

Indianapolis Metropolitan High School Student Handbook 2017-18



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I. WHO WE ARE & HOW TO CONTACT US

Mission Statement and Guarantee

Founded and operated by Goodwill Education Initiatives, Inc., Indianapolis Metropolitan High School empowers students to pursue education and career opportunities and achieve success throughout their lives. Indianapolis Metropolitan High School provides students with free dual-credit college courses, industry-recognized certifications, hands-on internships, and the unique opportunity to be placed in a high-wage job immediately after graduation. In fact, we offer a guarantee to our students:



Calendar

Indy Met's calendar is organized into semesters, with three Mastery Units in each semester. Below you can see the dates for each unit. Mastery Assessments are typically about one week (7 days) before the end of the unit.

Unit	Dates
Semester 1 Unit 1	July 31 - September 7
Semester 1 Unit 2	September 8 - November 1
Semester 1 Unit 3	November 2 - January 5
Semester 2 Unit 1	January 8 - February 22
Semester 2 Unit 2	February 23 - April 20
Semester 2 Unit 3	April 23 - June 7

Other Important Dates:

- First Day of School: July 31
- Last Day of School: June 7
- Extended Breaks
 - Fall Break: October 2-6
 - Thanksgiving Break: November 22-24
 - Winter Break: December 15 - January 2
 - Spring Break: March 19-23
- End of Course Assessments Retesting (Class of 2018 only)
 - December 4-15
 - May 21-25
 - June 21-22
- ISTEP Assessments (Class of 2019-2021)

- December 4-15 (Class of 2019 retesting only)
- February 26 - March 9
- Apr 16 - May 4

Faculty and Staff Directory

Indianapolis Met is committed to communicating frequently with families about student progress. We encourage families to be similarly dedicated to keeping in contact with teachers. Please see the contact information below.

Administration

Christina Lear	Principal	(317) 524-4624	clear@indianapolismet.org
Trenae Thomas	Director of Student Services (Guidance and Social Services)	(317) 524-4626	tthomas@indianapolismet.org
Liz Retana	Lead Special Education Instructor	(317)524-3672	eretana@indianapolismet.org
Stacy Navarrete	Office Manager	(317)524-4042	snavarrete@indianapolismet.org

Please consult the faculty directory at www.indianapolismet.org for additional contact information. Families can also access students' teachers' email addresses directly from Harmony by clicking on the teacher's name when viewing a student schedule.

Academic Coaches

Each student is assigned an academic coach based on grade level. The purpose of the academic coach in addition to providing guidance and direction in regards to scheduling and academic support, is to help the student identify and remove any barrier that may prevent them from being successful. Academic coaches also serve as the liaison between home and school, updating parent and guardians on pertinent information, sharing student data (e.g attendance and grades) and helping students develop needed skills to be successful beyond the classroom.

9th Grade	Ben Thompson	317-524-4016	bthompson@indianapolismet.org
10th Grade	Sheena Terrill	317-524-3661	fterrill@indianapolismet.org
11th Grade	Franklin Henderson	317- 524-4008	fhenderson@indianapolismet.org
12th Grade	Sean Litchford	317-524-4079	slitchford@indianapolismet.org

Family and School Communication

Family Contact Information

We share school updates and official documents such as report cards, graduation updates, attendance updates, and other important information with families in at least one of three main ways:

- 1) Mailings sent to the address listed in the Student Information System (Harmony).
- 2) School Messenger calls/emails that are sent to all families based on the information in the Student Information System (Harmony).

3) Phone calls or emails sent based on the information in the Student Information System (Harmony).

If you change addresses or phone numbers, please contact the school immediately at info@indianapolismet.org or 317-524-4000.

We will verify your identify and then update your information accordingly so you continue to receive school announcements and official documents such as report cards, graduation updates, attendance updates, and more.

Visiting the School

Parents are always welcome and are encouraged to visit their children's classes, teachers, or administrators. To accommodate your visit and ensure that we have staff available to meet with you or support your request, we ask that you call ahead to make an appointment. If you have an appointment with a staff member, please enter through Door #8 and check in at the front desk, and the staff member will be notified of your arrival.

For the safety of students in the school, all visitors must show picture identification (i.e. driver's license) and check in at the front desk immediately upon arriving. Each visitor registers in a logbook in the office and is issued a visitor's badge that must be worn during the visit. This procedure is followed for each visit to the school.

Students are not allowed to have visitors other than parents/guardians without advance permission from the administration. Generally, only prospective Met students coming for a scheduled tour or shadow day will be allowed to visit during school time.

Deliveries to the School

If a parent drops off an item for a student, the office team will deliver it to the student. Students may not receive deliveries of food (ordered to school or dropped off by relatives/friends).

School Homepage and Social Media

Our school shares information online in a variety of ways. For general information about our school, including contact information and an overview of academics and student life, please visit our homepage: www.indianapolismet.org.

We also encourage you to follow us on social media, where we make frequent announcements about upcoming events and celebrate our students' successes.



IndianapolisMet



@indymet

Harmony - Student Information System

Parents/guardians and students may access official course grades and attendance information through Harmony. Teachers will be expected to update grades by 8:30 a.m. every Monday, so please keep this in mind when checking your student's academic progress. In the case of attendance discrepancies, please call (317) 524-4000 or email info@indianapolismet.org.

Please see the table below for instruction on how to access Harmony.

Website: www.harmony.indianapolismet.org Mobile: https://harmony.indianapolismet.org/student.nsf/mobile Username: FirstName.LastName Password: DateofBirth.FirstInitialLastInitial	Sample Username: John.Doe Password: 01221998.jd
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II. STUDENT EXPECTATIONS

Guiding Principles and Puma Promise

Code of Conduct Introduction

It is the intent of the staff of Indianapolis Metropolitan High School to follow the discipline procedures as outlined in the student handbook. In line with our goal of supporting students, we seek to reteach and clarify desired behaviors and provide support and opportunities for restoration when students struggle to meet expectations.

In addition to the actions specifically provided in the student handbook, the superintendent, principals, any administrative personnel, or any teacher of the school corporation shall be authorized to take any action in connection with student behavior which is reasonable, desirable, or necessary to help any student to further school purposes, or to prevent an interference therewith; such action, including but not limited to, such matters as:

- Counseling with a student or group of students
- Conference with a parent/guardian or group of parents/guardians
- Assigning student additional work
- Rearranging class schedules
- Requiring a student to remain in school after regular hours to do additional school work or for counseling
- Restricting extracurricular activities
- Offering community service/restitution in lieu of discipline consequence in hopes of making amends

Guiding Principles

Indianapolis Met believes Positive Behavior Interventions and Supports (PBIS) are a proactive approach to establishing the behavioral supports and social culture needed for all students in a school to achieve social, emotional and academic success. As a result of these beliefs we have created our Puma Promise which will serve to govern how our students and staff engage across all settings and situations in our school community.

