

# 2019-2020



## **GRADUATION ACADEMY**

## **PARENT/ STUDENT HANDBOOK**

*Trenna Sultzer, Principal*

1500 East Michigan Street/Allen Hall, 46202  
Phone: 317.693.5441 | Fax: 317.693.5450

Property of \_\_\_\_\_

Graduation Year \_\_\_\_\_ email \_\_\_\_\_

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## *Welcome*

Welcome to the 2019-2020 school year! I am excited that you have chosen to share this part of your child's educational journey with the Graduation Academy faculty and staff. We will support you in ensuring that your scholar receives the academic, social, emotional and personal support needed to achieve their graduation goals and for future planning.

This handbook is for your family's reference and guidance throughout the 2019-2020 school year. Please read it carefully, so that you will understand the expectations that have been established for a successful school year. If you have any additional questions not addressed in this handbook, please do not hesitate to call the main office at 317.693.5441.

Warmest regards,

*Mrs. Trena Sultzer*

Mrs. Trena Sultzer, Principal



## Graduation Academy

**Trenna Sultzer, Principal**

1500 E. Michigan St., Indianapolis, IN 46201

PH: 317.693.5441

FAX: 317.693.5450

### Hours of Operation

Office Opens: 6:30 a.m.

**Classes Begin:** 7:30 a.m.

**Breakfast:** 7:00 a.m.

**Dismissal:** 2:00 p.m.

Office Closes: 3:30 pm

### School Dress Policy

**Pants:** Worn at waist, jeans without holes/tears/distress, no leggings

**Shorts/Skirt:** No shorter than 2 inches above the knees

**Shirts:** No visible cleavage and no midriff tops, tank tops or undershirts

### Graduation Academy: Mission, Vision and Core Values

**Mission:** Graduation Academy exists to close the achievement and opportunity gaps for all students by providing *wholistic support, intentional planning* driven by data with *no excuses* and *high expectations* for success.

**Vision:** The vision of Graduation Academy is to prepare students to reach their fullest potential through diverse learning and community service opportunities, where they will be exposed to experiential activities as they embrace their community. The Graduation Academy is a multi-tiered program focusing on students who are in need of a non-traditional setting where they can learn through online and direct teacher instruction. Students who attend are parenting, credit deficient, in need of ISTEP remediation, or requiring social/emotional and/or health support.

#### **Core Values: W.I.N.!**

- **Wholistic Support:** Superior performance, outstanding quality, and academic excellence.
- **Intentional Planning:** A desire for knowledge and learning; the character, qualities, or attainments of a scholar.
- **No Excuses** A high level of regard and consideration for oneself and others; i.e., in conduct, dress, communication and deference.

### **Graduation Academy Guiding Principles**

1. Children Come First!
2. All Employees are accountable for student achievement that meets or exceeds state standards.
3. All employees will demonstrate professionalism and integrity.
4. Student success is the only option.
5. Potential is identified and nurtured.
6. Academic rigor is the norm.
7. Communication is clear, open, and timely.
8. Students, parents, families, and community members are essential partners.
9. Diversity is valued as demonstrated by culturally competence practices.
10. Facilities are clean and inviting.

### **School Pledge**

“Life is not easy for any of us. But what of that? We must have perseverance and above all confidence in ourselves. We must believe that we are gifted for something and that this thing must be attained.” - Marie Curie

# 2018-2019

## Graduation Academy Staff

Teaching Staff	Support Staff		
Staff Name	Title	Tel. Ext	Room
Trenna Sultzer	Principal	5440	80
Tammie Allen	Administrative Associate	5313	Main Office
Broadus, Eric	Science	6020	70
Purcell, Benjamin	Social Studies	6027	70
Clark, Elyse	Special Education	6026	87
Dyson, Claudette	Math	6026	87
Crowley, Susan	Behavior Adjustment Facilitator	6071	71
TBD	ESL Support	6079	88
Lyon, Robert	Math	6026	87
Ubelhor, Margaret	English	6079	88
Prewitt, Leah	Office Associate	5441	Main Office
Smith, Sherelle	English	6079	88
Anderson, Hannah	Art	7169	71
Williams-Bolds, Yoshida	Counselor	5444	Counselor's Office
	Conference Room	6072	72
<b>Main Office Phone/Fax</b>	<b>317.693.5441 / 317.693.5450</b>		
<b>School Address</b>	<b>1500 E. Michigan Street Indianapolis, IN 46201</b>		



