



**Avondale Meadows Academy**

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*Making Magic in the Meadows*

# AMA

# Family Handbook

# 2023– 2024



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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. 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 2023-202 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,

*Kandis Pearson*

Kandis Pearson  
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. AMA is a member of the United Schools of Indianapolis Network. 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.

Avondale Meadows Academy is part of the United Schools of Indianapolis network of schools and 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.*



### **Purpose Statement:**

The purpose of United Schools of Indianapolis is to provide an equitable education to prepare all students for college and beyond while leaving a lasting impact in the communities we serve.

### **Core Values:**

*Excellence:* We set and reach high expectations.

*Relationships:* We build and maintain trusting relationships

*Growth Mindset:* We are committed to continuous improvement.

*Integrity:* We consistently do what is right even when it is difficult.

### **School Culture Vision:**




- We create an environment that is safe, orderly and organized.
- We provide a positive environment where scholars, teachers, and families are supported.
- All interactions within the school community are respectful.
- We establish high expectations for all stakeholders and hold one another accountable to those expectations.
- We develop a classroom culture where scholars are engaged and enjoying academic challenges.

### **Instructional Vision:**

- We teach a rigorous, standards-based curriculum.
- We sustain student attention.
- We have a warm and structured environment for learning.
- We engage students by pushing the thinking and doing onto them.
- We respond to data in the moment.
- We are professional and prepared.

## THE MISSION OF AMA . . .

Is to provide a rigorous 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.

		
<b>Staff will:</b>	<b>Students will:</b>	<b>Families will:</b>
<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>• Communicate with and support student 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 every night.</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.

## **United Schools of Indianapolis Board of Directors**

Bill Harris, Board Chair

Alex Choi

Michael Mason

Mike North

Aaron Williamson

Madeline Priest

Sarah Lofton

Jacob Crouch

Abby McDonough

Ross Ridge

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

### **USI Board of Directors Meetings**

The USI 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 fourth Monday of every other month held every other month at 4pm and are open to the public, with the exception of executive sessions. Notices for the meetings are posted on the front of the school 48 hours prior to each meeting. Please visit our website for the Board meeting schedule.

### **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 2023-2024 School Calendar

In order to help students meet our goals of college attainment, we offer an extended school year and academic day. Our school year includes 182 days of instruction, beginning August 1st and ending May 23rd. 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 J in the back of our handbook.

July 24-27	Teacher Orientation
July 27	Welcome Back BBQ 5-7pm (for All AMA Families)
August 1	First Day of School for all students (8-3:30PM)
September 1	No School for Students- Staff Prof. Dev. Day
September 4	No School - Labor Day
September 5	Midterm Progress Reports
September 29	End of 1st Quarter
October 6	Parent/Teacher Conferences; Asynchronous Learning Day for Students
October 9-13	No School for Students – Fall Break
October 16	No School for Students- Staff Professional Development Day
November 10	Midterm Progress Reports
November 22-24	Thanksgiving Break
December 21	End of 2nd Quarter
December 22- January 5	Winter Break
January 8	Asynchronous Learning Day for Students; PD Day for Staff
January 9	Classes resume
January 12	2nd Quarter Report Cards
January 15	No School – Martin Luther King Day
February 12	Midterm Progress Reports
February 16	No School for Students- Staff Professional Development Day
February 19	No School - Presidents’ Day
March 8	End of 3rd Quarter
March 22	Parent/Teacher Conferences; Asynchronous Learning Day for Students
March 25- 29	No School for Students – Spring Break
April 1	No School for Students- Staff Professional Development Day
April 2	Classes resume
April 26	Midterm Progress Reports
May 23	Last Day of School – Dismissal @ Noon, End of 4th Quarter
May 31	Final Report Cards Mailed

*Please note: We do reserve the right to make changes to our schedule as deemed necessary during the school year. We commit to do our best effort to keep parents informed of any changes to this schedule as we move through the year.*

## AMA Daily Schedule

### Regular School Day Schedule

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

\*Parents of children not registered for the YMCA program can drop their children off for school no earlier than 7:40AM and must pick them up by 3:50 PM to avoid late charges.

Every Friday when school is in session is an Early Dismissal Friday. Students are dismissed between 1:00-1:30 every Friday. The dismissal window is 1:00-1:30. All students not picked up by 1:45 PM 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. According to State Law (Indiana Code 20-33-2), parents/guardians are accountable for the attendance and education of their children. 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 are committed to having a strong attendance track record (95% or more each day) 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 observance). ***In order for an absence to be excused, parents are required to communicate with the front office via phone, writing or in person. In the case where a student is absent for 3 or more consecutive days, a doctor’s statement will be required as a condition of classifying the absence as excused.*** 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 School Counselor 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 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 VAR staff will take the following steps:

- **Three (3)** or more unexcused absences - parents/guardians receive an email reminding them of our attendance policy and our concern about their child's attendance.
- **Five (5)** or more unexcused absences - school counselor meets with student and follows up with a possible phone call home to identify barriers and strategies to remove obstacles. A letter is mailed home outlining attendance policy and possible next steps.
- **Seven (7)** or more unexcused absences - a school administrator will schedule an **Attendance Improvement Conference** to create a plan with the family to improve school attendance.
- **Nine (9)** or more unexcused absences in a school year, the student, and parent/guardian, will be assigned a **Friday/Saturday School** to make up for the time that has been missed due to absences.
- **Ten (10)** or more unexcused absences, the school is required under I.C. 20-3302-25 to report the pattern of absences to "an intake officer of the **juvenile court or the department of child services**" (Child Protective Services or the Marion County Prosecutor's Office).
- **Twelve (12)** or more unexcused absences in a school year, a secondary report for Failure to Ensure will be filed.

- **Fifteen (15)** or more unexcused days of school, a recommendation for an Expulsion Hearing may be filed by the school principal.

### Consecutive Absences:

- **Two (2)** or more consecutive absences - the homeroom teacher calls home to check in on the student.
- **Three (3)** or more consecutive absences - a support staff member calls home to remind family of the need to bring a doctor's note to excuse absences 3 or more.
- **Four (4)** or more consecutive unexcused absences - school counselor calls home
- **Five (5)** consecutive absences - school administrator calls home. If no return correspondence from the family during the 5 days the school will conduct a home visit or call for a wellness check.

\*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 School Counselor, 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 9AM 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 School Counselor 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), the school staff will take the following steps:

- **Five (5)** or more unexcused tardies - parents/guardians receive a letter reminding them of our attendance policy and our concern about their child's attendance.
- **Ten (10)** or more unexcused tardies - school counselor meets with student and follows up with a phone call home to identify barriers and strategies to remove obstacles. A second letter is sent home outlining attendance policy and possible next steps.
- **Twenty (20)** or more unexcused tardies - a school administrator will schedule an **Attendance Improvement Conference** to create a plan with the family to improve school attendance.
- **Twenty-five (25)** or more unexcused days of school, a recommendation for an Expulsion Hearing may be filed by the school principal.

## **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. While waiting to drop off or pick up students, vehicles may not be idling. 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 7:40AM and should 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 8:15 AM 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.

To ensure the safety of staff and students, parents/visitors are not permitted in the building during student drop off. Appointments are not made during student drop off.

## **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 7:40AM from the front entrance (facing Meadows Drive) or the side entrance (facing Meadows Parkway, across from Tindley) drop-off areas.

