

The Read 'N' Heed:
The Indian Springs School Student-Parent Handbook
2018-2019

OUR GUIDING PRINCIPLE

Indian Springs School believes that the students it accepts are reasonably intelligent people who know the difference between right and wrong, between acceptable and unacceptable behavior. It further believes that most of its students are capable of acting responsibly if given a chance to be responsible, and that it should not exercise rigid control over their lives. The school does have rules and expects them to be observed, but it does not conduct a 24-hour surveillance of the students. This does not mean, however, that freedom is license at Indian Springs or that the school is following a head-in-the-sand, “hear no evil, see no evil” policy. To do so would be foolish because there are always students in any school who may at times behave irresponsibly and abuse their freedom in a manner that is harmful to their own well-being, to that of other students, or to the good name of the school. When the school becomes aware of such behavior, it will not hesitate to take whatever action it believes necessary to protect the welfare of the school community.

A final point: since the varieties of human behavior appear to be endless, it is impossible to give a precise definition of the term “unacceptable behavior” agreeable to everyone. That determination must be made by the school administration, and this is as it should be. If the school trusts that most students will act responsibly in using their freedom, then those students must trust that the school will also act responsibly in determining when the abuse of that freedom has resulted in “unacceptable behavior” and in deciding what action should be taken.

R. J. Stegner
Indian Springs School Faculty, 1965-1992

INTRODUCTION

The rules and standards that form the guidelines for individual behavior at Indian Springs School have evolved from a broadly-based system of governance set forth in the school Constitution. Faculty and students have discussed the principles and goals of the school and have arrived at policies and standards which are designed to promote a unique environment for living and learning.

As instructed in Article VI of the Indian Springs School Constitution, the Read ‘n’ Heed contains three sets of regulations put forth to maintain the community’s values and the balance of freedom and responsibility—Administrative Policies, Faculty Policies, and Student Standards. The Administrative Policy supports Faculty Policy and Student Standards and promotes the process by which these guidelines are determined.

ADMINISTRATIVE POLICY

The purpose of Indian Springs School’s Administrative Policies is to advance the mission and core values of the school. The school values true scholarship, embraces diversity in its many forms, and promotes an

environment that rewards and fosters good character. In addition to overseeing the important work with young people in their development of intellect and character, the administration is charged with the professional and ethical responsibility of maintaining the reputation and good name of the school.

Community Expectations and Policies

Discrimination, Harassment

Educational excellence begins with a culture of respect. At Indian Springs, members of our community come from many different backgrounds and cultures, including different races, religions, sexual orientations and ethnic ancestries. The School encourages its community to appreciate the richness that such diversity provides to a learning environment; understanding differences among people is an important dimension of education.

Indian Springs is dedicated to creating an educational environment that promotes respect and dignity for all members of the community and is free from all forms of harassment and unlawful discrimination. These behaviors are demeaning to all persons involved and are unacceptable conduct. Harassment of any member of the community by any other member of the community, vendors, visitors or third parties will not be tolerated.

Non-Discrimination

The school admits qualified students of any race, color, national or ethnic origin, ancestry, sex, religion, disability, or sexual orientation to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. The school does not discriminate on the basis of race, color, national or ethnic origin, ancestry, sex, religion, disability, or sexual orientation, or any other status protected by applicable law in the administration of its educational, admissions, financial aid, athletic and other policies and programs.

Inclusivity and Gender Identity

The school strives to provide a safe and supportive environment that will help students succeed academically and socially. To that end, the school promotes respect for all people, and will not tolerate harassment or bullying based on gender identity or expression that impacts a student's experience at the school (whether the bullying or harassment takes place on or off campus), including cyber-bullying through the use of electronic technology. Particularly with respect to transgender and gender non-conforming students, the school will work closely with students and their families to strive to honor students' wishes with respect to use of school facilities, accuracy of student records, use of preferred name and pronouns, and privacy, in accordance with applicable law, and to the extent that the school's campus facilities reasonably permit.

Harassment

Harassment based on the target's protected characteristic refers to unwelcome conduct or behavior that is personally offensive or threatening and has the effect of (i) creating an intimidating, hostile or offensive environment, (ii) interfering unreasonably with an individual's ability to participate in or benefit from the School's program, or (iii) creating a situation where academic decisions affecting a student depend on the student's submitting to and/or not objecting to the behavior. Such behavior can occur between two people who are equals, such as student-student or between people with different levels of institutional power, such as teacher and student.

Sexual Misconduct

Indian Springs is dedicated to providing a safe, supportive, and healthy environment that cultivates a love of learning, personal growth, and a sense of integrity and moral courage. All forms of sexual misconduct interfere with this mission and will not be tolerated.

Faculty, administrators, and staff members must maintain healthy, respectful boundaries and relationships with students at all times. All romantic or sexual advances (overt or otherwise) or activity between adults and students of any age (including students over the age of 18) are prohibited, on or off the grounds, even if a student encourages or appears to encourage such advances or activity.

See **Appendix A** for important definitions, examples, and related information.

Bullying and Hazing

Indian Springs prohibits conduct that is disrespectful of, and physically and/or emotionally hurtful to, others, including but not limited to bullying (including cyber-bullying) and hazing. The School is also committed to promptly addressing any behavior that is impeding the learning of any student or interfering with the experience of any other member of the School community. Indian Springs expects that all members of the School community will conduct themselves with respect for personal dignity of fellow community members.

See **Appendix A** for important definitions, examples, and related information.

