



Imani Christian Academy

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PARENT – STUDENT HANDBOOK

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I. SCHOOL PERSONNEL

CEO, Head of School

Mr. Paulo Nzambi

Dean of Students

Mr. Kevin J. Miller

Instructional Effectiveness Leader (Primary)

Ms. Rosalind Fisher

Instructional Effectiveness Leader (Secondary)

Dr. Patricia Grey

RenWeb Coordinator

Ms. Kathryn Gasperin

Executive Administrator

Ms. Maria D. Anderson

Director of Development

Ms. Barbara Nicholas

Marketing

Mr. JD Koch

Accountant

Ms. Jennifer Stein

Facilities Manager

Mr. James Kelley

Athletic Director

Coach Cliff Simon

Food Service

Ms. Jade Tukes

II. INTRODUCTION

WELCOME TO IMANI CHRISTIAN ACADEMY!

The teachers, administrators and staff of Imani Christian Academy welcome you into our family. We thank God for the opportunity that He has given us to plant seeds into the lives of His children.

We pray that your Imani experience will be meaningful and productive.

“I tell you the truth, if you have faith as small as a grain of mustard seed, you can say unto this mountain, move from here to there; and it will move; Nothing shall be impossible for you”. Matthew 17:20



GYE NYAME (GEE-YAYN-YAH-MAY)

This is the first and most powerful of the Adinkra symbols which simply translated means, “Except God”. It is often used to represent the Swahili principle, Imani, which means “faith”.

Just right of the center of the GYE NYAME, we have superimposed the mustard seed (the small dot), which symbolizes our Christian faith (Matthew 17:20).

We are very proud to bear the GYE NYAME as our insignia and acknowledge that God is the foundation of our faith and without Him, we can do nothing!

“.....without Faith it is impossible to please God, because anyone who comes to Him must believe that He exists and that He rewards those who earnestly seek Him.”

Hebrews 11:6

A BRIEF HISTORY

Imani (Ee-mah-nee), in Swahili, means “faith.” In 1993, 30 children and three teachers joined hands in the living room of a single family home in Swissvale, Pennsylvania. They gathered, predestined by God, to be a solution to a degenerating society and formed an extended family centered on the love of Christ, learning, and the discovery of purpose. Equipped with few resources, but having tremendous “faith”, a tiny seed, the size of mustard seed, was planted and Imani was birthed.

School began that first day in a very nontraditional setting. Everything about school that year was nontraditional, from the location, teaching staff and curriculum to the graduation ceremony. The first graduating class consisted of two students who wore black-hooded robes and marched to the beat of African drums. With many odds against Imani, and questions about the legitimacy of the school, its program and its teachers, those two graduates received their diplomas and entered college.

Imani Christian Academy began as an alternative to public education. The vision for Imani was born out of a desire to create a learning environment free of violence and focused on developing positive self-esteem in children with Christ as the center and foundation of their education. It was founded during a very violent time in the African American community, when gang violence was at its peak.

In 1994, Imani moved from the family residence into a school building that was no longer in use. In June 1996, Imani moved into the Petra Ministries building and held classes until December 2009. Having reached maximum capacity and with a waiting list of students hoping to attend, the Board of Imani made the decision to purchase the East Hills Elementary School building from the Pittsburgh Public School system. Classes began in the new building in January of 2010. Imani Christian Academy currently serves approximately 200 students in Pre-Kindergarten through twelfth grade.

OUR MISSION

We embrace all children in our society, particularly those who are underserved - *transforming* them spiritually, academically, physically and socially to pursue lives of purpose and contribution.

OUR VISION

We are changing the destiny of our community and of future generations, one child at a time.

OUR MOTTO

CHRIST: *John 3:16- “For God so loved the world that he gave his only begotten son, that whosoever believeth in him should not perish, but have everlasting life.”*

Students will see themselves as Christ sees them. They will understand that they are: the apple of his eye, fearfully and wonderfully made, a unique creation in all the universe, and in possession of God-given purpose. By instilling this belief, we are changing the destiny of our community, one child at a time.

COMPETENCE: *II Timothy 2:15 “Study to show yourself approved unto God, a workman that needeth not to be ashamed rightly divining the word of truth”.*

Our students will be equipped to be competitive in the real world. The average and mediocre will not be applauded. We will pursue mastery in all things academic. For “faith without works is dead.” James 2:20

CHARACTER: *Psalms 1:1-4 “Blessed is the man/women who walketh not in the counsel of the ungodly, nor standeth in the way of sinners, nor sitteth in the seat of scornful; but his delight is in the law of the Lord and in his law doth he meditate day and night. And he shall be like a tree planted by rivers of water that brings forth its fruit in its season. His leaf also shall not wither and whatsoever he doeth shall prosper. The ungodly are not so, they are like the chaff that the wind drives away.”*

Our students will do the right thing even when no one is looking, but God. They will be convicted to contribute to family and community as change agents of progress.

EXCELLENCE: *“And when you discover what you will be in your life, set out to do it as if God Almighty called you at this particular moment in history to do it. Don’t just set out to do a good job. Set out to do such a good job that the living, the dead or the unborn couldn’t do it any better.....Be the best of whatever you are.” An excerpt from MLK’s speech “What is your life’s blueprint?”*

Our students will function having a sense of “somebodiness”– “a deep belief in[their] own dignity, [their] worth”, recognizing that they matter. They will strive to be their best.

IMANI CREED

An Imani student is spiritual. We recognize the finished work of Jesus Christ. We are thankful for the gift of the Holy Spirit, who walks with us. We are comforted because the Lord is our Shepherd. We are glad because nothing can separate us from the love of Christ.

An Imani student is mentally strong. We have been tried, tested, and elevated to a level of academic excellence by pursuing our studies with passion. Our minds have been expanded and our purpose has collided with the reality of our aptitude. We are world changers.

An Imani student is socially responsible. We have been developed in our service. Our God-given gifts are on display for the benefit of all mankind through our service. We live out the declaration and the designation of the Son of Man by recognizing the good in all man and serving them unselfishly. Our goal in this is that others might realize the love of Christ. No task is too small and no task is too large for we know that those whose paths we cross will recognize the love of Christ through our service to them.

By these standards, an Imani student is identified. By these standards an Imani student is set apart. By these standards, an Imani student will bless your heart.

III. ATTENDANCE POLICIES

Students perform their best in school when their attendance is regular. Students should be on time and prepared to learn every day. Imani strongly discourages students from missing school. However, we realize that, occasionally, missing school is unavoidable. Students who are on track to exceed the maximum number of absences permitted for the school year (20) will be required to attend an SSI meeting, as outlined in the Intervention portion of this handbook.

TARDINESS

Any student arriving after 8:05 AM is considered tardy. Tardy students must sign in at the school office and obtain a late slip to enter the classroom.

Only Students arriving late due to verifiable doctor/dental appointments, and district bus delays will be marked as an Excused Tardy. All other late-arriving students will be marked as having an Unexcused Tardy. Students must present a note from their doctor/dentist when arriving late to school (unless the tardiness was due to a bus delay) in order for it to be considered excused.

3 Tardies = 1 Absence

After 3 unexcused tardies, the Administrative team will meet with the family to place the student(s) on an improvement plan.

Any student arriving after 10:00 AM must be accompanied by their parent/guardian and must have a signed note to explain their tardiness.

Any student arriving after 12:00 PM without a physician's excuse will be considered absent for the day. Note: Students who are considered absent for the day may not participate in any after school activities and will not be permitted on school grounds.

If your child is truly not feeling well, keep them home for the day to recover, since Imani does not have a school nurse on staff to monitor sick children.

