

KIPP:INDY

PUBLIC SCHOOLS

Team & Family Handbook

2017-2018

Dear Parents, Guardians, and Students,

Welcome to the 2017-2018 school year at KIPP Indy Public Schools.

We are excited to have you as a part of our KIPP Indy Team & Family. At KIPP Indy, we are focused on our mission of working with you to ensure that our students have the academic and character skills necessary to be successful in college and life.

To make this mission a reality, parents, staff, and students must be partners in our work, and each person must do his or her part to foster an environment in which every child can be his or her best self and grow every day. This handbook, which covers region-wide policies as well as school-specific policies (located in the Appendices) that we must follow to ensure that each child can reach the high standards we have set. Please review the policies with your student(s) and keep this handbook so that you may refer to it as needed.

I am looking forward to a positive, productive, and powerful year together. Feel free to reach out to any of your child's teachers, School Leaders, or me at any time. Together, we will work to ensure that every student at KIPP Indy is successful and on track to make his or her hopes and dreams a reality!

Sincerely,

Emily Pelino
Executive Director
epelino@kippindy.org

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Our Mission and Values

Mission

One day, all children in the Indianapolis community will have the knowledge, skills, and character necessary to live a life of choice while continuing to improve themselves and their community.

Vision

To create a network of schools that provides students in educationally underserved communities with a rigorous education that builds the desire and ability necessary to thrive in college and beyond.

General Information

Hours of Operation

Front office Hours: 7:50 – 5:00

The first two weeks of school:

Monday-Friday

7:50 a.m. (School Day Begins) – 2:00 p.m. (Student Dismissal)

Traditional School Year: Beginning 8.14.2017

Mon., Tues., Thurs., Fri.: 7:50 am – 4:00 pm

Every Wed.: 7:50 am – 2:00 pm

Additional information is available at kippindy.org

Visitor Policy

All visitors (including parents/guardians) should have a clear and positive purpose for being on campus. Visitors will be required to sign in at the front office and wear a visitor badge. Because our number one responsibility is to keep our students and staff safe, you should expect staff to ask about your purpose if it is not clear. We trust you understand our commitment and responsibility for school safety.

If you are intending to meet with a School Leader or teacher, including to address a concern or disagreement, you should first attempt to resolve the disagreement through informal discussion. If there is no resolution to the problem, the parent/guardian should then schedule an in-person meeting with the teacher or School Leader ahead of time. Contacting a staff member during instructional time is a disruption to the learning environment and **nobody will be permitted to address concerns with staff outside of a scheduled meeting.** If you are still unsatisfied after meeting with the School Leader, you may contact the Executive Director of KIPP Indy Public Schools. Parents are also welcome to bring their concerns to the next regularly scheduled Board of Directors meetings if still dissatisfied with the solution.

If you wish to visit your child or observe his/her classroom, you must sign in at the front office and obtain a visitor's badge. We welcome parents and guardians to visit their students but ask that you schedule visits in advance and remain quiet so as to not disrupt instruction, unless the purpose of your visit involves interacting with students as pre-arranged with the teacher. Again, **nobody will be permitted to address concerns with staff outside of a scheduled meeting.** If it is not possible to schedule your visit in advance, the front office staff will, upon your arrival, text the teacher (to minimize classroom disruption) and wait three minutes for a response. If no response is received, the front office staff will call into the classroom to see if it is a good time for an unannounced visit; if it is not, you may have the teacher's contact information and schedule another time to visit.

School Closings

In the event that weather conditions make travel to school hazardous and unsafe, KIPP Indy may opt to close or delay school. Parents should watch and listen to local news announcements regarding school closure. The school will also send an automated call and text message to our families.

Similarly, in the event that weather conditions become dangerous once the school day has begun, students may be released from school early. Parents should watch and listen to local news announcements regarding early dismissal. The school will also send an automated call and text message to our families.

In the event that the State of Indiana cancels public schools for reasons beyond inclement weather, KIPP Indy may or may not close. The school will determine the appropriate action and will inform parents appropriately. The school will also send an automated call and text message to our families.

Attendance Policy

Children who do not attend school are at an increased risk of being retained, dropping out, becoming involved in criminal activity, abusing drugs and alcohol and missing out on the opportunity for higher education. KIPP Indy wants to ensure that every student is successful on their journey to and through college.

Student attendance is also required by law. As a parent, it is your legal duty to ensure that your child attends school and arrives on time. If, for instance, a student misses the bus or oversleeps, it is the parent or guardian's responsibility to find a way for the child to get to school on time. Transportation problems are not considered excused absences. Below are our guidelines to minimize absenteeism, including the definition of excused and unexcused absences, what you should do if your child is absent, and the steps that will occur if your child misses multiple days of school.

If a child will be absent from school or will arrive after 8:00 a.m., parents must contact the office (317-547-5477) by 8:15 a.m. and let us know the child will be absent or tardy that day. If we do not hear from a parent/guardian by 9:00 a.m., the child will have an unexcused absence for that

day. If we have not received a phone call by 10:30 a.m., parents/guardians will receive an automated phone call in order to follow up on the student's absence.

Excused Absences:

- Illness, communicated in person or in writing by the parent, for 3 or less consecutive days. The student will be responsible for all missed assignments. Please see procedures for make-up work under academic policies.
- Personal illness documented by a Physician (required after 3 or more consecutive days of absence or after patterns in illness have been discovered). The student will be responsible for all missed assignments. Please see procedures for make-up work under academic policies.
- Medical appointments
- Death or serious illness in the immediate family
- Recognized religious holidays
- Absences caused by order of government
- Inclement weather or dangerous conditions
- Other absences approved by the School Leader

Illness During School Hours

If a child becomes ill or injured during the school day and is not well enough to stay in class, the parent/guardian will be called to pick the child up within 90 minutes. The school does not have the capacity to watch over and care for ill children. *The appropriate legal authorities will be contacted if a student is not timely picked up and no reasonable communication has been had with appropriate school staff.* It is necessary to have updated emergency contact numbers on file in the school office in case no one can be contacted at home.

KIPP Indy will only administer prescription medicine to a student who has an official note from his or her doctor on file, describing the prescribed medicine, the required dosage, and the required frequency. Such notes must be brought to the school by the parent along with the medication required. Medicine will be kept and administered by the school.

Students with over the counter medicine for the treatment of temporary illnesses (such as a cold) or minor health concerns (such as allergies) must also bring their medicine to the nurse's office along with a signed administration of medication consent form (available in the office) from their parent or guardian describing the required dosage and frequency. In order to be treated by the nurse, parents must also have signed a consent form for their child to receive services at school.

It is the parent's responsibility to ensure that the school has up-to-date contact and health information. If a child has needs we do not know about, we cannot provide for those needs, and if a child has a medical emergency, it is critical that the school is able to reach the parent.

Any absence that is not supported with written documentation and/or does not fall within the guidelines of excused absences will be considered unexcused.

The following consequences will be administered as students accumulate days of unexcused absences:

- **3 unexcused absences** – The student’s homeroom teacher will call to speak with the parent regarding absences
- **6 unexcused absences** – A letter will be mailed home informing parents of absences and possible next steps
- **8 unexcused absences** – The homeroom teacher, in conjunction with a School Leader, will call and speak to the parent to formulate a plan to minimize absences
- **10 unexcused absences** – must be reported to Child Protection Services and a letter will be mailed home informing parent of reporting and possible student retention
- **11 days** – Absences must be reported to the prosecutor’s office
- **15 days** – Letter sent to parent from the prosecutor’s office outlining charges and additional report filed. According to the Marion County Prosecutor’s Office:
 - If your child has 10 or more unexcused absences in a school year, he or she is considered habitually truant and you may be prosecuted for the crime of Failing to Ensure School Attendance, a Class B Misdemeanor
 - A person convicted of a Class B Misdemeanor may be given up to 180 days in jail and a fine of up to \$1,000
 - If the Prosecutor believes you are knowingly and intentionally depriving your child of an education as required by law, you may be prosecuted for Neglect of a Dependent, a Class D Felony
 - A person convicted of a Level 6 Felony may be given up to 2 ½ years in jail and a fine of up to \$10,000

Excessive absences will be considered in any retention decision. In addition, students absent more than ten days will automatically be considered for retention.

Pursuant to Indiana law, if a student is tardy a total of 15 or more days without excuse, he/she is considered habitually truant. Formal inquiries will be made and reported to the appropriate law enforcement agency for students who are habitually truant.

Food Service

Families must complete a federal income guidelines form during the registration process. All students will receive free breakfast and lunch each day. Families may choose to have their children eat breakfast at home and/or send a bag lunch. If packing a lunch, please be aware that lunches may not be warmed up.

Transportation Policy

Student safety is our primary concern, and our policies are designed to solidify this commitment and align to best practices from schools across the state and country.

General Transportation Information

Students are only allowed to ride their assigned bus or be picked up as a car rider/walker. If a student's normal end of the day transportation needs to change for that given day, parents/guardians must, no later than noon, contact the school (317.547.5477 and follow the automated prompts to

leave a message or stop by in person to request the change. Requests for changes made after noon will not be honored, except for emergencies, and changes communicated through teachers are not accepted. Additionally, students may only temporarily change buses in the event of an emergency.

In addition, students are expected to attend school for the full day. Early pickups should not occur, but if you must pick your student up early (emergency, excused absence), he/she will be called to the front office; to avoid disrupting the learning environment, parents/guardians will not be allowed into the school.

We will also track early pickups and students will begin to lose privileges for more than three violations of, or exercised emergencies related to the above policies.

Bus Riders

Riding the school bus is a privilege. This privilege may be temporarily denied or permanently revoked if the misconduct of the child jeopardizes the safe operation of the school bus or the safety of the children riding the bus.

Parents and students will be informed about bus routes and bus stops prior to the start of each school year. Bus routes and stops are subject to change each year.

Buses will not wait for tardy students. If a student misses the bus, the parent/guardian should call the school immediately and find an alternate way to transport the student to school.

School Responsibilities

The School Leader is responsible for the discipline of his/her students who ride the school buses. On the bus, as in the classroom, there are consequences for insubordinate, physically dangerous, and illegal behavior. Each bus contains a camera that may be randomly viewed by the administration of the school to monitor bus behavior. To comply with student privacy laws, surveillance cannot be viewed by non-staff members if it involves other students. If a student is seen as a threat to the safety of himself or his classmates, he may be suspended and even expelled from riding the bus depending on the nature of the incident. If a student is suspended or expelled from the bus for disciplinary reasons, attendance is still required and parents are expected to find another source of transportation.