PUMA PROMISE	
<u>P</u>rofessional	We promise to be professional in appearance, language, timeliness, and in all interactions with adults and peers.
<u>U</u>nstoppable	We promise to be unstoppable and work to overcome or persevere through whatever personal or academic challenges that arise.
<u>M</u>otivated	We promise to set clearly identified goals that motivate us to succeed and take advantage of all opportunities provided.
<u>A</u>ccountable	We promise to be accountable to our own learning experience and takes ownership for our actions.
<u>S</u>upportive	We promise to be supportive of others and to seek and accept supports when needed.

Behavior Expectations

Expectations for Primary Settings: Classroom, Halls/Commons, and Restrooms

Expectation	Classroom	Hall/Commons	Restroom
Professional	<ul style="list-style-type: none"> ● Raise hand and wait to be called on ● Be on-time ● Use academic language ● Keep hands, feet, and objects to yourself 	<ul style="list-style-type: none"> ● Use professional language at conversational volume ● Keep hands, feet, and objects to yourself 	<ul style="list-style-type: none"> ● Use restroom only for going to the restroom
Unstoppable	<ul style="list-style-type: none"> ● Keep trying when things get hard ● Have all distractions stored before the threshold ● Use appropriate conflict resolution techniques 	<ul style="list-style-type: none"> ● Walk with urgency towards your destination ● Use appropriate conflict resolution techniques 	<ul style="list-style-type: none"> ● Return urgently back to class
Motivated	<ul style="list-style-type: none"> ● Use all instructional time effectively ● Actively participate in learning activities ● Do your best work 	<ul style="list-style-type: none"> ● Take care of personal needs before the bell rings 	<ul style="list-style-type: none"> ● Use the restroom at appropriate times
Accountable	<ul style="list-style-type: none"> ● Fully complete and turn in all assignments ● Create plans for success on academic assignments ● Take responsibility for your actions 	<ul style="list-style-type: none"> ● Have a pass during class time ● Take responsibility for your actions 	<ul style="list-style-type: none"> ● Have a pass during class time ● Take responsibility for your actions ● Keep track of your belongings
Supportive	<ul style="list-style-type: none"> ● Listen while others are speaking ● Have a positive attitude ● Treat others how you would like to be treated 	<ul style="list-style-type: none"> ● Knock and enter classes without disruption ● Be considerate of those who are working ● Greet peers and adults respectfully ● Treat others how you would like to be treated 	<ul style="list-style-type: none"> ● Leave the restroom clean

Expectations for Additional Settings: Cafeteria, Outside and Assembly/Activity

Expectation	Cafeteria	Outside	Assembly/Activity
Professional	<ul style="list-style-type: none"> ● Use professional language at conversational volume ● Clean up your space ● Dispose or store all food before leaving ● Keep hands, feet, and objects to yourself 	<ul style="list-style-type: none"> ● Use professional language at conversational volume ● Keep hands, feet, and objects to yourself 	<ul style="list-style-type: none"> ● Follow instructions ● Enter and exit safely ● Keep hands, feet, and objects to yourself
Unstoppable	<ul style="list-style-type: none"> ● Walk with urgency towards your destination ● Use appropriate conflict resolution techniques 	<ul style="list-style-type: none"> ● Create a back-up plan ● Use appropriate conflict resolution techniques 	<ul style="list-style-type: none"> ● Walk with urgency towards your destination ● Use appropriate conflict resolution techniques
Motivated	<ul style="list-style-type: none"> ● Take care of personal needs before the bell rings ● Ask for a pass in advance if you need to see a teacher 	<ul style="list-style-type: none"> ● Plan transportation ahead of time 	<ul style="list-style-type: none"> ● Interact at appropriate times ● Plan transportation ahead of time
Accountable	<ul style="list-style-type: none"> ● Have a pass during lunch ● Use the cafeteria during assigned time ● Keep track of your belongings ● Take responsibility for your actions 	<ul style="list-style-type: none"> ● Stay in designated waiting and walking areas ● Follow bus and traffic rules ● Take responsibility for your actions 	<ul style="list-style-type: none"> ● Wait to be dismissed ● Stay in assigned area ● Take responsibility for your actions
Supportive	<ul style="list-style-type: none"> ● Invite others to sit with you ● Treat others how you would like to be treated 	<ul style="list-style-type: none"> ● Respect other's property ● Treat others how you would like to be treated 	<ul style="list-style-type: none"> ● Celebrate others ● Listen actively ● Treat others how you would like to be treated

Code of Conduct

Graduated System of Discipline

In order to help students and guardians better understand our graduated system of discipline, sample infractions have been included in the table below. The list is *not* exhaustive.

The goal of our graduated system of discipline is to effectively communicate and track how an infraction, or series of infractions, can result in disciplinary action (e.g., suspension, expulsion).

Points	Infractions	
5	<ul style="list-style-type: none"> ● Dress code ● Unauthorized area ● Hallway disruption ● Bus stop disruption 	<ul style="list-style-type: none"> ● Profanity ● Pass violation
10	<ul style="list-style-type: none"> ● Classroom disruption ● Computer misuse ● Disrespectful behavior ● False Reporting 	<ul style="list-style-type: none"> ● Electronic violation ● Failure to identify oneself ● Spectator to a fight
15	<ul style="list-style-type: none"> ● Leaving school without permission ● Removal from In-School Suspension ● Failure to report to an administrator when requested ● Profanity towards staff member 	<ul style="list-style-type: none"> ● Academic dishonesty on an Assignment ● Possession of tobacco
20	<ul style="list-style-type: none"> ● Recording and posting fight ● Promoting fight 	
25	<ul style="list-style-type: none"> ● Hindering the break-up of a fight ● Academic dishonesty on a test ● Threatening (25-50 range) ● Gang activity ● Drug paraphernalia 	<ul style="list-style-type: none"> ● Hazing (25-50 range) ● Vandalism (25-50 range) ● Possession of stolen property (25-50) ● Possession of weapon (knives, tasers, brass knuckles, etc.) (25-100 range) ● Fighting (25-100)
50	<ul style="list-style-type: none"> ● Bullying ● Racial or ethnic slur or other hate speech ● Harassment (50-100 range) ● Smoking on school property 	<ul style="list-style-type: none"> ● Trespassing/unlawful entry ● Under the influence of drugs and alcohol
75	<ul style="list-style-type: none"> ● Sexual misconduct ● Battery charge (50-100 range) ● False alarm/alarm pull ● Theft 	<ul style="list-style-type: none"> ● Possession of drugs
100	<ul style="list-style-type: none"> ● Look-alike drug ● Firearm possession ● Arson ● Drug distribution 	<ul style="list-style-type: none"> ● Bomb threat

Bullying

Indianapolis Metropolitan High School regards student bullying as a serious offense. Students are to expect a learning community free from bullying and will receive the utmost support to this end.

