



## **Scholar & Family Handbook**

**2020-2021**

1002 W. 25<sup>th</sup> Street

Indianapolis, IN 46208

317.226.4242

[www.igniteindy.org](http://www.igniteindy.org)

Mr. Shy-Quon Ely II, Co-Founder & Head of School

Mrs. Jessica English, Principal

## **AUTHORIZATION**

Ignite Achievement Academy is authorized by the Mayor of Indianapolis to function as a tuition-free, public, charter school. For additional information, please reach out to the Indianapolis Office of Education Innovation located in the City County Building, 200 E. Washington St., Ste. 2501, Indianapolis, IN 46204.

## **MISSION AND VISION**

The Ignite Achievement Academy (IAA) vision is to enhance the community through unleashing each child's inner genius by igniting a passion for lifelong learning, independent critical thinking, and increasing levels of cognitive and intellectual development.

The mission of IAA is to provide the community with an accelerated learning institution that propels scholars academically by utilizing a holistic curriculum built upon community engagement, project-based learning and the leading literacy, socio-emotional, and neuroscientific research; thus providing scholars rich opportunities for enrichment, achievement, and increasing degrees of impact in every field of endeavor.

## **CORE BELIEFS**

- We assert that all children can learn and grow academically.
- We assert that a strong and safe culture will drive academic success.
- We assert that scholars learn best in engaging, personalized, Socratic (Maieutic method) environments that are data driven and provide for maximum interaction with information by scholars and teachers.
- We assert that all children have an inner genius waiting to be unleashed.
- We assert that the application of neuroscientific research and culturally responsive pedagogy should be at the foundation of curriculum, instruction and school culture.
- We assert that a holistic program is necessary to inspire the deepest levels of academic and socio-emotional health and well-being.
- We assert that scholars will reach more of their potential when the family and community stakeholders are in harmony with school efforts, policies and initiatives.
- We assert that scholars must be exposed to and continually challenged by rigorous college/career prep school experiences at the pre-school level and beyond.
- We assert that project based-learning is most impactful when the project is community-centered, and utilizes the at large "community as the classroom."

## **SCHOOL COLORS**

Ignite Achievement Academy's official colors are red, green and black. Red is for unity and represents the fire of the passion for learning. Green represents our commitment to holistic living. Black means empowerment and authority and comes from the proper application of knowledge.

## **SCHOOL MASCOT**

The official mascot of Ignite Achievement Academy is the “Trailblazers.”

### ANTI-DISCRIMINATION POLICY

It is a policy of Ignite Achievement Academy not to discriminate on the basis of race, color, religion, sex, national origin, age or disability in its educational programs or employment policies as required by the Indiana Civil Rights Act (IC.22-9-1), IC 20-8-1-2, Titles VI and VII of the Civil Rights Act of 1964, the Equal Pay Act of 1973, Title IX (1972) Educational Amendments), Section 504 of the Rehabilitation Act of 1973. Inquiries regarding Ignite Achievement Academy’s compliance with Title IX, Section 504 or the Americans with Disabilities Act should be directed to the Head of School, Shy-Quon Ely II, 1002 W. 25<sup>th</sup> St. Indianapolis, IN 46208 or to the Office for Civil Rights, US Department of Education, Washington, D.C.

### CONFIDENTIALITY OF RECORDS

The Family Education Rights and Privacy Act of 1974 deals with the legal aspects of pupil records such as grades, race, discipline issues, etc., by making sure that no such information is provided to any outside institution, employer, etc., unless a written release is given by the legal guardian (or by the scholar if 18 years of age or older). Only “**Directory Information**”, defined below, may be disclosed by the school without prior written consent unless notified in writing to the contrary within 15 days of receipt of this handbook.

Ignite Achievement Academy designates the following items as **Directory Information**: scholar name, address, telephone number, dates of attendance, awards received, most recent previous school attended, scholar photo, videotape (not used in a disciplinary matter) and scholar work displayed at the discretion of the teacher.



