



**Avondale Meadows Academy**

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*Making Magic in the Meadows*

**AMA**  
**Family Handbook**  
**2017 – 2018**

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## **Dear AMA Families,**

We hope that you have a wonderful school year and find our school a great place to learn, grow and have fun together. The Avondale Meadows Academy strives to provide students with a safe, nurturing environment where they find the right combination of challenge and support as they work their hardest to achieve big learning goals.

We have created the AMA Family Handbook to help our parents and our students know our school better. Our Handbook includes a lot of useful information, including:

- Our 2017-2018 School Calendar and regular school day schedule
- Our Academic Calendar with Progress and Report Card Dates
- A variety of ways in which parents, grandparents and guardians can be involved in their child's education and the life of our school.

The AMA Family Handbook also includes an explanation of our school's rules and the things we must all do to ensure students can learn within an environment that is safe, nurturing and respectful.

In short, much of what parents and students need to know to start the year strong is right here in our handbook. Parents, please take some time to read through this document and talk about it with your child.

We are excited to have you as part of the AMA community, and we look forward to working together for the success of your child and every member of our team.

Sincerely,

*Sarah Lofton*

Sarah Lofton  
Principal

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## Introduction to AMA

Founded in 2006, the Avondale Meadows Academy (AMA) is a tuition-free, K-5 public charter school. Our community includes a diverse collection of families, educators and volunteers committed to equipping our students with the strongest possible preparation for success in Indianapolis's most demanding, college-preparatory middle and high schools.

AMA employs a rigorous and engaging curriculum aligned to Indiana state standards as well as the *Core Knowledge* scope and sequence of learning topics. Our teachers use a wide breadth of effective instructional strategies, innovative tools and technology and a variety of services to challenge and support students to meet ambitious academic goals. We find creative, engaging ways to involve parents in our work helping students build not only the academic skills but also habits of curiosity, kindness, focus and persistence essential to achievement of college aspirations and life success.

Finally, AMA benefits greatly from the continued support, collective knowledge and resources of a broad array of local leaders committed to "Making Magic in the Meadows," the neighborhood we are working to transform through the power of great schools.

### **School Contact Information**

Avondale Meadows Academy  
3980 Meadows Drive  
Indianapolis, IN 46205

Main Office: 317-803-3182  
Fax: 317-803-2367




[www.avondalemeadowsacademy.org](http://www.avondalemeadowsacademy.org)

*Note: AMA reserves the right to make changes in the Avondale Meadows Academy Family Handbook at any time.*



## THE MISSION OF AMA...

is to provide a rigorous and relevant college-preparatory program, grounded in our belief in the ability of every child to succeed at high levels. Through well-coordinated support, a strong partnership with families and close attention to results, our students will consistently meet and exceed academic standards ensuring their success as future college graduates and lifelong learners.

 <p>Staff will...</p>	 <p>Students will...</p>	 <p>Families will...</p>
<ul style="list-style-type: none"> <li>• Create a safe, welcoming and supportive classroom for each student.</li> <li>• Teach, practice and model the behaviors of learning.</li> <li>• Build strong relationships with every child and family.</li> <li>• Communicate with and support students and families.</li> <li>• Recognize effort, growth and achievement in every student.</li> </ul>	<ul style="list-style-type: none"> <li>• Come to school every day, prepared and ready to do their very best.</li> <li>• Practice and model for others the behaviors of learning.</li> <li>• Respect themselves, their classmates, their teachers and our school.</li> <li>• Work hard and do their personal best at all times.</li> <li>• Take responsibility for their learning and conduct.</li> </ul>	<ul style="list-style-type: none"> <li>• Help children arrive on time and prepared for school every day.</li> <li>• Read with children, help with homework and check book bags nightly.</li> <li>• Reach out and respond to teacher and school communications.</li> <li>• Talk daily with children about school and encourage them to do their best.</li> </ul>

### AMA Student Creed

Each day, our students and staff recite the AMA Student Creed. It is a reminder and a promise to each other as to the ways in which we must act and treat every member of our team if we are to be the school we strive to be. Our student creed is as follows:

*I will treat others as I would like to be treated.*

*I will always try to do my personal best.*

*I will be a good listener.*

*I will respect the property of others.*

*I will be honest.*

*I will help other people be the best they can be, keeping the Avondale Meadows Academy a wonderful place where we can learn, grow and have fun together.*

## **Avondale Meadows Academy Board of Directors**

Charles Garcia, Board Chair  
Rose Mays  
Kelly Braverman  
Lois Johnson  
Judith Hall  
John Ackerman  
Oscar Gutierrez  
Rebecca Thompson Boyle  
Bill Harris

\*Contact information may be available for each board member through the AMA Office and/or website.

### **Board of Directors Meetings**

The AMA Board of Directors holds the charter to AMA, sets the policies of, and governs the terms by which the charter is issued. Board meetings are generally the third Thursday each month at 4PM and are open to the public, with the exception of executive sessions. Specified notices for the meetings are posted on the front of the school 48 hours prior to each meeting.

### **Anti-Discrimination Policy**

It is the role of AMA to provide a safe and secure learning environment for all its students without distinction based on race, religion, ethnicity, disability, gender, or sexual orientation. Discrimination, sexual and bias-motivated harassment, and violations of civil rights disrupt the educational process and will not be tolerated; any act of this nature will result in disciplinary action.

## AMA 2017-18 School Calendar

In order to help students meet our goals of college attainment, AMA has an extended school year and academic day. Our school year includes 183 days of instruction, beginning July 27 and ending June 2. We list below several important dates in our school year. For a full list of dates and a graphic calendar of the school year, please see Appendix A in the back of our handbook.

July 20-25	New Teacher Orientation
July 26	First Day for ALL Teachers
July 26-30	All Staff Orientation
July 28	Welcome Back BBQ 5-7pm (for All AMA Families)
July 31	First Day for New Students (8AM – 11AM)
August 1	First Day of classes for all students (8-3:30PM)
September 1	No School for Students- Staff Prof. Dev. Day
September 4	No School - Labor Day
September 22	End of 1 <sup>st</sup> Quarter
October 9	Parent/Teacher Conf; No School for Students
October 10-13	Fall Intersession
October 16-20	No School for Students – Fall Break
November 3	No School for Students – Staff Prof. Dev. Day
November 17	Midterm Progress Reports
November 22-24	Thanksgiving Recess
December 22	End of 2 <sup>nd</sup> Quarter
Dec. 25 – Jan. 5	Winter Break
January 8	Classes resume
January 12	2 <sup>nd</sup> Quarter Report Cards
January 15	No School – Martin Luther King Day
February 9	Professional Development Day; No Students
February 12	Midterm Progress Reports
February 19	No School - Presidents’ Day
March 9	End of 3 <sup>rd</sup> Quarter
March 19	Parent-Teacher Conf.; No School for Students
March 20-23	Spring Intersession
March 26- March 30	Spring Break – No School
April 2	Classes resume
April 27	Midterm Progress Reports
May 28	No School – Memorial Day
June 7	Last Day of School – Dismissal, 12 Noon, End of 4 <sup>th</sup> Quarter
June 11	Report Cards Mailed



## AMA Daily Schedule

### Regular School Day Schedule

YMCA Before School Care Program	6:30 a.m.-7:30 a.m.
Breakfast Served	7:30 a.m.-7:50 a.m.
Classrooms Open	7:40 a.m.
School Begins	8:00 a.m.
Academic Day includes:	
Morning Meeting	
Literacy (Reading and Writing)	
Math	
Lunch and Recess	
Science	
Social Studies	
Dismissal	3:30-3:45
YMCA After School Program	3:30-6:00 p.m.