EARLY DISMISSALS

Early dismissals should occur before 2:30pm to avoid issues with bus transportation. A dismissal is only considered early if it occurs after 12:00pm. **Students leaving prior to 12:00pm will be considered absent for the day. Note: Students who are considered absent for the day may not participate in any after school activities and will not be permitted on school grounds.**

Students are limited to 1 early dismissal per marking period. **3 Early Dismissals = 1 Absence**

Students must submit a written note from the parent/guardian to the Main Office by 1st Period (No early dismissals will be given over the telephone):

- **The note should include:** the student's name, grade, reason for the dismissal, time of the dismissal, name of designated pick-up person, the parent's signature and parent's telephone number so that they may be contacted in order to verify all the information.
- **Accepted reasons for early dismissals:** Medical appointment, job interview, college interview, mandated court appearance, funeral, illness and other specific reasons pre-approved by the administration.
- If the note is verified, the student may be picked up at the time specified in the note. Students will not be called to the office for dismissal until the designated pickup person has arrived at Imani.
- If the parent cannot be contacted, then no dismissal will be given.
- In the event of an emergency, an approved administration dismissal is required.
- Should the parent/guardian fail to send a note they may physically come into the school to pick up their student.

Please Note: In order to better protect our students, staff, and visitors, ALL Visitors are required to show a valid, government-issued ID. (This includes parents/guardians and emergency contacts.)

A B S E N C E S

Any student will be retained in his/her current grade level if he/she is absent more than a total of twenty (20) days in a school year without a valid doctor's excuse. Students who are on track to exceed the maximum number of absences permitted for the school year (20) will be required to attend an SSI meeting, as outlined in the Intervention portion of this handbook.

Excused Absences

All students (K through 12th) must present a written excuse for their absence within 2 days upon returning to school. The excuse must be submitted to the school office or to the homeroom teacher. You will need to include the exact date(s) of absence, student's name, reason for absence, and the signature of the student's parent/guardian. Failure to submit a note or required documentation within 2 days will result in the absence being marked "Unexcused".

Grounds for Legally Excused Absences (when accompanied by a parent/guardian note, physician's note, or court documentation):

- Personal illness
- Quarantine of the home
- Death in the immediate family
- Religious holiday
- Doctor/Dentist Appointment
- Mandatory Court Appearances

Pre-arranged Absences

Students and their parents must make every effort to give a reasonable notice to the school office if they will be absent from school for reasons other than illness, and must get PRE-APPROVAL from the Head of School.

It is the responsibility of the student to collect homework assignments in advance of their absence, and turn it in upon their return to school, or the due date of the assignment.

These absences fall under the following categories:

1. Family Vacations (which cannot be rescheduled during normal breaks)
2. Church or Government Commitments
3. College Visits (See NIA for a form to complete)
4. Serious Personal/Family Issues reason

Extended Absences (More than 3 consecutive school days)

When a student will be absent for more than 3 days, it is the parent/guardian's responsibility to inform the appropriate bus company of their child's absence so that the bus resumes services at the appropriate time, and does not remove the child from their route.

If absent for more than 3 consecutive school days, a physician's note must be submitted to the Main Office in order to excuse the absences.

If a student is absent a total of 10 consecutive days, he/she will be dropped from Imani's active enrollment, and their parent/ guardian will be mandated to meet with the Administrative Team to address our concerns.

Assignments During Absence

Secondary students are responsible for getting all missed assignments from the classroom teachers upon returning to school. A reasonable amount of time will be given to all students to make up missed work (*this amount of time should not exceed twice the number of days missed*). Work turned in by the time limit set by the teacher will be graded at full credit. *Work assigned prior to the absence must be submitted upon return to school and tests assigned must be taken.*

IV. ARRIVAL AND DISMISSAL

ARRIVAL

7:30am - Building opens and Earliest student arrival **Upon Arrival:**

- Pre K students report to their classrooms
- Grades K-12 report to designated area of Cafeteria

7:55 - Breakfast ends and students are dismissed to homeroom

8:00am - Homeroom begins **Homeroom:**

1. Electronic Device collection
2. Pledge and Creed
3. Attendance and Lunch orders
4. Classroom Instruction begins with Ritual

Transitioning between classes: Student have three minutes between classes. There is a one-minute warning bell. Students attempting to enter class after the final bell will be tardy.

DISMISSAL

2:55pm - Elementary School is dismissed Dismissal: Dismissal bell rings at 3 pm. at 2:55pm.

3:00pm – Dismissal Bell Rings and Grades 6-12 are dismissed.

Upon Dismissal:

- All students get on and stay on the bus when dismissed. Students are not permitted to return to the building without permission from the bus drivers.
- Unless they are involved in a supervised afterschool activity, students are to leave the school grounds by 3:10 pm as no adult supervision will be available. Repeated failure to promptly collect students may result in a parent meeting.

V. TRANSPORTATION

DAILY TRANSPORTATION

Transportation to and from Imani is dependent on the public school district in which the student resides.

Parents/Guardians, make note of your child's bus company name and phone number. Questions regarding discipline and missed/late buses should be directed to the bus company, and then to the transportation department of the school district providing your busing.

Bus drivers have full authority on their buses. All students must obey established bus rules. Any misconduct could result in a suspension from transportation privileges. Repeated misconduct could result in complete loss of transportation privileges for the remainder of the school year. The bus driver will submit all incidents to Imani Christian Academy in written form. A bus report will be issued to the student to notify parents of all reported bus misconduct and the disciplinary action taken.

General Bus Rules:

1. Be Courteous
2. Bullying/ Fighting, pushing, throwing objects, profane language or other disruptions are forbidden
3. Keep the bus clean and free of trash
4. Eating and drinking on the bus are not permitted
5. Cooperate with the bus driver
6. Bus drivers are authorized to assign seats
7. Keep feet, head, hands and arms inside the bus
8. Stay in your seat and share seating
9. Students must obey any additional guidelines established by the bus driver

Please note that parents and/or guardians are responsible for making sure that their child has transportation to and from school, even if they have missed their bus or have been suspended from their bus because of misconduct.

In the event the associated school district has a delay or cancellation, the student's transportation will be altered accordingly, and the student's attendance will reflect an "excused" absence or tardy.

Changes to Daily Transportation

At the end of the day, children who have a bus assignment must ride the bus unless a written note or email is received. **Emails for special dismissal instructions must be sent to DismissalChanges@ImaniPgh.org by Noon. If there is no note or email, the child will ride the bus.** Phone calls and word-of-mouth will not be accepted.

Changes are not permitted to bus schedules or bus stops without written permission from parent/guardian, and the school district providing the transportation. **Students are not permitted to ride another person's bus.**

When a student will be absent for more than 3 days, it is the parent/guardian's responsibility to inform the appropriate bus company of their child's absence so that the bus resumes services at the appropriate time, and does not remove the child from their route.

If a student's address changes, you must fill out a Student Information Change Form at the main office. Please note that changes in bus schedules may take 710 days, and absences due to a lag in provided transportation are not considered "Excused" since ultimately, it the parent's responsibility to provide transportation to and from school.

SPECIAL ACTIVITY BUSING

Neither public school districts nor Imani Christian Academy provide special activity busing for extracurricular activities. Parents must make arrangements for transportation to meet the needs of students involved in extracurricular activities.

VI. SCHOOL DELAYS AND CANCELLATIONS

Transportation to and from Imani is dependent on the public school district in which the student resides. **In the event the associated school district has a delay or cancellation, the student's transportation will be altered accordingly, and the student's attendance will reflect an "excused" absence or tardy.**

Weather conditions or other emergencies occasionally require that the Academy modify the normal daily schedule. By 6:00 am, Imani Administration will make a decision regarding possible delays or school closure. Once a decision is made, it will be relayed immediately to the television stations listed below. In addition, an automated call will be sent to all families communicating the delay or closure. **It is imperative that all family phone numbers are kept current at the school.** Please do not call the administrative office with inquiries. Rather, please check your voicemail and check the television announcements for updated information.

In the event of a two-hour delay, students are to arrive no earlier than 9:45am, and no later than 10:05am. No breakfast is served when there is a school delay, so Elementary students must report directly to their homeroom, Middle and High School students must report to their 3rd period class.

