that would violate any law or Board policy.

Students may distribute materials to other students, faculty members, employees or visitors, so long as they do so in accordance with what is set forth in this policy.

- a. **TIME** – distribution is permitted before and after individual classroom hours and formal IMSA activities and events, during meal periods, and during individual free time periods.
- b. **PLACE** – distribution is allowed in hallways, foyers, the entrance and exit to eating areas, at the entrance and exit ways to public areas, and in electronic forums that use IMSA resources. Students are expressly prohibited from distributing materials in the mailboxes (excluding electronic mailboxes), in the bathroom/shower areas, in the locker rooms or classrooms, in the private rooms of student and Resident Counselors in the Residence Halls (excluding email), and in electronic forums where they do not have authorized access.
- c. **MANNER** – distribution must be conducted in an orderly manner which does not disrupt classroom or other IMSA activities and events, does not impede the flow of traffic through the building or eating areas, and does not impede the operation of IMSA’s computers and networks. Students shall not force their materials on any individual who indicates he/she does not want to receive the material. Electronic distribution also must be in accordance with published ITS guidelines and procedures.

### **Procedures for hard copy distribution:**

Student groups sponsored by IMSA who wish to distribute must obtain prior written approval by the Executive Director of Student Affairs or designee. All materials being distributed must be signed and identified by the student group distributing the materials.

Any student distributing materials shall immediately upon request of an IMSA staff member, give to the requesting person a copy or sample of the material. Any IMSA staff member may stop distribution immediately if the time, place and/or manner rules have been violated, if the material is libelous, obscene,

in violation of Academy expectations, rules or policies, in violation of Local, State or Federal laws, or likely to be disruptive to the orderly conduct of the Academy. The Academy staff member stopping distribution immediately shall inform the Executive Director of Student Affairs, or designee. If distribution is stopped, the Executive Director of Student Affairs, or designee, shall immediately advise the students of the reasons for stopping distribution and the conditions, if any, under which distribution will be allowed to continue.

If any student objects to the decision of the Executive Director of Student Affairs, or designee, to deny permission to distribute, or to stop distribution, the student may appeal to the Principal or designee who shall render a final decision by the close of the following business day. The decision of the Principal or designee is final.

Adopted: February 9, 1987  
Amended: July 11, 2000  
Amended: May 14, 2004  
Amended: March 14, 2007  
Amended: March 17, 2010  
Amended: March 19, 2014  
Reaffirmed March 15, 2017

## **POLICY JFK – MEETINGS/ACTIVITIES BY NON-IMSA SPONSORED STUDENT GROUPS**

In addition to meetings and activities for IMSA students and student groups that are sponsored by the Illinois Mathematics and Science Academy as part of an official IMSA Program (Academic Program, Residential Affairs Program, Student Leadership Development Program, Co-curricular/Athletic Program, etc.), non-IMSA sponsored student groups may desire to conduct meetings at IMSA and offer activities through IMSA to other IMSA students.

Non-IMSA sponsored student groups include but are not limited to Student Council-chartered clubs and other groups of students with a common continuing or ad hoc interest. Meetings and activities of non-IMSA sponsored student groups may or may not be permitted or sponsored by IMSA in accordance with the following guidelines:

### **I. Equal Access - Meetings on IMSA Premises**

IMSA shall have a limited open forum and shall provide the opportunity to student groups to conduct meetings on IMSA premises if they meet the criteria specified below. On the basis of the religious, political, philosophical, or other content of the speech at such meetings, IMSA shall not deny equal access or a fair opportunity to, or discriminate against, any IMSA students who wish to conduct a meeting at IMSA.

Student groups wishing to utilize space and conduct meetings at IMSA must first obtain the written permission of the Director of Student Affairs or designee. The Director, or designee, shall grant permission provided there is space available for the meeting and the meeting will comply with the criteria specified below. Students who desire to conduct a series of meetings with similar arrangements over an extended period of time may request a “blanket” written permission from the Director of Student Affairs, or designee, for a given academic year. Student groups that are chartered have priority over other groups. Students requesting the meetings shall be responsible for ensuring that the meeting complies with the terms of this policy and with other applicable rules and regulations of IMSA. Students will be permitted to conduct meetings provided they meet the following criteria:

- The meeting is open to all students, is voluntary, and is student-initiated, planned and conducted;
- There is no sponsorship of the meeting by IMSA or any governmental unit, or its agents or employees;
- If the meeting is on a religious subject matter, employees or agents of IMSA or other governmental units are present only in a non-participatory manner (The Director of Student Affairs, or designee, can clarify what constitutes participatory);

- The meeting does not materially or substantially interfere with the conduct of educational activities or other business operations of IMSA;
- The meeting is during non-instructional time;
- Non-IMSA persons may not direct, conduct, control or regularly attend the meetings;
- The participating students shall otherwise comply with all the policies, rules and regulations of IMSA, and the meetings shall not be otherwise unlawful;
- The health, safety, or welfare of attending students or other members of the IMSA Community is not threatened, affected, or jeopardized; and
- The meeting is advertised as “not sponsored by IMSA” on all relevant documents.

In the event that the Director of Student Affairs, or designee, denies written permission, the requesting student(s) may appeal the denial to the Principal or his designee. The Principal, or designee, shall review the request, receive any new or additional information, and make a decision on the appeal in a timely manner. This decision shall be final.

## **II. Requests for Institutional Approval or Sponsorship of Activities**

Non-IMSA sponsored student groups that wish to offer activities on or off campus, beyond “conducting meetings” specified in Section I, must request: (a) approval by IMSA for the student groups to offer the activities or (b) approval by IMSA for IMSA to sponsor the activities. For II. (a) and (b), students must submit a request to the Director of Student Affairs. The Director of Student Affairs, or designee, will review the request and make a decision whether or not IMSA will (a) approve the student groups to offer the activity and if so, under what conditions, and (b) whether or not IMSA will sponsor the activity and if so, under what conditions. Students who desire to offer a series of activities with the same arrangements over an extended period of time may request a “blanket” written permission from the Director of Student Affairs, or designee, for a given academic year. Requests for IMSA to sponsor activities desired by non-IMSA sponsored student groups will only be considered on a case-by-case basis. “Blanket” permission will not be granted.

Criteria to be used in making a decision whether or not IMSA will permit and/or sponsor particular activities proposed by students include but are not limited to:

- The nature and appropriateness of the activity in light of IMSA’s statutory charge and mission;
- The health, safety and welfare of students and other members of the IMSA community;
- The availability of staff to oversee and supervise the activity;
- The availability of financial resources to support the activity;
- The extent to which the activity will affect IMSA operations;
- The extent to which the activity is consistent with IMSA’s general education purpose;
- The extent to which the activity will benefit students;
- Whether the activity will be open to all students; and
- The extent to which the subject matter is appropriate to the maturity level of students

Institutional sponsorship (b) of an activity is required for student groups to use the IMSA vans, resources such as computers, copy machines, lab equipment and audio-video equipment, and/or resources beyond standard infrastructure items such as lights and room furnishings. If institutional sponsorship is approved, the activity will be open to all students, not just to members of the requesting student group. The Academy will not approve requests by student groups for institutional sponsorship (b) of activities that are politically partisan, religious or commercial in nature, or that may be disruptive to the educational environment. Non-IMSA sponsored student groups may request permission to offer politically partisan, religious or commercial activities using non-IMSA resources, and the Director of Student Affairs, or designee, may approve or deny the request in accordance with this Policy. In determining whether to approve a request to offer a commercial activity, the Director of Student Affairs will consider the nature of the activity as for-profit or not-for-profit.

If an activity is permitted (a) but not sponsored (b) by IMSA, the activity shall be advertised as “not

sponsored by IMSA” on all relevant documents.

In the event that the Director of Student Affairs, or designee, denies written permission, the requesting student(s) may appeal the denial to the Principal or designee. The Principal, or designee, shall review the request, receive any new or additional information, and make a decision on the appeal in a timely manner. This decision shall be final. Nothing in this policy shall be construed to limit the authority of IMSA, its agents or employees, to maintain order and discipline; to protect the health, safety and welfare of students, employees and guests; to protect the condition of IMSA facilities and equipment; or to ensure that attendance of students at such meetings is voluntary. This policy does not govern the meetings and activities of student groups that are sponsored by IMSA as part of an IMSA Program.

Adopted: February 9, 1987

Amended: May 11, 1999

Amended: March 14, 2007

Amended: March 17, 2010

Amended: March 19, 2014

Reaffirmed: March 15, 2017

## **POLICY JHA - SEXUAL HARASSMENT AND INTIMIDATION OF STUDENTS**

The Board of Trustees of the Illinois Math and Science Academy (“IMSA”) does not discriminate against students on the basis of sex in the provision of programs, activities, services, or benefits, and guarantees both sexes equal access to educational and extracurricular programs and activities.

It is the policy of IMSA to maintain a learning environment that is free from harassment because of an individual’s gender or sex. It shall be a violation of IMSA policy for any student, teacher, administrator, or other IMSA personnel to harass a student through conduct of a sexual nature. It shall also be a violation of IMSA policy for any teacher, administrator or other IMSA personnel to tolerate and/or to knowingly fail to report sexual harassment, as defined by this policy, by a student, teacher, administrator, other IMSA personnel, or by any third parties who are participating in, observing, or otherwise engaged in activities, including sporting events and other extracurricular activities, under the auspices of IMSA.

“**Sexual Harassment**” includes student-to-student conduct and student-to-staff conduct as well as staff-to-student conduct and staff-to-staff conduct. It means (1) unwelcome sexual advances, (2) sexual advances to students by staff, whether welcome or unwelcome, (3) requests for sexual favors, and/or (4) other verbal or physical conduct of a sexual nature where:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a person’s employment or educational development;
2. Submission to or rejection of such conduct is used as the basis for employment or education employment or educational development; decisions affecting such individual; or
3. Such conduct has a purpose or an effect of unreasonably interfering with an individual’s work or educational performance, or creating an intimidating, hostile or offensive working or educational environment.

Sexual harassment may include, but is not limited to:

1. Uninvited sex-oriented verbal “kidding” or demeaning sexual innuendos, leers, gestures, teasing, sexually explicit or obscene jokes, remarks or questions of a sexual nature;
2. Graphic or suggestive comments about an individual’s dress or body;
3. Displaying sexually explicit objects, photographs or drawings;
4. Unwelcome touching, such as patting, pinching or constant brushing against another’s body;
5. Suggesting or demanding sexual involvement whether or not such suggestion or demand is accompanied by implied or explicit threats concerning one’s grades, educational opportunities, employment status, or similar personal concerns.

**“Sexual Intimidation”** means any behavior, verbal or nonverbal, which has the effect of subjecting members of either sex to humiliation, embarrassment or discomfort because of their gender or actual or perceived sexual orientation.

Students who feel aggrieved because of sexual harassment or sexual intimidation should report promptly their complaints to a teacher, advisor, school counselor, academic advisor, team leader, or any administrator. The person receiving the complaint immediately shall inform the Principal of the complaint who shall notify the Director of Student Affairs, or designee, to initiate an immediate investigation and follow all procedures as listed in this policy.

### **Disciplinary Action**

Disciplinary action may be taken with respect to any IMSA employee who is found to have committed or participated in an act or acts of sexual harassment or intimidation against a student. Disciplinary action, up to and including dismissal, may be taken with respect to any student of IMSA who is found to have committed or participated in an act or acts of sexual harassment or intimidation against another student.

