

IPA Student & Family Handbook



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Irvington Preparatory Academy
5751 University Ave. Indpls. IN 46219
(317) 357-3770

Irvington Preparatory Academy

2023-2024

Principal	Jana Goebel
Assistant Principal	Katie Curry
Dean of Students	Randy Ballard
Dir. of College & Academic Services	Monica Brenner
School Counselor	Stephanie Brinsley
Administrative Assistant	Kim Anderson
Facilities	Rick Tyler

Irvington Community Schools Corporate Staff

Chief Executive Officer	Hans D. Lassiter
Chief Financial & Operating Officer	Rodney Iberg
Chief Academic Officer	Deanna Dehner
Director of Human Resources	Sherrian McGaw
Director of Information Technology	Chris Ashmore
Director of Exceptional Children	Shannon Williams
Athletic Director	Joanna Wiggins
Social Worker	Ashley Hagen
Facilities Manager	Jim Miller
School Resource Officer	Dexter Crouch

Irvington Community Schools Board of Governors

Board Chair	Carrie Kriech
Vice Chair	Christina Arrom
Treasurer	Jodie Lannan
Governor	Tim Harris
Governor	Jamie Scott

For a complete list of teachers and staff, please see our website, www.ics-charter.org/staff. Most staff email addresses consist of the first letter of the the first name and the 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.



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Student & Family Resources



Irvington Community School's 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

For Students, Staff, & Families

Be Respectful

As a partner of Irvington Community Schools, I agree to form mutually respectful relationships with all; I agree to speak to and listen to others with empathy and understanding; I agree to respond to communication in a respectful, timely manner; I agree to support the schools in honoring diversity, ensuring equity, and welcoming inclusion for all.

Be Responsible

As a partner of Irvington Community Schools, I agree to make myself aware of the policies, procedures, and school expectations and follow them, always taking responsibility for my own actions/behavior/attitude; I agree to take pride in my work and support the hard work of others; I agree to arrive and depart at the designated times, communicating absences and minimizing tardiness, always preparing for absences per the ICS Student and Faculty Handbooks.

Be Safe

As a partner of Irvington Community Schools, I agree to present a positive demeanor through a respectful attitude and safe word choices; I agree to follow the health and safety guidelines for school absences whenever symptoms of illness are present; I agree to follow the health and safety expectations of the school, especially those that pertain to dress code, behavior management, and respect for personal space and property.

Be Involved

As a partner of Irvington Community Schools, I agree to be involved by reading, listening to, and responding to all emails, text messages, phone calls, and voicemail messages from other partners; I agree to remain informed by reading weekly newsletters and all correspondence provided; As a Raven, I agree to represent appropriately at school-sponsored events in support of the whole community.

Be Focused

As a partner of Irvington Community Schools, I agree to remain focused on the most important goals of the schools: **Student growth as learners, student preparation for college- and career-readiness, and student development into responsible, engaged citizens**; I agree to stay organized and meet deadlines that I am asked to meet; I agree to model an overall sense of excellence as a proud partner of Irvington Community Schools.

Student & Family Resources



School Calendar

July 25: Back-To-School/Registration Day
July 31: Students' First Day of School
September 4: Labor Day - No School
October 2-5: Finals Week
October 6: Parent/Teacher Conferences, End of Quarter 1
October 9-13: Fall Break
November 20-24: Thanksgiving Break
December 15: End of Quarter 2, Semester 1
December 18 - January 1: Winter Break
January 2: First Day of Quarter 3, Semester 2
January 15: Martin Luther King, Jr. Day, No School
March 15: Parent/Teacher Conferences, End of Quarter 3
March 18-29: Spring Break
May 20-24: Finals Week
May 24: Students' Last Day, End of Quarter 4, Semester 2
May 27: Memorial Day
May 28-31: Snow Day Make-up Days, if needed
May 29: Graduation Rehearsal
May 30: Graduation

School Hours, Drop-off & Pick-up

The IPA school day begins promptly at 8:30 AM. Students should be at their seats, ready for class when the 8:30 bell rings. On Monday, Tuesday, & Thursday the school day ends at 3:45 PM. Students may stay until 4:30 PM for teacher office hours on Tuesday & Thursday. Dismissal is at 3:00 PM on Wednesday & Friday.

