



Irvington Preparatory Academy  
2018-2019  
Handbook

## Irvington Community Schools' Mission is to:

Provide a small, safe learning community where respectful behaviors are modeled and expected.

Offer a college-prep, career-readiness curriculum that focuses on developing a strong work ethic and creative thinking.

Prepare all students for post-secondary success.

Develop responsible citizens through involvement in service learning and community engagement for the betterment of local and global communities.

## **THE IRVINGTON WAY**

As a **STUDENT** at Irvington Preparatory Academy, I promise to do the following to support and uphold The Irvington Way:

### **BE RESPECTFUL**

- Treat my teachers, my classmates, and everyone else in the school with respect.
- Help to create a positive learning environment.
- Respect our computers, our books, and our school building.

### **BE RESPONSIBLE**

- Take pride in my schoolwork.
- Wear my uniform according to the school's rules.
- Follow the classroom and school rules by paying attention, being quiet, and following directions.
- Arrive to school/class on time.

### **BE SAFE**

- Respect the personal space and possessions of others.
- Maintain positive relationships with others.

### **BE INVOLVED**

- Study at home as needed.
- Complete all work assigned by my teachers with my best effort.
- Put forth my best efforts academically.
- Come to school ready to learn.
- Plan and prepare for college every day.
- Be an active citizen in my school and my community.

### **BE FOCUSED**

- Plan for the future by working hard today.
- Meet every academic challenge.
- Refine my test taking skills.
- Give every assignment my best effort.

As a **PARENT/GUARDIAN** of a student at Irvington Preparatory Academy, I promise to do the following to support and uphold The Irvington Way:

### **BE RESPECTFUL**

- Accept and support the teachers' classroom rules for behavior.
- Accept and support the school's behavior policies at all times.
- Listen objectively to teachers' comments and concerns.
- Treat teachers, my child's classmates, and everyone else in the school with respect.

### **BE RESPONSIBLE**

- Accept and support the school's dress code.
- Respond in a timely and complete manner to communications from the school.
- Make sure my child arrives at school on time, and then leaves on time.
- Make sure my child arrives at school well-rested and fed.
- Make sure my child arrives with a positive attitude and ready to learn.
- Monitor my child's time with television, computers, and other devices that may distract from education.
- Commit to study time at home as needed.

### **BE SAFE**

- Follow school policies and procedures for safe drop-off and pick-up of students.
- Maintain healthful nutrition and hygiene for my child.
- Be aware of interactions outside of school with other students.
- Use good judgment sending my child to school when he/she does not feel well.

### **BE INVOLVED**

- Be an active participant in my child's education.
- Help and assist my child in preparing for the future and college.
- Discuss concerns privately with the appropriate school representative(s).
- Attend parent-teacher conferences each quarter.
- Spend 10+ hours total every school year volunteering, visiting the classroom, attending meetings or events, and meeting with the teacher.
- Communicate events in my child's life that may affect his or her performance to appropriate staff.

### **BE FOCUSED**

- Plan well for my child's future as a contributing member of society.
- Make academic success the priority for my Irvington student.
- Reinforce the value of testing.
- Encourage my child to always strive for excellence.

As a **TEACHER** at Irvington Preparatory Academy, I promise to do the following to support and uphold  
The Irvington Way:

### **BE RESPECTFUL**

- Respect students and families in our school and in the community.
- Treat students as individuals, without discrimination.
- Behave in a professional and respectful manner.
- Discipline students in a fair and consistent manner.
- Share each child's confidential information only with the parent/guardian and my supervisors.
- Respect a parent/guardian's status as the most important person in a child's life.

### **BE RESPONSIBLE**

- Set clear and understandable rules for my classroom.
- Prepare lessons that provide a high level of academic rigor.
- Deliver content and assignments that make subject matter relevant in today's world.
- Communicate with parents/guardians regularly by phone, e-mail, or in person.
- Respond to parent/guardian communication in a timely and appropriate manner.
- Keep accurate and up-to-date records of student progress and grades.

### **BE SAFE**

- Create a positive and safe classroom environment.

### **BE INVOLVED**

- Teach students good values, life skills, and knowledge.
- Assign only meaningful, relevant, and age-appropriate coursework.
- Monitor each child's progress in the curriculum and keep parents informed.
- Welcome parents and volunteers into our classroom.
- Develop relationships with students, parents/guardians, co-workers, and the community that foster the educational development of our students.

### **BE FOCUSED**

- Be committed to all of my students' academic success.
- Work to be more effective every day.
- Make testing success a common denominator for both students and parents.
- Promote excellence by making a personal connection with all of my students.

**Irvington Preparatory Academy Faculty and Staff  
2018-2019**

Principal  
Assistant Principal  
Director of College and Academic Services  
Dean  
Dean/Athletic Director  
School Counselor  
Administrative Assistant

Jana Goebel  
Reilly Harmeyer  
Monica Rains  
Randy Ballard  
Shann Hart  
Stephanie Brinsley  
Kim Anderson

**Corporate**

Chief Executive and Financial Officer  
Chief Operating Officer  
Director of Information Technology  
Director of Security  
School Lunch Program Coordinator  
Facilities Manager  
Facilities

Tim Mulherin  
Harold Allen  
Chris Ashmore  
Robert Bowser  
Chris Ashmore  
Jim Miller  
Rick Tyler

For a complete list of teachers and staff members, please see our website, [www.ics-charter.org/staff](http://www.ics-charter.org/staff). All staff email addresses consist of the first letter of the first name and last name @ics-charter.org. For example, to email Kim Anderson use: kanderson@ics-charter.org.

**Nondiscrimination Policy**

Irvington Community School, Inc. does not discriminate on the basis of race, color, religion, gender, sexual orientation, national origin or ethnicity, disability, or age in its admission, education, or employment policies, or in its athletic, scholarship and loan, or other school-administered programs. Any person who has a concern relating to suspected misconduct, dishonesty, sexual harassment, and/or fraud may make a report to ICS leadership or the ICS Board of Directors. Concerns of suspected misconduct, dishonesty, sexual harassment, and/or frauds may be reported by telephone, email, or regular mail.

This handbook is to be used as a reference by students, parents, guardians, and teachers, and should be referred to throughout the school year.

IPA Website: [www.ics-charter.org/IPA](http://www.ics-charter.org/IPA)

Facebook: [www.facebook.com/irvingtonschools](https://www.facebook.com/irvingtonschools) or @irvingtonschools

Twitter: <https://twitter.com/IrvingtonPrep> or @IrvingtonPrep

## **School Hours**

IPA will open its doors to students at 7:45 a.m. Students are expected to be in their classrooms and ready to begin learning by 8:30 a.m. Any student that is not in their class and ready to learn by 8:30 a.m. will be considered tardy. School dismisses at 4:30 p.m. on Mondays, Tuesdays, and Thursdays. Students who have all assignments turned in and are in good academic standing will be eligible for early dismissal at 3:45 p.m. School dismisses at 3:15 p.m. on Wednesdays and Fridays. Students who have all assignments turned in and are in good academic standing will be eligible for early dismissal at 2:30 p.m. on Fridays. There will not be regularly scheduled tutoring on Wednesdays. However, students may participate in after-school activities such as clubs or individually scheduled tutoring until 3:15 p.m. Once a student has been dismissed for the day, he/she may not return to the building for forgotten items. IPA does not provide after school care. Students must exit the building within 10 minutes of dismissal. Please arrange a location for your child to go after school hours if you cannot pick them up on time.

## **Important Dates**

July 30: First Student Day  
September 3: Labor Day  
September 24-28: Q1 Finals  
September 28: No School > Staff PD  
October 1-12: Fall Break  
October 15: Parent/Teacher Conferences  
October 25: FAFSA Night (tentative)  
October 29: Fall College Field Trips (tentative)  
November 22-23: Thanksgiving Break  
December 19-21: Q2 Finals  
December 24-January 4: Winter Break  
January 14: Martin Luther King Jr. Day  
February 18: President's Day > Staff PD  
March 20-22: Q3 Finals  
March 25-April 5: Spring Break  
April 8: Parent/Teacher Conferences  
April 22: Spring College Field Trips (tentative)  
May 27: Memorial Day  
June 4-6: Q4 Finals  
June 6: Last Student Day  
June 8: Graduation

## **Standardized Assessment Dates**

August 14-16: NWEA (9-10th Grs.)  
September 18: ASVAB (10-12th Grs.)  
October 24: PSAT (10th Gr.)  
December 3-7: ISTEP Re-testers (11-12th Grs.)  
December 4-6: NWEA (9-10th Grs.)  
February 11-15: ISTEP Re-testers (11-12th Grs.)  
February 26-28: ISTEP+ Part 1 (10th Gr.)  
April 16-18: ISTEP+ Part 2 (10th Gr.)  
April 23-26: Biology 1 ECA (9th-10th Gr.)  
May 6: AP US Government Exam  
May 8: AP Literature & Composition Exam  
May 9: AP Psychology Exam  
May 10: AP US History Exam  
May 14: AP Calculus AB Exam  
May 14-16: NWEA (9-10th Grs.)