Indianapolis Public Schools  
**Arsenal Technical High School**  
 1500 East Michigan Street, Indianapolis, Indiana 46201

**ALLEN HALL**  
 ROOMS 70-77

**ANDERSON AUDITORIUM**  
 1ST FLOOR 200-204  
 2ND FLOOR 205-210

**ARSENAL**  
 BUILDING 14  
 1ST FLOOR 207-217  
 2ND FLOOR 218  
 3RD FLOOR 219-22

**BARRACKS**  
 ROOM 222

**EAST GYM (Gymnasium)**  
 1ST FLOOR 424-425  
 2ND FLOOR 426-427  
 POOL 428-429

**WEST GYM**  
 223-224

**LONE HALL** (New 1950)  
 BUILDING 20-27  
 MAIN FLOOR NORTH 20-22  
 MAIN FL. COOK & SOUTH 23-24  
 2ND FLOOR NORTH 25-27

**MEDIA CENTER**  
 MAIN FLOOR 240-242  
 BASEMENT (BOOKSTORE)  
 202-242

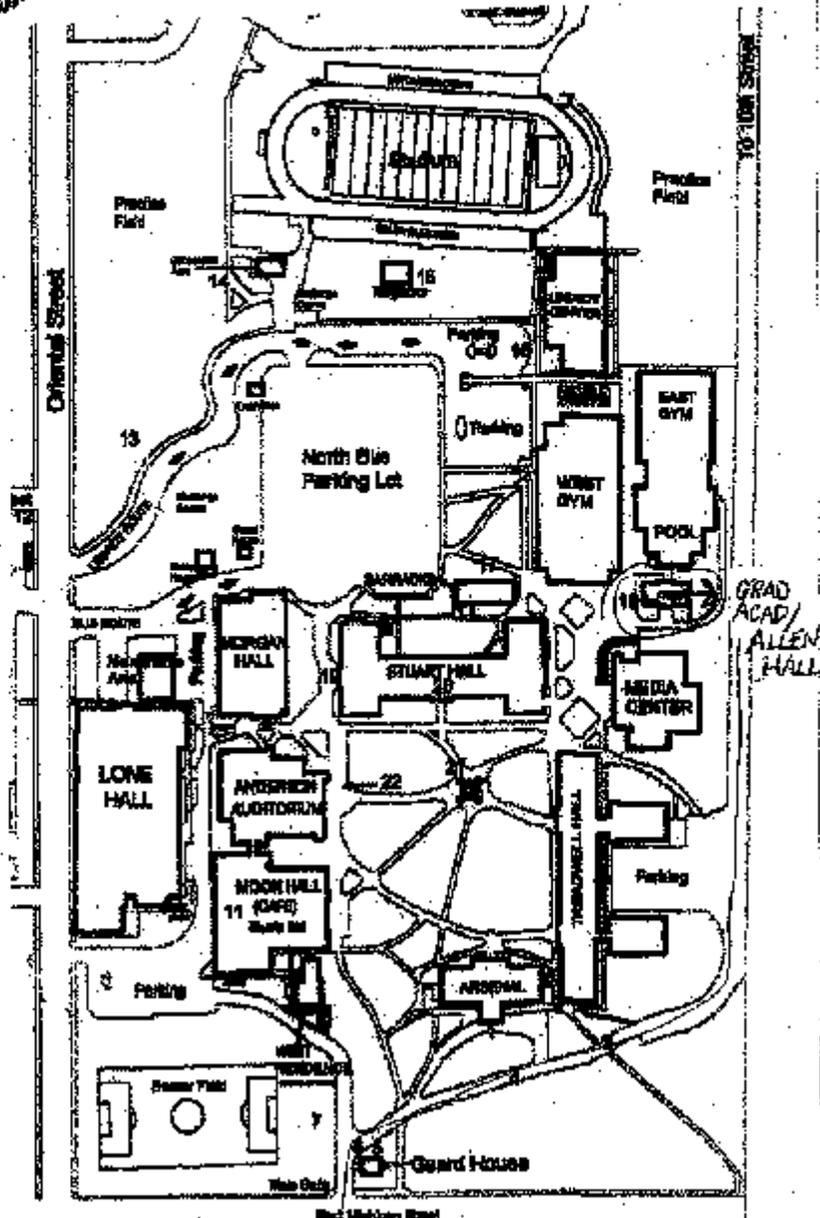
**MOON HALL (CAFETERIA)**  
 1ST FLOOR 243-244  
 2ND FLOOR 245-246

