

INNOVATION



ACADEMY CHARTER SCHOOL

**High School
Student and Family Handbook**

2012-2013

*This document has been approved by the Board of Trustees of
Innovation Academy Charter School*

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Dear Students and Families of Innovation Academy Charter School,

Welcome to all new and returning students!

This handbook includes important policies and expectations of our high school program. I hope that you find this handbook to be a useful tool to answer questions that arise over the course of the year. If you are unclear about the information provided or cannot find the answer to your question, please do not hesitate to contact our school.

Here's to an exciting and rewarding year!

Sincerely,

Greg Orpen
High School Principal

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Innovation Academy Charter School

2012-2013 School Year

High School Schedule*

School Year: Tuesday August 28 to Tuesday June 17

Total Days: 185, Includes five snow days

School Hours: 8 AM – 3 PM, **Half days:** 8 AM – 12:25 PM

* IACS reserves the right to adjust this schedule

Aug. 28	First Day of School
Aug. 31	No School
Sep. 3	Labor Day-No School
Sep. 12	Early Release
Sep. 17-18	Rosh Hashanah- No homework, tests, or athletic contests
Sep. 19	Early Release: ILP conferences- middle and high school
Sep. 24	HS Back to School Night, 6-7:45 pm
Sep. 25-26	Yom Kippur- No homework, tests, or athletic contests
Sep. 26	Early Release
Oct. 3	Early Release: ILP Conferences- middle and high school
Oct. 8	Columbus Day—No school
Oct. 15	Progress Reports #1 Mailed Home
Oct. 17	Early Release
Oct. 24	Early Release
Nov. 7	Early Release
Nov. 14	Early Release
Nov. 21	Half day (Vacation)
Nov. 22	Thanksgiving break-No school
Nov. 23	Thanksgiving break-No school
Dec. 3	Progress Report #2 Mailed Home
Dec. 5	Winter Exhibition Night
Dec. 12	Early Release
Dec. 19	Early Release
Dec. 24 – 31	December break-No school
Jan. 1	New Year's Day-No School
Jan. 2	Return to School
Jan. 9	Exhibition Night
Jan. 11	Last Day of Classes for Semester 1
Jan. 16	Early Release
Jan. 21	Martin Luther King Day—No school
Jan. 28	Semester 1 Report Cards mailed home

Jan. 30	Early Release
Feb. 6	Early Release
Feb. 13	Early Release
Feb. 15	Sem 2. Progress Report #1 mailed home
Feb. 18 - 22	February break-No school
Feb. 27	Early Release: ILP Conferences- middle and high school
Mar. 13	Early Release: ILP Conferences- middle and high school
Mar. 27	Early Release
Mar. 29	Good Friday-No School
Apr. 3	Early Release
Apr. 8	Sem 2. Progress Report #2 Mailed Home
Apr. 15 - Apr. 19	April break-No school
Apr. 24	Early Release
Apr. 29 - May 3rd	Presentations of Learning and Senior Projects
May 8	Early Release
May 15	Early Release
May 22	Early Release
May 23	Spring Exhibition Night
May 27	Memorial Day - No school
May 29	Early Release
Jun. 5	Spring Exhibition Night
Jun. 15	Graduation
Jun. 17	Last day for students if all snow days are used
Jun. 21	Final Report Cards mailed home

Contacting School

To contact staff via email, use the first initial and full last name followed by “@innovationcharter.org”. Ex: John Smith would be jsmith@innovationcharter.org. Voicemail can be left with staff by calling our main number and using an automatic “dial by name” system or by being transferred to the correct extension by our main desk.

In order to ensure that issues or concerns are dealt with in a direct and expeditious fashion, parents and students should adhere to the following guidelines when expressing questions/concerns. All teachers and staff have email will do their best to get back to you as soon as possible. Voicemail messages should be directed through the main office.

Student Academic Questions, Comments or Concerns

- 1st Contact: Teacher of the subject of concern
- 2nd Contact: Student’s Advisor
- 3rd Contact: Greg Orpen, High School Principal

Student Services/Special Education Questions, Comments or Concerns

- 1st Contact: Student’s Student Services Liaison
- 2nd Contact: Aimee Voleti, Director of Student Services

Student Social/Emotional Questions, Comments or Concerns

- 1st Contact: Student’s Advisor
- 2nd Contact: Sharon Boonstra, School Counselor
- 3rd Contact: Greg Orpen, High School Principal

General Questions, Comments or Concerns Regarding School Policy

- 1st Contact: Tina Lindberg, Assistant to High School Principal
- 2nd Contact: Greg Orpen, High School Principal

Questions, Comments or Concerns Regarding School Mission or Philosophy

- 1st Contact: Student’s Advisor
- 2nd Contact: Greg Orpen, High School Principal
- 3rd Contact: Walter Landberg, Executive Director

Questions Regarding School Governance (Board of Trustees)

Contact: Walter Landberg, Executive Director who will share questions, comments or concerns with the current Board Chair.

II. Academic Program

Mission Statement

To provide students with a challenging, interdisciplinary education that will prepare them for the 21st century through an emphasis on holistic learning, higher order and critical thinking skills, and practical application and integration of curriculum areas.

Core Values

- Students should be challenged to approach their maximum potential as social and intellectual individuals.
- Comprehensive learning is best achieved through hands-on participatory instruction.
- Education must constantly adapt to an ever-changing world.
- Education should produce enthusiastic, life-long learners.
- Effective administration of education must include continual reassessment of curriculum, teaching methods and student and teacher performance.
- Critical thinking, problem solving and examination of problems through systems analysis are the basic foundations of learning which will carry students into the future.
- Community and parental involvement are essential to student success.
- Anything worth doing is worth doing well.
- Social and emotional development in school is as important as academic development.

The Motto: Think. Connect. Apply. Innovate.

Our students are challenged to think critically and creatively through a project based, interdisciplinary curriculum. Students learn how to effectively approach their work both individually and in teams. We ask students to actively engage in ideas and examine topics through multiple perspectives.

Our students learn to recognize the connections between academic disciplines and applications to the outside world. Skills and concepts are not taught in isolation; students and staff collaborate to form a highly connected community of learners. We hold a belief that increased connection and collaboration in our school fosters a richer learning experience.

Our students are required to put their knowledge and skills into context through authentic project assignments. Additionally, they are expected to create and present their work publicly via oral presentations as well as on-line digital portfolios. Finally, high school students extend their learning outside the classroom through off campus experiences.

An innovator is someone who sees ideas, connections, possibilities and solutions when others do not. The graduates of the Innovation Academy Charter School works to foster a climate where students develop the skills and passion for life long learning needed to make a difference in our world.

Social Outcomes

All students at Innovation Academy will develop specific social outcomes that are based on our mission and charter. These outcomes focus on developing the kind of adult that IACS wants to graduate.

Self-directed Learning

- Student is able to take initiative, develop a plan and determine a logical order of steps to solving a problem.
- Student is able to accept challenges and mistakes as opportunities for growth, not roadblocks to success
- Student expects work to be rigorous, interesting, and engaging
- Student completes all assignments on time and without the reminder of adults

Problem Solving

- Student explores multiple options before tackling a problem or challenge
- Student is able to revise plans, as new information comes to light
- Student develops and tests ideas based on data rather than assumptions
- Student thinks of creative and innovative ways to solve problems
- Students strive to see the relevancy when tackling problems
- Student strives to understand why problems came to be and persist by asking deeper questions
- Student maintains a focus on the larger and broader goals, “big picture,” while ensuring that the details are accurate and receive adequate attention

Effective Communication

- Student presents their work using multiple media and technologies
- Student considers basic principles of design when developing presentations of their work
- Student presents information with consideration for their audience
- Student supported their ideas with evidence and demonstrates a clear understanding of issues and concepts
- Student writes with proper structure and form
- Student speaks in a clear and direct manner

Community Membership

- Student works collaboratively in groups and works from a “we” not “me” perspective
- Student helps others to be successful and make good decisions
- Student manages conflicts through discussion
- Student applies their learning to benefit the IACS community and beyond

Curriculum and Credit Requirements*

Grade 9 Required Course Work

English Electives (2 Semester Courses/Year)	Full Year (6 credits)
American Studies	Full Year (6 credits)
Accelerated Geometry or Algebra I/Geometry	Full Year (6 credits)
Engineering (Lab Science)	Full Year (6 credits)
Spanish Full Year (2 Semester Courses/Year)	Full Year (6 credits)
Freshman Art	Semester (3 credits)
Freshman Music	Semester (3 credits)

