



2026-2027
Student and Parent
Handbook

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Student and Parent Handbook

Acknowledgement Form

The Academy invests seriously and significantly in the human potential of each student. In turn, students are expected to maintain 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. 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.

Parent Acknowledgement

I, as a parent/guardian of an Illinois Mathematics and Science Academy (IMSA) student, acknowledge and agree to all policies and procedures contained in the Student and Parent Handbook available on the IMSA website. I have reviewed the Handbook with my student and understand the rules, responsibilities, and expectations. I know the Handbook and policies may be amended, and updates will be posted on the website. I understand that failing to return this acknowledgment does not absolve my student or me from the responsibility to comply with IMSA's rules and policies.

Signing this form indicates an acknowledgement of the **Parent Code of Conduct** contained in the Student and Parent Handbook.

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Student Acknowledgement

I, as an IMSA student, acknowledge and agree to all policies and procedures contained in the Student and Parent Handbook available on the IMSA website. I have reviewed the Handbook and understand the rules, responsibilities, and expectations. I know the Handbook and policies may be amended, and updates will be posted on the website. I understand that failing to return this acknowledgment does not absolve me from the responsibility to comply with IMSA's rules and policies.

Student Signature: _____ Date: _____

Introduction

Welcome to the Illinois Mathematics and Science Academy! We are excited to have you join our community. To help you make smart choices and get the most out of both your academics and your living experience, we ask that you take a moment to carefully read this handbook. We encourage you to acknowledge its specific details and to embrace its spirit. Understanding the Academy's policies will help you adjust to life in a residence hall and manage your college-style class schedule. Our faculty and staff are here to support you every step of the way, and we look forward to your active involvement in your living and learning experiences!

Communication of Amendments or Addenda

All policies and procedures in the Student and Parent Handbook are subject to change. If a significant amendment is made, students, parents, faculty, and staff will be notified via email before implementing the new standards. Such changes shall not be retroactive.

Mission Statement

To ignite and nurture creative, ethical, scientific minds that advance the human condition.

IMSA's Beliefs

We believe that. . .

1. All people have equal intrinsic worth.
2. All people have choices and are responsible for their actions.
3. Belonging to a community requires a commitment to the common good.
4. Diverse perspectives enrich understanding and inspire discovery and creativity.
5. Honesty, trust, and respect are vital for any relationship to thrive.
6. Learning never ends.
7. Meaning is constructed by the learner.
8. No one's path in life is predetermined.
9. The ability to discern and create connections is the essence of understanding.
10. We are all stewards of our planet.
11. We can significantly improve life on our planet.

IMSA's Traditions

IMSA's academic and social traditions are an important part of student life. Our traditions bring students together to celebrate hall and school spirit, foster friendships, build community, and encourage leadership and professional growth. Our traditions include:

1. **Convocation** - Held the first week of class, students are welcomed to the learning community with the ringing of the ceremonial school bell.

2. **Day of Service** - Held during Welcome Week to kickstart service learning for the incoming class and provide opportunities for the entire community to come together and serve both internal and external organizations.
3. **Carnival** - Held the first Saturday after move-in, Carnival provides students and their families an opportunity to reconnect after their first week apart.
4. **Homecoming and Family Day** - Celebrate IMSA football's 40-year undefeated record! Students join for a pep rally before the Friday evening boys' soccer game. On Saturday, families come together to celebrate Family Day, followed by the Homecoming Dance.
5. **Culture Shows** - IMSA celebrates its diverse community through student-led culture shows.
6. **Veterans Day Assembly** - Students come together for an inspirational message from an IMSA alumnus and veteran.
7. **Mental Health Initiative (MHI) Week** - MHI Week is a week during the first semester when the Student Council and School Counselors collaborate to emphasize the importance of mental health. This week includes self-care and education events such as Therapy Dogs, Building an Emotional Stuffed Animal, and more.
8. **Wing Wars** - An intra-hall competition that generally runs during the fall in which the wings in each respective hall compete in a series of challenges spanning over a week.
9. **Clash of the Halls** - Student spirit week during which the different resident halls compete in a variety of events, including drill, talent show, movie, and more.
10. **IMSA Symposium for Research and Inquiry** - Held annually in April, the IMSA Symposium for Research and Inquiry is a public event in which the IMSA community showcases research and other innovative work done during the year. Students in the Student Inquiry and Research, Business Internship, RISE, Independent Studies, and Intersession Programs present their completed and ongoing research.
11. **Student Leadership Exchange (SLX) and Hollister Lecture** - The Leadership Education and Development (LEAD) program's opportunity for students to demonstrate their leadership and passion for entrepreneurship, government, journalism, and data management through an academic conference. The Hollister Lecture series aims to inform students about various social issues, real-world experiences, and topics in student leadership.
12. **CABabunga** - An end-of-the-year student celebration with Campus Activity Board (CAB)-led activities and dinner provided by PAC.
13. **Field Day** - Held in May, Residence Life staff lead students in several outdoor activities and friendly competitions.

Family Involvement

Family involvement plays a key role in making a student's life at IMSA a rewarding and successful experience. Parents and legal guardians provide love, support, values, and guidance for their children, and they should support their child's behavior and academic success while at IMSA. This includes encouraging good behavior, keeping track of schoolwork, and staying informed about school activities. A strong, positive relationship with home helps students thrive at IMSA.

IMSA's academic and residential programs offer students the tools, structure, and opportunities they need to grow and learn. Open communication between home and school is essential for student

success. IMSA relies on parents/guardians to share any concerns or issues with our staff and faculty so we can work together to support their student.

Section Revised 10/2026

REACH Student Accountability and Safety System

IMSA uses REACH to help keep students safe, connected, and accountable throughout their experience on our residential campus. Through REACH, students sign in and out of designated campus locations and activities, allowing students to take increasing responsibility for managing their time and whereabouts while providing staff with timely information about student attendance and campus movements. Because IMSA students live, learn, and participate in activities across campus throughout the day and evening, REACH gives our staff a shared understanding of where students are expected to be and helps us respond quickly when a student's whereabouts or safety becomes a concern. REACH also supports communication with students and families regarding activities, absences, leave, and other campus movements. Together, these features help IMSA create a safe and supportive residential environment while helping students develop the independence, responsibility, and accountability that are important parts of the IMSA experience.

Parent/Guardian Use of REACH

Parents/guardians play an important role in supporting student safety and accountability through REACH. Parents/guardians are expected to maintain access to REACH through the website or iOS app to review and respond to requests related to their student's residential leave, travel, and other Student Affairs or Academy activities. Before approving a request, parents/guardians should carefully review the proposed plans, including the destination, transportation arrangements, departure and return times, overnight accommodations when applicable, and any adults involved in transportation or supervision. Approval through REACH confirms parent/guardian permission for the plan as described in the request; however, it does not supersede IMSA policies or guarantee final approval by the Academy. If plans change after approval, students and families are responsible for notifying Residence Life promptly so that student whereabouts and arrangements remain accurate. Active parent/guardian participation in REACH helps IMSA maintain clear communication with families, support student safety, and encourage students to develop the independence and responsibility expected of members of the IMSA community.

End Revised Section

Academic Programs

Every student at IMSA has the potential to meet and exceed graduation requirements. While the Academy's academic standards are challenging, they are designed to empower students to grow, achieve, and thrive. Regular attendance and punctuality are essential—not just for academic success, but for building meaningful connections and engaging fully in the collaborative learning experience. Each day in class is an opportunity to contribute, learn, and be inspired by the IMSA community.

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 five academic courses (2.5 credits) for a letter grade (not Pass/Fail), not including Fine Arts or Wellness courses. Students may enroll in a maximum of eight academic opportunities each semester, including academic courses, Fine Arts and Wellness courses, and Experiential programs. The College and Academic Counselor approves enrollment for students in all courses and experiences.

Credit in courses taken at the Academy must total a minimum of 17.0 units (graduating classes of 2027 and 2028) or 18.5 units (graduating classes of 2029 and after) in three years. The credit distribution is:

Classes of 2027 and 2028

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

1. Eight (8.0) credits in Science and Mathematics, which include:
 - a. Four credits (4.0) in Science, which include completion of the core science program. The core science program consists of four one-semester courses: SCI105, Scientific Inquiries - Chemistry; SCI115, Scientific Inquiries - Physics; SCI135, Methods in Scientific Inquiry; and one semester of core biology (SCI601/602: Biology: Evolution & Environment or SCI603/604: Biology: Molecular & Cellular). Students new to IMSA who demonstrate an exemplary past academic record in biology, 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 in that subject matter.
 - b. Minimum three (3.0) credits in Mathematics or Computer Science. Students must be enrolled in at least one Mathematics or Computer Science course each semester.
 - i. Mathematics
 1. All students must enroll in core courses that move toward completion of AB or BC Calculus.
 2. 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:

- a. The student successfully completes at least two years of an integrated mathematics program or at least one semester of a geometry course prior to being admitted to IMSA; or
 - b. The student enrolls in and successfully completes an IMSA-approved geometry course with a B or higher after being accepted to IMSA and successfully completes the IMSA geometry proficiency exam; or
 - c. The student successfully completes Geometry at IMSA.
- ii. Computer Science.
 1. Sophomores are required to complete CS100: Computer Science Inquiry.
 2. Students who have already scored a 4 or higher on either the AP Computer Science A Exam or the AP Computer Science Principles Exam prior to the beginning of sophomore year may place out of CSI100: Computer Science Inquiry into a higher-level Computer Science elective course.
 3. One additional (1.0) credit (two courses) in either Mathematics, Computer Science, or Science.
- iii. Three (3.0) credits in English, which include Literary Explorations I, II, and III, and three English electives. Students must be enrolled in an English course each semester.
- iv. Two and one-half (2.5) credits in History and Social Sciences, which must include HSS101: American Studies and HSS202: The World in the Twentieth Century or HSS203: Modern World History, as well as three History and Social Sciences electives during the junior and/or senior year.
- v. Two (2.0) credits in World Languages. All sophomores and juniors are required to be enrolled in a World Language course each semester. All students must progress to the completion of an IMSA Level II course or higher. All language changes may only be made with both teachers' approval. All World Languages courses are year-long courses and cannot be dropped at the end of the fall semester unless the student receives approval from the instructor and the Principal (designee).
- vi. 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 (designee).
- vii. One (1.0) credit in Wellness, including a one-semester course of Foundations of Healthy Living and one elective.
- viii. SIR, Internship, and Level 2 Credentials may be substituted for up to 2.0 graduation credits for elective requirements ONLY. These experiential learning opportunities cannot replace core requirements. The Principal or designee(s) will identify the content area for which these elective credits will be awarded based on the topic and description of the experiential learning opportunity.

All students are also required to:

1. Complete two hundred (200) hours of Academy-approved service by graduation.
2. Participate in required academic and development programs.

Modification of these requirements can be made only with the prior approval of the Principal. Previous high school and virtual high school credits earned at another institution will not earn graduation credit at IMSA. Credits earned at accredited higher education institutions may be eligible for IMSA graduation credit per [**IMSA's Higher Education Transfer Credit policy**](#).

Classes of 2029 and After

1. Four credits (4.0) in Science, which includes completion of the core science program. The core science program consists of four one-semester courses:
 - a. SCI106, Chemistry; SCI116, Physics: Algebra-Based Mechanics; SCI135, Methods in Scientific Inquiry; and one semester of core biology (SCI601/602: Biology: Evolution & Environment or SCI603/604: Biology: Molecular & Cellular).
 - b. Students new to IMSA who demonstrate an exemplary past academic record in biology, 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 alternate elective course determined by the Science Department and the Principal.
2. Three (3.0) credits in Mathematics. Students must be enrolled in at least one Mathematics course each semester.
 - a. All students must enroll in core courses that move toward completion of AB or BC Calculus.
 - b. All students are required to 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 completes at least two years of an integrated mathematics program or at least one semester of a geometry course before being admitted to IMSA; or
 - ii. The student enrolls in and completes an IMSA-approved geometry course with a B or higher after being accepted to IMSA and completes the IMSA geometry proficiency exam; or
 - iii. The student completes Geometry at IMSA.
3. One (1.0) credit in Computer Science.
 - a. Sophomores are required to complete CS100: Computer Science Inquiry.
 - b. Students who have already scored a 4 or higher on either the AP Computer Science A Exam or the AP Computer Science Principles Exam prior to the beginning of sophomore year may place out of CSI100: Computer Science Inquiry into a higher-level Computer Science elective course.
4. Three (3.0) credits in English, which include Literary Explorations I, II, and III, and three English electives. Students must be enrolled in an English course each semester.
5. Two and one-half (2.5) credits in History and Social Sciences, which must include HSS101: American Studies and HSS203: Modern World History, as well as three History and Social Sciences electives during the junior and/or senior year.

5. Two (2.0) credits in World Languages. All sophomores and juniors are required to be enrolled in a World Language course each semester. All students must progress to the completion of an IMSA Level II course or higher. All language changes may only be made with both teachers' approval. Year-long World Language courses cannot be dropped at the end of the Fall semester unless the student receives approval from the instructor and the Principal's Office.
6. 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 or designee.
7. One (1.0) credit in Wellness, including a one-semester course of Foundations of Healthy Living and one elective.
8. One and one-half (1.5) credits in Experiential Learning. Experiential Learning includes, but is not limited to, programs such as Student Inquiry and Research (SIR), LEAD, Internships, Independent Study, Entrepreneurship, Credentials, and credit-approved Independent Study and Intersession programs.
9. All students are required to successfully complete two hundred (200) hours of Academy-approved service by graduation.

Modification of these requirements can be made only with prior approval of the Principal. Previous high school and virtual high school credits earned at another institution will not earn graduation credit at IMSA. Credits earned at accredited higher education institutions may be eligible for IMSA graduation credit per IMSA's Higher Education Transfer Credit policy in the [Learning Opportunities](#).

Scheduling Notes

The [Learning Opportunities](#) present the potential course offerings, and the listings in this document are intended to identify student needs and preferences during the course request process held in the Spring semester. Courses, particularly electives, are not guaranteed to run, pending variables such as student interest and staffing.

All students' course requests are reviewed during the summer and may be changed based on performance.

Course Schedule Release

The first draft of students' schedules for the new academic year will be released via PowerSchool by no later than the end of the first full week of August.

Adding and Dropping Courses

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

Schedule change requests for less compelling reasons such as course preference or adding electives, may only take place at the beginning of the first quarter by appointment with the student's CAC. It is at the CAC's discretion whether the requested changes can occur. No scheduling change will be made to accommodate requests for individual faculty members, different class meeting mods, or rearranging schedules 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 (the course will be removed from the transcript). After the end of the first or third quarter, only the Principal or designee 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). All withdrawals must be approved by the CAC.