**MORGAN HALL (CTC)**  
 1ST FLOOR 247-250  
 2ND FLOOR 251-254  
 3RD FLOOR 255-258

**STUART HALL (Math/Science)**  
 1ST FLOOR 259-262  
 2ND FLOOR 263-266  
 3RD FLOOR 267-270

**TREADWELL HALL**  
 1ST FLOOR 271-274  
 2ND FLOOR 275-278  
 3RD FLOOR 279-282

**WEST RESIDENCE**  
 ROOM 3044  
 COLONEL'S CUPBOARD



**GRADUATION ACADEMY  
2019-2020 BELL SCHEDULE**

7:00-7:20	Arrival/Breakfast
7:30-8:30	Period 1
8:32-9:32	Period 2
9:34-10:34	Period 3
10:36-10:56	Independent Study/Friday Town Hall
10:58-11:26	Period 4 LUNCH
11:28-11:58	Period 5
12:00-1:00	Period 6
1:02-2:00	Period 7

Teachers' Prep	2:00-2:30
A.M. Shift	7:30-10:30
P.M. Shift	10:30-2:00

**Graduation Academy  
2019-2020 Bell Schedule  
2 Hour Delay**

**9:00 – 9:20  
Breakfast**

**9:30 – 10:15                      Period 1**

**10:20-11:05                      Period 2**

**11:10-11:40                      Period 3**

**11:45-12:15                      LUNCH**

**12:20 - 1:05                      Period 6**

**1:10 - 1:55                      Period 7**

**2:00 – 2:30                      Teachers' Prep**

**P.M. Shift  
11:45-2:00**

## ***IPS Grading Scale***

Grade	Percentage Value to Grade
A	95-100
A-	92-94
B+	89-91
B	84-88
B-	82-83
C+	79-81
C	75-78
C-	73-74
D+	71-72
D	67-70
D-	65-66
F	0-64
	<p>Candidates for graduation must meet Indiana Core 40 or General Diploma requirements prior to June 4, 2020 to participate in the Graduation Academy commencement ceremony.</p> <p>All students must complete at least one (1) Service Learning project each semester that he/she is enrolled at the Graduation Academy.</p> <p>Students who have not passed the ISTEP 10+ will be assigned to lab and must complete 30 hours of documented remediation.</p>

6/18/2019

2019-20 District Assessment Calendar

Name of Assessment	Window Begins	Window Ends
<b>Advanced Placement Testing</b>		
Advancement Placement Courses	May 4, 2020	May 15, 2020
IB Advancement Placement Testing	April 30, 2020	May 22, 2020
<b>Dyaleads Screener (Universal)</b>		
Kindergarten (mClass Dibels)	January 7, 2020	February 14, 2020
1st Grade (mClass Dibels)	August 6, 2019	September 17, 2019
2nd Grade (mClass Dibels)	August 6, 2019	September 17, 2019
<b>Interim Assessment - NWEA (Grades K-2, 3-10)</b>		
Beginning of Year (BOY)	August 12, 2019	September 6, 2019
Middle of Year (MOY)	December 13, 2019	January 31, 2020
End of Year (EOY)	May 11, 2020	June 2, 2020
<b>High Ability Testing</b>		
Kindergarten Census High Ability Screening	January 22, 2020	February 14, 2020
1st Grade Census High Ability Screening	August 26, 2019	September 20, 2019
<b>Indiana's Alternate Measure (IAM) Grades 3-8, and 10</b>		
IAM	April 6, 2020	May 15, 2020
<b>ILEARN Biology ECA Winter</b>		
Biology End of Course assessment for those enrolled in Biology Sem 2 during the 1st Semester (high schools)	December 2, 2019	December 19, 2019
<b>ILEARN Biology ECA Spring</b>		
Biology End of Course assessment for all enrolled in Biology Sem 2 during Sem 2 (high schools and middle scho	April 20, 2020	May 22, 2020
<b>ILEARN Grades 3-8</b>		
ILEARN, Reading, Math, SS (grades 5), Science (grades 4 & 6)	April 20, 2020	May 15, 2020
<b>ISTEP + Grade 10 Retest Cohorts 2019, 2020, 2021</b>		
Summer Window	August 7, 2019	August 16, 2019
Winter Retest Window	November 4, 2019	December 6, 2019
Spring Window	February 3, 2020	February 28, 2020
<b>ISTEP+ Grade 10 First Administration (Cohort 2022)</b>		
Part 1	February 24, 2020	March 19, 2020
Part 2	April 6, 2020	May 1, 2020
<b>IREAD-3</b>		
Spring Window	March 16, 2020	April 3, 2020
Summer 1	May 26, 2020	June 4, 2020
<b>mCLASS (Including K-2 DIBELS/TRC and 3-6 TRC)</b>		
Beginning of Year (BOY)	August 6, 2019	August 30, 2019
Middle of Year (MOY)	January 7, 2020	January 28, 2020
End of Year (EOY)	May 4, 2020	June 2, 2020
<b>National Assessment of Educational Progress (NAEP)</b>		
NAEP Grades 4 and 8	January 27, 2020	March 6, 2020
<b>Preliminary SAT/National Merit Scholarship Qualifying Test (PSAT/NMSQT)</b>		
8th + 9th Graders	October 30, 2019	October 30, 2019
10th + 11th Graders	October 30, 2019	October 30, 2019
<b>Reading Inventory Assessment - SRI</b>		
Beginning of Year (BOY)	August 6, 2019	August 30, 2019
Middle of Year (MOY)	January 7, 2020	January 28, 2020
End of Year (EOY)	May 4, 2020	June 2, 2020
<b>World-Class Instructional Design (WIDA- Access) for English Language Learners</b>		
WIDA ACCESS Annual Assessment	January 13, 2020	February 28, 2020