Parent Responsibilities

- Parents are responsible for the safety and supervision of their children from the time the children leave home in the morning until they board the bus, and at the end of the day from the time the school bus departs the unloading area until the children reach their home.
- Parents are responsible for instructing their children to cross in front of the bus after being discharged, if the locations of their residences require them to cross the road at bus stops.
- Parents are liable for damage caused by their children to the property of others, including the school bus. When children walk to and from the bus stop or school, while they wait at the school bus stop, and when they walk home from the school bus stop at the end of the

school day, they must show consideration and respect for the property of citizens whose homes and places of business are located along their routes.

- Parents should have their children ready to board the bus ten (10) minutes before the scheduled arrival time of the bus.
- Parents of children who walk to bus stops should develop specific routes which minimize the exposure of their children to vehicular traffic when walking to and from the bus stops.
- Parents should talk to their children about obeying school crossing guards and traffic control signals.
- Parents should walk to and from the bus stops with their younger children, using this opportunity to teach their children proper pedestrian practices. If parents cannot accompany their children, arrangements should be made, if possible, for older children (sister, brother, or neighbor) to do so.
- Parents with special needs children should be home to receive their children from the school bus at the end of the school day. If parents cannot be home to receive their children from the school bus, arrangements should be made, if possible, for older children (sister, brother, or neighbor) to receive the children from the school bus.
- Parents are responsible for completing the “Student School Bus Information” form needed to contact parents about emergencies or discipline matters.
- Parents should notify their children’s schools a week before they move to another residence.

Conduct

The driver is in full charge of the bus and its passengers, and students are expected to fully follow the directions of the driver. If a bus has an assigned monitor, directions from the monitor should be followed also. Students should be expected to be assigned specific seat assignments by the driver. All buses are subject to video/audio surveillance.

- Walk to the assigned seat and remain there. Do not stand or move around while the bus is moving.
- Do not talk to the driver unless it is an emergency. Drivers need to keep their minds on driving and their eyes on the road.
- Talk quietly so that the driver can hear traffic sounds.
- Do not open or close window or roof vents.
- Never extend your hands, arms, heads or personal belongings through the windows.
- Loud, profane language or yelling is not permitted.
- Do not smoke, eat or drink beverages on the bus.
- Do not deface or litter the bus. Students will be held accountable for any damage they do to the bus.
- Do not tamper with any safety device or any other equipment on the bus.
- Do not play electronic devices without headphones or without permission from the driver.

Exit

- Do not move from your seat until the bus comes to a full stop.
- Take your turn. Do not crowd in front of others.

- Use the handrails.
- Watch your step.
- Look both ways, and check for turning cars before you cross the street.
- Do not linger around the school bus after getting off.

In Case of Emergency

- Stay seated.
- Depend on the driver to take care of emergency situations.

KIPP Indy uses IPS transportation services and therefore will adopt IPS transportation policies. Please see the IPS Bus Policy Website for full details: www.myips.org/buses.

For additional, school-specific transportation policies see the appendices at the end of this Handbook.

Car Riders

Parents/guardians who provide transportation for their child are expected to pick their child up no more than 30 minutes following the end of each school day. Similarly, parents are expected to pick up students no more than 30 minutes after the conclusion of special events, extra-curricular activities, or the student being brought back to school by the bus driver. Only authorized individuals (parent, guardian, or those designated by the parent or guardian) may pick up a student.

The appropriate legal authorities will be contacted if a student is not timely picked up and no reasonable communication has been had with appropriate school staff.

When picking your child up at the end of the day, please stay in your car and in the parent pick up line. If you have to exit your car, you should park in a marked parking space out of the parent pick up line. With staff supervision, we have a routine to get your child safely into your vehicle in the loading zone. If you are walking from the campus or to your car with your child, you will greet them outside the main doors of the building. Parents are not allowed to wait in the office, but feel free to use the foyer of the school at dismissal time. Again, this is a safety measure.

Health Policy

State law requires that all children in elementary and middle school must have updated immunizations. See the chart below for immunization requirements.

2017-2018 School Year School Entry Immunization Requirements

Below are the number of doses and each vaccine required for school entry. Changes for this year include the Hepatitis A vaccine for grades K-3.

3 to 5 years old

3 Hep B (Hepatitis B)
4 DTaP (Diphtheria, Tetanus & Pertussis)
3 Polio (Inactivated Polio)
1 MMR (Measles, Mumps & Rubella)
1 Varicella

K-3rd Grade

3 Hep B	2 MMR
5 DTaP	2 Varicella
4 Polio	2 Hep A (Hepatitis A)

Grades 6 to 8

3 Hep B	2 MMR
5 DTaP	2 Varicella
4 Polio	1 Tdap (Tetanus & Pertussis)
2 Hep A*	1 MCV4 (Meningococcal)

Hep B The minimum age for the 3rd dose of Hepatitis B is 24 weeks of age.

DTaP Four doses of DTaP/DTP/DT are acceptable if 4th dose was administered on or after child's 4th birthday.

Polio Three doses of Polio are acceptable for all grade levels if 3rd dose was given on or after the 4th birthday and at least 6 months after the previous dose with only one type of vaccine used (all OPV or all IPV). For students in grades K – 7, the final dose must be administered on or after the 4th birthday, and be administered **at least 6 months** after the previous dose.

Varicella Physician documentation of disease history, including month and year, is proof of immunity for children entering preschool through 7th grade. Parental report of disease history is acceptable for grades 10-12.

MCV4 Individuals who receive dose 1 after their 16th birthday only need 1 dose of MCV4.

Hep A The minimum interval between 1st and 2nd dose is 6 calendar months. K-3 is required.

*For grades 4-12, two doses of Hep A are recommended.

MenB ** Two doses of Meningococcal Serogroup B vaccines are recommended for Grade 12.

Indiana State Department of Health, Immunization Division

(800) 701-0704

Emergency Procedures

To ensure the protection and safety of staff, students, and visitors, positive behavior aligned to KIPP Indy's conduct policies is especially important during execution of drills and real safety scenarios. KIPP Indy staff members have been trained in emergency scenarios and will practice executing the safety protocol with students. Students, families, and visitors who may be in the building must follow protocol and scenario-specific instructions given by staff.

To properly execute certain safety protocol, we may need to shut down the front office, prevent anyone from entering or leaving the premises, and/or require all visitors to adhere to our campus protocols. When possible, we will post notices (outside the building and/or via text, phone, and email) advising of the situation and expectations. During certain safety scenarios, such as a tornado, families should not attempt to pick up their students or expect someone to answer the phone or open the door. We appreciate your understanding of our efforts to ensure the safety of all involved.

Any student violating these procedures is jeopardizing the safety of our school and will face consequences including and up to suspension. Any student found guilty of pulling the school's fire alarm without cause will be subject to strict consequences, including expulsion.

Code of Conduct

Student Dress Code Policy

The rationale for the uniform policy is to establish a core set of foundational expectations that:

- Create consistency for students and families as they progress in our K-12 network.
- Contribute to a culture of high expectations.
- Minimize distractions in the learning environment.
- Support safety and mitigate risk.
- Balance the tension between students developmentally appropriate need to express themselves and the need to project a professional image.
- Be culturally relevant and respectful of norms in our community.
- Cultivate school pride, sense of attachment to the KIPP community, and a desire to be associated with a college or university.
- Support staff by providing clarity in expectations while also minimizing the amount of dialogue with students and families about dress code issues.
- Support students and families by providing clear expectations that provide flexibility and that can be consistently reinforced throughout the school year.

Student Dress Code Expectations

ALL students are expected to wear the following required uniform every day, unless otherwise indicated. If there is a circumstance outside of the student's or parent's control that prevents a student from being in uniform for a given period of time, parents are encouraged to proactively contact the school (front office or student's homeroom teacher) so the school is aware of the situation and can work with the family as needed.

- **SHOES: Shoes of any color are permitted.**
 - The following shoes are **not** permitted: any type of sandals, open-toed shoes, shoes with a heel higher than one inch tall.
- **SHIRT: A KIPP Indy polo, KIPP Indy sweatshirt, or KIPP Indy t-shirt that has been earned for his/her grade level, academic performance, or character excellence is required Monday through Thursday.**
 - No other sweatshirts and/or jackets are to be worn on the outside of uniform shirts.
 - Shirts should be appropriately sized and not expose the midriff.
 - Also, shirts **MUST** be tucked in at all times.
- **PANTS: Tan, navy, or black khaki pants, shorts or skirt must be worn Monday through Thursday.**
 - Pants should be free of any rips, holes, designs, writings, or embellishments.
 - Pants and shorts are **not** permitted to sag and should not be excessively tight.
 - Shorts or skirts should reach the base of your fingertip when arms are placed by the side.
- **BELT: Belts are required for all items that have belt loops. Belts must be a SOLID color.**
 - Belts may not have any additional designs (i.e. studs, large buckles, written words, images, or other embellishments).
 - Chains, hats, or any other accessory may not be attached to the belt.
 - Scarves, fabric, and other non-belt material may not be substituted for a belt.
- **SOCKS: Students must wear solid colored socks. Outside of branded logos (such as Nike logo), socks should be free of patterns and images.**
 - Pants should not be rolled up or tucked into pants to display socks.
 - Any tights worn under skirts/dresses should adhere to the expectations for socks (solid color).
- **ACCESSORIES:**
 - Any **jewelry** worn around the neck should be worn inside of the uniform shirt.
 - All **earrings** worn by a student should not be larger than a quarter (in diameter). Earrings should not include chains or cuffs.
 - **Scarves and non-prescription eyewear** may not be worn as a part of the uniform.
 - **Headwear**, such as bandanas, hats, head wraps, winter hats, ear warmers, sweatbands, etc. may not be worn as part of the uniform. Headbands or other hair clips should be no wider than one-inch and should not be of bandana pattern.
 - **Purses or personal bags** should be stored in lockers throughout the day.
- **FRIDAYS:**
 - The same policies for shoes, belts, and accessories also apply to the Friday dress code.

- Students may wear any KIPP shirt/sweatshirt or a shirt/sweatshirt that displays a college or university.
- Students may wear jeans or khakis with their KIPP or college Pride shirt.
 - Jeans must be blue, gray, or black.
 - The same policies for pants worn during the week applies for jeans and pants worn on Friday. This prohibits sagging, ripped or frayed pants (even if skin does not show), tight jeans, paint splatters, jeggings, etc.
 - Pants should also be free of excessive embellishments (ex: multi-color designs on back pockets).

Personal Belongings

Students may not have any communication devices (phones, iPads, etc.) or other electronics visible or actively in use in the school building for any reason at any time (including field trips, extracurricular activities, etc.). Students who choose to violate this policy will have the device confiscated. The school understands that many students have cell phones in order to be in contact with their parent(s) outside of school hours. Additionally, we recognize that students may use electronics while traveling to and from school each day. While cell phones and electronics are not prohibited from the school campus, they may not be visible or in use by students during the school day and should at all times remain in the student's locker and disconnected from the wifi network.

