

Indianapolis Metropolitan High School Student Handbook 2020 - 2021



1635 W. Michigan Street
Indianapolis, IN 46222
(317) 524-4000 | info@indianapolismet.org
indianapolismet.org

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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 given about one week (7 calendar days) before the end of the unit and are then followed by Mastery days where we focus on reteaching and reassessing to improve student learning.

Unit	Dates	Mastery Assessment Days
Semester 1 Unit 1	August 3 - September 10	September 2-3
Semester 1 Unit 2	September 11 - October 21	October 7-8
Semester 1 Unit 3	October 22 - December 16	December 9-10
Semester 2 Unit 1	January 4 - February 18	February 10-11
Semester 2 Unit 2	February 19 - April 7	March 24-25
Semester 2 Unit 3	April 8 - June 4	May 26-27

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	clear@indianapolismet.org
Yul Lee	Assistant Principal (Special Education & Social Emotional Learning)	(317) 524-4620	yul.lee@indianapolismet.org
Michael Landeck	Manager of Operations (Logistics, Student Records & Family Empowerment Coaching)	(317) 524-4619	michael.landeck@indianapolis.org
Stacy Navarrete	Office Manager (Attendance & Emergencies)	(317) 524-4042	snavarrete@indianapolismet.org

Please consult the faculty directory at www.indianapolismet.org for additional contact information.

Family Empowerment Coaches

Each student is assigned a Family Empowerment Coach. The coaches support each student with scheduling and academic support and they also 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 parents 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, texts 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 or 317-524-4000.

We will verify your identity 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

During COVID-19, we will attempt to hold meetings or visits from family virtually whenever possible to reduce the number of people on our campus. All visitors must be pre-approved by the administration to enter the building; please call ahead to schedule an appointment.

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 will register 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.



Indianapolis Met



@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>. Parent/guardian and students set up their account using initial log-in information received from the school office. After that set-up, use the “forgot password” feature or contact the office if you forget your username.

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 errors, please call (317) 524-4000 or email info@indianapolismet.org.

II. STUDENT EXPECTATIONS

Guiding Principles and Puma Promise

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. In line with our goal of supporting students, we explicitly teach our expectations. When students struggle to meet expectations, we seek to reteach and clarify desired behaviors and provide support and opportunities for restoration.

PUMA PROMISE	
<u>Professional</u>	We promise to be professional in appearance, language, timeliness, and in all interactions with adults and peers.
<u>Unstoppable</u>	We promise to be unstoppable and work to overcome or persevere through whatever personal or academic challenges that arise.
<u>Motivated</u>	We promise to set clearly identified goals that motivate us to succeed and take advantage of all opportunities provided.
<u>Accountable</u>	We promise to be accountable to our own learning experience and take ownership for our actions.
<u>Supportive</u>	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"> ● 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"> ● Walk with urgency towards your destination 	<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"> 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 others' 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

Illegal Substances

It is a violation of Indiana discipline code to possess, use and/or distribute any prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant or depressant of any kind, or paraphernalia used in connection with the listed substances while on school property. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event.

Prohibited Items

It is a violation of Indiana discipline code to possess a firearm or destructive device on school property. Additionally, knives, box cutters, explosives, chemical agent dispensers (Mace, etc), tasers or stun guns, or any other objects that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury are prohibited from school property.

The sale or advertising of non-school-sponsored events or products is also prohibited on school grounds. If students wish to distribute information about a community or school event or to host a school-sponsored fundraiser, they should receive written approval from the administration prior to distribution.

Bullying

Indianapolis Metropolitan High School regards student bullying as a serious offense. Students should 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. Anonymous reports may be made via our school attendance line or our main school phone line as well or to www.indianapolismet.org/bully. These reporting options are monitored each school day. (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.)

Anti-Discrimination & Harassment

No student will be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any education program or activity, on the basis of gender. A student may not, on the basis of gender, be limited in the enjoyment of any right, privilege, advantage, or opportunity, including courses, extracurricular activities, benefits, and facilities. Preventing gender discrimination also includes a prohibition against sexual harassment. Sexual harassment consists of sexual advances, sexual gestures, requests for sexual favors, or other verbal or physical conduct of a sexual nature that is unwelcome.

Parents and students are encouraged promptly to submit a complaint or provide information about suspected gender discrimination or sexual harassment so that school administration can take appropriate action to resolve the situation. A parent or student should make the complaint or report orally or in writing to the school administration.

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.

<p>Classroom-Based Interventions</p>	<p>Classroom Interventions: Possible interventions include reminders, individual conversations, reset breaks, opportunity to check in with another adult with permission, etc.</p> <p>Green Chair Pass: We have a green chair outside of every classroom to help you use healthy coping mechanisms. If you need a few minutes to breathe and regulate your emotions, ask your teacher for the green chair pass.</p> <p>With the pass, you may sit in the chair for a few minutes before returning to class.</p>
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	<p>The pass has reminders on it that explain the procedure:</p> <ul style="list-style-type: none"> ● Please sit in the green chair immediately outside the classroom or stand within 5 feet of it. ● Use this time to breathe and regulate. ● Use this time for silence to refocus. ● Keep all electronics stored in your pocket or bag. <p>Staff-Led Interventions: 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.</p>
<p>Office Interventions</p>	<p>Behavioral Specialist Support: 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>The amount of time spent out of class will depend on the 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> <p>Behavior Support Plan: 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.</p> <p>Alternative Placement: 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.</p>

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.

Suicide Prevention

Indy Met is committed to providing suicide awareness and prevention for all students and staff. The school provides social-emotional services and referrals to mental health providers to ensure access and availability of services. Indy Met also provides training for suicide awareness and prevention every three years, consistent with Indiana Code 20-28-3-6.

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.

Family Empowerment Coaches will work with students to share an expected graduation date. If interested in early graduation, please contact your coach at least 6 months prior to the desired graduation date.

Students may request a schedule change during the first 10 days of each term. After that date, schedule changes will only be made in the case of a scheduling error. On rare occasions, if a student appeals to the administration to drop a class after this date and the appeal is approved, they will have a grade of "Withdraw Fail" on their transcript.

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.

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

Dual credit courses are weighted. This means that if a student earns 70-100%, 1 additional grade point is added to their grade for that course. For example, an "A" would be weighted 5.0 instead of 4.0.

Remote Learning

In the event the school is required to have remote learning, students will still be responsible for completing practice assignments and passing mastery assessments. The student and guardian are responsible for monitoring information that is sent by the school, and reaching out to school staff with any questions or needs for support.

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 the 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 the 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: Guardian will be notified and the student will be 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 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

No matter the reason, absences from school have a negative impact on student learning. Indy Met staff will follow up with families to offer support if students have a pattern of absences, whether or not they are excused.