Retaliation

Retaliation is any form of intimidation, reprisal, or harassment directed against a student who reports misconduct or provides information during an investigation of such behavior. Retaliation against any individual for reporting possible violations of the policy is also in violation of school policy. A student may violate this anti-retaliation provision regardless of whether the original complaint turns out to be true or the retaliation was not intended to be harmful (“it was just a joke”). Retaliation may include behaviors such as being ostracized or having rumors or misinformation spread about the reporter. Each retaliatory offense will be investigated and sanctioned separately.

Reporting Complaints

Students who have experienced sexual misconduct, harassment, discrimination, hazing, bullying, or retaliation by another student or an adult, or who have witnessed or otherwise have information about such an incident, are encouraged to seek help immediately from the school counselor, the school nurse, an administrator or advisor, or a trusted adult. The person who receives the report will make sure it reaches the proper channels for investigation.

In all cases, every effort will be made to maintain privacy. No confidential personnel, student or investigation information may be released other than as necessary to conduct the investigation or school business in compliance with the school’s policy.

Sanctuary: To encourage reports to the school regarding sexual misconduct, the school will not discipline student victims of sexual misconduct, or bystanders who provide information in order to help

student victims, for violations of school rules that may have taken place immediately prior to or at the time of the sexual misconduct they are reporting.

Disciplinary Process

Indian Springs School operates on a two-tier disciplinary system.

The Judiciary: The Judiciary is a panel of eleven students, elected entirely by the students, and one faculty liaison, that hears minor disciplinary cases involving rules and standards other than Major School Rules. Any member of the community may write a "Record" to report a rule infraction. The Record is emailed to the head of Judiciary, and parties are notified of the date of the hearing. If the Judiciary decides a student is guilty of the infraction described in the Record, discipline will include a determination of "work-hours" to be assigned to that student. Decisions by the Judiciary may be appealed by submitting an email to the Judiciary. Once the Dean of Students and Head of School have been notified of the petition for appeal, the Judiciary will hold another hearing. All other relevant rules and procedures pertaining to the Judiciary are listed in Article V of the Constitution. .

The Discipline Committee: The school strives to ensure consistency and fairness in disciplinary matters. The Discipline Committee is a panel of faculty members appointed by the Head of School that makes recommendations to the Head of School in cases involving Major School Rule violations. Decisions in such cases are the Head of School's on behalf of the school. Appeals must be in writing and made directly to the Head of School. Procedures for the Discipline Committee are set forth below.

Major School Rules

The following behaviors are classified as major school rule violations and are prohibited at any time or place, for so long as a student is enrolled at the school:

- Physical, oral, written, or electronic harassment, including violence or threatened violence toward another person, bullying, hazing, or unwanted advances of a sexual nature.
- Serious breaches of personal or academic integrity, including dishonesty in interactions with faculty.
- The use, possession, distribution, transport to campus, or sale of alcohol, drugs (including controlled substances, but excluding medications prescribed to the relevant student), drug paraphernalia, or other substances used to alter the student's normal mental or emotional state.
- The misuse, distribution, or sale of prescription or over-the-counter medications or chemical substances, whether one's own prescription or others'.
- Theft, destruction, or vandalism of property, whether physical, electronic, digital or otherwise, including disruption of the school program and unauthorized possession of campus keys or digital access codes.
- Sexual misconduct or other sexual activity that the school deems inappropriate.

- Possession or use of weapons or dangerous substances, other than in a school- or parentally-approved activity. Weapons and dangerous substances include fireworks, firearms, firearm or para-military paraphernalia, knives, any other weapons (or associated paraphernalia), or any item or substance that causes intimidation, threatens the safety of any student or the school community, or disrupts the educational environment.
- Conduct that interferes with the school program, operations, or educational environment, or that jeopardizes the well-being of any student or students, the welfare of the community, or the school's reputation, whether on campus, on the internet, or off campus, including conviction for a felony.

Procedures and Consequences for Violations of Major School Rules

After a violation of a Major School Rule has been alleged and brought to the attention of the School, an impartial, fact-finding investigation is conducted by the Head of School or designee.

In most cases, the Dean of Students investigates Major School Rule violations. This investigation may include (but is not necessarily limited to) interviews with the students involved in or implicated by the incident, witnesses to the incident, and any other parties who may have information relevant to the alleged incident. The investigator(s) may consult with teachers, Health Center staff, the parents/guardians of the students who were involved, or any other person whom the investigator(s) deem to have knowledge about the incident. The School may also deem it appropriate to use external investigators to review an incident or complaint. In certain circumstances, the school may be obligated to report misconduct to external authorities, such as to law enforcement or the county Department of Human Resources.

Students are expected to cooperate in investigations. Failure to cooperate with an investigation may be cause for disciplinary action. If a student refuses to participate or cooperate at any stage of an investigation for whatever reason including, but not limited to, pending criminal charges, the school reserves the right to take action, including proceeding without a statement from the student.

The school may contact parents to address both minor and more serious instances of misconduct, at any stage of the discipline process. Students and parents understand and accept that, in the case of a serious infraction, a student may be required to go on leave, such as during an investigation. This would be considered a non-disciplinary leave and should not be considered a conclusion by the school of any wrongdoing. During such a leave, the school will work with students to continue their educational experience to the extent possible such as through tutoring, online learning and other methods.

After any investigation, the Dean of Students convenes a private meeting of the Discipline Committee, notifying the relevant students and parents of the time and nature of the meeting. The Discipline Committee is charged with confirming what has occurred and recommending consequences to the Head of School. The student's faculty counselor (or another faculty member at the student's request) attends the committee meeting as advocate and liaison. Parents do not attend meetings of the Discipline Committee. The Head of School or other representative of the school typically contacts parents within 24 hours with the school's decision.