Students may be dropped off in the morning between 7:30-8:30 AM along University Avenue. Please do not pull into either of the IPA parking lots as this causes traffic congestion and poses a safety risk for students. Students who arrive before 8:15 AM will report to the gym until the bell rings. **Please note that the front office vestibule will not be open or available to students until 8:30 AM.**

When picking up students at dismissal, drivers should park along University Avenue or the Audubon Circle and wait for their student to arrive. To help with the flow of traffic, please continue moving forward as cars in front of you leave. Drivers should not pull into either IPA parking lot during dismissal in order to maintain safety for student drivers and walkers.

IPA 23-24 Bell Schedule

Monday		Tuesday/Thursday		Wednesday/Friday	
Advisory	8:30-8:45	Advisory	8:30- 9:10	Advisory	8:30-9:55
Per 1	8:50-9:40	Per 1	9:15-10:40	Per 5	10-11:25
Per 2	9:45-10:35	Per 2	10:45 - 12:10	Period 6A	11:30-11:55 Lunch 12-1:25 Class
Per 3	10:40-11:30	Per 3A	12:15-12:40 Lunch 12:45-2:10 Class	Per 6B	11:30-12:15 Class 12:20-12:45 Lunch 12:50-1:25 Class
Per 4A	11:35-12:00 Lunch 12:05-12:55 Class	Per 3B	12:15-12:55 Class 1:00-1:25 Lunch 1:30-2:10 Class	Per 7	1:30-3:00
Per 4B	11:35-12:25 Class 12:30-12:55 Lunch	Per 4	2:15-3:45	Teacher Prep/Clubs	3:00-3:30
Per 5	1:00-1:50	Office Hours	3:50-4:30	PLC / Staff Development	3:30-4:30
Per 6	1:55-2:45				
Per 7	2:50-3:45				

IPA 23-24 2-Hour Delay Schedule

Monday		Tuesday/Thursday		Wednesday/Friday	
Per 1	10:30-11:05	Advisory	10:30-10:50	Advisory	10:30-11:15
Per 2	11:10-11:45	Per 1	10:55-11:55	Per 5	11:20-12:20
Per 4A	11:50-12:15 Lunch 12:20-1:00 Class	Per 3A	12-12:25 Lunch 12:30-1:30 Class	Per 6A	12:25-12:50 Lunch 12:55-1:55 Class
Per 4B	11:50-12:30 Class 12:35-1:00 Lunch	Per 3B	12-1:00 Class 1:05-1:30 Lunch	Per 6B	12:25-12:55 Class 1-1:25 Lunch 1:30-1:55 Class
Per 3	1:05-1:40	Per 2	1:35-2:35	Per 7	2-3:00
Per 5	1:45-2:20	Per 4	2:40-3:45	Teacher Prep/Clubs	3:00-3:30
Per 6	2:25-3:00	Office Hours	3:50-4:30	PLC / Staff Development	3:30-4:30
Per 7	3:05-3:45				

School Delays & Closings

School delays and closings will be announced via Power School messenger, the ICS Facebook page, and on local news and radio stations. Whenever possible, delays and closings will be announced the evening before. At times, a closing may result in an e-learning day. Students should be sure to check Google Classroom when an e-learning day is called to make sure they are aware of expectations.

E-Learning Expectations

If an e-learning day is called due to inclement weather or other unforeseen circumstances, it will be announced as either SYNCHRONOUS or ASYNCHRONOUS.

On **SYNCHRONOUS** e-learning days, students must:

- 1) Check Google Classroom for their Google Meet Schedule for each class.
- 2) Attend the LIVE Google Meet for each class on time and until the teacher dismisses the class in order to be marked "in attendance." Students who do not attend the Meet will be marked as unexcused absent.
- 3) Complete any assignments that are given during the Google Meet or as posted on Google Classroom.

On **ASYNCHRONOUS** e-learning days, students must:

- 1) Check Google Classroom for each of their scheduled classes' attendance question and answer the question BEFORE the end of the normal school day.
- 2) Complete any assignments posted on Google Classroom.

