2020-2021

STUDENT HANDBOOK & AGENDA

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Property of _____________________________________________

Grade ___________ Homeroom Teacher __________________________
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Welcome

Hello and welcome to the Step Ahead Academy. The Step Ahead Academy is an accelerated program designed for highly motivated students that have had challenges in the past causing them to be retained, held back etc. The Step Ahead Academy teaches two years of curriculum in one calendar year providing the opportunity for our students to complete two grade levels in one school year with the exception of 8th grade. All 8th graders can earn up to 6 high school credits.

Please note...This is not a program designed for students with major behavior issues. The program is focused on student achievement and character development for each student admitted into the Academy. We want to stress the unique opportunity this provides for each of our students. However, it is not guaranteed that all of our students will be double promoted. It will take focus, determination and a willingness to learn from both our students and parents for the program to work for you. We have a wonderful staff that is here to help you achieve each of your academic goals. You have already taken the right step towards your academic career by attending STEP Ahead Academy. We look forward to seeing each and every one of you throughout the school year as we embark on this meaningful journey together.

<table>
<thead>
<tr>
<th>Hours of Operation</th>
<th>School Uniform</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Opens: 6:30am</td>
<td>Pants/Shorts/Skirt: Solid colors in Black, Khaki or Navy</td>
</tr>
<tr>
<td>Classes Begin: 7:20am</td>
<td>Shirts: Solid color with a collar in Black, White and any shade of Blue</td>
</tr>
<tr>
<td>Breakfast: 7:00am</td>
<td>Belts: suggested but not required</td>
</tr>
<tr>
<td>Dismissal: 2:10pm</td>
<td>Masks: Required at ALL times</td>
</tr>
<tr>
<td>Office Close: 4:00pm</td>
<td>Office Close: 4:00pm</td>
</tr>
</tbody>
</table>
****Shirts MUST be tucked in at ALL times****
****Masks must be worn at ALL times****

**Step Ahead Academy: Mission, Vision and Core Values**

**Mission:** The Step Ahead Academy community is focused on growing individuals with an unyielding commitment to their future using social and emotional strategies.

**Vision:** The graduates of Step Ahead Academy will demonstrate skills necessary to be successful in their age appropriate grade level as well as responsible and productive citizens in their communities using social and emotional strategies.

**Core Values:**

- **Responsibility:** A desire for knowledge and learning; the character, qualities, or attainments of a scholar.
- **Respect:** a high level of regard and consideration for oneself and others; i.e., in conduct, dress, communication and deference.
- **Productive:** superior performance, outstanding quality, and academic excellence.
- **Persistence:** Mental and moral strength, in the face of danger and in difficult situations.

**Step Ahead Academy Guiding Principles**

1. Children Come First!
2. All Employees are accountable for student achievement that meets or exceeds state standards.
3. All employees will demonstrate professionalism and integrity.
4. Student success is the only option.
5. Potential is discovered and nurtured.
6. Academic rigor is the norm.
7. Communication is clear, open, and timely.
8. Students, parents, families, and community members are essential partners.
9. Diversity is valued as demonstrated by culturally competent practices.
10. Facilities are clean and inviting

**School Pledge:** Today I believe in myself and my ability to do my best at all times. I will give respect and earn respect, I will accept responsibilities, I will strive for excellence in attitude, behavior, and my character. Today, I Pledge to be the best possible me.

**MOTTO:** Students at Step Ahead Academy are

Taking Responsibility and
Expecting Excellence through
Problem solving and critical thinking

2020-21
Step Ahead Academy Staff

<table>
<thead>
<tr>
<th>Step Ahead Academy</th>
<th>Building Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Staff Name</strong></td>
<td><strong>Title</strong></td>
</tr>
<tr>
<td>Tanya Terry</td>
<td>Receptionist</td>
</tr>
<tr>
<td>Gabrielle Wood</td>
<td>Admin. Associate</td>
</tr>
<tr>
<td>Daniel Compton</td>
<td>5th Grade Teacher</td>
</tr>
<tr>
<td>Martha Hasek</td>
<td>5th Grade Teacher</td>
</tr>
<tr>
<td><strong>Angela Denman</strong></td>
<td>Building Administrator STEP Ahead</td>
</tr>
<tr>
<td>Nicole Sarkas</td>
<td>Art Teacher</td>
</tr>
<tr>
<td>Ronda Young</td>
<td>Social Worker</td>
</tr>
<tr>
<td>Duboise, Julianne</td>
<td>SPED Teacher</td>
</tr>
<tr>
<td>Chambliss, Valerie</td>
<td>Media Assistant</td>
</tr>
<tr>
<td>Antoinette Holmes</td>
<td>ELA Teacher</td>
</tr>
<tr>
<td>Shawna Vertrees</td>
<td>ELA Teacher</td>
</tr>
<tr>
<td>Jonita Johnson</td>
<td>Math Teacher</td>
</tr>
<tr>
<td>Sam, Martin</td>
<td>PE Teacher</td>
</tr>
<tr>
<td>Lora Elliott</td>
<td>Math Teacher</td>
</tr>
<tr>
<td>Ariana Adams</td>
<td>Social Studies</td>
</tr>
<tr>
<td>Janel Dent</td>
<td>Science Teacher</td>
</tr>
<tr>
<td>Candace Stapinski</td>
<td>Counselor</td>
</tr>
<tr>
<td>Keith Jones</td>
<td>Behavior Adjustment Facilitator</td>
</tr>
<tr>
<td>Samantha Kiskaden</td>
<td>SPED Instructional Assistant</td>
</tr>
</tbody>
</table>
Bell Schedule