Any individual who retaliates against any person who reports alleged sexual harassment or who retaliates against any person who testifies, assists, or participates in an investigation, proceeding or hearing relating to a complaint or charge of sexual harassment will be disciplined. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

### **Confidentiality**

The rights to confidentiality, both of the complainant and the accused, will be respected consistent with IMSA’s legal obligations and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

### **Student Investigation Procedures**

- A. When a sexual harassment or sexual intimidation incident is suspected, the staff member involved must document the incident. Parents will be notified when the suspected infraction has occurred. The Director of Student Affairs is the primary investigating officer. Parents will be notified of the investigation.
- B. In circumstances, when a student’s presence on campus poses a danger to self, others, or to property or poses an ongoing threat or disruption to the educational process, the student may be immediately suspended from the Academy. In such cases, the hearing will follow as soon as possible.
- C. The Director of Student Affairs will meet with all students involved and conduct a thorough investigation. After careful evaluation, the Director of Student Affairs will determine if a sexual harassment or sexual intimidation infraction has occurred. The Director of Student Affairs will make a determination within one business day of completion of the investigation. If the infraction involves an employee of IMSA, the Director of Student Affairs will immediately notify the Principal and the Vice President of Human Resources, who will follow the Employee Investigation and Hearing Procedures on sexual harassment and sexual intimidation.
- D. If a violation has been determined, it will immediately be forwarded to the Associate Director of Student Affairs, with oral and written notification provided to the student and parent. Along with such notification the student and parent will receive copies of the documents that were relied upon to make the determination, unless they have been previously provided. The violation will then follow all procedures as outlined in Policy JG – Student Discipline.

Adopted: February 19, 1990  
Amended: May 14, 2004  
Amended: July 27, 2005  
Amended: September 17, 2008  
Amended: March 19, 2014

The Board of Trustees of the Illinois Math and Science Academy (“IMSA”) does not discriminate against students on the basis of race, color, religion, age, disability, etc., in the provision of programs, activities, services, or benefits, and guarantees both sexes equal access to educational and extracurricular programs and activities.

It is the policy of IMSA to maintain a learning environment that is free from harassment because of an individual’s gender, race, color, religion, age, disability, etc. It shall be a violation of IMSA policy for any student, teacher, administrator, or other IMSA personnel to harass a student through conduct of a discriminatory nature. It shall also be a violation of IMSA policy for any teacher, administrator or other IMSA personnel to tolerate and/or to knowingly fail to report harassment or discrimination, as defined by this policy, by a student, teacher, administrator, other IMSA personnel, or by any third parties who are participating in, observing, or otherwise engaged in activities, including sporting events and other extracurricular activities, under the auspices of IMSA.

**“Discrimination”** means the violation of an individual’s State or federal guarantees to equal rights as provided by the U.S. Constitution, federal law, the Illinois Constitution, and Illinois law, whether intended or unintended. Actions based upon on student’s actual or perceived race, sex, age, color, national origin, religion, disability, veteran’s status or sexual orientation, and not upon the student’s true qualifications and/or performance, are prohibited by this policy. Academic decisions involving students (for example, academic advisement, assignments, grading) based upon these same characteristics of a student and not upon the student’s skills and academic achievement are also prohibited.

**“Harassment”** of an individual on the basis of that individual’s actual or perceived race, sex, age, color, national origin, religion, disability, veteran status or sexual orientation is also prohibited under this policy. Prohibited harassment includes, but is not limited to, stereotyping, negative comments or jokes, explicit threats, segregation, and verbal or physical assault when any of these are based upon a person’s race, sex, color, national origin, religion, age, disability, veteran status, or sexual orientation. When these harassing behaviors become severe, pervasive or persistent, they may also violate Federal and State law.

**“Equal Access”** means the availability of opportunity without discrimination on the basis of sex, going beyond simple admission to a course or activity to include full and unrestricted participation in educational and experiential processes. Examples include:

1. No student shall, on the basis of sex, be denied equal access, including full and unrestricted participation, to programs, activities, services or benefits, or be restricted in the exercise of any right, privilege, advantage or opportunity accorded other students.
2. IMSA shall not discriminate on the basis of sex in the bestowing of awards, honors, scholarships and financial aid.
3. IMSA shall not discriminate on the basis of sex in the imposition of disciplinary policies and practices or codes of conduct.
4. In providing financial assistance to students, IMSA shall not discriminate on the basis of sex in the bestowing of awards, honors, scholarships or financial aid. IMSA will not provide different amounts or types of assistance, limit eligibility for financial assistance, apply different criteria, or otherwise discriminate in the provision of financial assistance on the basis of sex.
5. All courses shall be open to students regardless of sex. Course prerequisites and requirements shall be the same for both sexes. Course content and objectives shall not discriminate on the basis of sex.
6. Students shall be advised to participate in courses, programs and activities consistent with their interests and abilities without regard to their sex. Neither course titles nor descriptions shall discourage participation by either sex.
7. Students may, however, be segregated by sex during class sessions or portions thereof which deal exclusively with human sexuality.
8. Except as provided herein, physical education classes shall be open equally to both sexes and instructional portions of all physical education classes shall be coeducational. Students may be segregated by sex during participation in contact sports, such as wrestling, boxing, rugby, ice hockey,



football, basketball, or other sports that involve bodily contact as a major activity. Neither physical education classes nor areas where the classes are conducted shall be designated by sex.

9. Classroom practices and assignments shall not discriminate on the basis of sex. Teaching methods shall not inhibit student participation on the basis of sex. Instructional materials shall not be sexually discriminatory, and teachers shall attempt to counteract any sexual bias that may be present in instructional materials. Where appropriate, the history, roles and contributions of both sexes shall be taught on a comparable basis.
10. Except as provided herein, students of both sexes shall have equal access to all extracurricular programs and activities, including clubs, committees, service and honor organizations, intramural sports, interscholastic athletics and other after-school activities. Student participation in speech, debate and drama events shall be open to both sexes; however, assignments may be made on the basis of sex, for example a dramatic role specific to one sex, so long as comparable opportunities are provided for both sexes.
11. Both sexes shall be accorded equal opportunities to participate in athletic programs. Single-sex teams may be maintained for contact sports or when selection for the team is based upon competitive skill, provided the interests and abilities of both sexes are accommodated. For purposes of this section, contact sports shall include wrestling, boxing, rugby, ice hockey, football, basketball, and other sports that involve bodily contact as a major activity. In a noncontact sport, if a team is provided only for members of one sex, members of the other sex shall be allowed to compete for a place on the team if their overall athletic opportunities have been limited in comparison with those of the other sex. If a coeducational team does not accommodate the interests and abilities of members of both sexes, separate teams shall be offered. If separate teams are offered, the programs shall be comparable.

**“Comparable”** means similar in quality and quantity, taking into consideration all relevant facts and circumstances.

**“Sex Bias”** means the attribution of behaviors, abilities, interests, values and/or roles to a person or group of persons on the basis of sex.

Any student who feels that he or she has been discriminated against or harassed based upon his or her ethnic or racial background, color, national origin, sex, sexual orientation, religious beliefs, economic and social conditions, status as homeless, physical or mental disability, or actual or potential parental or marital status, including pregnancy, should report promptly their complaints to a teacher, advisor, school counselor, academic advisor, team leader, or any administrator. The person receiving the complaint immediately shall inform the Principal of the complaint who shall notify the Director of Student Affairs to initiate an immediate investigation and follow all procedures as listed in this policy.

### **Disciplinary Action**

Disciplinary action may be taken with respect to any IMSA employee who is found to have committed or participated in an act or acts of harassment or discrimination against a student. Disciplinary action, up to and including dismissal, may be taken with respect to any student of IMSA who is found to have committed or participated in an act or acts of harassment or discrimination against another student.

Any individual who retaliates against any person who reports alleged harassment and/or discrimination, or who retaliates against any person who testifies, assists, or participates in an investigation, proceeding or hearing relating to a complaint or charge of harassment and/or discrimination will be disciplined. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

### **Confidentiality**

The rights to confidentiality, both of the complainant and the accused, will be respected consistent with IMSA’s legal obligations and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

### **Student Investigation Procedures**

- A. When a harassment or discrimination incident is suspected, the staff member involved must document the incident. Parents will be notified when a suspected the infraction has occurred. The Director of

Student Affairs, or designee, is the primary investigating officer. Parents will be notified of the investigation.

- B. In circumstances, when a student's presence on campus poses a danger to self, others, or to property or poses an ongoing threat or disruption to the educational process, the student may be immediately suspended from the Academy. In such cases, the hearing will follow as soon as possible.
- C. The Director of Student Affairs will meet with all students involved and conduct a thorough investigation. After careful evaluation, the Director of Student Affairs will determine if a harassment or discrimination infraction has occurred. The Director of Student Affairs will make a determination within one business day of completion of the investigation. If the infraction involves an employee of IMSA, the Director of Student Affairs will immediately notify the Principal and the Director of Human Resources, who will follow the Employee Investigation and Hearing Procedures on harassment and discrimination.
- D. If a violation has been determined, it will immediately be forwarded to the Assistant Director of Student Affairs, with oral and written notification provided to the student and parent. Along with such notification the student and parent will receive copies of the documents that were relied upon to make the determination, unless they have been previously provided. The violation will then follow all procedures as outlined in Policy JG – Student Discipline.

Adopted: September 17, 2008

Amended: March 19, 2014

## **POLICY JO – STUDENT RECORDS**

### ***Section I - Purpose of Policy - Compliance with Regulations***

- A. The purpose of this policy is to comply with applicable laws regarding student records (specifically the Family Educational Rights and Privacy Act of 1974 and the Illinois School Student Records Act and the rules promulgated there under); and to provide and make public the regulations governing student records and the rights granted to students/parents/guardians with respect to school student records.
- B. The Illinois Mathematics and Science Academy, hereinafter referred to as “IMSA”, shall make public any and all applicable rules and regulations relating to the maintenance of, access to, dissemination of, or challenge to school student records.
- C. IMSA shall take reasonable measures to assure that all persons accorded rights or obligations under this policy are informed of such rights and obligations.
  - 1. Upon the initial enrollment of a student, and thereafter on an annual basis, IMSA shall notify the student and the student's parents/guardians of their rights and obligations.
  - 2. Such notification shall consist of:
    - a. The types of information contained in the permanent and temporary records;
    - b. The right to inspect and copy permanent and temporary records and the cost of copying such records;
    - c. The right to control access and release of school student records and the right to request a copy of information released;
    - d. The rights and procedures for challenging the contents of the school student records;
    - e. The persons, agencies or organizations having access to student records without parents/guardians consent;
    - f. The right to copy any school student record or information contained therein proposed to be destroyed or deleted and the school's schedule for reviewing and destroying such information;
    - g. The categories of information the school has designated as “directory information” and the right of the parents/guardians to prohibit the release of such information;
    - h. A statement informing the parents/guardians that no person may condition the granting or withholding of any right, privilege, or benefits or make as a condition of employment, credit or insurance the securing by any individual of any information from a student's temporary record



which such individual may obtain through the exercise of any right secured under law or this policy;

- i. The right of the parents/guardians to inspect and challenge the information contained in a school student record prior to transfer of the record to another school district; and
  - j. Any other policies of the school relating to school student records.
- D. All notification under this part to parents/guardians of children classified to be of limited English speaking ability shall be in English and in the language of the child's primary speaking ability.
- E. IMSA shall take all action necessary to assure that school personnel are informed of the provisions of this policy and applicable law.

