

Read ‘N’ Heed
The Indian Springs School Student-Parent Handbook
2024–2025

INDIAN SPRINGS SCHOOL MISSION:

Guided by our motto, Learning through Living, Indian Springs School fosters a love of learning and creativity, a sense of integrity and moral courage, and an ethic of participatory citizenship with respect for individuality and independent thought.

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 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 well-being, to that of other students, or 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

ABOUT THIS HANDBOOK

The Parent and Student Handbook (the “**Handbook**”) is intended as a general guide for families to the policies, procedures, and personnel at Indian Springs School. Please take the time to carefully review the Handbook, including reviewing it with your children. It is important that families understand the School’s expectations and policies, and that families know to whom they can direct their questions or concerns.

Please understand that the Handbook is intended only to highlight current policies, practices, and procedures. The policies and procedures set forth herein are intended as general guidelines—specific situations may call for handling a matter in a manner different from that described herein, depending upon the particular facts and nature of the situation. However, it would be nearly impossible to review every element of every policy or every possible scenario and outcome. Rather, the Handbook serves as a series of policy summaries to keep your family better informed.

Modifications

From time to time, circumstances will require that the policies, practices, and procedures described in the Handbook change. Indian Springs reserves the right to modify or change any or all such policies, practices, and procedures in whole or in part, at any time, with or without notice. The School will attempt to provide timely notice of any substantive policy changes, but it cannot guarantee that such notice will be provided.

Should events which are beyond the School's reasonable control and which occur without its fault or negligence necessitate a closure, delay, or modification of its educational programs and activities, the family's obligations as outlined in the Handbook, as set forth in the Enrollment Agreement, and/or as otherwise established by the School shall continue. The School shall not be liable for any failure, delay, or modification of its programs or activities. The School reserves the right to make modifications to the school year as necessary to account for any time lost due to any closure or delay, including without limitation the following: extending the school year for a period of time equal to the time lost due to any delay; conducting classes via distance-learning; and/or scheduling weekend classes. Possible events that could necessitate closure, delay, or modification as described above include, but are not limited to, acts of nature, fire, pandemic, U.S. Government restrictions, wars, and insurrections.

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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

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 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, the 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 the 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 ostracization of the reporter 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.

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 or Staff.
- The use, possession, distribution, transport to campus, or sale of alcohol, drugs (including controlled substances, but excluding medications prescribed to the relevant student), tobacco, vaping and / or 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 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 a conviction for a felony.

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 at least 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.

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, staff, the parents/guardians of the students who were involved, or any other person whom the investigator(s) deem(s) 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 not count those absences towards the student's absence tally, and will work with the student 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 advisor (or another faculty member at the student's request) attends the committee meeting as an 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, or dismissal from the School. In some cases, parents may 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 the suspension. In addition, absences during a suspension count

toward the student's total absences, and 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 or withdrawal, the student and parent may petition for readmission to Indian Springs School after a period away from the School of one semester has elapsed. The School is under no obligation to grant readmission.

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 academic credit work that is not one's own is a Major School Rule violation. In addition to consequences from the Discipline Committee, up to probation, suspension, or dismissal, 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 advisors 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 appears before the Discipline Committee.

Any academic penalty is at the discretion of the teacher.

Acceptable Technology Use

Indian Springs provides its students access to a variety of technological resources (“**IT Resources**”) that assist in furthering the School's mission of preparing students for a life of critical, ethical, and global thinking. It is the responsibility of students to exercise appropriate personal responsibility in their use of these resources. This technology use policy provides guidelines that govern the efficient, ethical, and legal use of these resources.

These policies apply at all times while a student is enrolled at Indian Springs, regardless of whether a student is physically on-campus or off-campus, whether during the school day or at night, whether connected to the School's network or using another network. Overall, students

should understand that the guidelines and expectations for in-person interactions and behavior are equally applicable to interactions and behavior while using IT Resources.

Acceptable Use Policy

The acceptable use policy applies to all students who are using Indian Springs' IT Resources, including, but not limited to, the network, telephones, computers, mobile devices, printers, and software.

IT Resources must be used respectfully and as authorized and designed. While using school-owned IT Resources or a student's device on the school's network, no student is authorized to engage in any activity that violates school policy or any illegal activity under applicable law. Students may be held personally and financially responsible for malicious or intentional damage done to any of the IT Resources at Indian Springs. The use of IT Resources are revocable privileges for all users. Violating any portion of this policy may result in disciplinary action, including a temporary or permanent ban on computer or Internet use, suspension, or dismissal from school and/or legal action.