# 2019-20 School Year Calendar

JULY						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

AUGUST						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SEPTEMBER						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

OCTOBER						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOVEMBER						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

DECEMBER						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JANUARY						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

FEBRUARY						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

MARCH						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

MAY						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JUNE						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

First Semester		Second Semester	
Monday, August 5	First Day	Monday, January 6	First Day
Tuesday, September 3	Professional Development	Tuesday, January 21	Professional Development
Wednesday, September 25	Parents In Touch Day	Wednesday, March 4	Parents In Touch Day
Mon, Oct 14- Fri, Oct 18	Fall Break	Mon, Mar 16- Fri, Mar 20	Spring Break (Flex days)
Wed, Nov 27 - Fri, Nov 29	Thanksgiving Break	Mon, Mar 23 - Fri, Mar 27	Spring Break (guaranteed)
Thursday, December 19	Last Day of 1st Semester	Friday, April 24	Teacher Work Day
Friday, December 20	Semester Close (Flex day)	Thursday, June 4	Last Student Day
		Friday, June 5	Yearly Closure
		Mon, June 8 - Fri, June 25	Summer School Session

Professional Development Days
All Instructional personnel report. Students DO NOT attend.
Teacher Work Days
All school-based employees attend to prepare for school. School staff meetings and dedicated teacher work time.
Days of Student Attendance
Parents In Touch Day
Holidays
Holiday pay distributed according to employee group contract.
Records and Close-out
Flex Days
As needed to make up days of school closure.
Break
Summer School
Summer Break

Summary of Days	
Students	
Semester 1	87
Semester 2	93
<b>Total</b>	<b>180</b>
Staff	
PD days	3
Work days	3
Student days	88
<b>Semester 1</b>	<b>94</b>
PD days	1
Work days	3
Student days	92
<b>Semester 2</b>	<b>96</b>
<b>Total</b>	<b>190</b>

**Note: students do not attend school on Professional Development days.**

### **Students Tardy to Class:**

Students late to class may receive the following consequences:

**1st Tardy** - Verbal warning

**2nd Tardy** – Phone call home

**3rd Tardy**- Written warning

**4th Tardy** - Arrange a parent-teacher conference

**5th Tardy** - Referral to administration for disciplinary action

#### **Possible Consequences for 5th and Subsequent Tardy Violations:**

In-School Suspension, lunch detention and other consequences as determined by administrative team.

### **Students Leaving School Early**

Parents/guardians may come into the main office to sign-out their child. A written excuse should be turned in the following day. The absence will be excused according to IPS policy.