KIPP Indy Public Schools will not be responsible for any electronic communication device if it is brought to school and lost or stolen. Therefore, students and parents assume all personal risk if a student chooses to bring these devices on campus.

Telephone Use

Students may not use any school phone without permission from a teacher. Students will only be allowed to use the phone in case of an emergency. Students are encouraged to ask their teacher to use their teacher's school cell phone if needed. Students who use a phone without permission from a teacher will be subject to disciplinary procedures. Students are also not allowed to receive phone calls unless it is an emergency. Parents/guardians are asked to communicate messages and make transportation arrangements with the child before sending the child to school in the morning.

Abuse

In accordance with Indiana law, all school personnel are mandated reporters of suspected abuse and/or neglect. Mandated reporters are required to report suspected child maltreatment immediately when they have "reasonable cause to believe that a child who is 17 years of age or younger and known to them in a professional or official capacity has been harmed or is in danger of being harmed - physically, sexually, or through neglect - and that a caregiver either committed the harm or should have taken steps to prevent the child from harm." After a report has been filed, school staff members are prohibited from discussing the details of the report with parents or any other party. Moreover, the school may not receive feedback or follow-up from the reporting agency once a report has been filed.

Student Conduct Policy

KIPP Indy has adopted the following policies regarding specific prohibited behaviors:

1. Tobacco: All tobacco products are prohibited. Penalties for students found with tobacco products range from short-term suspension to expulsion.
2. Weapons and/or Explosive Devices: A student shall not possess, handle, or transport any explosive, weapon, dangerous object or object that can reasonably be considered a weapon. Disciplinary actions will include long-term suspension or expulsion. As required by state and federal law, KIPP Indy has established a policy requiring the expulsion from school for any student who is determined to have brought a firearm to school.
3. Firearms: According to the Indiana Department of Education, a firearm is “any weapon that is capable of expelling or designed to expel or that may be readily converted to expel a projectile by means of an explosion.” A student shall not possess, handle or transport any pistol, revolver, or any other firearm designed or intended to propel a missile of any kind. Any student who is determined to have brought a firearm to school shall be expelled.
4. Stun Weapons: A student shall also not possess a stun weapon. A stun weapon refers to any mechanism that is designed to emit an electronic, magnetic, or other type of charge or shock for the purpose of temporarily incapacitating a person.
5. Cutting Instruments/ Objects: A student shall not carry, conceal, display or use any knife, cutting instrument, or blunt-force weapon. Items will be confiscated and turned over to a police officer. In addition to any criminal penalty, students are also subject to disciplinary action, including expulsion.
6. Explosives: A student shall also not supply, possess, handle, use, threaten to use, or transmit any explosive device or item that ejects or releases a spray, foam, gas, spark, fire, smoke, odor, etc., including fireworks, smoke bomb, paint bomb, stink bomb, any homemade bomb, or any form of gasoline, kerosene, explosive or corrosive chemicals, etc. Students found to be in violation of this policy are also subject to disciplinary action including expulsion as well as legal action.
7. Flammable Objects: A student shall not carry, conceal, display, or use any flammable objects, including lighters and Zippos. Items will be confiscated and students will be subject to disciplinary action including expulsion.
8. Threatening or Violence Against Staff: Students shall not threaten, harass, or cause inappropriate bodily contact with and/or cause damage to the property of any school employee. Students found to be in violation of this policy shall be subject to suspension or expulsion as well as a referral to the local law enforcement agency.

9. **Drugs/Substances/Paraphernalia:** Students found to be in possession of, or under the influence of, any "drug" including alcohol, alcoholic beverages, look-alike drugs, inhalants, pills, tablets, or illegal drugs or substances, and/or in possession of any related paraphernalia, shall be subject to consequences ranging from long-term suspension to expulsion. Students found to be guilty of selling or distributing any "drug" as defined above will be subject to disciplinary action up to and including expulsion. In accordance with Indiana law, the school is mandated to report such activity to law enforcement authorities where additional legal prosecution may occur.
10. **Destruction or Theft of Property:** Destruction of, theft of, and/or threats to destroy or damage or deface school, private, or public property will result in immediate disciplinary action ranging from in-school consequences to suspension or expulsion.
11. **Violence:** Violence will not be tolerated. Verbal threatening, fighting or intimidating students, attempts to hurt another, or actions which cause reasonable fear of immediate bodily harm are defined as an "assault" and will result in disciplinary action up to and including expulsion. Making physical contact of an insulting, offensive, or provoking nature with another student is defined as "simple battery" and will result in penalties ranging from suspension to expulsion. Students guilty of "aggravated battery" (maliciously causing bodily harm to another) or "aggravated assault" (an assault made with a deadly weapon or with an object or device that is likely to result in serious bodily harm) are subject to immediate expulsion. Students who participate in a fight by running to an altercation or by encouraging others to participate are also subject to punishment ranging from loss of privilege to suspension. In addition to school sanctioned disciplinary actions, students may also be referred to the appropriate law enforcement agency.
12. **Harassment,** which includes any form of behavior that would contribute to or cause psychological harm to someone else and/or urges students to engage in such conduct, shall also be prohibited at the school. Examples are verbal, written or physical taunts, insults, or challenges, which are likely to intimidate and/or provoke a negative response from the student being treated in this manner.
13. **Bullying/Harassment:** In accordance with Indiana Law, bullying is strictly prohibited and will result in immediate disciplinary action. Bullying is defined as: overt, repeated acts or gestures, including: verbal or written communications transmitted, physical acts committed, or any other behaviors committed; by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student.
14. **Additional examples of bullying/harassment behaviors include:**
 - a. **Physical:** hitting, kicking, grabbing, spitting, giving "wedgies", etc.
 - b. **Verbal:** name calling, racist remarks, put-downs, extortion, etc.
 - c. **Indirect:** spreading rumors, wearing or possessing items depicting or implying hatred or prejudice, exclusion from peer group, taking and hiding/destroying other's possessions, etc.

15. Cyberbullying: According to Indiana state law, bullying via technology is treated in the same way as "in-person" bullying or harassment. Therefore, posting threats, harassing messages, or insults on Facebook, Twitter, Instagram, or other social media sites is strictly prohibited. Students who engage in this activity will face consequences ranging from loss of privilege to suspension.
16. Grounds for disciplinary action may apply whenever the student's prohibited behavior is reasonably related to school or school activities, including traveling to or from school or a school activity. Penalties for students found to be in violation of this policy range from loss of privilege to expulsion.
17. Rude or Disrespectful Behavior: Students are expected to operate with the utmost integrity at all times, and therefore discourteous or inappropriate language and/or behavior or gestures toward a staff member or student will result in penalties ranging from a color change to suspension. Consistent rude or disrespectful behavior may result in expulsion.
18. Horseplay: Students are to maintain scholarly behavior at all time. Playful hitting or touching of any kind, with or without the intent to cause discomfort or pain, is prohibited. Penalties for students found to be in violation of this policy range from removal from class, loss of privilege to suspension.
19. Skipping Class: Any student caught skipping class is subject to immediate consequences ranging from suspension to expulsion.
 - a. Skipping Class: Students are considered "skipping" a class if they are unaccounted for 10 minutes or more without a pass. Consequences for skipping class include making up missed class time after school or during recess, loss of privilege, or suspension.
20. Classroom Disturbance: Student learning is of the utmost importance at KIPP Indy, and therefore classroom disturbances will not be tolerated. Behavior that disrupts the instructional process, distracts students and/or teachers from classroom activities and studies, and/or creates a dangerous or fearful situation for students and/or staff will result in loss of privilege to suspension or expulsion depending on the severity of the violation.
21. School Disturbance: Any acts that may cause disruption of the school environment and/or threaten the safety or well-being of other students is strictly prohibited. Such activities may include terroristic threats, gang related activities, walk-outs, sit-downs, rioting, picketing, trespassing, inciting disturbances, threats to the school, pranks, etc. Penalties may include loss of privilege to suspension or expulsion depending on the severity of the violation.
22. Profanity or Obscenity: Students are expected to uphold the value of integrity at all times, and any use of profanity or obscenity will be considered a violation of this value. Such use includes profane, vulgar, obscene words or gestures; possession of profane, vulgar, or obscene material; accessing, viewing, and/or sending obscene material via the Internet,

email, cell phones (e.g. "sexting") or other electronic means; profane, vulgar, obscene or insulting racial, ethnic, or religious comments or actions. Penalties may include loss of privilege to suspension or expulsion depending on the severity of the violation.

23. Failure to Accept Disciplinary Action: Students are expected to follow the disciplinary actions set forth by any staff member at the school, and any students who fail to do so are subject to immediate consequences. Refusing or failure to accept disciplinary action imposed by a teacher or school administrator is grounds for immediate suspension or expulsion.
24. Bus Misbehavior: Riding the bus is a privilege, not a right. Therefore, the privilege of riding the bus to and from school may be denied to any student who consistently misbehaves while on the bus. In addition, any behavior that disturbs or distracts a bus driver, causes a dangerous situation for a bus driver and/or students, that disturbs the orderly operation of a bus, or that creates a danger for vehicles operating near a bus (including throwing things out of the window or using reflective devices to distract drivers, etc.) may result in immediate suspension or expulsion from the bus. The following items are prohibited while on a school bus: food, drinks, candy, glass objects, novelty toys, animals, drugs, weapons, mirrors, lasers, flash cameras, or any other device that might interfere with the driver's operation of the school bus. Students who do not follow the school bus rules may be suspended from the bus temporarily or for the entire year, depending upon the severity of the violations.
25. Conduct Outside of School Hours: students, as members of the greater community, should consider how their conduct reflects on KIPP Indy outside of school hours and during non-school-related activities. However, with limited exceptions, conduct during those times is not subject to KIPP Indy's jurisdiction and KIPP Indy may decline or be legally precluded from issuing disciplinary consequences and otherwise getting involved.
26. Gambling: Gambling is strictly prohibited. Acts such as betting money or items on card games, dice games, the outcome of games or activities and/or possession of gambling materials or paraphernalia may result in a variety of consequences ranging from loss of privilege to suspension.
27. Providing False Information: Students engaging in any act that entails providing false information to the school will be subject to immediate consequences. Such offenses include falsifying school records, forging signatures, making or providing false statements or accusations, bribery, using an unauthorized User ID or password, etc. Penalties for such infractions may range from loss of privilege to suspension.
28. Cheating/Plagiarism:
 - a. Cheating absolutely will not be tolerated. Students found to be cheating will receive a consequence ranging from loss of privilege to suspension along with a written assignment. Cheating includes copying someone else's work, having someone else complete an assignment, copying the answers from an answer key, going against

the directions in seeking outside assistance, etc. Penalties may range from loss of privilege to suspension depending on the severity of the violation.