Highlighted indicates if there is a virtual learning schedule

PERIOD 1: (success)

7:20-8:05
9:00-9:20

PERIOD 2:

8:10-9:25
9:20-10:20

PERIOD 3:

9:30-10:45
10:30-11:30

PERIOD 4:

10:50-11:30

Lunch

Lunch 5:

11:35-12:05
12:00-1:00

PERIOD 6:

12:10-12:50
1:10-2:10

PERIOD 7

12:55-2:10
Meal/Textbook Assistance

Parents who want to receive meal and textbook assistance for their children must submit an application. Students from households that meet federal income standards are eligible for free or reduced-price meals and free textbooks. Students from households receiving food stamps or TANF are eligible for free meals and free textbooks. To avoid unwanted charges, it is best to submit an application before school opens.

To receive textbook assistance, an application must be submitted even if the student attends a school in which universal free meals are provided. Application forms are mailed each August to all families whose children attended IPS schools the previous school year. Parents are asked to return a completed application in a postage-free envelope enclosed in the mailing. Applications are available in the schools for students new to IPS and for students who did not receive an application in the mail. After school begins, parents may return completed applications to the school. Only one application per household is necessary. For more information call 226-4951. Parents will be notified in writing if the application for meal and/or textbook assistance is approved or denied. If children transfer to another IPS school during the school year, a new application is not necessary.

IPS Grading Scale

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage Value to Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>93-100%</td>
</tr>
<tr>
<td>A-</td>
<td>90-92%</td>
</tr>
<tr>
<td>B+</td>
<td>87-89%</td>
</tr>
<tr>
<td>B</td>
<td>83-86%</td>
</tr>
<tr>
<td>B-</td>
<td>80-82%</td>
</tr>
<tr>
<td>C+</td>
<td>77-79%</td>
</tr>
<tr>
<td>C</td>
<td>73-76%</td>
</tr>
<tr>
<td>C-</td>
<td>70-72%</td>
</tr>
<tr>
<td>D+</td>
<td>67-69%</td>
</tr>
<tr>
<td>D</td>
<td>63-66%</td>
</tr>
<tr>
<td>D-</td>
<td>60-62%</td>
</tr>
<tr>
<td>F</td>
<td>59-50%</td>
</tr>
</tbody>
</table>

Students must receive a passing grade of “D” or higher in Reading/Language Arts and Mathematics. The student must also maintain at least a “C” average in all other subject areas combined.

Eligibility to participate in athletics and other extracurricular activities requires a C average.

Students with two or more F's on their progress report or report card, may be assigned to the extensive pull-out and after-school tutorials...