Target Total: 36 credits

Grade 10 Required Course Work

English Electives (2 Semester Courses/Year)	Full Year (6 credits)
History Electives (2 Semester Courses/Year)	Full Year (6 credits)
Intermediate Algebra or Algebra II	Full Year (6 credits)
Biology (or other Lab Science)	Full Year (6 credits)
Spanish Full Year (2 Semester Courses/Year)	Full Year (6 credits)
Sophomore Art or Music	Full Year (6 Credits)

Target Total: 36 credits

Grade 11 Required Course Work

English Electives (2 Semester Courses/Year)	Full Year (6 credits)
History Electives (2 Semester Courses/Year)	Full Year (6 credits)
Algebra II or Precalculus	Full Year (6 credits)
Chemistry (or other Lab Science)	Full Year (6 credits)
Spanish Full Year (2 Semester Courses/Year)	Full Year (6 credits)
<u>Elective Courses in Math, Science, Arts, Humanities (2/year)</u>	<u>Semester (3 credits each)</u>

Target Total: 36 credits

Grade 12 Required Course Work

English Electives (2 Semester Courses/Year)	Full Year (6 credits)
History Electives (2 Semester Courses/Year)	Full Year (6 credits)
Precalculus, Calculus, or Math Electives	Full Year (6 credits)
Physics (or other Lab Science)	Full Year (6 credits)
<u>Elective Courses (in Math/Science or Arts/Humanities/Language)</u>	<u>(12 credits)</u>

Target Total: 36 credits

**In specific cases, a student's schedule of classes may be modified*

Credit Summary Chart and Accumulation

Department	Equivalent Years Required	Total Credits Required
English	4 Years	24 Credits
History	4 Years	24 Credits
Mathematics	4 Years	24 Credits
Science	4 Years	24 Credits
Foreign Language	3 Years	18 Credits
Arts	2 Years	12 Credits
Electives	2 years	12 Credits
Total		138 Credits

Credits are accumulated each semester when a student earns a satisfactory *Term Grade* of **C or better**. Therefore a student will only earn 3 credits in a Full Year course if they pass one semester but not the other. (Please refer to “Summer School” for further explanation about this situation)

Grades

Students receive letter grades for each completed class (see below). These letters correspond with a four-point scale to determine a grade point average. All classes may be taken for honors credit and will require work of additional depth and/or complexity that must be completed at a high level of quality. Students must sign up for honors at the beginning of the semester.

Grade	Description	Regular	Honors
A	Excellent	4	4.5
B	Above Average	3	3.5
C	Satisfactory	2	2.5
D	Unsatisfactory	1	1.5
F	Failing	0	0

Grades are reported twice in a semester. *Interim Grades* are sent out twice during the semester and are intended to show progress. While these grades are not reported on an official transcript, interim reports can be used to evaluate student progress for placement on (or removal from) academic probation. (See below) *Term grades* are the final marks for a semester and are part of a student’s official transcript.

Honors and Academic Probation

Students who earn a term grade of 3.5 in every class earn high honors; students who receive a term grade of 3.0 in every class earn honors. Any student who receives an interim or term grade of D or F in any class is placed on Academic Probation until they earn passing grades on the next report, Interim or Term.

Promotion Policy

A strong academic record is the first indication that a student is ready for promotion to the next grade level. Since the mission and focus of IACS is to prepare students for the real world of college and work, the promotion policy encompasses a number of other areas where students must meet a high standard in order to be promoted to the next grade level. Specifically, students who are promoted:

- 1) Receive at least a satisfactory (C) average or better on the year in each class and demonstrate competency in the subject area.
- 2) Complete a satisfactory Presentation of Learning or Senior Project. (see description below)
- 3) Have an updated and comprehensive Digital Portfolio.
- 4) Have a satisfactory attendance record at school. Unexcused absences are those that are the result of a family emergency, sickness without a doctor's note and other non-illness related causes. Parents must still contact the school for these absences. Excused absences for illness are those that have a doctor's note and are not counted toward the unexcused absences.
- 5) Have met the athletic requirements for the school year.
- 6) Demonstrate good conduct throughout the school year.

If a student has not met the above standards during the school year, the following options are available for each standard:

- 1) Below a C: If you receive a D average or below in one or two classes for the year, you will be required to attend summer school at your own cost for each of those classes and achieve a grade of C or better in the summer school class to be promoted to the next grade. **Any student receiving a D average or below in more than two classes will be retained.**
- 2) Unsatisfactory POL or Senior Project: You have may repeat your POL or Senior Project by setting up a new date and time with your advisor or Senior Project teacher. This time must meet at a time convenient to your advisor.
- 3) Unsatisfactory Digital Portfolio: Students who fail to complete a digital portfolio by the end of June will not be promoted.
- 4) Unsatisfactory Attendance: Students whose attendance is poor may, at their own cost, attend summer school and with perfect attendance be promoted. **Students with more than 7 unexcused absences in any class for a semester will not receive any academic credit for the semester in that class.**
- 5) Students who do not meet the athletic requirement will need to make up the requirement in a future season or over the summer.
- 6) Students who have failed to demonstrate good conduct have the option of completing community service to clear their record. Students must arrange for the community service on their own and must secure a note from the leader of the organization where they complete the service.

Note: The school reserves the right to waive, adjust or modify this policy based on the individual needs of student

Summer School

The primary purpose of summer school is to give students an opportunity to earn credit for courses they did not pass during the school year. (see “Credit Summary Chart and Accumulation” and “Promotion Policy”) Students may not enroll in a summer school course if they earned passing grades for both semesters. When a student successfully completes a summer school course, their summer grade is averaged with the *lowest* term grade of the same course for prior year. The average of these two grades would then replace the original term grade for the prior year. (Students who do not earn satisfactory grades in summer school are subject to retention.)

Because the scope and rigor of summer school course does not equal that of a full semester IACS class, students are limited to recover a total of 6 credits (2 semesters) per summer.

Possible Examples for Summer School Credit Recovery:

	Course	Sem.1 Term Grade	Sem.2 Term Grade	Summer School Grade		Sem.1 Term Grade Revised	Sem.2 Term Grade Revised	Outcome
Ex. 1	Chemistry	C	D	B		C	C	Student earns 6 credits towards English for the year
Ex. 2	Algebra II	D	D	C		D	C	Student earns 3 credits towards Math (Sem 2); needs to make up 3 more credits in Math to graduate on time.
Ex. 3	American Studies	C	F	C		C	D	Student only has 3 credits towards English (Sem 1); GPA/transcript improved by virtue of having F replaced by D. Student still needs to make up 3 more credits in History to graduate on time.
Ex. 4	English Electives	D	B					Because the student’s two semester grades average out to a “C”, summer school is recommended. However, students and families should be cautioned that not attending summer school will put them behind in credits needed for an on-time graduation date.

Dual Enrollment

Students may enroll in classes at other institutions (local colleges, on-line courses, etc.) for the purposes of enrichment or to recover credits. Students who wish to take non-IACS courses and receive credit towards IACS graduation criteria must receive written permission from the High School Principal. Questions regarding Dual Enrollment should be directed to the High School Principal.

Class Rank

Innovation Academy Charter High School does not rank our students with the belief that it runs counter to Community Membership. A student's grade point average can be made available upon request by students or outside agencies. (See "Grades" for GPA calculation chart)

Presentations of Learning

Each spring, all students in grades 9, 10, and 11 create their own Presentation of Learning. These presentations serve many functions that are integral to the mission of our school: to reflect upon one's learning, to improve one's public speaking skills, and to revise one's work so that it is worthy of public presentation. POLs are scheduled for 30-minute sessions and families are asked to attend.

Senior Project

In order to graduate all seniors must complete a Senior Project. Over the course of the year, seniors develop an original "Essential Question" (EQ), then conduct and document independent research to reach a conclusion or deeper understanding of their EQ. Students must also create and present an "Applied Piece" which demonstrates a synthesis of their learning. Senior Projects are presented in the spring and represent a "capstone" of their learning at Innovation Academy.

Exhibition Nights

Exhibition Nights are events held twice a year towards the close of a semester. Student work is celebrated to an audience of high school students, their families, as well as the general public. All students are expected to contribute at least one piece of academic work of their choosing for these events. The goal of these events to transform our hallways and classrooms into a "museum" feel where people can explore student's work at their leisure.

Endersession

Endersession is an intensive weeklong module led by IACS staff occurring near the end of the academic year. Instructors design and implement the goals of the course. Endersession courses may include traveling to other regions of New England (or beyond), participating in a service project, creating original musical or artistic work, or learning a new skill. By collaborating with peers and adults in new settings, students expand their learning towards both academic and social outcomes.