- b. **Plagiarism:** Plagiarism involves the stealing of someone else's ideas or words as one's own or the imitation of the language, ideas, and thoughts of another author (or person) and representation of them as one's original work. Students who copy an idea or the actual text from another source and claim that it is their own will be guilty of plagiarism. Plagiarizing is considered against the law and will be punished. Penalties may range from loss of privilege to suspension depending on the severity of the violation.
29. **Sexual Misconduct and Title IX:** KIPP Indy does not discriminate on the basis of sex in its education programs, Title IX requires the organization not to so discriminate, and all such discrimination or harassment is prohibited. Sexual misconduct between or among students on school property or at any school activity or event, including sexual contact, sexual assault, unwelcome sexual advances or comments, request for sexual favors, indecent exposure, insulting comments or threats about sexual orientation, gender identity, stalking etc. is strictly prohibited. Any student found to be engaging in any such activities will be subject to swift and harsh consequences ranging from suspension to expulsion. Similarly, all such conduct between or among staff and students is prohibited. When appropriate, any such sexual misconduct matters will also be referred to the school's Title IX Coordinator (identified below), who will launch an independent Title IX investigation, potentially including CPS, the police, parental consent, and/or Human Resources when necessary. The administrator in charge and/or Title IX Coordinator may require that the parties involved have no further contact until resolution. Grievances should be directed to the individuals noted below.
- a. KIPP Indy Unite Elementary Title IX Coordinator: Brittany Seibert; 1740 E. 30th Street, Indianapolis, IN, 46218; 317.547.5477; bseibert@kippindy.org
 - b. KIPP Indy College Prep Middle Title IX Coordinator: Brittany Scherer, 1740 E. 30th Street, Indianapolis, IN, 46218; 317.547.5477; bscherer@kippindy.org

Grievances will be handled on a case-by-case basis with the assurance of prompt and equitable relief. To avoid discomfort and confrontation between alleged victims and alleged perpetrators, mediation will not be used. However, investigations will be adequate, reliable, and impartial, including the opportunity for both sides to present witnesses and other evidence. Parties involved will be notified of prompt timeframes for the major stages of the process (investigation, hearing, outcome of the investigation, and appeal, if applicable), they will receive notice of the outcome of the investigation (based on a preponderance of the evidence – i.e., it is more likely than not that sexual harassment or violence occurred), and when appropriate KIPP Indy will provide assurances of remedial and/or preventative measures that will be taken.

30. **Trespassing on School Property:** Students are not allowed to enter or stay on the premises of the school after hours or on the weekend without authorization or permission from the school leaders. Students found to be trespassing may be suspended and the matter will be

referred to law enforcement. Students who have been suspended or expelled are strictly prohibited from entering the premises of the school at any time during the length of their suspension or expulsion.

31. **Soliciting/Selling Merchandise:** Students are not permitted to solicit or sell merchandise to other students or staff members without administrative authorization. Such activity is prohibited during all school functions, including on school grounds, during school sponsored activities, or traveling to or from school or a school activity. Students found to be in violation of this policy shall be subject to consequences ranging from loss of privilege to suspension. Soliciting or selling illegal substances will result in further consequences up to expulsion.
32. **Criminal Gangs and Criminal Gang Activity:** It is the policy of KIPP Indy Public Schools to prohibit gang activity and similar destructive or illegal group behavior on school property, school buses or at school-sponsored functions.

It is the policy of the KIPP Indy Public Schools to prohibit reprisal or retaliation against individuals who report gang activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or others with reliable information about an act of gang activity and similar destructive or illegal group behavior.

"Criminal gang" defined (per IC 35-45-9-1) – "criminal gang" means a group with at least three (3) members that specifically:

(1) either:

(A) promotes, sponsors, or assists in; or

(B) participates in; or

(2) requires as a condition of membership or continued membership, the commission of a felony or an act that would be a felony if committed by an adult or the offense of battery (IC 35-42-2-1).

“Gang Activity”- a student who knowingly or intentionally actively participates in a criminal gang, or a student who knowingly or intentionally solicits, recruits, entices, or intimidates another individual to join a criminal gang.

Procedures for reporting suspected gang activity and the prompt investigation of suspected criminal gang activity:

Per IC 20-33-9-10.5, a school employee shall report any incidence of suspected criminal gang activity, criminal gang intimidation, or criminal gang recruitment to the School Leader and the school safety specialist. The School Leader and the school safety specialist may take appropriate action to maintain a safe and secure school environment, including providing appropriate intervention services.

Appropriate consequences and remedial actions are those that are graded according to the severity of the offenses and consider both the developmental ages of the student offenders and students’ histories of inappropriate behaviors, per the code of student conduct.

Any corporation and school employee who promptly reports an incident of suspected gang activity and who makes this report in compliance with the procedures of this policy, is immune from a cause of action for damages arising from any failure to remedy the reported incident.

The School Leader or designee shall conduct a complete investigation for each report of suspected gang activity. The investigation shall be initiated by the School Leader or the School Leader's designee within one school day of the report of the incident. The School Leader may appoint additional personnel and request the assistance of law enforcement to assist in the investigation for the administrator's safety. The investigation shall be completed and the written findings submitted to the School Leader as soon as possible, but not later than five school days from the date of the report of the alleged incident of criminal gang activity.

The School Leader shall submit the report to the superintendent / Executive Director of the school corporation within ten (10) school days of the completion of the investigation. The superintendent or her designee shall report the results of each investigation to the Board on a quarterly or more frequent basis during regularly scheduled board meetings.

Each school within the school corporation shall record the number of investigations disposed of internally and the number of cases referred to local law enforcement, disaggregated by race, ethnicity, age, and gender. Each school shall report this information to the school corporation Executive Director who shall submit a written report to the Indiana Department of Education by June 2 of each year.

The School Leader shall provide the parents of the students who are parties to any investigation with information about the investigation, in accordance with Federal and State law and regulation. The information to be provided to parents includes the nature of the investigation, whether the corporation found evidence of criminal gang activity, and whether consequences were imposed or services provided to address the activity. This information is to be provided in an expedited manner.

The superintendent of the school corporation is authorized to define the range of ways in which school staff and the School Leader or the School Leader's designee shall respond once an incident of criminal gang activity is confirmed, according to the parameters described in the corporation's code of student conduct. The school board recognizes that some acts of gang activity may be isolated incidents requiring that the school officials respond appropriately to the individuals committing the acts. Other acts may be so serious that they require a response either at the school corporation level or by local law enforcement officials. Consequences and appropriate remedial actions for a student who engages in gang activity may range from positive behavioral interventions up to and including suspension or expulsion.

The School Leader shall proceed in accordance with the code of student conduct, as appropriate, based on the investigation findings. As appropriate to the investigation

findings, the School Leader shall ensure the code of student conduct has been implemented, and provide intervention and/or relevant support services (i.e., refer to counseling, establish training programs to reduce gang activity and enhance school climate, enlist parent corporation and involvement or take other appropriate action). The School Leader shall inform the parents of all students involved in alleged incidents, and, as appropriate, may discuss the availability of counseling and other intervention services.

The superintendent of the school corporation shall annually disseminate this policy to all parents who have children enrolled in a school within the school corporation. The superintendent shall ensure that notice of the corporation's policy appears in the student handbooks and all other publications of the school corporation that set forth the comprehensive rules, procedures and standards for schools within the school corporation.

KIPP Indy Public Schools wishes to make the following support services known to families and will work with families to identify appropriate supports on a case-by-case basis:

- Gang awareness education (for students, parents, school faculty/personnel, law enforcement and community stakeholders).
- Culturally and/or linguistically appropriate services/supports for parents and families.
- Counseling coupled with mentoring for students and their families.
- Community and faith-based organizations and civic groups.
- Viable, sustainable after-school programs developed in collaboration with other stakeholders.
- Job training and employment opportunities as both a deterrent to gang involvement and an incentive to leave gang involvement.
- School sanctioned/facilitated extra-curricular activities

Seclusion & Restraint Policy: KIPP Indy believes that all students should be treated with dignity and respect. Every effort will be made to avoid the use of seclusion or restraint, which should be used only as a last resort and only when the student's behavior poses imminent risk of injury to self or others, and other less restrictive interventions are ineffective. Our full policy is available in the front office or upon request.

Other consequences for disciplinary problems may include, but are not limited to:

- Verbal correction
- Isolation in classroom away from other students
- Phone call home to parents
- Teacher-student-parent conference
- Behavior Contract
- Removal from extracurricular or enrichment activities
- Additional assignments to be completed at home and/or at school.
- After school detention.
- Placement in teacher buddy room
- Loss of incentives and field lessons
- Calling Plans, where the student must call the teachers to inform them when homework is completed

- Suspension
- Expulsion (permanent removal of a student from school)

Suspension and Expulsion Policy

KIPP Indy Culture and Discipline Beliefs

1. We believe all students have the potential to succeed.
2. We believe all students deserve a safe, structured, and consistent learning environment that minimizes distractions, and we are committed to providing that setting for our students.
3. We believe that excellent teachers and staff are the best way to achieve the learning environment that we seek to create.
4. We believe building strong relationships with students and families is a critical aspect of the foundation of excellent school culture.
5. We believe that students and families deserve to be treated with respect and that staff have a responsibility to model emotional constancy and respectfulness.
6. We believe that staff deserve a clear set of expectations for how we will work together to ensure that we sustain a safe, structured, and consistent learning environment for our students. This includes a clear understanding of proactive and reactive interventions that are developmentally appropriate, as well as clarity of what support can be expected from administrators.
7. We are committed to making our approach to suspensions and expulsions transparent to students, families, and staff.
8. We believe that there are some behaviors that warrant immediate suspension or expulsion.
9. We are committed to exhausting available interventions to ensure that students succeed; however, if students are ultimately unable to meet expectations after the available interventions have been executed, we are committed to protecting students' learning environment and will utilize escalating consequences as necessary.
10. We believe establishing partnerships is key to ensuring students have access to the social-emotional services and support they need.

KIPP Indy is committed to utilizing positive behavior supports and working collaboratively with families to ensure a safe and orderly learning environment for all students. Should the need arise for a more targeted intervention, KIPP Indy is committed to maintaining communication with the student and their family and providing transparency around next steps developed.

To comply with student privacy laws, video surveillance footage (on campus or on the bus) cannot be viewed by non-staff members if it involves other students.