20-21’ Assessment Calendar
### 2020-21 District Assessment Calendar 08/13/20

<table>
<thead>
<tr>
<th>Name of Assessment</th>
<th>Window Begins</th>
<th>Window Ends</th>
</tr>
</thead>
<tbody>
<tr>
<td>WIDA-ACCESS Screener for the beginning of the year screen window</td>
<td>August 17, 2020</td>
<td>September 15, 2020</td>
</tr>
<tr>
<td>ISTEP for Pre-K students</td>
<td>August 17, 2020</td>
<td>October 1, 2020</td>
</tr>
<tr>
<td>Beginning of Year (BOY)</td>
<td>September 9, 2020</td>
<td>October 2, 2020</td>
</tr>
<tr>
<td>ISTEP for Pre-K students</td>
<td>October 6, 2020</td>
<td>December 17, 2020</td>
</tr>
<tr>
<td>Dyslexia Screener (Universal)</td>
<td>TBD</td>
<td>TBD</td>
</tr>
<tr>
<td>1st Grade</td>
<td>TBD</td>
<td>TBD</td>
</tr>
<tr>
<td>2nd Grade</td>
<td>TBD</td>
<td>TBD</td>
</tr>
<tr>
<td>SAT</td>
<td>October 27, 2020</td>
<td></td>
</tr>
<tr>
<td>Preliminary SAT (PSAT)</td>
<td>October 29, 2020</td>
<td></td>
</tr>
<tr>
<td>High Ability Testing (may shift per HA office)</td>
<td>Fall</td>
<td>Fall</td>
</tr>
<tr>
<td>ISTEP - Grade 10 Retest Cohorts 2020, 2021, 2022</td>
<td>November 9, 2020</td>
<td>December 11, 2020</td>
</tr>
<tr>
<td>Winter Recess Window</td>
<td>November 9, 2020</td>
<td>December 11, 2020</td>
</tr>
<tr>
<td>End of Year (EOF)</td>
<td>November 10, 2020</td>
<td>December 17, 2020</td>
</tr>
<tr>
<td>National Assessment of Educational Progress (NAEP)</td>
<td>January 25, 2021</td>
<td>March 5, 2021</td>
</tr>
<tr>
<td>ISTEP for Pre-K students</td>
<td>January 4, 2021</td>
<td>February 12, 2021</td>
</tr>
<tr>
<td>3rd window</td>
<td>January 5, 2021</td>
<td>April 2, 2021</td>
</tr>
<tr>
<td>World-Class Instructional Design (WIDA) for English Language Learners</td>
<td>January 11, 2021</td>
<td>February 26, 2021</td>
</tr>
<tr>
<td>WIDA ACCESS Annual Assessment</td>
<td>January 25, 2021</td>
<td>February 19, 2021</td>
</tr>
<tr>
<td>High Ability Testing (may shift per HA office)</td>
<td>January 29, 2021</td>
<td>February 19, 2021</td>
</tr>
<tr>
<td>Kindergarten</td>
<td>January 29, 2021</td>
<td>March 26, 2021</td>
</tr>
<tr>
<td>Spring Window</td>
<td>March 26, 2021</td>
<td></td>
</tr>
<tr>
<td>Preliminary SAT (PSAT)</td>
<td>March 8, 2021</td>
<td>March 19, 2021</td>
</tr>
<tr>
<td>High Ability Testing (may shift per HA office)</td>
<td>March 30, 2021</td>
<td></td>
</tr>
<tr>
<td>ISTEP for Pre-K students</td>
<td>April 4, 2021</td>
<td>May 14, 2021</td>
</tr>
<tr>
<td>Spring Window</td>
<td>April 12, 2021</td>
<td>June 5, 2021</td>
</tr>
<tr>
<td>SAT</td>
<td>April 13, 2021</td>
<td></td>
</tr>
<tr>
<td>ISTEP for Pre-K students</td>
<td>April 29, 2021</td>
<td>May 21, 2021</td>
</tr>
<tr>
<td>Spring Window</td>
<td>May 1, 2021</td>
<td></td>
</tr>
<tr>
<td>ISTEP for Pre-K students</td>
<td>May 14, 2021</td>
<td></td>
</tr>
<tr>
<td>Spring Window</td>
<td>May 21, 2021</td>
<td></td>
</tr>
<tr>
<td>ISTEP for Pre-K students</td>
<td>May 24, 2021</td>
<td></td>
</tr>
<tr>
<td>Spring Window</td>
<td>May 28, 2021</td>
<td></td>
</tr>
<tr>
<td>ISTEP for Pre-K students</td>
<td>June 1, 2021</td>
<td></td>
</tr>
<tr>
<td>Spring Window</td>
<td>June 8, 2021</td>
<td></td>
</tr>
</tbody>
</table>

**Academic Calendar 20-21’**
**Students Tardy to Class:**

Students late to class may receive the following consequences:

1st Tardy - Verbal warning, document

2nd Tardy - Verbal warning, document

3rd Tardy - Notice to parent documenting tardies,

4th Tardy - Arrange a parent-teacher conference, (may be a phone conference,) document

5th Tardy - Referral to administration, 

Possible Consequences for 5th and Subsequent Tardy Violations:

Lunch Detention, After-School Detention, Saturday School, In-School Suspension, other consequences as determined by administrative team.

**Students Leaving School Early**
Parents/guardians may come into the main office to sign-out their child. COVID expectations will be followed. A written excuse should be turned in the following day. The absence will be excused according to IPS policy.

**Compulsory Attendance**

The Indiana Department of Education requires accurate and consistent reporting of student attendance by the Indianapolis Public Schools. This District-wide policy is aimed at reducing truancy.

Indiana's Compulsory School Attendance law requires students to attend school each year for the number of days that schools are in session. Regular school attendance is important if students are going to achieve at high levels.