## ACADEMIC POLICIES

### IPA Grading Scale

Letter Grade	Percentage	GPA Points	AP/Dual Credit GPA Points
A, A+	93-100	4.00	5.00
A-	90-92	3.67	4.67
B+	87-89	3.33	4.33
B	83-86	3.00	4.00
B-	80-82	2.67	3.67
C+	77-79	2.33	3.33
C	73-76	2.00	3.00
C-	70-72	1.67	2.67
D+	67-69	1.33	2.33
D	63-66	1.00	2.00
D-	60-62	0.67	1.67
F	0-59	0.00	0.00
NG*	--	0.00	0.00

**\*NG (No Grade) appears on a student's report card and transcript if a student exceeds 5 unexcused absences for the semester (see Attendance section for details). Receiving a grade of NG affects a student's overall GPA in the same way as receiving an F (0 GPA points).**

### PowerSchool

Parents are encouraged to access student grades and attendance through our student management program, PowerSchool (<https://ics-charter.powerschool.com>). If you have lost your username and password, please contact the front office.



## **IPA Tutoring**

Free tutoring will be offered most days after school in all subjects. Please check with each teacher for their tutoring schedule. Any student may take advantage of this opportunity. Students are encouraged to attend tutoring with their current teachers, but they may go to other teachers' tutoring sessions if their current teachers are not available.

## **IPA “No Zero” Policy**

In order to ensure that grades accurately reflect what students know and can do, IPA will hold all students accountable for doing all assignments on time, every time. If a student misses an assignment, a zero will be used as a placeholder in the gradebook until the assignment is turned in. Teachers have the right to classify poor quality work, or partially-completed work, as missing. Assignments will be taken for full credit at any time during an exam unit up to the completion of the exam. Assignments that are turned in after the unit exam, but before the last week of the quarter, will be accepted for half credit. Teachers will not accept late work after each quarter has ended.

On Mondays, each student's advisory teacher will contact home if the student is missing any assignments or assessments in any of their classes. Parents and students may also see grades in real-time using PowerSchool online, or the Powerschool app. **Students who are missing any assignments or assessments will be required to report to their advisory classes at the end of the school day from 3:50-4:30 on Tuesday and Thursday, and 2:35-3:15 on Friday. Optional tutoring days may be arranged with their advisory or subject teacher the remainder of the week.** Failure to report to advisory at the end of the day will result in disciplinary action. Students who are **not** missing any assignments or assessments will be eligible for **early** release after their academic classes are over and will not need to report to advisory at the end of the day.

## **Cheating and Plagiarism**

IPA students are expected to present their own best work, in accordance with the instructions of their classroom teachers, at all times. This is a critical area of understanding for student academic success, as cheating and plagiarism are dealt with swiftly and harshly at the college level, with significant career repercussions; meaning that students who engage in such unethical behavior are typically immediately dismissed from school. At Irvington Preparatory Academy, instructors assume that an assignment with a student's name on it represents his/her own original effort on the assignment. *Plagiarism* is the act of representing another person's words as one's own:

### **Stages of Plagiarism**

1. Low - copying part of an assignment, peeking at another student's work or assessment, not citing sources properly within a paper, or accidental plagiarism (when a person neglects to cite their sources, or misquotes their sources, or unintentionally paraphrases a source by using similar words, groups of words, and/or sentence structure without attribution), etc.
  - Warning the first time, second time is a level, and must re-submit work
2. Medium - word-for-word transcription of a section of someone else's work, without attribution and without quotation marks. Student submits his or her own previous work, or mixes parts of previous works, without permission from **all** teachers involved.

- Instant level, and must re-submit work
- 3. High - sharing or receiving an entire document that is turned in as someone else's work, using unauthorized resources during an assessment, copying the majority of an entire work from an external source, taking screenshots of assignments or tests, being in possession of a test that a student is not authorized to have in their possession, etc.
  - Two levels and behavior contract. Student must re-submit work and/or retake the test in the presence of the classroom teacher.
- 4. Extreme - cheating with an intent to distribute to collect money or other benefits/gains. Also, paying for or giving other benefits to another student in exchange for their work.
  - 5 day suspension and behavior contract, no redo work allowed

\*Repeated acts of plagiarism, regardless of severity, may result in suspension or expulsion.

### **Academics**

Irvington Preparatory Academy is foremost a college preparatory high school and encourages all students to seek post-secondary options that align with their career and academic goals. As part of the effort to ensure that every student is prepared for college, IPA requires students to complete a challenging curriculum which includes regular meetings with an academic advisor and participation in Advanced Placement courses, NWEA benchmark assessments, and college readiness assessments (PSAT/ACT).

### **GPA and Class Rank**

All subjects receiving one full credit are counted toward Grade Point Average (GPA) and class rank. This is a cumulative process counting the final grade of each grading period in years nine through twelve. Rank is calculated at the end of each grading period. Each student's GPA is available on PowerSchool and will be printed on his/her report card at the end of each semester.

### **Honor Roll, High Honor Roll, and Academic Awards**

The Honor Roll includes students who have earned a GPA of 3.0 or higher; High Honor Roll recognizes those students who have earned a GPA of 3.5 or higher. The Honor Roll is calculated at the end of each semester (using grades earned that semester only). Semester grades will be the average of two academic quarters. Academic awards are presented in order to recognize the outstanding scholastic achievement of IPA's top students in various academic areas.

### **National Honor Society**

The Irvington Community School Chapter of the National Honor Society (NHS), chartered by the National Association of Secondary School Principals in Reston, Virginia, is an elite group of students selected for membership as a result of their outstanding achievements in the areas of scholarship, character, leadership, and service. All four areas are used in determining membership. Please refer to the ICS website, [www.ics-charter.org/ipa](http://www.ics-charter.org/ipa), for more information about eligibility and participation requirements.

## **Service Learning**

Part of our mission at Irvington Community Schools is that students become "...involved in service-learning opportunities for the betterment of their local and global communities." Students are provided with various opportunities throughout their careers at IPA to serve their local community. We also encourage students to pursue volunteer and community service activities outside of school hours. Students in the graduating class of 2017 and beyond with at least 40 hours of service learning documented through IPA's Service Learning Coordinator will earn a distinguished service learning recognition on their transcripts as well as high school diplomas. Students earning 20-39 hours of service will receive a service learning participant certificate.

## **Course Selection and Scheduling Changes**

Students are expected to give careful consideration to course selections when they are made during the scheduling period. With approval from IPA Counselors, students may change their schedules up to the Schedule Change Deadline (August 8, 2018, for Semester 1 and January 11, 2019, for Semester 2).

Schedule changes will only be considered when one of the following criteria is met:

- The student has already successfully completed the course and earned the credit.
- The student has not completed the necessary prerequisites for the course.
- There is a scheduling conflict which requires a change in classes.
- The student has enrolled to take the course online.
- In special circumstances, a committee will determine if a course should be dropped after the schedule change deadline.

IPA works with several providers to offer online courses as an alternative to traditional face-to-face classes on campus. In general, the cost of these courses ranges from \$175-\$275 per course. Irvington Community School, Inc. will incur the cost of the course from their contracted provider if the student meets any one of the following criteria:

- The student is a Senior and needs the course in order to graduate, **and** IPA is unable to offer the course at a time that will fit in the student's already established course schedule for the year.
- The student has a medical condition or disability, as documented in an Individualized Education Plan (IEP) or Section 504 Plan, that precludes the student from taking the course in a traditional manner and an online course is being offered as an alternative.
- The student is selected to be a part of a pilot program or other alternative course by IPA staff.