Tiers

Discipline incidents will be classified as Tier 1, Tier 2, or Tier 3 behaviors based on the severity of the incident as well as the frequency. The table below does not capture all behaviors or all supports, but provides an example of expected behaviors, proactive supports, and potential consequences.

KIPP INDY UNITE ELEMENTARY

Tier One Behaviors

Behaviors in the classroom that affect only the student misbehaving and/or has minimal impact on the rest of the class.

Ex: Horse playing in class or Disrespect of an adult

<u>Proactive Supports</u>	<u>Potential Consequences</u>
Positive Calls/texts to families	Call/Texts to families
Weekly Team and Family Opportunities	In Class Consequence
Field Lessons	One-on-one conversation
College Visits	Seat Change
Teaching and Re-Teaching of Behavior	Loss of a Privilege
Character Block	Paycheck Deduction
Restorative Circles	Color Change
Paycheck Reward	
Positive Color Change	

Tier Two Behaviors

Behaviors occurring in the classroom or within the school community affecting the student misbehaving AND threatens to interfere with the learning of others and/or the behaviors that are non-compliant with reasonable request and directions by an adult in the school, despite clear understanding of the expectations and an attempt to redirect by an adult

Ex: Verbal Aggression or Persistent Defiance

<u>Proactive Supports</u>	<u>Potential Consequences</u>
Positive Calls/texts to families	Call/Text to Families
Individual Student Tracker	Parent Conference
Preferential Seating	Loss of Recess
Morning Check-In/Afternoon Check-Out	One-on-one Coaching Conversation
Clam-down Corner	Short Break
Restorative Conversation	Closing Circles
Special Job Assignments	Loss of Privilege
	Removal from Class
	Short-term Suspension

Tier Three Behaviors

Behaviors that occur in the classroom or within the school community that negatively affect an orderly environment. These behaviors can also potential threaten the safety and wellbeing of other students and/or staff members.

Ex: Fighting or Being unsafe towards self or others

<u><i>Proactive Supports</i></u>	<u><i>Potential Consequences</i></u>
<i>Modified Schedule</i> <i>Increased Parent Communication</i> <i>Pre-Scheduled Breaks</i> <i>Counseling Services</i> <i>Parent Conference Meeting</i> <i>Parent Shadow Day</i>	<i>Removal from Class</i> <i>Phone Call Home</i> <i>Extended Suspension</i> <i>Mandatory Parent Conference</i> <i>Behavior Contract</i> <i>Early Pick-Up</i> <i>Expulsion</i>

KIPP INDY COLLEGE PREP MIDDLE

Tier One Behaviors

Behaviors in the classroom that affect only the student misbehaving and/or has minimal impact on the rest of the class.

Ex: Horse playing in class or Disrespect of an adult

<u><i>Proactive Supports</i></u>	<u><i>Potential Consequences</i></u>
<i>Positive Calls/texts to families</i> <i>Weekly Team and Family Opportunities</i> <i>Field Lessons</i> <i>Paycheck System</i> <i>Free Dress</i> <i>KIPP Cash Payday</i> <i>Character Specials Class</i> <i>College Visits</i> <i>After School Activities</i>	<i>Call/Texts to families</i> <i>In Class Consequence</i> <i>One-on-one conversation</i> <i>Seat Change</i> <i>Loss of a Privilege (ex: team and family)</i> <i>Paycheck Deduction</i> <i>Lunch Detention</i>

Tier Two Behaviors

Behaviors occurring in the classroom or within the school community affecting the student misbehaving AND threatens to interfere with the learning of others and/or the behaviors that are non-compliant with reasonable request and directions by an adult in the school, despite clear understanding of the expectations and an attempt to redirect by an adult

Ex: Verbal Aggression or Persistent Defiance

<u><i>Proactive Supports</i></u>	<u><i>Potential Consequences</i></u>
<i>Parent Conference</i> <i>Special Jobs/Responsibilities</i> <i>Targeted homeroom support</i> <i>Restorative Conversations</i> <i>Increased parental communication</i>	<i>Call/Text to Families</i> <i>Parent Conference</i> <i>In school reset</i> <i>Reflection</i> <i>Support Plan</i> <i>Short-term suspension</i>

Tier Three Behaviors

Behaviors that occur in the classroom or within the school community that negatively affect an orderly environment. These behaviors can also potential threaten the safety and wellbeing of other students and/or staff members.

Ex: Fighting or Being unsafe towards self or others

<u>Proactive Supports</u>	<u>Potential Consequences</u>
Increased Parent Communication Counseling Services Parent Conference Meeting Daily check-in with staff	Mandatory parent conference Behavior agreement Short term suspension Long term suspension Expulsion

Suspension Procedure

The School Leader or designee may impose a suspension at his/her discretion. During the investigative process, the student will be given the opportunity to deny or explain the allegations. If a suspension is imposed, communication will take place via phone (utilizing the most recent phone number provided). Written communication will also be provided to the guardian. If possible, written communication will be sent home with the student. If this is not possible written communication will be either mailed or emailed to the guardian. The notice will provide a description of the incident (or incidents) which resulted in the suspension and shall offer the opportunity for an immediate conference. If a student has been suspended from school, they are prohibited from being on school property and/or attending any after school activities on that particular day(s).

Expulsion Procedure

The School Leader or designee will provide verbal and written notification to the student and his or her parent(s) or guardian(s) that the student is being recommended for expulsion. Such notice will identify a time and place for a formal expulsion hearing with the School Leader and impartial hearing examiner. No student will be expelled without receiving the opportunity to be heard before an impartial expulsion examiner. However, students are not permitted at school (or after school activities) from the time that the school moves for expulsion until a decision has been communicated following the expulsion hearing.

In addition to the initial written notification that parents receive, documentation must appear which clearly demonstrates which aspects of the KIPP Indy policies have been violated and why these violations warrant expulsion. At the hearing, the school and family will present evidence to the hearing examiner who will make the final decision about expulsion and the duration of expulsion. The independent expulsion examiner will render a formal decision within 10 days of the hearing. Both verbal and written notification will be provided to the student and parents/guardians. Written notification will be provided by personal delivery, express mail delivery, or equivalent means reasonably calculated to assure receipt of such notice at the last known address. Verbal notification will also be provided by telephone at the most recent given phone number for the parent(s) or guardian(s). If a student is expelled from school, they are prohibited from being on school property and/or attending any after school activities until the period of expulsion expires.

Students with Disabilities

KIPP Indy provides a free public education to each student who has a disability. Students with disabilities are entitled to individualized education programs (“IEPs”) that will delineate the appropriate education plan for that student. Students with disabilities have the same rights and responsibilities as other students, and may be disciplined for the same behavioral offenses listed above. If a student with disabilities has an IEP that includes disciplinary guidelines, then that student will be disciplined according to those guidelines as required by the Individuals with Disabilities Education Act (“IDEA”). Students for whom the IEP does not include specific disciplinary guidelines may be disciplined in accordance with the standard school policy listed above.

Computer/ Internet Use Policy

Computers are used to support learning and enhance instruction. Students will have access to and use computers in their regular classrooms. However, all of these computer privileges depend on a student's ability to use the technology in a responsible, efficient, ethical, and legal manner. A student may not:

- Use the Internet for any illegal purpose;
- Use any social networking site (Facebook, Facebook Messenger, Twitter, etc.)
- Use profane, obscene, impolite or abusive language
- Change computer files that do not belong to the user
- Save files to a computer or change device settings
- Violate someone else's privacy
- Share his/her password with anyone except adults at the school.

A student will not be allowed to access the Internet or email until the student and a parent/guardian have signed a Technology Release agreement. Unacceptable use of the Internet will result in immediate revocation of access privileges.

Safety and Acceptable Use of the Internet by Students, Staff and Educators Policy

BACKGROUND:

As the use of telecommunication networks by students and educators increase and with wifi enabled devices becoming integral to classroom learning, there is a need to clarify acceptable use and safety of those networks and to include federal regulations from the Children's Online Privacy Protection Act (COPPA) and the Children's Internet Protection Act (CIPA).

CONTENTS:

This policy includes regulations for the safety and use of the Internet. It addresses acceptable use, privileges, accountability and responsibility, network etiquette, security, safety and vandalism.

PURPOSE:

This policy includes federal regulations regarding issues of child safety and acceptable use of the Internet and is in compliance with Universal Service Fund for Schools and Libraries (E-rate) guidelines. It also establishes criteria for the safety and acceptable use of the Internet by students, Educators and school personnel at KIPP Indy.

1. Scope

Teachers and students use internet-enabled devices to access e-mail, websites, and apps to support instruction and enhance learning. Unfortunately, these devices can also be used to access material that may not be considered appropriate or have educational value. While KIPP Indy Public Schools maintains a content filter, it is impossible to restrict access to all controversial sites and to block apps accessed through LTE networks. It is the responsibility of students, parents, teachers, and administrators to ensure that access to the computers and internet provided by the school is not abused.

2. Acceptable Use

2.1. Access to the Internet at KIPP Indy is provided for the sole purpose of academic achievement. The use of the Internet must be consistent with the educational objectives of KIPP Indy.

2.2. Transmission of any material in violation of any U.S. or state law or regulation is prohibited. This includes copyrighted material, threatening, abusive, or obscene material, or material protected by trade secrets. Illegal activities and privacy and safety violations of the Children's Online Privacy Protection Act (COPPA) and the Children's Internet Protection Act (CIPA) are strictly prohibited.

3. Privileges

3.1. The use of the Internet as part of an educational program is a privilege, not a right, and inappropriate or unauthorized use or safety violations could result in revocation or suspension of that privilege. Each student who will access the Internet may be provided acceptable use training and shall have an acceptable use form (see APPENDIX C), signed by a parent or legal guardian, on file. The system administrators and/or local teachers may deny user access at any time. Additionally, KIPP Indy may pursue legal action to recover damages as a result of inappropriate use or safety violations of the network.

3.2. KIPP Indy administrative information systems are to be used exclusively for the business of the organization.

4. Accountability and Responsibility

The use of telecommunications and/or access to the Internet is an extension of the educator's responsibility in his/her classroom. Therefore, it is the educator's responsibility to ensure classroom activities that utilize Internet-related technologies focus on appropriate and specific learning goals and objectives. All student use of Internet-related applications must be authorized by the educator. Specific examples of unauthorized use include, but are not limited to:

- Creating, storing, sending, or viewing pornographic material.
- Downloading, uploading and/or executing viruses.
- Corrupting, destroying, deleting, or manipulating system data with malicious intent.
- "Hacking" or any other unlawful online activities, including the use of proxy sites to bypass the KIPP Indy content filter/firewall.
- Disclosing, using, or disseminating personal information regarding minors.