## **Early Dismissal**

In the event of an early dismissal, parents (or other authorized caregiver) must sign their child out at the office. With that, the office will contact the teacher and the student will be sent to the office for early dismissal. We ask that parents send a note or email to the child's teacher on the day of the early dismissal to ensure the child is ready on time.

We do not allow students to be dismissed early between 2:30-3:00, and school doors will remain closed during this time. This prioritizes student safety as there is much

transition throughout the building at this time. Early dismissal this close to the end of the day can also distract teachers from their work preparing students for dismissal. We ask for parents' cooperation in respecting this rule, as it is something we must enforce to ensure our school remains safe for all children.

### **Student Dismissal**

Dismissal times are staggered from 3:00-3:30pm. Specific times will be sent in the back to school communication packet in July. Dismissal will take place with a pick up line and utilizing the PikMyKid app. To ensure the safety of all children, no one will be permitted in the buildings from 2:30-4:00pm.

Any student still with us after 3:45PM 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, dismissal is from 1:00-1:30pm. Students must be picked up by 1:45pm. Late fees will be accrued for any student that is picked up after 1:45pm.

Staff members are all busy supervising students during dismissal. If you would like to speak with a staff member during or after dismissal, please reach out via phone or email to set up a meeting.

Students will not be released to ride in a taxi or ride share program (Uber, Lyft, Yellow Cab, etc) without an authorized adult in the vehicle.

To ensure the safety of staff and students, parents/visitors are not permitted in the building during dismissal. Appointments are not made during dismissal time.

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

*AMA charges families a \$1.00 per minute per child to supervise children after 3:50PM.* 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.

AMA reserves the right to turn any delinquent accounts over to collections. Parents/guardians will be responsible for and expected to pay any additional fees incurred in the collections process.

### **Breakfast/Lunch**

AMA students are offered a nutritious lunch during their grade-level lunch time. Additionally, children are offered breakfast daily from 7:40 — 8:00 AM. No outside food delivery services are permitted for students. Students are not permitted to bring additional items (i.e. chips, soda, candy, etc) when receiving school breakfast or lunch. Lunches packed from home must include nutritious items and may not include soda.

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

AMA reserves the right to turn any delinquent accounts over to collections. Parents/guardians will be responsible for and expected to pay any additional fees incurred in the collections process.

**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.

## Academic Program

The school year is 182 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.

### 2023-2024 Academic Schedule

#### Quarter 1

August 1	First Day of School
September 5	Midterm Progress Reports Sent Home
September 29	End of 1st Quarter
October 6	Parent/Teacher Conferences; Quarter 1 Report Cards

#### Quarter 2

October 17	Quarter 2 begins
November 10	Midterm Progress Reports Sent Home
December 21	End of 2nd Quarter
January 12	Quarter 2 Report Cards

#### Quarter 3

January 9	Beginning of 3rd Quarter
February 12	Midterm Progress Reports Sent Home <i>(Potential Retention Letters for Selected Students)</i>
March 8	End of 3rd Quarter

#### Quarter 4

March 4-15	IREAD Assessment (Grade 3 Only)
March 11	Beginning of 4th Quarter
March 22	Parent/Teacher Conferences; Quarter 3 Report Cards
April 15 - May 10	ILEARN Testing Window (Grades 3-8)
May 23	Last Day of School
May 31	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 our ELA curriculum Wit & Wisdom (ELA Curriculum), Eureka Math , Core Knowledge Science/Social Studies and Second Steps (social/emotional curriculum). 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 Eagle Expectations.

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.

### **ILEARN**

AMA administers the ILEARN test in April-May of each school 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. ILEARN also allows us to monitor our school's progress toward a goal of 90% of our students achieving proficiency on ILEARN by fifth grade. This year, students in grades 3 - 5 will take the ILEARN during one testing window in the spring of 2020. Students in grade 3 take reading, writing, and math tests; students in grade 4 take reading, writing, math, and science tests; and students in grade 5 take reading, writing, math, and social studies tests.

### **NWEA**

AMA administers the NWEA assessment on a similar set of skills as those included on the ILEARN. Students in grades K-5 take the NWEA test on the computer, as the assessment is an online 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 second and 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 for 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.

### **DIBELS**

AMA administers DIBELS, a state mandated universal screener, to all students in K-2. This assessment identifies students who are at risk for dyslexia. DIBELS is also used to monitor student progress on early literacy skills. Students will take the DIBELS assessment throughout the year to track their mastery on foundational literacy standards.

## **Multi-tiered Systems of Support**

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).

### **Promotion/Retention Policy**

AMA is committed to preparing all scholars to be successful, contributing members of society. AMA does not support social promotion, as we believe, given the accelerated nature of our programming, it is a disservice to children to move them onto the next grade level if they are unable to demonstrate mastery of the content being covered. It is always the intention of AMA to take a proactive approach to scholar success. AMA will also have on-going dialogue with families to ensure they understand where their scholar is performing academically and what they can do to reinforce learning in the home. If in the event that interventions do not reflect adequate growth via grades and/or assessments, promotion will not occur. In addition, if multiple data points reflect below grade level performance on standardized assessments, grade reclassification may also be considered.

# 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 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 October 7 and March 24; 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 Grading Scale:**

Department/Standards	Subic Description	Letter Grade/ Percentage
4	Above/Exceeds Expectations	A+ 97-100%
		A 93-96%
		B 89-92%
		C 85-88%
3	Meets Expectations	D 81-84%
		E 77-80%
		F 73-76%
		G 69-72%
2	Approaching/Needs Improvement	H 65-68%
		I 61-64%
		J 57-60%
		K 53-56%
1	Below/Needs Improvement	L 49-52%
		M 45-48%
		N 41-44%
		O 37-40%

### **Honor Roll**

At the end of each quarter, an awards ceremony will be held on a Friday afternoon. All students are eligible for the following awards:

Perfect Attendance – zero tardies or absences for the quarter

Most Improved – teacher selected, academic or behavioral

Super Citizen – teacher selected, two students per classroom

Academic Honors (Honor Roll) – all As and Bs

Academic High Honors (High Honor Roll) – all As

Art, Music, and P.E. awards – teacher choice

## **AMA School Culture Systems**

### **AMA Eagle Expectations**

As a school community, we also 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 three central values that we call “Eagle Expectations”. They are listed below along with a brief list of the kinds of behaviors that define each value within our school.

#### **Be Respectful**

- Use kind words and actions.

#### **Be Prepared**

- Arrive ready to learn.
- Do your best at all times.

#### **Be Responsible**

- Do the things you are expected to do.
- Accept that your choices and actions lead to positive and negative consequences.

## School-Wide Classroom Management System

Avondale Meadows Academy implements a school wide classroom behavior management system. This progressive discipline system is used 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, in combination with Class Dojo, 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.