Core courses and electives taken to satisfy graduation and semester minimum enrollment requirements may not be dropped by a student at any time without the approval of the Principal or designee. Any student withdrawn with a failing grade "WF", due to excessive absences or other reasons will be considered in academic jeopardy, subject to academic probation, ineligible for athletics or co-curricular activities, or dismissal.

Auditing a Course

Under special conditions, a student may receive permission from a faculty member to audit a course. No record of the audit will appear on a student's transcript. Students will not advance to the next course in a sequence following completion of an audit.

Pass/Fail Guidelines

Each semester, students must take a minimum of five courses (not including Wellness or Fine Arts classes) for a grade (A-D, not Pass/Fail).

Only courses taken for a letter grade will count toward 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. No required core courses can be taken Pass/Fail.

Grading and Evaluation

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

A: Advanced understanding of course material

B: Clear understanding of course material

C: Partial understanding of course material

D: Inadequate understanding of course material (no Academy credit awarded)

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

P = Meets course requirements

P- = Meets course requirements, needs improvement (only used in Experiential Learning offerings, such as Student Inquiry and Research)

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

I = Incomplete

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

W = Withdrawal from course; no Academy credit awarded.

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

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

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

Student Grade Grievance Procedure

If a student has questions or concerns about a grade on an assignment or assessment, the student should contact the faculty member immediately. At the end of the quarter or semester, a student may file a formal request concerning a specific term course grade. Any question about a course grade should begin with the student or parent or legal guardian contacting the faculty member issuing the grade. Such a request must be made in writing to the faculty member within five business days of grade issuance. The student must provide reasons why there is a question concerning the grade, not simply request a higher grade. The faculty member will review the grade using the written criteria established for the course in the syllabus. Following review, the faculty member may either validate the existing grade or submit a grade change. The faculty member has three business days to respond to the request and will notify the student of the decision in writing. Upon receipt of the faculty member's decision, a student has five business days to appeal in writing to the Principal or designee. The Principal or designee will review the situation and make a decision. The Principal or designee's decision will be communicated in writing and is final.

GPA/Class Ranking

Due to the Academy's selective admissions process and its commitment to fostering collaboration, exploration, and discovery, grade point averages, and class rankings are not calculated.

Incomplete Work

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

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

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

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

As soon as possible, given the student's circumstances, the student may have an academic staffing facilitated by the CAC or designee with the faculty member(s) to determine a realistic plan for the student to complete the course(s).

Changes to Fall semester incomplete grades must be resolved no later than the end of the following reporting period (quarter). Spring semester incomplete grades must be resolved before the beginning of the following fall semester. After an Incomplete is approved and communicated to a student, it is the student's responsibility to make sure all work is completed, the faculty member receives all make-up work, and the grade is 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 Principal's or designee's approval.

Make-Up Responsibilities

A student with an excused absence from a course (see: [Attendance and Tardiness Procedures](#) for further definition on excused absences) is provided make-up privileges. It is the student's responsibility to communicate with faculty members about absences proactively and as soon as possible. The student must communicate with each faculty member to create a plan. When possible, students must check PowerSchool and Canvas regularly for up-to-date information and assignments.

Make-Up Responsibilities for Single Day/Course Absences, including Mental Health Days

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

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

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

Make-Up Responsibilities for Two to Four Consecutive Days of Absences

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

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

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

Make-Up Responsibilities for Five or More Consecutive Days of Absences

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

Leave Of Absence

If a student must be absent from classes for health and/or safety reasons, the student may be placed on Leave of Absence (LOA) by the Chief Student Affairs Officer or designee. In certain circumstances, this may also be referred to as a medical leave. Conditions to return to campus following LOA will be communicated by the responding IMSA staff member.

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

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

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

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

Students on Leave of Absence must fulfill any items agreed upon and expected by the Academy, which may include, but is not limited to, documentation from external providers and attendance at

scheduled meetings with Academic representatives. Students and parents/guardians must also be responsive to communication from the Academy regarding the circumstances and terms of their leave of absence. Responsive is considered replying to emails and/or phone calls within two business days.

Remote Learning Accommodations

Students may be provided temporary remote learning accommodations while unable to attend classes in person due to Academy-approved Leaves of Absence. Students/parents may not request remote learning accommodations for any other reasons, including but not limited to extended family vacations and college visits.

Experiential Learning at IMSA

IMSA Experiential Learning programs provide students with hands-on learning experiences in research, inquiry, industry certifications, and more that exist in conjunction with or beyond IMSA's other academic offerings. Programs include, but are not limited to, Student Inquiry and Research (SIR), Internships (INT), Independent Study (IS), LEAD, Certified Nursing Assistant (CNA), and travel study.

Students may only be enrolled in one experiential learning program each semester. Experiential learning programs count toward a student's total academic load as defined in the graduation requirements on page 1 of the [Learning Opportunities](#). Students requesting to enroll in two experiential learning programs concurrently must receive permission from their College and Academic Counselor (CAC), and receive permissions from the appropriate designees (as designated by the CAC) from each experiential program. Students who are permitted to enroll in two experiential learning programs must maintain satisfactory academic progress in all academic courses (grade of C or better) and experiential programs (grade of P). If a student's academic progress is at risk due to low grades, the CAC holds the right to withdraw a student from one or both experiential learning programs.

Students interested in changing their experiential learning program for the academic year may do so during the CAC Add/Drop process, following the same process as for academic courses. Students may not add an experiential learning program after the Add/Drop process, but may withdraw from an experiential learning program following the same process and timelines as withdrawing from an academic course.

Student Inquiry and Research and Summer Research and Experiential Learning Programs

Student Inquiry and Research (SIR) and Summer Research and Experiential Learning Opportunities (SRELO) connect students with on-campus or off-campus professional researchers. Students carry out a research investigation under the guidance of the researcher. SIR and SRELO enable the student to learn about a field, generate an understanding of the outstanding questions in the field, and carry out an investigation centered around one question. Students may choose from pre-existing projects,

proposed areas of research, or student-generated projects approved by the advisor and/or SIR office. SRELO students request project proposals submitted by advisors. SIR/SRELO receives a "pass," or "fail" grade. The SIR Management Team assesses off-campus projects in consultation with the SIR/SRELO advisor; on-campus projects are assessed by the IMSA faculty/staff member mentoring the project. Students may enroll either during summer or fall. Students may enroll in SIR for both their junior and senior years and/or in the summers before their junior and senior years. Students may participate in SRELO during the summers before their junior and/or senior years.

Due to the nature of SIR and SRELO, details specific to the programs are included in their program-specific handbooks.

Internship Program

The IMSA Internship Program connects juniors and seniors to real-world learning experiences with business professionals, nonprofits, and entrepreneurial mentors to conduct an industry, business, or product-focused research project. Our interns offer a fresh perspective on business strategies and plans, and possess desired professional and technical skills. Internships are unpaid.

Internships bear one-half (0.5) credit per semester that fulfills graduation requirements for elective course requirements when formally approved by the Principal or designee(s). If approved on the transcript, the credit is applied to the discipline most closely aligned with the student's internship as determined and approved by the Principal or designee(s). Internships are graded on a P/F scale. Interns are also invited to present their research during the annual IMSA Symposium for Research and Inquiry event, and their research is archived on Digital Commons in their student portfolios.

Students may enroll in the IMSA Internship for both their junior and senior years and/or in the summers before their junior and senior years. To participate in an internship, students must either:

1. Identify their own internship opportunity and have it approved by the program team; or
2. Apply to be matched with a list of mentors curated and approved by the Center of Innovation and Inquiry (IN2). An internship experience will enhance the following core skills: professional communication and information management skills, project management knowledge, applied industry, business or product research knowledge, networking and relationship development skills, people, and team management skills, and understanding of organizational operations.

IMSA Interns have worked in a variety of industries such as Emerging Technologies, Education, Health Science, Marketing and Media, and Politics and Economics. The IMSA Internship Program offers two opportunities:

1. **COHORT 1 - ACADEMIC YEAR:** During the school year, the program operates from September through April. Matched students will work one day a week on IMSA "I-Days" (select Wednesdays designed for independent study) for 25 weeks at 6-8 hours a day. Cohort business partners and off-campus internship locations are approved by campus administration. Cohort examples include off-campus (in a company as approved by the Academy) and on-campus (remote/virtual).

2. **COHORT 2 – SUMMER:** During June through mid-August, the times, days, and location of the summer internship are at the discretion of the IMSA student, parent, and business provider.

The program requirement is 25 days/160 hours (avg. 6-8 hours per day). Cohort examples include in-company and remote/virtual. Interested and accepted students are required to complete the following program requirements:

1. Register their interest to participate with the Internship Program Team.
2. Attend internship program orientation, training, and coaching.
3. Create a professional resume, cover letter, and LinkedIn page.
4. Submit parent/guardian approval for travel participation and consent on the official program form.
5. Maintain good academic standing, program attendance, and communication.
6. Complete a Business Project Proposal and Final Report.
7. Present their Business Research Project at IMSA Symposium for Research and Inquiry.

Specific details of the Attendance Policy are included in the Internship Handbook and differ from the general Attendance Policy of the academic courses. Students (except for lunch and bus pick-up) are not allowed to leave the internship site without permission from the Internship Program Manager. Leaving an internship site without permission is a **Student Discipline Policy** violation.

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 one Independent Study course per semester. Exceptions require permission from the CAC and the Principal or designee. Independent Study is listed on a student's transcript as 0.5 credits each semester as receiving as "pass with distinction," "pass," or "fail" grade, assessed by the advisor. However, Independent Study credit does not count toward the course requirements for graduation. If a student enrolls in an Independent Study because they have exhausted the IMSA course catalog in a certain field, they 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 by the first Wednesday of May.

Leadership Education and Development

IMSA's Leadership Education and Development (LEAD) program is a student-facilitated course for sophomores that explores the foundations and applications of leadership. Through peer-led discussions, hands-on activities, and group work, students examine leadership theories, models, and definitions—beginning with the Evolution of Leadership modules. These early sessions introduce

leadership through organizational and psychological frameworks. In the spring semester, students apply what they've learned by participating in an elective—SocEnt (social entrepreneurship), EnACT (public policy), or IMPACT (journalism). Using the UN Sustainable Development Goals as a guide, students work in teams to research and address real-world issues. LEAD's mission is to foster social awareness and provide students with tools to better understand and practice effective leadership.

The LEAD program uses a points-based attendance policy that is separate from academic attendance. Specific guidelines for active and inactive engagement are shared, which all sophomore participants are expected to follow. Additional details can be found in the syllabus provided at the beginning of the academic year.

IMSA Symposium for Research and Inquiry and Summer Symposium

IMSA's Symposium for Research and Inquiry is a student showcase of investigations, which provides a forum where all students conducting Student Inquiry and Research, Internships, Entrepreneurship, and Travel Study investigations during the academic year will share their work with the IMSA community for peer review and discussion. IMSA's Symposium for Research and Inquiry is held during the spring semester every year. Attendance for the entire day of the Symposium is a requirement for all students, even if they are not presenting their own work.

Summer Symposium is held during the day of Convocation in the Fall semester and provides a similar opportunity to IMSA's Symposium for Research & Inquiry for students to share their work that was conducted during the summer immediately preceding the Fall term.

Intersession

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

Intersession occurs during four blocks: Fall Break, January (immediately before the start of the Spring semester), Spring Break, and Summer (following graduation). Students are required to participate in one of the four blocks to satisfy the graduation requirements.

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

Students missing any portion of Intersession with unexcused absences may be sent home for the duration of Intersession, may be assigned a make-up project or assignment by the Principal's Office

with a grade of a P- in PowerSchool, and will be unable to return to campus until the semester convenes.

Withdrawal from IMSA

During the School Year

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

1. Contact the Dean of Student Support and Equity or the Executive Director of Student Affairs.
2. The Dean of Student Support and Equity or the Executive Director of Student Affairs will schedule a meeting with the family (via Zoom or in person). The family meeting will be scheduled prior to the student moving out of the Residence Hall. During the family meeting, the family will provide a suggested date and time for the final move-out. Advance notice is necessary to coordinate move-out with the School Registrar and Residence Life.
3. During the family meeting, the family may also request a meeting with a College and Academic Counselor (CAC) to discuss the transition to another school.
4. The Dean of Student Success and Equity or the Executive Director of Student Affairs will coordinate with Residence Life the date and time of final move-out. The date and time of move-out will be communicated to the family, School Registrar, and Residence Life staff when finalized. A parent/legal guardian must be present to move out.
5. The School Registrar will send the intent to withdraw forms to the appropriate IMSA staff.

On Move Out Day

1. The student and parent/legal guardian will meet with the School Registrar in the main building to sign the Transfer of Records form and return any IMSA belongings such as books, laptop, camera, etc.
2. The Residence Life staff member will meet the student and parent/legal guardian in the School Registrar's Office to walk the family to the Residence Hall to finalize move-out.
3. Allow adequate time for the Residence Life staff member to inspect the room and to update the room condition card that requires both the student's and the parent/legal guardian's signatures.

End of School Year

If a student requests to withdraw at the end of the school year to not return to IMSA for the following school year, the parent/legal guardian must contact the Dean of Student Support and Equity or the Executive Director of Student Affairs. The School Registrar will notify the appropriate staff of the student's intent to withdraw from IMSA. The student and parent/legal guardian will then receive the Continued Enrollment form from the School Registrar to process the withdrawal and transfer records to the school indicated on the form after the School Registrar receives the completed form.

Course Supplies

Students are responsible for all Academy-issued course supplies (textbooks, cameras, computers, etc.) issued to them and will be charged by the Academy for any damaged or lost items. Students should check the condition of each supply at the time it is issued and make the effort to keep them in the best possible condition.

Academic Parameters and Other Academic Information

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 years. Continued enrollment is offered to those students who have demonstrated an acceptable standard of academic, residential, service, and behavioral performance consistent with the level of academic responsibility and independent living required of an IMSA student. See [IMSA Policy JECF](#) - Review of Student Enrollment Status.

Academic Status Review

The Principal or designee will review the academic progress of all students at the end of each assessment period per [IMSA Policy JECF](#) – Review of Student Enrollment Status. All returning students will receive notification of their status for the next school year.

Academic Probation

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

Academic probation will include loss of privileges, as necessary, to support the student's academic success and personal well-being. The priority must always be promoting the student's intellectual, emotional, and social development. Students placed on academic probation must meet with their assigned College and Academic Counselor (CAC) or Academic Support Coordinator at the start of the following semester to discuss and draft an academic success plan. The CAC may consult with additional faculty and staff, such as an RC or Advocate, to develop the plan. Plans will include any support and interventions deemed necessary to support the student's success and meet the student's individual needs, such as standing meetings with support personnel, required study hours, and more. The plan will be shared via email with the student, parent/guardian, Principal's Office, and RC. The plan will be shared with the student's Advocate and Case Manager, if applicable. Throughout the

semester, revisions may be made to the plan by the CAC or Academic Support Coordinator to provide an optimal, individualized support plan. Following the academic success plan is a requirement for continued enrollment at IMSA.