Digital Citizenship

Indian Springs expects students to use IT Resources in safe, legal and responsible ways. A responsible digital citizen is one who:

Respects Oneself. Students will select online names that are appropriate and will consider the information and images that are posted online and the long-lasting implications of making information public on the Internet. Students will protect their personal safety online and keep personal information of both themselves and others private.

Respects Others. Students will refrain from using technologies to bully, tease, or harass other people, both on and off campus. Students are required to obtain permission from the School before making online posts about faculty, staff, administrators, or the School itself. Being a good citizen online is no different from being a good citizen face-to-face.

Protects Oneself and Others. Students will protect themselves and others by reporting abuse and not forwarding inappropriate materials or communications.

Respects Intellectual Property. Students will suitably cite any and all use of websites, books, media, etc.

Protects Intellectual Property. Students will request to use the software and media made by others.

Proper Network Use

Students may not engage in any activity that interrupts personal productivity or the service of any IT Resources. Students further may not intentionally disrupt, damage, or alter data, software or other IT Resources belonging to the School or to any other individual or entity. This includes spreading viruses, sending spam messages, performing denial of service attacks, compromising another person's ability to use IT resources, performing system/network scans, and intercepting another person's network traffic.

Students may not tamper with, disable or circumvent any security mechanism, including software applications, login account controls, network security rules, hardware devices, etc.

Students may not introduce any prohibited technology resources that could disrupt operations or compromise the security of the school's IT resources.

Students may not use peer-to-peer file-sharing programs to download or share copyrighted movies, music, or games.

Inappropriate Content and Language

Indian Springs has the right to place reasonable restrictions on the material accessed or posted through the network using school-provided devices or personal devices. Students may not seek to bypass network restrictions by using a proxy site or other technology, such as USB flash drives, virtual private networks, or file-sharing sites.

In addition, students may not use the school's network to access, transmit, download, post or communicate the following: material that is obscene or includes vulgar or inappropriate language; pornography; material that depicts, or describes in an offensive way, violence, nudity, sex, death or bodily functions; material that promotes or advocates illegal activities; material that promotes the use of alcohol or tobacco, school cheating or weapons; material that is false or defamatory; or material that advocates participation in hate groups or other potentially dangerous groups.

Students must promptly disclose to the Head of School or any other employee with whom the student feels comfortable any message received that is in violation of the restrictions on inappropriate language and unauthorized activities.

If students mistakenly access inappropriate information, they should immediately report this access to the Head of School or any other employee with whom the student feels comfortable. This will protect them against a claim that they have intentionally violated this policy. If they feel that the filtering software is blocking their access to an appropriate site, they should report this to the Head of School or any other employee with whom the student feels comfortable.

Email Usage

All use of email must be consistent with Indian Springs' policies and procedures of ethical and legal conduct.

Students should refrain from using their Indian Springs account for non-school related communications. All email accounts are owned by the School, and access can be revoked at any time. Students should have no expectation of privacy when using their Indian Springs' email account or any IT Resources.

Students are responsible for securing access to their email accounts.

Protecting School and Personal Information

It is important for all users of technology to be aware of the many ways in which data can be compromised. Social engineering and phishing are attacks that rely heavily on users providing information about themselves or your organization to the attacker. The attacker tricks users into giving out information that bypasses standard security practices. For example, students may receive an email that appears to be from Google, PayPal, or any other company they've done business with, that contains a link for them to click. The link often leads to a login screen where they are then supposed to enter their username and password. Students should never trust emails like these that ask for personal and identifiable information. They are often meant to trick users into sharing login information for malicious purposes. Clicking these links and/or entering the information can lead to the theft of account information and possibly allow an attacker to gain access to other accounts.

These attacks may also happen over the phone. The attacker may ask individuals to confirm information about themselves or the School, or they may ask the student to visit a website that will allow them to gain remote access to an individual's device. Individuals are advised to hang up when they receive these calls.

Students must remain vigilant against these attacks. It is a good practice to change passwords often and never use the same password for different accounts. Students are encouraged to invest in a good password keeper to securely store passwords.

Personal Device Rules

Students may bring their own devices — for example, cell phones, laptops, and tablets — to school and connect them to the Indian Springs network. The same rules in this policy apply to these devices as well. While your personal device is at school, you should use it the same way you would use a school device, and the rules and guidelines in this policy still apply.