If the student does not meet any of the criteria listed above, the student may enroll in online courses at the expense of the parent. IPA will provide all necessary registration information to parents and after successful completion of the course and payment, the student will provide documentation in order to receive credits. Students using IPA's provider to take an online course will have no more than one semester to complete the course. Coursework must be at least 50% complete by mid-term (Fall Break/Spring Break). Students who are not making progress on online courses may forfeit their enrollment in the course and be required to repay any costs incurred by IPA.

## Transcript Requests

Upon request, IPA will send one official transcript to each college or university to which a student is applying. Final transcripts will be sent to the student's college of choice after graduation. All transcript requests must be made via Parchment.com. Alumni will be allowed three official transcripts free of charge after graduation through Parchment.com. Transcript requests may take up to 24 hours to be fulfilled.

## GRADUATION REQUIREMENTS

**All students at IPA are placed on a course-selection track that will enable them to earn Indiana's Core 40 Honors Diploma. IPA reserves the right to adjust graduation requirements based on students' specific needs, unless otherwise dictated by the Indiana Department of Education.**

ENGLISH/LANGUAGE ARTS: 8 credits, pass graduation examination as required by DOE

MATHEMATICS: 8 credits for Academic Honors

6 credits for Core 40

*All students must earn 6 credits in grades 9-12*

SCIENCE: 6 credits (2 credits Biology 1, 2 credits Chemistry/Physics/ICP, 2 credits add'l science)

SOCIAL STUDIES: 6 credits (2 credits World History, 2 credits US History, Government, Economics)

FOREIGN LANGUAGE: 6 credits for Academic Honors (*or two years each of 2 different languages*)

4 credits *recommended* for Core 40

PHYSICAL EDUCATION: 2 credits

HEALTH & WELLNESS: 1 credit

FINE ARTS: 2 credits

DIRECTED ELECTIVES: 1 credit Personal Financial Responsibility

4 credits directed electives (ie. advisory classes)

ELECTIVES: minimum of 4-6 credits (*most students will earn more than 4-6 credits*)

In order to earn a Core 40 Honors Diploma, the following additional requirements must be met:

- Earn an overall Grade Point Average (GPA) of a B average.
- Earn a C- or better in courses that will count toward the diploma.
- AND meet at least one of the following additional requirements:
  - o Successfully complete at least **two** AP Courses (4 credits) and sit for corresponding AP Exams.
  - o Successfully complete dual high school/college credit courses (6 transferable college credits).
  - o Successfully complete a combination of one AP Course (2 credits) and corresponding AP Exam **and** dual high school/college credit courses (3 transferable college credits).
  - o Earn a composite score of 1250 or higher on the SAT with minimum 560 Math and 590 Reading and Writing.
  - o Score a 26 or higher composite on the ACT.

## **DRESS CODE**

IPA has adopted a dress code to promote school spirit and a sense of pride in ourselves and our school with the goal of helping students prepare for their lives as young adults and demonstrate decency in educational and career settings. **Students are expected to be in compliance with the school dress code at all times and are expected to comply with dress code when reminded by IPA staff members.**

Students who are not in compliance will be referred to the deans and appropriate disciplinary actions will be followed, which may include detentions, in-school suspension, and, in extreme or habitual cases, out of school suspension.

### **School Identification**

- All students are required to wear a lanyard or clip with school identification clearly visible **around each student's neck at all times** throughout the school day. IPA Provides one lanyard per year.
- Lanyards must be those provided by the school or deemed to be school appropriate at the discretion of IPA management. Breakaway lanyards are strongly encouraged for safety.
- School IDs are required in order for students to purchase a school breakfast or lunch. IDs may not be defaced in any way, including covering the ID in any way. Students must wear their own ID at all times.
- A student without proper identification and school-approved lanyard will be required to purchase replacements. Behavioral points will be assigned to students not wearing proper identification.

### **Shirts**

- Official black IPA polo shirt/Royal College Bound Polo are required on Monday through Thursday.
- Students may wear school approved spirit-wear as official dress code on Friday only. Shirts will be school colors, will display the IPA logo and/or mascot, and will support an IPA club or athletics team. Only spirit-wear pre-approved by school leaders will be allowed as acceptable dress code.
- Any apparel that displays a specific student's name and/or athletic jersey number may only be worn as approved dress code by that specific student. This includes letter jackets.
- All shirts must be an appropriate size for the student. Students whose shirts are too large or too small will be considered out of compliance with the dress code.
- Long-sleeved undershirts may be worn under the shirt, but must be white, grey, royal blue, or black.

### **Pants**

- Standard school uniform, dress or non-jeans, Dockers-style pants, **khaki or tan only**. Allowed: flared pants; pleated or non-pleated fronts; dress-style (non-jeans) corduroys. Behavior points will be assigned to students not in uniform pants.
- Not Allowed: ripped/torn pants, sweat pants, or leggings/jeggings.

- **Pants must be the appropriate size for the student's body. Students whose pants sag below their waist or whose pants are too tight will be considered out of compliance with the dress code.**
- Belts are encouraged with pants that have belt loops.

### **Shorts/ Skirts**

- Skirts and shorts are permitted year-round.
- All shorts and skirts must NOT be shorter than two inches above the knee. Students whose shorts or skirts are shorter than two inches above the knee will be considered out of compliance with the dress code. All shorts or skirts must be khaki or tan only.

### **Shoes**

- Dress shoes, tennis/gym/running shoes, and casual-dress shoes are allowed.
- Shoes must have covered toes and hard soles. This means **no** "house slippers" or open-toed shoes.
- Students with inappropriate footwear will be considered out of compliance with the dress code.

### **Sweatshirts/Sweaters/Outerwear**

- Only solid black IPA logoed fleece and/or crewneck sweatshirts.

### **Jewelry and Hairstyles**

- All jewelry must be school appropriate. Earrings and other jewelry must be of moderate size and may not distract from the learning environment.
- Tattoos that are offensive or distract from the learning environment must be appropriately covered.
- All hair styles should be clean and neat. Styles should not be distracting to others. **All decisions regarding hairstyles, accessories, tattoos, and jewelry are up to the discretion of IPA school leaders.**

### **Banned Items**

- No hats or sunglasses are to be worn in the building. Hats and sunglasses that are brought into the school must be kept in lockers.
- Blankets
- Shirts or other items worn around the waist, shoulders, or arms.
- Decorative scarves
- Backpacks and purses are allowed in lockers and restrooms, but not in classrooms. These items must be kept in lockers.

### **Special Privileges**

- Seniors who are in good academic standing, are on pace to graduate, and have been accepted to college or committed to the armed forces will be provided with a blue IPA College Bound Senior polo shirt, which may be worn on any school day. College-bound or military bound seniors also

have the privilege of wearing a t-shirt or non-hoodie sweatshirt from any college or military branch to which they have been accepted on Fridays.

- Certain clubs and groups at IPA have the option to purchase and wear approved spirit wear with the club's name imprinted with the logo. **These shirts may be worn on Friday only.**
- Students are permitted to wear their school-approved jerseys/t-shirts with khaki uniform bottoms on game days, at the discretion of each team's coach, and with the approval of the building principal.
- On special occasions, students may be allowed to dress up for school events rather than wear traditional school uniform. In these events, clothing must be of appropriate fit and length; tank top or tube top style tops or dresses may not be worn; and students may not wear leggings or jeans. Dresses must not be shorter than two inches above the knee. The school principal must approve this.
- On special occasions, IPA may host a "jeans day" for students. Jeans must be of appropriate fit with no rips or tears.

## GENERAL SCHOOL POLICIES

### Electronic Devices

**Electronic devices, including Smart Watches, MP3 players, iPods, portable game devices, and cell phones, are not allowed during the school day in any part of the IPA building, including the front lobby area. Students are expected to comply with this policy immediately when reminded by an IPA staff member.** Students who are in tutoring or advisory after school are not permitted to use electronic devices during that time. Irvington Community Schools will not be held responsible for lost or stolen electronics brought to school by students.

- Electronic devices may not be plugged in for charging at IPA.
- The first time a student is caught in possession of an electronic device, the device will be confiscated and returned to the student at the end of the school day.
- For the second offense, the device will be confiscated and returned to the parent.
- Should there be a third offense, the device will be confiscated and returned to the parent and the student will be suspended out-of-school for two days and return on a Behavior Contract. A conference will be held with the student and parent to help the student get clarity on his/her disregard for this school rule and what needs to occur to become compliant. Further consequences may include In School Suspensions, Out of School Suspensions, and Expulsion.