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

- places the targeted student in reasonable fear of harm to the targeted student's person or property;
- has a substantially detrimental effect on the targeted student's physical or mental health;
- has the effect of substantially interfering with the targeted student's academic performance; or
- has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.

Students should report instances of bullying to an adult staff member as soon as possible. Reporting may be made to any school staff, or a school administrator. Anonymous reports may be made via our school attendance line or our main school phone line as well. These lines are monitored daily. (Cases of emergency should be immediately reported to a school official when in school. Emergencies outside of school should be reported to the appropriate city/county authorities or by calling 911 if necessary.)

Graduated System of Discipline Consequences

The actions outlined in the graduated system of discipline accrue points, which are aligned with consequences for the actions. The following table describes progressive consequences for point accrual.

Points	Possible Consequences
0 - 24	<ul style="list-style-type: none"> ● Warning ● Reflection ● Phone Call ● Partial day in-school suspension ● Verbal apology ● Written apology ● Academic task ● After school detention ● Restitution
25 - 49	<ul style="list-style-type: none"> ● In-school suspension ● 1-3 days of out-of-school suspension
50 - 74	<ul style="list-style-type: none"> ● Mandatory parent meeting ● In-school suspension ● 1-5 days of out-of-school suspension ● Temporary altered schedule ● Behavior plan or contract
75 - 100	<ul style="list-style-type: none"> ● Mandatory parent meeting and behavior contract ● Change of placement ● 1-10 days of out-of-school suspension
100+	<ul style="list-style-type: none"> ● Possible expulsion recommendation

Grounds for Suspension/Expulsion

Grounds for suspension or expulsion are student misconduct and/or substantial disobedience. Examples of student misconduct and/or substantial disobedience for which a student may be suspended or expelled include, but are not limited to:

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this rule:
 - a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
 - b. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
 - c. Setting fire to or substantially damaging any school building or property or lighting a fire on school property.
 - d. Possession of matches, lighter, or anything that could be used to start a fire.
 - e. Prevention of or attempting to prevent by physical act the convening or continued function of any school or education function, or of any meeting or assembly on school property.
 - f. Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the education function under their supervision.
2. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
3. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
4. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect oneself or some other person does not, however, constitute a violation of this rule.
5. Threatening or intimidating any student for any purpose including obtaining money or anything of value from the student or hazing of other students.
6. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, or represented to be a weapon. A weapon is defined as any object, mechanism or air gun that could be used to inflict physical harm to another person. This is punishable by up to one-year expulsion.
7. Possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, spice, alcoholic beverage, or intoxicant of any kind. Use of drug(s) authorized by a medical prescription from a physician for the person in possession of the drug is not a violation of this rule.
8. Engaging in the unlawful selling or supplying of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an educational function.
9. Possession of, use, or transmitting drug paraphernalia.
10. Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
11. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
12. Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function and are established in accordance with Indiana law, including, but not limited to:
 - a. engaging in sexual behavior on school property;
 - b. disobedience of administrative authority;
 - c. willful absence or tardiness of students;
 - d. possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, spice, alcoholic beverage, stimulant, depressant, or intoxicant of any kind;
 - e. possessing, using, transmitting or being under the influence of caffeine-based substances, substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription;

- f. engaging in speech or conduct, including clothing, jewelry, or hairstyle, which is profane, indecent, lewd, vulgar, or offensive to school purposes or that advocates any illegal activity.
- 13. Use of electronic devices to photograph or record (video or audio) the activities of other students or District personnel in a manner that is inappropriate while on school property or at school-sponsored events.
- 14. The use or possession of an electronic device that contains or transmits inappropriate and/or sexual content.
- 15. Possessing a firearm.
 - a. No student shall possess, handle, or transmit any firearm on school property.
 - b. The following devices are considered to be a firearm under this rule:
 - i. any weapon that will, or is designed to, or may readily be converted to, expel a projectile by the action of an explosive or compressed air;
 - ii. the frame or receiver of any weapon described above;
 - iii. any firearm muffler or firearm silencer;
 - iv. any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device;
 - v. any weapon that will, or that may be readily converted to, expel a projectile by the action of an explosive or other repellent, and that has any barrel with a bore of more than one-half inch in diameter;
 - vi. any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled;
 - vii. an antique firearm;
 - viii. a rifle or a shotgun which the owner intends to use solely for sporting, recreational, or cultural purposes.
 - c. Weapon - up to one-year expulsion.
 - d. The penalty for possession of a firearm: suspension up to 10 (ten) days and expulsion from school for at least one calendar year with the return of the student to be at the beginning of the first trimester after the one-year period. The superintendent may reduce the length of the expulsion if the circumstances warrant such reduction.
 - e. The superintendent shall notify the county prosecuting attorney's office when a student is expelled under this rule.

A student may be suspended or expelled for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function or the student's removal is necessary to restore order to protect persons on school property. This includes any unlawful activity meeting the above criteria which takes place during weekends, holidays, or other school breaks and functions.

Seclusion and Restraint

As a part of the emergency procedures in place in our schools, no student will be restrained and/or placed in seclusion by school staff unless the student's behavior poses an imminent risk of injury to him/herself or others. However, significant violations of the law including assaults on students and staff will be reported to the police. As soon as possible after any such use of restraint and/or seclusion, the parent(s) or guardian(s) will be informed when any of these actions have occurred and will be provided with a detailed account of the incident including the circumstances that led to the use of restraint and or seclusion.

Due Process

It is important that students be aware of their legal rights and responsibilities. The Student Due Process Code IC 20-33-8 enacted and amended by the General Assembly of Indiana outlines in detail the procedures to be followed when either suspension or expulsion is utilized as a disciplinary measure. Once due process is initiated, a student will not be permitted to withdraw from school to avoid disciplinary action. Due process procedures begin at the time a student is questioned in relation to an incident.

III. POLICIES AND PROCEDURES

Academics

Graduation Requirements

Students at Indianapolis Metropolitan High School work towards the graduation requirements established by the state of Indiana. Only students who have completed all required credits and graduation qualifying exams for their state-approved graduation track will be eligible to walk in the commencement ceremony held each spring.

Mastery Learning

Grades at Indianapolis Metropolitan High School are designed to demonstrate student mastery of the full set of essential knowledge and skills taught in the course so we know that when a student passes a course, that student is ready to move on to the next level of coursework, pass required exams, and take on future academic challenges.