### 2020-2021 School Calendar Revised July 2020

	Date	Time
First Day of School (5 <sup>th</sup> and 6 <sup>th</sup> Grade)	August 17, 2020	
First Day of School (3 <sup>rd</sup> and 4 <sup>th</sup> Grade)	August 19, 2020	
First Day of School (2 <sup>nd</sup> and 1 <sup>st</sup> Grade)	August 24, 2020	
First Day of School (Kindergarten)	August 26, 2020	
Labor Day (No School)	September 7, 2020	
Fall Break Begins (No School)	October 14-16, 2020	
Neuroscience Retreat (Staff Only)	October 14, 2020	
End of Quarter 1 Report Cards Sent Home	October 23, 2020	

Parent/Teacher Conferences (No School)	October 26, 2020	
Thanksgiving Break (No School)	November 23-27, 2020	
Winter Break Starts (No School)	December 21-January 4, 2020 Note: January 4th is a PD day for teachers and non-student days for scholars.	
Martin Luther King Jr. Day (No School)	January 18, 2021	
End of Quarter 2 Report Cards Sent Home	January 22, 2021	
President's Day (No School)	February 15, 2021	
Parent Teacher Conferences (No School)	February 16, 2021	
Spring Break	March 29-April 2, 2021	
End of Quarter 3 Report Cards Sent Home	April 16, 2021	
Memorial Day (No School)	May 31, 2021	
End of Quarter 4 Report Cards Sent Home	June 4, 2021	
Last Day of School For Scholars	June 4, 2021	
Teacher Work Days/Make Up Snow Days (if needed)	June 7-8, 2021	

### HOURS OF OPERATION

The Front Office will be open from 7:00 a.m. to 4:30 p.m. daily to answer phone calls, take messages, and help families obtain any information they need. Scholars are not allowed on school grounds before 7:20 a.m. unless they are enrolled in before or after care programs. Please do not allow scholars to wait on the playground or in the rear of the school as they are not being supervised. The school will not be liable for incidents that occur before school hours.

### SCHOOL CLOSURES

In the event there is inclement weather, Ignite Achievement Academy will follow the same school closure schedule as Indianapolis Public Schools. Please refer to your local news stations, school website and social media outlets for closings and delays. A “Power-Blast” will also be sent via Ignite Achievement Academy. If there is severe weather during the day, parents will be notified that their scholars will be released early.

### School Day at a Glance

7:20 a.m.	Doors open for scholar arrival and breakfast
7:41 a.m.	Scholars are now tardy
11:00	Kindergarten Lunch
11:30	1 <sup>st</sup> & 2 <sup>nd</sup> Grade Lunch
12:00	3 <sup>rd</sup> & 4 <sup>th</sup> Grade Lunch
12:35	5 <sup>th</sup> Grade Lunch
12:40	6 <sup>th</sup> Grade
3:50	Dismissal Begins
4:30	Late pickup procedures

## PICK UP PROCEDURES

Dismissal begins at 4:00 p.m. The office closes to visitors daily at 3:30 p.m. as the school prepares for transition. If you need to pick your scholar up early, you must be in the office before 3:30.

Every Wednesday afternoon our scholars participate in enrichment activities facilitated by staff and community partners. These afternoons are dedicated to professional development for our staff.

### Car Riders

All car riders are held in the cafeteria and will be released from Door #8 for dismissal. Parents must remain in their vehicles and drive through the car line to retrieve their scholar(s). Each family will be issued numbers for pick-up. All scholars within the same family will be assigned the same car pick up number. The number should be placed in the windshield or passenger window. If the parent/guardian forgets their car number, they must park their vehicle and present their ID in the front office before the scholar(s) will be released. *Parents are prohibited from picking their scholars up from any other door during dismissal due to safety concerns.*

**The Director of Student Services will be notified, and the proper authorities will be contacted for any scholar that is not picked up by 4:30 p.m.**

### School Bus

The opportunity to ride the school bus is a privilege extended to all eligible scholars. Riding the school bus is not a right. The privilege of riding the bus may temporarily be denied or suspended when and if a scholar's conduct on the bus jeopardizes the safety of the driver, attendants, other scholars or individuals outside the bus. The ride to and from school is considered an extension of the school; consequently, the school's rules for scholars' behavior and the school's discipline procedures, including appropriate supports for scholars with disabilities, apply to scholars' behavior while at the bus stop and while riding on the bus. Please thoroughly read through the expectations and bus discipline policy with your scholar so you both understand what is expected and what the consequences are for not adhering to those expectations.