**Parents: Please refrain from calling or texting your IPA student during the school day. This is a distraction to the student and to the classroom learning environment. Further, your IPA student will be assigned consequences for using his/her phone during the school day. If you need to get in touch with your son/daughter, please call the IPA front office at 357-3770. When there is an urgent need, students may receive a pass from a teacher to use the phone at the front office as well.**

### **Billing and Lunch Payments**

Parents will be invoiced at the start of each school year for book rental and other school fees. Parents may make pre-payments to student lunch accounts or send cash with the student to school. Change will not be made for students in the serving line, but the remaining balance from any cash presented will be added to the student's account balance. Students without sufficient funds in their lunch accounts will not be served lunch. Please note that students are free to bring their own lunch from home as well. All students must have their student ID with barcode in order to purchase a school lunch.

### **Food and Drink at School**

Students are permitted to bring a lunch from home, but must keep the lunch stored in sealed containers in their locker until their lunch period. Students may not leave the lunchroom with open food or beverage items. **Open food and drink containers are not allowed in classrooms, hallways, or lockers.** Students may not have food, candy, or drinks in the classroom. Water in a clear, close-able container is permitted.

Students are not permitted to leave campus for lunch. Parents wishing to bring lunch for their student may do so on special occasions, but only for their own student and it must be consumed in the front lobby.

In accordance with our school's Wellness Policy, in the event that there are any classroom celebrations involving food and beverages: all items served must be store-bought (no homemade goods) and healthful options must be offered. Students are not allowed to sell any items during the school day for clubs, athletics, or personal gain.

### **Enrollment Policies**

Irvington Community Schools, Inc. does not offer an educational setting specific to adults who are pursuing a high school diploma or GED. **Students who are already enrolled and attending Irvington Preparatory Academy may remain enrolled through the end of the school year in which they will turn nineteen years old.** If the student has not yet graduated by the end of the school year in which he/she turns nineteen years old, the school will recommend other educational options based on the educational needs of the student. Students who are seeking enrollment with Irvington Preparatory Academy may do so if they will not yet have turned nineteen years old by the first day of the school year. Students who will be nineteen years old or beyond before July 31 of the new school year will be recommended for other educational options based on the educational needs of the student.

If a student enrolls at Irvington Preparatory Academy after **the first day of the term, but prior to completion of the seventh week of the term**, IPA will attempt to enroll the student in the same classes he/she was enrolled in at the previous school prior to transfer.

- If a student enrolls at Irvington Preparatory Academy **after the completion of the seventh week of the term**, the student will only be placed in the same classes in which he/she was enrolled at the previous school prior to transfer.
- Each IPA teacher will have discretion in having students' complete assignments that were missed prior to enrollment at IPA in order to "catch up" with the rest of the class, not to exceed 25% of



the work that was missed. Students who enroll after the start of the term will be required to attend tutoring daily until released by each teacher.

- IPA will request withdrawal records indicating the student's grades for each course as of the date of withdrawal and will add to those transfer grades through the remainder of the semester for a final grade. **In the event that withdrawal records are not available** from the student's previous school, the student will be required to make-up all unit exams from the beginning of the term and those will be averaged along with any additional grades for the remainder of the semester for the student's final grade.

IPA's Attendance Policy states that credit will **not** be awarded in any class in which a student exceeds 5 unexcused absences.

Students who enroll after the start of the term will be expected to attend tutoring daily after school until released by each teacher.

### **Visitors**

**For the safety and security of our students and staff, all doors will remain locked throughout the school day.** All visitors must use the main entrance doors and check in at the IPA front office before proceeding further into the school. A visitor's pass will be provided for all visitors at that time. Students are not permitted to bring visitors to school unless given prior written approval by the IPA Administration or designee. Visitors who are not approved by the IPA Administration to be on the IPA campus will be considered in violation of the IPA visitation policy and will be reported to the Director of Security. The IPA Administration will consider filing charges to any violation of criminal law. All parents and visitors are expected to conduct themselves in adherence to The Irvington Way while on IPA's campus or at school-sponsored events. Former IPA Students must pre-arrange visits and have an appointment after the school day.

### **Parent Observers/Volunteers**

Irvington Community Schools (ICS) encourage parents to be involved in the education of their student and thus allows parents/guardians to visit their students at school. Parents/Guardians are welcome to visit the school and may observe their student's class if desired, with prior approval from a school administrator. This is to ensure the safety of students and staff.

Expectations of parents/guardians wishing to observe a class at Irvington Community Schools:

1. Visitors are to **observe classes only** and should avoid interference with lessons or actively coaching children during their visit.
2. Visitors should interact only with their student.

### **Volunteers/Background Checks**

To ensure the safety of Irvington's students, all parent volunteers who will be interacting with children regularly or for an extended period of time will be subjected to a criminal background check through the Indiana State Police.

Parents who wish to volunteer must sign a release authorizing Irvington Community School Inc. to conduct a background check. This release will then be submitted to the Corporate Compliance Officer,

who will then notify the teacher and the Chief Executive Officer of the status of the background check and whether or not the parent is cleared for volunteering. Background checks will be completed for parents/guardians who wish to volunteer in the classroom on an occasional basis, volunteer for special events, or serve as chaperones on field trips. Parents who are attending a classroom/school function as a visitor (e.g., class parties or presentations) do not need to have a background check, assuming they will not have extended, direct interaction with students.

Parent volunteers are expected to dress appropriately when serving in a volunteer capacity on school grounds, field trips, or other events.

### **Technology**

Students using computers and the Internet at school must do so responsibly and appropriately. IPA has the right to monitor any activities on the school network. Additional guidelines and restrictions may be added at any time IPA administration believes them to be necessary. Parents and students must review and sign the IPA Acceptable Use Policy before computer passwords will be issued. A copy of the Acceptable Use Policy can be found in this handbook.

### **Medication**

Any prescription or over-the-counter medication must be brought to the nurse's office in the original container with the signed Learning Well Treatment permission form. **Medication (including over-the-counter medication) is not to be kept on the student's person or in his/her locker.** It is the student's responsibility to come to the office to take the medication. Students may take medications home with them only if authorized in writing by their parent/guardian. Students requiring inhalers may carry them throughout the school day as long as a physician's note is on file with the school nurse. **Students in possession of medication without a proper prescription may be subject to disciplinary action and/or arrest.**

## **PARTICIPATION IN SPECIAL PROGRAMS**

### **Work Permits**

Minors who are 14-17 years of age and are gainfully employed will be required to obtain work permits (employment certificates) and will be restricted by the hours they can work. Work permits issued under Indiana law may be revoked by the school corporation if it is determined there has been a significant decrease in a student's current grades since the issuance of the permit or if the student becomes involved in any disciplinary action that results in suspension or expulsion from school. Students are required to pass 70% of their classes and not be under an Attendance/Tardy Contract. Application forms to obtain a work permit may be picked up in the IPA School Counselor's Office.

### **Extracurricular Activities: Clubs and Athletics**

IPA offers a variety of extracurricular activities in which students are encouraged to participate. Students participating in these activities are considered leaders and often represent IPA in the community: as such, they are held to a higher standard of conduct than our general student body. Students interested in the privilege of participating in extracurricular activities at IPA are expected to abide by the code of conduct outlined in the *IPA Athletics Student Handbook*.

IPA follows the academic requirements set by the IHSAA. Student athletes must carry a minimum of 6 classes and be passing seventy percent (70%) of those classes in order to be eligible to participate in athletics. Student athletes may count online classes as part of the six classes but those classes must be reported to the IPA Guidance Department.

### **Student Parking Privileges**

Students who wish to drive to school and park on school grounds must apply for a parking permit through the Director of Security. Student parking spaces are limited to the east parking lot and permits will be awarded to qualified students by lottery, starting with seniors and moving to the junior and sophomore classes as spaces become available. The cost of the parking permit is \$5 annually.

- Students who lose their parking privileges may apply to have their permits reinstated but will be moved to the end of the list.
- There is a nominal fee for student parking permits. Parking permit fees will **not** be refunded to students whose permits are revoked.
- Having a student parking permit does **not** guarantee that a parking space will be available for the student every school day.