Advisory Program: Guiding Philosophy

All high school students are part of an advisory group. Advisory groups meet throughout the week during regularly scheduled times. The advisor is the chief advocate in the school for their advisees; while they may not always be the one to directly mentor or solve problems for their advisee, they ensure that their advisees get the support they need. The advisor serves as a point of contact to families for social and emotional issues and, after directly contacting teachers, for academic issues.

The advisory program exists to develop trusting and supportive relationships between adults and students to improve on the overall experience of students while at IACS. With these supportive relationships in place, we can demand more from students academically and socially because they have the ongoing mentorship and support of an adult in the building. The advisor's job is to know each of their students well, ensure that their students are working toward academic success, and that they have an adult who can problem solve with them. The specific purposes of advising are:

Academic Advising : Students have an advisor who serves as their advocate with teachers, parents and other adults in the building. The advisor helps develop and monitor Individual Learning Plans (ILP) and monitor student progress in all subject areas. The advisor may discuss assessment reports with students and parents during scheduled conferences.

Community and Group Activity: Advisories plan activities that build group spirit and cohesiveness. These activities might range from community service projects in the broader community, to a lunch time trip off campus or a weekend day hiking trip. Through these activities, students learn to understand and appreciate a broader group of people.

Problem Solving – Individual and Community: Advisory is a place where students may discuss with their peers issues or challenges they may be facing to gain support and advice. Advisory is also a place where community conversations around whole school challenges may be addressed.

Invigorate – Advisory is a place where students can participate in fun, non-academic activities that “recharge their batteries” during the school day.

Individual Learning Plan

An Individual Learning Plan (ILP) is a document that articulates goals for the student and strategies that can be used to attain those goals. The document takes a whole child perspective, also describing the student's strengths, interests, personal attributes and accomplishments.

Every student has an ILP which is used by students, parents/guardians, teachers and advisors. Each person should do regular check-ins on the plan. Parents and Guardians are encouraged to keep a copy visible at home, students should maintain a copy in their binder, teachers should focus attention on these goals during classes and advisors should set up regular times to check in with students about their goals.

ILPs are developed in the fall during Parent/Guardian-Student-Teacher ILP conferences. (Please see the school year calendar to find out when these will be scheduled.) At the conference, Parents/Guardians, student and advisor (along with advice from teachers) discuss and come to consensus on attainable and measurable goals for the student. Along with goals, strategies for achieving those goals are discussed.

Academic Enrichment

Academic enrichment periods occur during the school day and support the academic connection to advisory. Students and advisors use this period to check grades together, review ILP goals, or receive other types of academic support. Students may also use this time to complete work independently, use technologies they might not have access to outside of school, or conference with other faculty.

Health & Wellness

Mission

The Health and Wellness Department at IACS is a comprehensive program involving health classes and a physical activity/athletic program. The Health and Wellness Department's goal is to assist students in taking responsibility for their own activity, fitness and health and to prepare them to be physically active, and healthy throughout their adult life.

Athletics and physical activities at IACS enhance the academic experience by fostering respectful relationships between students and amongst the school community at large. Athletics at IACS enhance the physical as well as emotional well being of an individual and teach the value of discipline, hard work and sportsmanship. Students are encouraged to compete and participate at the highest level of their ability.

Athletic Program

Athletic activity is required at the high school level. Team sports as well as other athletic activities such as yoga and fitness training are offered. The school year will be broken up into 3 sports seasons; fall (September- November), winter (December- February) and spring (March-May).

Requirements

Every student will be required to participate in an athletic activity, either team sport or non-team activity, for one full season. (Fall, Winter, or Spring) Students are welcome, and encouraged, to participate in athletics all three seasons if desired.

Exemptions

We recognize that some students at the high school level are involved in organized athletic activities outside of school. Students will be able to waive their athletic requirement at IACS if

their outside activity meets for at least 2 hours each week for a full season (as defined in the above paragraphs). In order for a student to receive athletic credit for an outside activity, a waiver form must be signed by the activity teacher, instructor or coach, as well as by the student's parents. Waiver forms can be requested through the Assistant to the High School Principal.

III. Student Codes of Conduct and School Safety Guidelines

Respect for Self and Others

Behavior: All IACS students, staff and community members are expected to respect others and support teaching and learning. Prohibited behavior includes: offensive language, ignoring staff directions, threats (includes verbal, written, pictures/drawings, gestures and any other form of communication), slander, sexual harassment or misconduct, lying, vandalism, assault (verbal or physical), theft and fighting. Willfully causing physical harm to another member of the IACS community may lead to an expulsion hearing.

Vandalism: Vandalism of the school building, grounds, or learning materials therein are considered to be infringements on the rights of the IACS community. No one is to injure, destroy or deface school property. All community members are expected to treat the building and the grounds with care and respect.

Any student who vandalizes the building, grounds, or materials therein will face severe disciplinary consequences. Parents/guardians will be responsible for paying for any damage done to the building or school property by their child. People with any information about damage done to the building or its contents should report it to a Principal. Writing (or spraying) on or around the school (graffiti), carving on school furniture and/or building fixtures, mishandling books, mishandling or defacing artwork, breaking windows, destroying equipment or damaging materials are all violations of IACS norms and will be considered as vandalism.

Theft: Any student found to have stolen another student's property, regardless of monetary value, will face an out of school suspension. Personal property includes, but is not limited to: school supplies/student work, electronics or cell phones, clothing, etc. If the item in question is not returned in its original condition, the offending student will be required to pay a replacement fee. Students who witness, have specific knowledge, or act as accomplices in any student theft will face disciplinary consequences deemed appropriate by the Principal.

Weapons: Guns, knives, explosives/firecrackers, or weapons of any type are not permitted in the school, on the campus, and anywhere on the premises. Violations will lead to an expulsion hearing. Items that appear to be weapons are prohibited as well (squirt guns, toy guns, slingshots, martial arts paraphernalia, etc.) *Note: Also see, "Weapons Policy."*

Drugs, alcohol and tobacco: Drugs, alcohol, and smoking are prohibited in the school, on the campus, or at off-campus school functions. Violations can lead to suspension or in some cases an expulsion hearing. *Note: See Drug Free School Policy*

Personal Property: Personal property brought to school must follow the principles of safety and respect. References (direct or indirect) to drugs, alcohol, pornography, and language or symbols that are considered graphic by staff are not allowed on school grounds.

Personal Electronics/Communication Devices

Cell phones, pagers and/or beepers must be off during school hours, except during lunch or before and after school hours. **iPods and all similar electronic devices may be used only when specifically authorized by, and under the supervision of an IACS faculty member in the classroom.** At no time should headphones or any personal electronics be used when transitioning between classes or when a student excuses him or herself from a classroom. Use of cell phones/electronic devices at inappropriate times will result in the device being confiscated. IACS staff and faculty who confiscate cell phones/personal electronics during class may not have the ability to deliver them to a Principal until a later time. Therefore, staff cannot be responsible for the safe keeping of any confiscated items.

Please keep in mind that correspondence with families during the school day (with the exception of lunch) is not allowed. We ask that families who have a pressing need to contact their student do so through the main office and any urgent messages will be delivered to the student immediately.

*Please note that students who bring MP3 players, iPods, or other music devices are responsible for keeping these devices with them throughout the day. It is recommended that students utilize their lockers to store personal items.

Consequences for violating the Cell Phone or Electronics Policy will result in the following progression:

1st Offense: Cell phone/electronic device are held by a Principal or Assistant until the end of the school day

2nd Offense: Principal holds the cell phone/electronic device until a parent/guardian communicates directly with the Principal or Assistant.

3rd Offense: Principal or Assistant holds the cell phone/electronic device for a period of five (5) school days.

* Subsequent offences will result in a mandatory meeting with students and their parent/guardian.

** School staff members are not responsible for cell phones/electronics that are confiscated for inappropriate use in school.