### ***Section II - Responsible Official***

- A. The President of IMSA shall designate a person as the IMSA official responsible for the implementation of this policy, and hereafter in this policy that person shall be referred to as the "Responsible Official", or as "Records Custodian". All inquiries regarding this policy, including student/parent/guardian requests for inspecting and copying of records, shall be directed to the Responsible Official. The Responsible Official shall prepare documents and perform acts necessary to implement this policy and insure IMSA's compliance with all applicable laws allowing student/parent/guardian review of student records.
- B. The Responsible Official shall be responsible for the maintenance, care, and security of all school student records, and shall take all reasonable measures to prevent unauthorized access to or dissemination of student records.

### ***Section III – Definitions***

As used in this policy:

- A. **"Student"** means any person enrolled or previously enrolled in IMSA.
- B. **"School Student Record"** means any writing or other recorded information concerning a student and by which a student may be individually identified, maintained by IMSA or at its direction or by an employee of IMSA, regardless of how or where the information is stored. The following shall not be deemed school student records under this policy:
1. Writings or other recorded information maintained by an employee of IMSA or other person at the direction of IMSA for his/her personal and exclusive use when all such writings and other recorded information are destroyed not later than the student's graduation or permanent withdrawal from the school. No such records or recorded information may be released or disclosed to any person except a person designated by IMSA as a substitute unless they are first incorporated in a school student record and made subject to all of the provisions of this policy.
- C. **"Student Permanent Record"** means the minimum personal information necessary to IMSA in the education of the student and contained in a school student record. Such information shall consist of:
1. Basic identifying information, including student's name, gender and -date of birth;
  2. Academic transcripts, including grades, credits earned, entry dates, exit or graduation dates, and grade level achieved;
  3. Test scores of college entrance examinations;
  4. Health records and accident reports; and
  5. Record of release of permanent record information.
- D. **"Student Temporary Record"** means all information contained in a school student record but not contained in the student permanent record. Such information may consist of:
1. Family background information;
  2. Intelligence test scores, group and individual, aptitude test scores;
  3. Reports of psychological evaluations, including information on intelligence, personality, and academic information obtained through test administration, observation, or interviews;

4. Any pre-IMSA school student records forwarded from former schools;
  5. Participation in extra-curricular activities;
  6. Teachers anecdotal records;
  7. Disciplinary information;
  8. Other verified information of clear relevance to the education of the student;
  9. Record of release of temporary record information to individuals not on the IMSA staff.
- E. **“Parent/Guardian”** means a person who is the natural parent or guardian of the student or other person who has the primary responsibility for the care and upbringing of the student.
1. All rights and privileges accorded to a parent/guardian under this policy shall become exclusively those of the student upon his/her eighteenth (18) birthday, graduation from IMSA, marriage, or entry into military service, whichever occurs first.
  2. Such rights and privileges shall also be exercised by the student at any time with respect to the student’s permanent and temporary school record.
- F. **“Employee or Official of IMSA”** means:
1. A duly appointed Trustee of the Board of Trustees of IMSA;
  2. An administrator or employee in a supervisory position of IMSA;
  3. A teacher employed by IMSA;
  4. A person employed by IMSA as a temporary substitute for administrative, supervisory, or instructional personnel for the period of his/her performance as a substitute;
  5. A person employed by, under contract to, or otherwise engaged by IMSA to perform a special task such as a secretary, clerk, IMSA attorney, or auditor, etc.
- G. **“Legitimate Educational Interest”** means that the person has a need to know in order to:
1. Perform an administrative task required in the school employee’s position description approved by the Board of Trustees;
  2. Perform a supervisory or instructional task related to the student’s education;
  3. Perform a service or benefit for the student or the student’s family such as health care, counseling, student job placement, or student financial aid.
- H. **“Directory Information”** means that information that may be released to the general public unless a parent/guardian requests that any or all such information not be released on his/her child. Directory information shall include:
1. Student’s name, address (including email address), telephone number, gender, grade level, date and place of birth, and parents/guardian’ names, addresses (including email address), and telephone numbers;
  2. Academic awards and honors;
  3. Information in relation to school-sponsored activities, organizations and athletics;
  4. Period of attendance in school.

***Section IV - Permanent and Temporary Records***

- A. The official records custodian shall take all reasonable measures to prevent unauthorized access to or dissemination of school student records.
- B. Information contained in or added to a school student record shall be limited to information which is of clear relevance to the education of the student.
- C. Information added to a student temporary record shall include the name, signature and position of the person who has added such information, and the date of its entry into the record.
- D. Student records shall be reviewed, at least, every three (3) years or upon a student’s change in attendance centers, whichever occurs first, to verify entries and to eliminate or correct all out-of-date, misleading, inaccurate, unnecessary, or irrelevant information.

### ***Section V - Special Condition Records***

The following conditions apply to certain records maintained by IMSA:

- A. Directory information on students. Any parent/guardian or student adult who wishes to have this information excluded from publication may do so by notifying school officials in writing prior to the first day of school in any school year.
- B. Student discipline records and college admission applicants. If a student is disciplined by the Academy for an offense that is determined by the Academy to be sufficiently egregious, as a condition of the student's disciplinary plan, the student or his or her parents may be required to consent to the disclosure of the discipline, and the reasons therefore, to any colleges, universities, and/or other post-secondary institutions to which the student applies for admission. Offenses that are considered egregious and that may be subject to this requirement include, but are not limited to: theft, assault, possession of a weapon, possession or use of alcohol or an illegal substance, discrimination and/or harassment and academic dishonesty.

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

In other discipline cases, if the Academy is in receipt of college application materials for any student which request disciplinary information, consent to disclose such information should be obtained from the student or parent prior to disclosure. If the student or parent refuses to consent to such disclosure, the Academy should note that it has not received the required consent to disclose the requested information in the appropriate place on the materials

In all cases in which student disciplinary records are disclosed, the Academy should keep a detailed record of the date of the disclosure, a description of what was disclosed, to whom the disclosure was made, etc., as required by Academy Policy JO, Section VIII.C.

### ***Section VI - Retention and Destruction of School Student Records***

- A. IMSA shall maintain student permanent records and the information contained therein for not less than sixty (60) years after the student has transferred, graduated, or otherwise permanently withdrawn from IMSA.
- B. IMSA shall maintain student temporary records and the information contained in those records for not less than 5 years after the student has transferred, graduated, or otherwise withdrawn from IMSA. Notwithstanding the foregoing, IMSA may maintain indefinitely anonymous information from student temporary records for authorized research, statistical reporting or planning purposes, provided that no student or parent can be individually identified from the information maintained.
- C. Before any school student record is destroyed or information deleted therefrom, the parent/guardian or student adult shall be given reasonable prior notice and an opportunity to copy the record and information proposed to be destroyed or deleted.

### ***Section VII - Inspection and Access of School Student Records***

- A. A parent/guardian or any person specifically designated in writing as a representative by a parent/guardian shall have the right to inspect and copy all school student permanent and temporary records of that parent/guardian's child. A student shall have the right to inspect and copy his/her school student permanent and temporary record.
- B. Whenever access to a school student record is granted, a qualified staff member shall be present to supervise such inspection and to interpret information contained therein. If the parent requests the presence of a professional not employed by the school, the parent/guardian shall bear the cost of that professional.
- C. A parent's/guardian's or student's request to inspect and copy records, or to allow a specifically

designated representative to inspect and copy records, shall be in writing and must be granted within a reasonable time, and in no case later than fifteen (15) school days after the date of receipt of such request by the official records custodian.

D. IMSA may charge the actual cost of copying the records and any mailing cost, provided that such fee shall not exceed the cost of \$.35 per page. If the fee represents an unusual hardship, the records custodian may waive such costs.

E. Except as required by law, IMSA may deny copies of records in the following situations:

1. The student has an unpaid financial obligation to IMSA;
2. There is an unresolved disciplinary action against the student which warrants the denial of copies.

F. Nothing contained in this policy shall make available to a parent/guardian or student confidential letters and statements of recommendation furnished in connection with applications for admission to a post-secondary educational institution or the receipt of an honor or honorary recognition, provided such letters and statements are not used for purposes other than those for which they were specifically intended.

G. Nothing contained in this policy shall be construed to impair or limit the confidentiality of:

1. Communications otherwise protected by law as privileged or confidential, including but not limited to, information communicated in confidence to a physician, psychologist or other psychotherapist; or
2. Information which is communicated by a student or parent/guardian in confidence to school personnel.

H. No person who is prohibited by an order of protection from inspecting or obtaining school records of a student pursuant to the Illinois Domestic Violence Act of 1986, as now or hereafter amended, shall have any right of access to, or inspection of, the school records of that student.

***Section VIII - Release of Information: Parties Entitled to Access - Notice to Parent/Guardian - Record of Release – Consent***

A. No school student records or information contained therein may be released, transferred, disclosed, or otherwise disseminated, except as follows:

1. To a parent/guardian or student or person specifically designated as a representative by a parent/guardian; pursuant to Section VII.A.
2. To an employee or official of IMSA, or the State Board with current demonstrable legitimate educational or administrative interest in the student, in furtherance of such interest;
3. To the official records custodian of another school within Illinois or an official with similar responsibilities of a school outside Illinois, in which the student has enrolled, or intends to enroll, upon the request of such official or student, provided that the parent/guardian receives prior written notice of the nature and substance of the information to be transferred and opportunity to inspect, copy, and challenge such information:
  - a. If the address of the parent/guardian is unknown, notice may be served upon the records custodian of the requesting school for transmittal to the parent/guardian. Such service shall be deemed conclusive, and ten (10) calendar days after such service, if the parent/guardian makes no objection, the records may be transferred to the requesting school;
  - b. IMSA shall comply with any such requested copy of a transferring student's record to the new school within ten (10) days of receipt of said request unless the record has been flagged as belonging to a missing child as provided in section 5 of "An Act In Relation to Children", in which case the copy shall not be forwarded and IMSA shall notify the Illinois Department of State Police or local law enforcement authority of the request;
  - c. However, if a transferring student has unpaid fines or fees, IMSA may elect to include in the student's record the unofficial record of the student's grade in lieu of the student's official transcript

of scholastic records. If IMSA so elects, within ten (10) calendar days after the student has paid all of his/her unpaid fines or fees, IMSA shall forward the student's official transcript of scholastic records to the student's new school.