### **Students Leaving School Without Permission**

**No student has permission to be on the campus of Arsenal Technical High School. Any student identified as trespassing on campus or in Allen Hall without permission will have an immediate consequence including a parent/guardian conference, intervention by the police staff, or return to their assigned high school.**

## **COMPULSORY ATTENDANCE**

The Indiana Department of Education requires accurate and consistent reporting of student attendance by the Indianapolis Public Schools. The Indiana Department of Education has a 95% attendance standard. To meet that standard, students must have no more than nine days of absence during the school year. Excused absences are included in the nine-day maximum. This District-wide policy is aimed at reducing truancy.

Indiana's Compulsory School Attendance law requires students to attend school each year for the number of days that schools are in session. Regular school attendance is important if students are going to achieve at high levels.

### **EXCUSED ABSENCES**

The following types of absences are generally recognized as excused, subject to requirements set forth in I.C. 20-33-2:

If a student is absent because of illness or emergency, the parent must contact the school the morning of the day the student is absent, and/or provide a note on the day following the absence. In those cases where a student is absent for five (5) or more consecutive days as a result of illness or injury, a doctor's statement shall be required as a condition of classifying the absence as excused.

A pattern of excused absences may be an indication that the student's attendance is not in alignment with District policy and may be treated as unexcused. If there is doubt as to the legitimacy of the excuses, the principal makes a determination that the absences are unexcused after an investigation. In such case, the student's parents shall be given notice of the principal's determination and afforded an opportunity to contest that determination.

### **UNEXCUSED ABSENCES**

With the exception of absences resulting from suspension, all absences other than those listed above generally shall be classified as unexcused unless extenuating circumstances, as determined by the principal, warrant that the absence will be classified as excused.

The following procedures will be implemented to help ensure student attendance:

- A. Students who miss up to three (3) unexcused days within a school year will have their parents contacted by the classroom teacher. The teacher should document this contact.
- B. The attendance clerk will also contact the student's parent after the student has missed three (3) unexcused days. The counselor will make an additional parent contact after the student has missed a fourth unexcused day. The counselor will work with the child's parents to identify barriers to the child's attendance and possible strategies to remove these obstacles, and to develop a plan to improve the student's attendance.

- C. When a student has had five (5) unexcused absences in a school year, the student is identified as a Chronic Truant and the student's attendance records will be flagged (CT). The counselor will continue to work with the student to correct the attendance problem. The counselor will also send a certified letter to the student's parents notifying the parents of potential legal action.
  
- D. When a student has had ten (10) unexcused absences in a school year, the student is identified as a Habitual Truant and the student's attendance records will be flagged (HT). If a student is enrolled in a middle school or a high school and is under the age of eighteen (18), the District will refer the student to truancy court for a violation of I.C. 20-33-2 (compulsory school attendance). Students who are determined to be in violation of I.C. 20-33-2 may be placed on probation by the court and will be monitored more closely by the counselor.

### **Personal Property/Electronic Devices**

Only items needed for educational purposes should be brought to school. There are to be no cards, dice, toys, radios, electronic games or cell phone use during class. This includes cameras and video recording. The items will be confiscated and stored in the main office until parents/guardian can pick them up. Repeated violations may result in in school suspension or additional disciplinary actions.

### **Parent Involvement**

Parents in Touch, Family Graduation Breakfast, Technology Training, and Graduation Informational meetings are scheduled throughout the school year. Legal guardians are welcome to visit any time. Teacher conferences must be scheduled to avoid interrupting classes. Parents are welcome to chaperone Service Learning Activities as scheduled.

### **Student Services**

On-site support services include Guidance Counselor, School Nurse, and Gallahue Mental Health. All work to assist students in coping with teen challenges. Students are encouraged to participate in WhyTry Resilience and Goal Setting program weekly from 10:30 a.m. - 11:00 a.m. in the conference room.

### **Medications during School Hours**

Before any prescribed medication or treatment may be administered to a student during school hours, the Administrative Associate shall require the written prescription from the child's physician accompanied by the written authorization of the parent. This document shall be kept on file. The prescription must be in its original container, labeled with the student's name and the exact dosage. At no time is the school to administer a dosage other than that authorized by the physician's prescription. Student may see Arsenal Technical Nurse if it's a medical emergency once school received consent form from parent.

## **Student Conduct Rules**

<https://www.myips.org/students-families/student-code-of-conduct/>

The Student Code of Conduct is the foundation of our expectations. A copy must be on file for each IPS student. Each student's parent /guardian must sign the card. All students must follow the following expectations and guidelines:

Fighting is prohibited: Fighting will result in disciplinary action ranging from reprimand to suspension and/or arrest. Fighting is an offense that could result in reassignment to a different IPS school.