**EXCUSED ABSENCES**

The following types of absences are generally recognized as excused, subject to requirements set forth in I.C. 20-33-2:

A. Documented illness or emergency  
B. Health care and social services appointments  
C. Pages in Indiana General Assembly  
D. Death in the immediate family  
E. Religious instruction commitments  
F. Subpoena as a witness in a judicial proceeding  
G. Participation in Election Day activities  
H. Active Duty in the Indiana National Guard  
I. Detention in Juvenile or Criminal Justice System

If a student is absent because of illness or emergency, the parent must contact the school the morning of the day the student is absent, and/or provide a note on the day following the absence. In those cases where a student is absent for five (5) or more consecutive days as a result of illness or injury, a doctor's statement shall be required as a condition of classifying the absence as excused.

A pattern of excused absences may be an indication that the student's attendance is not in alignment with District policy and may be treated as unexcused. If there is doubt as to the legitimacy of the excuses, the principal makes a determination that the absences are unexcused after an investigation. In such case, the student's parents shall be given notice of the principal's determination and afforded an opportunity to contest that determination.

**UNEXCUSED ABSENCES**
With the exception of absences resulting from suspension, all absences other than those listed above generally shall be classified as unexcused unless extenuating circumstances, as determined by the principal, warrant that the absence will be classified as excused.

The following procedures will be implemented to help ensure student attendance:

A. Students who miss up to three (3) unexcused days within a school year will have their parents contacted by the classroom teacher. This contact should be documented by the teacher.

B. The social worker will also contact the student’s parent after the student has missed three (3) unexcused days. An additional parent contact will be made by the social worker after the student has missed a fourth unexcused day. The social worker will work with the child's parents to identify barriers to the child's attendance and possible strategies to remove these obstacles, and to develop a plan to improve the student's attendance.

C. When a student has had five (5) unexcused absences in a school year, the student is identified as a Chronic Truant and the student's attendance records will be flagged (CT). The social worker will continue to work with the student to correct the attendance problem. The social worker will also send a certified letter to the student's parents notifying the parents of potential legal action.

D. When a student has had ten (10) unexcused absences in a school year, the student is identified as a Habitual Truant and the student's attendance records will be flagged (HT). If a student is enrolled in a middle school or a high school and is under the age of eighteen (18), the District will refer the student to truancy court for a violation of I.C. 20-33-2 (compulsory school attendance). Students who are determined to be in violation of I.C. 20-33-2 may be placed on probation by the court and will be monitored more closely by the social worker. If a student violates the terms of the probation, the student will be referred back to court for additional action.

**Personal Property/Electronic Devices**

Only items needed for educational purposes should be brought to school. There are to be no cards, dice, toys, headphones, earphones, radios, beepers, tape players, electronic games or electronic devices permitted on campus. This includes MP3 players, iPods, games, digital cameras, cell phones, etc. The items will be confiscated and stored in the main office until parents can pick them up. Repeated violations may result in after school detention or additional disciplinary actions. All cell-phones will be collected at the beginning of day and returned at the end of the day. **Cell phones are not permitted during the school day.**

**Parent Involvement**

Parents are expected to be accessible. Parents are also expected to attend (virtually) at least two parent activities in the school year such as; Parent’s In Touch (Spring & Fall), Open House, and Parent/Family Night.
**Student Services**
We have a Social Worker who is capable of assisting students and families. She is able to work to assist students in coping with teen challenges.

**Medications during School Hours**
Before any prescribed medication or treatment may be administered to a student during school hours, the school nurse shall require the written prescription from the child's physician accompanied by the written authorization of the parent. This document shall be kept on file. The prescription must be in its original container, labeled with the student’s name and the exact dosage. At no time is the school to administer a dosage other than that authorized by the physician’s prescription.

**Student Conduct Rules**
The rules listed below apply to student conduct:

1. During school activities on or off school property.
2. On school property at any time.
3. While traveling to or from school or a school activity including bus transportation to and from school.

The following rules define misconduct for which a student may be suspended, expelled, or removed from the magnet program.

