

Innovative Arts Academy Charter School

**Parent/Student Handbook
2022 - 2023**



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Revised 12.21.2023

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WELCOME TO INNOVATIVE ARTS ACADEMY CHARTER SCHOOL

MISSION STATEMENT

Educate. Motivate. Create. Innovate.

VISION STATEMENT

Innovative Arts Academy promotes diversity and instructional integrity so that all students achieve their maximum potential in an arts-centered, innovative, and challenging learning environment. To foster lifelong learning and ensure personal success for all students, IAA creates respect for community, excellence in education, and a commitment to service.

CORE VALUES

At Innovative Arts Academy, we...

- believe all students can learn and become productive citizens.
- believe the arts are central to learning, culture, and society.
- believe creative teaching fosters innovative thinkers and learners.
- encourage independence and growth by celebrating achievements and successes one student at a time.
- encourage teamwork by celebrating diversity, promoting equality, and demonstrating respect for all.

BOARD OF TRUSTEES

Mr. David Rank, President

Mr. Robert Susko

Mr. Rob Sirmans

Mr. Daniel Schmidt

Mr. Brian Taylor, Solicitor

OFFICE OF THE CHIEF EXECUTIVE OFFICER

Mr. Brad Schifko, Chief Executive Officer

Mr. Rocco Seiler, Chief Operations Officer

Ms. Emily Fulmer, Director of Curriculum

BUILDING ADMINISTRATION

Mr. Rakesh Patel, Principal

Ms. Janine Gaeta-Miles, Assistant Principal

Mr. Ernest Batha, Dean of Students

Upon entering Innovative Arts Academy, students will be assigned to a counselor who will remain with them through the completion of their school program. Counselors are assigned according to students' last names.

Students are encouraged to seek the guidance of their counselor as a primary source of assistance in helping them to arrive at solutions to problems. Counselors are prepared to assist a student with course selection, career planning, meeting and coping with personal problems, planning for post-high school employment or education, etc. A counselor is willing to see a student at any time he/she is free and a student does not have a class.

Requests for appointments, aside from emergencies requiring immediate attention, will be honored during regularly scheduled study hall periods. Parents are encouraged to contact counselors any time they may have questions or concerns. Appointments may be arranged by contacting the Counseling Office.

Online therapy services are also available to students during school hours. These services can also be scheduled at no charge to the student at home and during the summer.

I. INTRODUCTION

CHIEF EXECUTIVE OFFICER'S MESSAGE

Dear Students and Parents,

Our goal each school year is to help prepare our students by providing them a solid educational foundation while teaching them the skills necessary to overcome future challenges. During their time at Innovative Arts Academy Charter School, students will experience significant growth and change. They will learn to accept increasing responsibility for their own decisions, actions, and words. By embracing a true student-centered philosophy, our program is designed to enable students to succeed and flourish.

This handbook is intended to assist students and their families in learning about the mission, vision, core values, and expectations of students and parents/guardians of Innovative Arts Academy Charter School.

We take our responsibility to teach, support and model the elements of this handbook very seriously. Educational success can best be achieved when the student, school, and homework in collaboration. We expect students and their parents/guardians to embrace our mission, vision, and core values, as well as our high expectations for students. We value communication with the families of our students and urge parents to take an active role in the educational process including working with their children at home and reaching out to teachers if and when a challenge may arise. We all have a common goal, and that is to ensure our students are successful academically and socially. We need to work together, collectively, to ensure that occurs.

To our students, we ask that you strive to do your very best, and urge you to seek support from your teachers and staff to assist you in that effort. When people work together toward the same goals, the potential for success is unlimited! Your feedback is always welcome and appreciated. Together, let's create memories that will last a lifetime!

Sincerely,
Bradley S. Schiffko, M.Ed.
Chief Executive Officer

GENERAL INFORMATION

Please take this opportunity to review and discuss the information provided within this handbook. We direct our efforts towards the establishment of open lines of communication between the home and the school. We are confident that a partnership with Innovative Arts Academy staff and families will provide a positive growth experience for your child. While it is our intent to answer the telephone with a "live" person, depending on the time of day, it is possible that you will be transferred to our automated telephone system. The morning hours between 7:30 – 9:00 am and the lunch hours are usually the most hectic.

II. ACADEMIC PROGRAMMING

BELL SCHEDULES

	Regular Day	Hour Delay	2 Hour Delay	In-Service Early Dismissal
Faculty Start	6:50 AM	7:50 AM	8:50 AM	6:50 AM
Student Start	7:05 AM	8:05 AM	9:05 AM	7:05 AM
Faculty End	2:50 PM	2:50 PM	2:50 PM	2:50 PM
Student End	2:40 PM	2:40 PM	2:40 PM	12:14 PM

SCHOOL CALENDAR

	Day	Week	Days	Minutes	
Monday, August 15, 2022		1	-	0	
Tuesday, August 16, 2022		1	-	0	New-Teacher Inservice Day (PLN) 8:00-3:00
Wednesday, August 17, 2022		1	-	0	New-Teacher Inservice Day (PLN) 8:00-3:00
Thursday, August 18, 2022		1	-	0	New-Teacher Inservice Day
Friday, August 19, 2022		1	-	0	
Monday, August 22, 2022		2	-	0	
Tuesday, August 23, 2022		2	-	0	
Wednesday, August 24, 2022		2	-	0	PLN #1 - Inservice Day
Thursday, August 25, 2022		2	-	0	Inservice Day I Meet the Principal Night
Friday, August 26, 2022		2	-	0	
Monday, August 29, 2022	A	3	1	385	First Day of School
Tuesday, August 30, 2022	B	3	2	385	Staff Meeting 2:45-3:15
Wednesday, August 31, 2022	C	3	3	385	
Thursday, September 1, 2022	A	3	4	385	
Friday, September 2, 2022	C	3	5	258	Early Dismissal
Monday, September 5, 2022		4	-	0	Labor Day Weekend - No School
Tuesday, September 6, 2022	B	4	6	385	Department Meeting 2:45-3:15
Wednesday, September 7, 2022	C	4	7	385	
Thursday, September 8, 2022	A	4	8	385	
Friday, September 9, 2022	B	4	9	385	
Monday, September 12, 2022	A	5	10	385	
Tuesday, September 13, 2022	B	5	11	385	ESOL PD 2:45 - 3:30
Wednesday, September 14, 2022	C	5	12	385	
Thursday, September 15, 2022	A	5	13	385	Back to School Night
Friday, September 16, 2022		5	-	0	PLN #2 - No Students

Monday, September 19, 2022	B	6	14	385	
Tuesday, September 20, 2022	A	6	15	385	Grade-Level Meeting 2:45-3:15
Wednesday, September 21, 2022	B	6	16	385	Assembly
Thursday, September 22, 2022	A	6	17	385	
Friday, September 23, 2022	B	6	18	385	
Monday, September 26, 2022	A	7	19	385	Rosh Hashanah
Tuesday, September 27, 2022	B	7	20	385	Grade-Level Meeting 2:45-3:15
Wednesday, September 28, 2022	A	7	21	258	Early Dismissal
Thursday, September 29, 2022	B	7	22	385	
Friday, September 30, 2022	A	7	23	385	IAA School Picture Day @ 8:45 am Progress Reports
Monday, October 3, 2022	B	8	24	385	
Tuesday, October 4, 2022	A	8	25	385	Department Meeting 2:45-3:15
Wednesday, October 5, 2022	B	8	26	385	Yom Kippur
Thursday, October 6, 2022	A	8	27	385	
Friday, October 7, 2022	B	8	28	385	
Monday, October 10, 2022		9	-	0	PLN #3 - Columbus Day - No Students
Tuesday, October 11, 2022	A	9	29	385	Senior On-Site Pictures (Gym) Grade-Level Meeting 2:45-3:15
Wednesday, October 12, 2022	B	9	30	385	
Thursday, October 13, 2022	A	9	31	385	
Friday, October 14, 2022	B	9	32	385	
Monday, October 17, 2022	A	10	33	385	
Tuesday, October 18, 2022	B	10	34	385	Grade-Level Meeting 2:45-3:15
Wednesday, October 19, 2022	A	10	35	385	Assembly: IAA Pep Rally
Thursday, October 20, 2022	B	10	36	385	
Friday, October 21, 2022	A	10	37	385	
Monday, October 24, 2022	B	11	38	385	
Tuesday, October 25, 2022	A	11	39	385	Grade-Level Meeting 2:45-3:15
Wednesday, October 26, 2022	B	11	40	258	Early Dismissal Trunk or Treat @ 5 PM
Thursday, October 27, 2022	A	11	41	385	
Friday, October 28, 2022	B	11	42	385	Asynchronous Day
Monday, October 31, 2022	A	12	43	385	
Tuesday, November 1, 2022	B	12	44	385	Department Meeting 2:45-3:15
Wednesday, November 2, 2022	A	12	45	385	End of Quarter 1
Thursday, November 3, 2022	B	12	46	385	Start of Quarter 2
Friday, November 4, 2022	A	12	47	385	Fall Foliage MS Dance
Monday, November 7, 2022	B	13	48	0	Quarter 1 Grades Due
Tuesday, November 8, 2022	A	13	50	385	Election Day Grade-Level Meeting 2:45-3:15
Wednesday, November 9, 2022	B	13	51	258	Student Early Dismissal 12:14pm - Parent Teacher Conferences
Thursday, November 10, 2022	A	13	52	258	Student Early Dismissal 12:14pm - Parent Teacher Conferences
Friday, November 11, 2022		13	-	0	PLN #4 - No Students
Monday, November 14, 2022	B	14	53	385	