5. Content

5.1. Content should be appropriate, in good taste, and not harmful to any individual or group.

5.2. Student pictures and names can be published on the school web site and social media pages at the discretion of the school and with relevant parental permission. Internet guidelines stress the importance of not publishing the last names of students. Nicknames may be used in place of the given name.

5.3. All webpages and social media profiles should comply with KIPP Indy policies and regulations.

5.4. Information such as an e-mail address of the responsible contact person, copyright, and the last date updated should be included.

6. Etiquette

Users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- Be polite. Do not write or send abusive messages to others.
- Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
- Do not reveal the personal home address or phone number of students or colleagues. -- Note that electronic mail (e-mail) is not guaranteed to be private. Messages related to or in support of illegal activities may be reported to the authorities.

7. Security

Users who identify a security problem on the system must notify a system administrator. Users must not use another individual's account or give their passwords to others.

8. Vandalism

Vandalism will result in revocation of user privileges. Vandalism is defined as any attempt to harm or destroy data or any connections that are part of the Internet. This includes, but is not limited to, uploading, downloading or creating computer viruses.

9. Safety

Safety measures must be enforced to carry out policies at the school to implement the intent of CIPA, COPPA and E-rate guidelines.

9.1. KIPP Indy will organize technical protection through the use of filtering measures to guard against visual depictions that are (1) obscene; (2) child pornography; or (3) other materials deemed to be "inappropriate for minors."

9.2. Schools must enforce the use of the filtering or electronic technical protection measures during any use of the computers to access the Internet. However, filtering may be limited or impossible in some scenarios, such as content on cell phones.

9.3. Safety includes monitoring the online activities of minors.

10. Implementation

10.1. KIPP Indianapolis Board of Directors will support KIPP Indy to ensure implementation of this policy in a method that promotes proper use of the Internet.

School Owned Instructional Materials

The school will provide each student with a variety of Instructional materials (including computers, workbooks, magazines, journals, library books, homework agendas, etc.). It is the

responsibility of each student to keep up with their instructional materials borrowed from the school. The school has a very limited budget for funding such instructional materials; therefore parents of students who lose or damage any of these materials will be charged the appropriate replacement costs and will be expected to pay these charges promptly. The School Leader will determine the charge for such lost or damaged items based on the cost to the school.

Records Requests

Parents have the right to request and review their child's educational records, unless there is evidence of a court order or state law revoking or restricting these rights. Verification of the requester's relationship with the child may be required before the school will provide access to the student's records.

When a parent or eligible student request to review a student's records is made, KIPP Indy has 45 days to respond to the request. All requests must be made in writing. Generally, student information will not be released without parental consent. However, in addition to properly designated "directory information," FERPA allows disclosure, without consent, to the following parties or under the following conditions (except as noted, conditions are listed in 34 CFR § 99.31):

- School officials with a "legitimate educational interest"
- Other schools into which a student is transferring or enrolling
- Specified individuals for audit or evaluation purposes
- Appropriate parties in connection with financial aid
- Organizations conducting certain studies for or on the behalf of the school
- Judicial orders or lawfully issued subpoenas
- Health and safety emergencies
- State and local authorities, within the juvenile justice system, pursuant to specific state law

When disclosing personally identifiable information from an education record in any of the above cases, KIPP Indy must do so on the condition that the party receiving the information will use it only for the purpose for which it was disclosed, and will not disclose the information to another, third party without prior consent. An exception is allowed if the disclosure is made on behalf of the education agency or institution under the permitted disclosures in FERPA. (34 CFR § 99.33)

Educational Rights under the McKinney-Vento Act

Your school-aged child(ren) may qualify for certain rights and protections under the federal McKinney-Vento Act if your family lives in any of the following situations:

- In a shelter;
- In a motel or campground due to the lack of an alternative adequate accommodations;
- In a car, park, abandoned building or bus or train station; or
- Doubled up with other people due to loss of housing or economic hardship.

If your child is eligible, he/she has the right to:

- Receive a free, appropriate public education.
- Enroll in school immediately, even if lacking documents normally required for enrollment.

- Enroll in school and attend classes while the school gathers needed documents.
- Enroll in the local school; or continue attending their school of origin, (the school they attended when permanently housed or the school in which they were last enrolled), if that is your preference.
 - If the school district believes that the school you select is not in the best interest of your children, the district must provide you with a written explanation of its position and inform you of your right to appeal its decision.
- Receive transportation to and from the school of origin, if you request it.
- Receive educational services comparable to those provided to other students, according to your children's needs.

If you believe your child(ren) may be eligible for any of the above services, contact Fatima Johnson at 317.547.5477 to learn more. If you need further assistance with your child's educational needs, you may also contact the National Center for Homeless Education at 1.800.308.2145.

APPENDIX “A”

KIPP:INDY

UNITE ELEMENTARY

Unite

We chose the name Unite because we believe in order to accomplish our mission of helping our students achieve their hopes and dreams, staff members, students, family members and community members must work together as partners.

The Core Values

The students and staff of KIPP Indy Unite Elementary shall uphold the following core values:

We do whatever it takes to accomplish our goals. We never give up. We embrace challenges as opportunities to grow.

Teamwork

We truly believe we are stronger together than we are apart. We ask for help when we need it, and we offer help to our teammates.

Joy

We create and share joy every day. We believe the hard work of learning can and should be fun.

Love

We appreciate and value each member of our team. We respectfully push each other to be our best selves every day.

Transportation Policy

KIPP Indy Unite Elementary students must be accompanied by a parent, guardian, older sibling (at least middle school age), or other adult on the way to and from school or the bus. Unite students will not be permitted to walk home from school or the bus alone. Parents/Guardians must show ID to the bus driver when picking up a student from the bus. If the person picking up a student from the bus is not a trusted adult with ID, he or she will not be permitted to pick up the student. The student will be brought back to the school where a parent, guardian, or designee must pick them up no later than 6:00 or appropriate legal authorities will be contacted.

Supplies**School Supply List**

To help prepare our classrooms for our students, we ask that families bring the following school supplies at the beginning of school:

- Clorox/Lysol wipes
- Hand sanitizer
- White board markers
- Extra set of clothes for your child (underwear, socks, pants, shirt)

Parent Visitation

If you want to eat lunch with your child, please let the teacher and the front office know ahead of time. Check in at the front office for a visitor's badge. After lunch, please allow your child to experience class/recess with their peers saying goodbye to them once you are done eating and class/recess has begun. Attendance at recess requires advance staff member approval.

Behavior Tracking and Consequence System: The Choices Chart

Having clear and consistent high expectations for student behavior will set them up for success. It is also important to have clear consequence systems to use when students are not meeting behavior expectations. At KIPP Indy Unite Elementary, we will use a consistent behavior tracking and consequence system across all classrooms called the "Choices Chart." The aim of the Choices Chart is to teach our students how to self-monitor their choices and correct mistakes. It is not to be used as a threat to students or bargaining tool, but a way to reinforce positive choices and remind students that poor choices can always be turned around. Every interaction between a teacher and student regarding negative behavior choices will be conducted in such a way that demonstrates the teacher's love for the student and maintains the student's dignity. Consequences associated with this system may include: lunch isolation, loss of privileges, after-school detention, or out-of-school suspension. Rewards with this system may include: special recognition, additional grade level or class privileges and additional individual privileges.

Choices Chart

- There are four colors or steps on the chart.
- The Choices Chart is a fluid tool and students may move up and down the chart throughout the day based on their behavior choices.
- The teacher will always explain clearly the reason color cards are changed for both positive choices and poor choices. Teachers will use this as a tool to reinforce expectations.
- All students will begin each morning with their green card showing. If a student is meeting expectations and living our values, he or she will remain on green.
- Each evening, students will bring home a Family Communication report that notes the color they were on at the end of the day. Teachers can write notes to parents including any important detail the parent may want to know such as what choices led the student to be on purple or orange. We ask parents to sign this Family Communication Log each evening and return it to school the next morning.

Non-Major poor choices will be handled in the classroom by the classroom teacher(s). Major poor choices will be addressed by classroom teachers in conjunction with school leaders. Major poor choices will be addressed immediately and handled on a case by case basis. See the table below for list of Non-Major and Major Poor Choices.

Non-Major and Major Poor Choices

Non-Major	Major
Not following teacher directions/defiance	Hurting themselves, another student, or an adult
Talking	Throwing or kicking large objects (chairs, desks, books)
Playing	

Not working	Inappropriately touching of own body or other students body
Not participating in activity	Possession of Weapons
Making a mess	Possession of Drugs
Treating our classroom or items in it disrespectfully	Possession of Pornography
Repeated non-major poor choices	Gang related materials/behavior
Tantrums, loud crying, pouting	
Using unkind or inappropriate language	
Not using appropriate noise level	
Eye rolling or other physical disrespect	
Playing with toys or electronics (teacher will confiscate)	

Although the above procedures represent the consistent and planned approach for dealing with students who make poor choices, the school reserves the right to modify this system at any point in the school year. This may involve adjusting the number of chances before a color change is necessary, revising the behaviors which lead to color changes or consequences and/or overhauling the entire choice chart system as needed. The school recognizes that management systems need to be flexible to meet the needs of teachers and students. In the event that any major aspect of the choice chart system is changed, parents will be notified in writing about the revisions.

Uniform Violation Consequences:

- Students who come to school not abiding by any the dress code will be asked to fix the problem. A uniform violation note will be sent home with the student so the parent/guardian is aware of the violation and can make sure it is taken care of for the following day.
- Blatant uniform violations (no uniform shirt, non-uniform color pants, or inappropriate shoes) or consistent violations will result in the parent being contacted immediately to bring the appropriate item to school. In addition, parent notices regarding blatant or consistent dress code violations will be sent home for parents to sign and return to school. Students will face consequences such as loss of privileges for multiple dress code violations. **Students who repeatedly express defiance through noncompliance with the school's dress code could face more severe consequences, including suspension.**

Academic Overview

Academic Program Overview

The academic program of KIPP Indy Unite Elementary is designed to challenge every student to achieve on or above grade level performance in all academic subjects. The school's curriculum is based upon the Common Core Standards and Indiana Academic Standards and is taught rigorously to ensure that students are prepared for a college preparatory middle school upon completion of the 5th grade at KIPP Indy Unite Elementary.

During the school year, teachers will plan and execute lessons targeted to student goals and growth targets. Throughout the year, the students spend more time in all core academic subjects, providing them with sufficient time to "fill in any holes" that may exist in their academic skills or knowledge through a targeted instructional approach. This means that as often as possible, lessons will be

targeted to exactly what individual students or groups of students are working on. This includes small group instruction during literacy and math rotations 3-5 times a week as well as individual instruction and practice on the computers. As students progress through the grade levels, this approach will allow teachers to continue to push each to grow at his/her own level.

