

# Indianapolis Metropolitan High School Student Handbook 2018-2019



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# I. WHO WE ARE & HOW TO CONTACT US

## Mission Statement

Founded and operated by Goodwill Education Initiatives, Inc., Indianapolis Metropolitan High School is a free public school offering a high school education to students in grades 9-12. Indianapolis Met is a best-fit school for students experiencing circumstances that may present a barrier to education. Our school places an emphasis on ensuring students enroll in college or enter into a career that offers a living wage post-graduation.

## 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 calendar days) before the end of the unit.

Unit	Dates
Semester 1 Unit 1	August 1 - September 12
Semester 1 Unit 2	September 13 - November 7
Semester 1 Unit 3	November 8 - January 9
Semester 2 Unit 1	January 10 - February 21
Semester 2 Unit 2	February 22 - April 10
Semester 2 Unit 3	April 11 - June 13

## 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 staff.

### Administration

Christina Lear	Principal (Instruction & Policy)	(317) 524-4624	<a href="mailto:clear@indianapolismet.org">clear@indianapolismet.org</a>
Susan Alcorn	Assistant Principal, Student Services (Guidance and Social Services)	(317) 524-4625	<a href="mailto:susan.alcorn@indianapolismet.org">susan.alcorn@indianapolismet.org</a>
Michael Landeck	Manager of Operations (Logistics & Student Records)	(317) 524-4619	<a href="mailto:michael.landeck@indianapolis.org">michael.landeck@indianapolis.org</a>
Stacy Navarrete	Office Manager (Attendance & Emergencies)	(317) 524-4042	<a href="mailto:stacy.navarrete@indianapolismet.org">stacy.navarrete@indianapolismet.org</a>

Please consult the faculty directory at [www.indianapolismet.org](http://www.indianapolismet.org) for additional contact information.

### Family Empowerment Coaches

Each student is assigned a Family Empowerment Coach. The purpose of the Empowerment Coach, in addition to providing guidance and direction in regards to scheduling and academic support, is to help the student and family identify and remove any barrier that may prevent the student from being successful. Empowerment 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. Empowerment Coaches can connect family members to a wide range of supports including Goodwill services and other social services, including employment opportunities. If you are unsure of your student's Empowerment Coach's name and contact information, please contact the school office.

## 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 (Synergy).
- 2) School Messenger calls/emails that are sent to all families based on the information in the Student Information System (Synergy).
- 3) Phone calls or emails sent based on the information in the Student Information System (Synergy).

**If you change addresses or phone numbers, please contact the school immediately at [info@indianapolismet.org](mailto: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

Guardians 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](http://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

## Synergy - Student Information System

Parents/guardians and students may access official course grades and attendance information through Synergy by visiting: <https://in-gei-psv.edupoint.com>. 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](mailto:info@indianapolismet.org).

## 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.

#### 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	
<b><u>P</u>rofessional</b>	We promise to be professional in appearance, language, timeliness, and in all interactions with adults and peers.
<b><u>U</u>nstoppable</b>	We promise to be unstoppable and work to overcome or persevere through whatever personal or academic challenges that arise.
<b><u>M</u>otivated</b>	We promise to set clearly identified goals that motivate us to succeed and take advantage of all opportunities provided.
<b><u>A</u>ccountable</b>	We promise to be accountable to our own learning experience and takes ownership for our actions.
<b><u>S</u>upportive</b>	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
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<b>Professional</b>	<ul style="list-style-type: none"> <li>● Raise hand and wait to be called on</li> <li>● Be on-time</li> <li>● Use academic language</li> <li>● Keep hands, feet, and objects to yourself</li> </ul>	<ul style="list-style-type: none"> <li>● Use professional language at conversational volume</li> <li>● Keep hands, feet, and objects to yourself</li> </ul>	<ul style="list-style-type: none"> <li>● Use restroom only for going to the restroom</li> </ul>
<b>Unstoppable</b>	<ul style="list-style-type: none"> <li>● Keep trying when things get hard</li> <li>● Have all distractions stored before the threshold</li> <li>● Use appropriate conflict resolution techniques</li> </ul>	<ul style="list-style-type: none"> <li>● Walk with urgency towards your destination</li> <li>● Use appropriate conflict resolution techniques</li> </ul>	<ul style="list-style-type: none"> <li>● Return urgently back to class</li> </ul>
<b>Motivated</b>	<ul style="list-style-type: none"> <li>● Use all instructional time effectively</li> <li>● Actively participate in learning activities</li> <li>● Do your best work</li> </ul>	<ul style="list-style-type: none"> <li>● Take care of personal needs before the bell rings</li> </ul>	<ul style="list-style-type: none"> <li>● Use the restroom at appropriate times</li> </ul>
<b>Accountable</b>	<ul style="list-style-type: none"> <li>● Fully complete and turn in all assignments</li> <li>● Create plans for success on academic assignments</li> <li>● Take responsibility for your actions</li> </ul>	<ul style="list-style-type: none"> <li>● Have a pass during class time</li> <li>● Take responsibility for your actions</li> </ul>	<ul style="list-style-type: none"> <li>● Have a pass during class time</li> <li>● Take responsibility for your actions</li> <li>● Keep track of your belongings</li> </ul>
<b>Supportive</b>	<ul style="list-style-type: none"> <li>● Listen while others are speaking</li> <li>● Have a positive attitude</li> <li>● Treat others how you would like to be treated</li> </ul>	<ul style="list-style-type: none"> <li>● Knock and enter classes without disruption</li> <li>● Be considerate of those who are working</li> <li>● Greet peers and adults respectfully</li> <li>● Treat others how you would like to be treated</li> </ul>	<ul style="list-style-type: none"> <li>● Leave the restroom clean</li> </ul>