Tuesday, November 15, 2022	A	14	54	385	Grade-Level Meeting 2:45-3:15
Wednesday, November 16, 2022	B	14	55	385	
Thursday, November 17, 2022	A	14	56	385	
Friday, November 18, 2022	B	14	57	385	
Monday, November 21, 2022	A	15	58	385	
Tuesday, November 22, 2022	B	15	59	383	
Wednesday, November 23, 2022	A	15	60	258	Early Dismissal @ 12:14pm Start of Thanksgiving Break
Thursday, November 24, 2022		15	-	0	Thanksgiving Break - No School
Friday, November 25, 2022		15	-	0	Thanksgiving Break - No School
Monday, November 28, 2022		16	-	0	Thanksgiving Break - No School
Tuesday, November 29, 2022	B	16	61	385	IAA Picture Retakes/Makeups, Club Photos/Grade-Level Meeting
Wednesday, November 30, 2022	A	16	62	385	
Thursday, December 1, 2022	B	16	62	385	
Friday, December 2, 2022	A	16	63	385	
Monday, December 5, 2022	B	17	64	385	
Tuesday, December 6, 2022	A	17	65	385	Grade-Level Meeting 2:45-3:15
Wednesday, December 7, 2022	B	17	66	385	
Thursday, December 8, 2022	A	17	67	385	
Friday, December 9, 2022	B	17	68	385	
Monday, December 12, 2022	A	18	69	385	
Tuesday, December 13, 2022	B	18	70	385	Department Meeting 2:45-3:15
Wednesday, December 14, 2022	A	18	71	385	
Thursday, December 15, 2022	B	18	72	385	
Friday, December 16, 2022	A	18	73	385	
Monday, December 19, 2022	B	19	74	385	
Tuesday, December 20, 2022	A	19	75	385	Grade-Level Meeting 2:45-3:15
Wednesday, December 21, 2022	B	19	76	385	Progress Reports (Q2)
Thursday, December 22, 2022	A	19	77	385	
Friday, December 23, 2022	B	19	78	258	Early Dismissal @ 12:14pm Start of Winter Break
Monday, December 26, 2022		20	-	0	Winter Break - No School
Tuesday, December 27, 2022		20	-	0	Winter Break - No School
Wednesday, December 28, 2022		20	-	0	Winter Break - No School
Thursday, December 29, 2022		20	-	0	Winter Break - No School
Friday, December 30, 2022		20	-	0	Winter Break - No School
Monday, January 2, 2023		21	-	0	Winter Break - No School
Tuesday, January 3, 2023	A	21	79	385	Department Meeting 2:45-3:15
Wednesday, January 4, 2023	B	21	80	385	
Thursday, January 5, 2023	A	21	81	385	
Friday, January 6, 2023	B	21	82	385	
Monday, January 9, 2023	A	22	83	385	
Tuesday, January 10, 2023	B	22	84	385	Grade-Level Meeting 2:45-3:15

Wednesday, January 11, 2023	A	22	85	385	
Thursday, January 12, 2023	B	22	86	385	
Friday, January 13, 2023	A	22	87	385	Asynchronous Day
Monday, January 16, 2023		23	-	0	Martin Luther King Jr. Day - No School
Tuesday, January 17, 2023	B	23	88	385	Midterms I Grade-Level Meeting 2:45-3:15
Wednesday, January 18, 2023	A	23	89	385	Midterms
Thursday, January 19, 2023	B	23	90	385	Midterms I End of Quarter 2
Friday, January 20, 2023	A	23	91	385	Start of Quarter 3
Monday, January 23, 2023	B	24	92	385	National School Choice Week
Tuesday, January 24, 2023	A	24	93	385	Quarter 2 Grades Due I Grade-Level Meeting 2:45-3:15
Wednesday, January 25, 2023	B	24	94	258	Early Dismissal I National School Choice Week
Thursday, January 26, 2023	A	24	95	385	National School Choice Week
Friday, January 27, 2023		24	-	0	PLN #5 - No Students I Report Cards Posted
Monday, January 30, 2023	B	25	96	385	
Tuesday, January 31, 2023	A	25	97	385	Grade-Level Meeting 2:45-3:15
Wednesday, February 1, 2023	B	25	98	385	
Thursday, February 2, 2023	A	25	99	385	
Friday, February 3, 2023	B	25	100	385	
Monday, February 6, 2023	A	26	101	385	
Tuesday, February 7, 2023	B	26	102	385	Department Meeting 2:45-3:15
Wednesday, February 8, 2023	A	26	103	385	
Thursday, February 9, 2023	B	26	104	385	
Friday, February 10, 2023	A	26	105	385	
Monday, February 13, 2023	B	27	106	385	
Tuesday, February 14, 2023	A	27	107	385	Grade-Level Meeting 2:45-3:15
Wednesday, February 15, 2023	B	27	108	385	
Thursday, February 16, 2023	A	27	109	258	Student Early Dismissal 12:14pm - Parent Teacher Conferences
Friday, February 17, 2023	B	27	110	258	Student Early Dismissal 12:14pm - Parent Teacher Conferences
Monday, February 20, 2023		28	-	0	President's Day Observance - No School
Tuesday, February 21, 2023	A	28	111	385	Grade-Level Meeting 2:45-3:15
Wednesday, February 22, 2023	B	28	112	258	Early Dismissal
Thursday, February 23, 2023	A	28	113	385	
Friday, February 24, 2023	B	28	114	385	
Monday, February 27, 2023	A	29	115	385	
Tuesday, February 28, 2023	B	29	116	385	Grade-Level Meeting 2:45-3:15
Wednesday, March 1, 2023	A	29	117	385	
Thursday, March 2, 2023	B	29	118	385	
Friday, March 3, 2023	A	29	119	385	
Monday, March 6, 2023	B	30	120	385	
Tuesday, March 7, 2023	A	30	121	385	Department Meeting 2:45-3:15
Wednesday, March 8, 2023	B	30	122	385	