The purpose of *excused* absences is to inform the school of the child's whereabouts so staff know the student is safe and to clarify whether students should have extensions given for assignments and other work. They also provide documentation in a court of law should the student and family be charged with truancy.

Absence Notification 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 8:45 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 shared with 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.

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
- Note: Students may take one school day per semester for pre-approved college visits or career shadowing. Please see the main office for a form to request this option. If students complete the requested learning reflections, this will be counted as a field trip day.

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

Attendance Consequence Progression

3rd absence consequence:

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

6th absence consequence:

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

9th absence consequence:

- 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.
- Students attending a virtual educational program and who are habitually truant are withdrawn after 10 unexcused absences per IC 20-19-9-5. This includes students attending a virtual program who have been absent ten (10) days or more from school within a school year without being excused or without being absent under a parental request that has been filed with the school.

Absences of 20+ Concurrent Days for Students Over 18

- After 20 or more days of concurrent unexcused absences and attempts to reach the student to re-engage in school are unsuccessful, a certified letter will be mailed to the student's address. The letter will advise that since the student is 18 or older and is not attending school, they will be withdrawn as a dropout if they reach the threshold of missing 30 concurrent days. At the 30 day mark and with no response from the student or guardian, the student may be withdrawn as a dropout and forfeit their seat at the school; the school will continue to seek out the student to offer opportunities to re-engage with education, including returning to Indy Met as seats are available.

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 **their passing period group's bell rings or log into their virtual classroom by the designated start time** are tardy. Students should arrive to school **or log on for remote learning** 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. 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 the school **building** five times in a unit of instruction, they will be identified for coach interventions.

Tardy to Class Intervention for **Students in the Building**

- For students already in the building, 3 tardies in the same class will result in a lunch detention including creating an action plan for being on time.
- Every 3 additional tardies in the same class will result in an additional lunch detention.
- If a student is still in the hallway after the end of the passing period when the final bell rings, they will receive an automatic lunch detention.

Arrival and Dismissal

Arriving to school

Students can enter into the building beginning at 7:30 a.m. on Monday-Thursday **on days they are assigned to be in the building**. 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

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](#).

Route 3	From Transit Center	Drop off at School	Depart 7:15 arrive 7:30
Route 8	From Transit Center	Drop off at Washington and White River Pkwy @7:36	Depart 7:30 arrive 7:51 (15 minute walk)
Route 10	From Transit Center	Drop off at 10th and Miley @7:56	Depart 7:40 arrive 8:05 (10 minute walk)
Route 3	From Transit Center	Drop off at School	Depart 7:45 arrive 8:00
Route 8	From Transit Center	Drop off at Washington and White River Pkwy @8:06	Depart 8:00 arrive 8:21 (15 minute walk)
Route 10	From Transit Center	Drop off at 10th and Miley	Depart 8:00 arrive 8:25 (10 minute walk)

		@8:16	
Route 3	From West Side	Drop Off at School	Arrive at 8:10
Route 10	From West Side	Drop off at 10th and Miley @7:58 or 8:18	Arrive at 8:07 or 8:27 (10 minute walk)
Route 8	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 between 3:20 and 3:30 p.m., based on their Passing Period Group. Students are to exit out of Door #8 (or Door 10 at 3:30 p.m. only). 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 remain in their vehicle when they arrive and call the main office to identify themselves and let the office know which student they are at the school to pick 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. Five minutes prior to scheduled early release time, the Office Manager will radio for the students to be escorted to the main office for early dismissal.
- 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 exit the building.
- **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 will be asked to leave the building and go to the Haughville Branch Library to continue waiting for their ride there. If it becomes a recurring issue, the Department of Child Services may be contacted and students may lose the privilege of staying in the building after school.

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 changing or 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. Temporary IDs should be worn on the torso.
- **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. Hoods must be down while in the building.
- **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

In order to maintain a focus on learning, students are required to keep cell phones and electronic devices 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 electronics during passing periods or lunch.
- Students may **NOT** use electronics during a class period (bell to bell), even in the hallway, restroom, or other location besides a classroom.
 - Staff may give students explicit permission to use electronics for accessing academic resources or listening to music when it supports the lesson plan for the day. Signage at the front of the room will indicate when this is allowed and staff will give explicit direction when electronics are permitted for these reasons. Students who use electronics for any reason other than the directed use at the directed time will follow the normal electronics interventions.

- Students may NOT use Chromebooks to charge cell phones during class periods. Schoolwide charging stations will not be provided to students to reduce high touch areas. If students' cell phones need to be charged while students are in the building, teachers may choose to offer a power strip station in the teachers' office. Phone chargers will not be provided to students. Students can plug their own phone and own charger into the power strip station at the beginning of the class period and keep it there until the end of the class period. Students should use hand sanitizer after using the power strip station and the teacher should disinfect the power strip at the end of each day.
- 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.

Electronics Interventions

- 1) Students should put their electronics away when the bell rings 1 minute before class to indicate it is time for FIDE checks. If they are tardy past the final bell, electronics should be stored when the bell rings and should already be stored when they enter the classroom.
- 2) If electronics are visible during class, a staff member will redirect the student with one classroom intervention. Based on staff member's classroom policy choice, this could include a reminder to put the electronic item away or a requirement to turn it in until the end of the class period.
- 3) If a student does not comply with the classroom intervention, the item will be confiscated until the end of day.
- 4) If a student has a chronic phone issue (frequent confiscation in classroom or defiance around turning in electronics), 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

All Indianapolis Metropolitan High School students receive breakfast & lunch at no charge through the USDA's Community Eligibility Provision (CEP).

To keep our spaces clean and within COVID-19 health and safety protocols, food is only permitted in the cafeteria. However, students are allowed to have a water bottle in the classroom.

Students are not allowed to share food and drinks with others due to COVID-19 safety protocols.

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 (8:45 a.m. - 3:30 p.m.) Passes are at the discretion of staff.

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 place students may request hall passes to is the restroom. An escort is required to the 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 via email or attend their Office Hours.
- Students may go to the Front Office before or after school or during their lunch with an office pass.

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 the school nurse's office.

Illness

Students who are ill may visit the clinic with an escort, who the teacher will radio. 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 no later than 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.

Child Abuse and Neglect

Every staff member employed by Indy Met who has reason to believe that a child is a victim of child abuse or neglect will immediately make an oral report to local law enforcement or the Department of Child Services (DCS). The staff member will also notify the building administrator in accordance with IC 20-26-5-35.5 and IC 31-33-5.