Profanity is not allowed: Crude or disrespectful comments addressed to other IPS students or employees will result in disciplinary actions ranging from suspension to assignment to another IPS school.

Follow directives from staff: If a student intentionally fails to follow the directions of a teacher, administrator or support staff employee the student is subject to suspension until a parent conference and a repeat of this behavior will result in a change of school assignment

Respectful behavior is expected on IPS school buses: Students who misbehave on the bus face immediate disciplinary action ranging from a reprimand to suspension to loss of transportation privileges. Remember, riding the bus is a privilege not a right.

No inappropriate touching or hitting of a school district employee or student! Battery against a school employee or other student will result in suspension, expulsion and possibly arrest. Keep your hands to yourself!

Be on time to class: No student should be out of class without official permission from a teacher/and or administrator

No Cell Phone use during class! Cell phone usage during classroom instruction is prohibited. Students may use the main office phone or ask permission from their teacher to use their own phone in the main office.

No Illegal Substances/No Tobacco products on school grounds! Students who violate this policy will be subject to disciplinary action ranging from reprimand to suspension, expulsion, possible assignment to another IPS school and/or arrest.

We understand and agree to follow these expectations of the Indianapolis Public Schools: \_\_\_\_\_

## **BUS CONDUCT**

Safe transportation is an integral part of the total education of each child. Riding a school bus is a privilege that may be removed from inappropriate behavior. Bus drivers are in charge and are expected to report students who cause disturbance, refuse to cooperate or interfere with the safety of the bus. Such reports will result in disciplinary actions including the loss of privilege to ride the bus. Failure to comply with school rules and regulations will result in disciplinary actions. Students are expected to behave appropriately while riding the school bus. Failure to do so will result in disciplinary actions as outlined in IPS policy.

Students are to ride the bus which they are assigned. Any request to ride a different bus or be picked up or left off at a different location **MUST** be submitted to the building administrator in writing by the parent or guardian a day prior.

Students riding the bus are expected to comply with the list of rules below:

- a. Students will not stand or move around during the trip. Students must not enter or leave the bus until it comes to a complete stop and the door has been opened.
- b. Loud, boisterous, profane language, indecent conduct, teasing, hitting or scuffling will not be tolerated.
- c. Eating, drinking and smoking are prohibited on the bus.
- d. Windows or doors will not be opened except by the direction of the Bus Driver.
- e. Students must be waiting at their boundary station/bus stop when the bus arrives. The driver is not required to wait for you.
- f. When a student misses the dismissal of the bus due to horseplay and/or loitering, the parent is responsible for providing transportation home.
- g. Bus substitutions will be announced daily prior to dismissal.
- h. Transportation problems should be reported to the TRANSPORTATION DEPARTMENT @ 226-4500.



## THE GRADUATION ACADEMY 2019-2020 CONTRACT

**All GRADUATION ACADEMY stakeholders (parents, students, teachers, administrators and staff), in order to secure the benefits of a meaningful and engaging academic curriculum; do solemnly proclaim the following beliefs:**

- At the GRADUATION ACADEMY, our core values establish that we are entirely vested in the winning OUTCOMES of all of our students. Because we prize LEARNING and INDIVIDUAL GROWTH, we possess an unyielding commitment to the FUTURES of our students, whether they seek college placement, job skills, career path enhancements, personal enrichment or academic knowledge.
- It is our shared responsibility that all students are provided with an equitable education.
- Parental involvement in their child's education is required for the success of the student.
- The purpose of this education is to provide students with a strong academic experience at the middle school level.

### PARENT/GUARDIAN CONTRACT

**Parents agree to meet the following conditions in order for their child to attend and remain in the GRADUATION ACADEMY:**

- Parental involvement in their child's education is vital to academic success.
- \* I agree to send my child to school on time every day and to not allow unexcused absences.
- I agree that my child will adhere to the Graduation Academy behavior code of conduct, uniform dress code, and levels of academic achievement.
- I understand that cell phones will not be permitted during school hours.
- I understand if my child is caught using cell phone, it will be sent to the main office and I may be asked to pick it up pending a parent conference.
- I agree to attend **at least two** parent/teacher conferences each year.
- I agree to permit my child to participate in community service projects, field trips, research, and experiential learning opportunities.
- I agree to monitor PLATO online learning progress to ensure they are on track. If my child gets off-track, I will contact the teacher and/or principal.