4. To any person for the purpose of research, statistical reporting or planning, provided that no student or parent can be identified from the information released and the person to whom the information is released signs an affidavit agreeing to comply with all applicable statutes and rules pertaining to school student records.
5. Pursuant to a court order, provided that the parent/guardian shall be given prompt written notice upon receipt of such orders of the terms of the order, the nature and substance of the information proposed to be released in compliance with such order, and an opportunity to inspect and copy the school student records and to challenge their contents.
6. To any person as specifically required by State or Federal law.
7. To juvenile authorities when necessary for the discharge of their official duties who request information prior to adjudication of the student and who certify in writing that the information will not be disclosed to any other party as provided under law or order of court. For purposes of this Section "juvenile authorities" means: (i) a judge of the circuit court and members of the staff of the court designated by the judge; (ii) parties to the proceedings under the Juvenile Court Act of 1987 and their attorneys; (iii) probation officers and court appointed advocates for the juvenile authorized by the judge hearing the case; (iv) any individual, public or private agency having custody of the child pursuant to court order; (v) any individual or private agency providing education, medical or mental health service to the child when the requested information is needed to determine the appropriate service or treatment for the minor; (vi) any potential placement provider when such release is authorized by the court for the limited purpose of determining the appropriateness of the potential placement; (vii) law enforcement officers and prosecutors; (viii) adult and juvenile prisoner review boards; (ix) authorized military personnel; (x) individuals authorized by court.
8. In connection with an emergency, to appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons, provided that the parent/guardian are notified as soon as possible of the information released, the date of the release, the person, agency, or organization receiving the information, and the purpose of the release;
  - a. Factors to be considered in determining whether records should be released pursuant to this paragraph include:
    1. The seriousness of the threat to the health or safety of the student or other persons;
    2. The need for such records to meet the emergency;
    3. Whether the persons to whom such records are released are in a position to deal with the emergency; and
    4. The extent to which time is of the essence in dealing with the emergency; The requirements and criteria for release of information pursuant to this paragraph shall be strictly construed;
    5. To any person, with the prior specific dated written consent of the parent/guardian designating the person to whom the records may be released, provided that at the time any such consent is requested or obtained, the parent/guardian shall be advised in writing the he/she has the right to inspect and copy such records, to challenge their contents, and to limit any such consent to designated records or designated portions of the information contained therein;
  - B. No information may be released pursuant to subparagraphs three (3) and seven (7) of paragraph A of this section unless the parent/guardian receives prior written notice of the nature and substance of the information proposed to be released, and an opportunity to inspect and copy such records in accordance with Section VII and to challenge their contents in accordance with Section IX; provided, however, that such notice shall be sufficient if published in a newspaper designated as the official State paper or other publication directed generally to the parent/guardian involved where the proposed release of

information is pursuant to subparagraph six (6) of paragraph A in this section and relates to more than twenty-five (25) students.

- C. A record of any release of information pursuant to this section must be made and kept as a part of the school student record and subject to the access granted by Section VIII. Such record of release shall be maintained for the Affairs of the school student records and shall be available only to the parent/guardian and the official Records Custodian. Each record of release shall also include:
  - 1. The nature and substance of the information released;
  - 2. The name and signature of the official records custodian releasing such information;
  - 3. The name of the person requesting information, the capacity in which such a request has been made, and the purpose of such request;
  - 4. The date of the release;
  - 5. A copy of any consent to such release.
- D. Except for the student and his parent/guardian, no person to whom information is released pursuant to this section and no person specifically designated as a representative by a parent/guardian may permit any other person to have access to such information without a prior consent of the parent/guardian obtained in accordance with the requirements of sub-paragraph nine (9) of paragraph A of this section.
- E. Upon graduation or permanent withdrawal of a student with a disability, psychological evaluations, special education files and other information contained in the student temporary record which maybe of continued assistance to the student may, after five (5) years, be transferred to the custody of the parent/guardian or to the student if the student has succeeded to the rights of the parent/guardian. IMSA shall explain to the student and the parent/guardian the future usefulness of these records.

### ***Section IX – Challenges***

- A. Parents/guardians shall have the right to challenge the accuracy, relevance, or propriety of any entry in the school student records of their child except for academic grades.
- B. To make a challenge, the parents/guardians shall make a written request to the responsible official for an informal conference to challenge the contents of a student record, and said written request shall state in specific terms what entries in their student’s record are being challenged or questioned.
- C. An informal conference with the parents/guardians and responsible official shall be held within fifteen (15) school days of the receipt of the written request for the conference.
- D. If the challenge is not resolved by the informal conference, a formal hearing shall be held within fifteen (15) school days of the initial conference, unless an extension of time is agreed upon by the parents/guardians and school officials; and shall be heard by the President, who shall notify parent/guardian and school officials of the time and place of the hearing.
  - 1. At that hearing, each party shall have the rights as outlined by law, including the right to present evidence and to call witnesses, the right to cross-examine witnesses, the right to counsel, the right to a written statement of any decision and the reasons therefore, and the right to appeal an
  - 2. A verbatim record of the hearing shall be made by a tape recorder. adverse decision;
- C. The President, as hearing officer, shall render a decision within ten (10) school days after the conclusion of the hearing and shall transmit this decision immediately to the parents/guardians and Principal. The decision shall be based solely on the information presented at the hearing and shall result in one of the following:
  - 1. To retain the challenged contents of the student record;
  - 2. To remove the challenged contents of the student record; or
  - 3. To change, clarify, or add to the challenged contents of the school record.
- D. The right to appeal an adverse decision to the Board of Trustees shall lapse after twenty (20) school days following transmittal of the decision by certified mail receipt or postmark shall be conclusive proof of transmittal.



- E. If the parents/guardians appeal, they shall so inform the Principal and within ten (10) school days, a transcript of the hearing, a copy of the record entry in question, and other pertinent materials shall be forwarded to the Board of Trustees. Upon receipt of such documents, the Board of Trustees shall examine the documents and records to determine whether IMSA's proposed action in regard to the student's file is in compliance with applicable law, make findings, and issue a written decision to the parents/guardians within twenty (20) school days of the receipt of the appeal documents.
- F. If the subject of the appeal involves the accuracy, relevance, or propriety of any entry in special education records, the Board of Trustees should seek advice from special education personnel:
  - 1. Who were not authors of the entry, and
  - 2. Whose special education skills are relevant to the subject(s) of the entry in question.
- G. The decision of the Board of Trustees shall be considered a final decision; and the parents/guardians shall be deemed to have exhausted their administrative remedies.
- H. A final decision may be appealed to the Circuit Court of Kane County.
- I. Parents/guardians shall also have the right to insert in their child's permanent school student record a statement of reasonable length setting forth their position on any disputed information contained in that record (excluding academic grades). IMSA shall include a copy of such statement in any subsequent dissemination of the information in dispute.

Adopted: September 22, 1986  
 Amended: February 11, 1991  
 Amended: July 14, 1998  
 Amended: September 14, 1999  
 Amended: March 9, 2004  
 Amended: March 17, 2010  
 Reaffirmed: March 15, 2017

**POLICY JECAA – STUDENT RESIDENCY**

In order to attend the Illinois Mathematics and Science Academy each year, a student must be a legal resident of the State of Illinois. In determining residency, the residence of the person who has legal custody of a student is deemed to be the residence of the student.

**Proof Of Legal Custody And Residency**

No parent or guardian will be considered a resident of the State unless that person maintains a bona fide and permanent primary place of abode within the State and lives in the State of Illinois, except when temporarily absent from the State with no intention of changing legal residence to some other state or country. If the student's parent/ guardian resides in the State of Illinois, then the student shall be presumed to be a resident of the State of Illinois. If the student lives in the State of Illinois with someone other than the student's parent or guardian the student shall be presumed not to reside in the State of Illinois.

A copy of the child's birth certificate must be furnished prior to the sophomore year. The individual registering the student must establish residency in the State of Illinois and legal custody of the student by the application deadline (February 1). The student must also be enrolled in an Illinois school at the time of application. Exceptions may be made by the Executive Director of Student Affairs for military families, home-schooled students and extenuating circumstances. The determination of legal custody and residency shall be made in accordance with the following procedures.

**Establishment of Residency**

Before a child can be registered at the Academy, proof of the child's residency in the State of Illinois must be established by presenting the required number of documents from each of the following categories:

Category I (one document is required by July 1 prior to the sophomore year and in the event of a change of residence)

- Most recent property tax bill (homeowners)
- Mortgage papers (homeowners)
- Signed and dated lease and proof of last two months' payments if lease is not at its inception (canceled check or receipts required) (renters)
- Letter from manager and proof of last two months' payments (canceled checks or receipts required) (trailer park residents)
- Housing letter (military personnel)
- An agreement of sale for a residential property located within the State of Illinois's geographic boundaries, signed by the seller and parent/custodian as buyer, which recites a closing date prior to the date of registration
- Notarized affidavit of residency from the resident owner of property within the State of Illinois where the parent/custodian of the child is living with the owner at no cost.

Category II (two documents showing proper address are required by July 1 of each year)

- Most recent cable television and/or credit card bill
- Current public aid card
- Current homeowners/renters insurance policy and premium payment receipt
- Most recent gas, electric and/or water bill Before a child can be registered, the following additional documents may also be required to be submitted to establish proof of residency:
- Any agreements, judgments, decrees or other documents (e.g., joint parenting agreements) awarding or giving custody of the student to any person

The parent/guardian must also complete and sign the Verification of Residency Form.

### **Establishment of Legal Custody**

In determining residency, the residence of the person who has legal custody of a student is deemed to be the residence of the student. In order to establish legal custody, the individual registering the student must present proof of one of the following:

1. Custody exercised by a natural or adoptive parent with whom the student resides.
2. Custody granted by order of a court of competent jurisdiction to a person with whom the student resides for reasons other than to have access to the educational programs of the Academy.
3. Custody exercised under a statutory short-term guardianship, provided that within sixty (60) days of the student's enrollment a court order is entered that establishes a permanent guardianship and grants custody to a person with whom the student resides for reasons other than to have access to the educational programs of the Academy.
4. Custody exercised by an adult caretaker relative who is receiving aid under the Illinois Public Aid Code for the student who resides with that adult caretaker relative for purposes other than to have access to the educational programs of the Academy.
5. Custody exercised by an adult who demonstrates that, in fact, he or she has assumed and exercises legal responsibility for the student and provides the student with a regular fixed nighttime abode for purposes other than to have access to the educational programs of Academy.

The Executive Director of Student Affairs shall make a determination of a student's residency. In cases of questionable residency or legal custody, the Executive Director of Student Affairs will take the following steps:

1. Advise the adult enrolling the child of the necessity for establishing proof of residency and/or legal custody.



2. Have the adult registering the child complete the Verification of Residency Form and an Affidavit concerning Student Residence.
3. Require the student, the parent/guardian, and/or other persons appropriate to the determination of the student's residency, to submit information relevant to the question of the student's legal residence, and to respond to a residency questionnaire. Any questionnaire or request for information by the Executive Director of Student Affairs shall allow for the submission of such additional information as the person responding believes relevant to the question of the student's residency. The Executive Director of Student Affairs may require the questionnaire and other information to be submitted under oath and within a specific time.
4. Make arrangements for either an employee or agent of the Academy to investigate and report his or her findings to the Executive Director of Student Affairs.
5. The Executive Director of Student Affairs will then determine the disposition of the case in accordance with the Academy criteria regarding residency. If the student does not meet the Academy criteria regarding residence and if the Executive Director of Student Affairs determines the student will be a resident of the State of Illinois by registration day, the Executive Director of Student Affairs will continue the residency inquiry until registration day, at which time he or she will review any additional documentation submitted by the parent/guardian and make a determination of the student's residency.

#### STUDENTS DETERMINED TO BE NONRESIDENT

If, after being accepted to the Academy, but before the first date of attendance, a student no longer is a resident of the State of Illinois, that student is no longer eligible to attend the Academy.