### K-2 Demerit Consequence Ladder

Number of Demerits	Consequences
1-2 Demerits	Warning
3 Demerits	In class time-out
4 Demerits	Teacher contacts parent
5 Demerits	Out of class time-out
6 Demerits	Buddy classroom for remainder of day

\*2 days of 6+ Demerits= referral

### 3-5 Demerit Consequence Ladder

Number of Demerits	Consequences
1 Demerit	Warning
2 Demerits	In class time-out
3 Demerits	Teacher contacts parent
4 Demerits	Out of class time-out
5 Demerits	Buddy Classroom for remainder of day

\*2 days of 5+ Demerits= referral

## **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 B for Behaviors and Consequences Continuum

## **Dean's Office**

In situations where the learning environment becomes unsafe, the teacher will call the Dean to come and intervene so that student safety remains top priority. Examples of this include, but are not limited to:

- Walking away from the class without permission
- Hands-on incidents
- Moving of furniture
- Destruction of school supplies/property

When the Dean is called, the student may be removed from the class. The parent is notified, and the student is placed in the Dean's office for a period of time. In some cases, families may be asked to pick the student up from school. The student must be picked up within one hour of the phone call or will be assigned suspension the following school day.

\*See Appendix B for Discipline 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 K-2 student earns two days of 6+ demerits in a week, an office referral is warranted. When a 3-5 student earns two days of 5+ demerits in a week, an office referral is warranted. Upon receiving the referral, the designated Dean 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, Friday School, 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 B 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, assistant principal, or Dean 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.

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.

### **Cell Phone Policy**

Electronic devices, cell phones included, are not allowed to be on or carried by the student during the school day. They may be turned off and stored in a backpack or cubby. If a teacher or staff member sees or hears a prohibited or unapproved electronic device, they will send the student to administration where it will be confiscated. A parent or guardian must come to school to pick up the item. Repeated instances of violating the school's cell phone policy will result in a school-specific progressive system of consequences. The school and its staff members are not responsible for lost or stolen property of any kind, including prohibited items that may have been confiscated.

## 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 Student not allowed to attend class until uniform is brought.

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. ***Future violations can result in a suspension.***

### 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, White or Gray sweater or sweater vest (optional)
- Gym shoes (mostly white or black), boots, or dress shoes
- 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
- AMA sweatshirt may be worn over Polo or Oxford

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

- Solid Navy or Solid Khaki Jumper or Skirt
- Khaki or Navy Cotton Twill Slacks
- Navy, White or Gray sweater or sweater vest (optional)
- White Blouse or White or Navy Polo Shirt
- Crossbow Tie (optional)
- Gym shoes (mostly white or black), boots, or dress shoes
- 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
- AMA sweatshirt may be worn over Polo or Oxford

**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

**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.

### **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.

### **Concerns & Complaints**

Parents, grandparents and/or guardians who have a complaint about their child's education experience 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 administration by phone or email. If the issue is not resolved after meeting with administration, parents may submit a letter of concern to the Executive Director. Complaint forms can be received from 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. Families who are interested in visiting a classroom must schedule an appointment with the teacher or a school administrator prior to visiting.

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 Visitor/Volunteer Agreement, Appendix D).

1. To model, support and affirm the principles that AMA instills. Principles such as,
  - Be Respectful
  - Be Responsible
  - 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 D and 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.

### **Emergency Drills**

Each year the school conducts different types of drills to make sure students know what to do in case of an emergency while they are in school. We conduct the following drills:

- **Fire Drills** are conducted regularly as required by the Indianapolis Fire Department. Fire exit routes and procedures are posted in every classroom.
- **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.
- **Lockout Drills** are utilized when there is a safety concern OUTSIDE the building. During this time, no one is permitted to enter or exit the building. Normal activities continue inside.
- **Lockdown Drills** are conducted for if there is a safety concern INSIDE the building. Classrooms are secured and the class moves into a more protected area of the classroom.
- **Emergency Evacuation:** Students would be evacuated to a predetermined location and parents will be contacted.

As always, student safety is our top priority. During an emergency our attention is focused on following our procedures and keeping everyone safe. Once everyone is safe

and secure, parents will be notified via a SchoolMessenger call. Please make sure your phone number and email address is updated at all times. Additionally, it is important that the school phone lines are kept open during an emergency so we can be notified of updates from emergency personnel.

### **Video Surveillance**

Video surveillance is used to maintain safety and security of our students and staff. The surveillance video is general surveillance and is not specific to any student or person. Surveillance videos are only kept for a short time and we record over the videos daily. We do not maintain videos that have been recorded over. It is our policy that we do not share video surveillance with parents, family or community members.

### **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 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.

## **Enrollment Process**

**Avondale Meadows Academy** is a partner with Enroll Indy, a city-wide unified enrollment system. In order to enroll at a UNITED SCHOOLS OF INDIANAPOLIS partner school, families will need to fill out a [One Match Application \(www.enrollindy.org/apply\)](#). When completing the application, you will need to rank the specific school as #1 on the application in order to have the best chance of being matched with us. If you have questions about how to fill out the application, contact the school office. Instructions for applying are also listed below.

### **Enrolling @ Avondale Meadows Academy**

Families who are interested in enrolling with Avondale Meadows Academy should complete the following steps:

1. Complete an application by visiting [www.enrollindy.org/apply](http://www.enrollindy.org/apply).
  - i. Create a family profile
  - ii. Complete an application
  - iii. Rank specific school of choice as #1 choice.
2. Enroll Indy notifies you of a school match (date of school match notification is detailed below).
3. If matched with your school of choice, you will receive welcome letter from the school detailing next steps for enrolling your scholar.
4. Attend a New Family Orientation (dates will be included in welcome letter) and complete registration documents.

## **Enrollment Frequently Asked Questions**

### **What is OneMatch?**

OneMatch is a unified enrollment system that streamlines the application process for Indianapolis students and their families. Families who would like to apply to a new school for the 2020-2021 school year can now use the OneMatch system to fill out one application with one timeline and receive one match for their students. Families use a single application to apply to up to 10 schools, instead of filling out different applications for every school they're interested in.

### **Why is the school part of the OneMatch system?**

We believe in following an enrollment process that is equitable for all families. By partnering with Enroll Indy and using the OneMatch system, the enrollment process will be more accessible.

### **When will applications be accepted?**

Families will apply online at [www.enrollindy.org/apply](http://www.enrollindy.org/apply). The link is also provided on our website or you may go directly to the Enroll Indy website. No paper applications will be available, but families who do not have access to a computer or a mobile device may come to the school office and use the application computers during from 9am-3pm

Monday-Friday. To apply outside of these hours, please call the school office to make an appointment.

**How will the application process work?**

When filling out the application, a family will create a profile which will show a student's neighborhood or boundary school and any other schools to which you can apply. Township schools and private schools will continue to have separate applications, but all IPS and most charter schools will use the OneMatch application. Families may list up to ten schools they are willing to attend, although families may only list one or two if that is their preference.

**What happens if I do not match to my choice?**

If you do not match to one of your choices, you will default to your neighborhood or boundary school. If you are unsatisfied with that match, you may reapply during the second or third round, provided there are spaces still available.

**What steps will I need to take to secure my spot?**

A timeline for securing your spot and submitting your paperwork will be detailed when you receive your match.

## Appendix A: The AMA Anti-Bullying Policy

At Avondale Meadows Academy, we expect every student to follow the AMA Be-Attitudes and be kind, respectful, prepared, responsible, and engaged each day. AMA prioritizes the safety of every student and prohibits bullying of any kind. We define **bullying** (as the Indiana Department of Education's does) as the following:

### IC 20-33-8-0.2

#### "Bullying"

Sec. 0.2. "bullying" means overt, repeated acts or gestures, including:

- (1) verbal or written communications transmitted;
- (2) physical acts committed; or
- (3) any other behaviors committed;

by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student..