These television stations will announce school closings and delays: KDKA – TV and WPXI

VII. HEALTH SERVICES

THE NIA CENTER

“Enter by the narrow gate; for wide is the gate and broad is the way that leads to destruction, and there are many who go in by it. Because narrow is the gate and difficult is the way which leads to life, and there are few who find it” (Matthew 7:13,14)

Nia is the Swahili word meaning purpose. The Nia Center's purpose and desire is for every person within our sphere of influence to know the love of Christ Jesus and be equipped to walk out God's magnificent plan for their lives.

There is nothing more exciting than for a person to connect with God and then connect with their purpose. We believe that there is a specific path, a narrow path, for every child. Our goal is to help a child find that path and walk on it, instead of following the crowd and getting trampled. We believe that the key to happiness and success in life is not making money, but finding out your God-given purpose and functioning in it. We are passionate about helping students discover that the dreams they have for their lives have been placed there by God and that they have been specifically designed to walk on a certain path and have a particular impact in a certain place – to the glory of God!

STAFFING

The Pittsburgh Public School, Board of Education provides Imani with a school nurse one day a week. For this reason, our ability to provide health services to our students is limited. As a consequence of this limited staffing, when a student falls ill, ICA will make every effort to have a parent or approved Emergency Contact pick up the student.

EMERGENCY CONTACTS

Parents should list at least two individuals as Emergency Contacts who can be easily reached during the school day who can assume responsibility for the student when the parents cannot be reached. In case of emergency, ICA will attempt to contact the individual listed in our records as responsible for the child. If this person cannot be reached, ICA will leave a message and then proceed in the order of the names provided as emergency contacts. In the event of a change in contact information for parents or Emergency Contacts, parents should promptly complete a **Student Information Change Form**, so the most current information is on file.

VACCINATIONS AND IMMUNIZATIONS

All students must be immunized or an approved Medical Exemption Form must be provided prior to enrollment. Parents must provide updated information to the school as the child receives further immunizations.

Immunization Requirements

According to Pennsylvania State Law, the immunizations listed below, are required for attendance in school. Physician documentation of immunizations are required prior to attendance in school. Parent hand written copies will not be accepted.

A record of immunizations is maintained for each student by the school's nurse. If your child has a medical appointment and receives any immunizations, please ask for a copy of your child's updated immunization record and send it in to your school nurse. Remember to keep a copy for your home records.

- ***Immunization Requirements for grades K through 12:***

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

*Usually given as DTP or DT or Td

a fourth dose is not necessary if the third dose was given at age four years or old and given at least 6 months after the previous dose. *Usually given as MMR

- ***7th Grade ADDITIONAL immunization requirements for entry:***

- 1 dose meningococcal conjugate vaccine (MCV)
- 1 dose of tetanus, diphtheria, acellular pertussis(Tdap) [if five years have elapsed since last tetanus immunization]

- ***12th Grade ADDITIONAL immunization requirements for entry:***

- 1 dose meningococcal conjugate vaccine (MCV) on entry to 12th grade, if one dose was given at 16 years of age or older, that shall count for the 12th grade dose.

Additional information about school immunizations can be obtained on The Pennsylvania Department of Health, School Children's Immunization website.

For information regarding health insurance programs for uninsured children, please call 800-543-7105 or 800 KIDS-105.

ILLNESS/INJURY OCCURRING IN SCHOOL

In the event of illness or injury, a student should report immediately to their Mwalimu and request a hall pass to the Main Office. Students will be directed to the nurse when available. ICA will contact the parent, guardian or emergency contact when necessary. Parents/Emergency Contact are to sign out their student in the Main Office.

MEDICATIONS

The Main Office will not supply students with medications. Although, Imani strongly recommends that medication be given at home, it realizes that the health of some children requires that they receive the recommended dosage as closely as possible to their scheduled time at school. Medication shall be restricted to those medications prescribed in writing by a physician and accompanied by a completed **Authorization to Administer Medication Form**, which is available at the Main Office. All medications must be brought to the Main Office in the original container, with the student name, dosage, and the name of the prescribing physician clearly visible. If the student's physician requests ICA's assistance to administer medication, a designated person (not necessarily a nurse) will provide this service to the student.

Any student who is found to have shared or distributed **any** medication, will be in violation of school policy.

COMMUNICABLE DISEASES

Parents must notify the school's Main Office if they or their children contract a communicable disease such as chicken pox, hepatitis, measles, etc. The school will notify parents if their child is exposed to a communicable disease at the school.

VIII. NUTRITION POLICY

PURPOSE

Imani Christian Academy recognizes that student wellness and proper nutrition are related to students' physical well-being, growth, development, and readiness to learn. Imani is committed to providing a safe school environment that promotes student wellness, proper nutrition, nutrition education, and regular physical activity as part of the total learning experience. In a healthy school environment, students will learn about and participate in positive dietary and lifestyle practices, including health and physical education that improves student achievement. Imani also recognizes that staff, and parent/guardians involvement is an integral part of establishing a healthy school environment.

Therefore, it is the policy of Imani Christian Academy that:

- Foods and beverages sold or served at school will meet the nutrition recommendations of the U.S. Dietary Guidelines for Americans.
- Imani participates in available federal school meal programs (including the School Breakfast Program, National Lunch Program and after school meals).

NUTRITION GUIDELINES

All foods and beverages available during the school day will be offered to students with consideration for promoting student health and reducing childhood obesity.

- Foods provided through the National School Lunch or School Breakfast Programs will comply with federal nutrition standards under the School Meals Initiative.
- All beverages sold will be water, fruit juices defined by the National School Lunch Guidelines or 1% or non-fat milk by the third year of implementation.

IX. ACADEMIC POLICIES

CURRICULUM

(Grades K–5) Elementary

Subjects taught in elementary students' homeroom include:

- Reading
- Theological Studies/ Bible
- Language
- Spelling
- Math
- Handwriting/Keyboarding
- History
- Science

Other Subjects: Physical Education, Fine Arts, Health

(Grades 6-8) Middle School:

- Math
 - English
 - Science
 - Social Studies
 - Reading
 - Grammar/Writing
 - Spanish
 - MS Word
 - Health
 - Physical Education
 - Theological Studies
 - Fine Arts
-

(Grades 9-12) High School:

All Students must have a minimum of twenty-seven (27) credits.

4 Credits of Each (Core Courses)

- **Math Curriculum** (Algebra I & II, Geometry, Pre-Calculus)
- **Science Curriculum** (Biology I & II, Physics, Chemistry)
- **Language Arts Curriculum** (English, Grammar/Writing)
- **History Curriculum** (Civics, World Cultures, US History, Sociology, Economics, African American History)

2 Credits of Each

- **Theology**
- **Physical Education**
- **Spanish**

1 Credit of Health

7 Credits Total in any combination

Fine Arts, Computer Applications, Counseling, Public Speaking

Dual Enrollment - 11th-12th grade students can earn college credits at CCAC through this program.

Community Service is required each year to graduate. See NIA for specific guidelines.

GRADING POLICIES

The grading scale is as follows:

100 -90 = A	4 Quality Points	O = Outstanding S= Satisfactory U=Unsatisfactory
89-80 = B	3 Quality Points	
79-70 = C	2 Quality Points	
69-60 = D	1 Quality Points	
*59 Below is unacceptable	0 Quality Points	

Final Grades for each grading period are generally calculated with the following weight:

Homework 30%

Test/Quizzes 45%

Daily Class Assignments 25% (preparation for class, participation, etc.)

Final Grades for the school year for each course are calculated with the following weight:

Mid-Term and Final Exam grades will be reported independently on the report cards for middle and high school students and will be weighted towards the calculation of the final grade for each course. Each term grade is worth 20% of the final grade, and both the mid-term and final exams are worth 10% each of the final grade.

If a student receives a grade of 59% or below in a core course, the course must be repeated.

If a student fails 2 or more core courses (See Curriculum List), they will be retained. Each high school student must earn at least .50 credits of Physical Education. Contact the school district you reside in for summer school information or make alternative arrangements that have been pre-approved by Imani Administration. See a NIA Counselor for more information.