Enrollment

Indianapolis Metropolitan High School is committed to serving its students and helping to remove any barriers to their education. We are further committed to ensuring that our enrollment practices comply with all applicable federal and state laws. Enrollment is open to all students residing in the State of Indiana and admission is not limited based on prior academic performance, race, socio-economic status, disability, religion, nationality, or any other factor that would be

considered unlawful. Indianapolis Metropolitan High School uses open enrollment and participates in the Enroll Indy enrollment and One Match system. Note: New students who are over 18 and whose graduation cohort date has already passed will be referred to the Excel Center.

OneMatch

All interested prospective students are invited to submit an application during the school's open enrollment window. All students who completed the school year at Indy Met are guaranteed enrollment in the following school year unless they apply and accept a spot at another school through OneMatch or notify the school of their intent to transfer. Enrollment priority is given to siblings of current students. In the event that the number of students who indicate an intent to enroll in the school exceed the number of available seats, OneMatch utilizes a lottery system to select students who will be enrolled in the school.

Ongoing Enrollment

If any open seats remain after the OneMatch lottery windows, students may claim open seats by contacting the school office to schedule an enrollment appointment or through the Enroll Indy website's ongoing enrollment portal. When a seat is claimed, the student must make a registration appointment within 1 business day. If the student does not make the appointment within one business day, the seat will be reopened. If a student claims a seat but misses their registration appointment, the seat will be reopened. Indy Met will continue to accept new students through until the application opens for the following school year.

In instances where an enrolled student must leave Indy Met for a period of time due to involvement in the juvenile justice system, the student will be permitted to be reactivated at the school when they are discharged from the juvenile justice system so long as they are reactivating within the same academic year of being incarcerated, attend a meeting with the family empowerment coach and guardian, and are re-entering directly back to Indianapolis Metropolitan High School. In instances where a student in the care of the Department of Child Services is required to transfer to another city or residential facility due to their placement, they will be permitted to be reactivated at the school when they return so long as they are reactivating during the same academic year and re-enter directly to Indianapolis Metropolitan High School upon their return to Indianapolis.

Student Safety

A Principal or authorized school administrator may decide to conduct a random metal detector check on all students entering the school at the beginning of the school day, or he or she may select a group of students to be checked at random on a neutral, nondiscriminatory basis.

Before conducting a metal detector check of an individual student, the principal or other authorized school officer must have individualized reasonable suspicion that the student is in possession of an illegal or unauthorized metal-containing object or weapon.

The Principal or other authorized administrator will supervise the metal detector check process and will assign a staff member to assist in aiding the metal detector check process. When a metal detector check is conducted at the beginning of a school day, a designated staff member will greet students and aid in controlling traffic flow into and around the school. If a properly conducted search yields a weapon or other illegal material(s), any such weapon or illegal material(s) shall be turned over to the proper legal authorities for disposition and the student code of conduct will be followed.

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.
 - 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. This consequence may also be utilized for alternative placements such as Support School.

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 High School 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

- Students interested in starting an after school club can submit a request to do so by using the [Indy Met Club Proposal Form](#). The form is used to detail the proposed club and requires that a staff member sign off as the faculty advisor for the club. Additionally, the student needs to collect at least four other signatures of additional students interested in joining the club. Once the form is completed, it should be submitted to the office for administrator review. Determinations will be made within seven days.

Field Trips and School-Sponsored Alternatives to Classroom Instruction

Field Trips may be suspended due to COVID-19. Please review additional updates from the school regarding any specific field trips or events.

Parents/guardians will be notified of field trips and off-site activities through our school communication methods and a permission slip must be on file for students to attend field trips.

If parents and guardians are interested in helping with a trip, please contact the field trip organizer. 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 or children who do not attend Indy Met 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 reserves 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 trips 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 - 3:40 p.m. Students should not be leaving class to access these resources, as they are non-urgent.

Student IDs and Bus Passes

All Indy Met students receive a student ID which includes an IndyGo bus pass built into it. The bus pass remains active as long as the student is attending school and in good standing. If a student loses their ID/bus pass they can pay to have the first ID/bus pass replaced with 50 Puma Points. Any additional replacements of the ID/bus pass will cost \$30.00 for each loss that occurs. Parents/guardians who do not want their student to have access to a bus pass should inform the school office in writing. ID cards only (without a bus pass) can be replaced with Puma Points or \$5.

Student Parking

Students who drive to school must park only in the designated student parking lot. The lot is located on the west side of the Goodwill/Indy Met building and accessible from Michigan Street. A detailed parking map can be obtained from the front office or the student's coach.

Lost & Found

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

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

When required by the State of Indiana, 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 **unexcused** absences) and who are passing all classes. Work permits may be revoked by administration if a student does not maintain these standards. If a student or family is facing financial difficulty, please set up a meeting with your Family Empowerment Coach to discuss adult employment opportunities and barrier removal resources.

Tutoring

Teacher Office Hours & Tutoring

All teachers will host Office Hours at least one day a week. 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.

V. Hybrid Learning Appendix

Overview of Hybrid Model - Preferred Model

- All students have opportunity to attend in-person two days per week with remote learning activities and support three days per week
- In-person class sessions will be available via Zoom for students who are not able to be on campus
- Families may request a fully remote schedule or shortened day based on medical or family needs
- We maintain our high expectations, high support instructional model leading to quality graduates using curriculum maps focused on priority grade-level standards and offering high-demand college and career pathway options.

Full Remote Model

Transition to Full Remote Model

- Although it is not the optimal fit for the needs of the majority of Indy Met's students, a full remote model will be used as required by local health authorities or at the discretion of school leadership. The goal will be to maintain systems and structures for continuity and with the plan of transitioning back to a hybrid model when safe and feasible to do so.
- Student schedules and instructional teams will stay intact as much as possible to facilitate a smooth transition back into the hybrid model when feasible.
- All school policies and procedures apply to both contexts unless designated otherwise.
- The transition back to hybrid model will be communicated to stakeholders with as much notice as possible (ideally 2 weeks or more) to allow for changes to plans for transportation, childcare, food, etc.

Overview of Full Remote Model - As Needed for Safety

- All students virtually attend synchronous instruction two days per week with remote learning activities and support three days per week
- We maintain our high expectations, high support instructional model leading to quality graduates using curriculum maps focused on priority grade-level standards and offering high-demand college and career pathway options.