Thursday, March 9, 2023	A	30	123	385	
Friday, March 10, 2023	B	30	124	385	
Monday, March 13, 2023	A	31	125	385	
Tuesday, March 14, 2023	B	31	126	385	Grade-Level Meeting 2:45-3:15
Wednesday, March 15, 2023	A	31	127	385	
Thursday, March 16, 2023	B	31	128	385	
Friday, March 17, 2023	A	31	129	385	
Monday, March 20, 2023	B	32	130	385	
Tuesday, March 21, 2023	A	32	131	385	Grade-Level Meeting 2:45-3:15
Wednesday, March 22, 2023	B	32	132	258	Early Dismissal
Thursday, March 23, 2023	A	32	133	385	
Friday, March 24, 2023	B	32	134	385	Asynchronous Day
Monday, March 27, 2023	A	33	135	385	End of Quarter 3
Tuesday, March 28, 2023	B	33	136	385	Start of Quarter 4 Grade-Level Meeting 2:45-3:15
Wednesday, March 29, 2023	A	33	137	385	
Thursday, March 30, 2023	B	33	138	385	Quarter 3 Grades Due
Friday, March 31, 2023	A	33	139	385	
Monday, April 3, 2023	B	34	140	258	Student Early Dismissal 12:14pm - Parent Teacher Conferences Report Cards Posted
Tuesday, April 4, 2023	A	34	141	258	Student Early Dismissal 12:14pm - Parent Teacher Conferences
Wednesday, April 5, 2023	B	34	142	258	Passover Early Dismissal 12:14pm Start of Spring Break
Thursday, April 6, 2023		34	-	0	Spring Break - No School
Friday, April 7, 2023		34	-	0	Spring Break - No School
Monday, April 10, 2023		35	-	0	Spring Break - No School
Tuesday, April 11, 2023	A	35	143	385	Department Meeting 2:45-3:15
Wednesday, April 12, 2023	B	35	144	385	
Thursday, April 13, 2023	A	35	145	385	
Friday, April 14, 2023	B	35	146	385	
Monday, April 17, 2023	A	36	147	385	
Tuesday, April 18, 2023	B	36	148	385	Grade-Level Meeting 2:45-3:15
Wednesday, April 19, 2023	A	36	149	385	
Thursday, April 20, 2023	B	36	150	385	
Friday, April 21, 2023	A	36	151	385	
Monday, April 24, 2023	B	37	152	385	PSSA ELA Exams: COC / Module 1
Tuesday, April 25, 2023	A	37	153	385	PSSA ELA Exams: Module 2 Grade-Level Meeting 2:45-3:15
Wednesday, April 26, 2023	B	37	154	385	PSSA ELA Exams: Module 3
Thursday, April 27, 2023	A	37	155	385	PSSA ELA Exams Make-Ups
Friday, April 28, 2023	B	37	156	385	PSSA ELA Exams Make-Ups IAA Junior/Senior Prom @ 6:30 PM
Monday, May 1, 2023	A	38	157	385	PSSA Math: COC / Module 1
Tuesday, May 2, 2023	B	38	158	385	PSSA Math: Module 2 Department Meeting 2:45-3:15

Wednesday, May 3, 2023	A	38	159	385	PSSA Science: COC / Module 1
Thursday, May 4, 2023	B	38	160	385	PSSA Science: Module 2
Friday, May 5, 2023	A	38	161	385	PSSA Make-Ups
Monday, May 8, 2023	B	39	162	385	PSSA Make-Ups; Senior Class Trip
Tuesday, May 9, 2023	A	39	163	385	PSSA Make-Ups Grade-Level Meeting 2:45-3:15
Wednesday, May 10, 2023	B	39	164	385	PSSA Make-Ups
Thursday, May 11, 2023	A	39	165	385	Spring Showcase
Friday, May 12, 2023	B	39	166	385	
Monday, May 15, 2023	A	40	167	385	Spring Keystone Biology Exam
Tuesday, May 16, 2023	B	40	168	385	Spring Keystone Biology Exam Grade-Level Meeting 2:45-3:15
Wednesday, May 17, 2023	A	40	169	385	Spring Keystone Algebra Exam
Thursday, May 18, 2023	B	40	170	385	Spring Keystone Algebra Exam
Friday, May 19, 2023	A	40	171	385	Spring Keystone Literature Exam
Monday, May 22, 2023	B	41	172	385	Spring Keystone Literature Exam
Tuesday, May 23, 2023	A	41	173	385	Spring Keystone Exams Make-Ups Grade-Level Meeting 2:45-3:15
Wednesday, May 24, 2023	B	41	174	258	Spring Keystone Exams Make-Ups Senior Grades Due
Thursday, May 25, 2023	A	41	175	385	Final Exams
Friday, May 26, 2023	B	41	176	385	Final Exams Senior's Last Day of School. Asynchronous Day
Monday, May 29, 2023		42	-	0	Memorial Day - No School
Tuesday, May 30, 2023	A	42	177	258	Final Exams Make-Ups Student Early Dismissal 12:14pm
Wednesday, May 31, 2023	B	42	178	258	Student Early Dismissal 12:14pm Senior Graduation
Thursday, June 1, 2023	A	42	179	258	Student Early Dismissal 12:14pm 8th Grade Move Up Day
Friday, June 2, 2023	B	42	180	258	Student Early Dismissal 12:14pm Last Day of School

Any required additional days will be added to the end of the School Calendar.

CURRICULUM - GRADES 6 - 8

The curriculum offered at IAA is diversified and responsive to the needs of our adolescent learners. Designed to meet the academic needs of the students, the curriculum reflects the criteria established by the Pennsylvania Department of Education. Each student is required to complete the following minimum requirements:

Sixth Grade	Seventh Grade	Eighth Grade
English Language Arts Reading World Geography Physical Science Mathematics Foundations of Art Physical Education and Health	English Language Arts Reading World Civilization Earth Science Mathematics Arts Rotation (Dance, Culinary, Graphic Design, Mass Media, Visual Arts, Fashion) Physical Education and Health	English Language Arts US History I Life Science Mathematics PSSA Math/Science Arts Rotation (Dance, Culinary, Graphic Design, Mass Media, Visual Arts, Fashion)

GRADING

The manner in which students are evaluated in each class depends upon a number of factors determined by the course, the curriculum, and teacher and departmental/team requirements. Course grading and requirements will be distributed by the teacher. Grades will be posted as follows:

A = 90% - 100%
B = 80% - 89%
C = 70% - 79%
D = 60% - 69%
F = 59% and below

HONOR ROLL

100-96 Overall Average -- High Honors
 95-90 Overall Average -- Honors
 89-80 Overall Average -- Commendation

RETENTION POLICY

A student will be automatically retained in his or her present grade if a student fails four (4) core courses. If a student fails two (2) or three (3) core course(s), summer school may be available to that student. Attendance and successful completion of the course(s) will lead to promotion. Failure to pass the course(s) or to attend the summer session will result in automatic retention. Please note that a FEE may be charged for each course taken as part of the Summer Program. A maximum of two (2) courses may be taken. There is also an attendance requirement as part

of the Summer Program. Transportation to and from summer school courses is the responsibility of the parent/guardian.

Core courses are defined as follows:

- Sixth Grade: Reading, English Language Arts, Math, Science, and Social Studies
- Seventh Grade: Reading, English Language Arts, Math, Science, and Social Studies
- Eighth Grade: Reading, English Language Arts, Math, Science, and Social Studies

Questions concerning retentions should be directed to the Guidance Department.

INCOMPLETES AND MAKE-UPS

Students are required to make up all work missed due to an excused absence. One day of make-up time will be given for each day of absence. An absence on the date of an announced test, project, or other assignments, will require that the work be completed or submitted on the date of return to school. Students must complete all make-up work within two (2) weeks after the conclusion of the marking period. In the event of extenuating circumstances, extensions may be granted by the administration.

CURRICULUM - GRADES 9 to 12

Ninth Grade	Tenth Grade	Eleventh Grade	Twelfth Grade
Intro to Literature US History II Biology Algebra I Spanish I Academic Strategies Major (Dance, Culinary, Graphic Design, Mass Media, Visual Arts, Fashion)	World Literature World History Earth Science and/or Keystone Biology Remediation Algebra II Physical Education and Health Major (Dance, Culinary, Graphic Design, Mass Media, Visual Arts, Fashion)	American Literature Civics & Government Agricultural Science Geometry and/or Keystone Algebra Remediation Career Explorations Major (Dance, Culinary, Graphic Design, Mass Media, Visual Arts, Fashion)	British Literature Personal Finance Business Math Chemistry Capstone Major (Dance, Culinary, Graphic Design, Mass Media, Visual Arts, Fashion)

CLASS RANK

Class rank is determined by computing a general average derived from grades at the end of each marking period. It is cumulative beginning with the first quarter of 9th grade and ending with the final grades in grade 12. Advanced Placement courses are weighted 9% of all grades 60 through 100; Honors courses are weighted 6% of all grades 60 through 100. Class rank is calculated each marking period and at the end of the year. All courses are included in rank and GPA calculation.

GRADING

Students are evaluated in each class depending upon a number of factors. A student's grade is determined by the nature of the course, the curriculum, and course and department requirements. Grades will be posted as follows:

A = 90% - 100%
B = 80% - 89%
C = 70% - 79%
D = 60% - 69%
F = 59% and below

Final examinations will be given in all subjects. In the case of semester courses, the exam will be given at the end of the semester.