Satisfactory Academic Progress (SAP)

In grades 6-11, Imani's curriculum requires students to take five core classes: Grammar & Writing, Reading English, Math, Science and Civics/History. **If a student earns a D grade or lower in two of these five core classes, the students will not have made sufficient academic progress to advance to the next grade and will be retained.**

ACADEMIC HONOR ROLL

Students who meet the following requirements are recognized for their achievements on an Academic Honor Roll:

Highest Honor Roll: 3.8-4.0 GPA High Honor Roll: 3.5-3.79 GPA Honor Roll: 3.0-3.49 GPA

GRADUATION REQUIREMENTS

Academic records from grades 9-12 will be used as criteria for graduation. All Students must have a minimum of twenty-seven (27) credits during the final four (4) years in the Academy, and a grade point average of 2.00 or greater in order to receive a diploma.

FINE ARTS

Fine arts courses are designed to help students develop familiarity with and appreciate great works of art, drama and music, while learning to create art themselves. The arts provide an outlet of self-expression and remind us that life is inherently meaningful.

PHYSICAL EDUCATION

Physical education class is a graduation requirement. Elementary Students (grades K-5) are required to wear sneakers for Physical Education Class. Middle School and High school students (grades 6-12) will be required to wear gym uniforms. Specified gym clothes are as follows:

- Sneakers
- Socks
- Black Gym shorts or Black Sweat pants
- Gold Imani Christian Academy T-shirt*
- **Gym shirts are Mandatory; must be purchased for \$10.00 each within the first week of school**

Any clothing that is part of the school day wardrobe cannot be considered to be part of the Physical Education uniform. Failure to be in uniform for Physical Education Class will affect your grade.

ASSIGNMENTS

The purpose of assignments is for review, and to assess student understanding of the lessons being taught. Every student is expected to complete assigned work, in addition to studying every night, in order to achieve success. Assignments must be completed by the due date issued by the teacher. A maximum grade of 50% will be given to work that is handed in 1 day late. A grade of 0% will be given to work handed in later than 1 day.

INCOMPLETE WORK

Faculty members have the option of assigning "incomplete" as a course grade when necessary. Students receiving an incomplete have two weeks from the time of their return to school to complete missed work. Students with an incomplete on their record are not eligible for Honor Roll until the incomplete has been resolved and the grade for the course has been entered. Students who are on Academic Warning may also be removed from extracurricular activities in order to allow them time to focus on their schoolwork. Decisions are made on a case-by-case basis.

PLAGIARISM

The Imani Christian Academy moto is "Christ, Character, Competence produced Excellence." Consistent with this moto, we expect Imani Student's to demonstrate good character by doing the right thing even when no one else is looking. Moreover, it is our expectation that each student will develop and demonstrate their competence by doing their own work and by "studying to show themselves approved." (II Timothy 2:15). this in mind, it is important that student and parents fully understand Imani Christian Academy's stance on plagiarism.

Plagiarism is defined as the use of another person's thoughts, ideas, words, quotations or phrases without showing proper acknowledgement of where the information came from. Plagiarism is a very serious offense. By stealing the original words or ideas of an author, even unintentionally; you subsequently take away the power attribution and hard work of the author. You are also effectively trying to pass the author's words off as your own.

In addition, for failing to cite experts, scholars or researchers, copying the work of a classmate and submitting it as your own is a clear an intentional act of plagiarism. At Imani, plagiarism is a Major Offense. As such, once it has been verified that a student has engaged in plagiarism, consequences may include immediate expulsion.

Imani considers plagiarism an offense of dishonesty and contrary to biblical command against bearing false witness, or lying. So grave is this offense, that Imani has developed a handbook to help students avoid plagiarism. The **ICA Plagiarism Primer** is appended to the Student-Parent Handbook and available for your review on-line.

P A R E N T - F A C U L T Y - S T U D E N T C O N F E R E N C E S

Parents may request a conference with teachers at any point during the year. These conferences should be coordinated through the student's teacher.

M I D - T E R M P R O G R E S S R E P O R T S

Mid-term progress reports can be viewed on Parents Web and are sent to parents by the end of the 5th week of each grading period. If at any time during the 9-week period a student's grade falls below a "c" Level, the teacher will notify the parent by phone or email.

R E P O R T C A R D S

Academic grades are reported on a 9-week basis. Report Cards will be distributed to parents/guardians during the parent/teacher conferences or sent home at the end of the 1st grading period. The reports cards for the 2nd, 3rd and final grading period will be mailed home. **Grade reports and academic records are considered to be property of Imani Christian Academy; therefore, no Report card or transcript will be issued for a student if there is an outstanding debt owed to the academy (i.e. tuition, lost/stolen books, athletic equipment owed, etc.).**

F I E L D T R I P S

The purpose of field trips is to enhance the curriculum by providing an authentic educational experience beyond the classroom while expanding the vision of our students through exploration of the world around them. Most field trips take place during the

school day at no additional cost to the parent. Occasionally field trips are scheduled during an evening or weekend and a small fee may be required. You will be notified in advance of upcoming field trips.

Field trip permission forms for the entire school year must be signed by parents and returned at orientation. Students are required to wear their uniforms on Field Trips unless instructed otherwise by the Administration. **Students who do not have permission to attend Field Trips must stay home the day of the trip or they will remain in ISS for the duration of the day.**

ACADEMIC ELIGIBILITY

All students are encouraged to participate in Imani's athletic programming. Current programs include High School Football, Boys' and Girls' Basketball (Middle School and High School), and Cheerleading (Middle School and High School). Imani is an active member in the PIAA and WPIAL (Western Pennsylvania Interscholastic Athletic League). As student athletes, it is vitally important that you take your studies seriously. **In order for a student to participate in our athletic programming, he/she is to maintain at least a 2.5 GPA in the core classes or English, Math, Science and Social Studies/History.**

X. GENERAL STANDARDS OF CONDUCT

UNIFORM POLICY

The goal of our uniform is to honor God through our appearance as we represent Imani. Parents are responsible for seeing that their child is dressed appropriately according to Imani's uniform policy. The Uniform Policy for Imani Christian Academy will be strictly enforced as follows:

All students MUST ARRIVE to school in full uniform attire every day and must remain in uniform until they leave the building.

Boys and Girls

- Elementary (K-5) – Royal Blue Imani Polo's Only
- Middle School (6-8) – Green Imani Polo's Only
- High School (9-11) – Gold Imani Polo's Only
- Seniors (12) – Blue Oxford Shirt Only
- Pants – Black only (plain). **NO CAPRIS. No Cargo Pants. No Jeans or 5 Pocket Pants (Resembling Jeans). NO SKINNY Pants/Jeans, Sweatpants or Yoga Pants.** Pants may not have rubber bands or drawstrings at the bottoms. No pants with large pockets and loops on the legs.
- Shoes - black dress shoes, preferably leather. NO Athletic shoes (including "VANS", Toms, or any type of canvas shoe). Shoes must be a full shoe (no toes out; low heels only). **Black boots (i.e. Timberlands) may be worn only between November 1st and April 1st.**
- Belts (**required for boys**) must be plain black and must not have any sequins, graphic art or designs, or any other type of ornamentation on the belt or the buckle.
- Tee shirts worn under the uniform must be black or white and concealed.
- Only plain black V-neck, crew neck or cardigan sweaters may be worn. (Absolutely no fur, hoods, graphic art or designs, sequins, etc.)
- Jewelry must be kept to a minimum and should be the school colors (gold, silver, black or white are permitted). One pair of hoops and additional pairs of studs may be worn. Earrings may be no larger than a half dollar. NO BRACELETS and NO NECKLACES may be worn! All excessive jewelry will be removed.

- No headdress of any kind is permitted ("Do-Rags", Head Scarves, hats or bandanas). Headbands are permitted but should be black or white in color and plain (no graphic art or designs, glitter, sequins, etc.).