In order to qualify for the parking permit lottery, students must meet the following requirements:

1. Must have complied with state requirements for operating a vehicle, including liability and property damage insurance on the vehicle to be driven.
2. Must have a parent's signature of approval for driving to school on file.
3. Must be in good academic standing (C average or better) as noted above.
4. Priority will be given to seniors and students in good academic standing.

The following will be grounds for the removal of a student's parking privilege/permit:

- Multiple tardies to first period.
- Failure to maintain good academic standing (maintaining a C average or better).
- Failure to behave appropriately while in school.
- Failure to park in an orderly manner in the areas assigned by the school. No student is to park in front of the school or anywhere at IPA without administrative permission.
- Loitering in cars at any time.
- Driving in an unsafe or reckless manner on or off school property.
- Failure to have the IPA parking tag properly displayed, or failure to have a vehicle properly registered with the main office.

All cars parked in inappropriate areas, or in such a manner as to obstruct other vehicles or the orderly flow of traffic (e.g., handicapped zones, unmarked areas), are subject to being towed at the owner's/driver's expense. The student and student's parents, in consideration of being granted the privilege of driving a vehicle to school, waive and release Irvington Preparatory Academy from any and all liability of any damage that should occur to the vehicle while being towed.

**Parents: Please note that morning drop-off of students should take place between 7:45-8:30 a.m. on University Avenue.** Please do not pull into the student parking or staff parking lot for drop-off as this causes undue traffic congestion in this area.

## ATTENDANCE POLICIES

### Attendance

A good attendance record is critical to student success. A significant correlation exists between school attendance and productive learning. As well, as high school students prepare for their adult future, it should be kept in mind that absenteeism is not tolerated in the workplace. **Students who have more than 5 unexcused absences per semester in any class will not receive a credit for that course. No Grade (NG) will appear on the student's report card.**

- Any student who leaves early or arrives late must sign in/out at the front office.
- Students need both parent and administrative permission to leave school early.
- Students who are more than 30 minutes tardy to a class will be considered absent.
- **Students who are late at the start of the day must have a pass or be sent to the office to get a pass and will be counted tardy.**

### Excused Absences

When a student is absent from school, a parent or guardian must call or leave a written note with the school's office secretary within 24 hours of the beginning of the absence. This communication must state the specific reason for the absence. Students are allowed to make up work for an excused absence and are given one day to complete the assignments for each day absent. It is a student's responsibility to check with his/her teachers upon returning from an absence to receive any make-up work and make arrangements for turning it in for credit. If a student has an excused absence on the day an assignment is due or the day of a test, it is expected that the student will be prepared to turn in the assignment or take the test on the first day upon his/her return from absence. Absences are excused for the following circumstances:

- Personal illness or injury
- Required court attendance
- Medical or dental appointments (only for the duration of the appointment and travel time)
- Death in the family
- Observance of a bona-fide religious holiday
- Absences excused by state law or ICS Inc.

For chronic or long-term illnesses, a physician's Certificate of Incapacity will be required. IPA will adhere to the terms set forth by the physician completing the Certificate of Incapacity regarding expectations for school attendance. For students with a Certificate of Incapacity, the parent/guardian must notify the school via phone or email on each day of absence in order for the absences to be considered excused. Students with a Certificate of Incapacity will be expected to follow guidelines for making absent work as set forth above.

### **Unexcused Absences**

This is an absence for which the school does not receive a parent or guardian communication, or the reason for the absence is not legitimate. After ten (10) full days of excused or unexcused absences, the attendance officer reserves the right to refer the matter to Truancy Court for intervention. Students will then be required to have a physician's statement for any further absences. Students who accumulate more than fifteen (15) unexcused absences will be recommended for expulsion.

For extended trips or planned absences, parents must make contact with the school administration to clear any additional vacation time that does not fall within school breaks. This may include mission trips, extended vacations, planned vacations, etc. It is at the administration's discretion as to whether they will be excused or not.

### **Parent Notification Process Regarding Student Attendance**

- After five (5) student absences, a letter will be sent to parents reminding them of the importance of their child's regular school attendance.
- After seven (7) absences, parents will receive a second letter of the same nature, adding notification that an Attendance Referral Board meeting will be called if the student misses two (2) more days.
- After nine (9) absences, parents will be required to attend an Attendance Referral Board meeting to discuss the nature of the absences and possible solutions for improved attendance.

**If attendance is not improved after the above steps, once the student reaches fifteen (15) unexcused absences for the year he/she will be automatically suspended and recommended for expulsion.**

**A student with more than five (5) unexcused absences in a course in a semester will not receive credit for that class.** As well, and in accordance with Indiana Code 20-8.1-3-17.2, IPA reserves the right to notify the Bureau of Motor Vehicles whenever a student is declared a habitual truant (10 or more unexcused absences in the school year). This will result in the student's Indiana Driver's Permit or License becoming invalid for a BMV-mandated period of time.

### **College Exploration Visits Policy**

Post-high school career exploration visits include colleges, universities, technical schools, and other post-high school training facilities. They also include career or job exploration visits or any other visit deemed appropriate by school administration to prepare the student for life after high school. Juniors and seniors will be permitted two (2) exploration visits each year. **These days must have prior IPA administrative approval a minimum of two (2) school days prior to the requested absence.** Additional post-high school visitation days will be considered on an individual basis by the IPA Administration if they are requested in advance.

A letter from the college, technical school, or other post-high school training facility must be signed by a representative of the site visited and returned to the Attendance Officer within the next two (2) school days, verifying that the student attended as planned. If this is done properly, the student will be excused without the absence being counted toward the attendance policy. As with any excused absence, the

student is responsible for all makeup work incurred. This work will need to follow the make-up guidelines for excused absences as described herein.

### **Tardies**

It is critical for students to be on time to school and on time to every class. Lateness disrupts the learning environment; and being on time is an essential habit for students' future success. Students who arrive after school is in session will report first to the main office to obtain a pass to class. Exceptions will be made based on the judgment of IPA school leaders for weather and traffic issues. Students who are habitually tardy will receive consequences including detention, Attendance Referral Board, in-school suspension, out-of-school suspension, and/or recommendation for expulsion.

Students will be considered on time when they arrive to class and are in their seats, ready to begin, before the official start time of a class period. A student will be considered tardy when arriving to class past the start time of the class period. Students will also be counted tardy if they arrive to class on time, leave, and then do not return before the official start of the class period. To aide our students in managing their time during passing periods, a warning bell (single tone) will signal to students that there is one minute remaining before the tardy bell (two tones) will ring.

Families must notify the school when their students need to leave early or arrive late for excusable reasons such as illness, medical and dental appointments, funeral, or court attendance. Verification from the doctor or dentist's office is required upon return to school in order for an absence to be marked "medical." **Students will be sent home for illness only by the school nurse or by a school administrator.**

## BEHAVIOR POLICIES

### Remaining on Campus

Once a student arrives on IPA's campus for the day, including being dropped off outside by a parent, the student must remain on campus for the remainder of the school day. Students who arrive on campus and then leave will be considered truant ("skipping") and appropriate consequences will be applied.

**Regardless of age or transportation arrangements, IPA students are not permitted to leave campus for lunch.**

Similarly, any student who is not in his/her assigned class during class time and who does not have a pass from his/her teacher to be in another location will be considered truant ("skipping") and appropriate consequences will be applied.

After a student leaves the IPA campus, the student will not be permitted to return for the remainder of the school day unless excused for a doctor's appointment or other school-approved excused absence.

Students may not sign out or leave for lunch and then later return to campus. Any classes missed under these circumstances will be considered unexcused absences and all attendance policies will apply.

### Public Displays of Affection (PDAs)

Displays of affection are considered inappropriate. A high school campus is not a place for overt displays of physical affection between students. Students are expected to demonstrate restraint at a public place. Students who fail to do so will be required to have a parent conference with the administration.

### Lockers

All lockers made available for student use on the school premises, including lockers located in the hallways, physical education classrooms, or elsewhere on the school campus, are the property of the school corporation. These lockers are made available for student use in storing school supplies and personal items necessary for use at school; however, the lockers are not to be used to store items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, or which are forbidden by state law or school rules. A student's use of the locker does not diminish the school corporation's ownership or control of the locker. **The school corporation retains the right to inspect the locker and its contents to ensure that the locker is being used in accordance with its intended purpose, and to eliminate fire and other hazards, maintain sanitary conditions, attempt to locate lost or stolen materials, and to prevent use of the locker to store prohibited or dangerous materials such as weapons, illegal drugs, tobacco products, or alcohol.**

- **Students may not share lockers with other students.** It is the responsibility of each student to keep his/her locker combination confidential. Each student is responsible for the contents of his/her own locker.
- No open food containers are allowed in lockers at any time.
- Any décor on the outside of student lockers must be pre-approved by school leaders.
- Any décor on the inside of student lockers must be school appropriate and temporary. Students will be responsible for damages caused by any permanent fixtures or decorations.