Computer Games: Playing computer games at school or on campus is unacceptable at any time

Disciplinary Consequences for Behavior

The purposes of disciplinary consequences at IACS are to ensure that both individual students and the IACS community stay focused on growth and learning. The following chart outlines the protocols followed by all staff both inside and outside of the classroom:

Behaviors to be Re-directed by Staff	1 st Series of Infractions (within a month time period)	2 nd Series of Infractions (within a month time period)	3 rd Series of Infractions (within a month time period)
Inappropriate Use of Materials/Equipment Inappropriate Language Leaving classroom (or relocating w/in a classroom) without permission & purpose Distracting or Disrupting class objectives Non-compliance to teacher redirection Horseplay Off Topic Side Conversations	1) Verbal Warning 2) Reflection Form 3) Office Referral: X2 Documentation in student conduct record, consultation with Principal, Detention	1) Verbal Warning 2) Reflection Form 3) Office Referral: X2 Documentation in student conduct record, consultation with Principal, Detention	1) Verbal Warning 2) Reflection Form 3) Office Referral: X2 Documentation in student conduct record, consultation with Principal, Suspension
Behaviors to be Directly Referred to Principal or Assistant	1 st Series of Infractions (during any period of time)	2 nd Series of Infractions (during any period of time)	3 rd Series of Infractions (during any period of time)
Aggressive Behavior/ Language Directed towards any Community Member Disrespectful directed towards staff member Hazardous/Damaging Use of School Equipment	1) Office referral 2) X2 Documentation Consultation with Principal 3) Principal determines appropriate consequence: i.e. consultation, detention, suspension	1) Office referral 2) X2 Documentation Consultation with Principal 3) Principal determines additional appropriate, progressive, consequence: i.e. detention, length of suspension	1) Office referral 2) X2 Documentation Consultation with Principal 3) Principal determines additional appropriate, progressive, consequence: i.e. length of suspension, expulsion hearing

Categories of Consequences

Academic consequences: Infractions that are primarily academic in nature, such as non-participation in class, lateness to class or turning in an assignment late, may result in students receiving a lower grade.

Detention: A student may be issued a detention for not complying with expectations laid out in the school handbook. Detentions are usually associated with actions or behaviors that do not pose any safe concern.

Students who cannot attend detention must reschedule with the Principal or Assistant. **If a student does not attend their rescheduled detention they may be given a 1-Day suspension from school.**

Suspension: A student may be suspended for repetitive or extreme behaviors as determined by the Principal. Students are responsible for making up any missed work. The Principal may also require a reentry meeting before a suspended student comes back to school.

Expulsion: After a proper investigation and hearing, a student may be expelled from IACS.

The following are typical grounds for an expulsion hearing:

- The threat of (in any form – written, verbal, gesturing or other communication) causation of or attempted causation of physical injury to another person, including sexual assault.
- Possession of a weapon (e.g., firearms, knives, explosives, etc.) or possession of a replica firearm.
- Unlawful possession, use, sale, offer or being under the influence of any controlled substance, alcoholic beverage or any intoxicant.

Discipline of Students with Special Needs

The Code of Conduct as it relates to students with Special Needs (which includes those who are identified under and IEP or a Section 504 plan) follows MGL, Ch. 76, Section 5 of the Massachusetts General Laws, Chapter 76, Section 5 which prohibits discrimination in all public schools on the basis of race, color, sex, national origin, religion and sexual orientation.

The disciplining of special needs students is governed by federal and state special education laws and regulations promulgated there under. These laws include the Individuals with Disabilities Education Act, 20 U.S.C. 91400, et seq.; 34C.F.R. §300.519-529 et seq., and Massachusetts General Laws c. 718.

Special needs students who violate school rules are subject to removal from their current placement for up to ten (10) consecutive school days, to the extent that such a removal would be applied to students without disabilities, without a prior determination as to whether the misconduct is related to the student's disability. Additionally, in certain circumstances, special needs students may be removed for additional periods of up to ten (10) consecutive school days

in the same school year for separate incidents of misconduct. Any suspension (consecutive or non-consecutive) that extends beyond ten days will require a manifestation determination meeting with the IEP team to determine causes of the misbehavior.

School personnel may also order a change in the placement of a student with a disability to an interim alternative educational setting for not more than forty-five (45) days if a student: (1) carries a weapon to school or to a school function; (2) knowingly possesses, uses illegal drugs, or sells or solicits the sale of a controlled substance while at school or at a school function or (3) assaults a member of the IACS staff.

Additionally, a Massachusetts Department of Education hearing officer, under certain circumstances, may order a change in the placement of a student with a disability to an interim alternative educational setting for not more than forty-five (45) days.

Under the circumstances described in this paragraph, or if the removal of a student will constitute a change in the student's placement, as defined by federal special education law, a student's IEP TEAM may convene to review the student's educational program and the misconduct. For more details on these procedures, you may contact the special education department.

Administrative Disciplinary Discretion

In all disciplinary situations, the Principal or designee shall determine the length of a student's suspension, based on the leveling system and prior offenses. The student's parents/guardians will be notified via phone (when possible) and in writing of suspensions. When a student is suspended he/she may not come onto any property under the control of Innovation Academy Charter School or attend any school functions or school sponsored activities. If a suspension or detention should occur on a day where school has been unexpectedly cancelled due to weather or another unforeseen circumstance, the suspension or detention will carry to the next school day.

School days students miss as a result of suspension are considered unexcused absences. As such, students will not receive credit for any work missed but may still be required to complete it depending on the assignment. These decisions are at the discretion of the Principal or designee.

In some circumstances, the Principal or designee may decide to suspend a student as a result of an incident that is not explicitly laid out in the handbook.

Re-Entry Meetings

Students who are referred to the High School Principal, the Social Worker or the High School Principal designee for written or spoken threats of violence or harm to themselves or others in any form will be required to seek a mental health evaluation prior to being readmitted to school. Medical documentation of the evaluation is required for reentry. Also the school must be given the ability to report a school based incident report to the medical provider.

When a student returns from a suspension when there is a concern for the safety of the student or others, the parent/guardian must accompany the suspended student to school and meet with the Principal unless a meeting was held upon the issuance of a suspension. During this meeting, expectations of acceptable school behavior will be explained to the student and family before the student is able to return to class. Under certain circumstances, this required meeting can be waived by the Principal.

The Suspension Appeal Process

Purpose: To provide students and families with an opportunity to appeal *and* remove a suspension from record or arrange for community service to remove a suspension from record.

When a student receives a suspension, there are two routes a family may take to have the suspension removed from the child's record.

Policy on Appeal of Suspension to the High School Principal

Request for Community Service – In the case that the family and the student recognizes that the behavior of their child was inappropriate and warranted a suspension based on the code of conduct, and the student has no prior record of suspensions or community service to remove a suspension, they may submit a request for community service. The request must include a proposal for the actual community service work, not less than four hours total, at a local community organization during a weekend and must be approved by the High School Principal. The proposal must be submitted to the High School Principal, in the form of a letter, by the family within 10 school days of the suspension. All community service work must be completed within four weeks (28 days) after the incident. Please note that the head of the organization must “sign off” on the work by writing a brief note stating the type of work completed and the number of hours at the completion of the work. Only when this note is submitted to the High School Principal, will the suspension be removed from the students file and record. Completing community service on the premises of the Innovation Academy is not an option and it is the responsibility of the family and the student to arrange for the community service project. The High School Principal reserves the right to deny any request.

Sample Letter From Student Requesting Community Service

Mr. Gregory Orpen
High School Principal
Innovation Academy Charter High School

Date

Dear Mr. Orpen:

I am writing to request community service so that the suspension I received on *(insert date)* for *(insert reason for suspension)* will be removed from my record. I recognize that my actions were inappropriate and I served the required *(# of days)* suspension. In the future I will make sure that I do not repeat the behavior and/or other suspend-able behaviors. I recognize that if I am granted the opportunity to remove the suspension through community service that if I am suspended again, I will not be able to ask for community service and that further suspensions will remain on my record.

I would like to complete my community service at *(insert name of organization)* on the date of *(insert date)*. I have arranged with the head of the organization, *(insert name of organization head/designee)*, to *(explain the work you will be doing)*. The work will take no less than *(insert the # of hours here, remember it must be at least 4)*. *(Insert the name of the organization head or designee here)* has agreed to sign off by writing a note on my behalf once I have completed the work. You may contact him/her at the following phone #: *(insert phone # here)* if you want to.

Thank you for the opportunity to apply for community service. I would sincerely appreciate the opportunity to make up for my mistake. I look forward to hearing from you soon.
Sincerely,

Your signature here
Your name here

Parent or Guardian Signature of acknowledgement:

Policy on Appeal of Suspension to the Executive Director

Appeal of Suspension – In a case where the family believes a suspension was given unfairly and not in line with school policy, an appeal to overturn the suspension may be made to the Executive Director within 10 school days of the starting date of the suspension. The parent or guardian of the student must submit a written appeal to the Executive Director that notes the original date of suspension; the reason for the suspension (as presented in the letter they received) and the parent or guardian must explain why they believe that the suspension was given unfairly and not in line with school policy. The Executive Director will review the case and provide a written decision regarding the appeal within 10 school days of receiving the letter of appeal. Students may only appeal a suspension one (1) time over the course of their high school career at Innovation Academy.