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

<b>Expectation</b>	<b>Cafeteria</b>	<b>Outside</b>	<b>Assembly/Activity</b>
<b>Professional</b>	<ul style="list-style-type: none"> <li>● Use professional language at conversational volume</li> </ul>	<ul style="list-style-type: none"> <li>● Use professional language at conversational volume</li> </ul>	<ul style="list-style-type: none"> <li>● Follow instructions</li> <li>● Enter and exit safely</li> </ul>

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

## 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.)

## Progressive Interventions & Supports

## Progressive Interventions & Supports

We aim to utilize progressive behavior interventions and supports. This means that students can typically expect that staff will progress through a series of increasingly intense interventions to support positive behavior. This list does not include all possible interventions and students may be moved to a higher level intervention more quickly based on the severity of their actions.

<b>Classroom-Based Interventions</b>	<b>Classroom Interventions:</b> Possible interventions include reminders, individual conversations, reset breaks, opportunity to check in with another adult with permission, etc.
	<b>Staff-Led Interventions:</b> Possible interventions outside of class time include problem solving and restorative conversations with student, potentially in partnership with web of support members, Empowerment Coach, other teachers or support staff, extracurricular staff, etc.
Office Interventions	<p><b>Behavioral Specialist Support:</b> Students removed from the classroom will engage in coaching conversation and reflection designed to improve communication, resolve conflict, and build skills that promote self-control, self-regulation, flexibility and adaptability.</p> <p>Amount of time spent out of class will depend on student's ability to de-escalate, regulate, reflect, and demonstrate readiness to return to class with changed behavior.</p> <p>Students may also be assigned to detention, particularly for actions that cause a loss of instructional time such as tardiness or skipping.</p> <p><i>Failure to report to the Behavior Specialist in a timely manner, failure to meet expectations of the Redirection Center or detention, or more extreme behaviors in class will result in additional time out of class and may lead to in-school suspension.</i></p>
	<b>Behavior Support Plan:</b> Students with chronic behavior concerns may receive ongoing supports such as web of support meetings, social emotional skills instruction, check-in/check-out procedures, shadowing with a guardian or staff member, counseling, etc. Plans will be revisited to monitor progress and effectiveness of intervention.
	<b>Alternative Placement:</b> Students who chronically struggle to meet the expectations of the school environment may have their schedule reduced or be referred to Support School. Support School students will work on online instruction remotely and meet with school staff at an alternate time and location, which may include off-campus instruction.

In addition to the actions specifically provided in the student handbook, the school staff are 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:

- Assigning student additional work
- Rearranging class schedules
- Requiring a student to remain in school after regular hours for additional school work or counseling
- Restricting extracurricular activities
- Offering community service/restitution in lieu of discipline consequence in hopes of making amends

## Grounds for Suspension/Expulsion

Significant student misconduct and/or substantial disobedience may lead to suspension and/or expulsion.

The grounds for suspension or expulsion apply in any of the following circumstances:



- Student is on school grounds immediately before or during school hours, or immediately after school hours, or at any other time when the school is being used by a school group
- Student is off school grounds at a school activity, function, or event
- Or, student is traveling to or from school or a school activity, function, or event. (see IC 20-33-8-14)

In addition, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds (including an unlawful activity during weekends, holidays, other school breaks) 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 or protect persons on school property (see IC 20-33-8-15)

### **Due Process**

It is important that students be aware of their legal rights and responsibilities. The Student Due Process Code IC 20-33-8 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.

### **Seclusion and Restraint**

As a part of the emergency procedures in place in our school, 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.

## **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 requirements for their state-approved graduation pathway 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
- Illness of dependent verified by note from parent/guardian
- Court verified by note

*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

### 3<sup>rd</sup> 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.

### 6<sup>th</sup> 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.

### 9<sup>th</sup> 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 administration may excuse tardiness.

### **Tardy to School Intervention**

- If a student is tardy to school five times in a unit of instruction, they will be identified for coach interventions.

### **Tardy to Class Intervention**

- For students already in the building, 3 tardies in the same class will result in an after school detention including creating an action plan for being on time.
- Every 3 additional tardies in the same class will result in an additional detention.

## **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

Students must stay in the cafeteria or front lobby until the first passing period bell unless they have a pass or are accompanied by staff. Once students enter school doors they **ARE NOT** to leave school grounds.