Violations of major school rules may result in a student's probation, suspension, dismissal, or expulsion from school. In some cases, parents elect to withdraw their child from the school.

In cases leading to disciplinary probation, the student is expected to maintain a record of good conduct during the probationary period. Depending on the violation, the Discipline Committee may recommend further consequences, including, but not limited to, work hours, written apologies, and financial restitution.

In cases leading to suspension, the student is placed on disciplinary probation and is asked to leave school for 1-3 days. All of the terms relating to disciplinary probation above apply to the probationary period during suspension. In addition, absences during a suspension are excused, but teachers are not required to reteach material missed. Students suspended for drug and alcohol use are expected to avoid the use of such illegal substances during the course of their disciplinary probation and may be required to submit to periodic, unannounced drug and alcohol screening.

In cases leading to dismissal, the student and parent may petition for readmission to Indian Springs School after a period away from school of one semester has elapsed. The school is under no obligation to grant readmission.

In cases leading to withdrawal or expulsion, the student is not eligible to reapply to Indian Springs School.

The Head of School's or Dean of Student's letter to the student's parents sets out in detail the school's disciplinary decision.

While it is necessary and prudent for the school to take a firm stand on student discipline, it also recognizes that the education process must allow room for mistakes and the normal growth experiences of adolescents. Most first Major School Rule violations result in suspension and probation. The exceptions are offenses that involve serious matters of student safety and health or otherwise compromise the campus life and the integrity of the institution.

During the college application process, colleges and universities often ask for students' disciplinary history during their high school career. Students must answer the question honestly in a written statement to the admission office. If a disciplinary infraction occurs after a college application has been submitted, the school will report such infraction to the students' colleges if required. It is the School's policy to support students in reporting serious disciplinary consequences to colleges. The student should work closely with the Director of College Advising to ensure that both are responding in a consistent and thoughtful manner.

In the event the Discipline Committee cannot be convened in a timely manner and/or the nature of the infraction requires immediate action by the School, the student may not be required to appear before the Discipline Committee; rather, the case will be reviewed by the Dean of Students and/or the Head of School in consultation with such other administrators as the Dean or Head of School deems appropriate. On these occasions, these administrators will review the facts of the case, as known, and any interviews with the appropriate students and faculty involved in the situation and conduct such other inquiry and review as may be deemed necessary by them before making a decision about appropriate responsive or disciplinary action.

Academic Dishonesty Procedure

Plagiarism, cheating, or otherwise presenting for credit academic work that is not one's own is a Major School Rule violation. In addition to probation, suspension, dismissal, or expulsion, cheating on an academic assignment may result in academic penalties. Students should always check directly with the teacher whenever there is any question about the degree of collaboration or the kinds of sources allowed on a given assignment. Questions should always be resolved *before* work is turned in for credit. A student who feels strongly that another student is cheating is directed to speak with that student or a faculty member.

As soon as a teacher believes that a student has committed an act of academic dishonesty, the teacher will go to the department head with the evidence. Teachers who are themselves department heads will seek the opinion of a fellow department head. If both concur that enough evidence exists to indicate that cheating has taken place, both the Dean of Academics and the Dean of Students will be notified of the facts of the case, the teacher will meet with the student, and faculty counselors will be informed of the matter.

If evidence still points to academic dishonesty having taken place, the Deans will meet with the student in a timely fashion and decide either:

- a) to issue a strong warning and advise the parents by phone and in a letter that will be placed in the student's file, or
- b) to recommend that the student appear before the Discipline Committee.

Any academic penalty is at the discretion of the teacher.

FACULTY POLICY

Faculty Policies are the rules and policies deemed to be significant by the Faculty. In general, they are concerned with the school's operation and the safety and well-being of the student body.

For each of the following areas of school life there is a statement of general policy, followed by specific procedures. It is important to understand and to act in accordance with the spirit of the policy, as well as to adhere to the specific guidelines that are listed.

General Decorum

Respect for the worth, dignity, and needs of the individual is more than a policy at Indian Springs School; it lies at the heart of the school's philosophy that education should be [social and spiritual], as well as academic.

Acceptance of others and understanding their rights is a premium consideration.

1. Hazing and harassment in any form, whether physical or psychological, are unacceptable in our community. Persistent or serious harassment is a Major School Rule violation.

2. Students are expected to dress appropriately for school situations, including using good judgment to avoid dirty clothes, overly revealing garments, garments depicting drug or alcohol use, etc
3. Quiet should be maintained where appropriate. For example, music played in the dormitory area during the school day must not be heard in the classroom area, and noisy games and other distracting behavior must not be engaged in near classrooms.
4. Standards of decorum and civility must be observed. Cell phones may be used only in public areas on campus and not in areas such as classrooms, the Dining Hall and community events including Town Meetings, concerts and lectures.
5. Tobacco, e-cigarettes, and vaping products are not permitted anywhere on the Indian Springs School campus. Violations of this rule may be dealt with by both the student judiciary and the administration.

The Library

The Library should be a place conducive to quiet study and research.

1. The main reading room is reserved for individual quiet study. Group studying should be done in a vacant classroom or in the enclosed library carrels.
2. Books, magazines, and material used in the library should be returned to the proper places.
3. All circulating items, including books and DVDs, must be checked out by using the computer at the front desk. Judiciary records will be given for books improperly removed from the library. Students will be responsible for late fees on checked out materials and assessed for lost or damaged materials.