How does AMA create a safe environment that prohibits bullying?

- AMA Eagle Expectations
- Core Character Value of the Month
- Anti-Bullying Week
- Extra supervision for bullying "hot spots"
- Monthly classroom meetings focused on bullying
- Counseling interventions
- Negative consequences for aggressors

What to do when bullying is suspected?

- 1. Students who are being bullied or who have witnessed bullying:** should report the incident to a teacher immediately. The teacher will refer the incident to administration who will investigate the incident. Administration will meet with the alleged aggressor, the victim, and bystanders. Consequences will be given to any students found to be in violation of bullying or bystanders. Parents of both the alleged aggressor and victim will be notified.
  - If bullying continues after investigation and consequences, the aggressor may be referred to counseling services, or receive additional consequences, increasing in severity. The victim will attend a meeting where a plan is developed to ensure safety in the school.
  - This rule applies when a student is:
    1. On school grounds immediately before or during school hours, immediately after school hours, or at any other time when the school is being used by a school group;
    2. Off school grounds at a school activity, function, or event;
    3. Traveling to or from a school activity, function or event; or
    4. Using property or equipment (i.e. computers) provided by the school.
- 2. Parents who suspect bullying should follow the same procedure as students, which is to report the suspected incident(s) to the student's teacher immediately.**

## **Appendix B: Student Discipline Policies**

Avondale Meadows Academy student discipline policies and guidelines are executed in accordance with Indiana Code, IC 20-8.1-5.1.

### **Search and Seizure Policy**

1. The School Board recognizes that the privacy of students and their belongings may not be violated by unreasonable search and seizure and directs that no student be searched without reasonable cause for a search.
  - a. As used in this policy, "reasonable cause for a search" means any circumstances, which would cause a reasonable person to believe that the search of a particular person, place, or thing will lead to the discovery of:
    - i. Evidence of a violation of the student conduct standards contained in the student handbook; or
    - ii. Anything, which, because of its presence, presents an immediate danger of physical harm or illness to any person.
2. All lockers and other storage areas provided for student use on school premises remain the property of the school corporation and are provided for the use of the students subject to inspection, access for maintenance, and search pursuant to this policy. A student who uses a locker that is the property of a school is presumed to have no expectation of privacy in that locker or the locker's contents. No student shall lock or otherwise impede access to any locker or storage area except with a lock provided by or approved by the principal of the school in which the locker or storage area is located. Unapproved locks shall be removed and destroyed.
3. The principal or a member of administrative staff may search a locker and its contents where either the person conducting the search or the person designating the search believes there is reasonable cause.
4. The principal, a member of the administrative staff, or a teacher may search a desk or any other storage area on school premises other than a locker when the person conducting the search has reasonable cause for a search.
5. The principal, or another member of the administrative staff may search the person of a student during a school activity if the principal has reasonable grounds for a search of that student.
  - a. Searches of the person of a student shall be limited to:
    - i. Searches of the pockets of the student,
    - ii. Any object in the possession of the student such as a purse or briefcase, and/or
    - iii. A "pat down" of the exterior of the student's clothing.
6. Searches of the person of a student that require removal of clothing other than a coat or jacket shall be referred to a law enforcement officer in accordance with this policy. A person of the same sex as the student being searched shall conduct searches of the person of a student in a private room. At least one, but not more than three, additional persons of the same sex as the student being searched shall

witness, but not participate, in the search. At the request of the student to be searched, an additional person of the same sex as the student designated by the student, and then reasonably available on school premises shall witness the search. The parent or guardian of any student searched shall be notified of the search as soon as reasonably possible.

7. Anything found in the course of a search conducted in accordance with this policy which is evidence of a violation of the student conduct standards contained in the student handbook may, as deemed appropriate by school authorities, be:
  - a. Seized and admitted as evidence in any suspension or expulsion proceeding if it is tagged for identification at the time it is seized and kept in a secure place by the principal or the principal's designee until it is presented at the hearing,
  - b. Returned to the parent or guardian of the student from whom it was seized,
  - c. Destroyed if it has no significant value, or
  - d. Turned over to any law enforcement officer in accordance with this policy.
8. Anything found in the course of a search conducted in accordance with this policy which by its presence presents an immediate danger of physical harm or illness to any person may be seized and, as considered appropriate by school authorities, may be:
  - a. Returned to the parent or guardian of the student from whom it was seized,
  - b. Destroyed, or
  - c. Turned over to any law enforcement officer in accordance with this policy.
9. The principal or a member of the administrative staff may request the assistance of a law enforcement officer to:
  - a. Search any area of school premises, any student, or any motor vehicle on school premises;
  - b. Identify or dispose of anything found in the course of a search conducted in accordance with this policy.

Where law enforcement officers respond to such a request, no school employee shall assist or otherwise participate in any search conducted.

### **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
- 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

Forms and 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, the Head of School of AMA shall notify the head of the receiving school of the reasons for the pupil's 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.



# AMA Behaviors and Consequences

\*students who show these behaviors will be removed from the classroom immediately by the dean

<b>Rude/Disrespectful Actions:</b> using disrespectful actions that are directed at another student or teacher	<ul style="list-style-type: none"> <li>• Throwing chairs/desks</li> <li>• Pulling hair</li> <li>• Scratching/pinching</li> <li>• Throwing (safety hazard)</li> </ul>
<b>Discrimination:</b> actions or statements intended to be offensive of one's race, gender, religion, heritage, color, perceived sexual orientation, and/or disability	<ul style="list-style-type: none"> <li>• Slurs that are written or spoken</li> </ul>
<b>Stealing:</b> the removing of someone else's property from their personal area or being in possession of something found that does not belong to you	<ul style="list-style-type: none"> <li>• Taking another student's snack or personal possession from their desk/book bag/etc.</li> <li>• Taking school property without permission</li> </ul>
<b>Targeted Bullying/Harassment:</b> repeated intentional tormenting of a student through verbal, written, or physical harassment or other more subtle methods of coercion like using inappropriate/demeaning language, causing a victim to feel threatened or unsafe	<ul style="list-style-type: none"> <li>• Calling someone hurtful names on a regular basis</li> <li>• Convincing a student to give money or valuables away</li> <li>• Cyberbullying</li> <li>• Convincing classmates to isolate or pick on another student</li> </ul>
<b>Possession of Weapons/Illegal Substances:</b> having possession or being under the influence of tobacco, drugs, or alcohol, or having an instrument of any kind or a look alike weapon, with or without the intent to use.	<ul style="list-style-type: none"> <li>• Having knives</li> <li>• Fireworks</li> <li>• Poppers</li> <li>• Lighters</li> <li>• Box cutters</li> <li>• Any realistic look-a-like weapon</li> </ul>
<b>Assault of Another Student/Fighting:</b> a student making intentional physically aggressive contact upon another with or without injury	<ul style="list-style-type: none"> <li>• Fist fights</li> <li>• Shoving match</li> <li>• Continuous kicking</li> <li>• Spitting on another person</li> </ul>
<b>Pulling a False Fire Alarm:</b> intentionally pulling the fire alarm.	<ul style="list-style-type: none"> <li>• Pulling the fire alarm.</li> </ul>
<b>Intimidation/Use of Profanity or Obscene Gestures Toward Adults and/or Students:</b> Student delivers a message (verbalized, written, drawn, or gestured) towards another that conveys an act of intended injury or harm, cursing, gang paraphernalia	<ul style="list-style-type: none"> <li>• Cursing at another student or adult</li> <li>• Passing along threats</li> <li>• Gestures at another student</li> <li>• Threatening to beat someone up</li> <li>• Calling an adult names</li> <li>• Saying "shut up" to an adult</li> <li>• Flipping off</li> <li>• Grabbing own body parts</li> <li>• Profanity</li> </ul>
<b>Assault on School Personnel:</b> when a student shows aggression towards a school personnel	<ul style="list-style-type: none"> <li>• Throwing things at adults</li> <li>• Hitting</li> <li>• Kicking</li> <li>• Spitting</li> <li>• Biting</li> </ul>