Academic Review

The Academic Review Process is initiated when a student fails to meet minimum course requirements (C- or better) in any course in consecutive terms (i.e., fails a course while on academic probation), fails the same course twice, or fails two courses in the same semester. Following the Academic Review meeting, if a student fails to meet these requirements, the Principal or designee will make a recommendation to dismiss the student after that grading period or will not extend continued enrollment to the Academy the following semester. The family then has five days to appeal the decision for dismissal. All due process assurances prescribed in [**IMSA Policy JECF**](#) - Review of Student Enrollment Status will apply.

Academic Behavior Code

Academy students are expected to conduct themselves by six fundamental values: integrity, honesty, trust, fairness, respect, and responsibility. Students are encouraged to earn the trust placed in them by faculty and peers, approaching their responsibilities with integrity and honesty.

Academic Integrity

Students are expected to maintain an environment of honesty and trust. Students are expected to report any incidents of cheating. This includes providing information in connection with any inquiry regarding academic dishonesty. 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

The Academy does not accept dishonesty as an appropriate response to any situation. Students involved in breaches of academic honesty will be referred for discipline (see [**IMSA Policy JG**](#) - Student Discipline) and minimally will receive a reduced or failing grade for the assignment, which may result in a lower or failing course grade.

Collaboration

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 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:

1. Working with someone on any type of assignment when your faculty member has told you not to collaborate.
2. Working with others in ways contrary to the instructions given for the assignment.

3. Using another's conclusions in your paper, your lab report, your problem set, etc.

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 faculty member will exercise professional judgment in determining breaches of academic integrity. The behaviors listed below constitute cheating, and are breaches of academic integrity; it is impossible to provide a list of all possible examples.

Each student is responsible for all the work that is submitted. If a student requires clarification or assistance on an assignment, they are expected to seek assistance from their faculty member in a timely fashion before the assignment is due. Once they have turned in an assignment, they may not claim that they did not understand it.

1. Aiding and Abetting Breach of Academic Integrity. Examples include, but are not limited to:
 - a. 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 a breach of academic integrity.
 - d. Discussing or asking another student about a test or quiz before either student 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 partially or fully complete paper, problem set, lab report, test, quiz, or other assignment in such a manner as to promote or encourage a breach of academic integrity.
 - f. Giving another person a copy, in any format, of a partially or fully complete 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 devices/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 later, claiming 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. This includes the use of generative Artificial Intelligence programs (i.e., ChatGPT, Google Translate, etc.) without permission from the faculty member. Issues of plagiarism apply to any type of work including, but not limited to exams, papers, any written and/or printed text, computer programs, websites, 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 the student's own words) a sentence, passage, paragraph, and so forth from a source and/or failing to attribute the source, whether intentional or unintentional, an idea, fact, or quotation to an incorrect, false, or made-up source, whether intentional or unintentional.
 - d. Copyright infringement pertains to unauthorized use of any work fixed in tangible media, such as books, articles, websites, 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.
 - b. Presenting data that were not gathered by standard course practices or other specified guidelines for data collecting; copying another student's data and representing it as their 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.
 - c. Improper Citation. Any attribution to, or use of, a source (real or invented) from which the referenced material was not obtained, including the use of a quoted reference from a non-original source while implying reference to the original source.
 - d. False information and lies: providing false information in connection with any inquiry regarding academic dishonesty.
5. Multiple Submissions of the same work. Examples include, but are not limited to: submitting identical or substantial portions of similar work for credit more than once, without prior explicit consent of the course faculty member(s) to whom the material is being or has been submitted.
6. Obtaining or Providing an Unfair Advantage. Examples include, but are not limited to:
 - a. Gaining or providing access to examination materials before the time authorized by the faculty member.
 - b. Providing materials, information, or other assistance on an academic assignment without authorization from the faculty member(s).
 - c. Gaining or providing access to previously given examination materials, where those materials indicate that they are to be returned to the faculty member after the examination.
 - d. 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 AP testing will be provided with appropriate information about the examinations. AP examinations 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 cost of the Advanced Placement examination. Financial assistance may be available for students experiencing financial hardship. Students are responsible for notifying their faculty members when they will miss class to complete an AP exam. Students are responsible for any missed work.

College and Academic Counselors (CAC)

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

Faculty Office Hours

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

Students with concerns are expected to contact faculty members directly and, if there is a need for continued dialogue, contact the Principal's Office.

Academic Support Coordinator

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

Registrar/Manager of Student Records

The Registrar maintains and disseminates all student records for enrolled students and alumni. The Registrar also oversees student information in the institutional unified database system. The Registrar manages incoming and outgoing transcripts and IMSA-sponsored standardized testing (SAT, ACT, and AP).

Academic Support Intervention Team

The Academic Support Team includes those who share the primary responsibility for supporting students from the time of registration through graduation. 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, residential, academic, or full staffing.

Attendance and Tardiness Procedures

The Academy's attendance policy applies to all activities where student presence is required, such as academic courses, mandatory study, required faculty office hours/support, Sophomore Navigation, LEAD, SIR/Internship, Diversity, Equity and Inclusion programs, Convocation, Academy assemblies, and Residence Life programming, unless stated in each program.

The attendance policy is designed for four purposes:

1. Ensure proper engagement in academic courses and academic supports.
2. Ensure that the Academy monitors the whereabouts of students so they are safe and accounted for during the school day.
3. Ensure that class attendance data on each student is available upon request from parents, students, and appropriate Academy staff.
4. Provide a basis for decision-making for purposes of grading and/or consequences for non-attendance.

Academic success, grades, and credits may be adversely affected by excessive absences, whether pre-arranged, excused, or unexcused, and class participation 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, Health, Counselors', or Principal's Office (see [Excused Absence section](#)). Students and parents are expected to be accountable for awareness of their absence totals and the associated consequences.

Faculty members are expected to:

1. Submit student attendance data at the start of each mod to the Attendance Office via PowerSchool.
2. Communicate any course- and laboratory-specific attendance expectations to students.
3. Communicate student attendance or other concerns immediately to the student, parents, and the Principal's Office.

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

Attendance Adjustments

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

Attendance Office

The Attendance Office is a function of the Principal's Office. This office will be open during academic days from 7:30 a.m. to 4:00 p.m. for students and parents requesting attendance information or needing a tardy pass. The Attendance Office will close at 2:00 p.m. on I-days. For absences, contact the Attendance Office at 630.907.5029 and/or email attendance@imsa.edu.

Student Absences

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

Excused Absence

Reasons for excused absence shall include student illness, death in the family, religious holidays, school-sponsored activities for academically eligible students, medical appointments, and family emergencies. Non-essential absences from class, such as vacations, are strongly discouraged and will be considered unexcused absences. An excused absence shall enable a student to make up and receive credit for work missed per the Make-Up Responsibilities guidelines. Parents must always call in their student's absence to the attendance office when off campus.

Section Revised 10/2026

Pre-Arranged Absence from Class during the School Day

A student having the necessity to leave school and the campus during the day between 7:30 a.m. and 3:30 p.m. must sign out with the Attendance Office for Academy sponsored events or with the Principal's Office for other leaves.. After 3:30 p.m., students must sign out in their residence halls. A REACH request must be submitted and approved by the parent/guardian and appropriate Academy staff before a student may leave campus. If the student is missing classes, SIR, or any other mandatory school function, the absence must be pre-approved by the Dean of Student Support and Equity or the family must provide documentation for the scheduled appointment (i.e. doctor's note). Approval in REACH does not automatically excuse an academic absence, and Attendance Office approval does not replace the Residence Life sign-out process.

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 transporting 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 Principal's Office. Parents should not attempt to directly contact their student when the student is in class. [Please provide sufficient time in your appointment schedule for your student to be notified and arrive at the Principal's Office.](#)

Pre-Arranged Absence for One or More Full School Days

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

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

1. The parent must contact the Attendance Office by phone or email at least 24 hours before the planned absence. Requests received less than 24 hours in advance may be treated as unexcused.
2. Without parental approval at least 24 hours in advance, a prearranged absence will be treated as unexcused.

3. Once an academic absence has been approved, the student must complete the appropriate REACH leave request and follow the Residence Life departure process before leaving campus. Approval of an academic absence determines whether the absence is considered excused or unexcused for attendance purposes. It does not authorize the student to leave campus. The REACH and Residence Life processes are separate and must be completed to document and authorize the student's departure from campus.
4. Requests for three or more (3+) consecutive school days of pre-arranged absence will be forwarded to the Dean of Student Support and Equity for review five school days in advance. A response will be provided within two business days, and students/parents should plan for this timeline for approval. Any requests made fewer than five business days from the departure date may be denied and considered unexcused.
5. Requests for more than five consecutive school days of pre-arranged absence for non-essential purposes will not be considered.
6. Students are responsible for all missed assignments and for discussing the work with their faculty members. All assignments given to the student during the pre-arranged absence are due on the day established by their faculty members. The time and place of any makeup sessions shall be solely at the student's initiative and at the faculty member's convenience. Assignments not completed on the established day(s) will not be granted credit.
7. College Visit, Seniors Only: If a student will miss class time for a college visit, the student must discuss the college visit with and receive approval from their College and Academic Counselor before leaving for the visit. The College and Academic Counselor will notify the student, parent, and Attendance Office in writing (i.e., email) if the trip is approved or denied. If the student requests permission within 24 hours, per the above, the absence will be considered unexcused regardless of College and Academic Counselor approval. Likewise, if the College and Academic Counselor denies the request and the student still misses class to attend the college visit, the absence will be unexcused.
8. When leaving the campus for the approved pre-arranged absence, the student must sign out with the appropriate personnel.

End Revised Section

Suspensions

Student absences while under suspension are considered excused. Students under suspension are expected to complete all coursework, excluding labs and quizzes, which may be completed upon a student's return to campus. Guidelines for staying engaged with academics will be communicated to students under suspension during the disciplinary process.

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Illnesses

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

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

When a student is absent from class due to illness, the family must provide documentation from the student's healthcare provider in order for the absence to be considered excused. For illness-related absences of **four or more consecutive days**, the healthcare provider must also indicate that the student is **fit to return to IMSA's residential setting** and participate in the IMSA program. This additional documentation helps ensure that students are ready to safely return to the academic and residential environment.

End Revised Section

Tardiness

All students should arrive at their classroom location before the start of class. Adequate time (5 minutes) is provided for students to reach their classes before the end of the passing period.

Unexcused Tardies and Absence Points

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

1. Start of class to less than five minutes late: One point
2. Five minutes until halfway through class, less than 25 minutes for a single mod class, and less than 50 minutes for a double mod class): Two points
3. After halfway through the class: Three points

Students more than five minutes late need to get a time-stamped pass from the Attendance office and hand the pass to the faculty member 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.

Faculty will enter a tardy before five minutes or an absence after five minutes into the class. The Attendance Office will calculate the points.

Unexcused Absence Points Responses

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

1 - 2 Points: The student is responsible for communicating with the faculty member about any material/work missed. Students may not be granted credit for work missed.

3 - 5 Points: The Attendance Office emails the first warning letter to the student, parents/guardians, faculty member, CAC, Residence Hall Staff, and Dean of Student Support and Equity. If applicable, the letter is also sent to the Learning Strategies Coordinator, Advocate, and/or Case Manager.

The student must complete the Absence Reflection Form linked in the letter.

The student is required to attend restricted study as assigned by the Principal or designee, which may be during I-Day Study Hall, Evening Study, or other. Failure to attend restricted study will result in additional restricted study days and disciplinary action.

If a student is notified of multiple courses reaching 3-5 points in the same letter, the student may be assigned one day of restricted study per course. The restricted study may or may not be assigned on consecutive days.

6 - 8 Points: The Attendance Office emails a final warning letter to the student, parents/guardians, faculty member, CAC, Residence Hall Staff, and Dean of Student Support and Equity. If applicable, the letter is also sent to the Learning Strategies Coordinator, Advocate, and/or Case Manager. The letter will stress that accumulating 9+ points will result in an Academic Disciplinary Meeting with the Principal or designee.

The student is ineligible for involvement in any programming (athletics, clubs, etc.) for one week beginning the following Monday.

The student is required to attend restricted study for five hours, which may be during I-Day Study Hall, Evening Study, or another time assigned by the Principal or designee.

The student is scheduled to meet with the Dean of Student Support and Equity. Failure to attend the meeting will result in disciplinary actions.

1. The meeting will involve a discussion of absences, academic progress, and a reiteration of attendance policies.
2. The Dean may assign additional action items and restrictions. Any items will be shared with the same audience copied on the final warning letter. Failure to comply with the items assigned by the Dean will result in disciplinary actions.
3. Failure to attend the originally scheduled meeting will result in additional restricted study days and disciplinary consequences.
4. Failure to attend the restricted study will result in additional ineligibility as well as additional disciplinary consequences.

9 or More Points: The Dean of Student Support and Equity emails an Attendance Discipline Meeting notice to the student, parents/guardians, faculty member, CAC, Residence Hall Staff, Attendance Office, Principal's Office, and Registrar. If applicable, the letter is also sent to the Learning Strategies Coordinator, Advocate, and/or Case Manager.

1. The Principal or designee will schedule the Attendance Disciplinary Meeting within five business days.
2. Failure to attend the Attendance Disciplinary Meeting may result in the student being withdrawn from the course with a failing grade (WF)

3. The student should continue to attend class while awaiting the Attendance Disciplinary Meeting results. Any attendance points accumulated while awaiting the meeting may incur additional consequences.
4. The Principal or designee will meet with the student and family in person or via Zoom for the Attendance Disciplinary Meeting. Both the student and parent/guardian must be present for the meeting.
5. Consequences from the meeting may include, but are not limited to, a decrease in course grade by a letter, additional restricted study, ineligibility for after-school or evening activities, social probation, removal from SIR, internships, and/or independent study.
6. Students will be placed on Attendance probation for the following semester.
7. Additional absences after the Attendance Disciplinary Meeting may result in the student being withdrawn from the course with a failing grade (WF).
8. Students involved in Attendance Disciplinary Meetings will be reviewed during the Review of Student Enrollment Status per [**IMSA Policy JECF**](#) - Review of Student Enrollment Status.

A grade of WF counts as a failing grade that will be included on the student's transcript.