If, after commencing attendance at the Academy a sophomore student is no longer a resident of the State of Illinois, and if as of the date of the change in residence the student has not completed a period of one academic quarter at the Academy, the student shall be withdrawn from school at the Academy and will not be eligible to attend the following or ensuing years at the Academy.

If, after commencing attendance at the Academy a student is no longer a resident of the State of Illinois, and if as of the date of the change in residence the student has completed at least a period of one academic quarter at the Academy, the student may complete the current school year if that student and/or parent/guardian pays the prorated cost of the student's tuition, room, board and fees for extracurricular participation at the Academy for the balance of the school year, as determined by the Academy.

Parents/guardians are required to inform the Academy of a change in student residency in writing within seven (7) days of said change. Failure to notify the Academy of a change in residency that causes a student to no longer be a resident of the State of Illinois may be grounds for the student's immediate dismissal from the Academy.

#### APPEAL OF RESIDENCY DETERMINATIONS

If the Executive Director of Student Affairs determines that a student who is attending or who has attempted to register at the Academy is not a resident of the State of Illinois, the following procedure will be implemented:

1. The Executive Director of Student Affairs will notify the person who registered the student of the determination and the reasons therefore. The notice shall be given by certified mail, return receipt requested.
2. Within two (2) business days after receipt of the notice, the person who registered the student may request a hearing with the Principal or designee to review the determination of the Director of Student Affairs. The request shall be sent by certified mail, return receipt requested, to the Principal.
3. If a hearing is requested, the student may, at the request of the person who registered the student, continue attendance at the Academy pending a final decision of the Principal or designee following the hearing. However, attendance of that student at the Academy shall not relieve any person who registered the student of the obligation to pay the tuition, room, board, and fees for participation in extracurricular activities if the final decision of the Principal is that the student is not a resident of

the State of Illinois.

4. Within five (5) business days after receipt of the request for a hearing, the Principal or designee shall notify, by certified mail, return receipt requested, the person requesting the hearing of the time and place of the hearing. The hearing shall be held no more than ten business (10) days after the notice of hearing is given.
5. The Principal or designee shall conduct the hearing. The Principal or designee and the person who registered the student may be represented at the hearing by representatives of their choice. At the hearing, the person who registered the student shall have the burden of going forward with the evidence concerning the student's residency.
6. The Principal or designee shall, within five (5) business days after the conclusion of the hearing, decide whether or not the student is a resident of the State of Illinois, and the consequences of a determination that the student is not.
7. The Principal or designee shall send a copy of its decision to the person who registered the student. This decision shall be final.
8. If a student is determined not to be a resident of the State of Illinois, the student shall be withdrawn from school at the Academy, unless it is determined that the student may continue to attend school at the Academy with the student and/or parent/guardian paying the full cost of the student's tuition, room, board and fees for extracurricular participation at the Academy.

#### **FRAUDULENT REGISTRATION**

A person who knowingly registers or attempts to register in the Academy a student known by that person to be a nonresident of the State of Illinois shall be subject to prosecution for said offense.

A person who knowingly or willfully presents to the Academy any false information regarding the residency of a student for the purpose of enabling that student to attend the Academy shall be subject to prosecution for said offense.

Adopted: July 29, 1991  
Amended: November 22, 1993  
Amended: December 10, 1996  
Amended: May 23, 2000  
Amended: March 12, 2001  
Amended: May 14, 2004  
Amended: July 27, 2005  
Amended: March 14, 2007  
Amended: July 14, 2010  
Amended: March 19, 2014  
Reaffirmed: March 15, 2017

#### **POLICY JHCC - STUDENTS WITH CHRONIC COMMUNICABLE DISEASES**

The Illinois Mathematics and Science Academy recognizes the possibility that students may develop chronic communicable diseases. In determining a policy for the treatment of those students, it is relevant to consider the importance of the residential component of the educational program at the Academy. Because part of the Academy's unique learning environment is its ability to offer students the opportunity to live in a community with others of similar intellect, interests, and aspirations, while contributing to and learning from the group, living at the Academy is a requirement of all students attending the Academy, and is an integral part of the Academy educational experience.

Any student who has a chronic communicable disease may attend school at the Academy whenever, through reasonable accommodations, the risk of transmission of the disease to others and/or the risk of further injury to the student is sufficiently remote so as to be outweighed by the detrimental effects of

the student's placement elsewhere. If a student can no longer attend the Academy, other options will be explored for placement of the student.

#### Reporting Procedures

1. Any report that a student at the Academy has a chronic communicable disease shall be made or forwarded in confidence to the Executive Director of Student Affairs. Any student who suffers from a chronic communicable disease (such as tuberculosis, hepatitis B or AIDS) must report that fact to the Academy medical staff (Nurse or school counselor) immediately upon learning of the disease. Failure of a student to make such a report may subject the student to disciplinary action, including the possibility of dismissal from the Academy. The Academy medical staff shall report to the Executive Director of Student Affairs whenever the staff has diagnosed a chronic communicable disease in a student, or learned from a student that the student suffers from a chronic communicable disease.
2. The identity of a student who has or is believed to have a chronic communicable disease, or has been exposed to HIV or other identified causative agent of AIDS, or has a similar chronic communicable disease, shall not be revealed by any Academy employee or official to anyone, including other Academy employees, except as is authorized by law and this policy. In cases where the Illinois Department of Public Health or a local health department gives notice to the Principal of the identity of a child diagnosed as having AIDS, or as having been exposed to HIV or other identified causative agent of AIDS, the Principal shall disclose the identity of the child to the Executive Director of Student Affairs. The Executive Director of Student Affairs may, as necessary, disclose the identity of the child to the Academy medical staff, the teachers in whose classes the child is enrolled, and those persons who, pursuant to federal or state law, are required to decide the placement or educational program of the child. Further, in such cases, the Executive Director of Student Affairs may inform such other persons as may be necessary that an infected child is enrolled at the school so long as the child's identity is not revealed.
3. The Executive Director of Student Affairs shall notify the Illinois Department of Public Health ("IDPH") if any student at the Academy has a condition for which reporting is required by the IDPH.

#### Investigation and Resolution Procedures

1. Immediately upon receiving information that a student has contracted a chronic communicable disease, the Executive Director of Student Affairs shall notify that student's parents/guardians and require that a letter from the student's physician be submitted indicating whether or not the student is able to continue in the educational program without endangering himself or others. The opinion of the student's physician will be considered but will not be controlling.
2. Upon receipt of the letter from the child's physician, the Executive Director of Student Affairs shall convene a Review Committee, which shall consist of the Executive Director of Student Affairs, a physician retained by the Academy, and other such persons, if any, as the Executive Director of Student Affairs may designate.
3. The Review Committee shall investigate the student's case and shall make a determination whether or not the student should be permitted to continue at the Academy. This determination shall be based on the following considerations:
  - a. The nature of the risk (how the disease is transmitted);
  - b. The duration of the risk (how long is the carrier infectious);
  - c. The severity of the risk (what is the potential harm to third parties; what is the affected person's physical condition, behavior and ability to control bodily functions and secretions);
  - d. The probabilities that the disease will be transmitted and will cause varying degrees of harm.
4. Pending the evaluation process and an ultimate determination, the Executive Director of Student Affairs is authorized to temporarily send the student off campus and/or home in order to enhance the student's recovery and well-being, and to promote infection control. During the time that a student is temporarily off campus, the student shall be permitted to make up any academic work, and the Academy shall provide assistance to the student so that the student can receive his or her education.

5. The Review Committee shall maintain a protocol file for case management purposes, which file shall not become a part of the student's temporary record, except upon review and decision of the Executive Director of Student Affairs and after consultation with legal counsel. The file shall contain all recommendations, reports to the Review Committee, and any conclusions or decisions of the Committee. The file shall also contain a list identifying any and all individuals who have been made aware of the identity of a student who has or who is believed to have the contagious disease.
6. If the student remains at the Academy, the Review Committee may designate a person to monitor the student's condition and behavior and to inform the student's parent or guardian in the event there is any change in circumstances that warrants further review. The Review Committee may reevaluate the student's case at any time, but not less than once every six (6) months.

### **Appeal**

A student or the student's parents/guardians may appeal the decision of the Review Committee to the Principal, or designee. The appeal must be in writing and mailed or delivered to the Principal, or designee, within three (3) business days after the student and/or parents/guardians have received the decision of the Review Committee. Upon the receipt of the appeal notice, the Principal, or designee, shall schedule a meeting with the student and/or parents/guardians within three (3) business days. The Principal, or designee, shall review the Review Committee's protocol file and decision, and all other information gathered to date, including any other information the student and/or parents/guardians wish to present. The Principal, or designee, shall make a final determination within ten (10) business days after the appeal meeting.

Adopted: July 11, 2000  
 Amended: March 14, 2007  
 Amended: March 17, 2010  
 Amended: March 19, 2014  
 Reaffirmed: March 15, 2017

## **POLICY JB – STUDENT EXPRESSION**

### *Principles*

IMSA believes that each person is responsible for her/his own choices, and that belonging to a group requires alignment of self-interests and the common good. Further, IMSA believes that both the individual student and IMSA the institution have rights and responsibilities with respect to student expression.

### *Expectations*

Every student has the right to free expression. However, student expression shall be civil, fair, responsible, honest and respectful. These expectations are meant to help each student find and express his/her own voice – in student publications, performances, exhibitions, or in individual expression. For purposes of this policy, the term “expression” means uttering or gesturing; writing, printing, typing, or drawing; and the distribution, publication and/or display of any of the above to others. This policy applies to any form of electronic expression. Students should also refer to IMSA's ITS Policy (JBID).

### *Guidelines*

Nothing in this policy shall authorize or support:

1. Expression that causes or is likely to cause material and substantial disruption of or interference with teaching or the orderly operation and discipline of the Academy or Academy-sponsored activities, or expression that collides with the rights of others;
2. Expression that is defamatory;
3. Expression that could result in tort liability to the Academy;
4. Threats of violence or other intimidating statements, gestures, or symbols;
5. Expression in Academy sponsored expressive activities, including but not limited to, student newspapers, yearbooks, and plays, that is inconsistent with the habits and manners of civil

discourse, including, but not limited to:

- a. Cursing, profanity, and other vulgar or indecent language, gestures, or symbols;
  - b. Expression that is obscene to minors;
  - c. Insulting or fighting words, gestures, or symbols, the very expression of which injures or harasses other people, including, but not limited to, slurs of another person's character, family, race, religion, gender, ethnic origin, physical appearance, sexual orientation, intellectual ability or disability;
  - d. Abusive or harassing expression that is sufficiently severe and pervasive as to create a hostile learning environment for any student, including, but not limited to, conduct based on another person's race, religion, ethnic origin, disability, gender, or sexual orientation;
  - e. Statements, gestures, or symbols reflecting bias or prejudice.
6. Expression that is likely to cause the commission of unlawful acts or the violation of lawful Academy regulations; and
  7. Expression that is otherwise prohibited by Board policy or the directives of administrators or other staff.

Expression of the nature listed above, especially continued or egregious incidents of such prohibited expression, is unacceptable to the community and may result in informal or formal disciplinary consequences.

#### *Supervision*

Students shall be responsible for conducting themselves in a manner that is consistent with the expectations and guidelines specified herein. All IMSA-sponsored activities and publications shall have an IMSA-accountable adult sponsor to oversee student expression and maintain said expectations and guidelines.