**In both cases IPA teachers and staff will be available during school hours to support students. They may be contacted via text or call on their Google Voice number or via email. Please keep in mind that they may be busy assisting another student. Please be patient and they will return your communication as soon as possible.*

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.

- 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.

Excused Absences

When a student is absent from school, a parent or guardian must call, email (ipaattendance@ics-charter.org), or leave a written note with the IPA Administrative Assistant 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.

Attendance Continued

Students who become ill during the school day must see the school nurse to be sent home and receive an excused absence.

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 are chronically absent will be required to participate in an attendance referral board along with an administrator and their parents.

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, the student and his/her parents will be required to attend further referral boards and agree to the terms of an attendance contract. Students who are unexcused absent for 10 or more consecutive days may be recommended for expulsion.

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.

Attendance Continued

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 be required to attend an Attendance Referral Board along with their parents and may be placed on an attendance contract.

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 aid 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.

Students who are not in class by the time the tardy bell rings will not be given admittance to class. They will need to report to an IPA administrator to obtain a pass. They will be required to relinquish their phone into a locked cabinet or drawer until the end of the day. If they are tardy a second time, they will spend the remainder of the day in ISS.

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.

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.

Students must provide proof of their visit upon their return to school in order for the absence to be excused. 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.

Course Selection & Schedule Changes

Each spring students will have the opportunity to select preferred courses for the coming year. Course selection should be determined by diploma requirements, graduation pathway progress, and student interest. Some preferred course selections may not be available. In these instances, counselors will choose the next best course choice for students. When possible, they will seek the student's input on these changes.

With approval from IPA Counselors, students may change their schedules up to the Schedule Change Deadline (typically within the first two weeks of the semester) as determined by the counseling staff. 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.

Partial Honors Schedule

Seniors who are in good academic standing may have a partial schedule with a minimum of 3 classes. For the purposes of the Partial Honors Schedule, "good academic standing" is defined as having a minimum GPA of 2.00 and a 90% or better attendance rate. Seniors must maintain these academic standards to continue having a partial schedule in second semester.

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.

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 they turn nineteen years old, the school will recommend other educational options based on the educational needs of the student. In some cases, already enrolled students may complete their course of study at IPA after their nineteenth birthday. 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 older before July 31 of the new school year will be recommended for other educational options based on the educational needs of the student.

Enrollment Policies continued

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, he or she will start school on the first Wednesday following enrollment. A new enrollee's first day will include an orientation period as well as the opportunity to meet with school administration to build their schedule. IPA will attempt to enroll the student in the same classes they were 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 office hours 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.

Graduation & Diploma Requirements

Indiana Graduation Pathways:

IPA provides multiple opportunities for students to meet the Graduation Pathway requirements. It is critical that students take advantage of these opportunities. Parents or students who have questions about their progress towards Graduation Pathways should contact an IPA counselor or other school official. To meet the Graduation Pathway requirements, all Indiana student must meet one criteria in each of the following categories:

IN Diploma	Post-Secondary Readiness	Employability Skills
<p>Students must fulfill requirements for one of the following:</p> <ul style="list-style-type: none"> • Core 40 Academic/Technical Honors Diploma • Core 40 Diploma • General Diploma 	<p>Students must meet requirements for one of the following:</p> <ul style="list-style-type: none"> • Academic Honors Diploma • Earn a C or better in 3 Advanced Placement/ Dual Credit courses • Meet or exceed benchmarks for the SAT or ACT exams • Meet minimum AFQT score on the ASVAB exam 	<p>Students must participate in and complete requirements for one of the following:</p> <ul style="list-style-type: none"> • Service-based Learning • Project-based Learning • Work-based Learning

Graduation & Diploma Requirements continued

Diploma 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

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

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 Academic 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.

Early Graduation

Students who have completed ALL graduation requirements by the end of their junior year may be eligible to graduate early in 3 years (6 semesters). Eligible students must have met their post-secondary readiness category of the Graduation Pathways by the end of the first semester of their junior year. Parents must meet with a counselor to discuss early graduation requirements and sign a consent form.