A grade of WF counts as a failing grade for the purposes of:

1. [**IMSA Policy JECF**](#) - Review of Student Enrollment Status.
2. Athletics and event eligibility, including Driver's Ed.

Combined Excused and Unexcused Absences

Due to the Academy's intense nature, there is a point at which there is insufficient engagement in the course to achieve the learning objectives and justify awarding course credit. The Chief Student Affairs Officer or designee will recommend to the Principal or designee whether a student should be withdrawn from a course due to absences related to physical or mental health issues.

When a student reaches 10 (single-mod) or 5 (double-mod) total absences in a course, the Attendance Office will notify the student, parents/guardians, faculty member, CAC, RC, Principal or designee, and Chief Student Affairs Officer or designee. If applicable, the notice is also sent to the Learning Strategies Coordinator, Advocate, and/or Case Manager. The Dean of Student Support and Equity or designee will review the situation and determine whether the student will be withdrawn or continue enrollment in the course. Conditions of continued enrollment may include restricted study, ineligibility for after-school or evening activities, social probation, and removal from SIR, internships and/or independent study.

A grade of W does not count as a failing grade; however, it is still a consideration when reviewing a student's continued enrollment at the academy (Refer to [**IMSA Policy JECF**](#) - Review of Student Enrollment Status).

Attendance in Course with Alternate Modalities

IMSA offers courses that run in a variety of modalities and structures, in addition to our traditional single- and double-mod courses. Examples include evening courses and I-Day-only courses. Any

course that has fewer than three (3) in-person meetings per week will adhere to the attendance policies for double-mod courses, both for attendance point accumulation and combined absences.

Attendance Probation

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

Students placed on Attendance Probation will be required to meet with their College and Academic Counselor or Academic Support Coordinator (sophomores) to draft a written plan with expectations and/or restrictions to support improved attendance. The plan will be shared with the student, parents/guardians, RC, Attendance Office, and Principal's Office. If applicable, the letter is also sent to the Advocate and/or Case Manager.

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

Student Affairs

At IMSA, students are supported in becoming healthy, ethical, and engaged members of their communities. Student Affairs provides experiences and services that promote leadership, personal responsibility, and holistic growth throughout their three years on campus. From co-curriculars and campus life to wellness and counseling, students have access to a wide range of opportunities and resources designed to help them thrive. The Student Affairs Office is a welcoming first stop for students and families seeking support, guidance, or connection. Student Affairs includes Athletics and Co-Curriculars, Campus Activities, Student Discipline, Health Care, Laundry, Leadership Education, Campus Safety and Security, Residence Life, Service Learning, School Counseling, and Vending Services.

Residence Life

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

Resident Counselors

Each Resident Counselor (RC) at the Academy is charged with the responsibility for providing the continuity of the student's experience at the Academy. The RC guides individual students' personal, social, emotional, and academic growth. The RC fills the positions of role model, academic advisor,

mentor, disciplinarian, and counselor, and by words, actions, and examples, teaches students responsible behavior.

Senior Resident Counselors

Senior Resident Counselors play a critical leadership role within the Residence Life team by mentoring new Resident Counselors, overseeing hall operations, and supporting administrative functions. Senior Resident Counselors are selected on an annual basis.

Day Hall Monitors

The Day Hall Monitors (DHM) are individuals who provide adult supervision for the halls from 7:30 a.m. to 3:00 p.m. on school days.

Coordinators of Residence Life

The Coordinators of Residence Life (CRLs) provide leadership within the hall and the Residence Life program and work to provide continued support to students. The Coordinators supervise the SRCs and RCs and assist with managing the overall living environment in each hall. They are also the administrator on call during the evening hours.

Executive Director of Campus Experience

The Executive Director of Campus Experience collaborates with a team of colleagues to provide students with an equitable, safe, healthy, and comfortable living and learning environment for IMSA's diverse student population.

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Residential Student Leaders

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

1. **Hall Community Coordinators:** The Hall Community Coordinators' primary responsibility is to assist the RCs in creating a cohesive and functional hall community. The two coordinators in each building are juniors or seniors chosen for their demonstrated leadership abilities, commitment to the Academy, and overall maturity. These students serve as hall leaders and help plan activities to promote hall unity, as well as act as liaisons to the Student Council and the Council for Campus Equity
2. **Wing Guides (WG):** The Wing Guide (WG) also assists the RC in creating a cohesive and functional living environment on a wing level. The two Wing Guides in each wing are chosen for their demonstrated leadership abilities, commitment to wing community building, and interpersonal interactions. The WG plans activities to promote community building and support the Residence Life curriculum.

REACH Student Life Management System

REACH is the primary student life management system used by Residence Life to support student safety, accountability, communication, and engagement. REACH may be used for leave requests and approvals, student sign-out and return, Residence Life programs and trips, registration and waitlists, Academy transportation-related leave requests, and other designated residential processes. Submission of a request does not automatically mean a student is approved to leave campus. Students must receive all required approvals and complete the appropriate departure process.

End Revised Section

Residential Expectations

Each residence hall 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 always abide by them. 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 hall residents, and to better meet the needs of the hall structure.

Rolling Check

Monday – Friday (Rolling check) 6:30 p.m. – 7:30 p.m.

Saturday – Sunday (Rolling check) 3:00 p.m. – 5:00 p.m.

In-Hall Check

Sunday – Thursday: 10:00 p.m.

Friday – Saturday: 11:00 p.m.

Sophomore In-Room Curfew

Sunday – Thursday: 11:00 p.m.

Friday – Saturday: midnight

Sophomore Lights Out

Sunday – Thursday: midnight

Junior/Senior In-Room

Sunday – Thursday: midnight

Friday – Saturday: midnight

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Unless a student is properly signed out through REACH or has an approved absence through the Attendance Office or another Academy-authorized process, the student is expected to participate in all required residential checks. Students are responsible for ensuring that their REACH status accurately reflects whether they are on or off campus before check begins. Students who are on campus must

report as directed by Residence Life staff and may not ask another student to check in on their behalf. For curfew checks, students must be present in their respective wing commons area and remain there until the RC on duty completes the check. Students are expected to 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 rooms, but not their wing during night hours to use the microwave, get a glass of water, or get something from the refrigerator. However, students should not be disruptive to other students or make a habit out of this practice as adequate sleep is needed for the academic demands during the day. Students are not allowed to leave the residence halls in the morning until 7:00 a.m. If students have an early morning practice, SIR, other school-sponsored activities/trips, or early parent pick up, students must inform the RC in the office the night before their early morning departure.

Students using Academy-coordinated transportation, including Downstate or ATC transportation, must submit the designated REACH leave request by the published deadline. Students departing through parent/guardian pickup may continue to complete the normal Extended checkout process unless otherwise directed by Residence Life. Students staying somewhere other than their primary home, traveling with another family, or using another transportation arrangement may be required to submit a REACH leave request and obtain parent/guardian approval. All students must complete residential checkout responsibilities before departure.

End Revised Section

Residence Hall Access During the School Day

Students are expected to remain in the main building during the academic day.

Student access to the residence halls is limited during A, B, C, and D days. Students can access the residence halls from 7:00 a.m. to 8:30 a.m., during lunch, and again starting at 3:00 p.m. on A, B, C, and D days. On "I days," students can access the residence halls from 6:30 a.m. to 10:00 p.m.

Extended Weekends/Holidays

There are extended weekends and holidays scheduled throughout the year, as referenced in the **academic calendar**. During Extended, the Academy is closed and students must leave the campus by the time set on the prescribed day. There is a late fee of \$25 assessed for every 5 minutes a student is not picked up after the halls close. The late fee will be added to the student's obligation fees in PowerSchool. Students must meet with their RC to sign up for a check-out time. Clearance cards are issued by the RC and indicate that students have completed all their residential responsibilities, including passing room inspections and completing their wing cleaning assignments. If students need to be checked out before the RC Office opens, clearance cards must be obtained the night before to check out with the Attendance Office. Students will not be allowed to check out without a clearance card.

Housekeeping

Students are expected to keep their rooms clean and organized and to contribute to a positive residential community. Residence Life staff conduct room inspections every other week and may enter rooms regularly to check on student well-being. If a room needs attention, the RC will provide guidance and a reasonable timeframe for improvement.

Students are also responsible for rotating wing or hall housekeeping duties to help maintain clean and welcoming shared spaces. RCs will monitor completion of these responsibilities and provide support as needed.

Failure to meet room cleanliness or housekeeping expectations may result in additional responsibilities, residential restrictions, or formal disciplinary action. Individual wings and halls may establish additional housekeeping guidelines.

Room Condition Report

Each student must complete a room condition report (RCR) upon moving into any new space within the residence halls. Any damage noted during check-out that is not present on the RCR from check-in will be billed to the student's account.

Check-Out

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

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

When a student checks out of housing, Student Life and Facilities staff will inspect the space. Issues or concerns identified will be compared to the on-file room condition report to determine if they are preexisting conditions. Students will be charged a minimum of \$50 for failure to clean and/or improper checkout, which will be split between all students. If there are any repairs or damages to the shared space, the total repair costs will be determined. Unless the individual responsible comes forward, the repair costs will be split between all students.

Off-Campus Guests/Visitors

Guests may be in the hall commons:

Monday-Thursday	3:00 p.m. to 9:45 p.m.
Friday	3:00 p.m. to 10:45 p.m.
Saturday	10:00 a.m. to 10:45 p.m.
Sunday	10:00 a.m. to 9:45 p.m.

All visitors must sign in at the office in the student's residence hall. All guests must wear an Academy-issued ID badge at all times while in the residence hall wings. Off-campus guests, including parents, are not allowed in student rooms. Parents can only enter the rooms of their student(s) during move-in, move-out, and in case of student illness. The resident counselor may make exceptions. The Academy reserves the right to make changes to this guideline for health, safety, and/or security reasons. Guests must always be accompanied by the IMSA student. Visitors are expected to observe school rules and guidelines. Students serving as hosts are responsible for the actions of their guests in the hall and elsewhere on campus and have the same behavioral expectations as the student.

Intervisitation

Intervisitation refers to visits between any students, regardless of gender identity or relationship status, within the Academy's residential areas. Intervisitation between students in all common areas does not require an intervisitation pass.

Hall Spaces

1. Hall Commons: Open to all IMSA students across all halls, no pass needed.
2. Wing Commons: Common area inside a specific wing, a pass is required.
3. Study Room in Wing: Study space in a wing where intervisitation is allowed with a pass.

Hall Commons Visits

Do not require an intervisitation pass or approval from the RC in the office.

Wing Study Rooms or Individual Residence Hall Room Visits

Require RC office approval and a visible intervisitation pass.

Wing Commons Visitation Policy

1. Residents may visit other wings with RC approval.
2. You must enter the wing with a resident of that wing. RCs will not fob you in.

Eligibility

1. Sophomores may not participate in intervisitation until the second semester.
2. Rules apply to all students, including those in same-sex or non-binary relationships.
3. If you have received more than three Tier 1s in a semester, you will not have intervisitation privilege for the rest of the semester.

4. If a resident and their guest(s) have tried to enter a room or wing space without intervisitation approval from the RC in the office, the student will receive disciplinary action. Additionally, they will have intervisitation privileges revoked for the rest of the academic year.

Ineligibility

1. Students on academic probation.
2. Students who have been late to rolling check more than three times in one semester.
3. Students who have assigned study hours at any time during that week will not be able to participate in intervisitation.
4. Students who have not followed the food ordering procedures.
5. Students who have received a Tier 1 for violation of community living within that academic quarter.
6. Students who are in known relationships will not be permitted to bring their partners into the wings.
7. If an RC from another hall reports that you have been disrespectful, privileges will be revoked for the remainder of the academic year.

Approval

1. All students must check in with the RC office before intervisitation starts.
2. The RC will issue a visible intervisitation pass and collect the visitor's IMSA ID.
3. The visitor must sign in at the RC office and provide their student ID.
4. Roommate approval is required for visits in individual rooms. If you wish to amend your roommate contract, please speak with your direct RC.
5. The visiting student must sign out and collect their student ID when the visit ends.
6. Passes are only given to students who demonstrate responsible behavior. The rules of the intervisitation will be outlined on the pass.
7. Once the intervisitation time is up, the resident and the visitor must sign out in the RC office.
8. RCs have the right to decline intervisitation requests at any time and for any reason.
9. Failure to follow these rules may result in an immediate stop to the visit, an incident report, and disciplinary action.

Time Limits

Monday – Thursday: 1 hour per request, max of 2 visits per day.

Friday – Sunday: Up to 2 hours per request, max of 3 visits per day.

Approved Hours

Mon – Thurs:	3:00 p.m. to 8:00 p.m.
Friday:	7:30 p.m. to 10:00 p.m.
Saturday:	10:00 a.m. to 10:00 p.m.
Sunday:	10:00 a.m. to 8:00 p.m.

Sleep Overs

1. Students can have sleepovers in other rooms on specified days and with overnight RC approval.
2. Sleepovers are permitted between students of the same sex assigned at birth.
3. Both roommates have to agree on the sleepover.
4. Students have to ask the RC in the office for approval for the sleepover so the RC in the office can make a note of where students are for emergency purposes.
5. With RC Approval, students may have sleepovers on Fridays or Saturdays. All other nights are at the discretion of the overnight RCs of both students.
6. If a non-approved sleepover occurs, the sleepover will be ended, and students will be subject to disciplinary action.

Overnight Visitors

Non-IMSA overnight guests are not allowed.

Quiet Hours

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

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

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Residential Meetings, Programs, and Activities

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

Residence Life programs, activities, and trips may be posted and managed through REACH. When registration is required, students are responsible for registering by the published deadline. Some trips and events may use a waitlist when demand exceeds available space. Placement on a waitlist does not guarantee participation. Residence Life may use equitable participation practices, including limiting initial participation by residence hall before opening remaining spaces.

Sign Out

The off-campus sign-out procedure is one of the Academy's most important expectations. While the Academy cannot always be aware of every student's location at all times, the sign-out regulations are

in place to ensure staff have a reasonable understanding of where students are and can contact them in case of an emergency.

Students must follow sign-out guidelines. During the academic day, Monday through Friday from 7:30 a.m. to 3:30 p.m., student departures are handled through the Attendance Office or Principal's Office, as applicable. After 3:30 p.m., all student sign-outs are handled through the RC on duty in the student's residence hall. When a REACH leave request is required, students must complete the request and receive all necessary approvals before reporting to the RC on duty to sign out. Approval in REACH does not replace the requirement to complete the sign-out process with the RC on duty. A student is not considered signed out until the RC on duty has verified the student's departure.