Because of the importance of mastery:

- Approximately $\frac{3}{4}$ of a student's grade in a course comes from end-of-unit exams or projects that show their mastery of a skill.
- Missing mastery assessments will be coded as zero points in the gradebook until they are completed.
- Late enrolling students will be accountable for showing mastery of all skills covered during that semester. This means late-enrolling students will need to work with the teacher to get materials related to skills covered prior to their enrollment, learn these skills, and take the necessary assessments to show mastery of these skills.

Students will have opportunities to retest on mastery skills during Mastery Days at the end of each unit. These days provide students an opportunity to receive additional instruction and practice to clear up misunderstandings and then have another chance to demonstrate what they have learned and improve their grades.

Practice Assignments

Practice assignments, such as homework or classwork, are worth approximately $\frac{1}{4}$ of a student's grade over the course of a semester.

Students are expected to be accountable by turning in practice assignments by the due date. Practice work that is not received on time will be entered as a zero in the gradebook.

- Students with an excused absence who have work due during their absence may turn that work in the following school day without penalty. They must notify their teacher by clearly labelling the assignment "Excused Absence" and including the date of the absence below their name. Teachers will cross check excused absences with Office documentation before accepting the work.
- Teachers may allow students to turn in additional late practice work at the teacher's discretion. Syllabi describe each teacher's individual policy.

For students starting late in the semester, all practice assignments (homework and classwork) due prior to their start date will be excused. However, it is recommended that students come to Office Hours and complete practice assignments prior to taking the Mastery Assessment they have missed as it will help them prepare. Practice assignments prior to the student's entry date in the course or during their extended excused absences will be marked "E" but those materials should be available to the students for their own review/practice.

Grading Scale

Letter Grade	% Range	GPA Value
A+	97-100%	4.00
A	94-96%	4.00
A-	90-93%	3.67
B+	87-89%	3.33
B	84-86%	3.00
B-	80-83%	2.67
C+	77-79%	2.33
C	74-76%	2.00
C-	70-73%	1.67
D+	67-69%	1.33
D	64-66%	1.00
D-	60-63%	0.67

Academic Integrity

In our pursuit of academic and career readiness, shortcuts only serve to harm one's self and others. Proprietary rights and laws govern acceptable use of others' work and our Puma Promise of accountability governs how we approach appropriately citing others' work. When preparing for what comes next, plagiarism, cheating, and improperly using another's writing, study, or product are serious infractions. Acts of academic dishonesty are major offenses in our educational growth.

Defining Plagiarism

Plagiarism occurs when a student borrows an idea, phrase, or sentence from an author without proper citation of the source material. Students are encouraged to reference the ideas of scholars and to quote from texts under discussion. However, students *must* credit their sources using an acceptable format (e.g., MLA, APA, or Chicago). When a student is unsure how to properly reference source material, the student should ask a teacher. In these cases, teachers will provide clear instructions for avoiding plagiarism.

Conditions for Testing

Students must take their assessment for a given class during their assigned class on the assigned testing day under the supervision of their teacher or a small group designated by special education staff.

Confirmed Cheating

Definition: Any of the following:

- Student is clearly looking at another student's test or using an unapproved resource (calculator, notes).
- Student solicits information about test content/answers from another student.

- Student's work contains plagiarized excerpts.

Consequences:

Offense 1: Student receives a zero on the assignment and parent is called.

Offense 2: Student receives a zero on the assignment and parent conference is required.

Offense 3: Student receives a zero on the assignment. Additional consequences could include automatic failure of class or restricted testing environment (example: required to test individually with administration during before/after school detention, etc.)

Offenses accumulate over the duration of a student's time with the school and do not "reset."

Suspected Cheating

Definition: One or more of the following conditions build a case that a student may have cheated:

1. Student talks during a test.
2. Student takes out phone during a test.
3. Student's eyes are wandering during a test.
4. Student has unallowed materials in sight but not observed in active use (notes on floor; additional browser tabs open, etc.)
5. Student is overheard discussing test items with another student prior to taking test.
6. Student's performance does not align to effort observed on the test and in the classroom (ex: student clicks through test but receives a very high score that is not in line with classroom performance).
7. Student's work closely mimics another person's work (whether a student or not) without proper citation.

Consequence: Parent will be notified and student is required to retake the assignment using another version or will take a zero.

Reporting of Cheating

All incidents of cheating or suspected cheating will be reported to the leadership team. The Assistant Principal will inform the student's parent/guardian of confirmed or suspected cheating in collaboration with the teacher and document the concern in the student's records.

Additionally, other disciplinary outcomes may be administered in tandem with loss of credit for the assignment (e.g., restitution, detention, suspension, expulsion). Privileges, including extracurricular opportunities and field trips, could be impacted.

Attendance

Definition of Absences

Excused Absence:

- Illness verified by note/call from parent/guardian
- Illness verified by note from physician
- Family funeral
- Military-connected families' absences related to deployment and return

Unexcused Absence: any absence not covered under the definition of excused.

Student Absence Procedure

If a student is going to be absent from school, it is the responsibility of the parent/guardian to call the school at 524-4000 before 8:00 a.m. Failure to inform the school of an excusable reason will result in the child's absence being counted as *unexcused*.

- An absence will be considered unexcused if a call or note from a parent/guardian or doctor is not received. A change of status on an unexcused absence can occur only after a doctor's note has been brought into the school within one (1) week of the absence.
- A doctor's excuse may be requested after the third consecutive day of absence.
- Absent students are responsible for collecting missed assignments and attending office hours for additional support.
- Please do not call any other adult in the building to report attendance.

Attendance Consequence Progression

3rd unexcused absence consequence:

- A phone call will be made to notify parent/guardian of unexcused absences.
- A letter will be mailed to the student's home to inform parent/guardian of unexcused absences.

6th unexcused absence consequence:

- A parent/guardian conference will be initiated to discuss the accumulation of a student's unexcused absences.
- A certified letter will be mailed to student's home to inform parents of the accumulation of a student's unexcused absences.

9th unexcused absence:

- A parent/guardian conference will be initiated to discuss the accumulation of a student's unexcused absences.
- After the tenth unexcused absence, the school may elect to file truancy paperwork.
 - A habitual truant is a student who is truant from school or any part of the school day for a second time during the school year. Truancy is when neither the parent/guardian nor school officials know the reason for a student's absence at the time of the absence or the "willful refusal to attend school in defiance of parental/guardian authority." Further, effective July 1, 2013, [SEA 338](#) amends IC 20-20-8-8. Habitual truancy also includes students absent ten (10) days or more from school within a school year without being excused or without being absent under a parental request filed with the school
 - Indiana Code 20-33-2-25, now requires schools to report a child who is chronically absent from school to an intake officer of the juvenile court or the department of child services.
 - Indiana Senate Enrolled Act #319 requires the school to notify the Indiana Bureau of Motor Vehicles which could then either invalidate that student's license to operate a motor vehicle or prevent the student from acquiring a learner's permit for a time period as prescribed by law.
 - Note: Chronic Truancy (including unexcused absences as outlined) has to be reported to Juvenile Probation.