1. Behavior that injures or presents a risk of injury to the student or another person.
2. Damaging or stealing school property or the property of another person or organization.
3. Disrupting a class or school activity.
4. Harassing, bullying, threatening, hazing or intimidating another person.
5. Possessing a knife, firearm, bullets, a dangerous device, fireworks, or other item that appears to be a dangerous device. “Dangerous device” means an item that is readily capable of causing injury to a person and is not essential in performing a task that must be performed by a student for school purposes.
6. Consuming, possessing, offering, providing, or being under the influence of alcohol or an alcoholic beverage and illegal drug, a prescription drug, an over-the-counter medication containing a stimulant or any substance represented to be or thought by the intended recipient to be an illegal or prescription drug.
7. Consuming, possessing, offering, providing or being under the influence of an inhalant, a solvent, or other volatile substance or combination of volatile substances, contrary to safety instructions provided on the product’s labeling, or the direction of school personnel.
8. Possessing drug preparation or drug consumption paraphernalia such as rolling papers, clips, or displaying materials that promote or encourage alcohol or drug use.
9. Possessing cigarettes, smokeless tobacco, snuff, or other tobacco product or a device such as a lighter designed primarily for use in consuming tobacco products.
10. Wearing clothing, jewelry or a hairstyle that is dangerous to the student, indecent, vulgar, profane, indicative of gang activity or affiliation, or presents a message that is inconsistent with the educational mission of the School District, or results in disruption of an educational function. Clothing that violates this rule includes shirts or jackets with an alcoholic beverage logo or slogan, or a message that encourages the use of alcohol or illegal drugs.
11. Cheating, plagiarizing, submitting the work of another person for academic credit, allowing another student to cheat, or violating the building level student honor code.
12. Creating or distributing information including information distributed via e-mail or through a web site that results in or is likely to result in the disruption of an educational function, advocates a violation of law or a student conduct rule, is sexually explicit or obscene, is libelous, slanderous or defamatory, or invades the privacy of an identified or identifiable person. Web sites maintained on servers other than School District servers are covered by this conduct rule where the content of the communication is in violation of this rule.
13. Possessing a pager, cellular phone, or two-way radio during the school day without prior approval of the principal. Possession of a pager or phone at a school activity after the normal school day shall not violate this rule if the pager or phone is provided by the parent/guardian. A pager or phone approved by the
principal shall be capable of silent operation and shall be set so as not to emit an audible alert or signal during an academic class, study hall or convocation.

* Parents/guardians are advised that the best way to contact their child during the school day is to call the main office of the child's school.
* Students may use the school office phones to contact parents/guardians during the school day.

14. Refusing or failing to follow a directive from a school employee with responsibility for student supervision (including Instructional Assistants, Bus Drivers, and Bus Attendants), including a directive to respond truthfully and completely with questioned about a school-related matter.
15. Violating a building level student conduct rule or Transportation Department student conduct rule approved by the Board of School Trustees/Education.
16. Violating the School District’s policy on acceptable use of the Internet, computers, e-mail, or voice mail, facsimile machines or any other School District communications resource.
17. Violating Indiana or Federal law.
18. Attempting to commit an act which is a violation of these student conduct rules. (Example: Attempting to punch another student but missing.)
19. Aiding, assisting or conspiring with another person to violate student conduct rules or state or federal law.
20. Failing to report the actions or plans for action of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to a person or persons or damage property.

NOTE; THE FOLLOWING ACTS WILL LEAD TO IMMEDIATE SUSPENSION AND/OR ARREST:

*BULLYING OTHERS
*THREATS TO OTHERS
*SERIOUS OR REPEATED MISCONDUCT
*POSSESSION OF WEAPONS
*VIOLENT BEHAVIOR
*SEXUAL MISCONDUCT
*DRUG VIOLATION
*CONFRONTATIONS ON SCHOOL BUS TO AND FROM SCHOOL
*DANGEROUS ACTIONS OFF SCHOOL GROUNDS (BUS STOP)

**BUS CONDUCT**

Safe transportation is an integral part of the total education of each child. Riding a school bus is a privilege that may be removed from inappropriate behavior. Bus drivers are in charge and are expected to report students who cause disturbance, refuse to cooperate or interfere with the safety of the bus. Such reports will result in disciplinary actions including the loss of privilege to ride the bus. Failure to comply with school rules and regulations will result in disciplinary actions. Students are expected to behave appropriately while riding the school bus. Failure to do so will result in the following consequences:

1st violation Referral from Bus Driver/Warning, Parent Contact from Administrator
2nd violation Referral from Bus Driver/One Day Bus Suspension
3rd violation Referral from Bus Driver/Three Day Bus Suspension
4th violation  Referral from Bus Driver/ Five Day Bus Suspension
5th violation  Referral from Bus Driver/Suspension from school and Indefinite bus suspension pending conference with Bus Driver, Parent and Administrator.
6th violation  Referral from Bus Driver/Suspension from school and Removal from the bus for the remainder of the school year.