Lake Use

Any lake activity presents the possibility of serious accident. Safety procedures must be observed. Please note that lifeguards are not on duty and the school does not guarantee adult supervision of students when swimming in and boating on the lake. If parents believe that their child is not a capable swimmer, parents must inform the student that they are not permitted to use the lake.

1. Swim only in the designated area near The Hut.
2. Never swim alone.
3. No diving from the fence by the spillway, from the trees or from the dock.
4. No pushing, shoving, or running along the concrete walls and spillway.
5. No throwing stones.
6. No swimming during thunder and lightning storms.
7. Water sports must not threaten the safety or interfere with the fun of others.
8. No swimming after dark.
9. Never go out in a boat alone; always have life jackets, one for each person, in the boat.
10. Equipment must always be returned back to the proper location.
11. Use of the lake is restricted to Indian Springs students, staff, alumni, and their guests.
12. Throwing students into the lake who do not wish to be part of other students' play constitutes bullying and will not be tolerated.

Fund Drives

While the School encourages service projects, it does not generally support the simple collecting of money for a cause.

1. Any project that will involve the collecting of money from students or their families must be approved by the Council, the Dean of Students and the Development Office.
2. Accurate records of funds raised must be maintained and the funds turned in to the Business Office for safekeeping.
3. Reimbursements will be made following any fund drive after receipts are turned in to the Business Office.

Attendance

School Attendance Policy: Indian Springs School is a community committed to learning and dedicated to participation and enthusiastic involvement of all its members, both faculty and students. One part of this dedication is shown by consistent and punctual attendance in classes daily. As such, it is **expected** that all students and faculty attend class daily and arrive on time. As sickness, family emergency, religious observation or other events may preclude attendance, and that adolescents may fail at times to meet all obligations, it is unreasonable to assume that no classes will be missed by those in the community. It is expected, however, that such instances will be held to a minimum. Given this view of attendance, the following is the attendance policy for Indian Springs School:

Excused Absences (This section refers to entire class days, or the equivalent number of individual class periods)

All absences from classes should be excused by a parent or guardian. Excessive absences, however, can greatly reduce the Indian Springs School experience and can lead to a student not meeting the criteria of work completion, and classroom attendance necessary to justify receiving credit for a course or merit promotion of a grade or graduation. The following guidelines and process will be used to determine the necessary level of attendance in a given school year for promotion or graduation. Indian Springs School.

Absences 1 – 10

These need to be verified by a parent or guardian as excused through calling the Front Office as soon as possible on the day of absence. At absence 10, a letter will be sent to the parent or guardian of the student reiterating the attendance policy of the school and notifying them that 10 absences have occurred.

Absences 11-15

These need to be verified by a parent or guardian as excused through calling the Front Office as soon as possible on the day of absence. At absence 15, a parent meeting will be held with the Dean of Students and the Head of School. The school attendance policy will be discussed and the developing situation with their student will be addressed. They will be informed that at this time going forward, a doctor's excuse will be needed for all absences prior to the students return.

Absences 16 -20

These need to be verified by a parent or guardian as excused through calling the Front Office as soon as possible on the day of absence. A doctor's excuse will be mandatory upon the students return to school. At absence 20, a second parent meeting will be held with the Dean of Students and the Head of School to discuss the now precarious situation of the student in terms of their place at Indian Springs School and their ability to receive credit for the year.

Absences 21 – 24

These need to be verified by a parent or guardian as excused through calling the Front Office as soon as possible on the day of absence. A doctor's excuse will be mandatory upon the students return to school. The Dean of Students will talk to the parent or guardian after each reiterating the School's policy. **At absence 24, the student will no longer be eligible for credit for the school year and will be asked to leave** * They may re-apply for admission for the same grade the following year. During this process sufficient proof needs to be shown that the occurrences of the past year will not repeat and measures to ensure they do not re-occur have been taken.

*(*Indian Springs School understands that traumatic events can occur which may cause a student to be absent for an extended purpose. If such an event is the primary cause of the 24 absences, an appeal to the Head of School for an exception to the policy can be made.)*

Unexcused Absences (This section refers to individual class periods, not entire class days)

Unexcused absences are greatly discouraged by Indian Springs School as they illustrate a lack of respect for teachers, peers, and the School. Such occurrences should not occur and will not be tolerated by Indian Springs School in large numbers. The following guidelines and process will be used to handle unexcused absences at Indian Springs School:

Absences 1-3

As it is understandable that students will make mistakes and miss a commitment, three unexcused absences will be allowed with no response from the school. On receipt of the third absence the student will be notified by the Dean of Students that he/she will face a disciplinary response if further unexcused absences occur.

Absence 4

On the occurrence of the fourth absence, a letter will be sent to the parent or guardian of the student reiterating the attendance policy of the school and notifying them that four unexcused absences have occurred. The student will receive a record and appear before the student judiciary for the fourth unexcused absence. Boarding students will lose the privilege to leave campus for the day which the unexcused absence occurred.

Absences 5-6

At absences five and six, the student will appear before the student judiciary, which will handle the case within its precedent for repeat offenders, yielding even stiffer punishments for each absence. Boarding students will continue to lose the privilege to leave campus for the day which the unexcused absence occurred.

Absence 7

At unexcused absence seven, a parent meeting will be held with the Dean of Students and the Head of School.

Absence 8

If the student's truant behavior persists with an eighth unexcused absence, the situation escalates to the Discipline Committee, which shall deliberate the student's future at Indian Springs School and propose a recommendation for action to the Head of School.

Policy on Lateness

Each faculty member may deal with tardiness according to his/her own policies. As participation is an expected component of student performance, even where it is not specifically graded by the faculty member, the student's final grade may be adjusted for lateness. Faculty will notify parents of consistent lateness and make mention of its effect on grade reports.