Beyond 10 absences:

- Students with more than 10 unexcused absences will be reviewed at the end of each unit of instruction to determine next steps which could include but are not limited to a reduction in credit opportunities, required office hours, or loss of "student in good standing" status which affects ability to participate in extracurricular activities, receive bus passes, keep work permits, and more.

Extended, Known Absences

We know that good attendance and high achievement are related. Student attendance at school is expected in order that learning within the classroom can occur. Because regular attendance is expected of our students, vacation taken during a school term is considered an unexcused absence. Assessments, including Final Exams, will not be rescheduled or offered at an alternate time for purposes of vacations, summer employment, etc.

Other educational activity is defined as any other absence, approved by the building principal, resulting from an educational activity that is relevant to the child's academic growth and equivalent to the child's school activities/experiences. Such absence requires a written request submitted to the principal at least 30 calendar days in advance if the event is known or should have been known prior thereto. Upon the student's return to school, he or she must make up work missed and submit a report to the principal about the curriculum-relevant learning that took place during the absence. The principal shall have discretion to rescind prior approval of the excused absence status if the reporting is deemed insufficient. Principal will consider the proposed absence based on factors that include, but may not

be limited to: the timeliness and quality of the written request, the student's prior attendance record, the student's academic standing, the nature of the proposed activity, and school curriculum/activities that the student would miss during the proposed other educational activity.

Definition of Tardies

Students who do not arrive to school or cross the threshold into their assigned classroom before the bell rings are tardy. Students should arrive to school at least ten minutes prior to their first class so they can be seated and working in their classroom when class begins.

Being close to the classroom but not across the threshold counts as tardy. Being in the restroom or at a locker counts as tardy. If a staff member holds a student after the bell, the student must bring a signed pass to be excused for their tardiness.

Under extreme circumstances (e.g., major traffic accidents, adverse weather conditions, sickness, or unexpected family issues), the Dean of Students may excuse tardiness.

Students arriving to school after their class has started, which is indicated by bell ringing at 8:30 a.m., may be held in the cafeteria until the start of their next class. This protects the quality of the education process for the other students present in the class.

Tardy to School Consequence

- If a student is tardy to school five times in a unit of instruction, a parent conference will be scheduled.

Tardy to Class Consequence Progression

- 3 tardies in the same class will result in an after school detention. This includes Period 1.
- Any additional tardy in the same class will result in an additional detention. (Example: 4th tardy in that class will result in a detention. 5th tardy in that class will result in a detention... etc.)

Arrival and Dismissal

Arriving to school

Students can enter into the building beginning at 7:30 a.m. The assigned areas for students before school are:

- Cafeteria
- Front lobby
- Picnic tables in front of Office

Students are prohibited from entering any academic areas until 8:20 a.m. except to use the restroom unless accompanied by staff.

Once students enter school doors they ARE NOT to leave school grounds.

Leaving School

Students are dismissed from school at 3:20 p.m. Students are to exit out of Doors #8 or #10. Students are not allowed to leave school prior to 3:20 p.m. unless signed out by parent/guardian following the Early Dismissal Procedure.

Student Early Dismissal Procedure

- Students will not be permitted to leave the building without prior notification from a parent, guardian, or emergency contact listed in Harmony. This policy applies to all students regardless of age.
- When picking up students early, the parent/guardian must come in the building and sign the student out if the parent/guardian is physically picking them up. When students are leaving unaccompanied, the parent/guardian needs to communicate the transportation plan to the Office Manager directly via phone.

- If the student needs to be ready to leave at a specific time, please communicate early dismissal plans to the Office Manager in advance. Students who have been authorized for early dismissal will be given a pass with the time to leave or escorted to the front office with a pass. Students should not leave class without a pass.
- If a student is dismissed early, they will not be permitted to re-enter the building that day without a note from a doctor or court.

If parents need to speak with their student for any reason, please call the front desk 524-4042, and the Office Manager will have the student return the call. We ask that parents not call or text students during school hours.

After School

Students who wish to stay after school must be under adult supervision.

- Students staying for after school activities or tutoring may wait in the common areas from 3:20-3:30 p.m.
- By 3:30 p.m., all students must be in their after-school activity or tutoring location.
- After 3:30 p.m., any students not engaged in after-school activities or tutoring must proceed to the Front Lobby for supervision.
- After-school activities end at 4:30 p.m. All students should must exit the building by 4:45 p.m.. Any after school activities lasting past 4:45 p.m. will be approved in advance and communicated to parents by administration.

Students are expected to follow the code of conduct after school; if student behavior after school becomes a problem, the student may lose the privilege of staying after school, and parents/guardians will need to make alternate arrangements for transportation prior to 3:30 p.m.

Classroom Entry and Exit Procedures

Entry Procedure

Because we have no time to waste and entering the classroom is an opportunity to prepare our mind for learning, we will enter all classrooms in an orderly fashion and be seated and silent when the bell rings.

1. Students line up at door and wait for teacher. (If teacher is not there, please wait patiently.)
2. Students put away all electronic devices before greeting teacher.
3. Teacher will check that the student is ready to enter, greet the student, and welcome the student into the room.
4. Student will pick up necessary supplies from teacher or from supply table located near door.
5. Student will proceed to assigned seat, check board for Do Now instructions, and be seated, silent, and working by the time the bell rings.

Exit Procedure

Because we have no time to waste and the end of class is a time to demonstrate and extend our learning, we will use all class time for learning and exit classrooms in an orderly fashion.

1. Teacher will announce that it is time for the exit ticket and tell students what materials are needed.
2. Students have needed materials only on desks.
3. Students are silent, seated, and working on Exit Ticket.
4. Teacher will dismiss students. At that point, students should gather their materials and exit the room, dropping off their exit ticket in the turn-in tray.

Dress Code

The United States Supreme Court has ruled that though students retain the right of freedom of expression, schools may establish dress codes to protect the learning environment.

As part of our Puma Promise, Indianapolis Met students are expected to show professionalism, support to others and to show motivation for future goals. This requires dress and grooming that keep the atmosphere focused on learning and which are consistent with expectations for dress students may experience in a workplace after high school.

Students are expected to hold themselves accountable to this code at any time they are in the building or representing Indy Met at an extracurricular event. If students inadvertently violate the dress code, we expect them to be unstoppable by borrowing an appropriate item from the school to wear for the day that will allow them to return to class*.