Overview of Similarities & Differences Between Hybrid & Full Remote Models

Area	Hybrid Model	Full Remote Model
Location	Most students attend on campus two days per week.	All students attend all 5 days remotely from home.
Health & Safety Protocols	Health & safety protocols keep students and staff safe on campus <ul style="list-style-type: none"> • Symptom screening • Personal Protective Equipment • Cleaning • Social Distancing 	Not applicable - no students on campus

	Procedures	
Schedule	Students have two days of pre-scheduled, live sessions with teachers (guided instruction) and 3 days of working independently with teacher support as needed (personalized learning).	
Guided Instruction	Happens in-person in the classroom (with exceptions for quarantining/medical needs)	Happens via Zoom for everyone
Personalized Learning	Happens remotely via Google Classroom	
Technology Procedures	Each student has a Chromebook to use at school and/or for remote work from home. School can assist with internet access.	
Attendance	Present in synchronous sections for guided instruction days (in person OR via video conferencing) and attendance form completed for personalized learning days	
Meal Time Procedures	Breakfast and lunch available on in-person days and take-home meals available for remote days	Take home meals will be available for pick-up once per week (pre-order required)
Extracurriculars	Athletics and Clubs will continue under strict health and safety protocols	Only virtual options will be allowed
Enrollment & Registration	In-person enrollment & registration preferred	
Student Orientation	Videos + in-person Orientation on student's first day to review school safety policies	Videos & Zoom meeting to review remote procedures
Communication	School Email and Google Classroom Homeroom for student announcements. School Messenger Phone/Email Messages for Families	

Weekly Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
Blue Cohort	Guided Instruction	Personalized Learning	Guided Instruction	Personalized Learning	Working remotely on elective
Orange Cohort	Personalized Learning	Guided Instruction	Personalized Learning	Guided Instruction	Working remotely on elective

Communication:

- Schoolwide:
 - School Email and Google Classroom Homeroom will be used for student announcements.
 - [School Messenger Phone and Email messages](#) will be used for communication with families.

Enrollment & Registration Procedures:

- Enrollment and Welcome Conferences will be held in person as long as allowed by current health and safety guidance.

Student Orientation Procedures:

- On students' first day, they will be trained in essential school procedures by the Transition Center Coordinator.
- Students will begin classes (either virtually or in person during hybrid) on their 2nd day of enrollment.

Student Hours

- Student hours will remain 8:45-3:30 p.m. Monday through Thursday with an asynchronous 3 hour day on Friday in either context.

Course Offerings & Scheduling

- Standard course offerings to facilitate Core 40 Diplomas with certification and dual credit opportunities.
- Students may request to move to a fully remote schedule by contacting the Manager of Operations. The administration will use a [Google Form to lead and capture notes from a planning conversation](#) designed to remove barriers with the goal of engaging all students in hybrid learning whenever that option is available and medically safe for the student and family.
- If a student desires to move from hybrid to full remote or vice versa, they should contact their coach. Movement between models will be allowed but requires a schedule change process before the student will be approved to re-enter the building, which will include:
 - Coaches updating schedule and passing period group
 - Teachers assigning student to seating chart
 - ID being prepared
 - Orientation to building procedures

Special Populations Procedures

- Students with IEPs, 504s, or ILPs will continue to receive services in either context.
- Service minutes can be delivered virtually or in person (during hybrid model) and will be recorded by the Teacher of Service. The majority of service minutes are being scheduled for Personalized Learning Days.
- Case conferences and other family meetings related to these plans will continue to be held virtually.

Technology Procedures

- All classes will use Google Classroom to organize materials from both in-person and remote learning sessions.
- All students will need to have a laptop with them during in-person and remote learning days to access Google Classroom. Students may borrow a Chromebook from the school or may bring a laptop from home. Chromebooks should be requested during the registration process and will be distributed during the first week of attendance. Backpacks will be provided for those who need them.
- All families should have reliable broadband internet access in their home for remote learning days. Coaches can assist families with set-up or financial support as needed.
- Instructional staff will be responsible for basic troubleshooting and students will also be able to request technology support via email (both contexts) or via a written form procured at the front desk (during hybrid):
- Classroom Charging procedures (in hybrid):

- Each classroom will have socially distant charging station desks. Students should request use of the charging station to the teacher upon arrival to class. Charger cords should be disinfected along with the table at the end of each class period.
- Students will charge their Chromebooks during lunchtime using the classroom charging stations.
- Classroom Desktop Procedures (in hybrid):
 - Each classroom will have two socially distant desktop computer stations that can be utilized in the event that a student's laptop is not able to be used. Students should request use of the desktop by the teacher upon arrival to class. The desktops must be disinfected per the cleaning procedure after each use.
- If students lose their Chromebook or charger, a payment plan will be created for them to pay to replace it. Replacements will be issued if available. If not available, students will have to use desktops while in school and computers at public libraries.

Attendance Procedures¹

Attendance Procedure:

- Guided Learning Instructors will take attendance for their synchronous class sessions:
 - In-person students will be marked "Present" if in the classroom
 - Students who are joining remotely (either Full-Remote or temporarily Quarantined students) will be marked "VC - Virtual COVID" or "VC Tardy" (Same as Virtual due to COVID but indicates late sign-on to Zoom).
- Personalized Learning attendance is based off the Personalized Learning Attendance Form
 - Students are asked to complete the form at the end of each Personalized Learning Day.
 - Students are marked present for any period they fully or partially completed work in.

Policies for Full Remote Model Procedures

Food Services

- Our front office will be open 9 a.m. - 3 p.m. Mondays and 11 a.m. - 1 p.m. Thursdays for food pantry access. On Mondays, students can also pick up 5 days worth of breakfasts and lunches.
- In addition, students can be referred to the many food distribution sites around the city which may be closer for them: [Where Marion County Students Can Get Free Food](#)

Extracurricular Activities:

- All staff will host one published drop-in virtual office hour per week.
- Athletics and extracurricular activities may only meet virtually.
- Field trips will be discontinued until further notice.

Policies for Hybrid Model Only

Symptom Screening & Exclusion Policies:

- Students and families will be asked to pre-screen at home and call the school office to report any absences
- Screening will take place outside the front door from 8:00-9:00 a.m.
- Screening from 7:30-8:00 a.m. and for late arrivals after 9 a.m. will take place in the front office by the Office Manager (Manager of Operations will be backup). Students will be asked to share their answers yes/no to each

¹ IDOE [Guidance on School Responsibilities for Adhering to Instructional Time and Student Attendance Requirements](#)

screening question, which will be recorded in a [Google Sheet](#) by staff prior to their entry. Students will also be checked for masks and an ID indicating their passing period group at the screening process.