NOTE: *Students who are not graduating in three years, must complete a full fourth year (or 8 semesters) their senior year. The only students permitted to "graduate" in December are those completing requirements in 9 semesters.*

Billing & Lunch Payments

If school fees are assessed, families will be invoiced at the start of the school year. 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.

Visitors, Volunteers, & Parent/Guardian Observations

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 office entrance doors and check in at the IPA front desk. Before proceeding further into the school, visitors will be met & escorted by the staff member or teacher their business is with. 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 School Resource Officer. The IPA Administration will consider filing charges for 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.

Because we take the safety of our school very seriously, any student who is found to open an entrance other than the front office to a non-IPA student or staff member will receive an automatic ISS or other appropriate consequence.

Volunteers/Background Checks

To ensure the safety of Irvington's students, all volunteers who will be interacting with students regularly or for an extended period of time will be subjected to a criminal background check through the Indiana State Police. Volunteers 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 they are cleared for volunteering. Parents/guardians who are attending a classroom/school function as a visitor (e.g., class parties or presentations) do not need to have a background check unless the above criteria apply. Volunteers are expected to dress appropriately when serving in a volunteer capacity on school grounds, field trips, or other events.

Parent/Guardian Observations:

Irvington Community Schools (ICS) encourage parents to be involved in the education of their students and thus allows parents/guardians to observe their student's class with prior approval from a school administrator. Expectations for parents/guardians wishing to observe a class at ICS are:

1. Observe only agreed upon classes and should avoid interference with instruction.
2. Interact only with their own student(s).

Technology

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.

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 the IPA administration believes them to be necessary. Parents and students must review and sign the IPA Acceptable Use Policy (included in the online Power School forms) before computer passwords will be issued. A copy of the Acceptable Use Policy is below.

ICS ACCEPTABLE USE POLICY

Inappropriate Use

Violations of school computers and/or the network include:

- Changing system settings and downloading/installing software
- Using school computers for activities unrelated to school
- Attempting to bypass the web filter
- Damaging school computers and peripherals
- Misuse of overuse of technology resources (e.g., storage space, bandwidth, printing consumables, etc.)

Unethical Use

Violations of social standards of conduct include:

- Publishing and accessing inappropriate content (e.g., profanity, cyberbullying, racial slurs, etc.)
- Disclosing personal information of oneself or others online
- Publishing and/or distributing defamatory or threatening remarks against the school, faculty, or students
- Using the school's network for commercial gain or profit
- Taking or distributing digital content without the consent of the staff or student.

Illegal Use

Violations of local, state, and/or federal laws include:

- Violating anti-piracy laws
- Plagiarizing works and media published on the Internet
- Accessing or attempting to access other users' accounts (i.e., hacking)
- Deliberately attempting to disrupt computer systems/the network and to destroy data
- Engaging in Internet fraud
- Creating, possessing, and/or distributing pornography
- Theft or vandalism of computers and related equipment

Potential Consequences for Violations of the AUP:

- Suspension or revocation of computer and/or Internet access at school
- Liability for expenses incurred due to misuse, theft, vandalism, or damage
- School suspension or expulsion Legal action and prosecution by the authorities

Technology continued

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.

Medication & Use of Clinic

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.**

Students must have a pass to visit the clinic unless they have a regularly scheduled appointment set by the nurse (for example to take medicine on a specific schedule). If a student is ill, they must see the nurse in order to be sent home. Students should not call their parents/guardians directly to be picked up. Parents/guardians should only pick students who are not feeling well up if they have received a phone call from the nurse.

Participation in Athletics & Clubs

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.

Athletics

IPA follows all academic requirements set by the IHSAA. Student athletes must be current, enrolled students. At each grade check point, student athletes must be passing 70% of the total number of classes taken in order to be eligible to participate in athletics. For example: if a student is taking 7 classes, they must be passing 5 at each checkpoint. Student athletes may count online classes as part of the total number of classes but those classes must be reported to the IPA counselors. All student athletes must have a valid IHSAA Physical Exam on file with the Athletic Director prior to any participation. Students and parents must also sign all required forms on the Final Forms Website. Student athletes and their parents/guardians should reference the Student Athlete Handbook for all other expectations and guidelines.