1. The final grade for a semester course will be comprised of two marking periods. Each marking period will count as $\frac{2}{5}$ of the final grade. The final exam will count as $\frac{1}{5}$ of the final grade.
2. The final grade for a full-year course will be comprised of four marking periods and a final exam. Each marking period and the final exam will count as $\frac{1}{5}$ of the final grade.

HONOR ROLL

100-96 Overall Average -- High Honors
95-90 Overall Average -- Honors
89-80 Overall Average -- Commendation

GRADUATION

The following are the minimum requirements for graduation:

Credits	Subject
4	English
3	Math
3	Science
3	Social Studies
3	Arts/Humanities/Both
1	Health & PE
3	Electives
1	Career Explorations
21	Total

Each student must accumulate a minimum of 21 credits in order to earn a diploma. Any student who does not attend graduation practice will not be permitted to participate in the graduation ceremony. Any student not receiving a diploma will not be permitted to participate in commencement exercises.

PROMOTIONS

The following credits are necessary to be promoted to the next grade. Grade level promotions will take place in June each year.

- 9th -- 10th Grade – 6 credits
- 10th – 11th Grade – 12 credits
- 11th -- 12th Grade – 18 credits
- 21 credits to graduate

VALEDICTORIAN / SALUTATORIAN

Four full years will be used to determine the valedictorian(s) / salutatorian(s). The student or students with the highest grade point average are awarded valedictorian status.

INCOMPLETES AND MAKE-UPS

Students are required to make up all work missed due to an excused absence. One day of make-up time will be given for each day of absence. An absence on the date of an announced test, project, or other assignment, will require that the work be completed or submitted on the date of return to school. Students must complete all make-up work within two (2) weeks after the conclusion of the marking period. In the event of extenuating circumstances, extensions may be granted by the administration.

CURRICULUM GENERAL - GRADES 6 to 12

HEALTH AND PHYSICAL EDUCATION CLASSES

All Health and Physical Education courses are mandatory for graduation.

HEALTH AND PHYSICAL EDUCATION COURSES:

- Sixth Grade
- Seventh Grade
- Tenth Grade

PHYSICAL EDUCATION ATTIRE

For safety reasons, sneakers and socks are required. (No boots, crocs, flip-flops, sandals, dress shoes, or slip-on shoes allowed)

GENERAL CLASS PROCEDURES:

- All students are to report to physical education class for attendance, including those with medical excuses and others not participating in physical education for the period.
- Those not participating shall leave all belongings in their assigned lockers.

- Students must remain in the gym until the dismissal bell sounds.
- The school and the physical education teachers are not responsible for lost or stolen articles.

DOCTOR'S MEDICAL EXCUSES

- May not be retroactive: The student has one week to secure and present an excuse to the grade level nurse and teacher or lose credit for each class prior to this action.
- Extended Medical Form: must be obtained from the grade level nurse when a long-term medical is expected (two weeks or longer); the doctor will specify which modified and adapted activities student may participate in (i.e., walking, swimming, weight training – upper/lower body, stationary bicycle) to earn PE credit.
- No Participation Medical Notes releasing a student from all activities with no participation for more than one week will require the student to complete an alternate assignment as assigned by the teacher; this assignment will be graded and averaged into the marking period grade as part of the Cognitive domain. Students are still required to complete all other assignments/assessments for class and are responsible for any material taught in class. If the note excuses the student from participation for one week or less, the student will be required to make up the missed classes.
- Students held out of Physical Education due to a medical excuse are responsible for any information covered in class and must still complete in-class assessments, midterm, and final exams; while completing the designated Medical Alternative Assignments.

PARENTAL INFORMATION UPDATES

Parents must contact the office to make an appointment with the school for all changes of address, work numbers, emergency numbers, and adult contact updates.

REPORT CARDS

The IAA administration makes at least four (4) formal contacts per year concerning progress and grades. Report cards are issued in accordance with the school calendar approximately every forty-five (45) days via the parent portal in PowerSchool. The report cards are available approximately one week after the last day of each quarter. Parents/Guardians are encouraged to review the reports with their child and call the school guidance office if there are any questions concerning the report. *Parental involvement is crucial in the improvement of student academic performance.* Report cards serve a significant function in school/home communication.

SCHEDULING AND SCHEDULE CHANGES

Counselors will be available at various times throughout the summer to address any questions and/or concerns regarding a student's schedule.

SPECIAL EDUCATION

Special education and related services are available at Innovative Arts Academy (IAA). Students who are receiving services at their current school will continue to receive comparable services at IAA. For those parents who believe that their child is experiencing academic difficulty, for which recent interventions (i.e. meetings with the teacher(s), tutoring, student requests for assistance with assignments, etc.) have not worked, may make a request for an evaluation. The request **must** be in writing and should include the reason(s) for concern, in order for the process to begin. For additional information, please contact your child's school counselor.

TEXTBOOKS

The Innovative Arts Academy provides its students with textbooks, workbooks, and paperback books. To ensure the optimum life of textbooks, all books must be covered by the third day after they are issued with the student's name clearly printed on the book jacket.

In the event books are lost and/or damaged, students may receive a second copy (if available). A \$25.00 book replacement fee for the lost and/or damaged textbooks must be paid by the student.

Students are reminded to keep their lockers secured and to check with the main office for lost books. Students should carefully examine their textbooks upon receipt and report any and all damage to the teacher immediately. Any unreported damage will be the responsibility of the student. Damage or loss assessments must be paid before report cards will be distributed.

SUMMER SCHOOL

Innovative Arts Academy attempts to offer an academic summer school program for those students who have failed subjects. The courses being offered, the dates of summer school, the fees charged, and other important details will be published and made available to students before the end of the current school year.

SCHOOL RECORD REQUESTS

Upon request, Innovative Arts Academy will forward an official copy of your high school transcript to the post-high school institution or prospective employer you designate. Parents may request to see their child's permanent school records. Such requests should be made to the child's school counselor.

WITHDRAWAL PROCEDURE

The Guidance Office must be notified if a pupil is transferring from the school district. A withdrawal form will be issued to the student for teachers and personnel to sign. A signature indicates that all school obligations have been met and all school materials and equipment have been returned. This should be completed on or before the last day of attendance. A transfer

paper for the new school district will be issued to the students on the last day of attendance at Innovative Arts Academy provided that all financial obligations have been satisfied.

IV. PUPIL SERVICES

HEALTH/NURSING SERVICES

The health suite is staffed with a certified school nurse. The role of the school nurse is to ensure that our students enter the classroom in optimal health and ready to learn. Health services will be provided as required by the PA School Code and the Pennsylvania Department of Health. These services include:

- First Aid
- Hearing screening for grades 7 & 11
- Medication Administration
- Scoliosis screening for grades 6 and 7, physicals for grades 6 & 11
- Immunization monitoring
- Dental examination for grade 7
- Yearly height and weight screening
- Health counseling/support and referral
- Yearly vision screening
- Health teaching

Parents/Guardians will be notified if there is a problem that needs further attention.

Parents/Guardians need to notify the School Nurse and provide doctor documentation of any changes in their child's health status or any additional immunizations their child has received.

Per the Pennsylvania Department of Health:

Children in ALL grades need the following immunizations for attendance:

- 4 doses of tetanus, diphtheria, and acellular pertussis* (1 dose on or after 4th birthday)
- 4 doses of polio (4th dose on or after 4th birthday and at least 6 months after the previous dose given)
- 2 doses of measles, mumps, and rubella**
- 3 doses of hepatitis B
- 2 doses of varicella (chickenpox) or evidence of immunity

Seventh through 12th grade additional immunization requirements for attendance:

- 2 doses meningococcal conjugate vaccine (MCV)
 - The first dose is given 11-15 years of age; a second dose is required at age 16 or entry into 12th grade
 - If the dose was given at 16 years of age or older, only one dose is required.
- 1 dose of tetanus, diphtheria, acellular pertussis (Tdap)

* Usually referred to as DTaP or DTP or DT or Td

** Usually referred to as MMR

STUDENT ILLNESSES

Students who become ill during the school day must first inform their classroom teacher and ask for a pass to go to the nurse. If it is determined that they are too ill to attend class, they will be sent home. Emergency cards completed by parent/guardian will be used to make phone contact. Parent/guardian or designated adult will need to enter the school building with a picture ID and sign the child out. Students who, in the opinion of the School Nurse, are not too ill to attend class will be asked to return to class.