Girls Only

- Skirts – Black only (**Below the knee front and back**) o K-5 graders must wear black knee socks or white tights o 6-12 graders may only wear black socks, black pantyhose or stockings or flesh toned pantyhose

MATERIALS AND SUPPLIES

The student must provide their own notebooks, pens, pencils, and other consumable supplies throughout the entire school year. Elementary and Junior High teachers will give students a list of required supplies for the beginning of the school year.

LOCKERS

Each student is assigned a locker at the beginning of the school year. **We strongly recommend locks are used**. Combination locks will be provided at a \$3.00 rental charge. Students who return the lock at the end of the year will receive their \$3.00 back.

Such lockers and cabinets are provided to students based on mere convenience. The school asserts that it does not relinquish, and in fact retains control over such student's storage and cabinet areas. As such, school authorities may search a student's locker and seize any illegal materials. When school authorities have a reasonable suspicion that the locker contains materials that pose a threat to the health, welfare, and safety of students in the school, student lockers may be searched without prior warning even if the student is not notified or present.

Please be advised that if items are missing or presumed stolen from a locker, the student should report this information to a teacher or to the head of student discipline so that an investigation can be conducted. Imani Christian Academy cannot be held financially responsible for the replacement of lost or stolen items.

All personal belongings must be removed from the lockers on the last day of school.

CLASSROOM CONDUCT

All students are expected to enter the classroom on time and prepared for class. This includes, but is not limited to having your student planner, textbooks and consumables,

writing utensils and notebooks or notebook paper. Students should enter quietly and be ready for the Imani ritual in preparation for learning.

The Imani classroom operates on a basic educational contract. The Mwalimu agrees to teach. The student agrees to learn. Both Student and Teacher will treat each other with mutual respect. Students are expected to practice total compliance. Simply stated, if a teacher tells a student to do something, the student is to comply immediately. If a student disagrees with the teacher's instruction, he or she is to comply anyway. Once a student has complied, he or she may request to speak with the teacher by stating: "Mwalimu, may I speak with you?" The teacher will then determine whether they can speak with the student at that time, or decline the student's request by stating: "I am happy to speak with you at a later time, but not at this time. "Any behavior that disrupts the learning environment will be addressed according to the Discipline Policy in this handbook.

On-line Conduct

To provide the safest learning environment during the COVID19 Pandemic, Imani Christian Academy will be delivering instruction on-line for the first 9 weeks of school. In light of this, we wanted to share our expectations regarding student conduct on-line.

Attendance

Attendance on-line is no different than in school. As such, attendance will be taken in each class. To be counted as present, students need to:

1. Have their video and microphones on
2. Have their head and torso visible (Logo on Imani shirt must be seen)
3. Student will need to attend the entire class

Etiquette

The on-line classroom will follow all the rules as the in-school classroom. Mutually respect will be demonstrated. Attentive and engaged student will promote a positive and respectful learning environment. To help facilitate this environment, students will:

1. Log-on on-time for class and remain on-line until dismissed
2. Wear their Imani Uniform polo's whenever they are on-line in class
3. Refrain from wearing head-coverings, such as hoodies, bonnets, do-rags
4. Be seated during class and will refrain from moving around during class
5. Refrain from eating during instruction.

Recommendations and Disclosures regarding On-line Instruction

1. Develop a schedule for your student that begins with wake up time and ends with bed-time.

Getting up, washed, dressed and eating breakfast should be scheduled so that students are able to log-on on-time for class.

The schedule should continue after school is over and include time to eat, relax, adequate time for homework and studying, bed-time preparation and a lights out time.

2. Identify and designate a space in your home as your students' workspace. This space should be dedicated for use for on-line instruction and homework. Parents should communicate this to all family members who should be asked to respect the space and its use.

The areas should be equipped with adequate lighting for the student to be seen on-line. Paper, notebooks, writing utensils and other items needed for learning should be on-hand. Ideally, the area should be close to an electrical outlet to plug in necessary hardware.

3. Noise and other distractions should be removed. Cell phone should not be used during class. Parents should communicate the need for family member or others to keep noise levels down during class and to avoid appearing on screen or distracted the student and class members while class is being conducted.

4. Remind your child that on-line school is still school and all expectations of the in-school classroom apply. Students who fail to comply with these expectations, risk having their videos turned off and their volumes muted. Should this occur as a result of student behavior, it is the equivalent of the student being removed from class for maladaptive behavior and appropriate consequences will apply.

USE OF HALLWAYS AND STAIRWELLS

Students should pass through the halls, ramps and stairwells in a quiet and orderly manner. Proper respect is to be shown to all adults in authority (teachers, staff, volunteers). Students are to report directly to their assigned class. Students in the hallways after classes have begun must have a hall pass or note explaining why they are not in class, signed by a person in authority. Students who are found wondering the halls without a proper pass will face disciplinary action.

HOLIDAY AND CLASSROOM PARTIES

Students in grades K-5th are permitted to have **school-directed** classroom parties for the following holidays: Thanksgiving, Christmas, Valentine's Day and Easter. Information regarding the event may be sent home from the homeroom teachers.

PERSONAL BIRTHDAY CELEBRATION POLICY

ICA will acknowledge students who have birthdays. However, ICA will not permit parents to bring in cakes, cupcakes, cookies, balloons etc. to school to celebrate a student's birthday. This policy helps us reduce allergy concerns while eliminating potential disruptions due to the consumption of sugary snacks and foods that directly interfere with our ability to educate students to optimum levels.

CAFETERIA CONDUCT

Visitors are not permitted in the cafeteria area.

Breakfast: All students (K-12) report to the cafeteria of Breakfast beginning at 7:30am. In the event that Imani is operating on a 2-hour delay breakfast is not served and students are to report to their 3rd period class.

Lunch Schedule

- 10:30 – 11:00am High School
- 11:18-11:48am Middle School
- 12:30-1:00pm Elementary

Imani Christian Academy has a closed lunch schedule. Students are not permitted to leave the building for lunch. Outside food from vendors/restaurants is not permitted. Students are not permitted to arrange for food delivery services to Imani.

All student breakfasts are free. All student lunches K-12 are free. Drinks are included.

Expectations of Students in the Cafeteria:

- Report to the cafeteria on time as if it were a regular class.
- Enter the breakfast/lunch line in an orderly manner (do not cut in line in front of other students).
- Clean and dispose of all garbage in their area. (Students may be detained for failure to clean up area and surrounding area.)
- No exchange of money should take place among students.

- Students desiring to leave the cafeteria area before the conclusion of lunch must have permission from a staff member.
- No food or drink can be taken from the cafeteria.
- Throwing of food or beverages is NOT allowed, and may lead to expulsion due to starting riotous behavior.
- Report any violations to cafeteria monitors.

Students who fail to comply with acceptable cafeteria conduct will be relieved of cafeteria privileges.

RESPECT FOR OTHERS

Grievance Policy

It is a requirement that when disputes arise between students and other students, or between students and faculty/staff members during the school day or at school sponsored functions, that the parent(s)/guardian(s) of the student agree that those disputes will first be brought to the attention of the Head of School of Imani for resolution inside of Imani's disciplinary structure. An appropriate amount of time will be allowed to determine and evaluate circumstances of the incident. Follow-up action can include mediation between the persons involved and, if deemed necessary, notification of outside organizations and/or authorities. In addition, parent(s)/guardian(s) agree that Imani may take disciplinary action toward the student as deemed appropriate by the school. General guidelines are given in the Discipline section of this handbook.

Student/Parent to Teacher Dispute

1. All concerns about the classroom must first be presented to the teacher by parents or if the student is mature enough, by the student him/herself. If the student presents the concern, a respectful demeanor is required at all times. If a student presents a concern to a teacher and the problem cannot be resolved, the parent should request a meeting with the teacher.
2. If the parent is unable to resolve the problem with the teacher, the parent may bring the concern to a School Administrator.

Parent to Administrator Dispute

If a parent has a grievance or dispute about a general operation of the school (apart from the operation of the classrooms), they should bring their concern to the Principal or CEO/Head of School.