Student Data and Privacy

Since more and more of our students' schoolwork is saved on the Internet, making sure that their data and educational records are secure and protected is a task we take very seriously. It is important to note that any information shared on the Internet is at some risk of compromise, but we will do our best to protect privacy, while also teaching our students best practices in creating usernames/passwords and deciding what to share online and whom to share it with. We will work with families to make sure they are aware of the services our students are using, and the ways in which their data is being used. We will obtain parental permission before signing our students up for sites or services that require more than a name and email address, and we will make sure we do not engage with companies that sell our students' data to third parties or use it for marketing purposes. By working to model positive attitudes about data and privacy for our students, we can teach them to be engaged, informed digital citizens.

Campus Hours

Boarding Student Hours

Rules regarding boarding student hours and access to campus can be found in the Residential Life Handbook.

Day Student Hours

The campus is open to day students only during the school day and official School events on weekends or after hours. Day students should leave campus immediately following their last obligation at the school for the day. Should there be a circumstance in which a student must stay later, they should contact the Dean of Students' office.

General Respect for Campus Use

Please note that misuse of or misbehavior in any campus space, including dorms, may result in any student's privilege of use being revoked or their visiting hours being shortened. All dorm rules must be followed by all guests per the Residential Life Handbook. Students should make a note of the following number in case they need help or assistance after 4:00 PM on weekdays or on a weekend/non-academic day: ***Dorm Cell: 205.337.7168***

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 fundamental to our culture and part of our core value of Infinite Respect.

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 judgement, avoiding dirty clothes, overly revealing garments, etc. Attire or grooming depicting or advocating violence, criminal activity, use of alcohol or drugs, pornography, or hate speech is prohibited.
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. Students are expected to use cell phones and other technology appropriately for school situations. They should not be used during class, Town Meetings, Community Dining, performances, and lectures unless otherwise told by a faculty member.

The Library

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

1. The main reading room is reserved for quiet individual study. Books, magazines, and materials used in the library should be returned to the proper places. Furniture is not to be moved or rearranged without permission. Study carrels are for small group study. Groups larger than 4 will need to use another space on campus.
2. All circulating items, including books, materials, and equipment, 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.
3. No food or drink is allowed in the reading room with the exception of water in a closed container.

Lake and Creek Use

Any lake activity presents the possibility of a 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.
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 to the proper location.
11. The use of the lake is restricted to Indian Springs students and staff.
12. Throwing others into the lake is unacceptable.
13. Students are not permitted to cross or be in the creek without a faculty member.

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 Student Government Council, the Dean of Students' Office, 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

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 a focus on the time that we spend together. To optimize this time together we are committed to all students and faculty attending class daily and consistently arriving on time. However, 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 and communicated in advance to the Front Desk (205.988.3350) whenever possible.

What's potentially at stake if you miss class?

At Indian Springs, we believe that active participation in the educational process is integral to the overall experience of our students. We believe in *Learning Through Living* and therefore believe that class attendance contributes to that experience. Attending class is one of the many ways that we build relationships within our community, increase resiliency in our students, and prepare them academically for the future. Regularly missing classes goes against that belief and can also affect the following:

- ❖ Mental/Physical Exhaustion - The increased workload from making up assignments/assessments can leave students feeling overwhelmed, which can also increase anxiety;
- ❖ Student Academic Performance - Attendance is directly proportional to academic performance. That is, as attendance increases, academic performance tends to increase;

- ❖ Standardized Test Scores - Frequent absences result in a lack of exposure to material that may appear on standardized tests and could result in poor performances on the standardized tests;
- ❖ Student-Teacher Relationships - Given that teachers are in daily contact with their students, many relationships are formed and thrive at Indian Springs, so students can miss out on wonderful relationships by not attending classes.
- ❖ Future School Choice - Overall, missing class has an adverse effect on many aspects of the educational experience which can ultimately affect your choices after Indian Springs.

Given this view of attendance, the following is the attendance policy for Indian Springs School.

School Attendance Policy

If a student is absent for more than 10 meetings (20 meetings) of a one-semester (two-semester, resp.) class, then that student will move from 0-100 grading to Cr/NCr grading for transcript reporting purposes. Numerical grading will continue to be reflected on student report cards. The threshold for Cr will be the deficiency level of 73% and the Cr/NCr will only be reflected on the student's transcript. If a student earns a Cr/NCr grade, said course will not be used in GPA calculations but will earn credit toward graduation if a "Cr" is assigned. An assignment of "NCr" will not earn credit toward graduation.

If a student misses 20 or more minutes of a single class session, for whatever reason, it will be considered an absence. Only those activities designated as part of the school programming or that are religious observances will not contribute to the absence tally. Examples include school-sponsored sports, choir, competitions, and on-campus college visits. Once a student reaches 8 absences (18 absences, resp.) in a class, a notification will be sent to the student and their family so they may plan accordingly.