\*Parents of children not registered for the YMCA program can drop their children off for school no earlier than 7:30AM and must pick them up by 3:50 p.m. to avoid late charges.

Every Friday when school is in session is an Early Dismissal Friday. Students are dismissed @ 1:30 every Friday. The dismissal window is 1:30-1:45. All students not picked up by 2:00pm will be sent to the YMCA and the family will incur charges with the YMCA.

### Attendance Procedures and Policy

Students are expected to be in school on time every school day. As a staff, we miss your child every day that he/she is not with us, and, of course, your child misses valuable instruction every moment that he/she is not in the classroom. As a school, we have a history of strong attendance (96% or more each day) yet are consistently aiming even higher, as good school attendance is central to the success of every child and our school as a whole.

Students may need to miss school due to illness, death in the immediate family or other “acceptable cause” (i.e. hospitalization or required religious observation). In such cases, parents are required to notify the school immediately. **In order for an absence to be excused, a note from the parent/guardian or physician must be turned in to the school office upon the student’s return to school.** Personal and family vacations will not be considered excused absences.

### Procedure for Reporting an Absence:

As a school community, we require a couple things of families and take a number of steps as a staff to make sure we stay in close contact when a child misses school.

- If a child is absent from a day of school or will arrive after 9AM we ask parents to contact the AMA office (803-3182) by 9AM and let us know your child will not be with us that day.

- *In order for an absence to be excused*, the illness must be verified by a note from the parent/guardian or physician upon the child's return to school, stating the reason and date(s) of their absence upon their return.
- If a child misses two or more consecutive days, his/her teacher will call the child's home in order to help make up for any missed lessons.
- If a child misses three consecutive days, our teachers relay that information to our Director of School Culture, who assumes responsibility for communication with the child's family and daily follow up until the child returns to school.

### **Make-up Work**

Students are expected to complete all work before leaving or immediately upon their return from an absence. In the case of illness or other unexpected absence, students or their families should contact their teachers via email or phone to school to obtain their missed assignments. It is the responsibility of the student and parent to ensure make up work is completed.

### **Truancy Policy:**

As stated by law (I.C. 20-33-2-3.2), students are required to attend school on a regular basis. Being absent from school for one day, or even from one class period, without acceptable cause is truancy. Any of the following fits the state's description of habitual truancy (I.C. 20-20-8-8):

- Ten (10) or more unexcused absences or 15+ tardy days before end of school year
- Failure of parent/guardian to ensure that his/her child attends school without acceptable reason as required by law
- Chronic absenteeism includes students absent from school for ten percent or more of a school year for any reason (equivalent to 18 AMA school days) and will result in referral to juvenile court or the department of child services.

### **Absence Policy:**

In the event we determine a child to be habitually absent from school or truant (according to the criteria above), the AMA staff will take the following steps:

- When a child has accumulated **three (3)** or more unexcused absences in a year, parents/guardians receive a letter reminding them of our attendance policy and our concern about their child's attendance.
- When a child has accumulated **five (5)** or more unexcused absences in a school year, the parent / guardians will receive notification that they must meet with our Director of School Culture to complete an **Attendance Improvement Plan** and commit to improving school attendance.
- When a child has accumulated **seven (7)** or more unexcused absences in a school year, the student, and parent/guardian, will be assigned a **Saturday School** to discuss the importance of good attendance and to make up for the time that has been missed due to absences.
- When a child has accumulated **ten (10)** or more unexcused absences in a school year, the child will serve an **Out of School Suspension**. Additionally, a formal letter is sent home stipulating that a truancy referral to the Juvenile Justice Center and CPS is pending.

- When a child accumulates **twelve (12)** or more unexcused absences in a school year, the parent/guardians will be notified of an **Alternative to Expulsion hearing** that they must attend. Additionally, under I.C. 20-3302-25, “an attendance officer having jurisdiction shall report a child who is habitually absent from school in violation of this chapter to an intake officer of the **juvenile court or the department of child services.**”
- When a student misses **fifteen (15)** or more unexcused days of school, the parents will be notified of an **Expulsion Hearing** for their child.

\*Special circumstances may require that we adapt this policy to best address the needs of a specific student and family. We strongly encourage families to contact the Director of School Culture, if circumstances make it difficult for a child to attend school on a regular basis.\*

### **Tardy Students:**

It is crucial to the success of most students that they arrive on time and, thus, are in a position to make a strong start to the school day. In nearly every classroom at AMA, teachers work with students on literacy skills – the foundation of school success - first. Consequently, when students arrive on time they are also well positioned to develop a strong foundation in reading and writing.

Still, despite the importance of the first moments of the school day, a small subset of our students arrive after 8AM or late to school and, thus, often miss parts of the time teachers devote to reading and writing. If your child is tardy (i.e. arrive after the start of the morning announcements), they must report first to the office to get a Tardy pass before they proceed to the classroom.

Our director of school culture will contact the family of students with 5 or more tardies during the school year. Students (and their parents) with 10 or more tardies must meet with the school administration to work out a plan to address this problem. Students with more than 20 tardy days may be referred to the state’s Truancy Office or CPS.

### **Tardy Policy:**

In the event we determine a child to be habitually tardy from school or truant (according to the criteria above), AMA staff will take the following steps:

- When a child has accumulated **five (5)** or more tardies in a year, parents/guardians receive a letter in the mail reminding them of our attendance policy and our concern about their child’s attendance.
- When a child has accumulated **ten (10)** or more tardies in a school year, the parent/guardians will receive notification that they must meet with our Director of School Culture to complete an **Attendance Improvement Plan** and commit to improving school attendance.
- When a child has accumulated **fifteen (15)** or more tardies in a school year, the student will be assigned an **In School Suspension.**
- When a child has accumulated **twenty (20) or** more tardies in a school year, the student, and parent, will be assigned a **Saturday School** to discuss the importance of good attendance and to make up for the time that is being missed

due to tardies. A formal letter is also sent home stipulating that a truancy referral to the Juvenile Justice Center and CPS is pending.

- When a child accumulates **twenty-five (25)** or more tardies in a school year, the child will serve an **Out of School Suspension**.
- When a child accumulates **thirty (30)** or more tardies in a school year, the parents will be notified of an **Alternative to Expulsion hearing** for their child.
- When a student has accumulated **thirty-five (35)** or tardies in a school year, the parents will be notified of an **Expulsion Hearing** for their child.

### **Student Drop-Off**

A drop-off zone has been designated on two sides of the building. The front entrance (facing Meadows Drive) and the back entrance (along Meadows Parkway) are designated drop off zones. Vehicles are not permitted to be left unattended in this zone. All other vehicles are to park in the identified parking spots if parents/guardians wish to walk their children to the classroom.