MEDICATION ADMINISTRATION IN SCHOOL

Medication is to be taken at home whenever possible per school policy. Students who need to take medication during the school day need to get written authorization by a physician, AND the parent/guardian for each separate medication. An adult needs to bring the medication to school in the original container along with the completed form. Medication sent to school in violation of this will NOT be administered to a student.

ELEVATOR USE FOR STUDENTS

Students requiring the use of the elevator need to provide a doctor's note to the School Nurse stating that the elevator is needed and for how long.

STUDENT ASSISTANCE PROGRAM (SAP)

The Student Assistance Program (SAP) is a systemic process using techniques to mobilize resources to remove barriers to learning. It has been implemented in schools across the state to help school personnel with identifying issues and concerns in the educational setting. Examples of such issues and concerns include but are not limited to, alcohol, tobacco, other drugs, and mental health issues, which all pose a barrier to our students' success. The primary goal of the Student Assistance Program (SAP) is to help students overcome these barriers in order that they may achieve, remain in school, and advance.

SAP team members are trained to identify problems, determine whether or not the presenting problem falls within the responsibility of the school and to make recommendations to assist the student and the parent. When the problem lies beyond the scope of the school, the SAP team will assist the parent and student with accessing services within the community.

ANONYMOUS REPORTING

See it? Hear it? Say something!

Action changes things. If you would like to report a potential safety concern, complete our anonymous form in English or Spanish. You may also use the Safe2Say link on our IAA website.

V. SCHOOL PROCEDURES, POLICIES, AND REGULATIONS

ABSENCES AND ATTENDANCE

School attendance is important and is vital to student achievement. It is expected that every student will strive to be present each day. The responsibility for regular attendance rests with the student; however, the school and home share the responsibility to encourage students to attend school. The Commonwealth of PA (Ref: Pennsylvania School Code, Article XII, Section 1326) requires students to attend school regularly until they are eighteen. For those who are seventeen or older, regular attendance is also necessary to complete IAA requirements for graduation.

The Board requires that students attend school regularly, in accordance with state laws. The educational program offered by this school is predicated upon the presence of the student and requires continuity of instruction and classroom participation in order for students to achieve academic standards and consistent educational progress. Notice shall be provided to those parents/guardians who fail to comply with the statutory requirements of compulsory attendance that such infractions will be prosecuted according to law.

The Department of Education shares that the following are the only legal excuses for absences and tardies:

- Personal illness or illness in the immediate family
- Death in the immediate family
- Quarantine in the home
- Impassable roads (determined by school)
- Especially urgent reasons; “urgent” to be strictly constructed and interpreted by the school
- Family/voluntary trips, in accordance with Board policy.

The school must receive a written notice regarding the reason for the absence signed by a parent/guardian no later than 72 hours following the student’s return to school, or it will be recorded as an unexcused absence. The grade level secretary reserves the right to confirm any appointments and excuses. All absences will be validated through an automated phone call generated by the school on the day of the absence. This is a routine procedure to ensure maximum attendance. In the event of an absence of more than three (3) consecutive days, a doctor's note is required upon returning to school. Failure to comply with this procedure will result in the student receiving an unexcused absence. The school must make meaningful attempts to engage the parent/guardian and student in a Student Attendance Improvement Plan to address individual student needs and partner with the family for student success.

The Board will recognize other justifiable absences for part of the school day. These shall include medical or dental appointments, court appearances, and family emergencies. In some cases, there are justifiable absences that provide extraordinary opportunities that the school cannot duplicate and may provide students with valuable exposure and experiences. In all such

cases, a written request shall be made by the parent/guardian no less than 24 hours in advance. Requests must include the length and dates of the absence. These requests will be reviewed for approval by the building administration. An Attendance Request for Absence form can be completed and submitted, no less than 24 hours in advance for such requests. During an excused absence like this, the student is required to complete coursework for credit or grade.

A maximum of ten (10) days of cumulative lawful absences verified by parental notification may be permitted during a school year. Absences beyond ten (10) cumulative days will require an excuse from a physician. All doctors' excuses are subject to review and verification by the grade level principal. When an absence is legal, the frequency of absences is still a concern. Therefore, when a student accumulates excessive absences, additional administrative contact may be made with the parent/guardian, and/or additional medical/professional verification may be required.

CLASS ATTENDANCE

All students are expected to be in their assigned areas on time. An unexcused absence from school or class may result in the student not being able to make up missed work. Continued absences from class and/or school could impact student achievement and overall connectedness to school. It should be understood that students who have an unexcused absence may receive a no-credit for that day's work, which includes a missed test.

FAMILY TRIPS

A student may miss no more than five (5) total "trip days" other than those in which the student is representing the high school in a competition. A request for a "family trip" approval must be submitted to the attendance office five school days in advance of the trip. If prior approval is not granted for a trip, all days missed will be marked absent. No work will be permitted to be made up.

The following criteria will be considered when approving a family trip:

- Recognized at the discretion of the grade level principal.
- Students must be in good standing, regarding attendance, discipline, and academics (must have at least a 60% in each course).
- Students must consult with teachers before leaving regarding assignments.
- Any make-up work requiring teacher assistance must be arranged by the student with the individual teacher(s) upon return from the trip.
- **No trips will be authorized during midterm and final exams.**
- **No family trips will be approved during scheduled state testing.**

REQUEST FOR EXCUSAL

If a parent or guardian wishes to request excusal for their children for reasons not provided for in the school code (special emergencies, etc.) a written request should be addressed to the main office or grade level principal prior to the child leaving school. A decision will be made based on the student's academic and behavioral records before approval is granted.

LATE FOR SCHOOL/CLASS

In order to ensure student success, students need to arrive to school and class on time. If a student is not present at the scheduled time, they may be marked tardy. If a student is late to school, they must bring in a note indicating the reason for tardiness. Upon administrative discretion, attendance will be reflected accordingly.

APPOINTMENT PROCEDURE

The administration realizes that there are occasions when parents will find it necessary to request permission for their child to leave the building to keep an urgent medical appointment during the school day. Most medical appointments can and should be made for after-school hours. However, if it is not possible to schedule an appointment for after school hours, then the following procedure should be adhered to:

- Students must report to school in the morning, and present a note from a parent or guardian stating the time, date, and place of the appointment.
- If permission is granted to leave the building, a pass will be given to the student. This pass will state the reason for leaving and the departure time. At the stated time, the student should show the pass to the classroom teacher and report to the main office. When the parent/guardian arrives to pick up the student, the parent/guardian will sign the child out of the building in the main office.
- Upon the student's return to school, a note from the physician's office verifying the appointment must be submitted to the office.
- If returning to school the same day after attending an appointment, the student must first report to the office where he/she will receive a pass for admission to class.

REQUESTING HOMEWORK FOR STUDENTS WHEN STUDENTS ARE OUT ILL

Students/Guardians should contact their respective teachers via Schoology to request assignments when students are not in school.

BUS AND TRANSPORTATION RULES & REGULATIONS

Riding on a school vehicle is a privilege, not a right. The school requires that proper conduct be maintained for the health, safety, and welfare of all students. The responsibility for proper conduct on the bus rests with the parents and students. Students who risk the safety of others by their misbehavior may lose the privilege of riding the bus. Pupils are notified in advance as to which bus to ride and where and when it will be available.

Due to potential overcrowding and insurance concerns, students will not be permitted to ride any bus other than those assigned unless there are extenuating circumstances.

The following rules for bus conduct must be observed:

- Arrive at the bus stop at least five minutes prior to pick-up and wait for the bus to come to a complete stop before boarding.
- Ride only on the assigned bus--boarding and departing at the designated stop. Parents may not give permission for bus changes.

- Pushing, horseplay, or fighting is prohibited at all times.
- Vulgar language and/or profanity shall not be used.
- No eating, drinking, or smoking on the bus.
- Musical instruments are not permitted unless carried in a case secured in a safe place.
- Display proper respect toward the driver and passengers at all times. In case of emergency, remain on the bus unless directed to do otherwise by the driver or individual in authority
- If a student is responsible for damage on the bus, s/he will be required to pay for its replacement.
- Students are to remain in their seats upon entering the bus until they are designated to depart the bus by the driver.
- The school reserves the right to establish other rules/regulations that protect the health, safety, and welfare of students.
- Students riding on school vehicles are subject to random searches or screenings for weapons or other contraband.