<b>Vandalism:</b> participating in an activity that results in destruction of property	<ul style="list-style-type: none"> <li>• Ripping books</li> <li>• Writing on the bathroom stalls, or walls</li> <li>• Coloring/writing on the floors, desks, or walls</li> <li>• Damaging fixtures/walls in the bathroom or classroom</li> <li>• Misuse of toilet paper, paper towels or teacher belongings</li> </ul>
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## Classroom Removal Continuum

IF	THEN
4 Dean Calls	Friday school and a letter detailing the rest of the continuum
8 Dean Calls	Full day ISS and a letter detailing the rest of the continuum
10 Dan Calls	May not return to school without a parent meeting to discuss the Alternative Behavior Plan Continuum

## Minor Offense Referral Consequences

Incident	Outcome
1 <sup>st</sup> Referral	Meeting with Dean of Students/Behavior Contract
2 <sup>nd</sup> Referral	Parent Phone Call, Lunch & Recess Detention
3 <sup>rd</sup> Referral	½ Day ISS
4 <sup>th</sup> Referral	Full day ISS
5 <sup>th</sup> Referral	Full day ISS & Friday School
6 <sup>th</sup> Referral	OSS
7 <sup>th</sup> Referral	OSS & Friday School

*\* Administrative discretion may be used when assigning any consequences depending on the circumstances of a situation.*

## **Appendix C: Computer/Internet Policy**

Use of AMA's computer network is a privilege, not a right. Students may use the computers as long as they observe the rules as outlined below. Failure to follow these rules may result in loss of computer network privileges, detention, or suspension.

1. The network is to be used only for activities that support education and research related to assigned schoolwork.
2. When communicating with others on the Internet, students must be polite and appropriate at all times.
3. The network is not to be used for any illegal purpose. Illegal activities include tampering with the computer hardware or software, unauthorized entry into computers, or knowledgeable vandalism or destruction of computer files. Such activity is considered a crime under state and federal law.
4. Copyrighted material is not to be copied without permission. Copyright laws and rules regarding software, information, and attribution of authorship are to be respected. No software other than what is provided by the school may be installed.
5. Any use of the network, which involves obscenity, profanity, racism, sexism, personal attacks, harassment, or offensive messages or pictures is prohibited.
6. Passwords and/or accounts are not to be shared. Violations of the policy that can be traced to an individual account will be treated as the sole responsibility of the owner of the account.
7. It is against policy to attempt to use the accounts and passwords of others, using pseudonyms, anonymity or attempting to access information of others.
8. It is against policy to knowingly degrade the performance of the network. Electronic chain letters and "mail-bombs" are prohibited.
9. Students who have knowledge of violations of these policies must report the information immediately to the teacher, principal, or system operator.

## Appendix D: AMA Volunteer Opportunities

### *Volunteer Opportunities* *Avondale Meadows Academy*

#### **ReadUP:**

Be a ReadUP Tutor and work one on one with one of our third or fourth graders. You'll help students improve not only their reading skills but also self esteem. Tutors/ volunteers work with two students on Tuesdays, Wednesdays, and Thursdays from 4:00-5:00pm. For more information, contact Ashley Meyer at ameyer@avondalemeadowsacademy.org.

#### **Classroom Assistants**

Students in every classroom in our building can benefit from some assistance and a little extra attention from someone interested in their progress. Help could include grading papers, assisting with classroom events or lessons, making copies, or simply helping with a reading group.

Check any and all volunteer opportunities that you wish to be contacted about:

D ReadUP

D Classroom Assistant

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Child's Name: \_\_\_\_\_



## **Appendix D: Avondale Meadows Academy Visitor/Volunteer Contract**

As a visitor and/or volunteer, I agree to adhere to this agreement at all times.

I agree to:

- Sign in and out in the main office
- Model, support and affirm the principles that the school instills, such as
  - Be Respectful
  - Be Prepared
  - Be Responsible
- Redirect only your child
- Communicate with all children in a manner that is positive and encouraging
- Turn off/Mute all cell phones and other electronic devices
- Refrain from taking videos or photos
- Maintain professional in my appearance and communication with staff and students
- Allow the school staff to continue with their work and schedule a meeting if there is something I would like to discuss
- Make clearly visible my volunteer nametag/badge
- Notify school staff immediately if a child reports thoughts of suicide and/or abuse
- Get the assistance of a school staff member if there is a situation that requires physical intervention
- Adhere to the smoke/drug free environment

I understand that if I fail to meet the expectations outlined above, the school has the right to restrict my access during future visit and/or volunteer opportunities.

**Name:** -----

**Signature:** -----

**Date:** -----

**Emergency Contact:** -----

**Emergency Contact Number:** -----

## **Appendix E: Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school. AMA informs parents of their FERPA rights through the AMA Family Handbook.

## Appendix F: Title I Documents

### Title 1: Parent's Right to Know

July 6, 2021

Dear Parents and Guardians:

In accordance with the Elementary and Secondary Education Act, Section 1111(h)(6) *PARENTS' RIGHT TO KNOW*, this is a notification from Avondale Meadows Academy to every parent of a student in a Title I school that you have the right to request and receive information in a timely manner regarding the professional qualifications of your student's classroom teachers. This information regarding the professional qualifications of your student's classroom teachers shall include the following:

- If the teacher has met state qualification and licensing criteria for the grade level and subject areas taught;
- If the teacher is teaching under emergency or temporary status in which Indiana qualifications and licensing criteria are waived;
- The teachers baccalaureate degree major, graduate certification, and field of discipline; and
- Whether the student is provided services by paraprofessionals, and if so, their qualifications

If at any time your student has been taught for 4 or more consecutive weeks by a teacher that is not highly qualified, you will be notified by the school of this information.

If you have questions or concerns, please feel free to contact Mrs. Pearson @ (317) 803-3182 or via email [kpearson@avondalemeadowsacademy.org](mailto:kpearson@avondalemeadowsacademy.org).

Sincerely,

*Kandis Pearson*

Principal

## Title 1 School - Parent Compact

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***The mission of AMA is to provide a rigorous and relevant curriculum with balanced support from staff, students, family and community. Students will meet and exceed academic standards ensuring their success as lifelong learners. In order for this mission to be lived every day at Avondale Meadows Academy, the following are agreed upon roles and responsibilities that each stakeholder will carry out to support student success in school and in life.***

Staff will:

- Create a safe, welcoming and supportive classroom for each learner.
- Teach, practice and model the behaviors for learning.
- Build strong relationships with every child and every family.
- Communicate with and support students and families through monthly newsletters, midterm and quarterly reports as well as Parent-Teacher conferences.
- Recognize effort, growth and achievement in every learner.
- Provide students with a rigorous curriculum, integrating Core Knowledge and the Indiana Academic standards.