Property of Others

Students must respect the property and rights of others. Students should not open another person's locker, nor should they tamper with items on or in another person's desk, book bag, or purse.

*Please be advised that if items are missing or presumed stolen from a student, that student should report this information to a teacher or a School Administrator so that an investigation can be conducted. **Imani Christian Academy cannot be held financially responsible for the replacement of lost or stolen items.***

Harassment

Imani Christian Academy will not tolerate the harassment of students or employees. The school seeks to promote an environment free from actions and comments that demean a person on the basis of race, color, sex, sexual orientation, national origin, religion, age, disability, economic class, or personal qualities. Any student or employee, who feels that they are a victim of harassment, should report the situation to a School Administrator.

Sexual Harassment

Imani Christian Academy strives to maintain an environment where students and employees can study, work and live free of harassment. In keeping with this standard, sexual harassment is strictly forbidden. Unwelcome sexual advances, requested sexual favors, and other verbal or physical conduct of a sexual nature may constitute sexual harassment. Any student or employee who feels that they are victim of harassment should report the situation to a School Administrator.

LOST AND FOUND

Lost articles will be located in the Main Office Area. Any items left at the end of each week will be donated to charity.

CARE OF SCHOOL PROPERTY

The administration believes that the school should help students learn to respect property and develop feelings of pride in community institutions. The administration charges each student with the responsibility for the proper care of school property, the building and the supplies and equipment (including books) entrusted to his/her use. Students who willfully cause damage to school property shall be subject to disciplinary measures. Parents and guardians of students will be held accountable for student's actions which may include financial responsibility.

When textbooks are distributed, teachers will record book condition, number and student name for school records. Imani suggests that books be covered within the first two (2) weeks of school and kept covered throughout the school year, to improve the quality and upkeep of the book. If a textbook is lost or damaged, the student will be asked to pay for it.

Students will not receive year-end records if financial obligations have not been met.

SCHOOL LOGO

The Gye Nyame Adinkra symbol with the mustard seed is the logo and property of Imani Christian Academy. As such, said logo is not to be appropriated by third parties without authorization. The unauthorized use of The Imani Logo may subject a party to litigation and damages as per trademark, mark, and copyright law.

SCHOOL PHONES

During the school day, students' focus must be on school. Therefore, **phone calls to and from students must go through the Main Office, and are for emergencies only.** Classroom phones are off-limits for students. Examples of student-related emergencies: illness, injury, serious family situation.

If there are changes to a student's dismissal procedures, please follow the instructions outlined in the Transportation section of this handbook.

ELECTRONIC DEVICE POLICY

We strongly encourage parents to instruct their children to keep their electronic devices and cell phones at home. If, for emergency reasons, the family needs their child to bring a phone to school, all phones must be handed in to their homeroom teacher at the beginning of the day, and will be locked in the Main Office. All collected items will be given back to students at the end of the day. Electronic items are not to be visible or in use during the school day. If any of these items are found in use, they will be confiscated. The electronic device will be held by a Dean, and will be returned to the parent/guardian at the end of the school day. **A second offense will result in the item being confiscated and kept until the end of the school year and a conference will be scheduled with the parent, the student and a Dean.**

Please be advised that if items are missing or presumed stolen from a student, that student should report this information to a teacher or to the head of student discipline so that an investigation can be conducted. Imani Christian Academy cannot be held financially responsible for the replacement of lost or stolen items.

Unauthorized Video Recording

ICA has an Electronic Device Policy that strongly encourages parents to have students leave their cell phones and other electronic devices at home. The policy also sets forth how students are to manage their devices if they bring them to school. Specifically, students are required to turn their devices in during homeroom and retrieve them at the end of the school day. With electronic devices now possessing the ability to video record, it has become necessary to develop a policy regarding the authorized use of electronic devices to record people, places and events at Imani Christian Academy. ICA's policy is as follows:

Video Recording Policy

It is considered a Major Offense for a student or employee of Imani to videotape people, places and events at Imani Christian Academy without authorization and/or permission. To the extent that such a recording is distributed on-line or via other means, the gravity of the offense increases. If upon investigation, it is determined that the videotaping and/or dissemination was made with the intent to harass, disparage, denigrate or demean a person, event or a space at Imani Christian Academy, appropriate consequence will follow the conduct. Consequences for this Major Offense may include suspension, loss of phone privileges for the academic year, and expulsion.

*See also, Unauthorized Photography or Video under Student Discipline

VISITORS

Visitors are considered anyone who is not an Imani student, staff member, or board member. Visitors must report directly to the Main Office. In order to better protect our students, staff, and visitors, **ALL Visitors are required to show a valid, government-issued ID.** After receiving their visitor badge, visitors are to report to and remain in the specific area they have been approved to visit. At the conclusion of their visit, visitors must sign out at the Main Office and immediately leave the campus. No visitors are permitted in the cafeteria.

XI. DISCIPLINE

DEFINITIONS

Comprehensive Academy-Wide Audit - Imani employs an early detection and intervention system through its Comprehensive Academy-Wide Audit. Every three weeks Imani analyzes data on student academic performance, attendance and discipline. The Audit will identify students with 4 or more absences during a marking period, three or more disciplinary referrals, or with a D grade(s) or lower. Appropriate action will then be implemented including calls, letters or meetings with the student, parent, teachers, counselors and/or administrators. In certain instances, a Struggling Student Intervention will be scheduled.

In-School Suspension (ISS) – Students who violate Imani's disciplinary policies may be sent to ISS. ISS will be housed in a specified classroom and monitored by a proctor. Students may be sent to ISS to have a disciplinary action recorded, to remain for the duration of a class or to remain for a specified period detailed in the disciplinary action being applied. Poor behavior in ISS will result in additional discipline and in certain cases may result in expulsion.

Saturday Detention - Repeated violations of the Discipline Policy and or Standards of Conduct may result in a student having to complete a designated number of hours in Saturday School. Saturday School may include community service hours where the student will clean various parts of the building or complete additional academic coursework or receive one-on-one counseling. The goal of Saturday School, as in any disciplinary measure, is to change the character and conduct of a student, which will enable them to receive their education and be prepared to become a productive citizen of the community. The hours for Saturday School will be from 9:00 AM – 12:00 PM, and Imani Staff will supervise it. The parent or guardian will be responsible for providing transportation to and from the school for Saturday School. Students are expected to arrive on time and fully participate in the assigned activity. Any violation to participate in or during Saturday School could lead to school suspension and/or expulsion review. **Any student assigned to Saturday Detention is not permitted to participate in any extra-curricular activities,**

including but not limited to, practices, games, field trips, etc. until they have completed all of their assigned Saturday Detention time.

Struggling Student Intervention (SSI) - Students who exceed the thresholds established by the Comprehensive School Wide Audit, may be scheduled for an ISS. This process will bring teachers, administrators, counseling staff, parents and student together. This student-centered meeting has two goals: to identify the root cause of a student's underperformance and to identify and agree on strategies to improve the student's performance.

Plagiarism- please see Plagiarism Primer.

Student Disciplinary Referral Form - please see Appendix.

Disciplinary Infractions Chart - please see Appendix.

UNIFORM POLICY ENFORCEMENT

Teachers and Administrators will monitor student attire daily. If a student is found to be out of compliance with the Uniform Policy, he or she **may** be removed from the classroom environment and sent to In-School Suspension. It is Imani Christian Academy's policy to keep students in class whenever possible. As such, Mwalimu will use discretion in sending students to ISS for uniform violations. Repeat offenses will result in a Parent Conference to determine the best path forward.

MINOR OFFENSES

The following details the process that occurs when a minor offense has occurred, such as chronic disruption. This process may not apply to more serious behaviors that result in immediate removal from a classroom, for example, verbal abuse, profanity, or harassment, or other moderate to major offenses.