Any violation of the above rules may result in the suspension of bus riding privileges up to and including citations for disorderly conduct, harassment, criminal mischief, and/or criminal trespass. If this occurs, the student or his/her parents/guardians will be responsible for transportation to and from school. Even though the bus privileges are lost, the law still requires attendance at school. For further information, consult the School Board Policy Book.

Buses are equipped with audio & video recording devices. All students riding a bus to school are subject to audio/video recording of their activities. Said recordings may be used in criminal proceedings and/or disciplinary actions.

CAFETERIA RULES AND PROCEDURES

The Innovative Arts Academy has 4 lunch periods. All students will receive a free lunch.

The following are the procedures and guidelines for the lunch periods:

- Upon entering the cafeteria, students are to be seated. Designated tables will then be permitted to obtain lunches, snacks, and beverages in an orderly manner.
- Saving seats is not permitted. Once seated, students must remain seated.
- Students are responsible for disposing of all trash in their lunch area. This will be completed with the lunch proctor's supervision. Dismissal will also be completed with the lunch proctor's supervision.
- Students will spend the entire period in the cafeteria unless otherwise directed.
- Absolutely no food should be removed at the conclusion of any lunch period.
- Book bags are not allowed in the cafeteria. Students are also given permission to go to the lavatory, if necessary, on their way to or from lunch.
- Please be considerate of others. Quiet conversation will be permitted; however, loud boisterous behavior will not be tolerated.
- Inappropriate behavior during any lunch may result in removal from the cafeteria. Offenders will eat lunch in lunch detention away from their peers.

- Students are subject to guidance from all adults assigned to supervise the cafeteria. This includes Lunch Para-Professionals, Security staff, Custodians, Cafeteria Workers and Teachers.
- Students who do not observe the cafeteria rules will be issued lunch detentions or assigned to an alternative location for lunch

COMPUTER SYSTEM GUIDELINES

Each student is issued a Chromebook for academic use. Students are required to read and sign the IAA Chromebook Handbook before any use of the computer takes place. The Acceptable Use Policy is also found in the IAA Chromebook Handbook and is part of the agreement. This handbook can be found at [IAA Chromebook Handbook](#).

SCHOOL DANCE RULES AND REGULATIONS

All school rules are in effect during any dance at the Innovative Arts Academy. In addition, the following guidelines will be followed for all dances. If students do not adhere to these rules, they will be denied admittance to and/or removed from the dance:

- No loitering outside the building.
- Students must arrive within the first half of the dance.
- Once students have entered the building for the dance, they are not allowed to leave and return later. Parents will be notified of students leaving early.
- If a student is absent from school on the day of the dance, the student will not be admitted to the dance.
- Dance privileges may be revoked by the administration. Any student serving an in- or out-of-school suspension will not be allowed to attend.
- Any student who has paid for a ticket in advance and is subsequently not allowed to attend or removed from the dance will receive no refund.
- Arrangements must be made for transportation home from the dance in advance of arrival. For security purposes, parents must pick up students immediately at the conclusion of the dance.
- With exception to the Prom, no guests are permitted.

USE OF PERSONALLY-OWNED VEHICLES TO ATTEND SCHOOL

IAA is allowing students to drive to school and park in our school parking lot. This is a privilege and can be lost if students do not meet the expectations detailed in this Handbook or do not comply with parking expectations. Parking Permits will be free to eligible students.

To Acquire a Parking Permit:

- Students must provide/possess a valid current driver's license.
- Students must provide/possess a valid current registration.
- Students must provide/possess a valid current insurance policy.
- Students must be at least 17 years of age.
- Students will park in assigned spots only.
- Students will arrive at school on time.

- Students must be in good academic standing and meet expectations as outlined in the Parent/Student Handbook.
- A Parent/guardian must sign the permission form as well as the student before submitting it for approval.
- IAA assumes no responsibility for the vehicle.
- IAA assumes no responsibility for damage and or lost and stolen items from your vehicle.

ENTERING AND EXITING SCHOOL DURING THE SCHOOL DAY

All visitors and students are required to enter and exit the school building using the main entrance.

USE OF PERSONALLY OWNED DEVICES

Each IAA student is issued a Chromebook for learning purposes. Therefore, the use of personally owned devices is not permitted unless prior approval from the administration has been given. Cell phones are not permitted while students are in class unless permission has been given by the teacher.

Consequences for Personal Device Violations

- 1st Offense: warning from the teacher or school personnel and device must be put away. ***Compliance requires no further discipline.***
- 2nd Offense: device will be confiscated by the teacher or school personnel for the duration of the class. The cell phone or device will be kept on the teachers desk and will be returned to the student at the end of class. ***Compliance requires no further discipline.***
- 3rd Offense: device will be confiscated by the teacher and turned over to the Dean of Students, member of the Administration, or SST member. The device will be taken to the the Assistant Principal's office to be labeled and secured for the remainder of the school day. The student's device will be returned at the end of the school day. ***Compliance requires no further discipline with the exception of calling home to notify parents or guardians of the incident.***
- **Subsequent offenses:** If a student consistently is not adhering to the personal device policy, a parent meeting may be scheduled to resolve the issue, which may result in subsequent consequences.

This policy does not apply to the authorized use of devices listed in a student's Individual Educational Plan (IEP) or 504 Plans. Where deviation from this policy is necessary for a student with a disability, the approved/appropriate use of electronic communication devices shall be set forth within the student's IEP or Section 504 Plan.

FINANCIAL OBLIGATIONS

Any obligations students owe for library fines, textbooks, other school equipment, cafeteria, etc., need to be paid without delay. Students who fail to pay these fines jeopardize their release of academic information.

FIRE/SECURITY/SAFETY DRILLS

At least one fire/safety drill will be held at a minimum of once a month. Directions for leaving the building are posted in each room, and teachers will inform the students of all procedures. Any deliberate, false activation of a fire alarm will result in school discipline as well as possible legal action. When the fire bell is sounded, students are to do the following:

- REMAIN SILENT to hear instructions.
- Follow directions for leaving the building.
- Stay in line and WALK quickly.
- Be alert and cooperative.
- Stay with the class with whom you have left the building.

HALL CONDUCT

All movement between classes shall be orderly and quick. The following are the guidelines for the changing of classes:

- Students have four (4) minutes to change classes.
- Students are to WALK on the RIGHT side of the hallways and stairwells.
- No loitering is permitted in the hallways or outside classrooms and other areas of the building at any time—before school, during change of classes, lunch, etc.
- Students are to enter their classroom immediately and be seated.
- Students need to be in the classroom on time. Lateness will not be tolerated.
- Students are expected to be in the appropriate location in accordance with their schedules.

LAVATORY PRIVILEGES

Students will be expected to sign out in the classroom to use the lavatory. The student is required to have permission when leaving class as well as carry the appropriate pass with them at all times. Lavatories will not be open to students during the first five minutes or last five minutes of each class. Students must sign in and out at the bathroom as well as sign back into the classroom upon return. Teachers will utilize judgment in all classes.

LOCKERS

Each student is assigned a locker for which they are responsible; however, these lockers are the property of Innovative Arts Academy.

- Students should not loiter in the locker areas.
- Lockers are to be used for the storage of personal clothes, books, and those items that are necessary for school activities.

- DO NOT GIVE THE COMBINATION TO OTHERS and KEEP THE LOCKER LOCKED AT ALL TIMES. Students are NOT to share their locker with any other students. The school is not responsible for missing items from unlocked lockers. Once the locker door is shut, the tumbler must be turned to properly ensure the locker is secure.
- Students are responsible for the condition of their lockers at all times. The school reserves the legal right to inspect them if necessary. Damage and/or vandalism will result in fines. Students are responsible for keeping their lockers clean and orderly at all times.
- Any insignias, signs, pictures, etc., should not be attached inside or outside the locker except when decorated for school activities. No writing will be permitted anywhere on or inside the locker.
- When school authorities have a reasonable suspicion that the locker contains anything that may pose a threat to the health, safety, and welfare of students and/or staff members in the school, a student locker may be searched without prior warning.
- At the end of the school year, students must remove all items from their lockers.
- Padlocks may not be used on the hall locker without permission from the administration.
- In order to maintain a safe and secure school environment, lockers may be periodically screened and/or searched for weapons or contraband.