Students will:

- Come to school every day, prepared and ready to do their very best.
- Practice and model for others the behaviors for learning.
- Respect themselves, their classmates, their teachers and our school.
- Work hard and do their personal best at all times.
- Take responsibility for their learning and conduct.

Families will:

- Help children arrive on time and prepared for school every day.
- Read with children, help with homework and check book bags nightly.
- Reach out and respond to teacher and school communications.
- Attend student parent-teacher conferences biannually.
- Talk daily with children about school and encourage them to do their best.
- Participate in school activities, volunteer and visit classrooms.

**Student**

**Teacher**

**Parent/Guardian**



## **Appendix G: Walker Policy & Release**

My signature on the online registration packet represents my consent allowing my child to walk home after school without supervision by Avondale Meadows following a regularly scheduled school day directly after dismissal for the 2020-2021 school year. I understand the physical nature and risks associated with walking home after school without supervision from Avondale and represent that my child is in good health and proper physical condition to do so. I understand the risks associated with allowing my child to walk home, including but not limited to theft of property, permanent disability, paralysis, death or becoming the victim of a crime, and acknowledge that if I believe the conditions are unsafe, I will immediately discontinue allowing my child to walk home. There may be other risks either not known to me or not readily foreseeable at this time and I fully accept and assume on behalf of my child all such risks and responsibilities for injuries, damages or losses incurred by my child as a result of walking home.

In consideration of my child's opportunity to participate in this activity, I waive and release from any liability for my child's death, disability, personal injury, property damage, property theft, or actions of any kind which may occur while walking home from school, the following persons or entities: Avondale Meadows and its school board, teachers, employees, representatives and agents. I agree to defend, indemnify, hold harmless, and promise not to sue these released parties from any liabilities or claims as a result of participation in this activity, including but not limited to all damages, claims, losses, as well as all legal fees, costs and expenses incurred in the defense of such claims. I further waive all rights of subrogation.

This document shall be construed as broadly possible to the maximum extent permissible under Indiana law. In signing this release, I acknowledge and represent that I HAVE READ THE FOREGOING WALKER POLICY AND RELEASE, UNDERSTAND THAT I AM WAIVING SUBSTANTIAL LEGAL RIGHTS AND SIGN IT VOLUNTARILY.

Children in grade K through 2<sup>nd</sup> grade must be accompanied by a sibling in 3<sup>rd</sup> - 8<sup>th</sup> grade in order to participate. In the event that I wish to pick my child up from the regularly scheduled school day instead of having them walk home, I understand that it is my responsibility to notify the school office of that change.

## **Appendix H: Indoor Air Quality Policies**

### **Indoor Air Quality Coordinator**

Carvis Herron

United Schools of Indianapolis

3980 Meadows Drive

Indianapolis, IN 4625

317.550.3363

cherron@unitedschoolsindy.org

### **Chemical Management Plan**

Applicability:

This policy applies to all chemicals purchased for use in child occupied school buildings.

Steps:

a) Inventory

Each year, the Director of Business Affairs (DBA) conducts a site-wide chemical inventory. During the inventory, expired and unwanted chemicals are identified for proper disposal. Compliance with this policy is reviewed.

b) Purchasing - Chemical purchases shall adhere to the following protocol:

1. This school has identified the following procedures and guidelines for purchasing chemicals in an effort to minimize student and staff exposure to chemical hazards:
2. All chemicals will be purchased by the DBA or a designated agent.
3. First in first out policy is followed.
4. This school will not purchase chemicals listed on the Banned Chemical List. (i.e. Mercury or Mercury-containing products.)

Material Safety Data Sheets (MSDS) will be available in binders kept in the nurse's office at each location. The MSDS files are updated annually and as new chemicals are added to the inventory.

c.) Use

1. Chemicals will be mixed and used according to manufacturer's directions. Measuring devices or direct mixing systems are to be used. Any warnings, especially requirements for ventilation are to be followed.
2. Only properly trained staff may use hazardous chemicals.
3. Required notification procedures will be followed (i.e. pesticide notifications).

d.) Storage

1. Secondary containers will not be used to store chemicals unless they are properly labeled and approved for such use.
2. Storage areas will be properly ventilated.
3. Storage areas will be compatible with the chemicals being stored in them.
4. Reactive chemicals will not be stored near each other.
5. Hazardous chemicals will be stored in locked areas at all times.

e.) Disposal

1. Unwanted, unused, and outdated chemicals should be identified as soon as possible, and not less than annually. They should be marked for disposal.
2. Disposal will follow state regulations. Funding for disposal will come from the operating budget.

f.) Spills, Explosions, and Accidents

1. Emergency procedures are followed in the event of an emergency.
  - Call 911
  - Call Indiana Poison Center 1.800.222.1212

### **Idling Vehicles on School Property**

The Indiana IAQ Rule 410 IAC 33-4-3 requires schools to adopt and enforce a policy limiting vehicle idling on school campuses. This policy is to limit vehicle emissions that might be brought into school buildings as mandated by 410 IAC 33-4-3. This will improve the health of students and staff through reduced exposure to these emissions.

**Applicability** This policy applies to all public and private vehicles on the school campus.

**Requirements:**

- Drivers of vehicles are to turn off the engine if the vehicle is to be stopped more than twenty minutes. Engine cool down and heat up periods are permitted, but are not to exceed twenty minutes.
- Exceptions are granted to local law enforcement and emergency vehicles. Law enforcement will be required to park their vehicles at least 50 feet from any door of the building.
- This policy will be included in the Family Handbook, the Staff Handbook, and posted on the website.

**Violations:**

- Any individual found to be violating this policy will be referred to the Director of Business Affairs (DBA) who will reach out to onsite local law enforcement for further action.

## **Live Animals in Schools**

Live animals with the exception of fish in aquariums are only to be in the school for educational purposes. At no time will animals considered dangerous be brought into the classrooms.

When an animal is to be brought into a classroom a note will be sent home with the students of that class notifying the parents that an animal will be present. It is the responsibility of the parent to notify the teacher or principal if their student is allergic to the animal.

If after an animal is brought into the classroom, the parent finds their student is allergic to the animal, the school will work with the parent and teacher to resolve the issue. Upon notice, the Principal will confer with the Teacher and determine what options are available including:

- . having the student transferred to a different classroom without animals or
- . changing to a different species with no allergy problems,
- . or not having an animal in the classroom.

The principal has the final authority to determine if it is appropriate to bring an animal into the classroom.

The teacher in charge of the animal shall be responsible for maintaining the animal and its cage.

## **Pest Control and Use of Pesticides**

United Schools of Indianapolis is committed to providing a safe environment for students. It seeks to prevent children from being exposed to pests and pesticides. While pesticides protect children from pests that may be found in the school and its surrounding grounds, under some circumstances they may pose a hazard to children. Therefore, pest control practices may involve a variety of chemical and non-chemical methods that are designed to control pests effectively while minimizing potential pesticide exposure.

United Schools of Indianapolis will:

- A. annually inform parents and staff members of the Corporation's pest control policy as a provision in the staff and student handbook;
- B. provide the name and phone number of the person to contact for information regarding pest control;
- C. establish a registry of parents and staff members who want to receive advance notice of all pesticide use and provide such notice;
- D. provide notice of planned pesticide applications to parents and employees who have requested advance notice;
- E. maintain written record for ninety (90) days of any pesticide applications.