KIPP Indy Unite Elementary provides an age-appropriate curriculum for English Language Arts, Math, Science and Social Studies at each grade level. These courses are supplemented by additional curriculum areas such as Dance, Art and Physical Education/Health.

Homework Procedure

KIPP Indy Unite Elementary students have homework every night. Preparation is an important part of the curriculum and no student is excused from any assignment without the permission of the teacher prior to the due date. If a student discovers that he or she has a problem with any part of the homework, then he or she must contact the teacher by phone for help.

A parent/guardian signature is required in the student communication log (in the student's homework folder) every night. The school asks that parents or guardians provide a quiet place for their child to complete homework, to establish a nightly routine at home, to help their child organize all of their work, to read and sign all letters sent home from the school and to check their child's homework every night for completion and quality. Students and parents must call teachers for help or questions on the homework. If a teacher does not receive a call from a student, and the student's assignment is incomplete or completed poorly, then the student will receive consequences including loss of privilege, completing homework during recess or free choice time, or additional consequences. A phone call, however, does not excuse a student from completing all of their homework to the best of their abilities. Incomplete, missing, or poor quality assignments will result in a student needing to redo or complete the assignment with quality. If a student consistently struggles to complete homework, teachers may also institute additional consequences at their own discretion, which may include additional assignments, homework contracts, homework call plans, or any other reasonable consequence deemed appropriate by the teacher.

While we encourage parents and/or other family members to assist students with homework, all work must be completed by the student.

Make-Up Work Procedure

When a student is absent, all missed work must be completed. It is the student's responsibility to collect work that they missed from their teachers. The time generally allowed to complete this work without a penalty will be the number of days the student was absent. For example, if a student was absent for one day, then he or she will have one day to make up any missed work.

Grading Policy I Report Cards

The school year is broken into three (3) grading periods that include at least two "learning cycles." The marking periods are long enough (approximately 11-12 weeks) to allow students several opportunities to demonstrate mastery of specific skills. In addition, multiple means are used to determine students' grades and assess their skill level/mastery level. At the end of each grading period, students will receive grades in all core academic subjects.

Grading Period Dates

Grading Period 1	Beginning of Year	07/31-08/11
	Cycle 1	08/14-09/14
	Cycle 2	09/18-10/26
Grading Period 2	Cycle 3	10/30-12/14
	Cycle 4	01/02-02/08
Grading Period 3	Cycle 5	02/12-03/22
	Cycle 6	04/02-05/17
	End of Year Review	05/21-05/25

Student Support Conferences will be scheduled after each of the first two grading periods. After the third grading period, conferences can be scheduled by parent request. These days allow parents/guardians and teachers time to review the student's progress and address any areas of concern. According to the KIPP Indianapolis Parent Promise, it is expected that parents or guardians attend conference days. Report cards will be available to parents at the end of each grading period.

If a student is struggling to demonstrate mastery, parent conferences are available upon request. Teachers can also request conferences with parents/guardians, and parents/guardians may call or request a conference with any teacher at any point in the year.

Final Grades

The final, year-end grade for a course is the average of the three (3) marking periods. Grades are rounded to the nearest whole number. If a student receives a yearly grade lower than 70, he or she fails that course for the year.

Promotion Policy

Students may be retained in their current grade at the end of the year for any one or combination of, the following factors:

- Failure to meet academic standards of readiness for the next grade: Students who fail (earn below a 70% average) a core subject (Reading, Writing, Math) may be retained. Students who fail to demonstrate an appropriate level of growth or achievement on either the reading or math standardized test at the end of the year may be retained as well (when applicable).

- Failure to meet adequate standards of attendance and lateness: Students who miss more than 10 days of school may be retained. Please note that every 3 days tardy counts as one day absent.
- Failure to meet behavioral standards of readiness for the next grade level: Students whose behavior has not shown adequate growth or improvement, or is not at a sufficient level, may be retained.

If a student does not meet the above criteria for promotion to the next grade, he or she may only be promoted at the discretion of the School Leader. Students who are "administratively placed" in the next grade because they did not meet the school's promotion requirements may be denied the privileges associated with being promoted (e.g. participating in the promotion exercises, etc.).

Evaluation Tools

KIPP Indy Unite Elementary believes that there needs to be a wide array of assessments including school-developed assessments to track specific skills and learning, state exams to ensure that students are meeting all state standards, and national exams to help KIPP Indy Unite Elementary faculty see the strengths and weaknesses of its methods measured against national norms. KIPP Indy Unite Elementary measures the impact and success of its academic programs utilizing several forms of evaluation and assessment. Evaluation and assessment are conducted on an annual, quarterly, weekly, and daily basis in all curriculum areas.

When students begin the school year at KIPP Indy Unite Elementary, they are assessed using the Northwest Evaluation Association MAP test as well as the Strategic Testing Evaluation of Progress (STEP) Literacy Assessment. These assessments provide baseline data with regard to the students' overall performance in reading and math.

The MAP is a norm-referenced test, which measures student performance when compared to others around the country. This test is administered to all students during the first month of school, and the test results are used to inform the teachers' instruction. Students will also be required to take the MAP assessment half way through the school year as well as at the end of the year to measure student progress throughout the year. For additional information, please visit www.nwea.org.

The STEP Literacy Assessment® is a diagnostic and monitoring tool for children's early literacy development. STEP shows teachers what students know and what will get them to the next "step". The STEP™ assessment gives literacy teachers the specific information they need about every single child in their class. For additional information, please visit: <http://uchicagoimpact.org/step>.

In addition to the MAP and STEP assessments, students will take assessments required by the state of Indiana in 3rd and 5th grades. Third grade students will take I-Read-3 and ISTEP+ in the Spring in order to measure foundational reading standards and student performance according to state standards. Fourth grade students will take ISTEP+ in the Spring in order to measure student performance according to state standards.

Once a year, the school will publish the school-wide results for all standardized tests. Parents/guardians will be informed about the performance of their individual students.

Field Lessons

Field lessons are a great opportunity for our KIPPsters to celebrate their hard work and learn outside of the classroom. Attending field lessons is a privilege that students can earn.

To earn an invitation to field lessons, students must:

- Demonstrate positive behavior choices at school
- Have an attendance average above 95%
- Do his or her best on academic work at school

There will be a total of three opportunities to earn a field lesson throughout the year (one Fall, one Winter, and one Spring). To meet attendance requirements for field lessons, students can miss no more than 3 days of school during the preceding grading period (11 or 12 weeks). Every 3 tardies is equivalent to one absence. Excused and unexcused absences/tardies will count towards this total number of days missed.

APPENDIX “B”

KIPP:INDY

COLLEGE PREP MIDDLE

Character Strengths

At KIPP Indy College Prep Middle, we believe in both the importance of academics and a strong emphasis on character development. The following are the seven character strengths that KIPP Indy College Prep Middle has chosen to teach and model for students throughout the school year, knowing that national research shows these character strengths lead to higher rates of college matriculation and completion. Each unit, we highlight one of these character strengths, and celebrate students who are consistently demonstrating that trait. With all students striving to exhibit these character strengths, KIPP Indy College Prep Middle is making great strides towards its mission of ultimately preparing students to live a life of choice.

Zest

In order to ensure my success, I will be prepared with the materials that I need for the day, appropriately display homeroom pride, actively participate with sustained engagement in class, approach new situations with excitement and energy, and ensure that I am not wasting any time.

Self-Control

In order to ensure my success, I will remain calm when criticized, be polite to others, remember to follow directions, resist distractions, start my work immediately while in class, and keep my temper in check.

Curiosity

In order to ensure my success, I will eagerly ask questions and learn through exploration, take calculated risks, go above and beyond what is expected of me, and discover a true love for learning.

Optimism

In order to ensure my success, I will remain motivated after a challenge, reflect on the situation to make it better, encourage others through challenging situation, infuse joy, and regulate my emotions to achieve my goals.

Social Intelligence

In order to ensure my success, I will adapt to new situations and work with others, care for the feelings of others, find solutions in conflict, and advocate for myself.

Grit

In order to ensure my success, I will finish what I begin, stay committed to my goals, will work hard through failure, keep working even if I feel like quitting, and utilize coping skills to regulate my emotions to achieve my goals.

Gratitude

In order to ensure my success, I will recognize and show appreciation for opportunities given to me, and also serve others.

Paycheck System

To ensure that we are helping students to build their character strengths and support them in being responsible students, students will receive weekly paychecks that will be sent home each week to families for a parent signature. The KIPP Indy dollars that they earn allow them to participate in additional activities such as KIPP Cash Payday and KIPP Cash Payday Experiences. A student's paycheck data will also be used in determining eligibility for other opportunities such as field lessons and team and family opportunities. Below are some examples of how students can both earn and lose paycheck dollars.

How Students Can Earn Paycheck Dollars	How Students Can Lose Dollars
<ul style="list-style-type: none"> • Examples: <ul style="list-style-type: none"> ○ Daily preparedness ○ Focus and effort in academic classes ○ Achieving goals on major assessments ○ Executing homeroom job ○ Earning perfect attendance each unit ○ Going above and beyond for those around them 	<ul style="list-style-type: none"> • Examples: <ul style="list-style-type: none"> ○ Out of dress code ○ Possession of phone ○ Being removed from class ○ Suspended from school

Paycheck totals are used for a variety of positive incentives for students, including the following:

- Free dress privileges
- Eligibility to participate in school-wide assemblies where students have the opportunity to use their paycheck dollars to buy items such as KIPP Indy T-shirts, notebooks, staff experiences, and other school supplies.
- Eligibility for weekly Team & Family activities
- Eligibility for field lessons

Field Lessons

Field lessons are a great opportunity for our KIPPsters to celebrate their hard work and learn outside of the classroom. Attending field lessons is a privilege that students can earn.

Students meeting the following criteria are eligible to attend field lessons:

- 1) Maintain a GPA of 2.5 or higher at the time of progress report #2 issuance within the unit.
- 2) Have no more than 2 unexcused absences within the unit.
- 3) Have zero suspensions within the unit.
- 4) Have a positive paycheck balance within the unit.

Grade level teams will determine how often and where field lessons will take place. On average, there will be a total of six opportunities to earn a field lesson throughout the year (one per academic unit). There will also be one college field lesson a year that students will have the opportunity to

participate in. We believe all students should have the opportunity to visit a college campus, therefore, all students will be eligible for the yearly college visit, unless otherwise determined ineligible by the School Leader for egregious breaches of conduct.