Additional Attendance Requirements:

Attendance at Town Meetings is compulsory. Absence subjects the offender to Judiciary action.

Permission to Leave Campus

Permission to leave campus must be obtained from persons designated by the administration.

Boarding Students: Boarding students may not leave the school grounds at any time without permission. Please see "Residential Life: Sign-In and Sign-Out" below for Boarding policies.

Day students: Day students must sign-in in the office if they arrive on campus after their first class has begun. Students may not leave the campus during the school day (8:30 a.m. to 3:30 p.m.) unless they have received written permission from their parents (per below), obtained administrative permission, and signed out in the office. Upon returning to campus, day students must sign back in at the office. Day students may leave following their last class if they have the blanket permission to do so.

The school requires that every student have on file a current permission form signed by a parent. Permission forms are renewed annually. A student who does not have the form on file may not exercise the stipulated privileges of signing out, riding in school transportation, etc.

When a student leaves campus in a car driven by a friend or another student, he or she must have explicit permission to ride with that person, and the student with whom he or she is riding must have written parental permission from his parents to transport other students.

Students are not required to sign out when they leave campus in an Indian Springs group under faculty or staff supervision (athletic team or choir, for example). Faculty or Staff in charge of students will leave a list in the front office of all students leaving the campus.

All day students must be off campus (except for special circumstances such as a theater rehearsal) by 7:30 p.m. on all weeknights.

Personal and School Property

Respect for and care of property – school property as well as the personal property of students, faculty, and staff – represent basic rights and obligations for all members of the community.

1. Students are responsible for proper use and care of all school property checked out or assigned to them, including lockers, library books, laboratory equipment, and team uniforms.
2. When damage to property is determined to have been accidental and when the damage is reported within 24 hours by those responsible, no Judiciary proceedings ensue. Otherwise, the case is referred to the Judiciary, who will assess damage costs and recommend disciplinary actions.
3. Students may not possess or move any school property, including school keys, without the express permission of a faculty member. Under no circumstances may a student operate a school vehicle.

Off-Campus Visitors

During the school day from 8:30 a.m. to 4 p.m., students are permitted to receive visiting students from other schools *only* when those students are registered with the office and are participating in the Indian Springs School day. The school does not operate an open campus. Please see the Residential Life handbook for policies applicable to visitation in the dorms.

Student Vehicles

Driving on campus is a privilege. The use of motor vehicles requires good sense and the highest regard for safety. Violation of the following rules, which are understood to include any form of careless driving, may lead to immediate suspension of car privileges.

Students may bring motor vehicles to the campus and use them from the campus only for specific reasons and under agreed-upon conditions. Any student who is planning to drive a car to school at any time during the school year must register their car with the Dean of Students.

Boarding students are permitted to bring motor vehicles to the campus:

1. to travel to the school and return home;
2. to use on social occasions on weekends;
3. to use on occasions other than the above only in cases of need or convenience and with the permission of the Dean of Residential Life.

Day students may drive to school. Day students are encouraged to carpool or ride the bus.

Driving and Parking on Campus

1. Everyone must obey the campus speed limit of 15 miles per hour and slow down to a near stop for speed bumps and stop completely at stop signs.
2. Students may not drive another student's car or allow another student to drive their cars.

3. Students should drive only on designated roads and should not drive unnecessarily. Cars should be driven to school and parked for the entire academic day.
4. Students may not transport other students as passengers unless the following conditions have been met.
 - i They have parental permission to transport others.
 - ii Their passengers have parental permission to ride in vehicles driven by students.
 - iii All students – drivers and passengers – have checked out in person: day students in the school office and boarding students with the faculty member on duty in the dorms.
5. The number of students in a car is limited to the driver and three passengers.
6. The driver must not permit anyone to ride without seatbelts or ride on the outside of a vehicle.
7. Accidents must always be reported to the office immediately.
8. Students may park only in the three lots designated “Student Parking”. All spaces in these lots are open to all students unless otherwise posted. Students may not park in the Front Office lot, in front of the Library, behind the Dining Hall or on the grass. Parking outside designated areas may result in the loss of driving privileges.
9. Students may not use their cars as lounges during the day.
10. Students may not tamper with or enter another student’s car without permission.

School-Sanctioned Clubs

The objective of the following policies and procedures is to encourage more students to become actively involved in the school and the community at large through school clubs and activities. In particular, these policies and procedures strive to develop in students the perspective of being more productive citizens and to give them the means by which to do so.

1. Faculty Sponsorship: Whenever possible, each club will have at least two faculty sponsors who are enthusiastic about the purpose of the club and committed to help ensure the club’s success. With the understanding that students should take leadership roles, the sponsors monitor the overall productivity and efficiency of the club’s management, giving guidance to keep the club on task.
2. Mission Statement: At the beginning of each school year, the sponsor and members of the club should engage in discussion and draft a three-tiered mission statement. This mission statement should address how the club plans to (1) benefit the community at large; (2) benefit Indian Springs School; and (3) promote the development of citizenship of the individual members of the club. The statement should include detailed plans for carrying out these three objectives for the current year.
3. School Support: (1) The school will ensure there is a time and place for club meetings, as having a predictable time and place has proven significant to the success of a club. (2) The school will provide financial assistance where possible. A standard plan needs to be devised, in conjunction with the Dean of Students, to facilitate the authorization of this assistance and provide budget management. (3) The school may help sponsor these events, such as Heritage Panel programs or the Intercultural Dinner. These events should promote the club’s purpose and should benefit all.
4. Club Coalitions: At least one representative from each school-sanctioned club is required to participate in coalition meetings.