Sign In

Any time students have been off campus, they are expected to complete the required return process immediately upon arrival. During Residence Life office hours, students should complete the return process with the RC on duty. During designated return periods, the Principal's Office, Attendance Office, or Campus Safety and Security may assist with the return process as communicated by Residence Life. Students should not proceed directly to their residence hall without completing the required return process unless otherwise directed by Residence Life or Academy Leadership.

Walking Trips

Students may take walking trips within one mile of campus with staff permission. Walking trips will not be permitted when the temperature is below 32°F or when there is other inclement weather.

Students may walk to locations within one mile of campus, such as Walgreens on Indian Trail Road, businesses near the intersection of Orchard Road and Sullivan Road, and Sri Venkateswara Swami Temple. Students are not allowed to walk across the bridges over Interstate 88 or in the industrial area north of Sullivan Road. Students must have at least one other IMSA student present and must complete the designated walking-trip sign-out process before departure. When REACH is used for walking-trip tracking, all participating students must be properly listed or registered before leaving campus. Walking-trip partners must leave together, remain together, 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 and 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.

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

Study Hours

Study hours are a way to help sophomore students transition into living and learning in the IMSA community. These hours help students set aside time to study, as well as help facilitate and further develop their time management skills. [Sophomores are required to participate in mandatory study](#)

hours from 7:30 p.m. to 9:00 p.m. on Mondays and Thursdays and from 6:45 to 8:15 p.m. on Wednesdays. Students must be in their own room or 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 RC's discretion) if there are conflicts with student activities (co-curricular, IHSA sport, etc.), but the hour and a half must be completed between 3:00 p.m. and 10:00 p.m. on the same day.

After the first semester ends, sophomores will not have study hours unless required by their RC or due to their academic status. Students are expected to use time management skills learned during the first quarter to complete homework assignments throughout the day. After the second semester begins, sophomores will be released from study hours for the remainder of the year. Any students not in good academic standing or recommended by academic specialists will be assigned mandatory study hours.

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

End Revised Section

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

Room Assignments

Our co-ed residential program is designed to provide separate student wings, rooms, and bathroom facilities by sex on the birth certificate while operating within a broader residential community that includes students of different genders. This residential model is a longstanding component of the IMSA experience and is applied consistently across campus housing.

A unique part of the Academy's residential experience is learning how to live with a roommate. This requires patience, compromise, mutual respect, and common courtesy. New students are assigned rooms and roommates in the summer based on the information provided in their roommate preference forms. Roommates are matched according to factors like gender, similar interests, lifestyles, and personal requests. Returning students submit their requests in the spring term, and

sophomores can make mutual requests during housing registration. These requests are matched based on room availability.

Academy Housing will not discriminate in room or hall assignments based on race, color, religion, disability, sexual orientation, age, national origin, ancestry, dietary restrictions, or cultural affiliation. At the time of initial housing assignment, a reasonable attempt will be made to assign students to a hall based on the preferences listed on the housing form. If a housing form is not submitted, the Housing Coordinator reserves the right to determine housing assignment in the absence of student preferences. Housing placements are determined based on availability and are not guaranteed for specific halls, wings, room types, or roommate groups. Due to high volume and demand in certain areas, Housing may be unable to honor all preferences submitted.

Academy Housing reserves the right to change residence hall and/or room assignments, to assign roommates, or to consolidate vacancies by requiring students to move or to receive a new roommate when deemed necessary.

Housing assignments may be changed throughout the process of establishing them.

Housing assignments for the following academic year may be adjusted, changed, or modified at any time between the spring semester and the start of the next school year. This may be due to housing grievances, accommodation needs, enrollment changes, or a semi-balanced representation of classes (sophomores, juniors, seniors) within a wing, and/or disciplinary outcomes.

During the academic year, housing changes will be approved by the Housing Coordinator.

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 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 mutual agreement, RC-facilitated meet and greet, and/or the Housing Coordinator. Note that consolidations can take place at any time.

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

Decorating and Arranging the Room

Students are encouraged to make their rooms comfortable. IMSA staff may determine the appropriate decoration of rooms and other residence hall areas. Decorations may not promote hateful, illegal, or negative messages.

1. Posters and other wall decorations are allowed but must be hung with painter's tape, poster putty, or push pins. No other adhesive will be allowed. This includes any adhesives that may or

may not be placed on furniture and the walls within the student's room. Any wall damage will result in a fine.

2. Decorations must not interfere with the operation, maintenance, or usage of room smoke detectors or sprinkler heads.
3. Students may not directly write, paint, or color on any surface of their room, including but not limited to windows, walls, and furniture.
4. LED strip lights and puck lights have adhesive backing that damages walls. Use only painter's tape or poster putty to hang strip lights.
5. The arrangement of furniture must meet safety and long-term maintenance requirements; lofts are not allowed, bed frames may not be placed on other furniture, and mattresses may not be placed on the floor.
6. Furniture may not be taken apart (i.e., the bed frame must remain connected to the wood frame).
7. All furniture must remain in the room, and lounge furnishings may not be removed from the lounge areas.
8. Furniture sliders must be used when moving furniture on laminate floors. Furniture sliders are available to borrow from the RC office.
9. A rolling desk chair and a bookshelf no larger than 3 feet by 3 feet are allowed in student rooms with the RC's approval.
10. Outside or homemade furniture is not permitted. No futons, couches, hammocks, tents, or reclining chairs of any kind are permitted in student rooms.

The standard furniture arrangement is as follows:

1. One side of all furniture, including the long side of the bed and wardrobe, must be against a wall.
2. The door must open completely and without interference.
3. A direct path must be open from the doorway to the windows.
4. Clear visibility of the entire room must be accomplished by standing at the door.
5. Furniture and other items must remain at least two feet from the PTAC unit.

These guidelines are not intended to limit room personalization 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, temporary walls, and obstacle courses) for fire safety before it is used. Students should follow these expectations for fire-safe decorations:

1. Use fire-resistant materials in student rooms/suites and at social events.
2. Do not overload electrical outlets or extension cords.
3. Do not place electrical cords under carpet/rugs, through doorways or windows, or behind pillows.
4. Provide adequate safety lighting at all social events.
5. Do not obstruct access to exits, windows, and fire extinguishers.
6. Natural, live trees are not permitted.
7. Materials or items may not be hung from the ceiling, door frames, or from one wall to another.

Room, Wing, Common Area Expectations

Residents are responsible for their room condition. Damages (malicious or not) incurred during the school year will be charged to the students. Malicious damage will have additional disciplinary consequences. We recommend the following to avoid damage or damage fees:

1. Neither a student nor a parent may install items in or repair any part of a student's room.
2. Installation of bidets or adaptive equipment is not allowed.
3. Window blinds, existing shower heads, faucets, or any plumbing fixtures may not be replaced or modified.
4. Modifications to the PTAC unit are not allowed.
5. Use a waterproof mattress pad.
6. Clean up spills on the carpet and floor immediately.
7. The window screens must not be removed. Students will be assessed \$100 if a screen is removed for any reason other than an emergency.

IMSA property should remain in the room and should never be removed from that room.

Students are expected to use only 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; each student is expected to provide additional supplies as needed.

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

Room Entry

The Academy reserves the right to inspect IMSA property. Residence Life staff will conduct Health and Safety Checks (see **Housekeeping** section). The Academy's maintenance staff will minimize room entry, and tasks will be completed as quickly as possible. Other reasons Residence Life or other academy personnel may enter the rooms include:

1. To make repairs.
2. To inspect for compliance with health and sanitation standards, fire regulations, and building codes.
3. In response to an emergency or concern for a student/guest's well-being and safety.

Electrical Appliances and Wires

Full-size refrigerators are in each residence hall wing commons. Cooking and baking appliances such as toaster ovens, toasters, coffee pots, etc., may also be supplied for student use. These appliances must be used in the kitchen areas and not in students' rooms or hallways, as they are serious fire hazards. Open coil or open flame items, including but not limited to warmers, hot pots, hot plates, popcorn poppers, air fryers, halogen or torchiere lamps with bell-shaped shades (i.e. octopus, medusa, spider lamps), lava lamps, lighted wall or window signs, water boilers/electric kettles, oil popcorn poppers, electrically powered tools, hoverboards, electric scooters, and space heaters are prohibited in the Residence Halls. Any cooking utensil or appliance will need RC approval before being brought to campus. To conserve energy, the Academy requests that students bring Energy Star-certified appliances. Any appliance brought in by a student must be labeled with the student's name and must remain stored in a common area.

Students are prohibited from possessing or using security cameras or other concealed surveillance equipment while on campus.

For health and safety reasons, students must be present in the kitchen area while any cooking appliance is in use (including the microwave).

A power strip or extension cord may be used to connect appliances, but connecting or "piggybacking" multiple extension cords or power cords, in any combination, is prohibited.

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

1. One small refrigerator per room (4.3 cubic feet or smaller). A combo refrigerator/freezer is permitted; deep freezers are not.
2. Computers
3. Hair curlers, blow dryers, electric razors, and flat irons
4. Lamp
5. Dehumidifier
6. Air purifier
7. Stereos, radios, and personal computers

Halogen lamps are not allowed in the rooms. Irons must be operated only in designated common areas. Space heaters and electric blankets are not allowed. 3D printers are not allowed in Residence Halls. Please see IMSA personnel regarding 3D printing within the Maker Space.

Unauthorized items may be confiscated by Residence Life staff and returned to the student/parent to take home at the next extended student check-out date. Depending on the appliance, an appliance may be returned once a student has moved it to an appropriate alternate location.

Food Deliveries

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

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

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

Laundry

The Academy provides washers and dryers in each residence hall. IMSA's laundry equipment is owned and maintained by CSC Serviceworks. Students are responsible for having the necessary detergent supplies and for emptying the lint trap. Access to the Laundry Room is provided by the RC on duty. Students must inform the RC when they want to do laundry. Broken machines should be reported through the [CSC Laundry App](#) and/or to the Residence Life staff member on duty. The Academy does not provide linen services.

Pets

Only aquatic and small reptilian pets are allowed in the Residence Halls with the written approval of the Coordinator of Residence Life for Operations. Allowed pets must be kept in a tank no larger than 20 gallons. Only one tank is allowed per room. Snakes and poisonous animals are prohibited. Pets are not allowed in any other Academy buildings.

Room/Hall Security

Students will be issued a key to access their residence hall room and an electronic proxy card to access their residence hall and wing. The proxy card serves as a student's identification card. See [Student Keys and Proxy/Identification Cards](#) in the Campus Safety section for more information. Students are expected to use their key and proxy card responsibly. Students should always lock their doors when they leave their immediate residential area and take their key and proxy card with them.

Students are responsible for student guests who are let into the room. Students must always allow appropriate Academy personnel to enter their rooms when requested to do so. Students should never let an unknown person into their hall or the Main Building.

No standing, loitering, or handing things in or out of windows in the residence halls is allowed.

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

Students are encouraged to label personal items and to engrave valuables. The Academy encourages parents to list their student's belongings on their homeowner'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 recommended that valuables be locked in the wardrobe daily to avoid theft.

Computer Monitors

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.

Workout Equipment/Weights in Residence Halls

To prevent facility or individual property damage, personal injury, blockage of escape routes during a fire or emergency, and disruption within the living environment, heavy weightlifting equipment, pull-up bars, items that attach to any door opening, and large exercise equipment (e.g., treadmills) are prohibited in all residential facilities on campus. Permitted workout equipment must remain in the student's room.

Permitted workout equipment for students' Residence Hall rooms may include:

1. Foam Rollers
2. Workout Mat/Yoga Mat
3. Super Bands/Resistance Bands
4. Dumbbells/Kettlebells

Health Care Services

IMSA has an on-campus Health Care Services Office staffed by registered nurses. The office is open on weekdays from 7:30 a.m. to 4:00 p.m. The Health Office provides services such as health assessment, first aid, health counseling, administration of medication as prescribed by a physician, and other appropriate therapeutic interventions.

Medications

All students who are taking prescription medications must notify the nurse. All prescription medication is to be kept in the Health Office and administered by the registered nurses on staff or an individual designated by the registered nurse. Prescription medications that are administered topically, in the ear or the eye, oral contraceptive pills, and all emergency medications may be kept by the student and self-administered. Completion of the **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. If a student obtains prescription medication from an off-campus healthcare provider, it is the student's responsibility to register and discuss all prescription medications with the nurse

following treatment. Failure to disclose information regarding medication or issues surrounding an illness will be referred for disciplinary action.

Illnesses and Injuries

If the Health Office is not open, Residence Life staff will assess a student's medical situation and determine if care is needed at a hospital emergency room or urgent care. In certain situations, they may arrange for the student to get extra rest the following morning and then report to the Health Office for evaluation. Please note that Residence Life staff are not trained medical professionals. If, at any time, it is determined that urgent treatment is required, students will be taken to an area emergency room (ER) or urgent care. A staff member will accompany the student, and an attempt will be made to contact parents from the medical facility so that they can speak directly with the doctor or nurse on duty. All costs are the responsibility of the student's family.

Procedures for Handling Student Illness

If a student is not feeling well during the school day, or before their first class, it is the student's responsibility to come in person to the Health Office for evaluation. The nurse does not make visits to the Residence Halls to see students unless medically necessary. The registered nurse will assess the student and determine if the illness necessitates the student being excused from 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 rooms 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. 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 [**IMSA Policy JCD**](#) - Students with Chronic Communicable Diseases) and acute.
2. A fever, at or above 100.0°F (see [**IMSA Policy JCD**](#) - Students with Chronic Communicable Diseases); students will be sent home to recuperate from illness.
3. Closed head injury/concussion (student can return to IMSA when cleared by a medical physician with a doctor's note).
4. Recommendation of Health Office staff or Chief Student Affairs Officer or designee.
5. 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 at 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 before the start of classes. Reporting symptoms or diagnoses will assist the Health Office with disease surveillance

and can be reported on the attendance line or by contacting the Health Office. Students who are sent off-campus to recover are expected to stay off-campus for 24 hours after their symptoms have resolved. This guideline helps support their recovery and well-being and helps control the spread of infections.

If a student is sent home due to illness, Health Office clearance is required before the student is readmitted to class, regardless of the duration of absence. Medical clearance from a licensed physician or nurse practitioner is required if absent for four or more days due to illness or injury. This note must be presented to the Health Office before the student is readmitted to class.

School Counseling

School counselors are a part of the robust circle of support for a student-centered approach as students navigate social, emotional, and educational goals at IMSA. School counselors are committed to the students' personal, social, and intellectual growth, as well as their adjustment to and engagement with the IMSA community.

What School Counselors Offer

1. Short-term counseling, crisis intervention, and advocacy supporting students' social, emotional, and mental health needs by identifying and working through personal barriers, developmental concerns, and stressors.
2. Partnership with students' families and outside providers to coordinate care.
3. Collaboration with IMSA staff for a student-centered approach through awareness, understanding, and recognition of the importance of mental health and well-being.
4. Community partnership and resources for students, families, and IMSA staff.
5. Tailored programming to support the social and emotional needs of students.