- Student IDs must be worn on a lanyard around the neck at all times in the building. The only exception is when under supervision of Athletics staff for physical education classes or athletic events. Students who forget their IDs will be required to complete additional sign-in procedures and may face additional consequences if ID is repeatedly forgotten. Students who lose their IDs will be required to purchase a new one using cash or Puma Points.
- Tops and dresses must have sleeves (defined as at least 3 inches wide), full coverage of back and front of torso (not see-through), and cover all undergarments. Tops must cover the person's midriff at all times when standing or seated.
- Pants, skirts or shorts must be worn at the waist with all undergarments fully covered (not see-through). Pants, skirts, or shorts should touch the student's top at all times when standing or seated. Pants, skirts or shorts must reach to or below the student's fingertips when arms are held straight against sides. Items with slits that cause parts of the item to be shorter than these guidelines or that show skin above the fingertips are not permitted.
- Students' heads and eyes should be uncovered at all times in the building. Headbands must be smaller than 3 inches. Hoods, hats, caps, sunglasses, rollers, bandanas, and any other head coverings are not to be worn in the building during the school day.
- Shoes must be worn at all times. Discretion should be used as to the appropriateness and safety of certain types of shoes. No house slippers or shoes with cleats or wheels (roller skate shoes) may be worn.
- Attire that may damage school property or cause personal injury to others (such as chains or studded items) is not to be worn.
- Any apparel, jewelry, manner of grooming, or personal items including but not limited to school supplies, purses, cosmetics, or accessories which by virtue of its color arrangement, trademark, or any other attribute denote membership in a gang or advocate drug/alcohol use, violence, sexual activity, or messages hateful to others will not be worn inside the school building.

Note: Any issue not listed in the dress code policy or questions regarding interpretation are at the discretion of the school Dean/Administration.

*Students who need modifications to the dress code because of religious or health reasons will be allowed at the discretion of the school Dean/Administration.

Electronics

Cell Phone Policy

In order to maintain a focus on learning, students are required to keep cell phones silenced and out of sight (in a pocket or bag) any time a student is in a classroom or outside a classroom during class time.

- Students MAY use cell phones outside classrooms during passing periods or lunch.
- Students may NOT use cell phones during a class period (bell to bell), even in the hallway, restroom, or other location besides a classroom.

- Parents/guardians should call the main office at 524-4042 if a message needs to be relayed to a student in an emergency. If students anticipate a possible emergency that requires use of a phone, students should discuss this in advance with a teacher.

Cell Phone Interventions

- 1) There will be no warnings. If a cell phone is visible in a classroom or during class, a staff member will ask student for it and hold it for remainder of class.
- 2) If a student does not turn the phone over to the teacher, the Dean's Office will confiscate it for the day.
- 3) If a student does not turn the phone into the Dean's Office, the student will have a larger consequence which may include suspension.
- 4) If a student has a chronic phone issue (frequent confiscation in classroom or Dean's office), larger consequences will be utilized, including but not limited to holding the phone until a parent can come in for a conference, behavior contracts, or cell phone prohibited at school.

Students who do not think they can avoid the temptation of a phone are encouraged to leave it at home or give it to a trusted adult to lock up at the beginning of the day.

Acceptable Use of Technology

In making decisions regarding student access to the Internet, Indianapolis Metropolitan High School considers its own stated educational mission, goals, and objectives. Electronic information research skills are fundamental to preparation of citizens and future employees.

The purpose of school-provided Internet access is to facilitate communications in support of research and education. Students utilizing school-provided Internet access must first have the permission of and must be supervised by Indianapolis Metropolitan High School's professional staff. Students utilizing school-provided Internet access are responsible for good behavior online just as they are in a classroom or other area of the school. The same general rules for behavior and communications apply. Access is a privilege, not a right, and entails responsibility.

All Indianapolis Metropolitan High School students are responsible for their actions and activities involving the school's computers, electronic devices, network and Internet services, and for their computer files, passwords and accounts. These rules provide general guidance concerning the use of school computers and other electronic devices and provide examples of prohibited uses. The rules and guidelines detail acceptable use of electronic information resources under which students will be held accountable. The rules do not attempt to describe every possible prohibited activity.

Students and parents who have questions about whether a particular activity is prohibited are encouraged to contact a teacher or building administrator. These rules apply to all school computers and all school-provided electronic devices wherever used, and all uses of school servers, Internet access and networks regardless of how they are accessed.

Students should not expect that files stored on school-based computers will always be private. School administrators, staff, and Technology Solutions administrators may review files and messages to maintain system integrity and ensure that students are acting responsibly.

Prohibited Uses

Unacceptable uses of school electronic resources include, but are not limited to, the following:

1. **Accessing or Communicating Inappropriate Materials** – Students may not access, submit, post, publish, forward, download, scan or display defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing, bullying and/or illegal materials or messages.
2. **Illegal Activities** – Students may not use the school district's computers, electronic devices, networks, or Internet services for any illegal activity or in violation of any Board policy/procedure or school rules. Indianapolis Metropolitan High School administrators, teachers, employees and agents assume no responsibility for illegal activities of students while using school computers or school-issued electronic resources.

3. **Violating Copyrights or Software Licenses – Downloading, copying, duplicating and distributing software, music, sound files, movies, images or other copyrighted materials without the specific written permission of the copyright owner is prohibited, except when the use falls within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC) and content is cited appropriately.**
4. **Plagiarism – Students may not represent as their own work any materials obtained on the Internet (such as term papers, articles, music, etc). When using other sources, credit must be given to the copyright holder.**
5. **Misuse of Passwords/Unauthorized Access – Students may not share passwords; use teachers’ or other students’ passwords; access or use teachers’ or other students’ accounts; or attempt to circumvent network security systems.**
6. **Malicious Use/Vandalism – Students may not engage in any malicious use, disruption or harm to the school district’s computers, electronic devices, network and Internet services, including but not limited to hacking activities and creation/uploading of computer viruses.**
7. **Avoiding School Filters – Students may not attempt to or use any software, utilities or other means to access Internet sites or content blocked by the school filters.**
8. **Unauthorized Access to Blogs/Social Networking Sites, Etc. – Students may not access blogs, social networking sites, etc. prohibited by building administration or the Technology Solutions Department. Teachers and students using authorized social networking sites for educational projects or activities shall follow the age requirements and legal requirements that govern the use of social networking sites in addition to the guidelines established in this policy.**
9. **Wasting System Resources - Students shall not use the network in such a way that would waste system resources or disrupt the use of the network by others. This includes but is not limited to printing, file storage, online games, and video/audio streaming not directly related to educational projects, as determined by the supervising instructor or building administrator.**
10. **Unauthorized Equipment - Students may not attach unauthorized equipment, including personal laptops, tablets, and handheld devices, to the district network without permission from the Technology Solutions Department.**

Student Safety

Students may not post images or reveal personal information about themselves or another individual, including a home address and phone number, on any unsecured electronic medium, such as web sites, blogs, podcasts, videos, wikis, or social networking sites. If students encounter dangerous or inappropriate information or messages, they shall notify a teacher or school administration immediately.