- Visitors must be pre-approved and follow all screening protocols and school policies and procedures. Parent/guardian meetings will be held virtually unless special permission is given by the school administration.
- [Indy Met COVID Symptoms and Response](#) outlines which symptoms are screened for and how we will respond if anyone presents symptoms. We will follow the most up-to-date guidance from the county and state health departments and/or CDC, which is linked to this document.
- The following procedures will be in place in the nurse's clinic:
 - The nurse's clinic is for student use only. Staff members are asked to refrain from visiting the nurse's clinic for personal medical needs.
 - If a student asks to go to the nurse at anytime during the school day:
 - Radio carrier must be called for escort.
 - Radio carrier will come to the classroom or cafeteria and escort the student to the clinic.
 - Screening questions will be asked before any student can enter the clinic.
 - When student has completed their visit to the clinic and is ready to return to class, nurse will radio for an escort.
 - If a student answers "yes" to any of the screening questions the radio carrier asks on the way to the clinic, the nurse will be informed upon arrival.
 - Any student with COVID-related symptoms will be placed in the isolation room within the clinic and held there until parent/guardian pickup or parent/guardian authorizes the student to leave on their own.
 - The smaller backup space in the clinic will be used in the event another student is placed in isolation when the primary isolation room is already in use.
 - School nurse will follow all procedures outlined in the [Indy Met COVID Symptoms and Response](#) when working with a student with COVID-related symptoms.

Personal Protective Equipment Procedures:

- Anyone in the building will be required to wear cloth facial coverings, masks that cover their nostrils and mouth completely at all times in the building.
- Exceptions to facial coverings:
 - Any staff or student with health conditions that makes the wearing of a face covering a risk to their health (this requires consultation with HR or nurse, who will share plans for anyone approved for this option with relevant stakeholders). Note: people in this situation will typically be required to wear a face shield in place of a mask.
 - When staff or students are performing tasks that cannot be completed while wearing a face covering: eating, drinking, etc.
 - Eating is only allowed in the cafeteria or designated breakfast area for students.
 - Drinking must be limited to a few seconds when seated in a socially distant seat with mask still near mouth/nose
 - Any student who is unable to remove a face covering on their own.
 - When staff are in their classroom/office alone
- All students and staff will have the option to receive a reusable cloth mask from the school. Students and staff must wear this or their own reusable mask.
 - If students forget their mask, they may receive a disposable one at the screening station. Puma Points will be deducted for each disposable mask needed.
- Students will be given a reminder to put their mask back on properly if it is off or not properly worn. If students do not correct the issue within 30 seconds or if the same issue reoccurs in the same class period, radio call will be made and student will go to the Redirection Center for interventions to ensure they comply with school expectations. Students will be placed in an isolated area in the Redirection Center with an opportunity to correct the issue. If students continue to refuse to correct the issue while in the redirection area, parent/guardian will be contacted and made aware of the issue in a final attempt to gain compliance. If the issue is not corrected after having contact with the parent, the student will be sent home for the remainder of the school day for health and safety reasons.

Cleaning Procedures:

- Janitorial Team cleaning & disinfecting will occur on the following [Schedule](#)
- **Indy Met Staff Cleaning During School Day**
 - **Common Areas High-touch Surface Cleaning & Disinfecting:**² These areas will be disinfected every hour between the last 10 minutes of a period and the first 10 minutes of the next period. The cleaning will be done by the SCSEP trainee or the radio carrier.
 - Restrooms: Toilet flush handles and sink handles will be disinfected every hour
 - Classroom door handles (exterior and interior)
 - Water cooler
 - Office high touch areas:
 - Exterior entry buzzer, interior entry buzzer, door buzzers
 - Door Handles (exterior, lobby, GEI, YLCC and entry to puma hall)
 - Desk counters
 - Plexiglass shield at desk
 - Phones
 - Cafeteria: Tables will be disinfected by coaches after each meal session.
 - Staff Offices:
 - If student is allowed to use staff member's phone, it must be disinfected before next use. (Note: when possible, staff member should dial and allow student to speak on speaker phone to keep the phone being touched only by the staff member.)
 - Classrooms:
 - During the extended passing period, teachers will spray and wipe each desk's tabletop and top of chair with disinfectant as each desk is vacated prior to the new student sitting down in that seat.
 - If desktop computers are used, the keyboard and mouse must be disinfected after each use with alcohol-based wipes or sprays containing at least 70% alcohol.
 - If student is allowed to use staff member's phone, it must be disinfected before next use. (Note: when possible, staff member should dial and allow student to speak on speaker phone to keep the phone being touched only by the staff member.)
 - Computer Labs (if open):
 - Keyboard and mouse must be disinfected after each use with alcohol-based wipes or sprays containing at least 70% alcohol.
- Hand Sanitizing:
 - Hand sanitizer will be placed in the main office, the cafeteria, the Puma Hallway, the Academic Center entrance, and each common area (ACW, ACE, CCC, Science Wing), and in each classroom.
 - Students should sanitize or wash their hands:³
 - Start of the school day
 - Before eating
 - After using the restroom
 - After blowing nose, coughing, or sneezing
 - After using shared equipment

Social Distancing Procedures:

- Everyone on campus is expected to maintain 6 foot social distancing.
- All classroom seating is facing in one direction or towards a wall with 6 feet in between each seat. Cafeteria seating also has a minimum of 6 feet between each seat. Tape markings on the floor indicate where tables must stay. Chairs should be centered at each table unless otherwise indicated with tape marks.

² <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

³ <https://docs.google.com/document/d/1T1nQj3BrQRtT5QXVcVLGeI14bOd5dSCIWRggPuPE5dg/edit#>

- Social distancing is expected in all transitions including hallways, cafeteria, and common areas. When walking, stick to the right side of the hallway and follow directional signage for any one-way areas. Allow 6 feet distance between each person.
- If students fail to maintain social distancing, they will receive a verbal warning to remain socially distanced from others. If a student receives a verbal warning for failure to social distance themselves from others, staff should document the behavior as a classroom managed behavior. If students continue to defy verbal warnings to refuse to comply with the social distancing guidelines, staff should contact the radio carrier to have them escorted to redirection. Parents should be contacted and informed of the incidents and students will remain in redirection for the remainder of the day.