How to Connect

Students may connect with a counselor by emailing counseling@imsa.edu or a specific counselor directly to schedule an appointment. Students should schedule an appointment with a counselor during an open Mod or the Support and Engagement period to avoid conflict with class schedules.

At other times, a concerned resident counselor, faculty member, staff member, or parent may refer a student. Counseling staff highly recommend that individuals have a conversation with the students in which they share their concerns prior to the referral.

When appropriate, counselors will refer students and parents/guardians to professionals outside the Academy for continued care.

Confidentiality

All communications between a student and a school counselor are confidential. Counselors will not disclose confidential information without the student's consent. Conversations related to alcohol or drug use, sexual activity, and off-campus doctor recommendations, as defined in the Illinois Mental Health and Developmental Disabilities Code, are considered protected information.

Exceptions to Confidentiality

When the counselor assesses that there is clear and imminent danger to the student and/or others, in alignment with legal and ethical standards, the counselor must act to protect the safety of the student and/or others by taking reasonable action to inform appropriate authorities.

School counselors and all Academy staff are mandated by Illinois law to report any cases of suspected child abuse. It should be noted that parents and school staff may contact the counselors to share their concerns about a student.

When needed, school counselors provide advocacy on students' behalf to promote students' welfare.

Section Revised 10/2026

Mental Health Days

Effective January 1, 2022, Senate Bill 1577 mandated access to Mental Health Days for Illinois' K-12 students per academic year. The mental health days (MHDs) allow students time away from academic and extracurricular responsibilities to focus on their social-emotional well-being. Students may utilize up to five MHDs during the school year. Students electing to take an MHD should speak with their parent/guardian and/or resident counselor to complete the [Mental Health Day Form](#) on the day/evening before the MHD. Students may go home to spend time with family.

Mental Health Day Requirements:

1. Students will be notified via email to check in with a school counselor during a designated check-in time. Failure to complete the a.m. and/or p.m. check-ins will result in attendance being changed to unexcused for a.m. and/or p.m. If a student would like to schedule an additional time to meet with a counselor, they can email counseling@imsa.edu to request an additional meeting.
2. Students must remain in the main building during their MHD if electing to remain on campus.
3. During their MHD, if on campus, students can spend time in the IRC, Mental Health Lounge (A108), Fitness Center, The Hub, Pride Rock, IN2, the Cafeteria (during meal times), and Relaxation Room if staying on campus. Students are expected to remain mindful of noise levels and maintain a quiet, respectful environment in consideration of others, or the student may be asked to leave.
4. If students have a test, quiz, lab, or presentation scheduled for today, please email the teacher to arrange a rescheduled date.
5. Students must receive permission from Residence Life staff to go outside or a walking trip after 3:00 p.m.
6. Students are unable to participate in extracurricular activities, including clubs and athletics, during a mental health day. This includes after-school club meetings, club events, athletic practices, or attending athletic games as an audience member.
7. The student will be responsible for checking in with their RC once on the evening of the mental health day (after 3:00 p.m.).

8. If a student requests to take two MHDs in one academic week, the student's parents/guardians will be required to pick up their student and work with a school counselor to develop additional support for the student.

If taking the MHD at home, students are required to check in with a counselor on the next academic day before 1:00 p.m.

End Revised Section

Counselor Excused Absences

The School Counselors recognize that students may need counseling support for uniquely challenging situations during the academic day. Psychosocial concerns may include heightened symptoms of anxiety, depression, anger, or familial stressors impacting student functioning. When these unique situations arise, the counselors may grant a Counselor Excused Absence as a tool to assist students in managing or preventing a mental health crisis. When this occurs, the counselors will assist the student in developing strategies to effectively address their needs and assist with appropriate emotion regulation tools specific to the student's needs. If the student's needs extend across multiple class periods, hindering their ability to function in academic classes, further assessment of well-being and fitness to remain on campus will be conducted by the school counselor.

The Attendance Office will be notified by the School Counselor when a student is being excused so that attendance will be updated appropriately. While excused, students must remain present in the Student Life office or another designated area approved by the counselor.

The student is responsible for contacting their faculty members by the end of the academic day to obtain assignments and materials that were covered during their excused absence. If a student was unable to submit an assignment due to a Counselor Excused Absence, the student has 24 hours to submit the assignment.

Students cannot obtain a Counselor Excused Absence for assessments (i.e., exams, quizzes, labs, presentations, etc.).

Section Revised 10/2026

Imminent Danger to Self and/or Others

When a student presents an imminent danger to themselves (suicidal intent) and/or others (homicidal intent/violence), immediate crisis procedures are followed.

If a threat is shared with a student or staff member verbally or in writing (via email, text message, social media, etc.), IMSA staff must take immediate precautions to ensure the safety of all, that will include some or all of the following:

- Calling an external Mobile Crisis Response service to complete an initial behavioral health assessment to determine if higher level of care is required.

- Contacting the parent/guardian, notifying them of the safety concern(s) and requiring them to pick up their student as soon as possible. If assessment is required, the family will be informed that the student will need to receive a behavioral health risk assessment at a behavioral health center. After the assessment, a Counselor will contact the parents/guardians directly regarding the next steps required to address the student's mental health and safety.
- Calling 911 to request emergency medical assistance for a student, any resulting costs incurred by emergency responders, ambulance services, transportation, or medical treatment are the responsibility of the student's parent(s)/guardian(s).
- Conducting room searches and/or other preventative measures.
- Initiating a Leave of Absence (LOA) for the student (see Leave of Absence).

End Revised Section

Leave of Absence

A Leave of Absence (LOA) may be granted or required for mental health reasons that significantly affect a student's ability to safely or successfully participate in the school environment. The purpose of an LOA is to allow the student time to address the circumstances necessitating the leave and to engage in recommended services, treatment, or other interventions.

When a student is placed on LOA by the Chief Student Affairs Officer or designee for a behavioral health level-of-care assessment, the family must adhere to the following steps, including completing treatment recommendations before scheduling a re-entry meeting.

The Level of Care assessment must be completed by a psychiatrist or a licensed and certified psychologist/counselor/social worker at a behavioral health hospital. The assessor must provide written recommendations to the student and the IMSA school counselor. Recommendations may include outpatient counseling, a partial hospitalization program, inpatient hospitalization, etc. In consultation with the doctor, parents, and student, IMSA staff will determine whether it is in the student's best interest to return to campus.

Most Level of Care assessments are free. Families are responsible for any applicable copays, deductibles, coinsurance, or other out-of-pocket expenses not covered by insurance.

Before returning to campus, a re-entry meeting will be held to determine if the student may return and under what conditions. This meeting will include the Chief Student Affairs Officer or designee, the parent/guardians(s), the student, and the school counselor. This is when the Chief Student Affairs Officer makes the final determination of if/when the student can return to IMSA with continued support. Additionally, for continuity of care, school counselors require a release of information (ROI) with outpatient providers.

The Chief Student Affairs Officer or designee will notify the student's College and Academic Counselor (CAC) or Academic Support Coordinator (ASC) (sophomores only) of the LOA. The CAC or ASC will

then collaborate with the student and the student's faculty members on coordinating academic plans, including identifying any adjusted coursework timelines per the Make-Up Privileges policy.

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

Students are not allowed on IMSA's campus for any reason while on LOA, such as clubs, events, programs, etc., unless the student has received explicit written permission from the Chief Student Affairs Officer or designee. The student's proxy card will remain inactive while the student is on LOA.

Non-Suicidal Self-Injury

Non-suicidal self-injurious behavior (NSSI) refers to the deliberate and intentional injury of one's own body tissue without the intent to die by suicide. If a report has been made that a student is harming themselves or the student discloses self-injurious behaviors to a counselor, the Counseling Office may take the following actions, including but not limited to:

1. The student will meet with a school counselor for a safety assessment to determine the level of risk and appropriate next steps. The student's parent/guardian(s) will be notified.
2. If the student is currently receiving services from an outpatient therapist or counselor, IMSA may require the student to schedule and attend an appointment with that provider as soon as possible, and that a Release of Information (ROI) form is signed so that an IMSA counselor can coordinate care with the student's outpatient counselor.
3. IMSA may also require the student to obtain a Level of Care Assessment from a behavioral health provider or hospital to determine whether additional treatment or services are recommended. A Level of Care Assessment may be required even if the student is already engaged in outpatient counseling.
4. If a Level of Care Assessment is required, the student may be placed on a Leave of Absence (LOA) while the assessment is completed and the student is off campus.
5. If the student is not currently receiving services from an outpatient therapist or counselor, IMSA may require the student and family to establish appropriate outpatient mental health services and provide documentation that services have been initiated.
6. IMSA expects students and families to follow the recommendations of outside treatment providers, including attendance at counseling appointments and participation in recommended treatment.
7. Students may be required to participate in ongoing support and monitoring, which may include weekly meetings with a school counselor, ongoing outpatient counseling, and regular body checks with a registered nurse (RN) in the Health Office. Body checks will continue until outpatient providers recommend, in writing, discontinuing the body checks.

Student Engagement and Involvement

IMSA staff and faculty facilitate a wide variety of programs throughout the year designed to enrich the student experience beyond the classroom. These engagement opportunities foster the development of student leadership, strengthen community and belonging, and encourage students to explore and deepen their interests.

Student Engagement Categories

The IMSA community offers a wide range of extracurricular opportunities that support student engagement, leadership development, and community involvement. These opportunities are organized into the categories below, each with a defined purpose and reporting structure. All extracurricular involvement must align with the expectations and reporting guidelines outlined for each category.

Departmental Organization: A school-sponsored extracurricular connected directly to an IMSA department or program, supporting its goals and learning experiences for the State of IL and the IMSA community.

Athletic Team: A school-sponsored athletic program that follows Illinois High School Association (IHSA) and Little Ten Conference guidelines, focused on interscholastic competition. See [Athletics and Co-Curricular Activities](#) section for additional guidelines

Co-Curricular: A high-commitment extracurricular experience identified through an application process, often involving competitions, travel, significant funding, or complex logistics.

Club: Extracurricular opportunities that are student-led, as identified by chartering status under Student Council (StudCo) and Council for Campus Equity (CCE). All clubs are required to abide by club guidelines as set by StudCo, CCE, and their advisors. Failure to comply with the guidelines could result in the club losing all privileges of a chartered club. Chartering takes place during the 2nd semester for the following school year. Chartering a club is permitted by Junior and Senior IMSA students.

Non-IMSA-sponsored student groups who desire to conduct meetings and offer activities through IMSA to other IMSA students should reference [Policy JFK](#) - Meetings and Activities by Non-IMSA Student Groups for guidelines.

Independent Student Participation/Engagement

Students and their families may choose to independently participate in external competitions, programs, organizations, or initiatives that are not affiliated with or sanctioned by IMSA. While IMSA supports students exploring opportunities aligned with their interests, any participation outside of officially recognized IMSA programs is considered independent.

Students engaging in independent participation should be aware of the following expectations:

1. IMSA does not provide advising, supervision, logistical coordination, marketing, facilities, transportation, or financial support for independently pursued opportunities.
2. Students may not represent themselves as acting on behalf of IMSA in any capacity.
3. The use of the IMSA name, logo, branding, or institutional affiliation for promotion, registration, competition, or communication purposes is strictly prohibited.

Participation in independent opportunities is undertaken at the student/family's own discretion and responsibility and must not conflict with IMSA policies, expectations, community standards, or required engagement in the IMSA community.

Student Engagement Marketing

Student groups are encouraged to engage with their peers and the broader IMSA community by promoting meetings, events, activities, and competitions. All marketing efforts must align with IMSA guidelines and expectations outlined below.

Locations Available for Marketing

Digital: Club Hub System, IMSA Virtual Campus, Email (Limited and with Proper Approval), Community Group Chats

Physical: Residential Hall Posters/Flyers, Main Building Posters/Flyers

Digital Guidelines: All marketing materials shared on digital platforms must adhere to the expectations outlined in the Student Parent Handbook, as well as any platform-specific guidelines provided by IMSA staff. Students and groups are responsible for ensuring that all content is appropriate, accurate, and aligned with IMSA community standards.

Student Fund Raising Guidelines

Fundraising by individuals, clubs, and organizations is generally discouraged and, in most cases, not approved, as the IMSA environment does not support a consistent or sustainable model for fundraising. Fundraising is permitted only for the following groups:

1. Student Council and Council for Campus Equity (CCE): Fundraising must directly support all StudCo/CCE-approved chartered clubs or initiatives led.
2. Class Clubs: Fundraising is limited to offsetting prom-related expenses.
3. Chartered Clubs: Permitted only with express written approval from the Coordinator of Student Leadership and Service and must follow posted fundraising guidelines.
4. Departmental, Athletic, or Co-Curricular Programs: Fundraising must directly support travel, competitions, or apparel.

Funds collected must be in the presence of an IMSA staff or faculty member. Advisors are responsible for submitting all funds to the Office of Student Affairs (Coordinator of Student Leadership, Service and Activities or designee) for deposit through the Business Office.

Any requests for exceptions or expanded fundraising efforts must be submitted to the Coordinator of Student Leadership, Service, and Activities and align with established guidelines.

Academic and Eligibility Expectations for Student Engagement

IMSA values student involvement and recognizes the importance of balancing academic responsibilities with co-curricular engagement. Students are expected to maintain satisfactory academic standing to participate in student engagement opportunities.

In addition to established eligibility guidelines, students may be asked to temporarily step back from student engagement at any time if a staff or faculty member determines it is in the best interest of the student or the community. This decision may be based on academic performance, well-being, or other factors impacting a student's ability to fully participate.

Athletics and Co-Curricular Activities

IMSA sponsors several competitive interscholastic athletic teams and co-curricular activities. There are currently 18 Illinois High School Association (IHSA) sponsored (girls and boys) athletic teams and 14 Board-approved co-curricular groups. The athletic teams compete against other high schools during the fall, winter, and spring seasons.

IMSA is an IHSA and Little Ten Conference (LTC) member; most athletic teams compete in this conference. Please check the IMSA [Athletics](#) web page under Student Affairs for a complete listing. Involvement in incidents resulting in formal disciplinary consequences will impact participation in Board-approved co-curricular activities and athletic contests and games as per the "Contract for Participation in Co-Curricular/Athletic Code". Students are encouraged to consider all aspects of time commitment when they are considering joining an athletic team or co-curricular.