Students are to ride the bus which they are assigned. Any request to ride a different bus or be picked up or left off at a different location MUST be submitted to the building administrator in writing by the parent or guardian a day prior. Students riding the bus are expected to comply with the list of rules below:

a. Students will not stand or move around during the trip. Students must not enter or leave the bus until it comes to a complete stop and the door has been opened.
b. Loud, boisterous, profane language, indecent conduct, teasing, hitting or scuffling will not be tolerated.
c. Eating, drinking, smoking and cell phone use is prohibited.
d. Windows or doors will not be opened except by the direction of the Bus Driver.
e. Students must be waiting at their boundary station/bus stop when the bus arrives. The driver is not required to wait for you.
f. When a student misses the dismissal of the bus due to horseplay and/or loitering, the parent is responsible for providing transportation home.
g. Bus substitutions will be announced daily prior to dismissal.
h. Transportation problems should be reported to the TRANSPORTATION DEPARTMENT @ 226-4500.
THE STEP AHEAD ACADEMY 2020-21 CONTRACT

All STEP AHEAD ACADEMY stakeholders (parents, students, teachers, administrators and staff), in order to secure the benefits of a meaningful and engaging academic curriculum; do solemnly proclaim the following beliefs:

- At the STEP AHEAD ACADEMY, our core values establish that we are entirely vested in the winning OUTCOMES of all of our students. Because we prize LEARNING and INDIVIDUAL GROWTH, we possess an unyielding commitment to the FUTURES of our students, whether they seek college placement, job skills, career path enhancements, personal enrichment or academic knowledge.
- It is our shared responsibility that all students are provided with an equitable education.
- Parental involvement in their child’s education is required for the success of the student.
- The purpose of this education is to provide students with a strong academic experience at the middle school level.

PARENT CONTRACT
Parents agree to meet the following conditions in order for their child to attend and remain in the STEP AHEAD ACADEMY:

• An expectation that parental involvement in their child’s education is vital to academic success.
• I agree that my child will adhere to the Step Ahead Academy behavior code of conduct, uniform dress code, and levels of academic achievement.
• I understand that cell phones will not be permitted during school hours.
• I understand if caught using my phone, it will be taken
• I agree to support my child’s success with the curriculum.
• I agree to attend at least three parent/teacher conferences each year.
• I agree to allow my child to attend an after-school program at least two hours per week.
• I agree to permit my child to participate in community service projects, field trips, research, and experiential learning opportunities.
• I agree to encourage and work with my child to value and produce quality schoolwork

STUDENT CONTRACT
Students agree to meet the following conditions in order to attend and remain in the STEP AHEAD ACADEMY:

• I agree to adhere to STEP AHEAD ACADEMY behavior code of conduct, uniform dress code, and to maintain required academic achievement levels.
• I understand that cell phones will not be permitted during school hours.
• I understand if caught using my phone, it will be taken.
• I agree to work to my potential, in my schoolwork, and in all endeavors.
• I agree to participate in after-school activities (co-curricular, extra-curricular, or volunteer as directed
• I agree to participate in community service projects as designed by my teachers.
• I agree to accept advice, to value and produce quality schoolwork and make choices that further my education.
• I agree to embrace the use of technology and understand using technology inappropriately can lead to disciplinary action.

Media Release

☐ I give my child permission to be photographed for IPS promotional purposes
☐ I do not give my child permission to be photographed for IPS promotional purposes

By signing below you agree to the above rules.

Parent Name: ___________________________ Parent Signature: ___________________________ Date: ___________________________

Student Name: ___________________________ Student Signature: ___________________________ Date: ___________________________
BULLYING

Bullying is prohibited in the Indianapolis Public Schools (IPS) as referenced in Indiana Code 20-33-8-0.2 and IPS Board Resolution No. 5517.01.

Bullying is defined as 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.

Students may not engage in bullying on school grounds, or while traveling to or from a school or a school activity, function, or event. Further, bullying is prohibited off school grounds while using property or equipment provided by the school, or while attending a school activity, function, or event.

Principals are responsible for informing students, parents, teachers, and staff that bullying will not be tolerated and will be subject to disciplinary action, up to and including, suspension and expulsion. Further, principals are encouraged to engage students, staff, and parents in meaningful discussions about the negative aspects of bullying. The parent involvement may be through parent organizations already in place in each school.

Parents or students who suspect that bullying is taking place should report the matter to the principal. Upon receiving the report, the principal will investigate the matter at the building level and consequences will be assessed, as appropriate, consistent with the Board’s policy entitled “Student Discipline”.

Title IX Policy Forbidding Sex Discrimination and Sexual Harassment of Students

Policy against sex discrimination
In accordance with applicable law, including Title IX of the Education Amendments of 1972 and the Indiana Civil Rights Law, it is the policy of Indianapolis Public Schools that 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 sex. A student may not, on the basis of sex, be limited in the enjoyment of any right, privilege, advantage, or opportunity, including courses, extracurricular activities, benefits, and facilities.