Policy on Appeal of Suspension to the Board of Trustees

A suspension may be appealed to the Board of Trustees only after an appeal has been denied by the Executive Director of the school. To appeal to the board, a letter must be written to the Executive Director of the school requesting an appeal hearing. The Executive Director will supply the board of trustees with the request for the hearing and the original letter appealing the suspension to the Executive Director. The board will convene a committee to hear the appeal and notify the family of the date and time of the hearing.

Code of Conduct and Search and Seizure

When there are reasonable grounds to suspect that a search of a student's locker, person, or personal belongings will result in evidence that the student has violated or is violating either the law or the rules of the school, such a search can be conducted. Students and families should be aware that the law allows the Executive Director, Principal, or designee to search a student's locker, person, back-pack or other personal belongings. Students who refuse to subject themselves or their property to reasonable search will be suspended from school for a minimum

of one to three days. Students and families should be aware that the administration may exercise at any time, the option of obtaining the services of trained dogs in searches.

Listed below are some resources where one may seek further knowledge about student rights:

American Civil Liberties Union: <http://www.aclu-mass.org>

Center for Law and Education: <http://www.cleweb.org>

Office of MA Attorney General, Martha Coakley: <http://www.ago.state.ma.us>

Student Press Law Center <http://www.splc.org>

Civil Rights and Non-Discrimination: Statement on Non-discrimination and School Safety

In order to build an increasing awareness and understanding in all of us of the civil rights afforded all citizens by law, and the responsibilities that accompany them, IACS has developed the document “Civil Rights and Safety Information for School Personnel, Parents, and Student” which is available upon request, but summarized here:

- Title I of the Americans with Disabilities Act of 1990: **prohibits discrimination, exclusion from participation and denial of benefits on the basis of disability in the areas of employment.**
- Title II of the Americans with Disabilities Act of 1990: **prohibits discrimination, exclusion from participation, and denial of benefits on the basis of disability in the areas of educational programming.**
- Title IX of the Education Amendments of 1972: **prohibits discrimination, exclusion from participation, and denial of benefits in educational programs on the basis of sex.**
- Title VI of the Civil Rights Act of 1964: **prohibits discrimination, exclusion from participation and denial of benefits based on disability.**
- Section 504 of the Rehabilitation Act of 1973: **prohibits discrimination, exclusion from participation, and denial of benefits based on disabilities.**
- MGL, Ch. 76, Section 5 of the Massachusetts General Laws, Chapter 76, Section 5: **prohibits discrimination in all public schools on the basis of race, color, sex, national origin, religion and sexual orientation.**

Additionally, per civil rights afforded to all individuals, students who are pregnant at IACS are permitted to remain in regular education classes and participate in extracurricular activities with non- pregnant students throughout their pregnancy. The school does not require any medical documentation stated that a student can continue attending school. After giving birth, students are permitted to return to the same academic and extracurricular program as before they participated in before they left.

Title VI, Title IX, and Section 504:

**High School Principal
Innovation Academy Charter School
72 Tyng Road
Tyngsboro, MA 01879**

**Title I and II
Director of Student Services
Innovation Academy Charter School
72 Tyng Road
Tyngsboro, MA 01879**

As an educational institution, the IACS is committed to creating and maintaining a school environment that prevents discrimination of all types, while at the same time ensuring the health and safety of all that learn at IACS. To ensure your full understanding of the policies we have implemented as a school to ensure that students attend a school that is safe and free of discrimination please go to the Massachusetts Department of Education website at www.doe.mass.edu for further information.

It is the role of IACS to provide a safe and secure learning environment for all its students without distinction based on race, religion, ethnicity, disability, gender or sexual orientation. IACS policies reflect a growing need for schools to make explicit the ways in which our policies adhere to state and federal laws concerning non-discrimination and civil rights. Discrimination, sexual and bias-motivated harassment, and violations of civil rights disrupt the educational process and will not be tolerated. Any student who feels they are the victim of harassment or discrimination should report it to the high school principal(s) immediately.

Weapons Policy

Please be advised that the passage of the Education Reform Act of 1993 states that the possession of a weapon, controlled substance, or an assault on school personnel may now result in the **expulsion** and not the **suspension of a student**. This change will have serious and profound effects upon any students who break the law, in that their very right to attend IACS may be taken away. We urge parents/guardians to discuss with their child the importance of a safe and secure school environment as well as the possible consequences for students who violate this law.

The Reform Act specifically states:

- (a) Any student who is found on school premises or a school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or a knife; or a controlled substance as defined in chapter ninety-four C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the Executive Director.
- (b) Any student who assaults a director, social worker, teacher, teacher's aide or other educational staff on school premises or a school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school or school district by the director.
- (c) Any student who is charged with a violation of either paragraph (a) or (b) shall be notified in writing of an opportunity for a hearing. The student may have representation, along with the opportunity to present evidence and witnesses at said discretion, decide to suspend rather than

expel a student who has been determined by the director to have violated either paragraph (a) or (b); provided, however, that any director who decides that said students should be suspended shall state in writing to the school committee its reasons for choosing the suspension instead of the expulsion as the most appropriate remedy. In this statement, the director shall represent that, in his/hers opinion, the continued presence of this student in the school will not pose a threat to the safety, security and welfare of the other students and staff in the school.

(d) Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the director. The expelled student shall have ten days from the date of the expulsion in which to notify the director of his/her appeal. The student has the right to counsel at a hearing before the director. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.

(e) When a student is expelled under the provisions of this section and applies for admission to another school for acceptance, the director of the sending school shall notify the director of the receiving school of the reasons for the pupils' expulsion.

Drug Free School Policy

Possession or use of drugs, alcohol, or any illegal substances by students will not be tolerated. Drinking or being under the influence of drugs on school grounds or at any school function will result in suspension for some period of time. Second offenses may result in further suspension and possible recommendation for expulsion.

Sale of, or distribution of drugs/alcohol will result in immediate notification of parent/guardian and the police will be notified. The student will face suspension and could be expelled from school.

According to Massachusetts General Laws Chapter 71, there is to be no use of any tobacco product by any student in school or on school grounds (this includes school property, school buses and on school trips). In addition, IACS prohibits possession of tobacco products on school grounds. Tobacco products visibly displayed by any student will be surrendered to any faculty, staff or administrator. Violations of this law will result in disciplinary action and may require the involvement of the local police.

Suspicion of Impairment

If any staff member suspects that a student might be impaired while they are in school, on school grounds, or participating in any school function, they will refer that student to the Principal or Designee. The student will then be escorted to the health office and screened by a member of the health staff. If screening results indicate that the student is impaired, parents will be contacted immediately and students will be subjected to disciplinary consequences.

Bullying Prevention and Intervention

On May 3, 2010 Governor Patrick signed an *Act Relative to Bullying in Schools*. This law prohibits bullying and retaliation in all public and private schools, and requires schools and school districts to take certain steps to address bullying incidents. Parts of the law (M.G.L. c. 71, § 37O) that are important for students and parents or guardians to know are described below.

These requirements are included in the school's Bullying Prevention and Intervention Plan. The Plan includes the requirements of the new law, and also information about the policies and procedures that the school or school district will follow to prevent bullying and retaliation, or to respond to it when it occurs. The complete text of the IACS Bullying Prevention and Intervention Plan is located on our school website.

Definitions

Aggressor is a student who engages in bullying, cyberbullying, or retaliation.

Bullying is the repeated use by one or more students of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a target that: (i) causes physical or emotional harm to the target or damage to the target's property; (ii) places the target in reasonable fear of harm to himself/herself or of damage to his/her property; (iii) creates a hostile environment at school for the target; (iv) infringes on the rights of the target at school; or (v) materially and substantially disrupts the education process or the orderly operation of a school. Bullying includes cyberbullying.

Cyberbullying is bullying through the use of technology or any electronic devices such as telephones, cell phones, computers, and the Internet. It includes, but is not limited to, email, instant messages, text messages, and Internet postings.

Hostile environment is a situation in which bullying causes the school environment to be permeated with intimidation, ridicule, or insult that is sufficiently severe or pervasive to alter the conditions of the student's education.

Target is a student against whom bullying, cyberbullying, or retaliation is directed.

Retaliation is any form of intimidation, reprisal, or harassment directed against a student who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying.