**Note:** In picking up or dropping off students, please be courteous to fellow parents and guardians who require **handicapped parking access**. If you are parked in a handicapped parking space and do not have appropriate handicapped signage displayed in/or on your vehicle, you will be ticketed by the police. A second offense may result in your vehicle being towed.

Students not participating in the YMCA program may enter the building at 7:30 a.m. and should go directly to our Gymnasium for breakfast. Students are allowed to go directly to their classrooms anytime between 7:40 and 8AM.

Once students arrive at school they are not permitted to leave the school grounds for any reason without escort by their parent/guardian, and without being signed out.

Students arriving after 8:00 a.m. are tardy and must enter the main entrance and report directly to the Main Office. They will receive a “tardy/late pass” from the office, which they will need to enter the classroom. Late arrival to school is counted against student attendance under Indiana law. Parents may not walk children to class once their child is tardy.

### **Morning/Afternoon Supervision**

Each school day, the YMCA offers before and after school care to all AMA students. The YMCA program meets regularly in our gymnasium. For safety reasons, we ask that parents accompany their child to the gymnasium and sign in their child if participating in the YMCA’s before-school program. Parents may not drop off their children outside of school. It is not safe, and failure to do so will result in dismissal from the program.

Parents are required to register their child for the YMCA program and pay a **per child fee** to participate. Student must have a registration form on file with the YMCA to participate. Students not participating in the program may enter the building at 7:30 a.m. from the front entrance (facing Meadows Drive) or the side entrance (facing Meadows Parkway, across from Tindley) drop-off areas.

### **Early Dismissal**

Children cannot be dismissed early unless a note has been sent in ahead of time and/or in the event of an emergency. In the event of an emergency or unforeseen circumstance, parents (or other authorized caregiver) must sign their child out at the office. With that, the office will contact the teacher, who will see that the child is escorted to the office for dismissal. Each early dismissal counts as a tardy against your child's attendance record.

We do not allow students to be dismissed early between 3:10-3:30 in all but extreme or urgent circumstances. Early dismissal this close to the end of the day can be especially disruptive and distract teachers from their work preparing students for dismissal. We ask for parents' cooperation in respecting this rule and their understanding, as it is something we must enforce to ensure our school runs smoothly for all children.

### **Student Dismissal**

Our school day ends at 3:30 p.m. To ensure the safety of all children, students must be signed out from their respective classrooms by a parent or other adults authorized by the parent between 3:30 and 3:45 p.m.

Between 3:45 and 3:50 p.m. parents may pick up their children from the grade level late room. Any student still with us after 3:50 p.m. will be walked down to the gymnasium to join the YMCA after-school program so that they can be supervised until their ride arrives.

On Fridays, the day ends at 1:30pm. Students must be signed out between 1:30 and 1:45. Between 1:45 and 1:50 parents may pick up their children from the grade level late room. Late fees will be accrued for any student that is picked up after 1:50pm.

### **Late Pick-Up Fees**

*AMA charges families a \$1.00 per minute per child to supervise children after 3:50 PM.* The fees AMA collects from a family for picking up a child late will go directly to our After-School Care provider and will not be waived. This partnership helps to ensure students picked up late are supervised and safe while waiting on their parents to retrieve them.

In the event we determine a parent to be habitually late from picking up their child after school or a school event, a referral will be made to juvenile court or the department of child services.

### **Breakfast/Lunch**

AMA students are offered a nutritious lunch during block 4, 11:03 – 12:33 p.m. daily. Additionally, children are offered breakfast daily from 7:30 – 7:50 a.m.

AMA currently qualifies for the Community Eligibility Program through the State of Indiana, which provides free breakfasts and lunches for all students.

## **Invoices**

Accounts Statements will be sent each month to the homes of those students who have incurred a fee. Payment is due upon receipt and may be paid via cash, check or money order or credit card. If you have moved, please remember to update your information with the front office.

It is our policy as a school that all AMA families pay any outstanding balances in a timely manner. In order to ensure prompt payment, we require that families pay their outstanding balance due in order to participate in any AMA-sponsored after-school activity or extra-curricular activities. This includes fees for Monday Clubs, Athletic Teams, and any non-academic fieldtrips.

## **Textbooks**

The State of Indiana offers Textbook assistance to those families who meet the income requirements. In order to determine if a family is eligible for assistance, and to apply for assistance, each family is required to complete the Textbook Assistance Application along with their enrollment packet.

**2017-2018 Textbook Rental Prices** are as follows:

<b>Kindergarten</b>	<b>\$80.00</b>
<b>First Grade – Fifth Grade</b>	<b>\$130.00</b>

## **Insufficient Fees**

Checks that are returned to AMA are subject to the Insufficient Fee (ISF) charge of \$35 plus the check amount. Accounts with insufficient fees must be paid within 14 days, regardless of the amount owed. Furthermore, AMA will not honor any future checks if the fee is not paid within 14 days from the date of notification. After two returned checks, AMA will no longer accept checks from that family or individual.

## AMA's Academic Program

The school year at AMA is 183 days long. It is divided into four quarters; each is approximately 45 days in length. In order to keep parents updated on their child's progress, AMA teachers send home with each student a mid-term progress report half-way into each quarter and a report card one week after the close of each quarter. Teachers also schedule two Parent Teacher Conferences during the year – one in early October and another in late March. Below are listed the important dates in each quarter.

### Academic Schedule

#### Quarter 1

August 1	First Day of School
Aug. 1 – Aug. 25	Fall NWEA (Grades K – 5)
August 25	<b>Midterm Progress Reports Sent Home</b>
September 22	End of 1 <sup>st</sup> Quarter
October 19	Parent Teacher Conferences; Quarter 1 Report Cards

#### Quarter 2

September 25	Beginning of 2 <sup>nd</sup> Quarter
October 10-13	Intersession
November 17	<b>Midterm Progress Reports Sent Home</b>
December 22	End of 2 <sup>nd</sup> Quarter
January 12	Quarter 2 Report Cards go home

#### Quarter 3

January 8	Beginning of 3 <sup>rd</sup> Quarter
January 16-February 2	Winter NWEA (Grades K – 5)
February 12	<b>Midterm Progress Reports Sent Home</b>
February 26- March 3	ISTEP Testing, Part 1 (Grades 3-5)
	Potential Retention Letters for Selected Students
March 9	End of 3 <sup>rd</sup> Quarter
March 12-16	IREAD Assessment (Grade 3 only)
March 19	Parent Teacher Conferences; Quarter 3 Report Cards

#### Quarter 4

March 12	Beginning of 4 <sup>th</sup> Quarter
March 26-30	Intersession
April 27	<b>Midterm Progress Reports Sent Home</b>
April 16-May 4	ISTEP Testing, Part 2 (Grade 3-5)
April 30 -May 18	Spring NWEA (Grades K – 5)
June 7	Last Day of School
June 11	Final Report Cards Mailed

# Curriculum

## Curriculum Overview:

AMA curriculum promotes academic, physical, social, emotional, and ethical growth – grounded by the Indiana Academic Standards and enriched through the Core Knowledge program. Our faculty nurtures the building of self-esteem at every opportunity – inside or outside the classroom, encourages learning and achievement, and fosters a positive, caring attitude toward others by emphasizing and nurturing the importance of kindness, preparation, respect, responsibility and engagement – values we refer to as the AMA Be-Attitudes.