Athletic and Co-Curricular Eligibility

For a student to remain eligible throughout their season, they need to maintain certain grades. Every week there will be a Grade Report issued to the office of the Coordinator of Athletics and Co-Curriculars. At this time, this office will review the grade report and gather a list of students who are receiving a letter grade of "D" in two of their classes on that report. At this time, this office will notify the coach and student that they are in jeopardy of losing their eligibility status beginning the Monday of the following week. This Ineligibility time frame will remain in force until the student is no longer receiving the letter grade of D in more than one class.

If the student is still receiving two D's as of that following Monday, they will lose their Eligibility status for the week or until the next grade report comes out and the student is not on the two D report, or they can have the faculty member communicate directly with the Coordinator of Athletics and Co-Curriculars to advise them that the student is no longer receiving the letter grade of D in their class.

If a student is on the report for two consecutive weeks, a mandatory meeting will be required with the Coordinator of Athletics and Co-Curriculars to discuss their ability to manage their academics while playing a sport or being a part of a co-curricular at the same time. Further action may be taken based on the Coordinator of Athletics and Co-Curriculars' decision.

Attendance

If a student has any unexcused absences, it is at the discretion of the Coordinator of Athletics and Co-Curriculars to prohibit the student from participating in any athletic and co-curricular practices, events, and competitions. If the Coordinator of Athletics and Co-Curriculars' office is notified by the Principal's Office that a student has accrued enough points of unexcused absences or unexcused tardies to warrant a suspension from play for a day, the Coordinator will notify the student and coaches that the student is prohibited from all practices, events or competitions for one day, which will be the following Monday after the notice is given. If a student has continued unexcused absences or tardies, a mandatory meeting will be required with the Coordinator of Athletics and Co-Curriculars to determine further action, which could be a longer suspension and/or removal from the team.

Meetings, Assemblies, Programs, and Written Communications

In addition to academic classes, students are expected to attend all required assemblies, programs, and meetings of a non-academic nature. This includes wing and hall meetings, diversity, equity, and inclusion programming, and special events. Students are responsible for information covered in these meetings or events and for information communicated to them in writing (memos, emails, brochures, posted announcements). If a student does not attend required meetings and assemblies (and does not have an approved excused absence), disciplinary action will be taken. Students are required to maintain respectful and appropriate behavior during meetings and assemblies, including arriving and leaving on time, being attentive, and not using cellular phones or electronic devices.

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. The Service Learning program offers opportunities to develop skills like communication and teamwork while making a positive impact in communities, both internally in the IMSA community and externally. It's a chance to grow personally and professionally while actively engaging in addressing real-world issues. Students must complete 200 service hours to graduate from the Academy. These hours should be completed before the spring break of senior year.

Graduation Guidelines

Students must complete 200 service hours to graduate from the Academy. These hours should be completed prior to the spring break of senior year.

1. 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, LEAD facilitator, etc.).
2. 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.), either in-state or outside the state of Illinois. Thirty-five hours of the required external hours may be completed virtually with approved virtual opportunities.

Students and parents may monitor the student's progress toward the graduation requirement in PowerSchool under the "Service Requirements" heading.

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

Student service must follow the guidelines below to be counted toward their graduation requirement:

1. Service must be for a non-profit organization, unless otherwise approved by the Coordinator of Student Leadership, Service, and Activities.
2. Students may not receive payment, class credit, internship credit, or shadowing hours for their work.
3. The coordinator may not be a member of the student's immediate family.
4. The coordinator may not be an IMSA student.

Fabrication of service learning hours can have consequences, including but not limited to the forfeiture of previously approved service learning hours. This includes, but is not limited to, improper categorization of time submitted. IMSA students are expected to uphold the goals of this program, as failure to do so can compromise the integrity and effectiveness of the Service Learning program.

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

1. Find a Service Opportunity: Choose a service opportunity that interests you.
2. Get Approval First: If you're not sure the opportunity qualifies for IMSA service learning hours, email commserv@imsa.edu before you begin. Hours completed without approval may not count, if they are not considered service.
3. Log and Complete the Service and Reflection: After your service, complete the required reflection and include additional documentation (photo of active service, volunteerism letter, transcription time log, etc.) in Helper Helper. Time submitted will not be approved if it does not properly follow these guidelines.
4. Hour Verification: Once your hours and reflection are verified, they will be added to PowerSchool.

Service learning questions can be directed to the Coordinator of Student Leadership and Service at commserv@imsa.edu.

General Services and Information

Access and Identification

Student Keys and Proxy Identification Cards

An electronic proxy card (fob) will be issued to all students at the beginning of the school year. The proxy card serves as the student's identification card and provides entry to the main building, hall, and wing. The proxy card ***must be worn and visible at all times while in the main academic building.*** This card must be presented upon request to any faculty or staff member during the school day or at any school function. Failure to do so subjects the student to disciplinary action. The proxy card may be utilized in many ways (IRC, cafeteria, athletic events). For a proxy card replacement, the student must report to the Student Affairs Office. A \$15 processing fee will be charged for replacement. This card is non-transferable.

Students will also be issued a key to access their residence hall room. For a key replacement, the student must report to Campus Safety to obtain a replacement key. A \$50 fee will be charged for the first lost key replacement and \$75 for the second key replacement. Proxy cards and keys are Academy property and are not to be duplicated or defaced. Proxy cards and keys cannot be kept as souvenirs and must be returned to the Academy whenever a student is not on campus.

Parent Identification Cards

The Campus Safety and Security Operations team created a parent/guardian ID to assist and expedite student pick-up and drop-off at the Academy. The Campus Safety and Security Operations team will take a parent/guardian ID photo at the beginning of the school year.

General process outline for parent identification and access to Academy buildings:

1. Parents register with the Academy, providing necessary personal information/identification. The Academy verifies the authenticity of the provided information.
2. Upon successful registration and verification, the Academy issues a parent identification card.
3. The parent's ID includes the student's name and ID number, graduating year, and a single number that identifies if the student also has a sibling attending the Academy.
4. Parents will present their ID cards when entering any Academy building or upon request of a staff member. Once their identity has been verified and authenticated, the parent will be allowed access to conduct school business.
5. There is a separate visitor management process for visitors who are not registered parents. These visitors may need to present a government-issued photo ID, sign in at the Campus Safety desk, and receive a visitor pass.
6. The Academy regularly monitors and reviews security protocols to ensure the safety of students and staff. Any suspicious activities or breaches are investigated promptly.
7. Parents are encouraged to report any issues or concerns regarding access to the Academy's buildings.
8. Parent ID cards are valid for the student's three years of attendance at the Academy.

Access Road

The access road provides access to the rear of the residence halls. The access road gate is closed from 6:30 a.m. to 2:30 p.m. Monday through Friday. The access road is available on Saturday and Sunday from 10:30 a.m. through 10:00 p.m.

During move-in, move-out, and extended weekends, the gate will be in an open position at the designated time published for these events.

Use of the access road during closed hours due to emergencies or debilitating illness will be granted on a case-by-case basis by campus safety. Access road use during closed hours due to emergencies or debilitating conditions will be granted on a case-by-case basis by campus safety.

Students must have a debilitating sickness to be able to access the school during closed hours. Special circumstances will be addressed on a one-on-one basis.

Bias Incidents

The Illinois Mathematics and Science Academy values a diverse community where all members can participate fully in the IMSA experience. Incidents of bias and hate affecting a person or group create a hostile climate and negatively 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 Academy's jurisdiction (See [IMSA Policy JB](#) - Student Expression). At the Academy, a hate- or bias-related incident is an act that demonstrates prejudice against the victim's actual or perceived race, color, gender, gender identity, gender expression, sexual orientation, ethnicity, religion, ability, political affiliation and/or other aspects of a student's identity. This includes bias that occurs in person, in written format, on social media, through email/text, voicemail, or any other communication method.

Reporting Bullying and Bias Incidents

Students who believe they are, or have been, the victim of bullying, or any student, parent/guardian, who witnesses bullying or has reason to believe bullying is taking place, should report the situation immediately to a school counselor, Resident Counselor, or Executive Director of Student Affairs.

Students who have experienced or witnessed bias behavior, or any student, parent/guardian, or staff member who witnesses a bias incident should report the incident immediately to a school counselor, Resident Counselor, the Director of Diversity, Equity, and Inclusion, or the Chief People, Equity, and Culture Officer. Incidents of bias may also be reported anonymously via IMSA's online reporting form [Maxient](#).

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 bias is prohibited and will result in formal disciplinary action (See [IMSA Policy JG](#) - Student Discipline).

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

Bullying

While under the Academy's jurisdiction, students will demonstrate respect for others and contribute to the community's well-being. Bullying and cyberbullying are prohibited and will result in disciplinary action up to and including dismissal from the Academy (see [IMSA Policy JHB – Discrimination, Harassment and Bullying of Students](#) for definitions and details on specific procedures).

Cafeteria and Main Building Common Areas

As leaders and stewards of the community, it is every student's responsibility to maintain the cafeteria and common areas of the buildings. With everyone's help, the cafeteria and other parts of the campus can be kept clean for all students, faculty, staff, and guests.

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

1. Dishes, glasses, and silverware are not to be removed from the cafeteria.
2. Food is not to be removed from the cafeteria, except for a piece of fruit, box lunches, and dinners provided for athletes, SIR students, etc.
3. Students are asked to take only the amount of food they will be able to eat.
4. Students are expected to bus their trays, plates, glasses, etc. after their meal in the cafeteria. These items should not be thrown in the trash. If students move chairs in the cafeteria, they are expected to move them back at the end of their meal.
5. In the event of a spill or dropped food, the responsible individual(s) is expected to clean up the spill.
6. Students must place coats and backpacks in bins or designated areas and on hooks provided in common areas before entering the cafeteria. Backpacks should not block entrances or walkways.
7. 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.
8. Students must only use their current school year ID to enter the cafeteria. Giving other students the use of their ID will result in disciplinary action.

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

The Academy's facilities meet all life and safety requirements and can accommodate all visitors with disabilities. Per the Americans with Disabilities Act, anyone needing accommodations or auxiliary aids to participate in school programs should contact the Principal's Office three days prior to the event so appropriate accommodations can be made.

Campus Safety and Security

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

An Academy security officer is on duty at all times. Students are expected to promptly report all security and safety-related concerns to the officer on duty.

IMSA community members may report concerns via reporting links on the [Report an Incident](#) page on the IMSA website. IMSA community members can anonymously report tips to provide information that may prevent a serious incident.

Behavioral Intervention Team (BIT) Care

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

Health and Safety

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

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

All students must be aware of the impact of their behavior on the safety of all students. Residents must 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.

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

Cellular Phones, Headphones, Earbuds, Radios, AI Recording Glasses, and Wireless Speakers

Students may use cellular phones while under the Academy's jurisdiction; classroom use is at the faculty's discretion, except as otherwise restricted below.

To support focused, engaging, and distraction-free learning and programming environments, personal cell phones are not permitted during instructional periods or mandatory programs. Students must turn off or silence their phones and store them for the duration of the class or program, unless a faculty or staff member explicitly authorizes their use for a specific educational or program-related purpose.

When in use, students must be courteous of the Academy's activities and daily business in the area and use proper phone etiquette. Staff may request that students turn off their cell phones or other devices at any time or take the devices for a period of time. During required assemblies, students should turn off their phones and electronic devices and keep them in their pockets or backpacks. Failure to comply with the above restrictions will result in the confiscation of the phone or other device and possible disciplinary action.

When approved to use their phone or tablet, Students may use headphones and earbuds. However, the student must be able to hear spoken communication and audible sounds (i.e., one earbud or headphone covering an ear).

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

Sports and Ball Playing

Due to the potential for causing injury or damage, sports, ball playing, wrestling, and general rough-housing are prohibited within the residence halls or any buildings not designated for appropriate sports or athletic purposes.

Bicycles, Skateboards, Roller Skates/Blades, and Scooters/HoverBoards

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

1. Students must always wear a helmet and may include other proper protection, such as elbow and knee pads while using skateboards or in-line skates.

2. Skateboarding on ramps or jumping onto or off anything larger than a curb or approximately six inches in height is prohibited.
3. All areas are prohibited except for sidewalks, cement basketball courts, cement pad south of the pond, and parking lots when used with cones.
4. Motorized or electric skateboards, bikes, and scooters are not permitted on campus.
5. Visitors and guests are not allowed to skateboard or inline skate on Academy property.

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

Change of Address

Permanent - The Academy requires that students and their parents/legal guardians notify the Principal's Office in writing immediately if the home address, phone number, or email changes during the year. This is essential for emergencies, to verify compliance with Illinois residency requirements, and to allow parents/legal guardians 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/legal guardians during the school year will affect the student's enrollment status (See [IMSA Policy JECAA](#) – Student Residency).

Temporary - Families are sometimes away from home for vacations, business obligations, etc. During such times, Academy staff must 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/legal guardians must complete the Parent Travel Form on the [Parent Resources](#) webpage with all the related information. Students are expected to notify the Student Affairs Office in advance of travel plans to ensure that adequate records are maintained.

Dress and Grooming

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

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

Employment

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 Academy's jurisdiction. Exceptions may be made with the Chief Student Affairs Officer's written approval. Students may have part-time employment when outside the jurisdiction of the Academy, including over the summer.

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. The dining room closes 30 minutes after the meal service ends. Students will be asked to present their current school year electronic proxy card to cafeteria personnel before receiving a meal. Students with special dietary needs should contact the food services manager.

Off-campus guests may purchase meals and eat in the cafeteria. If a student misses a meal because of participation in a school-sponsored activity, they may receive a boxed meal. The staff member sponsoring the 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.

Guidelines for student use of the cafeteria and common areas are outlined in the [**Cafeteria and Common Areas**](#) section.

Accommodations for Students with Disabilities General Procedures

IMSA is committed to helping every student succeed and thrive in our academic and residential community. Each year, the Academy provides students and families with information about available disability services and the process for requesting support.

All new and returning students requesting either academic or housing accommodations must complete the accommodations request process annually and provide appropriate, current documentation (within the last two years). The [**Accommodations webpage**](#) serves as the official starting point for all requests, including academic, medical, and housing accommodations.

For families seeking to submit medical prescriptions or establish emergency health plans without requesting additional accommodations, please contact [**Health Services**](#).

The Dean of Student Support and Equity (or designee) coordinates all accommodation requests. IMSA carefully reviews each request, determines appropriate supports within the IMSA environment, and initiates next steps.

Families and students are encouraged to work together when beginning the accommodations process. The Academy values student voice and partnership and welcomes direct communication from students regarding their needs.

Documentation from a licensed medical or psychological provider is essential to the review process. All documentation is uploaded securely and maintained confidentially within the IMSA system.