First Occurrence:

1. Verbal redirect
2. Proximate Verbal Redirect
3. Student sent to In-School Suspension for the class period. (Write note for in school suspension).
4. ISS Proctor will contact Parent or Guardian

5. Mwalimu will call parent and the referral will be provided to front office for entry into Ren Web by the end of the day. Front Office will forward the referral to the Dean.
6. The Dean may follow up with Parent and/or Student.

Second Occurrence: (Follow steps 1-5 above, and proceed to step 7)

1. The Dean will meet with Parent and/or Student.

Third Occurrence: (Follow steps 1-5 above, and proceed to step 8)

2. After 3rd removal, there is a parent meeting with the Dean and CEO

Fourth Occurrence: (Follow steps 1-5 above, and proceed to step 9)

3. Student is subject to dismissal.

If a student successfully complies with this disciplinary process, the process resets. Students will not be permitted to proceed through the disciplinary process more than twice. Students who proceeds through the process twice, will be required to withdraw from Imani or be expelled.

MAJOR OFFENSES

Any offense that threatens the safety of Imani staff, students or campus is considered a major offense. Typically, when a major offense occurs all parties involved will be subject to the following disciplinary action:

First Offense: 1 - 3 Days Out-of-School Suspension followed by Parent Conference

Second Offense: 3 Days Out-of-School Suspension followed by Parent Conference, plus additional consequences

Third Offense: 10 Days Out-of-School Suspension, including an Expulsion Review.

Please Note: Depending on the severity of the offense, expulsion may be the first course of action.

DEMERITS

Minor infractions result in 1 demerit

Moderate infractions result 2 demerits

Major infractions result in 3 demerits.

Students acquiring 10 or more demerits during a marking period may be subject to dismissal.

PROHIBITED ITEMS

Drug and Alcohol Use

The possession or use of alcoholic beverages and the possession or use of illegal substances on school property or on a school trip is prohibited. Inappropriate use of prescription medication or any other mood altering substances is also prohibited. Students under the influence of alcohol or illegal substances face the same consequences as students in possession of these materials.

Tobacco Use

Imani Christian Academy is a tobacco-free campus and as such, prohibits the use or distribution of all tobacco products by employees, students and visitors. Possession or use of these products by a student will result in a disciplinary response.

Weapons

The possession of weapons or explosives of any kind, or objects, tools, or devices that may be used as weapons, is prohibited on school property or at any school-related function, whether or not the activity is on school property. Any violation of this policy can lead to school suspension and or Expulsion Review.

FIGHTING

Our goal at Imani Christian Academy is to educate your child in an environment that fosters a commitment to a life of obedience to God's will and authority. Paramount to all, we teach Christian morals and ethical values that guide each child's personal behavior. With that understood, under no circumstance will fighting will be tolerated.

REMOVAL FROM CLASS

When a student's conduct is so disruptive that removal from a class is required, the student will be sent to In School Suspension. The first time this occurs, the student will be permitted to remain in school, and a parent/guardian will be notified. In all subsequent instances, a parent/guardian will be contacted to pick-up the student from school.

UNAUTHORIZED PHOTOGRAPHY OR VIDEO

At Imani, students are to place their cell phones in bins at the beginning of the day. Students who use their cell phones to take unauthorized photographs or to make video recordings at the Academy are in violation of Imani's Electronic Use Policy and will be subject to disciplinary action commensurate with the student's specific conduct.



Plagiarism Primer

Plagiarism

Imani Christian Academy is interested in our students producing the most academically rigorous and substantiated work possible. In this light it is important that students understand plagiarism and the ramifications for committing this academic offense. Plagiarism is defined as the use of another person's thoughts, ideas, words, quotations or phrases without showing proper acknowledgement of where the information came from. Plagiarism is a very serious offense by stealing the original words or ideas of an author, even unintentionally; you subsequently take away the proper attribution and hard work of the author. You are also effectively trying to pass the author's words off as your own.

By neglecting to include references for sources used in your paper you are plagiarizing. It is therefore important to remember to always give credit to any author whose work you use. It is much better to cite too much than to lack citations at all. Mistaken use of another person's text without properly citing the source can lead to charges of plagiarism. Being charged with plagiarism could result in receiving zero credit or being expelled from school.

Academic writing, which is independent thoughts supported by reliable and relevant research, depends on the ability to integrate and cite the sources that have been consulted. Why is it important to cite references? Mainly, authors want to include references used to support the ideas in the paper. The identification of sources can lend expertise to your position. For example, you are writing a paper on medical theory. You cite the highest respected authority on medical theory whose text supports your view. The reference would lend credibility to your paper and to your point of view. Today, institutions have incorporated numerous rules regarding writing and citation that writers often do not know how to follow; it is crucial to learn and have a working knowledge of these rules.

Ways to Avoid Plagiarism

- ✓ If you borrow an idea or copy a direct quote from someone other than yourself, you must cite it.

- ✓ Phrases borrowed word-for-word from another author must be placed in quotation

marks and followed by the page number of the original source.

- ✓ Cite a source even if you do not quote directly from it. If it is not your idea, you must cite it.
- ✓ Paraphrase with caution. Inadequate paraphrasing can be another form of plagiarism, even with documentation provided.

How to Cite Properly

"Plagiarism is a very serious academic offence. A few students plagiarize in an attempt to cut corners or to cover academic deficiencies. Other students, unfortunately, plagiarize because they don't understand the concept of plagiarism and the methods for avoiding it. In either case, students are held accountable for their actions, and the penalty could be as severe as dismissal from the institution" (Prentice, 2004, p. 7).

When to cite

Citing Your Sources

Citing sources means giving information about where an idea came from; for example, naming the author, work, and page that you're quoting. You must cite your sources for any words, facts, ideas, or statistics in your paper that aren't yours. When in doubt, cite.

Check with your professor about which writing style to use, any particular standards they may have for citations, and the Turn it in similarity rate they require on papers. They may require students to cite page or paragraph number for paraphrases as well as quotations.

In-Text Citations

Citations within text usually require the author, year of publication, and page or paragraph number and can be spread out within the text or all included within parentheses at the end of a quote or paraphrase, as shown below:

Bellows, on page 7 of his 1987 book *More Die of Heartbreak*, said, "Knowledge divorced from life equals sickness."

"Knowledge divorced from life equals sickness" (Bellows, 1987, p. 7).

The reference or works cited note would contain the complete information needed to look up the source. If you have two articles by Smith published in 2017, label the first one in alphabetical order 2017a and the next one 2017b. If you have two articles written in the

same year by three or more authors, with the first author being the same, then subsequent citations should have the first author and second author, followed by et al. with a comma before it.

Citing Material from Websites

A good rule of thumb is to give the author's name if available, the date if available, the article or Web page title, the Journal title if it's a journal article, and Retrieved from the page's URL. Sometimes, you have to search for the author or date. It may be near the bottom instead of under the title. If you can't find an author, put the title in the author spot. If you can't find a date, put n.d. (meaning no date) in the parentheses.

Carnes, M. C. (2011). Setting students' minds on fire. *The Chronicle of Higher Education*. Retrieved from <http://chronicle.com/article/Setting-Students-Minds-on/126592/>.

The Internet has a lot of unsubstantiated information and plagiarized material, so be carefully when using material from the Internet, especially from nonacademic websites. And remember that just because information on a website is easy to copy and paste doesn't mean you can use it without citing.

When You Don't You Have to Cite?

Well-Known Facts

- You don't need to cite something that most people know such as:
- The United States declared independence from Great Britain on July 4, 1776.

Your Original Statistics or Ideas

- You don't need to give a citation for statistics or ideas that you yourself have discovered or written, but make it clear that you are the source. For example:

After conducting a survey of beginning special education teachers, I found that 70% experience burnout within the first five years.

Paraphrasing

Is Paraphrasing Plagiarism?

Paraphrasing is another strategy for incorporating sources in your paper. A paraphrase restates the author's ideas in the writer's own words and is usually slightly shorter than the

original passage. Paraphrase when you would rather use your own words to express the ideas in the original source.