A comprehensive packet of club guidelines and checklists has been developed by the Dean of Students to support clubs and activities at Indian Springs School.

Residential Life

Dormitory Life

Living on campus requires mature judgment and a keen respect for the rights of others.

1. Community Dining attendance is compulsory for all boarding students each Wednesday at 6:00 p.m.
2. Attendance to the weekly dorm meeting on Sundays at 7:30 p.m., led by the Commissioners of Boarding or the Proctors, is compulsory.
3. Electrical heating appliances such as hot plates or space heaters, toasters and microwave ovens are not allowed in dorm rooms. Refrigerators are allowed with permission from the Associate Dean of Residential Life.
4. The use of halogen lights, candles, incense sticks or open flames is prohibited.
5. Pets are not allowed in dorm rooms.
6. Students occupying a dormitory room are responsible for the condition of the room. Damage to the room or its contents must be reported promptly to the Dean of Residential Life. Charges for damages will be shared equally by the occupants, unless one of them or another person accepts responsibility for the damage. The definition of damage includes painting or marking walls or furnishings, hammering nails or push pins into walls, and using tape to mount posters on non-masonry wall surfaces.
7. Room inspections are held on Sunday and Thursday evenings. Room inspection guidelines are published in the Residential Life handbook.

Visitation

1. Students may have visitors of the same sex in the dorm hallways, rooms, or suites, while opposite-sex visitors are allowed only in the commons room. All visitors must sign in on the clipboard in each commons room and remain with their boarder host while in the dorm.
2. Visitors are welcomed for visitation in either dorm during the following hours:

Monday-Thursday:	3:30-7:15 p.m.; 9:00-10:00 p.m.
*Friday:	3:30 p.m.-12:00 a.m.
*Saturday:	9:00 a.m.-12:00 a.m.
*Sunday:	9:00 a.m.-7:15 p.m.; 9:00-10:00 p.m.

***Specific hours for visitation will be established by each dorm at the beginning of the fall semester.**

3. On a day (other than Friday or Saturday) preceding a non-academic day, there will be no 10:00 p.m. check-in and both commons rooms will be open for visitation until 11:00 p.m. An example of this special circumstance would be the Sunday of a three-day weekend.

4. All off-campus visitors to the dorms must sign-in with the house parent on duty and should visit during non-school hours only. Off-campus visitors are the responsibility of the person they are visiting, who should remain with them while they are on campus.

Evening Schedule

1. Quiet Hours are to be maintained from Sunday-Thursday between 7:30 p.m. and 9:00 p.m., and again from 10:00 p.m. until Lights Out.
2. Students required to be in supervised Study Hall must report to the library from 7:30 p.m. to 9:00 p.m., Monday-Thursday. All other students must spend the Study Hall period quietly studying in the dorms and may sign out with the dorm parent or proctor on duty to work elsewhere on campus (Library, Tech Lab, etc.).
3. On Sundays, Quiet Hours are to be maintained in the dorms. Underclassmen are required to be in the dorms for the remainder of the study hall period following the meeting and room inspection. Seniors are not required to be in the dorms after the meeting and room inspection.
4. All underclassmen must report to the commons room for check in at 10:00 p.m., Sunday-Thursday. Seniors do not have to be back in the dorms until 11:30 p.m.
5. Lights out for all 9th graders is at 10:45 p.m. Lights out for 10th and 11th graders is at 11:30 p.m. Seniors do not have lights out, but must be in their rooms at 11:30 p.m.
6. On weekend evenings, all boarders must be back in the dorms by 12:00 midnight and in their rooms by 12:30 a.m.

Sign-In and Sign-Out

1. Boarders may sign out to leave campus with the house parent on duty, indicating specific destinations, etc., during non-school hours and must return and sign-in before 7:30 Sunday-Thursday and 12:00 a.m. on Weekends.
2. Parental permission may be acquired by calling the Dorm Cell to leave campus during school hours. This does not include appointments, which can be coordinated through the Infirmary, or school-coordinated events.
3. Students may sign out only to walk to Valley Station (Sunny Foods) across Hwy. 119.
4. Senior Night Outs may be taken once per week, Sunday (after the meeting and room inspection) through Thursday, allowing Seniors to return to campus by 10:30 p.m.
5. Boarders must sign out before leaving for the weekend.
6. Boarders who wish to spend the weekend off-campus must seek permission from the Dean of Residential Life as well as their parents and the parents of the host family.

Additional guidelines for living in the dorms are published in the Residential Life Handbook.

STUDENT STANDARDS

From time to time, the students petition the Faculty to designate certain areas of the school community to be governed by students. Student Standards are the standards by which students govern the areas so designated. Such areas are intended to develop in students a sense of duty in the exercise of freedom.

Personal Property

1. All students' property should be respected.

Refreshments

1. No one should take drinks or food into the library, theater, or concert hall, except in the case of organized activities approved by the administration.
2. Students should never take drinks or food into a classroom unless the teacher consents.

Dress

1. Shoes are required in the dining hall and all academic buildings.

Dining Hall

1. Students should demonstrate acceptable manners and courtesy at meals.
2. At meal times, students are allowed to take a small amount of food (for example, a piece of fruit, a cookie, or one milk) from the Dining Hall as long as they dispose of such items responsibly.
3. Any property of the Dining Hall, such as silverware, plates, and glasses, is not to be removed from the Dining Hall or outdoor eating area and should always be returned to the proper receptacles after use.
4. Attendance for Community Dining will be required of all boarders.