Transition Procedures

- Arrival
 - After students have been screened for symptoms by front office staff prior to entering the building, they will be directed to the cafeteria to eat breakfast and/or wait for start of school. Students will not be allowed to wait in the front office or any other common area.
- YLCC Drop-off & Pick-up
 - [YLCC procedures are available here.](#)
- Passing periods:
 - [Bell Schedule 20-21](#)
 - Students will be assigned to one of three passing period groups. Each group will have 3 minutes to move directly to their next class. No stopping or standing will be permitted.
 - [Passing Period Groups](#) by student last name: A-E = Red Group, F-M = Yellow Group, N-Z = Purple Cohort
 - Students will not have access to restrooms or water during the passing period and will need to request passes for these needs during class.
 - Students should plan to carry a backpack as lockers will not be available. If large items need to be stored during the day, students should work with the front desk to store these items.
- Pass policies:
 - Students may request a hall pass during class outside of the first 10 minutes or last 10 minutes of class to use the restroom or to access the water refill station at the Puma Desk to refill an individual water bottle. Each classroom may only send out 1 student at a time on a hall pass; there will not be any other limitations on passes unless a student is placed on the no pass list.
- Restroom procedure:
 - All safety policies still apply in the restroom (mask wearing and social distancing).
 - Spots to wait in line for the stalls will be marked on the floor.
- Water procedure:
 - Each student will be given one reusable water bottle upon orientation that can be used to fill at the water station.
 - If students lose or forget their reusable water bottle, they may buy a single use bottle for Puma Points when using a blue pass.
- Nurse's Office procedure:
 - If a student asks to go to the nurse: radio carrier must be called for escort.
 - Any student with COVID-related symptoms will be placed in the isolation room within the clinic and held there until parent/guardian pickup or parent/guardian authorizes the student to leave on their own.
 - School nurse will follow all procedures outlined in the [Indy Met COVID Symptoms and Response](#) when working with a student with COVID-related symptoms.
- Dismissal
 - Students will be released in a staggered manner in their Groups A, B and C and should proceed directly outside the building.
 - Students who are signed up for take home meals will stop by Puma Sips to obtain the meals prior on their way out for dismissal.
 - Bus riders will exit through the corporate side by the chapel doors

- Car riders and walkers will exit through the front office.
- Bus Stop Procedures
 - Spots for social distancing will be marked on the sidewalk outside the bus stop. Staff will supervise to ensure social distancing on school property.

Meal Time Procedures

- Safety procedures for all meals:
 - Seating is socially distanced with 6 feet apart.
 - Students must wear masks until they are at their seat. Anytime they are in line or anywhere other than in their seat, they must wear masks.
 - Students may not move around, other than when they are called up to the food line.
 - All tables will be disinfected at the conclusion of each meal session, including between 1st, 2nd, and 3rd lunches.
- Food distribution procedures for all meals:
 - Breakfast and lunch will be prepackaged to allow for grab and go service.
 - Students will have a hot and cold option for lunch.
 - Sandwich preorders will still be accepted as a lunch choice.
 - An Indy Met staff member will closely monitor the grab and go line to ensure safe social distancing of students at all times.
 - Students should bring their water bottle with them.
 - Students may not share food or drinks at any time due to health concerns.
 - No food may be taken outside the cafeteria.
- Pass procedures for all meals:
 - Pass procedures will be the same as in classrooms (single use blue passes to water/restroom; radio for nurse). Up to 3 students may be out at one time.
- Breakfast:
 - Breakfast is available from 8:00-8:30 a.m. There is a maximum capacity of 45 in the cafeteria. If more students are present before 8:30 than 45, an overflow breakfast location will be opened up in the Puma Den.
 - Late breakfast will be available from 8:45-10:00 a.m. Students will have a maximum of 10 minutes to eat them before they are sent to class.
 - Late breakfasts must be consumed at the front desk at socially distant spots or in supervised overflow in the cafeteria.
- Lunch:
 - Lunch will be held in 3 shifts of 45 students, with passing periods isolated to 1 lunch group at a time with a 1 minute buffer.
 - Even if students have 1st or 3rd Lunch, they will still start and end 4th period in their classroom to allow them to charge Chromebooks and secure backpacks before lunchtime.
 - Students will have assigned seats for lunch to ensure an organized transition to and from seats. Students may request a peer to sit with for the lunch seating chart and we will do our best to accommodate pairs that wish to sit at the same table.
- Take-home breakfast and lunch for remote learning days:
 - Students will be able to pick up breakfast and lunch on their in-person day for the next day's remote learning. The orange cohort (Tue/Thu only) will be able to pick up two breakfasts and lunches on Thursdays for their Friday and Monday remote days.
 - Take-home meals require the family to opt in. Indy Met staff will collect the names of students who want take-home meal service. There is a Monday deadline to request take home service for a student for the following week.
 - A roster of students who request take home meal service will be provided to Aramark for prep and reporting purposes.
 - Take home meals will be stored in the staff cafeteria refrigerator each day. Indy Met staff will pick up the take home meals and distribute to students at dismissal.

Classroom Procedures:

- Students will use their own supplies.
 - If writing utensils are given, they should be kept by the student.
 - Students should bring their own Chromebook and charger with them if computers are needed in class.
 - If using a shared supply is unavoidable, it must be cleaned and disinfected before the next use.
 - Use Chromebooks as much as possible for distribution of academic materials. If folders and/or paper materials are required, position the pick up of these materials on the way into class with the hand sanitizer station after it so students may pick up supplies and then sanitize their hands on their way to their seat.
- Students should proceed directly to their seat and stay seated throughout the period.
 - Students must have assigned seats. Designate seats by passing period group as much as possible. Students must ask teacher for permission to sit at charging stations.
 - If they need a single use supply that they did not pick up on the way in (extra golf pencil, tissue, etc.), they may approach the supply table one at a time. If another student is already at the supply table, they should wait until that student is seated before standing up.
 - Teachers should create 1-2 socially distance spots marked near the back of the room with tape on the carpet where students who need more movement may stand while maintaining social distance.
 - Teachers should keep social distance from students during the class as much as possible; as long as they are not within 6 feet for more than 15 minutes they are not considered a close contact.

Extracurricular Activities:

- Students may attend teacher's office hours virtually or in-person. Staff should all host one orange day office hour and one blue day office hour with a Zoom link available in addition to being available in their classrooms.
- Athletics will continue following the approved [Return to Sports plan](#).
- Additional approved clubs may meet but must follow all social distancing, PPE, and other protocols outlined for the school day. Clubs should meet twice per week on both a blue and orange day or rotate between meeting on blue/orange days to ensure fair access for all students.
- Field trips will be discontinued until further notice.

tion:

- Schoolwide:
 - Indy Met Staff email listserv will be used for staff announcements.
 - School Email and Google Classroom Homeroom will be used for student announcements.
 - [School Messenger Phone and Email messages](#) will be used for communication with families.
- Outreach to Students and Families:
 - Guided instruction or personalized learning support (i.e. checks for understanding, responding to student questions, tutoring a student) do not need to be logged.
 - Use Contact Log to log outreach to students or families regarding:
 - Wellness checks
 - Engagement/Attendance
 - Overall performance in a course (at least once per mastery cycle)
 - Discussion of ongoing academic concerns
 - Discussion of ongoing staff managed behavior concerns
 - Discussion of any SEL-managed referrals

- Graduation plan meetings
- Web of Support meetings
- 1:1 meetings with Family Empowerment Coaches
- Responding to any contact from guardians/web of support members
- Discretionary:
 - Additional praise
 - Case conferences (these are logged in IIEP as well)

Enrollment & Registration Procedures:

- Enrollment and Welcome Conferences will be held in person as long as allowed by current health and safety guidance.