Prohibition Against Bullying

Bullying is prohibited:

- on school grounds,
- on property immediately adjacent to school grounds,

- at a school-sponsored or school-related activity, function, or program, whether it takes place on or off school grounds,
- at a school bus stop, on a school bus or other vehicle owned, leased, or used by a school district or school,
- through the use of technology or an electronic device that is owned, leased or used by a school district or school (for example, on a school computer or over the Internet using a school computer),
- at any program or location that is not school-related, or through the use of personal technology or electronic devices, if the bullying creates a hostile environment at school for the target, infringes on the rights of the target at school, or materially and substantially disrupts the education process or the orderly operation of a school.

Retaliation against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying is prohibited.

Reporting Bullying

Anyone, including a parent or guardian, student, or school staff member, can report bullying or retaliation. Reports can be made in writing or orally to the High School Principal, another staff member, or reports may be made anonymously. The IACS Bullying Incident Reporting Form can be found on our school's website ("Forms" section) and paper copies can be picked up at our front lobby.

School staff members must report immediately to the Principal or his/her designee if they witness or become aware of bullying or retaliation. Staff members include, but are not limited to, educators, administrators, counselors, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to an extracurricular activity, or paraprofessionals.

When the Principal or his/her designee receives a report, he or she shall promptly conduct an investigation. If the Principal or designee determines that bullying or retaliation has occurred, he or she shall (i) notify the parents or guardians of the target, and to the extent consistent with state and federal law, notify them of the action taken to prevent any further acts of bullying or retaliation; (ii) notify the parents or guardians of the aggressor; (iii) take appropriate disciplinary action; and (iv) notify the local law enforcement agency if the school principal or designee believes that criminal charges may be pursued against the aggressor.

Professional Development for School Staff

Schools must provide ongoing professional development to increase the skills of all staff members to prevent, identify, and respond to bullying.

The content of such professional development is to include, but not be limited to: (i) developmentally appropriate strategies to prevent bullying incidents; (ii) developmentally

appropriate strategies for immediate, effective interventions to stop bullying incidents; (iii) information regarding the complex interaction and power differential that can take place between and among an aggressor, target, and witnesses to the bullying; (iv) research findings on bullying, including information about specific categories of students who have been shown to be particularly at risk for bullying in the school environment; (v) information on the incidence and nature of cyberbullying; and (vi) Internet safety issues as they relate to cyberbullying.

The complete text of the Bullying Prevention and Intervention Plan is available on the school website.

Medication (prescribed or over-the-counter)

IACS please contact the nurse's office directly or via the main office for any questions or concerns related to health issues. A "Prescription Medication Order" must be signed and completed for all prescription medications that are to be given during school hours. All prescription medications must be in their original container. **All medications must be delivered to the school and picked up from the school by a responsible adult.** For their own safety and the safety of other students, students are not allowed to carry medication around during school. When a physician deems it necessary for a student to have immediate access to medication (i.e. inhaler, epipen), the parent will provide documentation from the physician stipulating such necessity and confirmation that the student has been advised of cautions and proper use of the medication in school. (See Medication Policy sheet).

All prescription medications must be in a labeled bottle that includes the child's name, name and correct dose of medication, physician's name, and current date. Please ask your pharmacy to provide separate bottles for school and home. No more than a thirty-day supply of medicine should be delivered to the school. All non prescription medications must be in the original manufacturer's container.

Over the counter medications such as Tylenol and Ibuprofen (Advil, Motrin) will only be administered if a parent signature on the "Emergency Form" is obtained stating that the parent gives the school nurse, or his/her designee, permission to administer such medications.

IV. Policies & Procedures

Late Work Policy

All students are expected to complete work in a timely manner. Developing the mindset and skills to complete work on time will benefit students throughout high school, college, and in future careers.

- If a student is not able to turn in an assignment on time, he or she must make arrangements with the teacher within 24 hours of the due date. (Example: If an assignment is due at the beginning of class on a Monday, arrangements must be made by that time Tuesday, regardless if the class meets that day.)

- At the discretion of individual teachers, students may be provided extra time to receive partial credit on certain assignments
- Make-up assignments must be submitted within 7 calendar days (1 week) from the original due date.
- Assignments submitted before the 7 day window will receive a lower grade in the Work Habits strand but fully assessed in all other strands.
- Assignments turned in after the 7 day window will be graded as a zero in all strands.
- Students who have specific accommodations or modifications in a IEP or 504 plan may have this policy adjusted on an individual basis.

Code of Academic Integrity¹

The students of IACS agree to maintain and to assist one another in maintaining and promoting, personal integrity, and to follow the principles and procedures in this Code of Academic Integrity.

Violations of the Code of Academic Integrity may take several forms. Any of the following, without full acknowledgement of the debt to the original source counts as plagiarism;²

- direct duplication, by copying (or allowing to be copied) another's work, whether from a book, article, web site, another student's assignment, etc.;
- duplication in any manner of another's work during an exam; paraphrasing of another's work closely, with minor changes but with the essential meaning, form and/or progression of ideas maintained;
- piecing together sections of the work of others into a new whole;
- submitting one's own work which has already been submitted for assessment purposes in another subject;
- producing assignments in conjunction with other people (e.g. another student, a tutor) which should be your own independent work

Note: Students are responsible for clarifying expectations and following the code with all assignments and in all disciplines.

Examples:

A very good guide from Rutgers regarding plagiarism may be found at this site:
http://www.libraries.rutgers.edu/rul/libs/robeson_lib/flash_presents/text_plag.html

Consequences for violation of the Code of Academic Integrity will result in the following progression:

1st Offense: Student receives a zero for the assignment. Teacher reserves the right to have the student recreate the assignment as intended. Parents are also notified of the offense.

¹ http://www.hightechhigh.org/handbook/index.php#Code_of_h

² http://www.hightechhigh.org/handbook/index.php#Code_of_h

2nd Offense (in same class as initial violation or any other class): Student receives a final grade of “F” for that marking period.

3rd Offense (in same classes or any other classes) : Student will be brought to a hearing to face expulsion charges.

Student Visitation Policy

The IACS building and property are private and intended for the use of enrolled students and their families. Students may not invite guests to campus (grounds or building) unless they receive permission from the High School Principal. Guests who come to campus without permission will be considered trespassing and will be asked to leave campus immediately. Exceptions to this policy would include after school events that are open to the public such as Drama Performances, Art Shows, Exhibition Nights, and Athletic Games. All guests are expected to adhere to this Code of Conduct and will be asked to leave if they do not.

Building Hours

Our building is open for students at 7:40 am. This opening time ensures that students are supervised and given access to lockers before classes begin at 8 am.

All academic activities that occur after school are completed by 4:15. Because IACS cannot provide the necessary supervision students should be vacating the building by 4:30 pm. Students in supervised extracurricular activities (athletics, drama, etc.) may need to stay at school past 4:30, however they must be picked up at the time communicated by the staff member. Leaders of extracurricular activities cannot be expected to supervise students after their activity has concluded.

Boundaries of High School Activities

Inside the School Building: With the exception of a few shared areas (cafeteria, auditorium, etc.), high school students are expected to stay in appropriate the classrooms and hallways both during school hours and during after school activities. Unless a staff member gives specific direction, high school students should not enter middle school locations of the building.

Outside the School Building: IACS is located on a 200 acre campus and is privately owned. For safety considerations, IACS students are prohibited from leaving the maintained locations of campus. “Maintained Locations” are defined as parking lots or grass areas that are regularly maintained by our facilities staff. Wooded areas and trails are not considered “Maintained Locations”.

Media Release Agreement

As a charter high school, we anticipate that our school will be approached by print and broadcast media outlets to report on student activities and academics. IACS reserves the right to make, produce, reproduce, exhibit, distribute, publish, and transmit by means of live broadcast, videotape, photograph and print student's names, grade, voice, picture, likeness and actions as an individual in connection with school activities.

Intellectual Property Statement

All intellectual property which is generated at the school, or related to the school, including, without limitation, all equipment, documents, books, art work, computer disks (and other computer-generated files and data), and copies thereof, created on any medium and furnished to, obtained by, or created by any student in the course of or incidental to student matriculation at IACS, belong to IACS.

Student Attendance

The project-based nature of the IACS program makes attendance extremely important. Significant absences due to illnesses, repeated unexcused absences or tardiness will lead to consequences, most significantly in terms of non-promotion. **Students with more than 7 unexcused absences in any class for a semester will not receive any academic credit for the semester.** (See Promotion Policy)

IACS expects that families schedule vacations or special programs so as not to conflict with school. In particular, the final two weeks of any semester are critical, as they culminate in the student exhibitions and presentations upon which faculty base their final assessments.