### STUDENT CONTRACT

**Students agree to meet the following conditions in order to attend and remain in the GRADUATION ACADEMY:**

- I agree to adhere to GRADUATION ACADEMY behavior code of conduct, uniform dress code, and to maintain required academic achievement levels.
- \* I agree to come to school on time as scheduled and to have less than six days of unexcused absence during the year.
- I understand that cell phones will not be permitted during school hours.
- I understand if caught using my phone, it will be sent to the main office and privileges revoked.
- I agree to work to my potential, in my schoolwork, and in all endeavors.
- I agree to participate in Service Learning projects as designed by my counselor.
- I agree to accept advice, to value and produce quality schoolwork and make choices that further my education.
- I agree to embrace the use of technology and understand using technology inappropriately can lead to disciplinary action.

### Media Release

\_\_\_\_\_ I give my child permission to be photographed for IPS promotional purposes.

\_\_\_\_\_ I do not give my child permission to be photographed for IPS promotional purposes.

**By signing below you agree to the above rules.**

**Parent Name:** \_\_\_\_\_ **Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Student Name:** \_\_\_\_\_ **Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## **BULLYING**

Bullying is prohibited in the Indianapolis Public Schools (IPS) as referenced in Indiana Code 20-33-8-0.2 and IPS Board Resolution No. 5517.01.

Bullying is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment.

Students may not engage in bullying on school grounds, or while traveling to or from a school or a school activity, function, or event. Further, bullying is prohibited off school grounds while using property or equipment provided by the school, or while attending a school activity, functions, or event.

Principals are responsible for informing students, parents, teachers, and staff that bullying will not be tolerated and will be subject to disciplinary action, up to and including, suspension and expulsion. Further, principals are encouraged to engage students, staff, and parents in meaningful discussions about the negative aspects of bullying. The parent involvement may be through parent organizations already in place in each school.

Parents or students who suspect that bullying is taking place should report the matter to the principal. Upon receiving the report, the principal will investigate the matter at the building level and consequences will be assessed, as appropriate, consistent with the Board's policy entitled "Student Discipline".

### **Title IX Policy Forbidding Sex Discrimination and Sexual Harassment of Students**

#### **Policy against sex discrimination**

In accordance with applicable law, including Title IX of the Education Amendments of 1972 and the Indiana Civil Rights Law, it is the policy of Indianapolis Public Schools that no student will be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any education program or activity on the basis of sex. A student may not, on the basis of sex, be limited in the enjoyment of any right, privilege, advantage, or opportunity, including courses, extracurricular activities, benefits, and facilities.

#### **Prohibition against sexual harassment**

The policy against sex discrimination includes a prohibition against sexual harassment. Sexual harassment consists of sexual advances, sexual gestures, requests for sexual favors, or other verbal or physical conduct of a sexual nature that is unwelcome and that limits or denies, on the basis of sex, a student's ability to participate in or benefit from the education program.

This policy prohibits sexual harassment by an employee or agent of IPS, by another student, and by third parties who come in contact with students at school or at school-related activities. This policy also prohibits any employee from being in a locked room with a student.

#### **Title IX Compliance**

Complaints or reports alleging sexual assault, sexual harassment, dating violence, stalking, or gender discrimination, including sexual orientation or gender identity, involving an IPS student, employee, or person affiliated with IPS should be immediately reported to the Title IX Coordinator at [TitleIXCoordinator@myips.org](mailto:TitleIXCoordinator@myips.org).

Complaints or reports may be made anonymously but no disciplinary action will be taken against an alleged aggressor solely on the basis of an anonymous report

Per federal law, please be informed that the Title IX Coordinator for Indianapolis Public Schools is Kim Kennedy, [kennedyk@myips.org](mailto:kennedyk@myips.org), 317-226-4644.

### **Investigation and Corrective Action**

The Title IX Coordinator will promptly investigate, or direct the investigation of, complaints and reports of sex discrimination or harassment. The investigation will be completed in a timely manner. Depending on the nature and complexity of the issues, it should generally take no more than 30 days.

After the investigation, the Title IX Coordinator will report the result to the Superintendent, including, where appropriate, making a recommendation for reasonable, timely, age-appropriate, and effective corrective action. The Superintendent may impose discipline up to and including a recommendation for employee termination or student expulsion. The Title IX Coordinator will advise the Complainant and the person accused of misconduct, in writing, whether or not the allegations were found to be substantiated.