#### *Right to Appeal*

If there is disagreement between an IMSA staff member and a student organization or an individual student regarding whether proposed expression is prohibited by this policy, the student may appeal the staff member's decision. In the case of a student organization the appeals shall be made to the supervisor of the staff member and her or his decision shall be final. In the case of an individual student, the appeal shall be to the Executive Director of Student Affairs, or designee whose decision shall be final.

Adopted: May 11, 1999

Amended: April 11, 2012

Amended: March 19, 2014

Reaffirmed: March 15, 2017

## **POLICY JFL – RIGHTS OF INDIVIDUALS WITH DISABILITIES**

It is the policy of the Board of Trustees of IMSA that no otherwise qualified individual shall, by reason of the individual's disability, be excluded or otherwise denied opportunity for participation in, be denied the benefits of, or be subjected to discrimination under any program or activity sponsored by this Board. It is the further policy of this Board that students with disabilities who are enrolled in IMSA programs will be provided a free appropriate public education regardless of the nature or extent of the student's disability. As used in this policy and any implementing regulations, the term "disability" means an individual who has a physical or mental impairment that substantially limits one or more of the individual's major Affairs activities. The term also includes individuals who have a record of such impairment or who are regarded as having such an impairment. Major Affairs' activities include functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.

Notice of the Board's policy of nondiscrimination on the basis of disability shall be included in the Board policy manual, posted throughout IMSA, and published in any IMSA statement regarding the availability of employment opportunities, educational services, or IMSA-sponsored programs.

### **Program Accessibility**

The instructional programs of and the activities sponsored by IMSA, in conjunction with the instructional program, shall be operated in such a manner that such programs and activities, when viewed in their entirety and to the maximum extent feasible, shall be readily accessible to and usable by individuals with disabilities, including individuals who use wheelchairs. IMSA will attempt to provide barrier-free access to school facilities with the objective that no individual with a disability is to be denied an opportunity to participate in an IMSA program that is available to non-disabled persons. In some instances, this may require the individual with a disability to travel to or attend an accessible facility other than the facility closest to the person's residence.

### **Educational Services**

In providing educational and extracurricular services and activities to students with identified disabilities, IMSA will reasonably accommodate the student's individual educational needs. An IMSA student must be able to care for oneself and live and work independently, with reasonable accommodation, and live and work in an academic residential environment. Such accommodation may include, but is not limited to, the provision of regular or special education and related aids and services.

### **Enforcement**

The Coordinator of Academic Support is designated as the Coordinator for the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Individuals with Disabilities Education Act and Individuals with Disabilities Education Improvement Act.

The Board shall establish grievance procedures to address complaints under (1) the Americans With Disabilities Act and the employment and program accessibility provisions of the Section 504 regulations at 34 C.F.R. Subparts B and C, and (2) the Section 504 provisions set forth in 34 C.F.R. Subpart D with respect to identification, evaluation, and educational placement of students with disabilities. The Education Plan Coordinator shall provide the complainant with a copy of the grievance procedures, which are appropriate to the nature of the complaint.

Complaints with respect to the provisions of either of these statutes or this policy shall be directed to the Coordinator for prompt investigation and equitable resolution. Any person wishing to submit complaints should submit a written statement to the Education Plan Coordinator. The written statement should set forth the specific facts and/or perceived wrongful act (e.g., location, names, dates, times) to be investigated. If a person who is unable to write wishes to file a statement, assistance may be obtained by calling the Education Plan Coordinator at 630-907-5039 or (TT/TDD # if available). All such written statements should be submitted within thirty (30) days after the incident or act which gives rise to the complaint.

The Education Plan Coordinator shall immediately refer any complaint, which relates to the identification, evaluation, or educational placement of students who, because of disability, receive or may require special instruction or related services, to the Principal for processing. The Coordinator shall promptly investigate all other complaints under the ADA, Section 504, Individuals with Disabilities Education Act and/or Individuals with Disabilities Education Improvement Act.

The Coordinator shall make all reasonable efforts, including but not limited to convening a conference with the complainant to discuss the complaint and the results of the investigation, to resolve the matter informally. In the event that the matter cannot be resolved informally within ten (10) business days after receipt of the written complaint, the Coordinator will advise the complainant of his or her right to a hearing as set forth in the Americans With Disabilities Act, Section 504 of the Rehabilitation Act of 1973, Individuals with Disabilities Education Act and Individuals with Disabilities Education Improvement Act.

All complaints regarding IMSA's compliance with the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Individuals with Disabilities Education Act and/or Individuals with Disabilities Education Improvement Act shall be received and investigated without reprisal by the Board or, the Board's employees, or agents.



The filing of a complaint under the procedures described above shall not limit, extend, replace or delay the right of any person to file a similar complaint or charge with any appropriate local, State, or federal agency or court.

### **Evaluation and Compliance**

The Board directs the President to evaluate IMSA's programs and practices with respect to nondiscrimination, in accordance with existing law and this policy. The President shall report the results of this evaluation to the Board.

Adopted: July 14, 1998  
Amended: May 14, 2004  
Amended: May 15, 2009  
Reaffirmed: March 15, 2017

### **POLICY IBA - FREEDOM OF ACCESS TO INFORMATION AND EDUCATIONAL RESOURCES**

This Policy relates to information and educational resources provided by the Academy for use by staff and students. The Board recognizes the need for staff and students to access a wide range of information and educational resources for learning experiences and expresses good faith in their accessing information and educational resources that are reasonable and appropriate for those learning experiences. The Board believes that freedom of access to information and educational resources carries with it great responsibility for all staff and students to exercise good judgment in selecting and using resources. The Board expects decisions to be grounded in the mission, beliefs, objectives and learning standards of the Academy and to reflect a commitment to responsible use of the information and educational resources.

By this policy the Academy does not assume the obligation to provide unlimited access to information and educational resources.

This policy cannot be used to appeal a supervisory decision regarding the appropriateness of resources. This policy supports the Board policy on Academic Freedom (IB).

### **CHALLENGE PROCEDURE**

The Freedom of Access to Information Committee for reviewing challenges to information and educational resources provided by the Academy shall be appointed by the President or designee. The President or designee shall appoint a Committee that will consist of one faculty member, one student Affairs representative, one member of information resources/systems, the President or designee (chair) and an administrator who supervises staff and operations in the area in which the challenge resides.

1. To file a challenge, an individual must submit the challenge in writing to the President or designee stating the specific resources to which the individual objects and stating the reason(s) for the objection.
2. When the written challenge is received, the President or designee will notify the Freedom of Access to Information Committee and other staff as appropriate.
3. Based on this policy and any other applicable institutional policies and guidelines, the Committee will review the challenge, gather additional information as needed, determine the merit of the challenge and decide what action(s) will be taken to resolve the challenge. The Committee's review will be conducted in a timely manner.
4. The President or designee will inform all involved parties in writing of the Committee's decision.
5. Any of the involved parties may appeal the Committee's decision by submitting a written appeal to the President or designee within five business days of receiving the Committee's decision. The President or designee will review the challenge and the decision of the Freedom of Access to Information Committee and will render a final decision on the matter. The President or designee

will inform all involved parties in writing of the final decision.

Approved: March 25, 1996  
Amended: July 11, 2000  
Amended: July 7, 2004  
Amended: May 20, 2015  
Reaffirmed: November 16, 2016

## **POLICY JIP – GIP INTELLECTUAL PROPERTY POLICY**

### **SECTION 1 – GENERAL POLICY PROVISIONS**

#### **A. Policy Objectives**

The objectives of IMSA's Intellectual Property Policy are to:

1. Enable IMSA to foster the free and creative expression and exchange of ideas and comment;
2. Establish ownership of Intellectual Property;
3. Establish principles and procedures for sharing income derived from intellectual property originating at IMSA;
4. Enable the public to use and benefit from intellectual property originating at IMSA;
5. Manage intellectual property in a way that advances the academic missions of IMSA including research and scholarship;
6. Assure compliance with applicable laws and regulations in the management of intellectual property;
7. Enable IMSA President to execute this policy within a fluid innovative and entrepreneurial environment; and
8. Establish principals for IMSA to benefit from intellectual property associated with IN2 and Student Independent Research (SIR) on-campus programs.

#### **B. General Policy Statement**

It is the policy of IMSA that all intellectual property rights shall remain with the creator/inventor unless the work/invention/discovery is created as a specific requirement of employment or a product of an individual's employment, is supported by a direct allocation of funds through IMSA for the pursuit of a specific project, makes more than incidental use of IMSA resources or personnel, or is otherwise subject to contractual obligations. This policy provides exceptions for participants in SIR and IN2 partners as described in Section 5. This policy requires that IMSA President provide regular updates to the Board of Trustees on the execution and exceptions to this policy per Section 5 below.

It is not the intent of this policy to infringe on the academic freedom of faculty or other teaching staff.

#### **C. Conditions of Employment and Enrollment**

This policy, as amended from time to time, is considered a part of the conditions of employment for every employee of IMSA and a part of the conditions of enrollment and attendance at IMSA by students. It is also the policy of IMSA that individuals (including visitors) by participating in a sponsored research project and/or making more than incidental use of IMSA resources thereby accept the principles or ownership of intellectual property as stated in this policy unless an exception is approved in writing by the President or Designee.

All faculty, staff, and student employees must sign the IMSA Copyright and Patent Agreement acknowledging that they will abide by the terms and conditions of this policy. In addition, non-employees who participate or intend to participate in research projects at IMSA must also sign the IMSA Copyright and Patent Agreement.

1. The President or designee is responsible for notifying new employees of this policy upon hire and is responsible for getting a signed IMSA Copyright and Patent Agreement form from each newly employed individual.
2. Employees prior to April 11, 2012 when this policy was first adopted, were to submit to



- Human Resources or designee a signed IMSA Copyright and Patent Agreement form.
3. IMSA Students and their parent/guardian will be notified of this policy by President or designee, and are responsible for submitting a signed acknowledgment of acceptance of the terms of this policy.

## **SECTION 2 – COPYRIGHTS**

### **A. IMSA Ownership of Copyrights**

IMSA has ownership, or the right to obtain ownership by assignment, of copyright in:

1. Any particular and identifiable work created pursuant to either an oral or written agreement between the creator and IMSA.
2. Any particular and identifiable work created within an individual's employment responsibility and activity with IMSA.
3. Works specifically commissioned by IMSA. Work that is "commissioned" refers to a copyrightable work prepared under an agreement between IMSA and the creator when (a) the creator is not an IMSA employee or (b) the creator is an IMSA employee but the work to be performed falls outside the normal scope of the creator's IMSA employment. Contracts covering commissioned works shall specify that the author convey by assignment such rights as are required by IMSA.
4. Any work created under the terms of a contract or other binding agreement with an entity, other than IMSA, when such contract or agreement requires IMSA ownership of the work.
5. Any works created or developed with more than incidental use of IMSA resources.

"More than incidental use of IMSA resources" includes:

- a. The use of space, facilities, materials, equipment, supplies or other resources, provided by IMSA for academic purposes; or
- b. Significant use of compensated time by a faculty member or support staff.

The occasional and infrequent use of the following would typically not constitute "more than incidental use of IMSA resources":

- a. Routinely available, office-type equipment, including desktop computers and commercially-available software.