In the event of an absence, please provide us with the following information:

- When calling in to report an absence due to illness, please let the health office know your child's symptom such as fever, vomiting, strep throats, etc. This information is helpful to the health office staff.
- We encourage you to schedule appointments before or after school. However we understand that sometimes missing school can't be helped. If your child needs to be excused early due to a doctor or dental appointment, let the office know before the appointment, either by a call or a note. Parents: Please come in to the front office and sign your child out of school at the front desk, and provide us with a doctor's excuse, which may be brought in the following day.
- Please provide the Main Office with a doctor's note in order to have an absent marked as "Excused" in attendance records.

Arrival/Dismissal Policy

IACS is a closed campus. IACS school hours are from 8:00 AM – 3:00 PM, during which time all students must remain on the school campus and/or under the supervision of the IACS school staff. **All** arrivals or dismissals from campus that occur outside of school hours must be coordinated through either the health office or the front office.

Written Permission

Students cannot leave campus during the school day without communication (written note or phone call) from their parents or guardians to the main office. Communication with the main office is needed for students to be dismissed from school before the end of the day. The only exceptions to this closed campus rule are:

- Academic internship programs which require students to complete distinct approval forms for liability purposes
- Seniors who qualify for “Senior Privileges” which requires separate approval forms

Late Arrival

To ensure that proper attendance can be taken, students who arrive to school after 8:00 am must sign in at the front office. Failure to do so may result in a student being marked absent. Additionally, students who enter the classroom late disrupt the learning environment. Three late arrivals in a calendar month will result in a detention. When students arrive late to class, the time they enter the classroom is recorded. Students who arrive 40 minutes after the start of class will be marked absent from that class.

Students are given adequate time to transition from one class to another. Students are expected to be seated in their classrooms at the start of class. Additionally, they should comply with any stated “Start-Up” expectations within the classroom. Three late arrivals to class (in conjunction with arriving late to school) in a calendar month period will result in a detention. This consequence is in addition to the above mentioned impact on class attendance.

Early Dismissal

Any dismissals that occur during the school day must be coordinated with the front office. In cases when the dismissal is planned (i.e. doctor’s appointments), a signed note from the parent/guardian should be given to the front office directly. Please note that for safety reasons parents or authorized adults must come into the building for a student to be dismissed.*

In cases when the dismissal is *not* planned (i.e. a student feels sick during school), the front office, nurse, or other staff member will contact a parent/guardian. **Under no circumstances should students be contacting parents/guardians directly to be dismissed. Students who call home directly to request a dismissal without going to the health office will face disciplinary action.**

(*Students who are 18 years old may be dismissed from the school building without parents coming inside to the main desk. Students must still adhere to attendance expectations. For example missing class 7 times will result in a student not receiving credit for that course.)

Main Office Communication

Signing In/Out of Main Office

Parents/guardians/family members who pick up a student during the school day must sign their students out at the main office. Please have your student turn in a note to the main office on the day of a dismissal to ensure that the process occurs efficiently. Students must check in at the main office when they return from a midday appointment or when arriving late for school.

Communication with students

During the course of the school day, families might need to get a message to student. Messages left at the front office can be relayed to students via student messengers, emailing teachers, or by listing a student name on a message board. Students may use school phones or their cell phone to call home during lunch.

If/when a student forgets their lunch at home, families may drop off their lunch at the main lobby and students will pick up lunch on their way to the cafeteria.

Return of School Property

Students who are issued school property (books, athletic uniforms, etc.) are expected to return those items at a time stated by the respective staff member. Library books must be returned *two weeks* before the end of school. If a book is being used for an academic project occurring at the end of the school year, staff members may authorize an extension of this timeline. All school property should be returned in reasonable condition as deemed by staff member. Students who lose or damage school property, intentionally or not, are required to pay a replacement fee for the item. Students who do not return borrowed property on time or do not pay a replacement fee will have grades withheld until the property is returned or replacement fee is paid.

School Locker Policy

High school students are assigned a locker that is to be used for the purpose of storing school supplies, outer garments, and other school related materials. Innovation Academy expects that lockers are kept in good condition. Because the lockers are school property, Innovation Academy holds the right to inspect any student locker for any reason and without notice. Students who choose to secure their locker must give administration either the combination or extra key. The administration or facilities staff may remove any locks when a combination/key is not given or if the lock is placed on a locker without approval.

As stated in our policy on alcohol, drugs, and weapons, any contraband found in student lockers will be grounds for expulsion and referral to the police.

Dress Code

Our school dress code builds off our policy on personal property which reads: Personal property brought to into school must follow the principles of safety and respect. References to drugs, alcohol, pornography, and language or symbols that are considered graphic by staff are not allowed on school grounds.

Students should dress in a way that fosters a professional, safe and respectful environment while at school. The dress code is in effect while a student is on school grounds as well as during field trips, Endersession, and other school-related activities. Students are expected to adhere to the dress code as described below and **as directed by the IACS staff.**

Tops

- Both boys and girls may wear plain or patterned shirts with collars, “dressier” t-shirts with no text, drawings or logos. During the winter, sweatshirts without text, logos or drawings may be worn. (Note: small logos that are less than 4 square inches in area are deemed acceptable)
- Students are permitted to wear t-shirts or sweatshirts with the IACS logo or with college or university logos. Such logos, which are academic in nature, are considered to be in compliance with the mission of IACS.
- Shoulders should be covered and shirts should be neither excessively baggy nor revealing (no bra straps should show). Tank tops, shirts with spaghetti straps, shirts that expose the midriff, or halter-tops are not acceptable.

Bottoms

- Appropriate school attire includes pants worn with the waistband at the waist. Underwear should not be visible for either boys or girls.
- Ripped jeans, cutoffs, excessively baggy pants, sweatpants, athletic pants/ shorts, leggings, flannel or pajama-like pants are not acceptable. (IACS or College bottoms fitting this description are not permitted.)
- Skirts, dresses or shorts must adequately cover legs. They should be at least fingertip length (this means that when you stand up with your hands at your sides and your palms open, your skirt, dress or shorts should be as long as your longest finger).

Headwear

Hats, hoods and bandannas are not acceptable and should not be worn during school hours.

Special Dress

Students should always consider whether they will be presenting work or engaging with the public when they choose their dress for the day.

Some occasions will require that students attend school wearing “dressier” attire, such as shirts/ties, slacks, skirts, dressy shoes. Such occasions include, but are not limited to Presentations of Learning, Exhibitions and visits from guest speakers/ college representatives.

Dress Code Violations

Students who violate the dress code will have the fraction recorded as part of their conduct record. Any student who violates the dress code two times in a calendar month will receive an after school detention.

Social Activities

All IACS students in good standing (as determined by grades, attendance, and conduct) are invited to participate in school sponsored social activities. Students on academic probation, with poor grades, or with unsatisfactory conduct records may be prohibited from Social Activities. Suspensions, detentions or repeated office referrals are all considered when making determinations about student participation in socials.

Guest Policy for Social Activities

Guests are the responsibility of their host or hostess and are required to follow all Innovation Academy rules and regulations while in attendance at the IACS event or on IACS property. Any guest(s) found to be out of compliance with IACS rules and regulations will be asked to leave the event immediately and the family of their host/hostess will be contacted. Consequences for behaviors that are not in line with the IACS rules and regulations will be given to the IACS student serving as the host/hostess.

All guests must be current high school students.* All guests must have this letter of permission signed by their school's administration, verifying that they are in good academic standing and behavioral standing; the latter defined as having no suspensions within the current school year.

The letter must be received two weeks in advance of the event and an Innovation Academy official will contact the school's administration to verify the letter. Once verification is received, the hosting student will be notified.

*Non-High School Guests attending the Junior/Senior Prom that are at least 18 years old, but less than 21 years old may attend pending a clear CORI background check. Students who are 21 years old (or more) may not attend the Junior/Senior Prom unless they are currently enrolled in a high school.

Policy on Food and Drink

Eating is not allowed in classrooms. This is to prevent situations with allergies as well as to maintain a clean classroom environment. Additionally, students should only have water in covered containers and should not have other beverages in the classroom at any time. At times during the year, classes do have celebrations that involve food. The following excerpt from the IACS Wellness policy provides more information about food in classrooms and during school events. Please see Gayle Nutile-Pimm with questions regarding the use of food in school.