Gym

1. Only tennis or basketball shoes should be worn in the gym.
2. All athletic equipment should be put back in its place after use.
3. No food or drinks will be allowed on the gym courts. Food and drinks will be allowed in the stands during games provided that the students clean up after themselves.
4. No food will be allowed in the weight rooms, or in the aerobics room, but drinks will be allowed while exercising.

Social Activity

1. The personal conduct of those attending an activity is expected to conform to acceptable social standards.
2. Students are responsible for informing their guests of the standards of the Indian Springs School Community and are responsible for their guests' conduct at all times.
3. The Commission on Recreation will determine criteria and procedures (e.g., cost of admission) for recreational activities sponsored by the school.
4. Gambling is not allowed on campus, and games normally associated with gambling are prohibited in academic areas of campus.

School Transportation

1. Students should stay in their seats with seatbelts fastened, keeping arms and head inside the vehicle.
2. When seats are available, there should be no more than two people in double seats.
3. Nothing should be thrown, dropped, or propelled either from or within school transportation.
4. There should be no horseplay on school transportation.

Dormitory Room Care

1. No student should enter or disturb the order of another student's room, including removing any property, without permission.
2. The rooms, including bathrooms and closets, should have a clean and orderly appearance at all times.
3. Students should use good judgment with the treatment of walls, ceilings, and furniture of the dorm rooms, including following specific rules set by the maintenance and dorm staff.
4. The occupants of each room are responsible for the care of their rooms.
5. See "Dormitory Life" in the Residential Life section.

Government

1. Elections - see Constitution, Article VI.
2. Attendance is required for all students at Town Meetings and for all boarders at boarders' meetings.

Library

1. A quiet atmosphere should be maintained at all times. Students who disrupt the study atmosphere may be asked to leave by faculty or students. Habitual violations may result in an extended expulsion from the library.
2. The library should not be used as storage for book bags and personal belongings.
3. The library should not be used as a lounge, i.e., for sleeping, social conversation, or eating. With the exception of water, drinks are not permitted in the library.

Tech Lab

1. A quiet study atmosphere should be maintained at all times.
2. Food and drinks should never be brought into the Tech Lab.
3. The Tech Lab should not be used as storage for book bags and personal belongings.
4. Internet games, social networking, and other non-academic sites should be restricted to after 4:00 p.m. on weekdays. Server-based games such as DOTA should be restricted to weekends only.
5. The stereo should be used at a low volume during the day, and it must be turned completely off if someone asks. The projector should always be turned off after use.
6. See the Acceptable Use Policy for all other school computer use on campus.

Senior Privilege

At the beginning of the school year, the senior class may petition the administration for the privilege to sign out for lunch one day a week between 10:30 a.m. and 1:00 p.m. If there are any individual problems (e.g., lateness to classes, careless driving, etc.) the entire class may lose the privilege.

APPENDIX A

Legal Definitions and School Policies

In accordance with the Indian Springs' mission, values, and standards of conduct, the School has supplemented certain legal definitions and concepts in order to articulate Indian Springs' philosophy toward addressing disrespectful and harmful misconduct. In essence, the School's standards may be stricter than the law, and the School may impose discipline accordingly. For example, although the law defines bullying as "a continuous pattern" of certain expressions, acts, and/or gestures, Indian Springs reserves the right to apply disciplinary measures and other corrective action in a case of a single expression, act, or gesture, if the School determines that it is of sufficient severity to warrant disciplinary measures or other remedial action. Conduct need not meet the legal definitions of harassment, discrimination, hazing, or bullying to violate the School's expectations for appropriate behavior. The School's efforts to enhance its protection of students in no way expands an individual's rights under the law.

Sexual Misconduct - Definitions

Sexual Misconduct: Sexual misconduct is a broad term that encompasses unwelcome behavior of a sexual nature that is committed without consent, as defined below. Sexual misconduct can be committed by a person of any gender, and it can occur between people of the same gender or different gender. Any sexual misconduct which endangers the health or wellbeing of another student may result in dismissal. Examples of sexual misconduct include:

- Sexual Assault: Non-consensual sexual intercourse or unwanted sexual contact.
- Sexual Exploitation: Taking non-consensual sexual advantage over another, including electronically recording, photographing, or disseminating images of intimate body parts without consent of the person or parties, spying on private sexual activity of another or others, or allowing a third party to observe sexual activity without consent of all the parties.
- Relationship violence: Threatening or abusive behavior that can be physical, mental, or sexual that is intended to control another person. Parties must be or have been in a dating, romantic, or sexual relationship.
- Stalking: Persistent, unwanted, and repeated attention, based on gender, gender identity, or expression, that causes the targeted person to fear for their safety or suffer substantial emotional distress.
- Sexual Harassment: Unwelcome conduct or behavior that is personally offensive or threatening and that has the effect of impairing morale, interfering with a student (or employee's) work or school performance, or creating an intimidating, hostile or offensive school environment. Examples include offensive sexual language or jokes, or gestures of a sexual nature. For more details, please see the school's Sexual Harassment policy below.
- Sexting: The use of technology devices to send any written message or image that contains explicit representations or references to sexual conduct, sexual excitement, or nudity. The law prohibits anyone (regardless of age) from disseminating obscene or pornographic images of minors, and the school is required under Alabama law to contact law enforcement should any student violate this policy.

Consent: Each person engaged in sexual activity must verbally communicate consent clearly and voluntarily at every stage of a sexual encounter. They must understand and abide by the rules of consent which include:

- Consent cannot be inferred by silence or the absence of “no.” Clear consent, given through affirmative words, is necessary.
- Consent to some sexual acts does not imply consent to others, nor does past consent to a given act imply present or future consent. Consent must be ongoing and can be revoked at any time.
- Consent obtained by threat, coercion, or force does not constitute consent.
- Consent cannot be obtained from someone who is asleep or otherwise mentally or physically incapacitated, whether due to alcohol, drugs, or some other condition.