The decision of the Superintendent is final unless an employee or student has a statutory right to challenge the Superintendent's recommendation for expulsion or termination or an employee has a collectively bargained right to challenge the imposition of discipline.

### **What is MTSS?**

MTSS (multi-tiered support systems) is a systemic process that ensures ALL students learn. IPS's Vision of MTSS is a framework for prevention, advancement and early intervention, which involves determining whether all students are learning and progressing optimally academically, socially, emotionally, and behaviorally when provided with high quality instruction that addresses all aspects and needs of students. MTSS offers an opportunity to integrate, collaborate, and cooperate across all educational initiatives to ensure we prepare all students for their futures.

The MTSS model is a three-tiered approach to providing quality instruction to meet the individual needs of all students. MTSS involves the use of "data-based decision making" to effectively modify instruction and implement scientifically-based interventions. Students are able to move in and out of the individual tiers based on how well they respond.

### **Assessment Tools**

**Tests: ISTEP 10+/NWEA Math and Language Arts scores/Scholastic Reading**

**Inventory/Classroom Performance** - Designed to assess previous learning and inform instruction.

**Records and Permanent Products**—Includes office referrals, discipline, and attendance data which can be used to determine school-wide behavioral needs and trends

**Direct Behavior Ratings** - Rating scales that can be individualized for specific student(s) and used to monitor effectiveness of behavioral interventions.

**Observations**—Structured or anecdotal in nature, provide information about behavior and performance in the classroom/school setting.

### **Team Composition**

Assemble a multi-disciplinary team approach for addressing students' needs, including:

- Building Administrator
- General Education Teachers representing all levels and instructional areas
- Special Education Teachers
- Counselors/Counselors
- Parents
- Behavior Specialist / Compliance Monitor

### **Tasks**

- Meet regularly to address concerns
- Educate parents about MTSS practices
- Identify needs for professional development
- Identify Tier 2 and Tier 3 interventions and supports
- Identify strategies for extensions
- Write intervention plans
- Communicate intervention plans and progress to appropriate personnel
- Monitor progress of students receiving targeted and intense interventions.

### **Decision Making**

- Identify the problem considering all relevant factors
- Use data to analyze the problem and determine the cause
- Create an intervention plan that defines the intervention(s), how it is to be implemented, duration and frequency, as well as the method for monitoring progress
- Monitor fidelity of implementation
- Evaluate progress through data review and make recommendations for continued monitoring, additional interventions, change intensity of interventions, or a referral for special education evaluation

### **Why MTSS?**

- Too many students are misidentified as learning disabled requiring special education services. Minority students are the greatest percentage in special education.
- Typically, the student's academic or behavior difficulties are the result of unknown barriers that can be overcome through Response to Intervention
- One benefit of MTSS is that it serves as a framework to more accurately determine which students respond to quality instruction through general education resources and which students need resources through IDEA to succeed.
- Children are unique, and we all learn different ways. MTSS helps schools meet the needs of increasingly diverse society.

*MTSS is used for revealing what works best for groups of students and individual students, regardless of placement.*

**FOR ADDITIONAL SUPPORT  
PLEASE CONTACT THE SCHOOL AT 317-693-5441**

## **RESTRICTED ATTIRE**

The following articles of clothing or styles of dress are *strictly forbidden* while in IPS schools, or while attending athletic events or other school-sponsored activities during school hours:

- Hats worn in building during the school day
- Sunglasses
- Pajama tops or bottoms
- Flip flops, slides, slippers, bare feet
- Clothing or other item with offensive, lewd, vulgar, obscene or hate language, slogans, messages or pictures or which advocate or advertise the use of drugs or alcohol
- Coats worn in the classrooms
- Hair rollers, combs, picks, or cosmetology clamps
- Scarves, head rags, doo rags, bandanas, sweatbands, hats, caps or other head coverings (Note: Exceptions for religious customs are permitted by approval of the school administration)
- Detachable gold teeth or fangs (unless required by a dentist with written documentation on file). No grills.
- **Anything else the principal or designee deems inappropriate or disruptive to the educational environment will be prohibited.**

**CELEBRATING THE CLASS OF 2019  
&  
PREPARING THE CLASS OF 2020!**