Prohibition against sexual harassment
The policy against sex discrimination 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 and that limits or denies, on the basis of sex, a student’s ability to participate in or benefit from the education program.

This policy prohibits sexual harassment by an employee or agent of IPS, by another student, and by third parties who come in contact with students at school or at school-related activities. This policy also prohibits any employee from being in a locked room with a student.

Title IX Coordinator
IPS’ Title IX Coordinator, who is responsible for IPS’ compliance with Title IX and directs the investigation of complaints, is Ginger Arvin, 120 E. Walnut St., Room 602B, Indianapolis, IN 46204, (317) 226-3870, arving@ips.k12.in.us.

Making a Complaint
Parents and students are encouraged promptly to submit a complaint or provide information about suspected sex discrimination or harassment so that IPS can take appropriate action to resolve the situation. A parent or student should make the complaint orally or in writing to the building administrator, school counselor, school social worker, or directly to the Title IX Coordinator. A complaint should be made as soon as possible after the complained-of incident, preferably within ten days after the parent has been notified by a student of sex discrimination or
harassment. However, IPS accepts complaints after the ten-day filing period.

**Investigation and Corrective Action**
The Title IX Coordinator will promptly investigate, or direct the investigation of, complaints and reports of sex discrimination or harassment. The investigation will be completed in a timely manner. Depending on the nature and complexity of the issues, it should generally take no more than 30 days.

After the investigation, the Title IX Coordinator will report the result to the Superintendent, including, where appropriate, making a recommendation for reasonable, timely, age-appropriate, and effective corrective action. The Superintendent may impose discipline up to and including a recommendation for employee termination or student expulsion. The Title IX Coordinator will advise the Complainant and the person accused of misconduct, in writing, whether or not the allegations were found to be substantiated.

The decision of the Superintendent is final unless an employee or student has a statutory right to challenge the Superintendent’s recommendation for expulsion or termination or an employee has a collectively bargained right to challenge the imposition of discipline.

**Guidelines**
The Superintendent's administrative guidelines are available at BoardDocs at http://www.board.ips.k12.in.us/index.php?id=4233.
<table>
<thead>
<tr>
<th>Clothing Item</th>
<th>Current Policy</th>
<th>Recommended Change for 20-21</th>
<th>Rationale</th>
</tr>
</thead>
<tbody>
<tr>
<td>NEW: Headphones and earbuds</td>
<td>None</td>
<td>Headphones and earbuds may only be worn when directed by school staff.</td>
<td>With the transition to 1:1, it’s important to not add additional distractions to the school dress code.</td>
</tr>
<tr>
<td>Shirts</td>
<td>Shirts must be a solid color and must be collared and button up (e.g., a polo shirt) Straight, button-down collar, turtleneck or mock turtleneck</td>
<td>Permit any solid colored shirt, even if it is not collared and/or a button up or mock t-shirt.</td>
<td>This allows for solid colored t-shirts which are available at low cost as an additional option.</td>
</tr>
<tr>
<td>Sweatshirts</td>
<td>Hooded items must bear the official school logo and are subject to district guidelines regarding headwear being worn inside the building</td>
<td>Sweatshirts or jackets that do not bear the school logo are permitted. They are permitted to be any solid color. Logos on jacket on sweatshirts may not exceed 1.5”.</td>
<td>Purchasing sweatshirts with the school logo can create an additional cost burden on families. We have removed this burden for the 20-21 school year while still requiring solid</td>
</tr>
</tbody>
</table>
No student shall be considered non-compliant with the uniform dress policy in the following instances:

1. When a student wears a button, armband or other accessory to exercise the right to freedom of expression as provided by law, unless the button, armband or other accessory signifies or is related to:

<table>
<thead>
<tr>
<th>Pants/Shorts/Skirts/Capri Pant/Walking-Length Shorts</th>
<th>Hooded sweatshirts and/or hoodies.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Solid colors: khaki, black or navy blue (no denim/blue jeans allowed) • Pleated or flat-front • Fastened at the waist • Must be worn with a belt and set above the hip (grade 3 and above) “Walking-length shorts limited to 2” above the knee • Solid navy blue or black shorts may be worn under skirts, provided they do not show</td>
<td>Adding any solid color bottoms in addition to khaki, black and navy blue will offer families more flexibility.</td>
</tr>
<tr>
<td>Any solid-colored pant is acceptable (no denim/jeans allowed)</td>
<td></td>
</tr>
<tr>
<td>They still must be: • Pleated or flat-front • Fastened at the waist • Worn above the hip with shirts tucked in.</td>
<td></td>
</tr>
<tr>
<td>Belts are not required at any grade.</td>
<td></td>
</tr>
<tr>
<td>Pants must be worn so that no undergarments are showing.</td>
<td></td>
</tr>
<tr>
<td>Leggings and yoga pants are still not permitted.</td>
<td></td>
</tr>
<tr>
<td>Ripped or torn pants are not permitted.</td>
<td></td>
</tr>
<tr>
<td>Skirt/Skort/Jumper is permissible except for jean skirts/skorts/overalls/jumpers. Items must come to the fingertips when arms are down by the side</td>
<td></td>
</tr>
</tbody>
</table>