The use of cameras in any type of electronic device is strictly prohibited in locker rooms and restrooms.

Additional Rules for Electronic Devices Issued to Students

1. **Electronic devices loaned to students shall be used only for educational purposes that directly relate to a school project or assignment, unless otherwise explicitly authorized by building administration.**
2. **Students are responsible for the proper care of electronic devices at all times, whether on or off school property, including costs associated with repairing or replacing the device.**
3. **Students must report a lost or stolen device to a teacher or the building administration immediately. If a device is stolen, a report also should be made immediately with school security and/or local police.**
4. **The device configuration shall not be altered in any way by students. No software applications shall be installed, removed, or altered on the device unless permission is explicitly given by the Technology Solutions Department.**
5. **The device is to be used only by the student to whom it is issued. The person to whom the device is issued will be responsible for any activity or action performed on the device.**
6. **The device must be returned in acceptable working order by the last day of each school year, upon withdrawal or exit date from the school, and whenever requested by school or Technology Solutions staff.**

Terms of Use

Any violation of the Indianapolis Metropolitan High School Acceptable Use Policy and rules may result in loss of school-provided access to the Internet. Additional disciplinary action may be determined at the building level in keeping

with existing procedures and practices regarding inappropriate language or behavior. When and where applicable, law enforcement agencies may be involved.

Parent/Guardian Responsibilities

Internet access allows students and staff to use educational resources from different sources, communicate and collaborate with other individuals and groups around the world, and significantly expand their available information base. The Internet is a tool for lifelong learning.

Parents/guardians should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. In addition, it is possible to purchase certain goods and services via the Internet which could result in unwanted financial obligations for which a student's parent or guardian would be liable.

Parents/guardians of minors are responsible for supervising student use of school-provided electronic devices when not at school, and ensuring that their student complies with the rules set forth in this policy. The parent/guardian may be liable for any damages caused by prohibited behavior and/or negligence.

Disclaimer

Indianapolis Metropolitan High School will not be responsible for any damages students suffer, including, but not limited to, loss of data resulting from delays or interruptions in service. The school will not be responsible for the accuracy, nature, or quality of information gathered through school-provided Internet access. The school will not be responsible for personal property used to access school computers or networks or for school-provided Internet access. Indianapolis Metropolitan High School assumes no responsibility for any unauthorized charges or costs incurred by students while using school district computers, devices, or the school network.

Food

To keep our spaces clean, food or drink other than water is only permitted in the cafeteria.

Prior to leaving the cafeteria, food or drink other than water (including candy) must be thrown away or stored in backpack. If food is seen outside of the cafeteria, it may be confiscated by staff.

Teachers may give out individually wrapped candy as a treat provided that they assume the responsibility for clean-up. The candy must be consumed by students in that classroom and cleaned up right away or stored in student's pocket or bag prior to exiting that classroom.

If teachers wish to give out food other than individually wrapped candy treats, they will need to reserve the cafeteria or another non-carpeted space outside the classroom.

Students may not receive deliveries of food (ordered to school or dropped off by relatives/friends).

Hall Passes

Students are required to have hall passes when they need to leave their assigned area during the school day (8:30 a.m. - 3:20 p.m.) Passes are at the discretion of staff.

Students are accountable for meeting personal needs during passing periods and should request passes sparingly. Students are accountable for using passes to the assigned location and moving with urgency. Students who abuse passes may lose the privilege of receiving passes.

Passes are at the discretion of teachers, but should not be given out during the following times:

1. The first 10 minutes of class

2. The last 10 minutes of class

The only places students may request hall passes to are: restroom, locker, nurse or Resource Room.

If a student wishes to meet with another adult in the building for a non-emergency reason:

- The student can schedule an appointment with that staff member. Coaches and admin will have meeting request forms outside their offices or are available via email. Most staff are typically available for quick questions during passing periods.
- Students may see other teachers from 8:20-8:30 a.m. and 3:20-3:30 p.m. every day in addition to Office Hours.
- Students may go to the Front Office before or after school.

Medical Needs

The school nurse is responsible for emergency nursing care of students, maintaining a school health record for each student, monitoring immunization requirements mandated by the Indiana State Department of Health and providing daily medical assistance as needed. The nurse also provides nursing care for students with chronic medical conditions by creating and maintaining individual care plans. The school nurse will educate school staff regarding student's specific daily and emergency medical requirements. It is the parent's/guardian's responsibility to keep this information current and should be reviewed on a yearly basis or as changes to your child's health occurs. Please contact the school nurse if your student will require a care plan.

Vision and hearing screenings will be conducted for students in designated grades as mandated by the State of Indiana, if appropriate; parents/guardians will be notified if a student is in need of professional consultation following a screening.

As a school we are under duty by State Law to submit a report of any suspected child abuse or neglect to Child Protective Services of Marion County who handle all investigations. Such a report is made directly to Child Protective Services of Marion County and they handle the investigation.

A complete list of health clinic policies and procedures are available in each school nurse's office.

Illness

Students who are ill may visit the clinic with a pass provided by the teacher. A daily log is kept of students' reasons for visiting the clinic and the treatment provided.

The guidelines set forth by Indiana Code 20-34-3-9 and Indiana State Department of Health Communicable Diseases Reference Guide for School Personnel are followed by the school in determining exclusions, restrictions, and control measures for students and their illnesses. Should revisions occur during the school year, parents and guardians will be notified.

To safeguard our students, all medication, both prescription and non-prescription, must be transported to school or school functions by a parent/guardian, or an adult appointed by the parent/guardian in writing. Only students meeting the criteria of IC 20-33-8-13 who have valid medical authorization and parent/guardian permission on file in the school office will be permitted to carry medications and self-administer such substances. These exceptions are explicitly stated in the law and detailed below.

Any unused medication which is unclaimed by the parent/guardian will be destroyed by school personnel when a prescription is no longer to be administered or at the end of the school year. It is the responsibility of the parent/guardian to pick up the medication when the medication is no longer required (if used on a short term basis) or prior to or on the last day of the school year.