The Indiana Academic Standards will be the basis for the core of instruction in all of the academic components. Each student will be given the opportunity to master the standards in all content areas. The objective of the school curriculum is to equip students with the knowledge necessary to master life, prepare students for success in college, inspire a lifelong love of learning, and foster responsible citizenship. We emphasize reading, writing, abstract reasoning, and math skills; however, on whole, the AMA curriculum is designed to establish a balanced, well-rounded education and the development of the whole child.

## Homework

Students are responsible for completing homework assignments. The amount of homework students receive and how often they have homework varies by grade. Classroom teachers will work with families to communicate homework assignments daily. Parents will receive information regarding the specific homework policy of each class at the beginning of each school year and again at our Back-to-School Night.

## School Books

Within the first days of school, teachers will distribute text books and other essential resources to students. These books are provided to students on loan and include hard cover and soft cover books, as well as workbooks. Students will be assessed a rental charge for use of the texts during the academic year. See page 14 for details.

We expect that students will treat all books with respect and will keep them in good condition through the end of the year. Students will be instructed to write their names in ink on the inside front paper cover; otherwise, they may not write in books unless explicitly instructed to do so by a teacher.

If a student loses or damages a book (beyond general wear and tear), his/her parents and/or guardians will be notified via a letter. If the book is not found or replaced the student's account will be charged accordingly.

## Supplies

A supply list is included in the introduction packet prior to the start of school. Students are expected to bring basic supplies, which differ by grade level, to school. Please contact our office or website ([www.avondalemeadowsacademy.org](http://www.avondalemeadowsacademy.org)) for an extra copy of your child's supply list.



## **Assessment**

At AMA, we assess students continuously in order to monitor their progress toward clear learning goals. Teachers at AMA assess students in many ways, depending on the subject, the grade and the goals of a specific lesson. Following is a short description of various types of assessment tools used at the school.

### **ISTEP +**

Like schools across the state, AMA administers the Indiana Statewide Testing of Educational Progress Plus (ISTEP+) in the spring of each year. Scores on standardized tests can help parents assess how much progress their child(ren) is making in building the knowledge and skills included in our state's standards or curriculum. The ISTEP also allows us to monitor our school's progress toward a goal of 90% of our students achieving proficiency on the ISTEP by fifth grade. This year, students in Grades 3 - 5 will take the ISTEP in two parts – the first administered in early March and the second in early May 2018.

### **NWEA**

AMA administers the NWEA assessment on a similar set of skills as those included on the ISTEP. Students, grade K-5, take the NWEA test on the computer, as the assessment is an “on-line national assessment,” Students take the NWEA in the fall, winter and spring of each academic year and, thus, present teachers with important information as to the skills and progress of students over the course of the school year.

### **IREAD-3 Assessment**

AMA third graders take the IREAD-3. This is the result of a fairly new law that requires schools to assess students' reading skills and readiness of future grades. It tests not only foundational reading skills such as phonics and decoding but also comprehension of fiction and non-fiction text. The state of Indiana mandates that students who do not pass this test be retained in third grade. This test takes place in the middle of March with results returned in April.

### **STEP**

Teachers administer fluency assessment passages from STEP quarterly to determine each student's individual reading level. These assessments include running records and comprehensive questions that help determine each child's instructional needs.

## **Academic Support and Intervention**

Staff members at AMA are committed to offering each child the resources and opportunities that he/she needs to succeed in our school and make a strong start on their pathway to college. We believe deeply in the potential of each child to achieve our ambitious goals and have developed a range of supports to help all learners succeed; still, we know from experience that different students require different levels of support to meet their academic goals.

We organize support for different students at AMA in tiers, defined by the frequency or intensity of support that they receive.

**Tier One:** Classroom teachers provide individualized assistance to different students based on their skills and growth areas. For instance, if students need extra help in problem solving or reading comprehension, teachers try to address these needs within the regular classroom through different strategies or approaches to instruction.

**Tier Two:** If a child's needs are not sufficiently met in the regular classroom, we supplement their regular classroom work with two additional resources. First, students may work in small groups with a grade level intervention teacher on the specific skills in which they need extra help or enrichment. Most of the students in Tier Two also participate in after-school tutoring on Wednesday and Thursday afternoons, 3:45 – 4:45 pm. Intersession will also take place twice a year for students who need supplemental instruction. We recommend that students who are not performing at grade level attend Intersession where they will receive small group remedial instruction.

**Tier Three:** If a child's needs are not sufficiently met with Tier Two supports or he/she is not making sufficient progress, the student may also advance to Tier Three. Students with this level of support work one-on-one or in small groups with our Intervention Specialists - teachers specially trained to meet the needs of students with critical learning challenges. Students and Intervention Specialists meet four times a week and work on the specific skills getting in the way of students' long-term success as readers or math students.

Some students may not be making sufficient progress due to a specific learning disability or behavioral issue. The intervention specialists may recommend (with parents' approval) that the child is tested to determine if she/he has a specific learning disability. With greater knowledge as to the specific disability the student may have, the Intervention Specialist may decide to increase the frequency or intensity of the support they provide, following the recommendations specified in his/her Individualized Educational Plan (IEP).

## **Staying Up on Your Child’s Academic Progress**

At AMA, we employ a number of different tools to continuously monitor the progress of each student and communicate this information to parents, grandparents and guardians.

### **Midterm Progress Reports**

At the midpoint of the grading period, AMA teachers report on the interim progress of each child through our “Progress Reports.” These reports inform parents of their child’s academic developments and any potential problems the child may be experiencing.

### **Parent-Teacher Conferences**

Parent-teacher conferences are held twice each year, in the fall and spring. A week before these conferences, teachers will send information home to schedule times with each child’s parents. Appointments **must** be set to allow adequate attention and time to meet with each parent. Parents are encouraged to use these times to meet with teachers to discuss their child’s progress at school. Conferences with teachers and/or members of the administration can also be arranged as needed throughout the school year. This year, teachers will schedule the majority of these conferences on Oct. 9 and Mar. 19; however, teachers will also work with parents to schedule alternative times for a specific child’s conference as needed.

### **Report Cards**

Report cards are distributed four times a year, shortly after the end of the grading term – and are distributed by the classroom teacher for quarters 1 – 3. Final report cards are mailed the week following the close of school.

Report cards list a student’s proficiency for each of the standards identified for mastery during that term, his/her attendance records, and a discussion of the student’s social development and success in working with other students in the classroom.

## AMA Culture, Rules and Conduct

### **AMA Be-Attitudes**

As a school community, we work with students on core values that complement our school rules and help reinforce the habits and behaviors we are trying to develop in each student. We focus on five central values, the “Be-Attitudes.” They are listed below along with a brief list of the kinds of behaviors that define each value within our school.