Misuse of a locker may result in loss of locker use, financial restitution for damages, and/or other discipline as deemed necessary. **Possession of illegal drugs, prescription medication, alcohol, tobacco, lighters, or weapons (including but not limited to: knives, firearms, explosive devices, pepper spray, or mace) in a student's locker or on their person will result in an out-of-school suspension and possible expulsion from IPA.** Additionally, students possessing a weapon, illegal drugs, or alcohol may be subject to arrest as stated in the Indiana Code 35-47-5-2.5

### **Self-Reporting of a Weapon**

If a student finds a weapon on school grounds or unknowingly brings a weapon onto school grounds, he/she is to immediately report it to a school employee.

### **Behavior**

In partnering with parents/guardians, it is the responsibility of the entire school community to assist young people in learning and putting into practice appropriate behavior. School personnel are charged with preserving the integrity of the learning environment.

In managing their behavior, students are all reminded to be mindful of “The Irvington Way”:

- Be Respectful to our students, parents, staff, and greater Irvington community.
- Be Responsible for my learning, actions, behavior, and attitude.
- Be Safe in my choices, words, actions, and in my life.
- Be Involved in our classrooms, school, and community.
- Be Focused: on my plan for the future, academic success, test performance, and doing more than expected.

Irvington Community School Inc. views student discipline issues as behavior management learning opportunities, which reflects our “compassionate but firm” discipline philosophy and methodology. Much of our approach is influenced by leading experts in the field of school discipline such as psychologist Allen Mendler, Ph.D., and educator Richard Curwin, Ed.D., authors of *Discipline with Dignity for Challenging Youth*. The authors' five discipline principles for educators, which we embrace, are:

1. Teachers have a responsibility to teach all students.
2. Difficult behavior should be viewed as opportunities to educate for change; leverage should be reserved for excessively disruptive or dangerous situations.
3. More motivation means less discipline.
4. Discipline is just another form of instruction.
5. Numerous strategies and lots of heart are necessary for success.

**ICS Inc. makes these principles reality through a progressive three-step behavior management process that involves:**

1. Classroom management;
2. Behavior coaching; and
3. Community management (i.e., parental involvement).



### **Classroom Management**

ICS Inc. teachers are empowered to work with their students in innovative, instructional, engaging behavior management strategies and tactics. Corrective techniques are numerous and may include consultation, verbal or nonverbal redirection, one-on-one hallway discussions, and/or parent contact. If there are chronic student misbehavior issues in a certain class, the involved teacher will contact the parent to notify and discuss solutions. If a teacher has a student who demonstrates significant misbehavior, whether involving repetitive infractions or a more serious single incident, which the teacher cannot manage effectively in the classroom, the teacher may refer the student to a dean.

### **Behavior Coaching**

IPA Deans work with students to help them understand their behavior and its negative implications. Students involved with deans engage in constructive conversations and receive appropriate consequences, which can include (among many other techniques) reflective writing, personal and public apologies, community service to benefit the school's appearance, detention, in-school suspension, out-of-school suspension, and recommendation for expulsion. What most distinguishes our behavior management methodology is our deans' frequent communication with parents, informing them by phone and in-person of their students' misbehavior, measures being taken, and progress being made (of note, parents are also informed of outstanding student behavior, even involving students who have little or no behavior issues while in school). Effective parenting is central to managing and improving students' behavior. By partnering with parents and teachers, IPA Deans implement corrective behavior action that stands the best chance of succeeding in encouraging students to grow in character, maximize their educational experience, and evolve into upstanding citizens.

### **Community Management**

The partnership between parents and school personnel is critical to every child's academic success, character development, and evolution into a responsible adult. Parents are expected to read the IPA Student Handbook and support the school in its disciplinary approach to student management. Parents who are not in agreement with IPA's philosophy and methodology in managing student behavior should seriously consider this in going forward as members of the IPA school community. A unified front between the school and parents in disciplining children will go a long way in promoting the ideal development of students as thriving adults.

### **IPA Behavior Points/Levels System**

IPA employs a behavior point system for the management of minor classroom disruptions, such as: not bringing materials to class, sleeping in class, tardies, food/beverages in class, and minor disrespect/insubordination. When students commit these infractions, they will be assigned points by a teacher. An accumulation of ten (10) points in any particular class will translate to a "level". Students will receive consequences associated with each level, including lunch restriction, detention, in-school-suspension, out-of-school suspension, and expulsion from school.

**Misbehavior Warranting Suspension or Recommendation for Expulsion** including, but not limited to:

- Failure to attend mandatory tutoring
- Chronic misbehavior, including disrespect and classroom disruption.
- Insubordination
- Violence/threat of physical aggression
- Possession of a weapon on school property
- Being under the influence and/or being in possession of illegal substances (alcohol, drugs, drug paraphernalia, tobacco, lighter)
- Bullying
- Cheating/plagiarism
- Theft or vandalism
- Chronic tardies and/or absences (Refer to “ICS. Inc. Attendance Policy”)
- Chronic cell phone use
- Chronic failure to attend tutoring
- Video voyeurism/“sexting”
- Sexual Misconduct
- Leaving school grounds without permission

Please note: Students can be subject to disciplinary action if they are engaged in inappropriate behavior in transit to or from school, while attending school-sponsored events, or while representing IPA (wearing a school shirt/uniform).

### **Attendance at Extracurricular Functions**

A student may not attend any extracurricular functions, including special events, dances, or athletic competitions, on any day on which he/she is suspended out-of-school. Likewise, if a student is suspended out-of-school on the last school day of a week *and* the first school day of the following week, he/she may not attend any school sanctioned extracurricular events over the weekend. A student who has been expelled from school may not be present on IPA campus or at any school sanctioned event throughout the term of his/her expulsion.

### **Suspension Procedure**

When a student will be recommended for suspension out of school, the following process is initiated:

1. **Incident Review:** A discussion between the Behavior Coach and Chief Operating Officer (COO) will be held prior to the suspension of any student and parent/guardian notification, unless circumstances dictate a more immediate removal of the student from school premises. Follow-up discussion regarding the situation and consequences will take place as soon as possible after the incident.
2. **Parent Notification:** The parent/guardian of the suspended student will be notified of the misconduct, length of suspension, and any other corrective actions taken.

**\*Please note that out-of-school suspensions are considered unexcused absences. While students may turn in any assignments, etc. that they miss during an out-of-school suspension, they will be subject to the missing assignment policy.**

## **Expulsion Procedure**

When a Behavior Coach determines that a student should be suspended out of school pending expulsion, the following process is put in motion:

1. **Incident Review:** The Behavior Coach consults with the principal, explaining the reason(s) for the recommendation. The student's discipline history is also revisited at this time. The Chief Executive Officer (CEO) is then notified, the recommendation for expulsion explained, and a determination is made to go forward with the recommendation or determine other consequences or course of action.
2. **Parent Incident Notification:** The parent/guardian of the suspended student pending expulsion will be notified of the recommendation.
3. **Parent Due Process Notification by Mail:** Parents/guardians will receive, through certified mail, notice of the recommendation for expulsion and their recourse in the expulsion appeal process. The parents/guardians have 10 days upon receipt of this letter from the CEO to file for an appeal, which must be made in writing. The appeal will be overseen by an independent authority, typically an uninvolved Behavior Coach from another ICS Inc. school. Failure by a student (18 years old or above) or the student's parent/guardian to request an appeal will be deemed a waiver of rights administratively to contest the expulsion.
4. Notice of the appeal meeting being granted will be delivered in writing by certified mail or in person, and contain the reason(s) for the expulsion and the date, time, place, of the meeting.
5. At the expulsion appeal hearing, the involved Behavior Coach will present evidence to support the charges against the student. The student and parent/guardian will have the opportunity to answer the charges against the student, and to present evidence to support the student's position and make a case for reinstatement.
6. If an expulsion meeting is held, the Appeal Officer will make a written summary of the evidence heard at the meeting and will determine whether to uphold the expulsion or reinstate the student. The Appeal Officer's decision will be sent by mail to the student's parent/guardian. This decision is final unless the parent/guardian wants to seek an appeal with ICS' Board of Directors (BOD) by contacting the BOD Chair (Board@ics-charter.org). The Chair will arrange time on the next meeting's agenda or call for a special meeting of the BOD adhering to all applicable Open Door laws and regulations. If the parent/guardian wishes to seek a further appeal, they may contact the Marion County Juvenile Courts.