2023-24 Grade Check Dates

Fall/Winter 1 Eligibility: June 2, 2023

Winter 2/Spring 1 Eligibility: December 20, 2023

Spring 2 Eligibility: March 20, 2024

Clubs

Students in good academic & behavioral standing may participate in after-school clubs. Like student athletes, students must be passing at least 70% of their classes to participate in after-school clubs. IPA administration may remove a student from club participation until they improve academically or behaviorally.

Education Records & 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 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 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.

Education Records & Parental Rights continued

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.

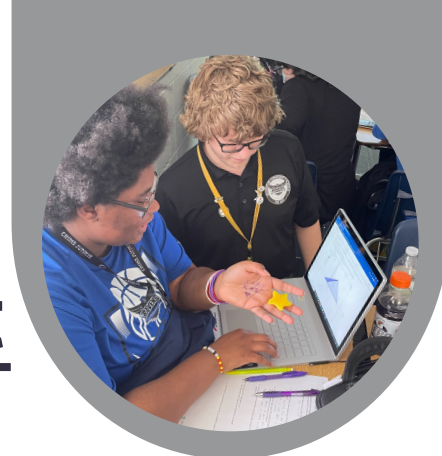
(5) Before education records are disclosed to third-parties, the school requires a signed and dated written consent of (a) a parent of a student who is less than 18 years of age and not attending a postsecondary educational institution, or (b) a student who is at least 18 years of age or attending a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

Academic Guidelines & Support



IPA Grading Scale

IPA believes that students will rise to the expectations that are set for them. Therefore, we hold our students to high standards. In line with our high expectations, we have made a change to the grading scale this year. The IPA Grading Scale will no longer include D letter grades. This change is in line with our addition of an early college program and offers many benefits to students including higher GPAs.

Credits that have already been earned with a grade lower than 70% will still be honored and awarded the credit. Likewise, students who transfer to IPA from school that award credit for grades below 70% will receive the credit awarded by the sending school.

Letter Grade	Percentage	GPA Points	AP/DC 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
F	0-69	0.00	0.00
NG	--	0.00	0.00

Grading Expectations

Not only does classroom work and assignments help teachers guide instruction, grades on these assignments help parents/guardians understand their student's progress in each class. To aide in both of these endeavors, students will earn a minimum of one grade per week in each class. Teachers should keep the Power School gradebook up to date by listing due dates on assignments and entering assignment grades within one week from the due date.

Each content area department will determine the weights for various types of grades. Participation & Extra Credit grades may not make-up more than 10% of a total grade. Summative assessments that are given at the end of units, quarters, and semesters will make up 50% of the course grade.

Parents are encouraged to access and regularly review student grades and attendance through our student information system, PowerSchool (<https://ics-charter.powerschool.com>). If you do not have your username and password, please contact the front office.

Late/Missing Assignments

It is critical that students complete their assignments on-time. When work is late or missing, students struggle to keep up with their class and be prepared for summative assessments.

Because formative assessment guides instruction, classwork that is to be done in class and is due on the same day it is assigned, must be completed in class. Students who do not complete these assignments in class, will receive a zero in the grade book for that assignment. Students may arrange to attend office hours *within one week of the original assignment date* to complete the work for up to 70% credit. This work can only be completed during after-school office hours. Students may not use class time to complete these assignments. Students who miss an assignment due to an excused absence will have one day for each day absent to complete the assignment for full credit. In the case of IEP or 504 accommodations, teachers will follow the accommodations.

Homework/Classwork, Projects, Quizzes/Tests, and Essays not turned in on time will be marked with a "missing" flag and will receive a zero in the grade book until the unit exam or summative assessment is given over that material. Students can attend office hours with the teacher to modify work or get caught up. Students who complete missing or late work during office hours BEFORE the end of the unit or summative assessment, can potentially earn full credit for that assignment. Once the summative assessment or unit exam has been taken, these assignments can not be made-up. If students have an excused absence, they have the number of days absent to make up any classwork/quizzes/tests missed while they were out.

A "missing" flag on Powerschool can indicate an assignment was not submitted, or an assignment needs to be redone based on quality. Comments will be added to Classroom or Powerschool about why something has been marked as missing.