RESTRICTED MOVEMENT

During the course of the year, situations may occur that the administration regards as inappropriate for student observation and/or involvement. Since there is a large student population, large numbers of students and their movement in the hallways may complicate some situations, such as medical emergencies, and prevent the staff from taking appropriate action to respond to said emergencies. In addition, every effort is exerted to protect the privacy of the impacted student. Therefore, occasionally throughout the school year, the administration may hold Restricted Movement in which all students will remain in their classrooms or in the office they may be visiting. Students and/or visitors in the restrooms or hallways will move to the nearest classroom and await direction from the Main Office. When appropriate, via the public address system, all students will be released to continue their daily schedules.

SUBSTANCE ABUSE

A student using any substance that alters one's mental or physical state shall be considered to be in violation of the drug and alcohol policy.

ELECTRONIC SURVEILLANCE

Innovative Arts Academy is equipped with electronic recording devices and HALO safety sensors. All students and visitors are subject to electronic recording of their activities. Said recordings may be used in disciplinary actions and investigatory or criminal proceedings.

VISITORS

Prior arrangements for visitors are required, and the principal has the prerogative to deny visitation privileges. All visitors must enter the building through the main door, register with

building security, and are subject to video recording of their activities. Said recordings may be used in investigatory or criminal proceedings. Visitors are not at liberty to visit classes without authorization. Teachers are not available for conferences during class time. Parents are reminded that inappropriate behavior may result in their removal from school property and possible criminal prosecution.

WEAPONS/CONTRABAND SEARCH POLICY

Innovative Arts Academy reserves the right to periodically conduct weapon/contraband searches of the entire school population or lockers of a building. In the interest of providing a safe learning environment, all students may be subject to search upon entering a school, on any given day, as a precondition to attending school. Since student lockers remain the exclusive property of Innovative Arts Academy, they may also be searched without prior notice, and a student will be given the opportunity to be present if possible or appropriate. School personnel and/or security officials will conduct the searches. Students may be required to stand in a line before a table and empty their pockets while their backpacks, coats, purses, etc., are searched. Hand-held metal scanners may be utilized in the searches. In the event the search area becomes too crowded, students will be chosen at random or be checked before disembarking from school buses. In addition, this policy extends to students entering the building for activities such as dances and other extracurricular activities.

VI. RESPONSIBILITIES

Students and parents/guardians must acknowledge that they have read this handbook. Ignorance of school rules is not an excuse for misbehavior. It is the student's responsibility to know what s/he can or cannot do. When in doubt, students should ask an adult or check this handbook.

VII. DISCIPLINARY ACTIONS

Any disciplinary action taken by the administration is intended to ensure the safety and welfare of everyone at Innovative Arts Academy and benefit the student through improving attitude and subsequent behavior. The disciplinary options available to the administration are regulated by law and school district policy. All actions will be subject to administrative review in order to determine the most appropriate response to decrease the behavior.

DISCIPLINARY OPTIONS

- Denial of Privileges

Privileges to participate in school activities must be earned. They may be withdrawn at any time for improper behavior. The length of denial depends on (1) the nature of the offense and (2) the previous behavior of the student. Privileges can be denied from one day to the entire year depending on the circumstances.

Privileges include but are not limited to:

- ❖ Transportation
- ❖ Eating in the Cafeteria
- ❖ Use of Hall Passes
- ❖ Attendance at dances and other school-related activities
- ❖ Any other activities/events deemed non-academic

- HALLWAY & PASS RESTRICTION

Misuse will result in their use being restricted. Students on Hallway or pass Restriction may be escorted when leaving class during the instructional period.

- REFOCUS

Refocus is a temporary exclusion from classroom attendance. Students are assigned to the refocus room for a specific length of time during the school day. Those who are suspended in school will stay in the refocus room. The student is expected to complete the assigned behavior modification reflection packet and his/her/their schoolwork during this time. This disciplinary alternative will be used at the discretion of the administration. Students should report to the first period for attendance, then to the refocus room. Students absent from school during any of the days assigned will report for a make-up day immediately upon their return to school. Students in refocus are not eligible to participate in any school function or activity during their time in refocus. Students suspended on the day of activities (such as but not limited to; dances, sporting events/practice, concerts, performances,) will not be eligible to participate. It is the

student's responsibility to bring their Chromebook, textbooks, and materials to the refocus room. Students will be given the appropriate credit for work completed in the refocus room. Failure to complete work or unsatisfactory work will receive a grade of "0" for all assignments.

- **SUSPENSION PENDING PARENT CONFERENCE**

This is used for infractions of rules that call for suspension. The student may be readmitted immediately following the parent conference. Parents will be notified by an administrator by phone and/or by the student.

- **OUT OF SCHOOL SUSPENSION (OSS)**

Suspension is the temporary exclusion from school, or specific classes, and all school related activities for serious and/or repeated infractions of the rules. The length of suspension can run from one to ten school days, excluding holidays and emergency days depending on the nature of the infraction and previous behavior. Parents will be notified by mail and by telephone, if possible, and in most cases must confer with the administration before the student is readmitted to school. If the suspension exceeds three days, the parent/guardian has the right to request a suspension hearing. The parent/guardian must contact their child's respective grade level office to request a hearing. Students suspended on the day of activities (such as but not limited to; dances, sporting events/practice, concerts, performances,) will not be eligible to participate.

NOTE: Students failing to provide required medical documentation as required by the district or state may be excluded until proof of compliance is provided.

- **EXPULSION**

Expulsion is the exclusion of a student from school for more than ten (10) consecutive school days. A recommendation for expulsion is made by the high school principal to the Chief Executive Officer. The Board of Trustees makes the final decision.

- **PHYSICAL RESTRAINT/FORCE**

In accordance with state law, physical restraint or reasonable force may be used for the following reasons:

- ❖ To quell a disturbance.
- ❖ To obtain possession of weapons or other dangerous objects.
- ❖ For the purpose of self-defense.
- ❖ For the protection of persons or property.

The administration reserves the right to skip the sequence of disciplinary options as outlined in this section if the offense so warrants.

PUNISHABLE BEHAVIORS

- **CHEATING & PLAGIARISM**

Cheating and/or plagiarism will result in 0 on the test and/or assignment. This includes the student who has cheated/plagiarized as well as any other student involved. Failure of the course is possible depending on the previous behavior of the student(s) involved. Other disciplinary action may be taken in extreme cases.

- **CONFISCATED ITEMS**

Items not claimed within thirty (30) calendar days will be considered abandoned and discarded.

- **DISORDERLY CONDUCT**

Any student, parent, or visitor who causes or risks public inconvenience, alarm, or annoyance by their use of threatening words (via telephone or in-person) or actions, are subject to school sanctions or criminal prosecution for disorderly conduct, terroristic threats, or harassment by communication.

Any parent or visitor who causes or risks public inconvenience may also be barred from the premises as well as criminal prosecution for disorderly conduct, terroristic threats, or harassment.

- **DISPLAY OF AFFECTION**

Public displays of affection by students are not permitted. No students have the right to impose the embarrassing effects of their behavior on others. Kissing, handholding, touching, hugging, etc., are not permitted. Repeated violations may result in disciplinary action. Courtesy must be observed at all times and in all situations.

- **EATING OR DRINKING OUTSIDE OF THE CAFETERIA**

No food or beverages will be permitted outside the cafeteria. Violations may result in disciplinary action.

- **ENDANGERING THE SAFETY & WELFARE OF STUDENTS AND/OR STAFF MEMBERS**

Any behavior, on or off school property, that disrupts the operation of the school or the educational process, or endangers the safety and welfare of IAA students and staff members, whether unintended or not, will be dealt with immediately and may result in suspension, expulsion and police involvement.

- **EXTORTION**

Any students accepting services or personal property through actual or perceived intimidation will be subject to school and or legal guidelines.

- **FALSE REPORTS**

False reports via personal, electronic, or mechanical means will subject students to

disciplinary action and even criminal charges.