| Shoes | |
| Shoes must be closed toe. Shoes must have a closed heel or strap heel. | No change. Shoes still must be closed toe and have a closed heel or strap heel. |
gangs, gang membership or gang activity; hate groups; lewd or profane expressions, symbols or signs; drugs and/or drug use; drinking or alcohol; derogatory statements or expressions; etc. The principal or his/her designee will make the official determination of the appropriateness of the button or other expression of speech.

2. When a student wears the uniform of a nationally recognized youth organization, such as the Boy Scouts or the Girl Scouts, on regular meeting days.

3. When a student wears the uniform of JROTC or other school military programs on the required uniform days.

4. When a student’s parent or guardian has secured a waiver from the uniform policy by following the procedures for obtaining a waiver.

5. When a student is on campus outside of the normal school hours

RESTRICTED ATTIRE
The following articles of clothing or styles of dress are strictly forbidden while in IPS schools, or while attending athletic events or other school-sponsored activities during school hours:

- X No hats worn in building during the school day
- X No denim pants, shirts, shorts, skirts, skorts, capris, jumpers or jackets
- X No oversized pants or shirts
- X No pants worn below the waist or “sagging”
- X No overalls or coveralls
- X No sweatpants/sweat suits, jogging pants/suits, warm-up pants/suits, athletic pants/shorts
- X No knit, nylon, spandex, biking or gym shorts or pants
- X No spandex, nylon or knit tightly fitted clothes
- X No skin-tight dresses or tops
- X No tank tops, tube tops, halter tops, mesh tops, midriff tops, spaghetti strap tops
- X No sleeveless tops
X No shirts with ruffles
X No shirts made of shiny materials
X No t-shirts or tall tees
X No sunglasses
X No pajama tops or bottoms
X No thongs/slippers/sandals/bare feet/exposed toes
X No “heelies” or “wheelies” (i.e. athletic shoes with skates)
X No clothing or other item with offensive, lewd, vulgar, obscene
or hate language, slogans or pictures
X No coats worn in the school building during the regular school
day unless principals waive the rule because of cold temperatures
in the building.
X No buttons, jewelry or other accessories containing lewd, vulgar,
obscene, hate or offensive messages or pictures or which advocate
or advertise the use of drugs or alcohol
X No secret society, fraternity or sorority symbols or lettering
X No hair rollers, combs, picks, or cosmetology clamps
X No scarves, head rags, doo rags, bandanas, sweatbands, hats,
caps or other head coverings
(Note: Approval for certain religious customs are permitted by
approval of the school administration, i.e. Muslim female head
coverings, Jewish male head covering)
X No visible underpants, thongs, bras, camisoles or other clothing
items considered by the principal to be undergarments.
X No clothing altered by cuts, slits or holes or that in any way
exposes the skin
X No detachable gold teeth or fangs (unless required by a dentist
with written documentation on file)
X No grills!
Anything else the principal or designee deems inappropriate or
disruptive to the educational environment will be prohibited.
**Parent Expectations for Student Return Regarding Covid 19:**
Families are expected to monitor their children for symptoms of COVID-19. **Children with symptoms of COVID-19 must be kept home and should not board an IPS school bus, attend school, etc.**

According to the CDC, people with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with the symptoms below may have COVID-19, and as such, parents should check for any combination of these symptoms prior to sending children to school and contact a health professional if symptoms arise and/or persist.

- Fever (over 100.4 F) or chills.
- Cough.
- Shortness of breath or difficulty breathing.
- Fatigue.
- Muscle or body aches.
- Headache.
- New loss of taste or smell.
- Sore throat.
- Congestion or runny nose.
- Nausea or vomiting.
- Diarrhea.

Parents may also consider:
- Has the student been exposed to a family member or any member of the household who has experienced any of the symptoms above or been diagnosed with COVID-19?

This is the link to the health and safety guide per IPS (Please see IPS Health and Safety Plan at https://myips.org/):

https://docs.google.com/document/d/1ixcu6UtM2GtfVNUVRblM3dypPXDWEjQ5zq-U4vtghi4/edit?usp=sharing