Policy on Lateness

Day students must sign in in the front office if they arrive on campus after their first class has begun.

Each faculty member may deal with tardiness according to their individual 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.

Additional Attendance Requirements

As attendance at Town Meetings and Advisory is compulsory, an unexcused absence subjects the offender to a record.

Indian Springs School understands that unforeseen events can occur, which may cause a student to be absent for an extended period. If such an event is the primary cause of the 10/20 absences, an appeal to the Assistant Head of School for Academic Affairs, Dean of Students, and Head of School for an exception to the policy can be made.

Permission to Leave Campus

No student may leave the school grounds at any time without obtaining appropriate permission.

The School requires that every student have a current Student Permission Form on file, signed by a parent regarding transportation, signing out, etc. These permission forms are renewed annually. A student who does not have the form on file may not exercise the privileges of signing out, riding in school transportation, etc. For example, when a student leaves campus in a car driven by anyone other than their parent or guardian, the student must have explicit permission to ride with that person, and the person with whom the student is riding must have written parental permission to transport that student.

Day students must sign in at the Front Office if they arrive on campus after 8am and sign out if they leave before 3:20pm. Students must also have permission from parents to sign out before 3:20pm. This can be granted by a parent emailing Annie.Galey@indiansprings.org and Jourdan.Cunningham@indiansprings.org or calling the Front Desk, or the student calling a parent when they are at the Front Desk to sign out.

Boarding students should sign in and out with the ResLife Staff member on duty at all times according to ResLife Handbook policy.

Students are not required to sign out when they leave campus in an Indian Springs group under Faculty or Staff supervision (with an 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.

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 the 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.

Use of School Name and Logo Policy

All students must get prior approval from the Director of Communications and Dean of Students' Office for the creation of any merchandise that makes use of the School's name or logo. The approved logo may be obtained from the Communications Office. Students are not permitted to use the School logo on social media, even for school-related accounts.

Off-Campus Visitors

The School does not operate an open campus. Students may not receive visiting students from other schools during the school day. All other visitors (including parents and guardians) should register at the front office.

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 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 complete the following steps:

1. The student's parents should include the vehicle information in the Student Permissions Form.
2. The student must attend a drivers safety meeting provided by the Dean of Students' Office and complete an acknowledgement form.
3. The student must get a decal from the Registrar and place it in their car.

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

1. to travel to the school and return home;
2. to transport themselves to and from athletic or club events;
3. to use on occasions other than the above, only in cases of need or convenience and with the permission of the Director of Residential Life.

Day students may drive to and from school.

Driving and Parking on Campus

1. All cars should have a current decal.
2. 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.
3. Everyone must stop completely for pedestrians.
4. Students may not drive another student's car or allow another student to drive their cars.
5. 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.
6. 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.
7. The number of students in a car is limited to the driver and three passengers or the maximum allowed by law, whichever is fewer.
8. The driver must not permit anyone to ride without seat belts or ride on the outside of a vehicle.
9. Accidents must always be reported to the office immediately.

10. 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, behind the Dining Hall or on the grass. Parking outside designated areas may result in the loss of driving privileges.
11. Students may not use their cars as lounges during the day.
12. 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 helping 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’ Office, 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’ Office to support clubs and activities at Indian Springs School.

Residential Life

Guidelines for living in and visiting the dorms are published in the [Residential Life Handbook](#). All students are expected to familiarize themselves with this 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 and Food Trailer

1. Students should demonstrate acceptable manners and courtesy at meals.
2. No dining hall furniture should be moved.

Gym

1. Only athletic shoes should be worn in the gym.
2. All athletic equipment should be put back in its place after use.
3. All equipment must be wiped down after use.
4. Skateboarding and bike riding are not permitted in the gym.
5. Pets are not permitted in the gym or on athletic fields.
6. 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.
7. No food will be allowed in the weight rooms or 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. Nothing should be thrown, dropped, or propelled either from or within school transportation.
3. 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 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.

Labs and Workspaces

1. A quiet study atmosphere should be maintained at all times.
2. Food and drinks should never be brought into labs and workspaces without instructor permission.
3. Labs and workspaces should not be used as storage for book bags and personal belongings.

Senior Privilege

The senior class may petition the administration for the privilege to sign out for lunch one day a week. 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 the private sexual activity of another or others, or allowing a third party to observe sexual activity without the 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, 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, which 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 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

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.

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 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 a 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 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 participate in a ritual or activity as part of an initiation or a prerequisite to membership, it can still be considered hazing if psychological or physical harm is inflicted.