<h3>SCHOLAR BUS EXPECTATIONS</h3>
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- Scholars will board the bus quietly and in an orderly fashion.
- Scholars will take their assigned seats.
- Scholars will not talk loudly, yell, or scream.
- Scholars will not use profanity, vulgar, or lewd language or gestures whether it is toward other scholars, bus personnel, or oneself.
- Scholars will not throw foreign objects on the bus or out the bus windows.
- Scholars will not hang their arms, hands, heads, or other items out the windows.
- Scholars will not eat or drink on the bus. This includes gum and candy.
- Scholars will not deface the bus or litter.
- Scholars will not tamper with bus equipment or emergency exits.
- Scholars will always follow the directions given by school and bus personnel.
- Scholars will not fight, inappropriately touch, or display physical aggression toward others.

- Scholars will not bully other scholars while on the bus or bus stop.

### PARENT/GUARDIAN BUS EXPECTATIONS

- Parent/Guardian understands there is a 10-minute window for pick-up and drop-off of their scholar. They will ensure scholar is at assigned bus stop 10 minutes before the scheduled pick-up time and ensure they are waiting at the bus stop at the schedule time to receive their scholar in the afternoon. (Bus drivers will not allow primary scholars to exit the bus if the parent/guardian is not at the stop).
- Parent/Guardian will immediately report any concerns to the bus and/or school personnel and will refrain from addressing other scholars.
- Parent/Guardian will not use profanity, vulgar, or lewd language or gestures whether it is toward other scholars, bus personnel, or oneself.
- Parent/Guardian will not board the bus under any circumstance.
- Parent/Guardian will notify school immediately if the family is moving to another residence.  
**NOTE: It can take 3 to 5 school days for transportation to be established once a family has moved to a new eligible address.**

*The objective of school and bus personnel is to maintain a safe environment while transporting all scholars. Please note that if parents or guardians fail to adhere to the expectations set forth, school officials may examine the actions of parents/guardians and make decisions on whether their scholar should be suspended from the bus to preserve the safety of others.*

### BUS DISCIPLINE PROCEDURES

- First discipline referral will result in a restorative session and a phone call home to parent.
- Second discipline referral will result in a one-day suspension off the bus.
- Third discipline referral will result in a five-day suspension off the bus.
- Fourth discipline referral will result in suspension of transportation privileges for one semester (depending on time frame of the incident this could be the remainder of the current semester or the duration of the following semester).
- Fifth discipline referral will result in suspension of transportation privileges for the remainder of the school year.
- ❖ The following actions will result in an automatic five-day suspension from the bus. Depending on the severity and at the discretion of the Principal and Head of School, these actions could also result in suspension from school attendance as well.

- Use of profanity, vulgar, or lewd language or gestures toward an adult while on the bus.
  - Touching another scholar or bus personnel in an aggressive or inappropriate manner.
  - Throwing a foreign object(s) while on the bus or out the windows.
- ❖ Second referral for any of the actions listed above will result in suspension of transportation privileges for the remainder of the school year.
  - ❖ Any incidents of alleged or confirmed bullying will result in immediate application of the school’s bullying policy.

<b>CONTACT INFORMATION</b>
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**Ignite Achievement Academy**

Chief John Akers  
 (317) 226-4242 Ext. 272

**IPS Transportation Dispatch (late buses)**

(317) 226-4500

**IPS Service Center**

(317) 226-4000

**Early Release**

All parents/guardians and emergency contacts picking scholars up for early dismissal must present a picture ID and sign the scholar out in the main office. Scholars will not be released to any persons without a valid picture ID and neither will they be released to anyone not included in their list of emergency contacts.