Assessment Retakes

Students who are present on the day of a summative assessment or unit exam, must take the assessment or exam when it is administered regardless of previous absences. Students who attempt the assessment or exam on the day it is administered and would like a second attempt to improve their grade may make arrangements with their teacher to retake the assessment or exam during after-school office hours. Assessment and exam retakes may not be done during class time. Any study guides or other assignments meant to positively impact the student's score must be completed and turned in prior to the assessment or exam retake. Students who are absent on the day of an assessment or exam will have the number of days they were absent to take the exam. It is the student's responsibility to communicate with the teacher upon their return to arrange their make-up assessment or exam.

Office Hours

Teachers will hold office hours on Tuesday & Thursday from 3:50-4:30 PM. Students are encouraged to stay if they are struggling with content, need to complete missing assignments, or need to retake an assessment. It is helpful for students to notify teachers of their intent to attend office hours and make any other needed arrangements. Students who stay for office hours must be in a classroom supervised by a teacher. When the bell rings at 4:30 PM, students must exit the building. As with regular dismissal, students should be picked up along University Avenue.

Cheating & 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. At Irvington Preparatory Academy, instructors assume that an assignment with a student's name on it represents their own original effort on the assignment. Plagiarism is the act of representing another person's words as one's own:

Stages of Plagiarism

- 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
- 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

Cheating & Plagiarism continued

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. Students must re-submit work and/or retake the test in the presence of the classroom teacher.
- 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.

Academic Honors

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 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, for more information about eligibility and participation requirements.

Procedures & Guidelines



Dress Code

A safe and disciplined learning environment is essential to a quality educational program. Irvington Preparatory Academy (IPA) student attire is intended to encourage school pride and unity, and thereby help students concentrate on schoolwork, reduce discipline problems, and improve school order and safety. IPA recognizes that students have a right to express themselves through dress and personal appearance; however, students shall not wear apparel that is deemed disruptive or potentially disruptive to the classroom, the educational process, the environment, or the maintenance of a safe and orderly school. Such things considered disruptive to the school environment include, but are not limited to, depictions or advocacy of the following:

- Violence
- Weapons
- Criminal activity
- Gang-related activity
- Use of tobacco products
- Use of drugs
- Pornography
- Inappropriate language
- Hate speech

Any student who does not meet these expectations shall be required to change into appropriate clothing or make arrangements to have appropriate clothing brought to the school immediately. In this case, there shall be no further penalty. Further disruptions would result in behavior points, or in the case of habitual non-compliance other appropriate disciplinary actions.

Standard Mode of Dress

- When the body is standing straight, clothing must cover the chest, back, torso, stomach, and lower extremities from armpit to armpit to mid-thigh. Tops must have a strap that is at least three fingers in width.
- No undergarments may be visible at any time, including clothing tight enough to give distinct outlines of undergarments. Clothing may not be see-through.
- Clothing must be suitable for all scheduled classroom activities including physical education, science labs, field trips, and other activities where unique hazards or specialized attire or safety gear is required.

Dress Code continued

- No hats are allowed to be worn inside during school hours. Hoods on jackets, sweatshirts, etc. must not be worn on the head while inside during the school day.
- Shoes must be closed-toed and have hard soles. No house shoes or slippers are permitted.
- No blankets, sunglasses, bookbags, backpacks, purses, or other bags are permitted to be worn inside. They should be stored in the student's locker until the end of the day.

The administration retains the sole discretion to make the final determination whether clothing, jewelry, accessories, and/or appearance comply with dress code expectations. Students who are found to be out of compliance must correct their dress prior to returning to class or may be sent home until they can comply with the dress code.

Electronic Devices & Cell-Phone Use

IPA is first and foremost an educational institution. In order to provide an environment that is conducive to learning, personal electronic devices (including, but not limited to, cell phones, smart watches, tablets, wireless headphones / bluetooth headphones, gaming systems, MP3 players, and iPods) will not be permitted during classroom instructional time. Students will be able to use personal electronic devices before/after school, during passing periods, and at lunch.