**Note: Students who are withdrawn from school under threat of expulsion may not be admitted to any other school if the school decides to honor the expulsion.**

## **Bullying**

Irvington Community School, Inc. is committed to providing and maintaining a safe learning environment free from bullying and harassment. ICS, Inc. will not tolerate any unlawful or disruptive behavior, including any form of bullying, cyberbullying, or retaliation on our school campuses or during off-campus school-related events. All reports and complaints of bullying, cyberbullying, and retaliation will be investigated promptly, and swift action will be taken to end such behavior and restore the affected student(s)' sense of safety.

**Definitions:**

*Bullying* is targeted, repeated, abusive physical and/or verbal harassment with harmful intent that is both intimidating and threatening.

*Cyberbullying* is committed through the use of communications technology including texting, instant messaging, email, phone calls, and Internet social networking.

*Retaliation* is any form of intimidation, reprisal, or harassment directed against a student who reports bullying, witnesses bullying, or provides information during a bullying investigation.

**Procedures for Reporting and Responding to Bullying and Retaliation:**

Reports of bullying or retaliation may be made by staff, students, parents or guardians, or others, and may be verbal or written. Verbal reports made by or to a staff member shall be recorded in writing. Staff members are required to report any instance of bullying or retaliation – whether observed or informed of – immediately to a Behavior Coach, Director of Security, Guidance Counselor, or Administrator. The reporting of bullying may be made anonymously. Of note, any reports of cyberbullying involving social networking will be assessed by the Chief Executive Officer (CEO). The Indianapolis Metropolitan Police Department may be contacted. Based upon the assessment, the ICS Board Chair may also be notified.

Before fully investigating the allegations of bullying or retaliation, the Behavior Coach or Administrator will take steps to assess the need to restore a sense of safety to the alleged target and to protect the alleged target from possible further incidents. Once the bullying accusation is investigated, the Behavior Coach will make a determination on the veracity of the complaint and administer appropriate consequences to the guilty student(s). Consequences for bullying behavior may include out-of-school suspension or recommendation for expulsion.

A dean will promptly notify parents or guardians of the targeted student and the aggressor(s) about the results of the investigation and, if bullying or retaliation is discovered, what action is being taken to prevent further acts of this undesirable behavior from occurring. All notices to parents/guardians will comply with applicable state and federal privacy laws. At any point after receiving a report of bullying or retaliation, including after an investigation, if the Behavior Coach or Administrator believes that criminal charges should be filed against the aggressor, IMPD will be immediately notified. If necessary, the CEO will consult with legal counsel concerning the investigation. All investigative actions will be consistent with ICS Inc. and Indiana Department of Education procedures involving such matters.

**Alcohol, Tobacco, Illegal Drug Use or Possession**

Students are not permitted to carry (on their person or in their vehicles) or use alcohol, tobacco, or illegal drugs on the school campus or at any school activity. Students wearing IPA uniform shirts while school is out of session and while off school grounds who commit illegal activity may be sanctioned by the school with disciplinary action. Any student found using or possessing alcohol, tobacco, or illegal drugs will be subject to suspension and possible expulsion.

The staff of Irvington Preparatory Academy believes that it has a responsibility to see that each student meets his/her potential. That potential may never be achieved if a student uses alcohol or other drugs. We realize some of our students may have substance abuse problems. Therefore, we encourage self-referral **before** a student is found to be in violation of school rules.

### **The Self-Reporting Student**

When a student voluntarily seeks help for a drug or alcohol problem through a licensed medical professional and/or IPA administrator before being investigated and/or found in violation of the law or IPA rules, the school will not view it as a matter of discipline. IPA recommends that students and parents/guardians who are seeking help in dealing with suspected or known substance abuse or chemical dependency issues (at the student's or parent's own expense):

1. Schedule an appointment with the family or primary care physician for assessment or evaluation and comply with the physician's recommendation.
2. Schedule an appointment with a chemical dependency mental health professional to assess chemical dependency issues the student might have and recommended treatment options.
3. Comply with the recommended treatments by the physician and mental health professional.
4. If the student is going to miss school for an in-patient hospital admission or intensive outpatient sessions, please notify the school immediately in order to begin the excused absence process and collect schoolwork if needed.

A student who voluntarily enters a treatment program recommended by his/her physician or mental health professional is expected to successfully complete it. If the student ends treatment Against Medical Advice (AMA), all time spent away from IPA will be considered an **unexcused** absence.

## **EDUCATION RECORDS AND PARENTAL RIGHTS**

In cases of partial or shared child custody arrangements, it is the parent(s)'s responsibility to provide the school with court documentation verifying the custodial arrangement in order for the school to comply. This documentation will be filed in the student's permanent record and should be updated by the parent any time a change occurs.

Unless a valid court order directs Irvington Community School, Inc. to proceed differently, Irvington's practice is the following:

- The custodial parent has the right to all educational decisions, including enrollment in and withdrawal from school.
- Parent-teacher conferences will be scheduled with the custodial parent. The non-custodial parent may attend as well, but teachers are not required to schedule a separate conference for each parent.
- Graded papers, progress reports, report cards, and other regular communications will be sent to the custodial parent as the school's official point of contact. Teachers are not required to send duplicates to non-custodial parents. Pursuant to the Family Educational Rights and Privacy Act, non-custodial parents may obtain copies or inspect their children's educational records.
- All parents may access their children's grades and attendance records on PowerSchool, the school's online student management system.

- Custodial parents shall be financially responsible for all school fees.
- To the extent that student pick-up is not clearly addressed through a valid court's order, arrangements for pick-up must be determined by the custodial parent. If a court's order requires or permits a non-custodial parent to pick up a child from school, the non-custodial parents may add *two contacts* of choice to the child's approved pick-up list. Those two contacts will be allowed to pick up the child according to the same conditions as the non-custodial parent.
- Non-custodial parents may attend school functions and communicate with the school or the child's teacher.
- Non-custodial parents may be added to all school email and phone contact lists.
- Parents who have had their parental rights terminated will not be permitted to be involved with their child's education at Irvington.

The McKinney-Vento Act was created with the goal of ensuring the enrollment, attendance, and success of homeless children and youth in school. It provides states with funding to help remove barriers to education. Students who are in temporary, inadequate and homeless living situations have the following rights:

- Immediate enrollment in the school they last attended or the school in whose attendance area they are currently staying even if they do not have all of the documents normally required at the time of enrollment
- Access to free meals and textbooks, Title I and other educational programs and other comparable services including transportation.
- Attendance in the same classes and activities that students in other living situations also participate in without fear of being separated or treated differently due to their housing situations.

IPA has a McKinney-Vento liaison to help assist families who are considered homeless. Please contact our school counselor for further information.

### **Family Educational Rights and Privacy Act (FERPA)**

Each parent and student age eighteen (18) or older has the right to inspect and review the student's education records; request the amendment of the student's records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights; consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the Family Educational Rights and Privacy Act ("Act") authorizes disclosure without consent; file a complaint with the U.S. Department of Education concerning alleged failures of the agency or institution to comply with the requirements of the Act, and obtain a copy of the policy adopted by Irvington Community School, Inc. Education records are governed by federal law and regulation. IPA complies with the requirements of these laws and regulations. Generally, this policy provides for the following:

- (1) Records are confidential and may be disclosed only as the law allows.
- (2) The law concerns both elementary and secondary student education records.
- (3) Parents have a right to examine their child's records at reasonable times if the child is less than 18 years of age and not attending a postsecondary institution or if the child is a dependent student as defined by Section 152 of the Internal Revenue Code.

(4) Students have a right to examine their records at reasonable times.

(5) Before education records are disclosed to third-parties, the school requires a signed and dated written consent of (a) a parent of a student who is less than 18 years of age and not attending a postsecondary educational institution, or (b) a student who is at least 18 years of age or attending a postsecondary institution.