It is important to note that, in Alabama, students under the age of 16 cannot legally consent to sexual activity. Consequently, such activity may violate state laws, and school personnel may be required to report such instances to state or local authorities.¹

Sexual Harassment

Our policy seeks to educate members of the community about the nature of sexual harassment, do whatever we can to prevent it from occurring, and appropriately respond when it is found to have occurred.

Sexual Harassment is defined as sexual advances (either verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature which affects a person’s emotional well-being or interferes with a student’s academic performance or participation in co-curricular or extracurricular activities, or which has the purpose or effect of creating an intimidating, hostile, or offensive learning or social environment.

The school is unequivocally committed to promoting the safety and integrity of student growth. We endeavor to provide instruction to all members of the school community about the proper roles and relationships that comprise community life. We focus on the importance of maintaining appropriate boundaries. We expect that the life experience of adults at the school will enrich the student’s learning experience. We place the student’s best interests above all other considerations.

Identifying Sexual Harassment:

Sexual harassment can take various forms, many of which violate state or federal laws. Not all forms of sexual harassment may be readily apparent to every member of the community. It may be direct and overt, or it may be subtle and ambiguous. It may be behavior that is repeated, or it may be behavior that occurs only once. It is not social or courting behavior between equals, but rather the assertion of power over another individual that puts that individual at a disadvantage.

Individuals might unintentionally act in a manner that others experience as sexually harassing. It is the responsibility of all members of the community to ensure that their words, actions, and interactions

¹ Alabama statutory rape law is violated when an individual over age 18 (or 16 or older if the victim is at least 2 years younger than the offender) engages in sexual intercourse with a person under age 16.

with others always reflect the intent to promote respect and trust. Attempts to justify such behavior as a “prank” or “joke” do not change its harassing nature if the object of the joke is not a willing participant. Whatever the basis for the harassment, it is prohibited.

When trying to identify whether behavior is “harassing,” it is crucial to distinguish student-to-student interactions from sexual intimacy between students and adults, which is always prohibited. When these behaviors occur between an adult and a student, it is irrelevant whether the behavior is welcome or unwelcome. There is no circumstance in which these behaviors between adults and students are permissible.

The following behaviors are examples of harassing behaviors. The list is suggestive rather than exhaustive, and members of the community should seek advice and assistance in any circumstance in which they are made to feel uncomfortable by the behaviors of another.

Some examples of behavior that may constitute sexual harassment (whether or not the intent or consequence of the behavior is to make the offended person feel uncomfortable):

- Body language like staring and/or leering at a person’s body or standing or brushing too close.
- Unwanted sexual comments, abuse, jokes, insults, delivered orally, in writing, or electronically.
- Derogatory or pornographic posters, cartoons, or drawings.
- Pressure for sexual activity (including threats, but also repeated requests after earlier rejections).
- Offering favors or benefits for engaging in sexual acts or threatening mistreatment if one does not engage.
- Inquiries into one’s sexual experiences or activities or discussion of one’s own sexual experiences or activities.
- Audiotaping or videotaping others in sexual or other potentially embarrassing circumstances and/or forwarding, threatening to forward, or showing the taped material to others.
- The open display of sexually offensive objects, pictures, and messages.
- Physical advances that are unwelcome, such as kissing, hugging, pinching, grabbing, groping, or “playful” slapping.
- Physical assault, including rape or any coerced or non-consensual sexual relations.

Bullying and Hazing – Definitions

Bullying

“Bullying” means a single significant incident or a pattern of incidents involving a written, oral, or electronic communication, or a physical act or gesture, or any combination thereof, by a student or group of students directed at another student which:

- Physically harms a student or damages the student’s property, or causes a student to reasonably fear such harm;
- Causes emotional distress to a student;
- Interferes with a student’s educational opportunities or performance;

- Creates a hostile educational environment; or
- Substantially disrupts the orderly operation of the School.

Bullying includes actions motivated by an imbalance of power based on a student's actual or perceived personal characteristics, behaviors, or beliefs, or motivated by the student's association with another person and based on the other person's characteristics, behaviors, or beliefs.

Cyber-Bullying

"Cyber-bullying" is bullying through the use of technology or electronic devices, including, but not limited to, telephones, cellular phones, computers, pagers, electronic mail, instant messaging, text messaging, social media apps, and websites. Cyber-bullying includes:

- Taking a private email, instant message, text message, picture, or video and forwarding the same, threatening to forward or showing the same to others, or posting the same where others can see it to embarrass or intimidate a person;
- Spreading hurtful rumors online about another person;
- Threatening or insulting through aggressive emails, instant messages, text messages, or other electronic means;
- Posting or threatening to post embarrassing pictures of someone online without their permission;
- Creating a website, blog or other electronic communication in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation causes any of the conditions listed in the definition of bullying listed above.

Hazing

"Hazing" occurs when any student, alone or acting with others, subjects another student to a physical or mental health injury, or threatens or endangers a student's physical or mental health, as part of an initiation, or as a prerequisite to membership, into any organized School group, including any club, athletic team, or other similar group. Hazing may also involve coercion or intimidation of a student to act or to participate in or submit to any act. Even if a student consents to participating in a ritual or activity as part of an initiation or as a prerequisite to membership, it can still be considered hazing if psychological or physical harm is inflicted.