Teachers will collect cell-phones and other personal electronic devices at the beginning of class and place them in the "phone spa." A "phone spa" is a lock box that is placed in each classroom for this purpose. Students will have their cell phones and other personal electronic devices returned to them before the dismissal bell at the end of class. **Please note: in the case of an emergency, cell phones and other personal electronic devices will be returned to students so that they are able to contact their parents/guardians.**

Students who refuse to turn in their devices at the start of class, or who are found to have a second device on their person, will be required to see an IPA administrator. They will receive behavior points and turn their device in to the administrator and will not have access to it until the dismissal bell at the end of the day. After 5 cell phone policy infractions in a single quarterly grading period, students will be required to turn their phone into an administrator at the start of each day for the remainder of the quarter.

As agreed to in the Acceptable Use Policy, students may not take pictures, audio, or video of students or staff without consent and may not record unlawful or inappropriate activities. Doing so will result in disciplinary consequences.

Parents/Guardians: 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 their phone during class time. If you need to get in touch with your student, please call the IPA front office at 357-3770.

Food & Drink at School

Students are permitted to bring 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 or drinks in the classroom. Water in a clear, close-able container is permitted.

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. **Students may not have food delivered to school by a restaurant, UberEats, DoorDash, or similar companies.** Food that arrives by delivery for a student will be thrown away.

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 healthy options must be offered. **Students are not allowed to sell any items during the school day for clubs, athletics, or personal gain.**

Student Parking On Campus

Students who wish to drive to school and park on school grounds must apply for a parking permit through the School Resource Officer. Student parking spaces are limited to the east parking lot. **Students may not park in the Staff & Visitor parking lot on the west end of the building.** 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. Having a student parking permit does not guarantee that a parking space will be available for the student every school day. Any vehicle parked on school grounds may be subject to inspection or search. **Administration reserves the right to revoke parking privileges for behavior infractions, poor attendance, or poor academic performance. Parking permit fees will not be refunded if parking privileges are revoked.** Student drivers are expected to follow all traffic laws when driving to/from school and parking on campus.

In order to qualify for the parking permit, 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.

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 ticketed and/or towed at the owner's/driver's expense. The student and student's parents/guardians, 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.

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

Displays of affection, other than hand holding, 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 in a public place. Students who fail to do so may receive behavior points and will be required to have a parent conference with the administration.

Student 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 their locker combination confidential. Each student is responsible for the contents of their 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.

Student Lockers continued

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 Indiana Code 35-47-5-2.5

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.

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.

Alcohol, Tobacco, Illegal Drug Use & 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. This includes vape pens and related paraphernalia. Any student found using or possessing alcohol, tobacco, or illegal drugs will be subject to suspension and possible expulsion.

Students who arrive at school under the influence of alcohol or illegal substances, or are suspected of being under the influence, may be subject to their personal property being searched as well as possible testing for the presence of these substances (as provided in SB 147). This may be determined by behavior, appearance, smell, and impaired speech or motor function.

In addition, students who are or are suspected to be under the influence at school may receive the following consequences:

1st Infraction: Student will be placed in ISS until the effects of the alcohol or illegal substance have dissipated. Parents/guardians will be called.

2nd Infraction: Student will spend the entire day in ISS and will complete an assignment about drug and alcohol abuse. Parents/guardians will be called.

3rd Infraction: Student may be suspended (3-5 days). Parents/guardians will be called and must attend a behavior contract meeting to develop a plan that will be implemented upon the student's return to school through the end of the school year.

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.

Behavior Support & Consequences



Restorative Practices

Restorative Practices serve as the foundation of our behavior management system. Students and staff work together to resolve relational conflicts. This can include but is not limited to Disrespect, Continued Class Disruptions, Person-Person Conflict, and Failure to Comply. Restorative Chats, both formal and informal, Restorative Circles and Behavior Contracts are all a part of this restorative process. Natural consequences will be utilized whenever possible in order to restore the relationships between students, staff, and other students. Restorative practices will not replace punitive consequences when those are deemed necessary to preserve the integrity of the learning environment.

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). Effective parenting is central to managing and improving students' behavior. By partnering with parents and teachers, IPA administrators 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.

Behavior Points

IPA employs a behavior point system for the management of minor classroom disruptions, such as: not bringing materials to class, sleeping in class, 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 loss of cell phone privileges, detention, in-school-suspension, out-of-school suspension, and expulsion from school.