Determination of Accommodations

There are three possible outcomes when a student requests accommodations:

1. **Approved:** A written summary of the approved supports will be created and placed in the student's academic record. The accommodations will be shared with the student, parent/guardian, and appropriate academic or residential staff so that implementation may begin.
2. **Partially Approved:** The team will clearly identify which supports are approved and explain the rationale. If additional information is needed to consider other requests, the family will be informed of the required documentation and next steps.
3. **Not Approved:** The reason for the decision will be documented and shared with the student and parent/guardian. The team will also discuss other available supports within the IMSA environment and respond to any questions regarding the determination.

IMSA will work collaboratively to ensure students receive appropriate, meaningful, and equitable support.

Housing Accommodations

Students who require housing accommodations may request support through the accommodation request form. Approved accommodations are provided based on availability and may include:

1. First-Floor Placement
2. Accessible Room (limited availability)
3. Visual Fire Alarm (limited availability)
4. Hypoallergenic Room (limited availability)

Current medical documentation is required to determine eligibility for all housing accommodations. Requests are reviewed individually, and accommodations are assigned based on documented need and space availability.

Academic Accommodations

If a student qualifies for an accommodation plan, a meeting will be scheduled within 30 days of the first academic day of the school year. If a request is submitted after the school year begins, a meeting will be held within 30 days of the request.

For all first-time accommodation requests, meetings will be held via Zoom and must include both the student and a parent/guardian.

For returning students, meetings will be scheduled when changes are requested or when new needs arise.

A parent/guardian will receive written documentation of any approved accommodations within ten (10) business days of the meeting or the returning student's request.

Accommodation Plan Development and Review

The Accommodation Plan meeting is a collaborative conversation focused on supporting the whole student.

Participants may include:

1. The student
2. Parent(s)/guardian(s)
3. Accommodations Specialist
4. Academic Support Specialist
5. Nurse
6. College and Academic Counselor (CAC)
7. Resident Counselor (RC)
8. Faculty
9. Other appropriate staff

During the meeting, the team will:

1. Review the student's academic, social, and residential experiences
2. Identify barriers within the IMSA environment
3. Determine appropriate supports and resources
4. Establish how accommodations will be implemented
5. Set a timeline to monitor progress

Once finalized, the accommodation plan will remain in effect for the duration of the academic school year.

Unless otherwise determined by the team, implementation will begin promptly following the meeting.

The team may reconvene at any time during the school year at the request of the student, parent/guardian, or staff member to review progress, address concerns, or consider adjustments.

The plan may be revised if:

1. The student's needs change
2. New information becomes available
3. Expected progress is not observed

At a minimum, the accommodation plan will be reviewed annually.

Concerns or Disagreements

If a parent/guardian disagrees with an accommodation decision or with the accommodation plan, they should first contact the Dean of Student Support and Equity (or designee). IMSA will make every reasonable effort to resolve concerns collaboratively.

Complaint

If the family/guardian disagrees with the student's accommodations and/or education plan, they should address the concerns with the Dean of Student Support and Equity or designee. IMSA shall make all reasonable efforts, including convening a conference with the parent/guardian and other appropriate staff members to discuss the disagreement and resolve the matter. If the complaint cannot be resolved, the matter shall be forwarded to the Principal or designee for final review. The Principal or designee will convene staff who work directly with the student, including the College and Academic Counselor (CAC), Resident Counselor (RC), faculty, other appropriate staff, and the parent/guardian parent/guardian and the student. The Principal or designee will review the plan and any feedback and information from the team to make a decision. This decision will be final.

Hammocks and Tents

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

Lost and Found

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

Mail should be addressed to:

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

Hours of operation (Monday – Friday, NO HOLIDAYS):

8:30 a.m. to 12:00 p.m.

12:00 p.m. to 1:00 p.m. CLOSED

1:00 p.m. to 4:00 p.m.

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

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

Non-Grade Grievance Procedure

The Student Grievance Procedure is designed to resolve issues that individuals cannot mutually resolve. The Academy grievance resolution procedure's prime objective 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. All participants at all stages of the grievance procedure shall strictly observe confidentiality.

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

Off-Campus Travel

By enrolling at IMSA, parents/guardians give permission for their student to travel in Academy-owned vehicles for school-sponsored activities. Travel in vehicles owned by non-Academy individuals or students not under IMSA jurisdiction is not monitored by the Academy. Students are expected to exercise sound judgment when off campus under the sign-out honor system.

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 main building's A-wing is closed in the evenings during the week and on Saturdays and Sundays unless a program is approved through Facilities.

All enclosed areas in any building need adult supervision during student use. It should also be noted that one should use good judgment and common sense regarding certain areas that, though not marked, are indeed off-limits. Such areas include, but are not limited to, building roofs, crawl space above ceiling tiles, and areas that are not lighted during evening hours, such as the pond, the hill behind 1507, and the athletic fields. Disciplinary action will be taken if an infraction occurs. Please see the main building map and the after-dark maps posted around the main building and in each residence hall for all areas considered to be off-limits.

Photocopiers

Students are not allowed to operate Academy photocopiers unless authorized by an Academy staff member. Student Council Chartered Clubs may request copies to be made in the Student Affairs Office. Non-chartered groups may request copies with the written approval of the Campus Activities Associate (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 Chief Student Affairs Officer, the Executive Director of Student Affairs, the Executive Director of Campus Experience, the Campus Safety and Security Operations Director, or the Principal, may authorize entry to search a student's property as well as Academy lockers, desks, or other property, including a student's room or computer hard drive when such entry and search are deemed justified. Such entry and search can be made in the presence of the student or students involved, provided the students can be located in a timely fashion. Effort will be made to notify the parent/guardian. Before the room search, students' phones and smartwatches will be collected. They will be returned after the situation is determined by the Administrator on Call. The student does not need to be present 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. If they are not admitted, a key will be used to gain entrance.

Efforts will be made to have at least one staff member of the same gender during a room search. An Academy official may enter any Academy premises or search Academy property at any time under

legal compulsion or when the safety of persons or property is involved or suspected. Once the search is completed, the persons conducting the search are expected to leave the room in an orderly condition, pending the original room condition. 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 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. Any items confiscated, other than contraband/illegal items, can be returned to a parent at the conclusion of an investigation. Parents can contact the Executive Director of Student Affairs/Chief Hearing Officer to coordinate picking up the items during the semester in which the room search took place. At the conclusion of each semester, if no arrangements have been made to pick up the items, any items remaining will be discarded.

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

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

Public Displays of Affection

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

Section Revised 10/2026

REACH

REACH is a cloud-based student life management system designed specifically for residential schools. IMSA uses REACH for leave management, tracking daily residential attendance, and campus activity and event registrations.

Technology Issues

If REACH is unavailable or a student cannot access the system, the student must speak directly with the appropriate Academy staff member before leaving campus. A technology issue does not authorize departure without an approved alternate process.

Accuracy

Students must provide truthful and accurate information in REACH. Falsifying destination, transportation, overnight location, return information, parent/guardian authorization, or another student's sign-in/sign-out may result in disciplinary action.

End Revised Section

Recreational Areas

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

Gym/Fitness Center

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

Swimming Pool

The Academy has a competition-size swimming pool on the premises. To ensure safety, the pool will only be open when 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, hoverboards, airplanes, and gliders, is prohibited unless written permission is given by the Executive Director of Student Affairs or designee, and an Academy staff member is present when operating the device.

Storage Facilities

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

Section Revised 10/2026

Text Messaging

Students and parents/guardians may provide a mobile number and opt in to receive Academy text messages related to Academy business, including messages sent through approved applications.

Opting in is required to receive non-emergency texts at that number. You may opt out at any time by replying STOP to a message or by updating your contact preferences with the Academy. Emergency or Health-and-safety notices may still be sent to numbers on file. Message and data rates may apply.

Transportation

Transportation is provided for Academy-sponsored activities, trips, and outings, for emergency visits to area medical facilities, and shuttles to and from the Aurora bus/train station on required closings/openings (weekends, extended weekends, and holidays). The Academy is unable to provide transportation for non-emergency off-campus medical services, or other personal needs (private lessons, college interviews, etc.). Public transportation, limousine, ride-sharing (LYFT/UBER), and cab services are among the transportation options available to students with parent/guardian permission. It is the student's responsibility to provide sufficient funds for these expenses. Students should follow the transportation provider's policies and guidelines.

Students using Academy-provided transportation during school closings, openings, trips, or other designated periods may be required to complete registration or a leave request in REACH by the published deadline. This may include Downstate transportation, ATC transportation, Academy shuttles, or other Academy-coordinated transportation.

Students who change transportation plans after registering must notify Residence Life as soon as possible.

1. Downstate Transportation - 24 hours before departure from IMSA
2. ATC Shuttle - 2 hours before departure before departure from IMSA

3. Academy Coordinated (i.e athletics, field trips, etc) - 2 or 3 hours before departure from IMSA

Vending Machines

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

Vehicles

For reasons of safety and liability, students may not possess or have access to a car or any other motorized vehicle while under the Academy's jurisdiction. This includes parking or storing a vehicle anywhere in the Aurora area.

Students may be granted short-term permission to use a personal vehicle for a specific date and destination. All requests must be submitted at least one week in advance to the Director of Campus Safety using the Special Permission for Use of Vehicle form, which may be obtained from the Student Life Office or Campus Safety.

Students will only be allowed to possess a vehicle on campus for the following reasons:

- Recurring Medical Treatment - Ongoing, specialized physical therapy, mental health therapy, or medical appointments off campus that cannot be managed via standard campus health arrangements or family pickup.
- Temporary / Hardship Needs - Short-term logistical emergencies (e.g., driving home for an extended weekend or family circumstance when parents/guardians cannot make the round trip).

All other requests may be considered on a case by case basis.

The completed Special Permission for Use of Vehicle form must include the reason for the request, dates of use, contact/vehicle information, and signatures from the student, parent/guardian, and Campus Safety. Once all signatures have been collected, the form must be submitted to the Director of Campus Safety. Permission will only be granted for specific dates and destinations, as indicated on the completed form. This permission is a privilege and may be revoked at any time. Along with the form, students must provide copies of their driver's license, insurance, and proof of roadside coverage.

Students must surrender the only key to the vehicle to Campus Safety immediately upon arriving with the vehicle or returning to campus. The key will only be reissued when the student signs out with parent permission to leave campus unaccompanied. Day students must turn in their key daily to Campus Safety upon arrival. No additional sets of vehicle keys or fobs may be brought or stored on campus. If a student is found in possession of a second set of keys or in use of a digital key for the vehicle, vehicle privileges will be permanently revoked.

Approved student vehicles must be parked in designated student parking as assigned by Campus Safety. A parking spot number will be assigned by Campus Safety. Students are not permitted to occupy or loiter in vehicles while on campus. Students are not permitted to use vehicles during the academic day unless explicitly approved by the Director of Campus Safety.

Only the student who has received official approval may drive the vehicle. No passengers are allowed under any circumstances. IMSA and Campus Safety assume no responsibility for the vehicle while parked on campus or during student use.

End Revised Section

Worship Services/Observations

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

Parent Code of Conduct

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

The Academy expects all members of our community, including parents/guardians, to embrace **IMSA's belief statements** and have a fundamental understanding and commitment to the following statements:

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

The Academy is thankful for the parents who embody IMSA's beliefs and demonstrate exceptional conduct and collaboration with faculty, staff, and administrators.

Prohibited Behaviors

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

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

Consequences

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

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 concerning 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 an access request. 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 access arrangements and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s educational records that the parent or eligible student believes are inaccurate or misleading. If the Academy decides not to amend the record as requested by the parent or eligible student, the Academy will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment.
3. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
4. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.
5. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate interests. A school official is a person employed by the Academy as an administrator, supervisor, faculty member, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Academy Board; a person or company with whom the Academy has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist). A school official has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibility. Upon request, the Academy discloses education records without consent to officials of another school (either secondary or post-secondary) in which a student seeks or intends to enroll.
6. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Academy complies with the requirements of FERPA.

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 Community's well-being and to accept personal responsibility for their actions.

Students are expected to abide by all IMSA Board-approved policies.

Student Policies

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

Support Services Policies

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

IMSA Acronyms and Terms

AC Pit	Academic Pit – a large classroom in the A Wing
ACRONYM	Academy's Choice Reading, One Newspaper for You and Me – IMSA's student-led newspaper
ALMA	Alma Latina student culture group
ARC	Activities Resource Center.
ASIA	Asian Students in America student culture group
BoT	Board of Trustees
BSU	Black Student Union student culture group
CAB	Campus Activity Board
CAC	College and Academic Counselors
CCE	Council for Campus Equity - the main student leadership organization for equity work on campus.
CoTH	Clash of the Halls - a week in which all the residential halls compete in challenges to determine the best hall.
CR	Coordinator of Residential Life – The CRs supervise the RCs and assist with managing the overall living environment in each hall.
DHM	Day Hall Monitor - Individuals who provide adult supervision for the halls from 7:45 a.m. to 3:00 p.m. on school days.
HCC	Hall Community Coordinator - Leads and represents their respective residence hall to Student Council and the Council for Campus Equity
I-Day	Inquiry Day – typically Wednesdays. No class is held on an I-day.
IN2	Steve and Jamie Chen Center for Innovation and Inquiry – This space includes the Innovation Bar and the Makerspace
IRC	Information Resource Center - the library
ISA	Indian Student Association student culture group
ISBE	Illinois State Board of Education
ISP	IMSA Student Productions - An organization on campus dedicated to creating and producing media for the student body.
ITMC	Instructional Technology and Media Center
ITS	Information and Technology Services

AC Pit	Academic Pit – a large classroom in the A Wing
LEAD	Leadership Education and Development - LEAD is a mandatory weekly program for sophomores. It is a student-facilitated course that discusses and teaches the definitions, models, and theories behind leadership.
MHD	Mental Health Day – Students may utilize up to five MHDs per year for time away from academics and extracurricular activities to focus on their socio-emotional well-being.
MSA	Muslim Student Association student culture group
OBFS	Office of Budget and Financial Services - IMSA's business office. Families may contact OBFS for billing questions.
OIR	Office of Institutional Research - the office that provides expertise and guidance in research methods, data collection and visualization, assessment development and implementation, state- and national-level reporting, and human subjects research protection.
PAC	Parent Association Council
PROMISE	Providing Opportunities for Mathematics and Science Enrichment
PO	Principal's Office
RC	Resident Counselor
RSL	Residential Student Leader - RSLs provide leadership and mentorship to students in their halls.
SCIA	Student Committee for IMSA Advancement
SEAMS	Summer Enrichment for Academics in Mathematics and Science
SIR	Student Inquiry and Research
SRC	Senior Residence Counselor
StudCo	Student Council
TCs	Team Coordinators - Academic department lead faculty member