Student Orientation Procedures:

- On students' first day, they will be trained in essential school procedures by the Transition Center Coordinator.
- Students will begin classes (either virtually or in person during hybrid) on their 2nd day of enrollment.

Staff & Student Hours

- Staff hours will remain 8:00-4:30 in either context.
- Student hours will remain 8:45-3:30 p.m. Monday through Thursday with an asynchronous 3 hour day on Friday in either context.

Course Offerings & Scheduling

- Standard course offerings to facilitate Core 40 Diplomas with certification and dual credit opportunities. Electives will be asynchronous online-only courses.
- Students may request to move to fully remote schedule by emailing a school administrator. The administration will use a [Google Form to lead and capture notes from a planning conversation](#) designed to remove barriers with the goal of engaging all students in hybrid learning whenever that option is available and medically safe for the student and family.
- If a student desires to move from hybrid to full remote or vice versa, they should contact their coach. Movement between models will be allowed but requires a schedule change process before the student will be approved to re-enter the building, which will include:
 - Coaches updating schedule and passing period group
 - Teachers assigning student to seating chart
 - ID being prepared
 - Orientation to building procedures

Special Populations Procedures

- Students with IEPs, 504s, or ILPs will continue to receive services in either context.
- Service minutes can be delivered virtually or in person (in hybrid) and will be recorded by the Teacher of Service. The majority of service minutes are being scheduled for Personalized Learning Days.
- Case conferences and other family meetings related to these plans will continue to be held virtually.

Technology Procedures

- All classes will use Google Classroom to organize materials from both in-person and remote learning sessions.
- All students will need to have a laptop with them during in-person and remote learning days to access Google Classroom. Students may borrow a Chromebook from the school or may bring a laptop from home. Chromebooks should be requested during the registration process and will be distributed during the first week of attendance. Backpacks will be provided for those who need them.

- All families should have reliable broadband internet access in their home for remote learning days. Coaches can assist families with set-up or financial support as needed.
- Instructional staff will be responsible for basic troubleshooting and students will also be able to request technology support via email (both contexts) or via a written form procured at the front desk (during hybrid):
- Classroom Charging procedures (in hybrid):
 - Each classroom will have socially distant charging station desks. Students should request use of the charging station to the teacher upon arrival to class. Charger cords should be disinfected along with the table at the end of each class period.
 - Students will charge their Chromebooks during lunchtime using the classroom charging stations.
- Classroom Desktop Procedures (in hybrid):
 - Each classroom will have two socially distant desktop computer stations that can be utilized in the event that a student's laptop is not able to be used. Students should request use of the desktop by the teacher upon arrival to class. The desktops must be disinfected per the cleaning procedure after each use.
- If students lose their Chromebook or charger, a payment plan will be created for them to pay to replace it. Replacements will be issued if available. If not available, students will have to use desktops while in school and computers at public libraries.

Attendance Procedures⁴

Attendance Procedure:

- Guided Learning Instructors will take attendance for their synchronous class sessions:
 - In-person students will be marked "Present" if in the classroom
 - Students who are joining remotely (either Full-Remote or temporarily Quarantined students) will be marked "VC - Virtual COVID" or "VC Tardy" (Same as Virtual due to COVID but indicates late sign-on to Zoom).
- Personalized Learning attendance is based off the Personalized Learning Attendance Form
 - Students are asked to complete the form at the end of each Personalized Learning Day.
 - Students are marked present for any period they fully or partially completed work in, per their survey..

Policies for Full Remote Model Only

Food Services

- Our front office will be open 9 a.m. - 3 p.m. Mondays and 11 a.m. - 1 p.m. Thursdays for food pantry access. On Mondays, students can also pick up 5 days worth of breakfasts and lunches.
- In addition, we can refer students to the many food distribution sites around the city which may be closer for them: [Where Marion County Students Can Get Free Food](#)

Extracurricular Activities:

- All staff will host one published drop-in virtual office hour per week.
- Athletics and extracurricular activities may only meet virtually.
- Field trips will be discontinued until further notice.

Policies for Hybrid Model Only

⁴ IDOE [Guidance on School Responsibilities for Adhering to Instructional Time and Student Attendance Requirements](#)

Symptom Screening & Exclusion Policies:

- Students and families will be asked to pre-screen at home and call the school office to report any absences
- Screening will also take place upon arrival to the building. Students will also be checked for masks and an ID indicating their passing period group at the screening process.
- Visitors must be pre-approved and follow all screening protocols and school policies and procedures. Parent/guardian meetings will be held virtually unless special permission is given by the school administration.
- [Indy Met COVID Symptoms and Response](#) outlines which symptoms are screened for and how we will respond if anyone presents symptoms. We will follow the most up-to-date guidance from the county and state health departments and/or CDC, which is linked to this document.

Personal Protective Equipment Procedures:

- Anyone in the building will be required to wear cloth facial coverings, masks that cover their nostrils and mouth completely at all times in the building.
- Exceptions to facial coverings:
 - When staff or students are performing tasks that cannot be completed while wearing a face covering: eating, drinking, etc.
 - Eating is only allowed in the cafeteria or designated breakfast area for students.
 - Drinking must be limited to a few seconds when seated in a socially distant seat with mask still near mouth/nose
 - Any student who is unable to remove a face covering on their own.
 - Any staff or student with health conditions that makes the wearing of a face covering a risk to their health (this requires consultation with HR or nurse, who will share plans for anyone approved for this option with relevant stakeholders). Note: people in this situation will typically be required to wear a face shield in place of a mask.
 - When **staff** are in their classroom/office alone
- All students and staff will have the option to receive a reusable cloth mask from the school. Students and staff must wear this or their own reusable mask.
 - If students forget their mask, they may receive a disposable one at the screening station. Puma Points will be deducted for each disposable mask needed.
- Students will be given a reminder to put their mask back on properly if it is off or not properly worn. If students do not correct the issue within 30 seconds or if the same issue reoccurs in the same class period, radio call will be made and student will go to the Redirection Center for interventions to ensure they comply with school expectations. Students will be placed in an isolated area in the Redirection Center with an opportunity to correct the issue. If students continue to refuse to correct the issue while in the redirection area, parent/guardian will be contacted and made aware of the issue in a final attempt to gain compliance. If the issue is not corrected after having contact with the parent, the student will be sent home for the remainder of the school day for health and safety reasons.