(6) Certain persons may examine education records without a parent's or student's consent as provided in the above paragraph. These include school officials (who have legitimate educational interests) and officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll. This school corporation forwards education records to another school corporation, school system, or institution of postsecondary education where the student seeks or intends to enroll without prior notification to the parent or student.

(7) Directory information will be released to media organizations (including radio, television, and newspapers), colleges, civic or school related organizations, and state or local government agencies without the consent of parent or student as provided in paragraph 5 above. Directory information includes the student's name, address, parent home and work telephone number, participation in officially recognized activities and sports, height and weight of members of athletic teams, dates of attendance, student work displayed at the discretion of the teacher with no grade visible, awards received, motor vehicle description (including license plate number), hair and eye color, race, sex, date of birth, height, weight, grade level, and other similar information which would not generally be considered harmful or an invasion of privacy if disclosed. A parent of a student less than 18 years of age or a student who is at least 18 years of age may object to disclosure of any of the categories of directory information by notifying IPA Administration in writing no later than 14 calendar days from the beginning of the school year.

## **SCHOOL COMPUTERS AND THE INTERNET**

Each student at IPA is issued a school provided electronic device (including the OEM AC adapter) and carrying bag which will be brought to and from school by the student. It is the **student's responsibility to bring their electronic device to school each day with a fully charged battery and in working order.** School technology resources may only be used for school-related purposes unless directed by a staff member. Similar to using school-owned textbooks, parents/guardians will be held financially responsible for damages incurred to school electronic devices by their student.

### **Frequently Asked Questions: Caring for your School Issued Electronic Device**

#### **What should I do with my device during lunch and PE?**

Put your device in your locker during lunch, and in the designated storage area during PE.

#### **How can I safely store my device in my locker?**

Your device always goes on the top shelf with nothing else on top of it. Never store food or drinks on the same shelf with your device. Do not share your locker combination. YOU will be financially responsible for your device if it is not properly stored in your locker. You are also ultimately responsible for all of the contents of your locker at all times.

**What if something happens to my device?**

Tell your Advisory teacher and they will put in a help ticket to the ICS IT department. Depending on the damage/situation, you will be charged for the repair. If your device is lost, stolen, or cannot be repaired, you will be charged for the cost of a replacement. You will not be issued a new device until the amount due is paid in full.

**Can I carry my device in a different bag or protective cover than the one provided?**

**No.** If damage to the device occurs you will be responsible for the charges to repair the device.

**Can I leave my device in its protective sleeve or bag overnight?**

**Yes.** Though you may take it out of its bag for charging each night. Just remember to put the device back in the protective case.

**What accessories can I use?**

Headphones (small, earbud style or small, over the head style). Large over the ear headphones pose a safety risk because you may not hear instructions from a staff member.

**What do I do with my device when I need to use the restroom?**

If it's during class, leave your device in the room. If it's during passing period, take your device to your next class to leave it there and then go to the restroom. Be sure the teacher knows you've left your device in the room. NEVER set your device on the floor, counter, or towel dispenser in the restroom.

**We allow water bottles in class. What should I do to ensure my device is safe from spills?**

The devices and water bottles should never be on the same flat surface together. Placing your water bottle on the floor under your desk is the preferred location.

**ICS Acceptable Use Guidelines and Contract**

The use of school technology resources are a privilege, not a right. Students using technology resources and the Internet at school must do so responsibly and appropriately. The user is personally responsible for his/her actions in accessing and utilizing the school's technology resources. Failure to comply with the guidelines and policies set forth may result in the loss of technology resources and/or Internet use at school or other disciplinary or legal action taken by the school and any involved parties. School technology resources should be used as an educational tool. The use of technology resources during the school day, including tutoring periods, must always be staff person approved. Technology resources should be used for educational programs and activities or teacher assignments that require the use of technology. Use of technology resources for entertainment purposes should be limited to incentives or rewards from staff, and must always receive staff approval for these specific purposes.



**Inappropriate Use – a violation of the intended use of technology resources:**

- Accessing the control panel and/or changing any settings on technology resources.
- The alteration of Internet settings, including changing the history settings and clearing the browser's history, cache, cookies, etc. unless directed to do so by a staff person.
- Downloading and installing commercial software, shareware, or freeware to a technology resources' hard drive or a network/shared drive, including downloading and installing applications and games from Internet websites.
- Accessing personal email from school computers without permission from a staff member, and/or using email for communicating during the school day that is not related to school activities.
- Using school computers for personal business, entertainment, or social communication (instant messaging programs, message boards, chat rooms, social networking websites, etc.) not relating to school activities.
- Attempting to access blocked websites and/or trying to find ways around blocks.
- Using headphones for entertainment media (such as music, music videos, movies), unless media has been approved by a staff person. Likewise, external devices such as MP3 players should not be connected to school technology resources.
- Damaging school technology resources. This includes touching or running objects across the LCD monitor. Food, drinks, candy, and gum are prohibited from being near technology resources.
- Disconnecting any parts, wires, or hardware from a school technology resources.
- Misuse or overuse of technology resources, such as printing supplies (paper and ink). Only save files, documents, graphics, etc. that are necessary for school assignments and delete any files that are no longer needed. Do not print unless given permission by a teacher.

**Unethical Use – A violation of social standards of conduct:**

- The use of profane, abusive, or impolite language when communicating over the Internet (such as in email, blogs, and chats). Any threats, bullying, harassment, racial slurs, etc. made via electronic communication will be taken seriously and may include law enforcement action.
- Accessing websites with inappropriate content. Websites should not contain any adult content or profanity and should not advocate illegal activities, violence, or discrimination against other people.
- Disclosing any personal information, contact information (address, phone number, etc.), or account information (username and passwords) for yourself or any other person via the Internet.
- Posting the school's name or defamatory or threatening remarks against the school, faculty, or other students on social networking websites (such as Facebook and Twitter), personal websites, message boards, blogs, etc.
- Using the school's network for commercial gain or profit. This includes entering online contests or accessing online auction websites. Likewise, attempting to make purchases online using the school's network is not allowed.

**Illegal Use – A violation of local, state, and/or federal laws:**

- Violating anti-piracy laws by the unauthorized reproduction and/or distribution of copyrighted materials (e.g., music, movies, art, and software). This includes burning copies of CDs, DVDs, and software. Criminal copyright infringement, including infringement without monetary gain, is subject to investigation by the FBI and punishable by confinement and fines.
- Plagiarizing works published on the Internet. Plagiarism is taking someone else's writing or ideas and claiming them as your own. Likewise, you should not claim media, such as photographs and graphics, which you did not create as your own. Sources should always be cited, giving credit to the owner or creator of the works or media.
- Accessing, altering, or deleting any files belonging to someone else, or attempting to access folders, files, and accounts (i.e., trying to guess passwords) that belong to another. Logging into or using accounts owned by another (email, SuccessMaker, etc.) and/or the forging of email. Unauthorized access to folders, files, and accounts belonging to someone else is considered hacking.
- Making deliberate attempts to disrupt computer systems or destroy data by spreading computers  
Viruses or DDOS attacks.
- Engaging in Internet fraud.
- Creating, possessing, and/or sharing child and/or adult pornography.
- Theft or vandalism of any technology resources.

**Possible Consequences:**

- Suspension or revocation of computer access.
- Suspension or revocation of Internet access.
- Liability for expenses incurred due to misuse, theft, vandalism, or deliberate damage to computers, hardware, and/or the network.
- School suspension or expulsion.
- Legal action and prosecution by the authorities.
- Please note: The ICS IT Director has the right to monitor all activities on the school network and ICS provided technology resources.

Additional guidelines and restrictions may be added at any time school leadership believes it is necessary.

**RETURN THIS PAGE TO YOUR ACADEMIC ADVISOR**  
**within one week of your first day of school.**

I (printed student name)

\_\_\_\_\_ have read and understand the policies of Irvington Preparatory Academy enclosed in this handbook and agree to abide by these policies while enrolled at Irvington Preparatory Academy.

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

I (printed parent/guardian name)

\_\_\_\_\_ have read and understand the policies of Irvington Preparatory Academy enclosed in this handbook and agree to encourage my student to abide by these policies.

\_\_\_\_\_  
Parent signature

\_\_\_\_\_  
Date