**VISITORS**

**PARENTS**

Ignite Achievement Academy prides itself on having an “Open Door” policy. We encourage visitors in our building, as the whole school community is a vital part of our scholars’ educational experience. Walk-in visitors may opt to have lunch with their scholar in the Parent Resource Room daily during the designated grade-level lunch times. Classroom visits must be scheduled in advance with the classroom teacher and are limited to 20 minutes per week unless approved by administration or parent is fulfilling Parent Volunteer hours. During standardized and benchmark testing, parents will not be permitted to visit in classrooms or hallways.

In order to ensure the safety of our scholars, any scholar not enrolled at IAA will not be allowed to wait at Ignite Achievement Academy unattended. Please make arrangements for your child to wait for pick up at their designated school. All minor children that are not enrolled at Ignite must always be accompanied and supervised by an adult.

Parents/guardians and other approved adults) are strongly encouraged to visit. Upon arrival, all visitors must report to the main office and sign in using the designated Entry and Exit System. An IAA staff member will accompany/guide visitors to their destination. All visitors must have a badge that is visible at all times while on the IAA premises.

Visitors are welcome in the classroom; however, they may not talk to the teacher in depth while observing the class. In the event a conference needs to be held, please reach out to your scholar's teacher or administration to set a scheduled time.

### **ALL OTHER VISITORS**

All persons visiting Ignite Achievement Academy and will access to any area outside of the main office are required to report to the main office upon arrival and sign in. All visitors must have a visitors' badge or respective company credentials that are visible at all times while on the IAA premises. Any visitor that will be working directly with students are subject to a background screening conducted by IAA. Certain persons or agencies may be granted exclusion from this policy due to the nature of their visit (i.e. 3<sup>rd</sup> party vendors providing wrap-around services where their organization has already performed a background screening, guest/substitute teachers, CPS/DCS caseworkers, Marion County CASA advocates, law enforcement officers, or visiting nurses or health department employees performing services).

## **SCHOLAR DRESS CODE POLICY**

Our dress code reinforces Ignite's culture of high expectations and academic achievement. All scholars must dress according to the dress code policy. Attire bonds Ignite scholars as a team. They also reduce distractions. When scholars come to school looking the same way, they do not have to worry about fitting in or feeling bad about the clothes they do or do not own. Scholars are expected to follow the dress code Monday-Friday, unless indicated by administration.

### **IGNITE DRESS CODE REQUIREMENTS**

**SHOES:** Scholars may wear any color tennis or dress shoe. UGGs, slippers, flip-flops, Nike slippers or ballerina slippers are **not permitted**.

**SOCKS:** Scholars are required to wear socks at all times.

**SHIRTS:** Scholars must wear their Ignite polo (red for grades K-2 and black for grades 3-6). These polos must be purchased from School Zone Uniforms located at 5425 N Keystone Ave Indianapolis, IN 46220. Vouchers are available through the Center Township Trustee for qualified applicants.

**PANTS:** Plain khaki or black pants with no labels or markings are required (Cell phone pockets, carpenter pockets or key chains are not permitted).

**BELTS:** All scholars in grades 3-6 are required to wear a black or brown belt. No other colors, designs, buckles, holes, studs or slogans are permitted.



**OUTERWEAR:** Scholars are permitted to wear a plain black sweatshirt over their polo, plain black pullover. Scholars may not wear jackets or coats while in classroom or throughout school day.

**UNDERSHIRTS:** Scholars are permitted to wear black or white long or short sleeve undershirts or turtlenecks.

**BACKPACKS:** All scholars must have a traditional backpack. Backpacks with wheels are not allowed for safety reasons.

**HEADWEAR:** Scholars are not allowed to wear hats, scarves or other head coverings unless it is part of a religious practice or accompanied by a statement from a medical professional. Bows and ribbons are permitted.

**HAIRSTYLES:** Scholars cannot arrive to school with scarves or bandanas. Scholars may not have any profane or inappropriate words or designs carved in hair.

**JEWELRY:** Stud earrings are permitted. A plain bracelet or watch (no sound effects or games) are also permitted. Ignite is not responsible for any lost or stolen items.

## **MEALS & TEXTBOOKS**

Ignite Achievement Academy participates in the National School Lunch Program. Breakfast and lunch are provided to all scholars. Scholars who fail to return textbooks or damage them beyond normal wear and tear will be charged a replacement fee.