#### **Be Kind**

- Treat others with kindness and respect
- Look for opportunities to help other classmates as well as the teacher
- Work effectively with other students and as a member of a team

#### **Be Respectful**

- Value the thoughts, perspectives and properties of others
- Treat adults, other students and yourself with respect and consideration
- Tell the truth at all times and act with honesty in word and deed

#### **Be Prepared**

- Complete assignments on time and with best effort
- Come to school in uniform and with the essential supplies (books, pencils) and homework complete.
- Bring to school only that which is needed for learning

#### **Be Responsible**

- Follow school rules and listen closely to the adults’ direction
- Admit missteps, accept consequences and consistently work to improve conduct and overall performance

#### **Be Engaged**

- Listen to the teacher’s direction
- Ask questions, seek help as needed and put forth your best effort at all times.
- Do your best at all times and use class time effectively to learn

As part of our interest in developing students’ character alongside their academics, AMA teachers, with consultation from others who work with each child, evaluate students on the ways in which they are demonstrating these skills and work habits throughout the year and include this information on each report card.

Throughout the year, AMA staff will award students who demonstrate one of these “Be-Attitudes” with a “Be-Attitude Buck”. The students may then use the bucks that they earn to buy items from our school bookstore that visits their classroom once a month. As a school, we celebrate when the students collectively exhibit positive behaviors with the following celebrations: Ice cream/popsicle party, Dessert Bar, Skating Party, Field Day. These incentives represent our collective efforts to build the kind of work habits and overall environment conducive to learning at the highest level.

## **School Rules and Expectations**

As a learning community, AMA believes deeply in the right of every child to be safe. In order to ensure the safety of each learner and help us all work well together, there is a short but essential list of rules that we expect each member of our school to follow. There are only 7, but all of them are strictly enforced at all times. We are committed to ensuring the safety of our learning environment and will take steps to address violations when and wherever it may occur.

### **1. Be safe. Keep your hands to yourself.**

Fighting is disruptive and unsafe, and there are better ways to solve differences. It matters little to our staff who initiated the fight. In nearly every case, any student involved in a fight will face consequences. A student who hits another student will be suspended. A student who repeatedly hits others will be in danger of expulsion.

### **2. Listen and follow the directions of our staff.**

It is essential that AMA staff know where students are in our building at all times. Students obviously have the obligation to listen to their teachers. They must also make sure that they remain in the classroom unless otherwise instructed by an adult.

### **3. Bring with you to school only that which is necessary for learning.**

If it is not paper, a book or a writing utensil, it probably does not belong in school. Cards, toys, cell phones and other items not useful in school are forbidden. If a student brings such an item to school, the Principal will take it and return it to the student at the end of the week. If it occurs a second time, the student's parent must pick up it from the principal.

### **4. Treat our building with respect at all times**

We are fortunate to learn in a nice building. It is essential we treat it appropriately. Students may not abuse our building in any way. We are especially strict about vandalism in our bathroom, where writing on the walls or misusing toilet paper is strictly forbidden. Students caught vandalizing our bathrooms in any way will be suspended. In cases where the vandalism requires AMA to repair or replace equipment, the student will be held responsible for the full amount of the repairs.

### **5. Do not threaten or bully other students.**

Every child deserves to be safe. Students may not threaten others, even when they claim to be "just joking." If a student threatens *repeatedly*, he/she is being a bully and will be required to meet with the principal and parent and face consequences. Please see Bullying Compact in Appendix B.

### **6. Come to school on time and in uniform every day**

We expect students to come prepared every day. This means arriving on time and in full uniform, as detailed under "Dress Code." Repeated infractions will require a conference with our Director of School Culture or Principal.

## School-Wide Classroom Management System

Avondale Meadows Academy implements a school wide classroom behavior management system. This progressive discipline system is color coded universally around the school and utilizes a continuum of interventions, supports, and consequences that are developmentally appropriate and include opportunities for students to focus on understanding their need for positive change. This process also informs parents bringing to their attention awareness of the situation and asking for their supportive involvement.

Classroom progressive disciplinary plans are designed to handle minor offenses within the classroom such as talking out of turn, not following directions and being out of uniform. Students will be sent to the office when they have gone through the steps in the Progressive Classroom Management Plan and they have not had a positive outcome on student behavior. *Consequences are determined by each grade level and implemented for students who choose not to demonstrate appropriate behavior.* Consequences may include time out, loss of recess, note home, loss of incentive, lunch/recess detentions, before/after school detentions, individual behavior plan, parent/teacher conference, etc.

Golden Eagle	<b>Gold</b>	Student is moved up to gold for going above and beyond
Super Citizen	<b>Blue</b>	Student is recognized by the teacher and earns classroom privileges
Level 1	<b>Green</b>	Warning
Level 2	<b>Yellow</b>	“Think it through” in the classroom/ Conference
Level 3	<b>Orange</b>	Time Out in another classroom
Level 4	<b>Red</b>	Student continued disruptions after time out

### Consequences

As a staff, the AMA faculty believes deeply in assigning consequences to instances of misconduct or disruptive behavior. Children generally make mistakes, and we believe that the consequences associated with different behaviors (and the frequency or seriousness with which they occur) is part of the learning process. We reserve the right to make case-by-case decisions as to the appropriate consequence, given the specifics of the situation and any previous history that might be relevant to each case.

\* See Appendix C for Behaviors and Consequences Continuum

### First Responders

In situations where the student is causing a disruption to the learning environment, the teacher will call for a first responder to come and intervene so that the teacher can continue teaching. Examples of this include, but are not limited to:

- Repeated minor offenses (continuous talking, HALLS, playing)
- Refusal to serve a time out
- Walking out of the room without permission
- Arguing with teacher/students
- Hands-on incidents
- Moving of furniture
- Destruction of school supplies/property

When a first responder is called, the student is removed from the class, the parent is notified and the student is placed in West Point for a period of time. If a student receives two first responder calls in a day, the student will spend the remainder of the day in West Point, unless the incident warrants an early pick-up. In cases where students are asked to be picked up, they must be picked up within one hour of the phone call.

\*If the student is not picked up within one hour of the phone call, the student will be assigned a suspension for the following school day.

\*If the incident occurs late in the afternoon, the student will serve up to a full day ISS on the following day, depending on the severity of the issue.

\*See Appendix C for First Responder Consequence Continuum

### **Office Referrals**

If a student is repeatedly disruptive or engages in unsafe behavior, teachers refer the student to the office through an “office referral form.” When a student earns “red” twice in one week, “orange” three times in a week, or a combination of three “red” and “orange” days, an office referral is warranted. Upon receiving the referral, the Principal, one of the building administrators or a counselor will talk with the student, as well as others involved, to investigate the circumstances surrounding the incident. If necessary, the investigating administrator will consult with witnesses and examine any evidence that might facilitate the investigation.

Depending on the circumstances of the referral, a student may be returned to class, remain at the office for a brief “time out” period, or may receive another consequence. These may include parent phone call or conference, detention, in-school suspension or out of school suspension. Extreme cases may result in an expulsion. Conflict resolution, individual, and/or group counseling may be involved as a component of AMA’s intervention strategies.