A paraphrase should vary from the original both in the words you use and in the sentence structure. Remember, a paraphrase must always cite the original source. Here are some tips to remember when paraphrasing: Read the material, and then write your paraphrase from memory. Refer to the original text for accuracy and make sure that you are not copying word for word. The paraphrase should express the ideas of the original material in your own words.

Example

The following is an example of a poor paraphrase. Compare this paraphrase to the original and you will notice several problems. The paraphrase uses the same or similar words or synonyms in the same sentence structure. The next paraphrase uses the same ideas but in mostly different words and sentence structure.

Original Source

(from page 34 of Daniel Goleman's 1995 book Emotional Intelligence):

One of psychology's open secrets is the relative inability of grades, IQ, or SAT scores, despite their popular mystique, to predict unerringly who will succeed in life. To be sure, there is a relationship between IQ and life circumstances for large groups as a whole: many people with very low IQs end up in menial jobs, and those with high IQs tend to become well-paid - but by no means always.

Incorrect Paraphrase:

It is well known with the field of psychology that grades, IQ and SAT scores, though popular and mysterious, are not always able to predict who will succeed in the future. Surely, there is a correlation between IQ and life circumstances for many people as seen in the fact that low-level workers often have low IQs and those with higher IQs are generally paid better, although there are some exceptions (Goleman, 1995).

Correct Paraphrase:

Goleman (1995) noted that psychologists realize that whether or not a person succeeds in education or career is not entirely dependent on their IQ or college admission test scores. However, some relationship must exist between IQ and economic status, since blue-collar

workers usually have lower IQs than white-collar workers, even though there may be a few outliers.

Preventing Plagiarism

Plagiarism can be avoided if you quote, paraphrase, and summarize correctly with proper citations and references. When ideas, words, or statistics come from any source other than your own mind, cite them! And try to limit your references to scholarly sources. Wikipedia is NOT considered a scholarly source. Use Turn it in to check the similarity rate and revise your paper if it's over 20% (or the percentage required by your instructor) before submitting it to your instructor

How to cite resources:

<https://owl.purdue.edu>

<http://www.dictionary.com>

<https://www.thesaurus.com>

<https://www.chicagomanualofstyle.org/turabian/citation-guide.html>

Reference

Prentice, C. (2004). *Introduction to the APA and other writing tips for students*. Minneapolis/St. Paul, MN: Twin Cities Writing Center, Saint Mary's University of Minnesota .

XII. APPENDIX

Disciplinary Infractions Chart Minor Infractions	Description	Demerit
Abuse of a hall pass	A student's conduct exceeds the action authorized by the pass or the reasonable time allotted for the authorized task.	1
Bullying	Repetitive conduct by a student or students targeted at an individual student or group of students with the intent to repeatedly intimidate, oppress, persecute, and/or harass. The prohibition of bullying also encompasses cyber bullying, which is understood to mean sending, posting, or sharing, negative, harmful, false, or demeaning content about another person or group during school on a school owned, digital device.	1
Cell Phone/Electronic Device	Usage/possession electronic devices (cell phones/iPods, MP3 players, headphones, etc.	1
Chronic Classroom Disruptions/ Disorderly Conduct	Any conduct that a classroom teacher concludes, interrupts, disrupts learning.	1
Defiant Behavior/ Insubordination	The refusal to comply with a clear directive or instruction.	1
Horseplay	Physically placing one's hands on another individual, whether in jest or in play without an intent to inflict harm.	1
Inappropriate Language/ Profanity	The use of words commonly accepted as profanity, as well as offensive expressions designed to denigrate. In this incidence, the use is not directed at a specific person.	1
Inappropriate Physical Contact	Conduct that includes consensual conduct that is deemed inappropriate for the school environment, including, heavy petting, kissing in a sexual manner, fondling or grabbing. This applies regardless of the genders of the participants.	1
Leaving Class w/o Permission		1
Repeated Tardies to Class	Arriving to class after the bell rings without a written authorization from a teacher or administrator on more than one occasion.	1

Unauthorized Entrance to a Classroom	This infraction occurs when a student enters a class that he/she should not be in without permission.	1
Unexcused Absence from Class		1
Verbal Abuse/ Harassment	The use of words commonly accepted as profanity, as well as offensive expressions designed to denigrate. In particular, when said language is directed at an individual.	1

Disciplinary Infractions Chart Moderate/ Major Infractions	Description	Demerit
Abusive/Offensive Use of Language/ Gestures to Staff	The use of words commonly accepted as profanity, offensive expressions designed to denigrate. Gestures that are commonly understood to convey an offensive or profane meaning. (In particular, when directed at a staff member.	2
Forgery/ Cheating	Forgery includes the unauthorized signing of a signature, the creation of a false document, or the unauthorized modification of an existing. Cheating includes the presentation of another's work as one's own. Additionally, cheating includes making use of impermissible resources to answer questions, do homework, complete a test or assignment.	2
Theft	The taking of an object belonging to another without their consent.	2
Vandalism/Destruction of School Property		2
Bomb Threat, False Fire Alarm		3
Fighting/ Physical Assault	Physically striking, pushing or physically using an object on an individual without their consent, with or without the intent to do bodily harm.	3
Jeopardizing School Safety	Conduct that compromises the security of the school.	3
Leaving School w/o Permission		3
Possession of Tobacco Products/ Alcohol/ Illegal Drugs		3
Possession of Weapons/ Contraband	The possession of a weapon or prohibited substance on school property.	3

Staff Assault	Physically striking, pushing or physically using an object on a staff member without their consent, with or without the intent to do harm.	3
Use of Tobacco Products/ Alcohol/ Illegal Drugs		3
Verbal Threats to Staff	A statement conveying an intent to inflict bodily harm. It includes a statement made to a staff member in the present or future tense.	3



IMANI CHRISTIAN ACADEMY

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STUDENT DISCIPLINARY Referral Form

Date	Time	Student's Name	Grade	Period	Class
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The above student violated the following principle(s) of Imani Christian Academy's Student Code of Conduct:

- | | |
|---|--|
| <input type="checkbox"/> Abuse of Hall Pass | <input type="checkbox"/> Inappropriate Physical Contact |
| <input type="checkbox"/> Bullying | <input type="checkbox"/> Leaving School Without Permission |
| <input type="checkbox"/> Cell Phone/Electronic Devices | <input type="checkbox"/> Possession/Ownership/Use of Alcohol/Drugs |
| <input type="checkbox"/> Chronic Disruption of Class | <input type="checkbox"/> Repeated Tardies |
| <input type="checkbox"/> Cutting Class/Leaving Class Without Permission | <input type="checkbox"/> Theft |
| <input type="checkbox"/> Defiant Behavior/Insubordination | <input type="checkbox"/> Vandalism/Destruction of School Property |
| <input type="checkbox"/> Fighting/Assault | <input type="checkbox"/> Verbal Abuse/Profanity/Harassment /Offensive Gestures |
| <input type="checkbox"/> Forgery/Cheating | <input type="checkbox"/> Other: _____ |

Description of Incident:

—DEAN'S ACTION TAKEN—

- Parent Contacted by Dean
Parent's Name: _____
Phone #: _____
Outcome: _____
- Dean-Student Conference Date: _____
- Loss of Privilege
- Lunch Detention
- Saturday Detention
- Referred to Counselor
- Dean-Parent Conference Date: _____
- Behavior Contract
- Behavior Support Plan
- ISS: _____
- Suspension: _____
- Other: _____

—MWALIMU'S ACTION TAKEN—

- Referring Mwalimu's Name: _____
- Parent Contacted by Mwalimu
Parent's Name: _____
Phone #: _____
Outcome: _____
 - Student Warning
 - Removal from Class
 - Mwalimu-Student Conference Date: _____
 - Use of Time-Out
 - Loss of Privilege
 - Lunch Detention or Saturday Detention
 - Referred to Counselor
 - Mwalimu-Parent Conference Date: _____
 - Referred to Dean
 - Other: _____

Dean's Signature

Principal's Signature (Required for all Suspensions)

Last Updated: 8/16/2019