United Schools of Indianapolis will provide notice to those in the registry at least two (2) school days prior to the date and time the pesticide application is to occur unless an emergency is declared. The notice will include the date and time of the pesticide application, the general area where the pesticide is to be applied and the telephone number to contact for more information.

In case of emergency pesticide applications, because of immediate threat to the public health, the school shall give written notice as soon as possible.

## **Regulations Regarding Pesticide Use on School Property**

### PESTICIDE NOTIFICATION REGISTRY

The Indiana Pesticide Review Board has regulations that impact how school corporations may use pesticides on school grounds. United Schools of Indianapolis follows these guidelines and we are inviting parents and guardians to join our Pesticide Notification Registry. By signing up for this registry, you will be notified at least 48 hours prior to a pesticide application at your child's school, subject to certain exceptions. If you would like to participate, please complete the required information below and return this form to:

United Schools of Indianapolis  
ATTN: Janie Seivers  
3980 Meadows Drive  
Indianapolis, IN 4625

You will be invited to sign up for this notification EACH SCHOOL YEAR.

### **PLEASE PRINT LEGIBLY**

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Parent/ Guardian Name

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Student Name

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Grade Level

---

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School Name

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## Appendix I: Weapons on School Premises Policy

No one will possess, conceal, store or use a weapon(s) in school buildings and other buildings owned, occupied or controlled by the school district, on school premises, in school-provided transportation, and at activities under school supervision, subject to the following exceptions:

- These prohibitions will not apply where state or federal law prohibits a school district from restricting an individual's right to possess a firearm or other weapon in such locations, and
- All off-duty sworn, active and certified Indiana law enforcement officers and retired law enforcement officers currently certified may possess, conceal, or store firearms in or on the grounds of a school or within 1,000 feet of the grounds of a District school if otherwise permitted by law.

A weapon is defined as any firearm, whether loaded or unloaded; any device designed as a weapon and capable of producing death or great bodily harm; any ligature (e.g., cord, wire) or other instrumentality used on the throat, neck, nose, or mouth of another person to impede, partially or completely, breathing or circulation of blood; any electric weapon; any destructive device; or any other object which by the manner in which it is used or intended to be used can cause bodily injury or property damage. A look-alike weapon (e.g., toy gun, water gun) may also be considered as a weapon under this policy if it is used, possessed, concealed or stored in a manner that is intended to alarm, intimidate or threaten another person.

When implementing this policy, school administrators and other employees should be aware that state-issued licenses permitting certain private individuals to lawfully carry a handgun or other designated weapons in various public places generally do not permit the possession, carrying or use of such weapons in schools or on school premises.

Students found in violation of this policy will be suspended from school and reported to local law enforcement officials for prosecution under state criminal laws and may be referred to for expulsion. A student who possesses a firearm while at school or while under the supervision of a school authority will be expelled from school for not less than one year as required by state and federal laws. The School may modify this expulsion requirement on a case-by-case basis.

School employees found in violation of this policy will be subject to disciplinary action in accordance with the Employee Handbook and Board policy, and will be reported to local law enforcement officials for prosecution under state criminal laws.

Any other individual found in violation of this policy will be reported to local law enforcement officials for prosecution under state criminal laws and may be banned from school property.

LEGAL REF.: Indiana Code

Ind. Code Ann. § 35-47-9-2

Gun-Free Schools Act of 1994

18 U.S. Code §(921(a)(3)

18 U.S. Code §(922(q)(2)(A) & (B)

*S.B. v. Seymour Cmty. Sch.*, 97 N.E.3d 288, 294 (Ind. Ct. App.), *reh'g denied* (June 21, 2018), *transfer denied*, 111 N.E.3d 197 (Ind. 201

## **Appendix J: Technology Agreement**

The policies, procedures and information within this document apply to all computers and electronic devices provided by United Schools of Indianapolis.

Teachers may set additional classroom rules for the use of any electronic or communications equipment used in their classrooms.

You are receiving a tablet/laptop to enhance understanding, increase your learning, and to prepare you for the world of 21<sup>st</sup> Century. It was purchased by the school to be used as an educational tool and needs to be used that way during classes and study hall. Failing to use your school laptop/tablet for educational use at any time will result in the loss of computer privileges.

### 1. RECEIVING YOUR LAPTOP & LAPTOP

#### CHECK-IN Receiving Your Laptop

Laptops will be distributed each fall. Laptops will be collected at the end of each school year for inspection, maintenance, cleaning and software installations.

If your laptop has been damaged or defaced, you will be fined respectively for the damage at the end of each quarter.

If a student laptop is not returned during year-end check-in or upon transferring out of district, the administration will be in charge of seeing this equipment is returned in a timely manner. The student account will be billed for the full cost of the technology.

### 2. TAKING CARE OF YOUR LAPTOP

Students are responsible for the general care of the laptop they have been issued by the school. Laptops that are broken or fail to work properly must be reported immediately to the school.

#### 2.1 General Precautions

- No food or drink is allowed next to your laptop while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the laptop.
- Students should never carry laptops while the screen is open, unless directed to do so by a teacher. Laptops should be shut down before moving them to conserve the battery life.
- Laptops must remain free of any writing, drawing, stickers, or labels that are not the property of the school.**
- Laptops must never be left in an unlocked area.
- Students are responsible for keeping their laptop's batter charged for the duration of each school day.

- Failure to comply with the General Precautions will result in being required to “check out” the student laptop from the classroom cart for 2 weeks with the 2<sup>nd</sup> offense being the loss of laptop privileges for 3 weeks. Students will need to complete all electronic assignments with paper copies during this time.

## 2.2 Screen Care

The laptop screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on top of the laptop when it is closed.
- Do not place anything near the laptop that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid. (e.g. pens, pencils, disks).
- Clean the screen with a soft, dry cloth or anti-static cloth.
- Do not “bump” the laptop against lockers, walls, floors, etc. as it will eventually break the screen.
- Do not carry the laptop by the screen!

## 2.3 Laptop Keyboard Key Removal

Students who remove and move the keys from their keyboard are interfering with their learning process. In addition, scholars who have keys that need to be replaced will be charged a fee at the end of the school year.

## 3. USING YOUR LAPTOP AT SCHOOL

Laptops are intended for use at school each day. In addition to teacher expectations for laptop use, school messages, announcements, calendars and schedules may be accessed using the laptop computer. Students must be responsible to bring their laptop to all classes, unless specifically instructed not to do so by their teacher.

### 3.1 Charging Your Laptop's Battery

It is the student's responsibility to make sure their laptop is plugged up each evening to their homeroom teacher's laptop cart. Students who do not charge their laptops will not be able to use their laptop on that particular day.

### 3.2 Screensavers

Students are expected to keep the standard and default screensaver on their screen. Anything else can cause a classroom disruption.

- Inappropriate media may not be used as a screensaver.



- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions.

### 3.3 Sound, Music, Games, or Programs

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. If headphones are desired, the student is responsible for providing their own pair as stated on the school supply list.
- Music is NOT allowed to be saved on the laptop.
- Internet Games are not allowed. NO games can be installed.
- Do not save any music, games, or programs to the hard drive. All software must be district provided. These software programs may be saved to the external sources (Jump/USB drives).