Nutritional Quality of Foods and Beverages Sold and Served on Campus (excerpted from the "Innovation Academy Charter School Wellness Policy")

A. Beverages

- Only fat-free and low-fat white and flavored milk, soy or rice milk, 100% fruit/vegetable juice, and water or flavored water without added sugar, artificial sweeteners or caffeine will be offered during the school day.
- Sports drinks will not be available for purchase anywhere on campus from the beginning of the school day to the end of the last instructional period.

B. Foods

- **Meals.** Meals served through the National School Lunch Program will:
 - Be appealing and attractive
 - Be served in clean and pleasant settings
 - Meet, at a minimum, the USDA Nutritional Standards and the American Dietary Guidelines.
- **Snacks.** Snacks/foods offered during the day or in before/after school care or enrichment programs should meet USDA standards and the a la carte standards for portion size, total fat, % saturated fat, carbohydrates and calories as stated in the A-List provided in the appendix of the policy. Emphasis would be on serving fruit and vegetables as the primary snacks and water as the primary beverage.
- **Sharing of Foods and Beverages.** Students will be discouraged from sharing their foods or beverages with one another during meal or snack times, given concerns about allergies and other restrictions on some children's diet. The IACS will continue to implement the schools' Food Allergy Guidelines".
- **Celebrations.** For any school-wide celebrations fresh fruits and vegetables are welcome. Each celebration may have one baked good which must be store bought and wrapped with the ingredient list available. No potato chips or other fried snack foods are allowed. Administrators in collaboration with the school nurse may make exceptions to this to approve curriculum based food activities. Classroom celebrations that involve food should be limited to no more than one celebration per class per month. When planning any classroom celebration or event that involves food, staff will mark the date, time, and class on the main office calendar. This will allow others to see if the same students are already planning a party in another class that month. All food served at these celebrations must comply with the above stated guidelines.
- **Rewards.** Food will not be used as rewards for academic performance or good behavior, and will not withhold food or beverages as a punishment.
- **Fundraising Activities.** To support children's health and school nutrition-education efforts, any fundraising activities (including outside organizations) during the school day will not involve food or will use only foods that meet the above nutrition and portion size standards for foods and beverages.
- **School Sponsored Events** (such as, but not limited to, athletic events, dances, or performances). Foods and beverages offered or sold at school-sponsored events outside the school day will be encouraged to meet the same nutritional standards for meals or for foods outlined above.

Student Driving

Students who drive their own vehicles to and from school must comply with the following rules:

Student Passengers

Students who drive to and from school must abide by the Massachusetts Junior Operators License Laws. An excerpt of the law states:

Definition: Driver Under 18 years of age

Hours of Operation: No driving between 12:30AM AND 5:00AM unless accompanied by a parent

Passenger Restrictions: No passengers during first 6 months of license, other than a family member, unless accompanied by a person at least 21 years old. Person has at least 1 year driving experience, hold's a valid driver's license and is in the front passenger seat.

Parking on IACS Campus

Students will be issued parking permits on a space available basis. Forms and parking permits may be obtained from the Assistant to the Principal. Information required for a parking permit includes: name of student and signature, a photocopy of the student's license, parent and/or guardian name and signature, car make and model and license plate number of each vehicle the student may be driving, automobile insurance policy number and expiration date.

School Closings and Emergency Notification

Innovation Academy reports school closings and delays on WCBV Channel 5 Boston. In the event of an early release or an emergency, we will use our phone notification system to contact families and alert you with times of the closing and when and how parents may pick up their children.

Parent/Guardian Volunteering

Parents interested in volunteering should contact the school. Please keep in mind that adults who volunteer at our school or off site events must fill out CORI forms which are available through our business office and website. Innovation Academy welcomes the support of parent/guardian volunteers in the following areas:

Volunteering During School Hours

- General Office Help
- Collate/Copy Announcements to Families
- Student tutoring
- Classroom Assistant (no experience needed)

Volunteering for Special Events and/or Short Term Needs

- Chaperone (field trips, dances, community service, etc.)
- Locate and schedule resources (materials, presentations, speakers or performers) to supplement curriculum at faculty request
- Substitute teacher
- Sharing career experience
- Teach a Choice Block Class

Volunteering on the Innovation Academy Community Association

- See website for more information

Field Trip Driver Insurance Verification

Parents volunteering to drive for a school field trip will be asked to provide the following information (forms are available at the front office):

- parent name
- address
- telephone #
- Driver's license #
- Make of Vehicle, Model and number of seatbelts in car
- Insurance Company, Policy Number and Expiration Date

While we appreciate your offer to drive, we need to point out that the legal responsibility while the vehicle is being used to transport students rests entirely upon the registered owner of the vehicle. The parent or guardian understands that the school's liability insurance does not cover their vehicle, but only students on a school sponsored field trips and students participating in approved after-school activities. The parent or guardian understands that any other children of drivers are not covered by the school's insurance. They may be covered by the driver's insurance.

By law the number of people in the vehicle should total no more than the number of seats and seatbelts with a maximum of eight passengers, including the driver.

When driving for a school related event, everyone in the vehicle must use seatbelts. No exceptions.

V. Technology

Computer Use Policy

Computers are important tools at IACS. We expect students will use computers in all of their classes and will become familiar, efficient computer users.

However, computers can also be distractions to students. Although we can impose controls on how you use the machines, our goal as a school is to prepare students to use computers appropriately *on their own*, as they will do in a professional setting. We expect students to use the computers appropriately and respectfully. Access to IACS computers and network services is given to students who agree to act in a considerate and responsible manner. Access is a privilege – not a right. Access entails responsibility.

Violating the computer use policy will result in disciplinary actions, ranging from a verbal warning to loss of computer privileges to suspension. Consequences of violating the policy will depend on the severity and/ or history of violations. Students who choose to bring computers (or equivalents) to school must comply with these guidelines; failure to do so will result in a student not being allowed to use their own computer in school.

Work only on assigned tasks

Any time that a student is allowed to use a computer for class, it is expected that he/ she will use the computer *only* for the task assigned and use only applications that have been specified by the teacher.

Any time a student is using school computers, he/she needs to be doing schoolwork. Playing games on computers, searching websites that are not related to class, and browsing social networking sites, chatting with friends or checking personal e-mail are not acceptable activities.

Students should assume that work on the computer is open to all teachers to see. Teachers may want to see what students are working on and what programs are open at any given moment. This includes both what students are currently doing and the history of what has been done in the past; computers keep a history of what users do and teachers may inspect that history if they suspect misuse. Attempting to erase the history of what has been done is not acceptable.

Do not change the configuration of computers

School computers are like workplace computers – they are here as a tool to help students work at school. School computers are not personal computers. They are shared, communal property and should be treated accordingly.

Students may not change the configuration on individual computers in any way. (This includes the background, the welcome menu, the password, the appearance of various applications or any other default settings on the computer.)

If a student has recommendations of how the configuration of school computers could be improved, please let a teacher know so we can consider making the improvement for all computers – a student should not make the change himself/ herself.

Internet Usage

A web browser provides access to innumerable web sites and web applications, many of which are enormously useful to students in class work. Using the web is just like using any other program – students may only do so for school tasks and must limit themselves to school

appropriate materials. Web activity is tracked and accessing inappropriate sites will be recorded and treated with the utmost seriousness. Clearing the browser's history or cache is unacceptable and will be seen as evidence of misdoing.

School computers and internet access are available to students for academic purposes only. Students are not permitted to access social networks or game websites. Additionally, students **are not** permitted to use school computers to listen to or download music.

Email Usage

Email is provided to students as a way to communicate with teachers, peers, and community members about topics related to learning. Some students may also use e-mail as a way to transfer documents between home and school, as a way to back work up, and, on occasion, as a way to complete assignments. When using email on school computers for academic purposes, students should use school assigned e-mail accounts only. Students are not permitted to use personal email on school computers. We encourage all students to develop the habit of checking IACS accounts regularly and using these accounts as a way to communicate with teachers outside of the classroom.

We would like all students to be aware that IACS email accounts are for academic, not personal, use and may be accessed by IACS staff. While accessing student email is not the intention of the staff, student email accounts are considered to be property of IACS. Students will be notified if/when a staff member has accessed email accounts.

Internet and E-mail violations: When using the internet or email, the following are not permitted:

- Browsing sites that are not related to class objectives
- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting or attacking others
- Damaging computers, computer systems or computer networks
- Violating copyright laws
- Using another's password
- Trespassing in another's folders, work or files
- Intentionally wasting limited resources (paper, bandwidth, server space, ink, etc.)
- Employing the network for commercial purposes

Violations may result in the loss of access as well as other disciplinary or legal action.