Individuals may not use IMSA resources, including facilities, personnel, equipment, or confidential information, except in a purely incidental way, for any non-IMSA purposes, including outside consulting activities or other activities in pursuit of personal gain.

### **B. Individual Ownership of Copyright**

IMSA does not claim ownership of copyright in pedagogical, scholarly, artistic, or research works regardless of the mode of expression except as described in this policy. Therefore, in those instances where IMSA does not claim ownership of a copyright, the copyright will be owned by those defined as authors or creators under copyright law unless there is a contrary contractual or statutory obligation. For works created by IMSA faculty, staff members or students in the course of the individual's employment with IMSA, IMSA may claim ownership as described in this policy. IMSA claims no ownership of copyright in any work created outside the scope of any employment with IMSA except as set forth in this policy.

## **SECTION 3 – PATENTS**

### **A. IMSA Ownership of Patents**

This policy is applicable to any invention or discovery by an individual who made the invention or discovery (or any part thereof):

1. Within his or her normal employment responsibility and activity with IMSA or during an individual's compensated time;;
2. Pursuant or subject to an agreement between IMSA and a third party;

3. Used direct or indirect financial support from IMSA, including support or funding from any outside source awarded to or administered by IMSA; or
4. Makes more than incidental use of IMSA resources. The phrase “more than incidental use of IMSA resources” is defined as set forth in Section 2.A.
5. Pursuant to an exemption under Section 5 of this policy.

Individuals subject to this policy may not assign, license or otherwise transfer rights in inventions and discoveries that are subject to this policy to any other party.

#### B. Individual Ownership of Patents

IMSA does not claim ownership of inventions or discoveries made outside the scope of employment at ISMA or outside of the scope of an individual’s normal employment responsibility and activity with IMSA except as set forth in this policy. For inventions or discoveries or parts thereof created by IMSA faculty, staff members or students in the course of the individual’s employment with IMSA, IMSA may claim ownership as described in this policy.

### **SECTION 4 – INTELLECTUAL PROPERTY ADMINISTRATION**

#### A. Intellectual Property Committee

The IMSA Intellectual Property Policy shall be administered under the oversight of the President or designee. The President or designee shall appoint a standing Intellectual Property Committee:

1. Advise faculty, staff members, students, SIR partners, and IN2 Partners regarding intellectual property matters including, but not limited to, the resolution of disputes arising from the application of this policy;
2. Evaluate intellectual property to determine whether IMSA has an ownership interest in the intellectual property;
3. Make determinations as to what IMSA resources, if any, were used in the creation of intellectual property and whether more than an incidental use of IMSA resources was used in the creation of intellectual property;
4. Evaluate contractual commitments and make recommendations to the President regarding protection, commercialization and /or disposition of intellectual property;
5. Set and administer rules for determining the creator’s or inventor’s share of revenues, if outside the parameters outlined in this policy; and
6. Publish procedures, including reviewing and revising the IMSA Copyright and Patent Agreement, and take such other administrative actions as are necessary and consistent with the provisions expressed in this policy.

#### B. Dispute Resolution

The Intellectual Property Committee, created by the IMSA President or designee, shall resolve Intellectual Property disputes in consultation with legal counsel and others.

Disagreements regarding the resolution of disputes concerning ownership and or other intellectual policy arising out of this policy and any related procedures shall be resolved by binding third party arbitration.

With regard to disputes arising with former employees and certain non-employees, IMSA owns intellectual property created, discovered or invented by a former employee if the intellectual property meets any of the conditions set forth in Sections 2.A or 3.A and was created, discovered or invented during activity directly relating to and closely following employment.

#### C. Disclosure of Intellectual Property

The creator of any intellectual property in which IMSA may have an ownership interest must promptly disclose the intellectual property in writing to the Intellectual Property Committee on the Disclosure

Form provided by the Committee as soon as the individual believes or as reason to believe, based on his or her knowledge or upon information from others, that the intellectual property may be subject to copyright or patent protection regardless of whether the work, invention or discovery is complete or final. Certainty about copyright or patent protections is not required before a disclosure is made and individuals subject to this policy should error on the side of disclosure. The creator(s) or inventor(s) shall furnish such additional information and execute such documents from time to time as may be reasonably requested.

Individuals covered by this policy are expected to apply reasonable judgment as to whether intellectual property must be disclosed.

#### D. Evaluation and Commercialization of Intellectual Property

After evaluation of the intellectual property and review of applicable contractual commitments, IMSA may at its discretion and consistent with the public interest:

1. Develop the property through licensing;
2. Release it to the sponsor of the research under which it was made (if contractually obligated to do so);
3. Release it to the creator(s) or inventor(s) if permitted by law and under the terms of this policy;
4. Place the property in the public domain; or
5. Take such other actions considered to be in the public interest.

IMSA will inform creators or inventors of its substantive decisions regarding protection, commercialization and/or disposition of intellectual property which they have disclosed. However, specific terms of agreements with external parties may be proprietary business information and subject to confidentiality restrictions.

#### E. Assignment/Licensing

Creators and inventors subject to this policy shall confer to IMSA their entire right in the intellectual property. IMSA reserves the right to transfer its rights in any intellectual property to the IMSA Fund for Advancement of Education or another entity as permitted by law. Creators and inventors shall provide reasonable assistance to IMSA or another entity designated by IMSA in obtaining copyright and patent protection and in licensing and/or assigning the copyright and patent rights to others. IMSA will diligently pursue the best opportunities to optimize the value of intellectual property consistent with the missions of IMSA and for the public benefit. IMSA may, at its discretion and consistent with the public interest, license intellectual property. The licensee must demonstrate technical and business capability to commercialize the intellectual property. The license may include clear performance milestones with a provision for recapture of intellectual property if milestones are not achieved. The licensee may be required to assume the cost of statutory protection of the intellectual property.

No assignment, license or other agreement may be entered into or will be considered valid with respect to intellectual property owned by IMSA except by action of the Board of Trustees, unless as specified in Section 5: Exceptions to Policy GIP/JIP.

This section does not apply in any situation where the Illinois Employee Patent Act or other law does not permit IMSA to require that rights be assigned to it. In any situation where the inventor or creator retains rights under this policy, the inventor or creator may offer to assign the invention to IMSA or its designee, upon such terms as may be agreed upon.

If IMSA cannot, or decides not to, proceed in a timely manner to copyright and/or patent and/or license or otherwise commercialize intellectual property, it may reassign ownership to the authors or inventors upon request to the extent possible under the terms of any agreements that supported or related to the work.

#### F. Income Sharing

IMSA shall receive all payments due under a license or from assignment or sale of intellectual property and shall distribute such earnings under the terms of this policy within 120 days of receipt of funds.

Prior to any distribution, IMSA shall recover any out-of-pocket expenses incurred in applying for intellectual property protection, maintaining the intellectual property license or defending the licensed intellectual property and fees associated with the administration of the intellectual property. Also prior to any distribution under this policy, IMSA shall make any payments to others required by agreements, including but not limited to inter institutional agreements for the management of jointly owned intellectual property. IMSA's gross earnings, less IMSA's out-of-pocket expenses, less payments required to others, are designated as "distributable income." Distributable income shall be allocated as follows:

- a. 40% of distributable income to faculty and/or staff and/or student inventor(s)
- b. 20% of distributable income to the inventor's unity
- c. 40% of distributable income to IMSA to be administered on a discretionary basis by the President.

Special facts or circumstances may warrant a different distribution of proceeds than specified above and such distributions will be determined on case-by-case basis under the authority of the President.

With regard to multiple intellectual properties licensed under a single licensing agreement, IMSA and any third parties with an interest in the revenue from such agreement shall determine allocation of distributable income on a case-by-case basis prior to entering into such an agreement.

When more than one creator or inventor is named on any licensed copyright or patent, the creators and/or inventors will receive equal portions of the share of distributable income allocated to that copyright or patent unless there is a modifying written agreement signed by all creators and inventors and approved by IMSA.

#### G. Sponsored Agreements

Sponsored agreements shall provide that all intellectual property developed as a result of the sponsored project shall belong to IMSA unless otherwise specified in writing. The sponsor may receive an option to license the resulting intellectual property on terms to be negotiated, with the option to be exercised within a specified period following the disclosure of the intellectual property. When the nature of the proposed project allows identification of a specific area of intellectual property or application which is of interest to the sponsor, IMSA may accept agreements with terms which entitle the sponsor to reasonable specific commercial rights within the defined field of interest. Otherwise, the specific terms of licenses and rights to commercial development shall be based on negotiation between the sponsor and IMSA at the time the option is executed by the sponsor and shall depend on the nature of the intellectual property and its application, the relative contributions of IMSA and the sponsor to the work, and the conditions deemed most likely to advance the commercial development and acceptance of the intellectual property. In all cases where exclusive licensing is appropriate, such license agreements shall be executed apart from the sponsored agreement and shall require diligent commercial development of the intellectual property by the licensee. IMSA may also determine, on a case-by-case basis and only if allowed by law, that it is in IMSA's interest to assign ownership of resulting intellectual property to the sponsor as an exception to this policy when circumstances warrant such action.

#### H. Conflict of Interest

IMSA employees engaged in external consulting work or business are responsible for ensuring that agreements emanating from such work are not in conflict with any IMSA policy including this Intellectual Property Policy or with the employee's contractual commitments with IMSA. Such employees should make their non-IMSA obligations known to the President or designee and should provide other parties to such agreements with a statement of applicable IMSA policies regarding ownership of intellectual property and related rights.

#### I. Authority to Enter into Agreements

All agreements regarding intellectual property must be executed by the President or designee.

Licenses, options for licenses, assignments and other agreements related to commercialization or exploitation or sale of intellectual property shall be granted in the name of the Board of Trustees of

IMSA.

IMSA-owned intellectual property shall be protected by notice in the name of the Board of Trustees of IMSA. Such notice shall be composed and affixed in accordance with applicable law.

## **SECTION 5 – EXCEPTIONS TO POLICY GIP/JIP**

- A. General Exception Statement – While the primary purpose of this Intellectual Property Policy is to provide necessary protection and incentives to both the discovery and development of new knowledge and protect IMSA’s interest in the development and return on investment from intellectual property, the following exceptions to this policy shall apply to ensure the broadest participation in IMSA, by IMSA, and with IMSA partners for the generation of new knowledge, products and trademarks.
- B. IMSA Students – IMSA encourages student innovation and entrepreneurship and grants exceptions to this policy when certain criteria are met. However, these exceptions are only granted as long as the work, invention or discovery does not incorporate, depend upon or is not derived directly from IMSA-owned background intellectual property.
1. Student Entrepreneurship Activities and/or Project: A variety of academy initiatives support student created start-up activities and/or projects by providing limited amounts of funding, space, and other resources. For these student initiated and directed start-ups, IMSA will allow the students to retain ownership of their intellectual property resulting from these efforts even though they utilize IMSA facilities and resources.
  2. Student Class Project: Students that create intellectual property as part of the coursework, retain ownership of the intellectual property resulting for their efforts. The exception applies when the only IMSA facilities used were those routinely made available to all students enrolled in the course.
- C. Non-IMSA Students: Students who are not accepted or registered into the Residential Academy and engaged in IN2, SIR, summer programs or otherwise partnered with IMSA are excluded from this general IP policy and bound to the agreements signed at the time of their registration into their particular program.
- D. IN2 and SIR Partners: All external collaborators agree to freely share their ideas with students and members of the IN2 network and/or SIR network, unless a signed letter of Agreement or other written agreement specifies otherwise. An Administrative Oversight Committee composed of each IMSA department head and his/her supervisor is responsible for managing their department’s IP and developing IP agreements with their partners with approval of the IMSA President or designee.
- E. Other External Partners and/or Projects: Joint projects with non-IMSA partners not directly covered by the circumstances described above may create written agreements covering intellectual property prior to the beginning joint projects subject to the approval of the President or designee.