IPA Points Menu

Type of Behavior Disruption	Points Value
Talking, Inappropriate Language, Unprepared for Class, Off-Task/Disruptive Behavior, Dress Code Non-Compliance	2
Pass Misuse, Sleeping in Class, Insubordination/Disrespect, Skipping Class	4
Plagiarism (Medium)	10
Plagiarism (High)	20

Progressive Consequence Levels *(assigned for every 10 points)*

LEVEL 1: Student notified by teacher

LEVEL 2: Student informed by assigning teacher; Parent contacted by assigning teacher

LEVEL 3: Student informed by assigning teacher; Dean notifies home + 1 day no cell-phone (phone is turned into Dean at start of school day)

LEVEL 4: Student informed by assigning teacher; Dean notifies home + 1 day no cell-phone + Detention after school

LEVEL 5: Student informed by assigning teacher; Meeting with Parent/Teacher/Dean + Detention after school + Behavior Plan

LEVEL 6: Student informed by the assigning teacher; Dean notifies home + 1 day ISS

LEVEL 7: Student informed by the assigning teacher; Dean notifies home + 1 day ISS

LEVEL 8: Student informed by assigning teacher + Meeting with Parent & Principial/Assistant Principal + 1 day OSS

LEVEL 9: Student informed by the assigning teacher; Dean notifies home + 2 days OSS

LEVEL 10: Student informed by the assigning teacher; Dean notifies home + 3 days OSS; Student & Parent meet w/ Dean & Principal; consideration for expulsion/updated behavior plan

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 Dean, School Resource Officer, School Counselor, or Administrator. The report 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., School Counselor, or Administrator. The report 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 Dean 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 Dean 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 Dean 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.

Suspension Procedures

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

1. Incident Review: A discussion between the Dean and other IPA administration 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 Procedures

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

1. Incident Review: The Dean 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 & email, 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 Dean 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, email, 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 Dean 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.

Expulsion Procedures

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, change the terms of the expulsion, or reinstate the student. The Appeal Officer's decision will be sent by mail & email 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 another school if the school decides to honor the expulsion.

Misbehavior Warranting Suspension or Recommendation for Expulsion includes, but is not limited to:

- 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 cell phone use
- 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.

Attendance at Extracurricular Functions

A student may not attend any extracurricular functions, including special events, dances, or athletic competitions, on any day on which they are 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, they may not attend any school sanctioned extracurricular events over the weekend. A student who has been expelled from school may not be present on the IPA campus or at any school sanctioned event throughout the term of their expulsion.

Parent/Guardian & Student Handbook Acknowledgement



Please read this document carefully. Fill in all blanks, sign the document (both student and parent/guradian) and return to your advisory teacher.

STUDENT NAME: _____

GRADE: _____ **ADVISORY TEACHER:** _____

By signing this agreement, you acknowledge and agree to the following:

- I have received and read a copy of the 23-24 IPA Student & Family handbook
- I have read The Irvington Way and agree to abide by it's tenants in all of my interactions with Irvington Community Schools' staff, students, and partners.
- I understand the importance of regular school attendance. I will notify the school in a timely manner when my student must miss school due to illness, etc.
- I have read the Acceptable Use Policy for technology. As a student I agree to adhere to these guidelines for technology use. As a parent/guardian I agree to monitor my student's use of technology and support the Acceptable Use Policy guidelines.
- I understand the changes made to the IPA Grading Scale and the missing assignment policies.
- I understand that my/my student's cell phone and other personal electronic devices will be collected during class, and returned to them at the end of class or in the instance of an emergency. Further, I understand the consequences if I/my student does not follow the cell phone policy.
- I understand that I/my student is responsible for all items stored in the locker assigned to them.
- I understand how behavior points are assigned and the consequences for accumulating behavior pionts.

Student Printed Name

Parent Printed Name

Student Signature

Parent Signature


Date

Date

If you have questions about any items in the handbook, please reach out to an IPA administrator for assistance. Thank you!



Irvington Preparatory Academy

 (317) 357-3770

 www.ics-charter.org

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