### IndyGo Arrivals (Routes 3 and 10 schedules changed June 10th, 2018)

From the transit center, students can ride [Route 3](#) at 7:45 and arrive at school at 8:00. Other options are shown below. More information can be found at [IndyGo.net](#) or using [Google Maps](#).

<a href="#">Route 3</a>	From Transit Center	Drop off at School	Depart 7:15 arrive 7:30
<a href="#">Route 8</a>	From Transit Center	Drop off at Washington and White River Pkwy @7:36	Depart 7:30 arrive 7:51 (15 minute walk)
<a href="#">Route 10</a>	From Transit Center	Drop off at 10th and Miley @7:56	Depart 7:40 arrive 8:05 (10 minute walk)
<a href="#">Route 3</a>	From Transit Center	Drop off at School	Depart 7:45 arrive 8:00
<a href="#">Route 8</a>	From Transit Center	Drop off at Washington and White River Pkwy @8:06	Depart 8:00 arrive 8:21 (15 minute walk)
<a href="#">Route 10</a>	From Transit Center	Drop off at 10th and Miley @8:16	Depart 8:00 arrive 8:25 (10 minute walk)
<a href="#">Route 3</a>	From West Side	Drop Off at School	Arrive at 8:10
<a href="#">Route 10</a>	From West Side	Drop off at 10th and Miley @7:58 or 8:18	Arrive at 8:07 or 8:27 (10 minute walk)
<a href="#">Route 8</a>	From West Side	Drop off at Washington and White River Pkwy @8:00	Arrive at 8:15 (15 minute walk)

### Leaving School

Students are dismissed from school at 3:30 p.m. Students are to exit out of Doors #8 or #10. Students are not allowed to leave school prior to 3:30 p.m. unless signed out by parent/guardian following the Early Dismissal Procedure. Please call prior to 3:15 p.m. if early dismissal is required; the school staff will be preparing for dismissal and cannot accommodate early dismissal requests after 3:15 p.m.

### 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 Synergy. 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 school office 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 524-4000, and the office staff 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 3:30-3:40 p.m.
- By 3:40 p.m., all students must be in their after-school activity or tutoring location.

- After 3:40 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 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. If a student has not been picked up by the time the building closes the student may be given a one-day bus pass to go home. If it becomes a recurring issue, the Department of Child Services may be contacted.

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 3:40 p.m.

## Dress Code

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 ID needs to be visible and may not be covered by other objects, stickers, etc. 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' ears and eyes** should be uncovered at all times in the building. Head coverings *without a brim* (such as a scarf) may be worn as long as they do not cover the ears or eyes.
- **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 administration.

\*Students who need modifications to the dress code because of religious or health reasons will be allowed at the discretion of the school 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.
- The use of cameras in any type of electronic device is strictly prohibited in locker rooms and restroom stalls.
- Parents/guardians should call the main office at 524-4000 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.
- 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.

Cell phones and other electronics or valuables brought by students are not the responsibility of Indianapolis Met. Any device that is lost or stolen can be reported to an administrator, but an investigation is not the school's responsibility.

## Acceptable Use of Technology

Students and guardians will agree to an acceptable use of technology policy form in Synergy. Please reference Synergy for further details.

The purpose of school-provided Internet access is to facilitate communications in support of research and education. Students utilizing school-provided Internet access are responsible for 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.

## Food

To keep our spaces clean, food is only permitted in the cafeteria. Beverages with a cap or lid may be taken out of the cafeteria, but students must clean up after themselves and ensure the beverages are not a distraction to class. must be stored in a sealable container (i.e. bottle) that is transparent.

Prior to leaving the cafeteria, food or drinks without lids should be thrown away or stored in a backpack or lunchbag.

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 (8:40 a.m. - 3:30 p.m.) Passes are at the discretion of staff.

Students are accountable for meeting personal needs during passing periods and will receive 3 passes per mastery cycle. Students are accountable for using passes to go only to the assigned location and for 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, or nurse.

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 and will host Office Hours after school.
- 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.

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). For more information on FERPA rights, please review:

<https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html> or request a copy from the school office.

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. If you wish to remove your student from directory information, please notify the school office in writing.

## **IV. STUDENT OPPORTUNITIES**

## Extra-Curricular Activities

### 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 or expulsion,

### 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 along with a permission slip. 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 7:30-8:40 a.m. or 3:30-4:30 p.m. Students should not be leaving class to access these resources, as they are non-urgent.

### Bus Passes

Students may sign out one bus pass at a time. Students may be eligible for 31-day, 7-day, or 1-day bus passes based on their attendance. If a bus pass is lost, students do not receive another until their most recent bus pass expires. Students may purchase additional bus passes at the office with cash or (with limitation) Puma Points. Parents/guardians who do not want their student to have access to bus passes should inform the school office in writing.

### Lost & Found

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

### Student IDs

Students will receive their ID on their first day of school. If lost, a new ID can be purchased for \$5 or Puma Points.

### 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](mailto: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 submit to the school at least 1 full business day before needed to allow for 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 & Tutoring

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 Empowerment Coach to obtain Office Hours attendance records.