## **SECTION 6 – EXPLANATION OF TERMS**

- A. Intellectual Property – The term “intellectual property” is broadly defined to include inventions, discoveries, know-how, show-how, processes, unique materials, copyrightable works, original data and other creative or artistic works which have value. Intellectual property includes that which is protectable by statute or legislation, such as patents, registered or unregistered copyrights, registered or unregistered trademarks, service marks, trade secrets, mask works, and plant variety protection certificates. It also includes the physical embodiments of intellectual effort, for example, models, machines, devices, designs, apparatus, instrumentation, circuits, computer programs and visualizations, biological materials, chemicals, other compositions of matter, patents, and records of research and experimental results.
- B. Copyright -Copyright is a form of protection provided by the laws of the United States to the creators of “original works of authorship,” including literary, dramatic, musical, artistic, and certain other intellectual works. This protection is available to both published and unpublished works. The

Copyright Act generally gives the owner of a copyright the exclusive right to do and to authorize others to do the following:

- reproduce the work in copies or phonorecords;
- prepare derivative works based upon the work;
- distribute copies or phono records of the work to the public by sale or other transfer of ownership, or by rental, lease, or lending;
- perform the work publicly, in the case of literary, musical, dramatic, and choreo-graphic works, pantomimes, and motion pictures and other audiovisual works;
- display the work publicly, in the case of literary, musical, dramatic, and choreographic works, pantomimes, and pictorial, graphic, or sculptural works, including the individual images of a motion picture or other audiovisual work; and
- perform the work publicly (in the case of sound recordings) by means of a digital audio transmission.

In addition, certain authors of works of visual art have the rights of attribution and integrity.

C. Patent -A patent is the grant of a property right by the U.S. government to the owner of an invention. An invention or discovery may be eligible for patent protection if it is a process, a machine, a manufactured object, a composition of matter, or a new use or improvement of any of the preceding. Courts have interpreted the patent statute to extend to software-related inventions when there is some connection to a useful, concrete result, and to biological substances when there is some evidence of human intervention. New uses of “products of nature” also may be patented, as may genetic modifications of otherwise natural organisms.

If an invention meets the threshold eligibility conditions for patenting, it still must meet additional criteria in order to earn a patent. Under U.S. law, a patented invention must be useful, novel, not obvious, and supported by adequate information.

Adopted: April 11, 2012  
Amended: October 19, 2016

## **POLICY JBID: INFORMATION TECHNOLOGY SYSTEM POLICY**

### **I. PURPOSE**

The purpose of the Illinois Mathematics and Science Academy (IMSA) Information Technology System (ITS) Policy is to create an environment that maintains the confidentiality, integrity and availability of information technology resources and data at IMSA. Inappropriate use of information technology resources exposes IMSA to risks that can compromise those resources (including but not limited to: network systems, servers, devices, services) and ultimately, data and information vital to fulfilling the mission and goals of IMSA.

This policy also exists to inform the users of the IMSA computing system of their obligations for protecting technology resources and Academy data.

### **II. AUTHORIZATION**

The Board of Trustees of IMSA hereby authorizes the President or designee of IMSA to update the procedural documents referenced in this policy, annually as appropriate and/or required, in compliance with industry best practices and as reasonable and practicable at IMSA.

### **III. SCOPE**

This policy applies to all current IMSA students who access and use information technology resources. It addresses:

- Privacy
- General policy concerning secure use of the IMSA computing system
- Acceptable use of information technology resources
- Requirements for strong passwords
- Electronic communication and Internet use

- Warning banners and monitoring
- Antivirus requirements
- Security Awareness
- Wireless communications
- Remote access
- Account retention
- Use of external web sites

It is not the intention of this policy to detail all issues and system specifics. Separate procedures, standards and guideline documents, viewable on the IMSA main website, provide issue specific and system specific details. These external documents are authoritative and binding.

#### **IV. PRIVACY**

IMSA desires to provide secure computing system for users. However, users of IMSA computing and networking resources may not assume an expectation of privacy of data created, transmitted or stored on Academy-owned systems. Information technology resources are subject to monitoring and audit by authorized IMSA personnel. Data gathered in such an audit may be provided to law enforcement or other officials or used in disciplinary proceedings. In their use of IMSA information technology resources, IMSA students shall maintain the confidentiality of all student information.

#### **V. GENERAL POLICY**

Use of the information technology resources of the Illinois Mathematics and Science Academy is a privilege. IMSA's information technology resources, and the data contained therein, must only be used in a manner that will preserve and protect their confidentiality, integrity and availability. Failure of users to utilize the resources in accordance with this policy or any administrative procedures, or misuse of the resources, will result in one or more of the following: loss of the privilege of access, referral to law enforcement authorities, and/or disciplinary consequences, up to and including suspension or dismissal from educational programs.

Although it is recognized that there should be free and open access to information, (see policy IBA, Freedom of Access to Information and Educational Resources), information technology resources and IMSA data must be protected to ensure the fulfillment of the Academy's mission and goals. IMSA reserves the right to block or filter Internet access to technology resources, including the public Internet, when such access is counter to the mission and goals of the Academy, or is otherwise required by law. Filtering devices shall protect against Internet access by adults or students to visual depictions or content that is obscene, pornographic, or harmful or inappropriate for students as defined by state or federal law, or as determined by the Chief Information Officer, the IMSA Director of Student Affairs, or their designees. The IMSA Chief Information Officer, the IMSA Director of Student Affairs, or their designees shall enforce the use of filtering devices and IMSA procedures regarding the use of information technology shall address the following:

- Ensure staff supervision of student access to online electronic networks;
- Restrict access to inappropriate or harmful material;
- Ensure student and staff privacy, safety, and security when using electronic communications;
- Restrict unauthorized disclosure, use, and dissemination of personal identification information, such as names and addresses; and
- Restrict unauthorized access, "hacking," or other unlawful activities.

If authorized by the President of IMSA or designee, filtering devices may be disabled for bona fide research or other lawful purposes.

By using IMSA information technology resources, account holders agree to accept and abide by all terms and conditions contained in IMSA IT policies, procedures, standards and guidelines.

#### **VI. ACCEPTABLE USE OF INFORMATION TECHNOLOGY RESOURCES**



Users of IMSA information technology resources must:

- Comply with all federal, state and local laws, as well as all policies, guidelines and procedures of the Academy
- Use only the information technology resources for which they are authorized
- Use information technology resources only for their intended purpose
- Respect the privacy and personal rights of others

Details concerning acceptable and prohibited use can be viewed in the **Acceptable Use Procedures** Document on the IMSA website.

## **VII. USE AND ENFORCEMENT OF STRONG PASSWORDS**

- All IMSA accounts must use strong passwords in accordance with current IT best practices.
- All IMSA systems requiring login can only be accessed via encrypted connections in accordance with current IT best practices.

Details concerning password strength and requirements can be viewed in the Use and Enforcement of Strong Passwords Document on the IMSA website.

## **VIII. ELECTRONIC COMMUNICATION AND INTERNET USE**

Email, access to social networking sites and Internet access are provided primarily to advance the mission and goals Academy. However, reasonable personal use is allowed when such use does not interfere with the business of the Academy and otherwise complies with acceptable use procedures.

Details concerning Email and Internet use can be viewed in the Email, Social Networking and Internet Use document on the IMSA website.

## **IX. WARNING BANNERS**

All Academy-owned systems that allow valid IMSA account holders to log in to internal systems must display the following banner:

- Use is for authorized persons only
- Use must be in compliance with all Federal, State and local laws and all IMSA policies
- Use may be monitored and use implies consent to be monitored
- Misuse and abuse of systems may be reported to law enforcement or other appropriate officials

Details concerning banners and monitoring can be viewed in the Warning Banners and Monitoring document on the IMSA website.

## **X. ANTIVIRUS REQUIREMENTS**

All devices including, but not limited to desktop, laptop and tablet computers, connected to the IMSA network are required to have installed software designed to detect and eliminate malware, including viruses, worms and Trojan horses. Any computer determined to be infected with and/or spreading malware will be disconnected from the IMSA network.

Details concerning antivirus requirements can be viewed in the **Antivirus Requirements** document on the IMSA website.

## **XI. SECURITY AWARENESS**

All IMSA students are required to attend a presentation covering security awareness, as it relates to the use of IT resources, before they receive access to their assigned account. In addition, students may be required to take periodic refresher training.

Details concerning security awareness training can be viewed in the Security Awareness document on the IMSA website.

## **XII. WIRELESS COMMUNICATIONS AND PERSONAL WIRELESS DEVICES**

IMSA offers wireless network access via both secure and insecure connections. Access to the internal IMSA network is only accessible via secure connections, and is provided only to those users with IMSA



accounts. Access to the public Internet, and a limited subset of internal IMSA websites, may be available to students via open, insecure wireless networks when their academic needs require it.

Details concerning wireless communications and use of personal devices can be viewed in the **Wireless Communications and Personal Wireless Devices** document on the IMSA website.

### **XIII. REMOTE ACCESS**

Remote access to IMSA technology resources through Virtual Private Network (VPN) connections enables offsite users to operate as if they were connected to the network on-campus. Secure VPN connections may be provided to those students with IMSA accounts whose academic needs require access from offsite.

Details concerning wireless communications and use of personal devices can be viewed in the **Remote Access Procedures** document on the IMSA website.

### **XIV. ACCOUNT RETENTION**

IMSA wishes to encourage continued contact with and involvement of former students, and may facilitate that involvement with limited access to IMSA technology resources. All former students who have not graduated shall be allowed the same level of access if they left the Academy in good standing.

Details concerning account retention can be viewed in the **Account Retention** document on the IMSA website.

### **XV. USE OF EXTERNAL SITES**

The use of external web sites, social networking sites or video sites to communicate, advertise, promote or otherwise display official IMSA business is permitted, provided that content is approved prior to publishing by IMSA Marketing and Communications or the Coordinator of Campus Activities. Branding of this external content may also be required prior to publishing.

Details concerning the use of external sites can be viewed in the External Sites document on the IMSA website.

### **XVI. POLICY ENFORCEMENT**

Any user of IMSA technology resources found to be in non-compliance with this policy is subject to disciplinary action under Policy JG – Student Discipline. Such action may include one or more of the following, as appropriate: loss of privilege of access (through suspension of system privileges or account termination), referral to law enforcement authorities, and/or disciplinary consequences up to and including dismissal from the Academy.

### **XVII. EXCEPTIONS**

Exceptions to this policy can be made only upon case-by-case review by the President of IMSA, or designee.

Adopted: September 10, 2002  
Amended: November 16, 2005  
Amended: May 18, 2011  
Amended: May 16, 2014  
Amended: March 15, 2017