In most cases, the staff member investigating the incident will contact the parent or guardian and share with them the specifics of the situation and the further consequences involved. Parents, teachers and administrators share the responsibility to teach and model appropriate behavior and/or ways of handling situations that may have led to the referral with the child.

\*See Appendix C for Minor Offenses Office Referral Continuum

### **Friday School**

Friday School hours are from 1:30 pm to 3:30 pm, immediately following the early release day on Fridays. The purpose is to make up for missed time from the classroom. They may be assigned for behavior reasons, as well as for missing work. Parents will be notified when Friday School has been assigned to their child. If a child cannot attend an assigned Friday School, it is the parent’s responsibility to reschedule for a later date.

\*Failure to attend or reschedule a Friday school will result in an Out of School Suspension.

## **Suspension**

Suspensions may be in-school or out of school as specified via phone conversation and/or included in the suspension letter provided to parents. Parents may be required to return to school with their child to meet with the principal or assistant principal as specified in the suspension letter. They may be as short as a couple hours or as long as 7 to 10 days – again, as noted in the suspension letter.

In nearly every instance, we suspend students when the following incidents occur:

- Involved in a fight
- Repeatedly disruptive in the classroom/Habitual misbehaving
- Willfully defy the direction of a staff member
- Threaten or cause physical harm to another
- Steal/damage school or private property
- Bring something to school that is dangerous
- Commit an obscene act such as flipping desk or destroying school property
- Bullying or harassing another student

The disciplinary measures listed above will be carried out in accordance with state law and are essential to maintaining a safe and stable school environment in which students are able to do their best work.

## **Expulsion Procedures**

The following behaviors may result in a student being expelled for a period of time as allowed by Indiana law:

- Causing injury to another person
- Habitual misbehavior
- Fighting
- Possession, use of, sale of, or furnishing any firearm, knife, explosive or other dangerous object
- Unlawful possession of, use or sale of any controlled substance
- Robbery or extortion
- Offering, furnishing, or sale of any drug paraphernalia
- Criminal behavior
- Threats of a terrorist nature, hate violence, or hate crimes
- Sexual assault
- Battery

Processes for appealing expulsion are available in the school office, and are outlined in Indiana Code, IC 20-8.1-5.1, Chapter 5.1, Suspension, Expulsion and Student Discipline.

Notification of an expulsion hearing before the administration will be sent in accordance with IC 20-8.1-5.1-13. Formal findings from such a hearing will be explained in writing to the parents and the Principal of AMA with stipulations outlining the length of the expulsion.

Any student who has been expelled pursuant to these provisions shall have the right to appeal to the Board of Trustees as specified in IC 20-8.1-5.1-13. When a student is expelled under the provisions of this section and applies for admission to another school



for acceptance, AMA shall notify the receiving school of the expulsion.

### **Procedures for all Expulsion Hearings**

1. A presentation of the evidence against the student is stated by the Hearing Officer (Principal or Administrative designee) at the school.
2. A presentation by the student and parent or parent's designee (individual) of any defense or mitigating circumstances.
3. Submission of written statements from any person in defense of the student accepted by the Hearing Officer. The student may present witnesses and evidence in rebuttal of the school's allegation to the Hearing Officer.
4. The Hearing Officer records a summary of the facts and disputed evidence.
5. Failure of the pupil and/or parent to appear at the hearing without good cause constitutes a waiver of the hearing and the case is reviewed by the Hearing Officer (Principal or designee). A decision is rendered on the evidence available.
6. On the day of the hearing, a presentation detailing the reasons for the decision is given to the student and parent or guardian. Formal findings from the hearing officer will be mailed within 10 days of the hearing. The decision may authorize return to school at an earlier date, and may include an alternative educational plan or an evaluation request under Chapter 766.

### **Dress Code**

Avondale Meadows Academy students are young professionals who are learning the habits of adult professionals, including the habits of professional dress. Full school uniforms must be worn at all times (including appropriate and approved belts and shoes). They are meant to stress the fundamental equality of all students and to remove the distractions created by the status consciousness associated with clothing and sneaker fashion. These distractions, in many schools, lead to unwholesome competition and even violence. The school is a place for serious work and learning. Below is a flowchart of consequences for students out of uniform:

- |                           |                  |  |                          |               |
|---------------------------|------------------|--|--------------------------|---------------|
| • 1 <sup>st</sup> Offense | Letter sent home | (Student will be given uniform, if possible) |                          |               |
| • 2 <sup>nd</sup> Offense | Letter sent home | Phone call                                   |                          |               |
| • 3 <sup>rd</sup> Offense | Letter sent home | Phone call                                   | Lunch Detention          |               |
| • 4 <sup>th</sup> Offense | Letter sent home | Phone call                                   | Lunch & Recess Detention |               |
| • 5 <sup>th</sup> Offense | Letter sent home | Phone call                                   | 1/2 day ISS              |               |
| • 6 <sup>th</sup> Offense | Letter sent home | Phone call                                   | 1 day ISS                |               |
| • 7 <sup>th</sup> Offense | Letter sent home | Phone call                                   | 1 day ISS                | Friday School |
| • 8 <sup>th</sup> Offense | Letter sent home | Phone call                                   | 1 day OSS                | Friday School |

Parents will be informed if their child is out of uniform, and will be asked to bring the proper uniform to school immediately. If this is not possible, the school will follow the consequences listed above.

**Our standard dress for young men consists of:**

- Khaki or Navy Cotton Twill Slacks (belted and worn at waist)
- White or Navy short-sleeved Oxford Shirt (white tee-shirt may be worn underneath) or a White or Navy Polo Shirt
- Navy or Burgundy sweater or sweater vest (optional)
- Brown or Black Rubber-Soled Dress Shoes (black tennis shoes/sneakers are not permitted)
- Brown or Black belt
- Tie (optional)
- Black or brown boots may only be worn during winter
- Long sleeve shirts may be worn underneath Polos in winter months, but must be solid navy or white

**Our standard dress for young ladies consists of:**

- Solid Navy or Solid Khaki Jumper or Skirt
- Khaki or Navy Cotton Twill Slacks
- Navy or Burgundy sweater or sweater vest (optional)
- White Blouse or White or Navy Polo Shirt
- Crossbow Tie (optional)
- Brown or Black Rubber-Soled Dress Shoes (black tennis shoes/sneakers are not permitted)
- Tights
- Black or brown boots may only be worn during winter
- Long sleeve shirts may be worn underneath Polos in winter months, but must be solid navy or white

**NOTE:** Shorts and Capri pants are not part of the school uniform and may not be worn to school.

**Students will not be permitted to wear the following items during the school day:**

- Coats, jackets, or sweatshirts inside of the building
- Tennis shoes, sneakers, athletic shoes or sandals (unless specified for a special activity)
- Clothing bearing any logos, messages, or other insignia – other than AMA logo
- Shorts, Capri pants, or any other non-standard length trousers
- Trousers that are oversized, low-rise, baggy, or inappropriately altered
- Hats, bandanas, scarves, excessive jewelry, visible body piercing (other than small earrings)
- Visible body art

**Hair:** All students' hair must be neat, clean and well groomed. Hairstyles should not create a safety or health hazard or interfere with the environment of the school.