Student Possession and Self-Administration of Medicine in School

In accordance with Indiana Code 20-33-8-13, a student with a chronic disease or medical condition may possess and self-administer medication for the chronic disease or medical condition if the following conditions are met:

1. The student's parent/guardian has an authorization form filed in the health clinic for the student to possess and self-administer the medication. The authorization must include the statement described in subdivision (2).
2. A physician states in writing that:
 - a. the student has an acute or chronic disease or medical condition for which the physician has prescribed medication;
 - b. the student has been instructed in how to self-administer the medication; and
 - c. the nature of the disease or medical condition requires emergency administration of the medication.

Authorization forms are available in the school nurse's clinic. Forms are good for one school year and must be signed on a yearly basis.

Transport of Medications from School by Students

According to Indiana Code 20-34-3-18, medication that is possessed by a school for administration during school hours or at school functions for a student may be released to:

1. the student's parent/guardian; or
2. an individual who is:
 - a. at least eighteen (18) years of age; and
 - b. designated in writing by the student's parent/guardian to receive the medication.

Also, a school corporation may send home medication that is possessed by a school for administration during school hours or at school functions with a student if the student's parent/guardian provides written permission for the student to receive the medication.

Note: This section does not apply to medication possessed by a student for self-administration under IC 20-33-8-13.

Confidentiality & Student Information

The Family Education Rights and Privacy Act (FERPA) is a Federal Law designed to protect the privacy of a student's education records. This act protects student personal information from being distributed to third parties. Indianapolis Metropolitan HS must have written consent from you before personal information can be released to a third party (i.e., spouse, parent, employer, etc).

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

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;

- **Appropriate parties in connection with financial aid to a student;**
- **Organizations conducting certain studies for or on behalf of the school;**
- **Accrediting organizations;**
- **To comply with a judicial order or lawfully issued subpoena;**
- **Appropriate officials in cases of health and safety emergencies; and**
- **State and local authorities, within a juvenile justice system, pursuant to specific State law.**

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

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may call 1-800-437-0833. Or you may contact us at the following address: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW Washington, D.C. 20202-8520.

IV. STUDENT OPPORTUNITIES

Extra-Curricular Activities

There is a strong indication that the students who involve themselves in school related activities outside the regular curricular program have a tendency to enjoy school more, have better attendance records, and generally will perform better in the classroom. After the student has started a well-defined course of study, he/she is urged to consider the opportunities offered for individual development through participation in the extracurricular program.

Expectations

- Students participating in or attending extracurricular activities shall conduct themselves by the expectations of the Puma Promise to bring honor to themselves, their school and community.
 - Dean and school administrators may protect the image of the school by removing a student from participation in any extracurricular activity at any time that the student's participation is not in the best interest of the school corporation.
 - Temporary or ongoing removal from extracurriculars may be used as a disciplinary consequence.

Participation

- Only students enrolled at Indianapolis Metropolitan H.S. may participate in extracurricular activities.
- A student must be present one-half of the school day to participate in an extracurricular activity, except for extenuating circumstances (i.e. death in the family, medical appointments, college visitation, etc.) This will be subject to the approval of the administration and/or sponsor. If the student leaves school due to illness during the school day, he/she will not be permitted to participate that evening.
- Any student who is suspended from school for any disciplinary reason shall not be permitted to participate in extracurricular activities or attend Indy Met activities as a spectator during the period of the suspension.

Policies in effect:

- All policies, rules, regulations or guidelines pertaining to student behavior and conduct shall be in effect for extracurricular activities.
- The rules and regulations of the Indiana High School Athletic Association (IHSAA) shall govern all appropriate interscholastic athletic programs.
- The rules and regulations adopted by the Indianapolis Metropolitan H.S. athletic department shall also govern student participation.
- Coaches or sponsors of extracurricular activities may set additional approved rules that regulate the participation of students in extracurricular activities.

Creation of Extracurricular Activities

- Any group of students interested in starting a new club should speak with an administrator about requesting formation of a new group. If the club fits the school culture, supports our mission, is in best interest of the school and is approved, an effort can then be made to find a faculty sponsor.

Field Trips and School-Sponsored Alternatives to Classroom Instruction

Parents/guardians will be notified of field trips and off-site activities as they are scheduled. Notification and information regarding the trip will be sent from the teacher coordinating the event. If parents and guardians are interested in helping with a trip, please contact your child's teacher. In order to ensure the safety of all of our students, we run criminal background checks on all of our volunteers. Therefore, the Request For Limited Criminal History Information Form must be completed at least 2 weeks prior to the trip. For safety and supervision reasons, younger siblings are not permitted to attend field trips.

Students who participate on field trips which keep them from attending their regularly scheduled classes must make arrangements with teachers regarding that day's work before departing upon the outing or event.

School administration reserve the right not to allow a student to go on a field trip due to issues such as attendance, tardies, academic performance (grades) or discipline. Further, requirements in another class (test or assessment, major project, group activity, certification or internship requirements*) may exclude certain students from attendance on the trip. Some class activities and Syllabus expectations are too vital to miss for certain optional field trip or event activities. Teachers and staff reserve the right to maintain these expectations as they work with the students in their best interest.

Student Resources

Students may request resources from the Front Desk from 8:00-8:25 a.m. or 3:20-4:00 p.m. Students should not be leaving class to access these resources, as they are non-urgent.

Bus Passes

Students must sign out one 31-day bus pass at a time. If a bus pass is lost, students do not receive another until the 31 days expire. Students may purchase additional bus passes for \$30 if \lost. Single day bus passes are granted at the discretion of school administration.

Lost & Found

The lost and found is located at the front desk. Items will be donated to Goodwill at the end of the month.

Student IDs

Students will receive their ID on their first day of school. If lost, a new ID can be purchased for \$5 and picked up the next day at the front desk.

Transcripts and Records

Students may request an unofficial transcript from the front desk. If needing an official transcript for job purposes, students may also request one from the front desk. If needing an official transcript for college, they will need to utilize their Parchment account or contact our registrar, Heather Roth (hroth@indianapolismet.org).

Work Permits

Students interested in obtaining employment will need to complete the [Intent to Employ / A1](#) provided by the State of Indiana and turn the form, completed by the employer and signed by the parent/guardian, to the Office Manager. Please allow for at least 24 hours processing time.

Work Permits will only be issued to students who are in good standing for attendance (less than 10 absences) and who are passing all classes. Work permits may be revoked by administration if a student does not maintain these standards.

Tutoring

Teacher Office Hours

All teachers will host Office Hours at least one day a week (Tuesday, Thursday, or Friday). The Office Hours schedule will be posted on the school website. Students should attend Office Hours for additional support, tutoring, or studying. Parents/guardians may contact their student's Academic Coach to obtain Office Hours attendance records.

Resource Room

The Resource Room offers free tutoring after school each day from 3:30-4:30 p.m.. Student sign-in is required. Parents/guardians may contact their student's Academic Coach to obtain Resource Room attendance records.