## 4. MANAGING YOUR FILES & SAVING YOUR WORK

### 4.1 Saving data to Removable Storage Devices

Students should backup their work at least weekly using removable file storage/flash drive (also on the School Supply List).

### 4.2 Network Connectivity

United Schools of Indianapolis cannot guarantee that our network will be up and running 100% of the time. In the rare case that the network is down, the school will not be responsible for lost or missing data.

## 5. ACCEPTABLE USE

### 5.1 General Guidelines

- (1) Student Computers are for the educational benefit of the student, not to provide entertainment. During classes the computer is to be used strictly for educational purposes. They are not to be used for playing games, watching movies, videos, listening to music, communicating via social media sites or for any other recreational/entertaining uses.
- (2) Students are responsible for the ethical and educational use of the technology resources of the school.
- (3) Access to USI Technology is a privilege and not a right. Each student and/or parent will be required to follow the Use of Technology Resources Policy.

- (4) Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and computer viruses.
- (5) Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the individual, campus administrator, or technology administrator, will be considered an act of vandalism.
- (6) By passing or attempting to bypass the school's filtering software to access filtered sites will be subject to disciplinary action.
- (7) Electronic bullying at school will require the school's bullying disciplinary action.
- (8) Students may not play games, load or download software, music, or pictures on their computers.
- (9) All use of the Internet must comply with the school's guidelines.

#### 5.2 Privacy and Safety

- Do not go into chat rooms.
- Do not open, use, or change computer files that do not belong to you.
- Do not reveal your name, phone number, home address, social security number, or passwords of other people.
- If you inadvertently access a web site that contains obscene, pornographic or otherwise offensive material, notify a teacher, Administrator, or Principal immediately so that such sites can be blocked from further access.

#### 5.3 Student Responsibilities

- Students are responsible at all times for their laptops, whether at home or school.
- Students may not loan laptop components to other students.
- Students may not play games. Load or download any software, music, pictures, etc. on the laptop.
- Students are responsible for charging and maintaining battery units in laptop daily.
- Laptops come with a standardized image already loaded. These images may not be altered or changed.
- All use of the internet must comply with district guidelines.

#### Damage Caused by Carelessness

Much of the damage that occurs is the result of student carelessness. Laptop damage resulting from carelessness will be assessed the fees listed below.

## 5.6 Parental Responsibility

- Parents will be responsible for reviewing the Acceptable Use Policy with their child(ren)/student(s).

## 5.7 Student Discipline

If a student violates any part of the above policy, he/she will be put on the following disciplinary steps:

Step 1 - Student will lose the option of using his/her laptop for 2 weeks.

Step 2 - Student will lose the option of using his/her laptop for 3 weeks and serve a mandatory detention. The student will be given their laptop back once the 3-week time period is over and they have served their detention.

Step 3 - Student will lose the privilege of using his/her laptop for the remainder of the school year.

## 6. PROTECTING/STORING YOUR LAPTOP COMPUTER

### 6.1 Storing Your Laptop

When students are not using their laptops during the school day, they should be stored in the location designated by the school (i.e. lockers, desks or the classroom cart). Nothing should be placed on top of the laptop, when stored in the locker. Students must store their laptop in the laptop cart in their homeroom class each evening and or prior to exiting the school.

### 6.2 Laptops Left in Unsupervised Areas

Under NO circumstances should laptops be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the lunchroom, computer lab, locker rooms, library, unlocked classrooms, dressing rooms and hallways. Any computer left in these areas is in the danger of being stolen. If a laptop is found in an unsupervised area, it will be taken to the office. This will count as an offense against the student.

## 7. COST OF REPAIRS

Students will be held responsible for damage to their laptops including, but not limited to: broken screens, hinges, keys, etc.

## **Student Pledge for Laptop Use**

1. I will take good care of my laptop.
2. I will never leave the laptop unattended.
3. I will never loan/share my laptop with other individuals.
4. I will know where my laptop is at all times.
5. I will place my laptop back in the laptop cart to charge every day.
6. I will keep food and beverages away from my laptop since they may cause damage to the computer.
7. I will not disassemble any part of my laptop (including the keyboard) or attempt any repairs.
8. I will protect my laptop and carry it appropriately.
9. I will use my laptop in ways that are appropriate and educational.
10. I will not deface my laptop or place decorations on it.
11. I understand that my laptop is subject to inspection at any time without notice and remains the property of the school.
12. I will follow the policies outlined in the Use of Technology Resources Policy.
13. I will be responsible for all damage or loss caused by neglect or abuse.
14. I agree to pay for the replacement items in accordance to the list of Cost of Repairs.
15. I agree to return the school's laptop in good working condition.

**I agree to the stipulations set forth in the above documents including the Laptop Policy, Procedures and Information the Acceptable Use Policy, and the Student Pledge for Laptop Use.**

# Avondale Meadows Academy United Schools of Indianapolis 2023-2024 School Calendar

July 2023				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
NT	NT	NT	NT	21
PD	PD	PD	PD	28

August 2023				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

September 2023				
M	T	W	T	F
				PD
X	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

October 2023				
M	T	W	T	F
2	3	4	5	PC
X	X	X	X	X
PD	17	18	19	20
23	24	25	26	27
30	31			

November 2023				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	X	X	X
27	28	29	30	

December 2023				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	X
X	X	X	X	X

**July 2023**  
17-22- New Teacher Orientation  
24-27-Full Staff PD  
27- Back to School BBQ

**August 2023**  
1-First Day of School for ALL students

**September 2023**  
1-PD Day; No Students  
4-Labor Day; No School  
5 - Midterm Progress Reports  
29 - End of 1st Quarter

**October 2023**  
6 - Parent/Teacher Conferences  
1st Qtr Report Cards  
Asynchronous Learning Day  
9-13 - Fall Break;No School  
16 PD Day; No Students

**November 2023**  
10- Midterm Progress Reports  
22-24 - Thanksgiving Break;  
No School

**December 2023**  
21- End of 2nd Quarter  
22-31 Winter Break; No School



**January 2024**  
8-PD Day for Staff  
Asynchronous Learning Day  
9 - School Resumes  
12- 2nd Quarter Report Cards  
15 - MLK Day; No School

**February 2024**  
12- Midterm Progress Reports  
16 - PD Day; No Students  
19 - Presidents' Day; No School

**March 2024**  
8 - End of 3rd Quarter  
22- Parent/Teacher Conference Day  
3rd Quarter Report Cards  
Asynchronous Learning Day  
25-29 - Spring Break; No School

**April 2024**  
1 - PD Day; No Students  
2 - School Reconvenes  
26 - Midterm Progress Reports

**May 2024**  
23- Last Day for Students  
Half Day; Noon Dismissal  
End of 4th Quarter  
24 - Teacher Work Day  
27- Memorial Day

**June 2024**  
1- 4th Quarter Report Cards Mailed  
19- Juneteenth; Schools Closed

January 2024				
M	T	W	T	F
X	X	X	X	X
PD	9	10	11	12
X	16	17	18	19
22	23	24	25	26
29	30	31		

February 2024				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	PD
X	20	21	22	23
26	27	28	29	

March 2024				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	PC
X	X	X	X	X

April 2024				
M	T	W	T	F
PD	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

May 2024				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
X	28	29	30	31

June 2024				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
X	25	26	27	28

182 Student Days  
191 Teacher Days