- **FIGHTING**
All students, no matter what the circumstances, should make every effort to avoid fighting, including seeking help from the professional staff of the school. All parties involved in fighting on Innovative Arts Academy property during school hours or during school activities may be suspended/expelled and/or arrested. Instigators may be subject to disciplinary action.
- **FIRES/FIREWORKS/FIRECRACKERS/SMOKE BOMBS ETC.**
Detonation or discharge of fireworks/firecrackers/smoke bombs etc. will result in suspension/expulsion, criminal charges, and restitution for damage and/or clean-up costs. Possession of fireworks, matches, lighters, or any product that may cause a flame will also result in disciplinary action including but not limited to suspension/expulsion from school.
- **FORGERY**
Forging excuse notes, late passes, hall passes, etc., will result in disciplinary action based upon administrative discretion.
- **HARASSMENT & BULLYING**
Harassing or bullying another student or school personnel, sexually, verbally, digitally, or otherwise, is unacceptable behavior and will result in appropriate disciplinary action. Persistent and/or extreme behavior may result in suspension or expulsion of the offending student and police involvement.
- **INSTIGATING/INCITING**
Students are prohibited from acting in such a fashion as to create a disturbance between other students. Disciplinary action may be taken at the discretion of the principal.
- **INSUBORDINATION AND DISRESPECT**
A student who is insubordinate or disrespectful to any Innovative Arts Academy employee may be suspended. Students are expected to comply with reasonable adult supervision directions. Persistent offenders will be recommended for expulsion.
- **LITTERING**
Littering in and/or outside the building will result in disciplinary action. The building and campus must be kept clean and free of litter. This includes all classrooms, hallways, and the cafeteria.
- **LEAVING SCHOOL GROUNDS**
Students are not to leave the school building or grounds without specific permission from the principal or assistant principal. Any student violating this policy may be subject to

disciplinary action. Parents should notify the grade level office of their intent to remove a child from the building for any reason.

- **LYING**
Lying to protect oneself or others will not be tolerated. Lying for any reason will result in disciplinary action. Any student violating this policy may be suspended from school.

- **PROFANITY/RACIAL SLURS/VULGAR-ABUSIVE LANGUAGE**
The use of profanity, racial slurs, or vulgar/abusive language will NOT be tolerated and will result in immediate disciplinary action that may include, but is not limited to, immediate removal from class, suspension, and the issuance of a citation. Profanity directed at a staff member will result in an immediate out-of-school suspension and referral to the school police officer for the issuance of a citation. Persistent offenders may be recommended for expulsion.

- **SEXUAL HARASSMENT**
Harassing another student or school personnel, sexually, verbally or otherwise, is unacceptable behavior and will result in appropriate disciplinary action. Persistent and/or extreme behavior may result in suspension or expulsion of the offending student and police involvement.

- **SMOKING OR POSSESSION OR USE OF TOBACCO PRODUCTS**
Smoking or possessing tobacco is forbidden on all Innovative Arts Academy property, transportation vehicles, and field trips. Anyone caught smoking or in possession of will face disciplinary action and may be cited.

- **STALKING**
Any student following another student or staff member for the purpose of intimidation, harassment, or annoyance is prohibited. Violation may result in suspension, expulsion, or criminal charges.

- **STEALING**
Theft of any property belonging to the school, faculty, or other students may be punishable by suspension and/or arrest based on administrative discretion.

- **THREATS**
Threats of any kind directed toward employees of this school district (in or out of school), fellow students, or their possessions will result in immediate suspension, possible expulsion, and legal action (fine and/or imprisonment).

- **UNAUTHORIZED SALE OF PERSONAL ITEMS**
Students are not permitted to sell personal items such as jewelry, clothing, etc., or food to other students. Approved fundraisers are excluded.

- **VANDALISM**
Students apprehended defacing or proven to have caused damage to the building, grounds, or equipment, such as writing on desks or walls, stuffing up lavatories, harming shrubbery, or willfully destroying school property in any way may be suspended from school and school-related activities. At the end of the suspension period, the student, and the parent/guardian will receive a bill for the damages. The principal may recommend extreme cases or repetitive offenders for expulsion and/or make a referral to the Juvenile Court for delinquency proceedings.

- **VERBAL INTIMIDATION**
Dialog by a student intended to intimidate, harass, or cause fear to another student or staff member is not permissible. Disciplinary and or legal action can be taken at the discretion of the principal.

- **WEAPONS**
Possession of a weapon on school property is a crime. "Weapon" is defined in the Pennsylvania Crimes Code 18 PA C.S. Section 912 as follows: "Any knife, cutting instrument, cutting tool, num-chuck stick, firearm, shotgun, rifle, any other tool, instrument or implement capable of inflicting serious injury." Anyone possessing a weapon on school grounds or on a school bus will be subject to an automatic suspension and possible recommendation for expulsion from the Innovative Arts Academy.

- **ADDITIONAL OFFENSES**
As it is impossible to anticipate or list every problem situation that may arise, any offense committed by a student not listed in this handbook, which is determined to pose a threat or hazard to students, staff, or property, or creates an impediment to the learning process, will be dealt with at the discretion of the administration using past precedent, professional judgment, and common sense. ANY behavior, on or off school property, that disrupts the operation of the school or the educational process, or endangers the safety and welfare of IAA students and staff members, whether unintended or not, will be dealt with immediately and may have serious consequences.

IIX. STUDENT DRESS CODE

IAA has a dress code for all students. All students must wear the official school uniform. Refusal to adhere to the school dress code could result in the student being sent home. The student's parent/guardian will be notified of the student's refusal to comply with the dress code. Failure to comply will result in the following:

- Students will remain in the Refocus Room until a parent or guardian has provided their child with appropriate clothes identified in IAA's dress code policy or the child agrees to wear school provided clothing.
- If the school has items the student is missing, the student may sign out the items needed and return them at the end of the day so they can be washed.
- If not returned, the parent or guardian may receive an invoice for the amount to replace the item or items loaned to the student.

High School

- Shirts/Tops: must be a solid, heather grey colored collared shirt with a school logo
- Pants/Bottoms: must be khaki colored chino pants, shorts, or skirts. Skirts and shorts should fall two inches above the knee or longer.
- Sweaters/Pullover: solid heather grey sweater or cardigan, or fleece with school logo. This year the school will allow heather grey quarter zip or crewneck pullovers with the school logo.
- Shoes: Any color sturdy sneakers or dress shoes. No open toe shoes, steel tip boots, sandals, slides, flip flops, or slippers.
- Dress Down Days: The shoe requirement remains in effect each day. No leggings, yoga pants, or stretch pants.

Middle School

- Shirt/Tops: Must be a solid, navy blue colored collared shirt with a school logo.
- Pants/Bottoms: Must be khaki colored chino fabric pants, shorts, or skirts. Skirts and shorts should fall two inches above the knee or longer.
- Sweaters/Pullovers: Solid, navy blue sweater, cardigan, or fleece with school logo. This year the school will allow solid navy colored quarter zip or crewneck pullovers with the school logo.
- Shoes: Any color sturdy sneakers or dress shoes. No open toes, steel toed shoes, sandals, flip flops, slides, or slippers.
- Dress Down Days: The shoe requirement remains in effect each day. No leggings, yoga pants, or stretch pants.

Consequences for Dress Code Violations

- **1st Offense:** If a student refuses to comply with the dress code policy, the parent or guardian will be notified. Students will remain in the Refocus Room until a parent or guardian has provided their child with appropriate clothes identified in IAA's dress code policy or the child agrees to wear school provided clothing.

- **Subsequent offenses:** If a student consistently is not adhering to the dress code policy, a parent meeting may be scheduled to resolve the issue, which may result in subsequent consequences.

Students will be prohibited from wearing hoodies and or jackets with/or without hoods in school hallways and or in class. These clothing items must be kept in school lockers.

Prohibited Items: head coverings (with the exception of religious garments), blankets, sunglasses inside the building, clothes with holes / rips / tears, and crop shirts (overly exposed clothing).

Backpacks: Are allowed to be brought to school but must remain in the student's locker after they arrive at school. No backpacks are allowed in class unless it is your last class, you are going to the gym, and/or you have Dance class. Once Gym and Dance classes are over, backpacks must be returned to the student's locker.

IX. STAFF LIST

Refer to our website at <https://www.iaacslv.net> for the staff directory.