Supplies

KIPP Indy College Prep Middle students will be provided with the following school supplies at the beginning of the school year:

- One 1” binder for each subject area (Literacy, Math, Humanities, Science)
- Five tabs for each binder
- One folder for each Specials class (Visual Arts, PE/Health, Computer Science, FTC)
- Homework folder (**6th grade only**)

While the school provides these core supplies, we ask that families supply their students with **writing utensils** (pencils, pens), as well as a **backpack** to transport their items to and from school.

Additional Student Dress Code Expectations

[please see regional dress code policy for daily expectations]

Free Dress Expectations

Students may earn free dress throughout the year for meeting KIPP Indy expectations. While students DO have the privilege to dress outside of the normal dress code, the following list are clothing items NOT ACCEPTABLE at school, including free dress days.

- Outside jackets or coats. [Note: A fleece, zip-up or pullover hoodie is acceptable.]
- Any type of sandals, open-toed shoes, shoes with a heel higher than one inch tall.
- Jeans or pants with rips or tears (even if skin is not showing)
- Tight clothing
- Leggings or jeggings
- Off-the-shoulder, low-cut, or open/racerback-cut shirts
- Lace or see-through clothing meant as cover for shoulders or back
- Sleeveless shirts (ex: tank tops)
- Pajama pants
- Non-prescription eyewear
- Any headwear such as bandanas, hats, scarves, caps, head wraps, etc.
- Any gang-related attire
- Large chains or other excessive jewelry
- Attire with any reference to drugs, alcohol, or death (such as skulls, poison logos, etc.)

The school reserves the right to add to or revise this list if concerns or problems arise.

Uniform Violation Consequences

If there is a circumstance beyond a student's or parent's control that prevents a student from being in uniform for a given period of time, parents should proactively contact the school (front office or student's homeroom teacher) so that the school is aware of the situation and can work with the family as needed.

When a student comes to school out of uniform, the following action will be taken:

- Document unfixable dress code violation
- Student sent to the "Dress Code" room to change into proper uniform clothing
 - Choice of parent bringing replacement clothes or school providing from a supply of uniform pants, shirts, etc.
- Loss of paycheck dollars
- Student may not return to class until in proper uniform
- For students repeatedly out of dress code, a parent/guardian will be contacted by a grade-level teacher or administrator to discuss issues and potential solutions
- Other interventions deemed appropriate by ASL and TL, such as mandatory parent conference, loss of privileges (Team & Family, field lessons, etc.)

Note: A student's repeated violations of the school's uniform policy will be considered defiance. Students who repeatedly express defiance through noncompliance with the school's dress code could face more severe consequences, including and up to suspension.

Academic Overview

Grading Scale

KIPP Indy College Prep Middle operates on six, six-week unit cycles. At the end of each six-week unit, students will take an interim assessment in each of their core academic classes (Literacy, Math, Humanities, Science). KIPP Indy College Prep Middle uses the following scale when determining a student's grade:

- **Interim Assessments** (20% across all grade levels)
- **Mastery** (40-60%)
- **Effort** (10-30%)
- **Teamwork** (10% across all grade levels)

The weighting of each category for each grade level can be found below. These percentages represent an increasing proportion of grades being weighted toward mastery vs. effort as students progress from 6th to 8th grade.

6th grade: interim assessment (20%), mastery (40%), effort (30%), teamwork (10%)

7th grade: interim assessment (20%), mastery (50%), effort (20%), teamwork (10%)

8th grade: interim assessment (20%), mastery (60%), effort (10%), teamwork (10%)

The grading scale is as follows:

Grade	GPA	Cutoff %
A	4.0	94%
A-	3.667	90%
B+	3.333	87%
B	3.0	83%
B-	2.667	80%
C+	2.333	77%
C	2.0	73%
C-	1.667	70%
F	0.0	0%

Assessment Systems

KIPP Indy College Prep Middle believes that there needs to be a wide array of assessments to track specific skills and student learning. All assessment data is used by faculty to evaluate effectiveness of instructional methods and to design intervention efforts to support student mastery of state academic standards.

Interims

Interim assessments are school-developed assessments that students take in each of their four core content classes (Literacy, Math, Humanities, and Science) at the end of every six-week unit in order to measure mastery of each subject's academic standards. Interim assessments are worth 20% of a student's final grade in each class. In order to ensure students are adequately prepared for interims, teachers administer checkpoint assessments twice per unit that are aligned with the interim in order to identify skills that students have mastered and/or skills that may need to be re-taught/reviewed with students.

MAP

When students begin the school year at KIPP Indy College Prep Middle, they are assessed using the Northwest Evaluation Association MAP test in Reading and Math. This assessment provides baseline data with regard to the students' overall performance in both Reading and Math. The MAP assessment is a norm-referenced test, which measures student performance when compared to others around the country. This test is administered to all students during the first month of school, and the test results are used to inform the teachers' instruction. Students will also be required to take the MAP assessment halfway through the school year as well as at the end of the year to measure student progress throughout the year. For additional information, please visit www.nwea.org.

ISTEP+

Students will take two rounds of ISTEP+ in the Spring. ISTEP+ is a state-wide test that measures student performance according to state academic standards. Round One will consist of the “Applied Skills” section of ISTEP+. Round Two will consist of the “Multiple Choice” section. Below is a list of the content areas that are tested each year on the ISTEP+ exam:

- **6th Grade:** English Language Arts; Math; Science
- **7th Grade:** English Language Arts; Math; Social Studies
- **8th Grade:** English Language Arts; Math

Once a year, the school will publish the school-wide results for all standardized tests. Parents/guardians will be informed about the performance of their individual students.

Report Cards and Progress Reports

KIPP Indy College Prep Middle students will receive progress reports twice per academic unit. The progress report is not part of the student's formal academic record. Rather, it is an opportunity to communicate with parents/guardians about how students are doing in each of their content classes. If a student is struggling to demonstrate mastery, parent conferences are available upon request. Teachers can also request conferences with parents/guardians.

Students will receive report cards at the end of each six-week academic unit. Report cards are final grades, and will impact a student's academic standing at KIPP Indy College Prep Middle (see below for final grades, and promotion policy).

Make-Up Work Procedure

When a student is absent, all missed work must be completed. It is ultimately the student's responsibility to collect work that they missed from their teachers. The time allowed to complete this work without a penalty will be the number of days the student was absent. For example, if a student was absent for one day, then he or she will have one day to make up any missed work. Any assignment that is not turned in within the designated time period will receive up to 75% credit.

Final Grades

The final, year-end grade for a course is the numerical average of the six (6) grading periods, or units. Grades are rounded to the nearest whole number. If a student receives a yearly grade lower than 70, he or she fails that course for the year.

Promotion Policy

Any student who **misses 10 or more days** of school for unexcused reasons immediately becomes eligible for retention. Students who have Individual Education Plans (IEPs) will be promoted to the next grade based on successful attainment of the goals outlined in the IEP. To be considered for promotion to the next grade, students must meet **at least two** of the following three criteria:

- Have a final yearly grade of 70 or above in each academic subject

AND

- “Pass” or “Pass Plus” on the ISTEP+ in the academic subject

OR

- Achieves growth target on NWEA

Following each academic unit, school leaders will partner with families if students are not on track to meet their academic goals, and families will be notified throughout the year if their student is at risk for retention.

If a student does not meet the above criteria for promotion to the next grade, he or she may only be promoted at the discretion of the School Leader. Students who are “administratively placed” in the next grade because they did not meet the school’s promotion requirements may be denied the privileges associated with being promoted (e.g. participating in the promotion exercises, etc.).

APPENDIX “C”

STUDENT TECHNOLOGY ACCEPTABLE USE AGREEMENT

Students will:

- Take care of the equipment and handle it in such a manner that avoids damage and undue wear and tear
- Be responsible for repair or replacement of devices in the event of damage if not cared for or handled as described above
- Use appropriate language on the internet and all documents and materials produced using school resources
- Respect and uphold copyright laws
- Protect their login and password information and not use another individual’s login or gain unauthorized access to the internet or other resources
- Log off when finished with the device
- Report any device or software malfunctions or damage immediately
- Ask for help with questions or device problems
- Follow instructions of school staff at all times
- Clean the screen only with a soft, dry cloth
- Store headphones with the cord neatly wrapped

Students will not:

- Deliberately access inappropriate materials or sites. Internet traffic is monitored.
- Intentionally damage or destroy school devices (including Chromebooks, keys/keyboards, mice, headphones, etc.)
- Publish material without prior approval of the appropriate school personnel
- Attempt to access KIPP Indy Public Schools network, data, or devices without proper authorization
- Attempt to bypass security filters
- Eat or drink while using school-issued technology
- Deface KIPP Indy devices using tools such as pencils, pens, and stickers
- Place heavy objects on the device or put pressure on the device when closed
- Cyberbully – Using electronic communication, including text messages, email, social media (Facebook, Twitter, Kik, Snapchat), and/or YouTube to post false information, send threatening messages, or otherwise harass fellow students
- Access other individual’s files
- Download files or documents to KIPP Indy devices
- Use personal email, messaging, chat or online accounts
 - Including but not limited to Facebook and Facebook Messenger, Twitter, Kik, Snapchat, and Instagram
- Change device settings or alter the device in any way
- Connect personal devices to the KIPP Indy network
- Lift the device by the screen or carry the device with the screen open
- Tamper with the asset tag on the device

- Unplug devices, turn off power strips, rest their feet on plugs, or do anything that could cause harm to a device's power source

Student

I understand and will abide by the terms and conditions for using school technology and the internet. I understand that the use of school technology is a privilege and I am responsible for using the technology and resources in an appropriate manner. I understand that if the device is damaged or lost, except for normal use and wear, I will be responsible for the replacement cost of up to \$250.00. I understand that should my use of the device be revoked, I must still complete all assignments and class work on time. I understand that any violation of the regulations may result in disciplinary action against me and may constitute a criminal offense.

Student printed name: _____

Student signature: _____ Date: _____

Parent/Guardian

I hereby release KIPP Indy Public Schools, Inc. and its personnel from any and all claims and damages that may arise from the use of technology at the school. I will instruct my child regarding the rules contained in this document. I understand that if the device is damaged or lost, except for normal use and wear, I will be responsible for the replacement cost of up to \$250.00.

I understand that it is impossible for KIPP Indy Public Schools to restrict access to all materials deemed as questionable, and I will not hold the school responsible for such materials accessed using school technology resources. I also agree to report any inappropriate use of the technology to the School Leadership team.

As the parent/guardian of this student, I have read and understand this Acceptable Use Agreement.

Parent/Guardian printed name: _____

Parent/Guardian signature: _____ Date: _____