**Jewelry, Body Piercing, Tattoos:** Small earrings are permitted, however, no other body piercing is permitted. Tattoos are prohibited. Any tattoos, temporary or permanent, must be removed before the student is permitted to attend class. Jewelry

should not interfere with the educational environment of the school.

**Fridays/AMA Spirit Days:** On Fridays, students are permitted to wear AMA spirit wear with jeans and gym shoes.

The following clothing is not permitted on Fridays:

- Shorts
- Sweatpants
- Jeans with holes or tears
- Leggings/Yoga Pants
- School polo shirt w/jeans

\*If a student does not wear an AMA spirit shirt on Friday, they should come to school in full uniform.

## **Parent Involvement Out-Reach and Communication**

Avondale Meadows Academy encourages an atmosphere in which parents, administration and faculty join in a partnership to support the development of each student and the overall mission of our school. Our partnership works best within an environment for collaboration and a frequent exchange of important information.

### **Overall Out-Reach and Communication**

Strong communication is essential to the partnership between parents and teachers at AMA. We take a number of steps to encourage and facilitate strong communication and partnership between parents and teachers and the school as a whole.

### **Phone and Email Communication**

1. Parents will receive the voicemail number and email address of their child's teacher in the welcome letter sent to families at the start of school year.
2. In the instance where a child needs to contact a teacher for assistance outside of school hours, we ask that the parent initiates the communication.
3. Parents may initiate conversation with their child's teacher at any point in the school year.
4. School-wide concerns can be taken directly to the school administration via email, phone or a scheduled meeting.

**Please note:** We do not allow students to carry or use cell phones during the school day. Parents who need to deliver a message to their child need to call our office. We will either relay the message to the student or ask the student to come to the office to talk with the parent directly. Students who ask and receive permission may use the school office telephone. If a child needs to have a cell phone with them for use after school, it should remain off and in the child's backpack. Any cell phone that is out of the backpack or on during the school day, will be confiscated.

### **AMA Monthly Newsletter**

We send home an AMA Newsletter each month throughout the school year. The newsletter serves to update the entire school community as to important events, reminders and concerns essential to the life of our school. We also post the latest newsletter on our website and keep extra copies in the Parent Corner and school office. Please read the monthly newsletter to stay up to date on the activities of AMA and its upcoming programs/events.

### **Grade-Level Updates**

On a monthly basis, the teachers at a particular grade level also send home a Grade-Level Update that focuses particularly on the topics that the class is working on as well as assignments that may require parents' help. The Grade-Level Updates are the primary means through which parents can know just what their child is learning or working on at each point in the school year.

### **Parent-Teacher Organization (PTO)**

We invite all parents to be part of our Parent Teacher Organization. The PTO generally meets the first Tuesday evening of each month and offers ample opportunity to serve on committees or volunteer for activities. The Principal and/or Assistant Principal as well as a Teacher Representative will be there and participate in each PTO meeting in order to give information and answer questions parent may have.

### **Parent University**

Parents will have the opportunity to participate in workshops on how to help their child grow as a reader, writer and future college graduate. We host a series of four workshops over the course of the year through which parents will learn ways in which they can help their children succeed academically using at home tools. The workshop series include topics such as; Beginning of the Year Assessment Data, Literacy Night, Core Knowledge and Summer Learning Resources.

### **Questions and Concerns**

Parents, grandparents and/or guardians who have specific questions about their child's education or concerns that the needs of their child are not being met should schedule an appointment with their child's teacher by phone or email. If the issue is not resolved, the parent should follow up with the school principal by phone or email. If the issue is not resolved after meeting with the principal, parents should reach out to the Executive Director. If the concern is not resolved after a meeting with the Executive Director, submit a letter of concern to the AMA Board in preparation for the next scheduled board meeting. AMA board meetings are posted on the website, included in our monthly Family Newsletter and available at the front office.

## Visitors and Volunteers

As a school community, AMA treasures the relationships we have with our families, we encourage and insist parents, grandparents and guardians visit classrooms (including their child's classroom) so that they might better know and understand our school program and the success of their child.

We are equally interested in parents, grandparents, guardians and community members volunteering their time, expertise and attention in our school. Volunteers can work in our office, helping with paper work critical to the operations of our school, they may volunteer in classrooms, reading with specific students; or they can volunteer for the many different events we have engaging families in the life of our school. All are important and a powerful resource in our efforts to educate children.

In order to ensure that parent visits and volunteer opportunities go smoothly, we do have expectations (also included in the *AMA Volunteer Agreement, Appendix E*).

1. To model, support and affirm the principles that AMA instills. Principles such as,
  - Be Respectful
  - Be Responsible
  - Be Kind
  - Be Engaged
  - Be Prepared
  - Walk in HALLS in the hallway
2. To maintain strict confidentiality when necessary
3. To maintain a professional appearance both in my attire and my interactions
4. To fulfill the volunteer hours agreed upon
5. To make clearly visible my volunteer nametag/badge
6. To sign in and out in the main office
7. To adhere to the smoke/drug free environment
8. Cell phones must be turned off or muted
9. Communication with all children is entirely positive and encouraging. Please do not correct any student in the room, especially others' children.

Finally, we welcome and encourage parents, grandparents and community members who wish to volunteer in our building and help our students grow. Volunteers may take on a variety of responsibilities as arranged through the Community School Coordinator. **All volunteers must have signed the “AMA Volunteer Agreement”, Appendix A, and have a limited criminal history check on file with the office. Volunteers must also be approved by school administration to be in the building as a volunteer.**

## Lost and Found

We strongly encourage parents to clearly mark all of their child's belongings with his/her first and last name. We do, however, maintain a Lost and Found Box in the parent corner in the event that students lose an item in school. Any student who has lost an item should check lost and found in the parent corner. Please note: we do empty the Lost-and-Found at the end of each quarter and donate useful items either to the AMA uniform closet or a local shelter.

## **Emergency Procedures**

As a faculty, we review our school wide crisis management plan annually. We implement these procedures in the event of any unforeseen instance in which the safety of any member of our community might be at risk.

### **Accidents**

All children experience minor scrapes and bruises from time to time. The school nurse maintains a log of all children seen on a daily basis. Our nurse completes an Accident Report Form for more serious events. In such an event, the nurse and/or staff member may follow some or all of the procedures below:

1. The school nurse or a staff member carries out immediate first aid.
2. The school nurse or a staff member contacts the parents to pick up the student for medical care.
3. In cases where the parents or the designated emergency persons cannot be reached, or where immediate medical attention is needed, the school calls a local emergency unit for treatment and/or transportation to a hospital. A staff member accompanies the student and stays until the parent arrives.
4. In cases of an extreme emergency, the nurse or administrator may contact the local emergency unit before calling the parent.

### **Child Abuse/Neglect Protocol**

Indiana law requires immediate reporting of suspected child abuse or neglect to the authorities and to the appropriate individual in charge of the school. Failure to do so is a violation of the law.

### **Fire and Inclement Weather Drills**

The Indianapolis Fire Department requires that we conduct fire drills. Fire exit directions and procedures are posted in all rooms and teachers review these procedures with students on a regular basis.