Cleaning Procedures:

- Janitorial Team cleaning & disinfecting of the school will occur daily
- High touch surfaces will be cleaned frequently throughout the day by school staff
- During extended passing periods, teachers will spray and wipe each desk's tabletop and top of chair with disinfectant as each desk is vacated prior to the new student sitting down in that seat. Any shared items (such as desktop computers) must be disinfected after each use.
- Hand Sanitizing:
 - Hand sanitizer will be placed in the main office, the cafeteria, the Puma Hallway, the Academic Center entrance, and each common area (ACW, ACE, CCC, Science Wing), and in each classroom.
 - Students should sanitize or wash their hands:⁵
 - Start of the school day
 - Before eating

⁵ <https://docs.google.com/document/d/1T1nQj3BrQRtT5QXVcVLGeI14bOd5dSCIWRggPuPE5dg/edit#>

- After using the restroom
- After blowing nose, coughing, or sneezing
- After using shared equipment

Social Distancing Procedures:

- There will be 6 feet in between all seating, with all students facing forward or facing the wall in classrooms.
- Social distancing is expected in all transitions including hallways, cafeteria, and common areas. When walking, stick to the right side of the hallway and follow directional signage for any one-way areas. Allow 6 feet distance between each person.
- If students fail to maintain social distancing, they will receive a verbal warning to remain socially distanced from others. If a student receives a verbal warning for failure to social distance themselves from others, staff should document the behavior as a classroom managed behavior. If students continue to defy verbal warnings to refuse to comply with the social distancing guidelines, staff should contact the radio carrier to have them escorted to redirection. Parents should be contacted and informed of the incidents and students will remain in redirection for the remainder of the day.

Transition Procedures

- Arrival
 - After students have been screened for symptoms by front office staff prior to entering the building, they will be directed to the cafeteria to eat breakfast and/or wait for start of school. Students will not be allowed to wait in the front office or any other common area.
- YLCC Drop-off & Pick-up will follow special procedures available to YLCC parents.
- Passing periods:
 - [Bell Schedule 20-21](#)
 - Students will be assigned to one of three passing cohorts. Each cohort will have 3 minutes to move directly to their next class. No stopping or standing will be permitted.
 - Students will not have access to restrooms or water during the passing period and will need to request passes for these needs during class.
 - Students should plan to carry a backpack as lockers will not be available. If large items need to be stored during the day, students should work with the front desk to store these items.
- Pass policies:
 - Students may request a hall pass during class (outside of the first 10 minutes or last 10 minutes of class) to use the restroom or to access the water refill station to refill an individual water bottle.
- Restroom procedure:
 - All safety policies still apply in the restroom (mask wearing and social distancing).
- Water procedure:
 - Each student will be given one reusable water bottle upon orientation that can be used to fill at the water station.
 - If students lose or forget their reusable water bottle, they may buy a single use bottle for Puma Points when using a blue pass.
- Nurse's Office procedure:
 - If a student asks to go to the nurse, radio carrier must escort them to facilitate a screening process.
- Dismissal
 - Students will be released in a staggered manner in their Groups A, B and C and should proceed directly outside the building.
 - Students who are signed up for take home meals will stop by Puma Sips to obtain the meals prior on their way out for dismissal.
 - Bus riders will exit through the corporate side by the chapel doors
 - Car riders and walkers will exit through the front office.
- Bus Stop Procedures

- Spots for social distancing will be marked on the sidewalk outside the bus stop and staff will supervise students as they exit the school property.

Meal Time Procedures

- Safety procedures for all meals:
 - Seating is socially distanced with 6 feet apart.
 - Students must wear masks until they are at their seat. Anytime they are in line or anywhere other than in their seat, they must wear masks.
 - Students may not move around, other than when they are called up to the food line.
 - All tables will be disinfected at the conclusion of each meal session, including between 1st, 2nd, and 3rd lunches.
- Food distribution procedures for all meals:
 - Breakfast and lunch will be prepackaged to allow for grab and go service.
 - Students will have a hot and cold option for lunch.
 - Sandwich preorders will still be accepted as a lunch choice.
 - An Indy Met staff member will closely monitor the grab and go line to ensure safe social distancing of students at all times.
 - Students should bring their water bottle with them.
 - Students may not share food or drinks at any time due to health concerns.
 - No food may be taken outside the cafeteria.
- Pass procedures for all meals:
 - Students may request a single use blue pass to water/restroom.
- Breakfast:
 - Breakfast is available from 8:00-8:30 a.m. There is a maximum capacity of 45 in the cafeteria. If more students are present before 8:30 than 45, an overflow breakfast location will be opened.
 - Late breakfast will be available from 8:45-10:00 a.m. Students will have a maximum of 10 minutes to eat them before they are sent to class.
 - Late breakfasts must be consumed in the office at socially distant spots or in a supervised overflow area.
- Lunch:
 - Lunch will be held in 3 shifts of 45 students, with passing periods isolated to 1 lunch group at a time with a 1 minute buffer.
 - Even if students have 1st or 3rd Lunch, they will still start and end 4th period in their classroom to allow them to charge Chromebooks and secure backpacks before lunchtime.
 - Students will have assigned seats for lunch to ensure an organized transition to and from seats. Students may request a peer to sit with for the lunch seating chart and we will do our best to accommodate pairs that wish to sit at the same table.
- Take-home breakfast and lunch for remote learning days:
 - Students will be able to pick up breakfast and lunch on their in-person day for the next day's remote learning. The orange cohort (Tue/Thu only) will be able to pick up two breakfasts and lunches on Thursdays for their Friday and Monday remote days. Take-home meals require the family to opt in. Indy Met staff will collect the names of students who want take-home meal service. There is a Monday deadline to request take home service for a student for the following week.
 - Students will pick up the pre-requested take home meals at dismissal.

Classroom Procedures:

- Students will use their own supplies.
 - Students should bring their own writing utensils..
 - Students should bring their charged Chromebook and charger with them to each class.
 - If using a shared supply is unavoidable, it must be cleaned and disinfected before the next use.
- Students should proceed directly to their seat and stay seated throughout the period.

- Students must have assigned seats. Students must ask the teacher for permission to sit at charging or computer stations.
- If they need a single use supply that they did not pick up on the way in (extra golf pencil, tissue, etc.), they may approach the supply table one at a time. If another student is already at the supply table, they should wait until that student is seated before standing up.

Extracurricular Activities:

- Office Hours will be offered on Wednesdays and Thursdays from 3:45-4:30. Students may attend teacher's office hours in-person on their cohort's in-person day or via Zoom link.
- Athletics will continue following specific guidance from the IHSAA, local health authorities, and school leadership.
- Additional approved clubs may meet following specific guidance from the school leadership.
- Field trips will be discontinued until further notice.