In the event of a fire, everyone is evacuated from the building immediately. If students are unable to return to the building because of smoke or fire conditions, the school follows emergency evacuation procedures.

Inclement weather drills are conducted each semester. Procedures are reviewed by teachers, and practiced by children. Exit directions and procedures are posted in all rooms.

### **School Closings or Delays**

If school is closed or the opening is delayed due to inclement weather, power outage or other problem, the school principal or assistant principal will send out a phone message to all families as well as post this information on local radio and television stations - WISH - TV (channel 8), WTHR (channel 13) and WRTV (channel 6). If a delay is called for, AMA follows a 2-hr delay schedule and the school day begins @ 10:00 am.

Only under extreme circumstances does a school closing occur once students have arrived. If an early closing should occur, parents will be notified via phone message. Parents/guardians will need to pick up their children by the time of closing.

## **Health Policies and Procedures**

The nurse's office works very hard to maintain the health of all the students. It is our goal to make sure all students have a safe and healthy place to learn. The following policies and procedures regarding the health of our students were created to ensure the safety, health and the total welfare of all the students at Avondale Meadows Academy.

### **Administration of Medication**

Giving medication during school hours is discouraged and restricted to necessary medication that cannot be given at home; yet, some specific situations require it. In the instance that medication has to be given at school, parents/guardians **MUST** bring the medication to the school office before school, where it will be delivered to the nurse and stored in a secured (or locked) cabinet or refrigerator.

If your child needs to take a prescription medication at school, please ask your pharmacy to provide a duplicate bottle for school usage. Any changes from your child's original prescription must be verified by the doctor, either by a fax or a new script. If your child has a medical condition which requires medication to be given on an as-needed basis, a doctor's note is requested with instructions for administration of medication and reason for the medication.

All medications brought to school **MUST** be in the prescription bottle or original container. Medicine will not be given unless it is prescribed for the child bringing it to school and the container has his/her name on it. All medications must be accompanied by a medication slip, including:

1. Student's Name
2. Medication Name
3. Directions (amount and time to be given)
4. Number of days to be given
5. Parent's signature, telephone number and date

Any medication, not in the original container, and with the child's name on it, will be held by the school nurse for a parent to pick up within one week. After that, it will be destroyed. Medications, whether prescription or over-the-counter, may not be given without written consent from parents or guardians. Parents are required to pick up any remaining medication by June 5 or it will be destroyed.

### **Communicable Diseases**

Parents must notify the school immediately if a student has contracted a communicable disease. The school will then notify parents of other students in the classroom and, possibly, grade level. If more than one case of a communicable disease occurs in a single homeroom or area of the school, the school may contact a Public Health Officer. In the event of an epidemic, special precautions or exclusion policies will be initiated. AMA follows isolation and quarantine regulations as prescribed by the Indiana Department of Public Health.

### **Doctor/Dentist Appointments**

All appointments are strongly urged to be scheduled outside school hours. If this is not possible, a parent or a designated guardian must come to the school office to pick up a student for a medical or dental appointment. In order for an appointment to be excused, a note from the doctor or dentist's office must be turned into the school office.

## Health Requisites

AMA employs a full-time counselor and school nurse. We follow state law concerning proper immunization, and we require that immunization records be on file before a student is allowed to attend school. All students must present, before admission, a physician's certificate listing the required immunizations as outlined by the State Board of Health. Parents are required to maintain a current record of immunizations for their child(ren).

## Illness and Exclusion Policy

If a student shows any symptoms of illness, such as a temperature, nausea, diarrhea, sore throat, or a rash, he/she should not come to school until a diagnosis has been determined or the symptoms have disappeared.

If a student shows symptoms of a serious illness while at school, the student is excluded from the regular school program, and the following procedures are followed:

1. The student is asked to report to the nurse's office.
2. Parents are notified to make arrangements to have the student picked up at school.
3. If parents cannot be reached, the person designated on the emergency card is called. *It is essential that parents list people on the emergency card who are able to pick up the student if the parents cannot be reached.*

## Items of Interest or Concern

- A limited amount of clothing is available in the nurse's office for the children when accidents occur. If your child needs to use these items, they need to be laundered and promptly returned to the nurse's office.
- If your child becomes ill or injured, it is imperative that the nurse's office has **three (3)** working contact numbers on file. The nurse's office must be able to reach parents, guardians, or someone who will be responsible for the child and pick them up in a **timely** manner.
- AMA has a "no nit policy." Any student diagnosed with lice must be nit free before returning to school. Information on lice control is available in the nurse's office.
- DO NOT send your child to school if they had a fever above **100 degrees or more** within the last **24 hours**. If they complain of feeling ill, please check their temperature before sending them to school.
- DO NOT send your child to school if they have had **diarrhea or vomiting in the last 24 hours**.
- If your child has **any** type of infection, they must have been on an antibiotic for **24 hours** before returning to school.

## Screening Tests

AMA works with the State and local health agencies to conduct age appropriate health screenings. These tests are carried out under the supervision of our school nurse. Health screening procedures can only identify potential or existing health problems. School officials will notify parents/guardians of the results of the screening to allow the necessary follow up with medical personnel.



# **Admissions to Avondale Meadows Academy**

## **Applications for New Students**

1. AMA will accept applications from new students for the following school year, beginning the first week of January of each academic year.
2. AMA will hold a lottery to determine a random acceptance of completed applications as well as a list of those placed on the waiting list for the next school year.
3. The lottery will be in March of each year, if and when the number of applications received is greater than the number of openings at each grade. The date of the lottery will be publicly announced in advance.

Several factors determine an applicant's acceptance into the school or placement on the waiting list.

- Applicants who have siblings already enrolled in the school are given preference, and moved upward on the waiting list.
- Students who do not have siblings attending AMA follow on the waiting list.

An applicant's rank on the waiting list is determined by lottery. All applications for each grade are placed in a box and are randomly drawn. The first application pulled is number one, and so on. If there is an available space in the grade for that applicant, he or she is admitted to the school. If not, that student is placed on the waiting list for that grade, in the order the application was pulled in the lottery. Applicants from the first preference group normally will have preference over any applicant from the second preference group, and so on.

For certain grades (for example, Kindergarten), there are new spaces available every year. For other grades, depending upon the number of students returning to the school and the number of sections opening for that grade, there are few, if any, available spaces. If a student has been accepted to the school but does not register within 10 days, he or she is automatically withdrawn and the next student on the waiting list is invited to attend the school.

Waiting lists do not carry over into the next school year. Students who are not selected for a spot at AMA will have to reapply to be a student in the school the following year.

## **Applications for Re-enrollment –**

1. Students currently enrolled in and attending AMA in good standing remain enrolled for the following school year, and are not required to submit a new application or go through the lottery process. Current students are asked to submit an 'Intent to Return' form due by the end of the first week in February, and complete a re-enrollment packet by the end of April of that year.
2. Students expelled from the school for behavior problems must reapply for admission and will follow the procedures outlined above for new students.
3. Students who withdraw before the last day of the current school year must reapply for admission and will follow the procedures outlined above for new students.