All families are required to complete the CEP application for Educational Benefits, whether you believe you qualify for benefits or not. If assistance is needed for textbook rental fees as well as meals, please check the box for Curricular Materials assistance. The application can be found on the school's website at [www.igniteindy.org](http://www.igniteindy.org) or by contacting a member of the Front Office staff for an application.

## **MCKINNEY-VENTO & HOMELESSNESS**

### **Homelessness Defined**

Homeless students are those who lack a fixed, regular, adequate nighttime residence. This includes students who are sharing the housing of other persons due to loss of housing, economic hardship or a similar reason; are living in motels, hotels, trailer parks, or campgrounds due to lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals.

The McKinney-Vento Act is a federal law that was enacted in 1987. It is intended to remove barriers to education that homelessness may cause. The law gives children and youth rights to enroll in school, stay in school, receive transportation to and from school, and do well in school. Children and youth who are experiencing homelessness can choose to continue in the school they were attending when they became homeless, or they may choose to attend the new boundary school determined by the address where the child will be living. The decision is based on the best interest of the child. Homeless children and youth must be given services comparable to the services offered to other students in the school. Homeless

children and youth should not be kept out of school or experience enrollment delays due to transportation problems, transfer of records, immunization or residency requirements, or guardianship issues. Homeless students must not be separated from the mainstream school environment because they are homeless.

If you believe you may qualify for McKinney-Vento services, please contact the school's McKinney-Vento Liaison, NaTanza Bratcher, at (317) 226-4242.

### **NON-CUSTODIAL PARENTS**

Indiana and federal law as well as school policy presumes that a student's non-custodial parent continues to be entitled to the rights of a parent. This includes access to student records, participation in parent-teacher conferences, and picking a student up from school at dismissal or for an appointment. If a custodial parent has a current court order or order of protection that specifically limits a non-custodial parent's participation in school activities or access to the student at school, the custodial parent should present the court order to school administration immediately.

Preferences of a custodial parent not supported by a court order cannot be enforced by the school. If a request for a court order is pending, the custodial parent should meet with the principal of the student's school to explain any circumstances that may result in harm to the student.

### **ACADEMIC EXCELLENCE**

Ignite Achievement Academy will inspire a love of learning through vigorous instructional practices and project-based learning that propels knowledge with culturally relevant practices and community involvement. By fostering a love of learning and respect for themselves and the community they serve, our scholars will be prepared to successfully enter the secondary education environment and eventually obtain the skill sets needed to become thriving, productive members to society.

### **PROMOTION AND RETENTION**

Ignite Achievement Academy is committed to preparing all scholars to be successful, contributing members of society. IAA does not support social promotion, as we believe, given the nature of our programming, it is a disservice to children to move them onto the next grade level **if they are unable to demonstrate mastery of the content being covered**. It is always the intention of IAA to take a proactive approach to scholar success, so interventions such as Math and Literacy Labs, tutoring and Saturday school will be offered immediately in the event a scholar is struggling. Ignite will also have on-going dialogue with families to ensure they understand where their scholar is performing academically and what they can do to reinforce learning in the home.

If in the event these interventions do not reflect adequate growth via grades and/or assessments, promotion will not occur. Scholars who receive a failing grade at the end of the year in English Language Arts and/or Mathematics will automatically be retained. In addition, if multiple data points reflect below grade level performance on benchmark and summative assessments in the middle or end of the year, a scholar may be moved back a grade level if determined appropriate and in the best interest of the long term growth of the scholar by the Retention Committee. Scholars that earn passing grades in all core subject areas and demonstrate on-grade level or above performance on benchmark and summative assessments will automatically be promoted to the next grade level.

## ACADEMIC INTEGRITY

Ignite Achievement Academy will not condone cheating of any kind. Please refer to the outlined discipline policy for this infraction.

## GRADING SCALE

The report card is divided into subject areas as well as learning and social behaviors. Teachers design multiple assessments, tasks, projects and collect evidence of scholar learning throughout the grading period. Evidence may include teacher observations, scholar work samples, projects, tests, quizzes, and unit assessments.

The report card uses a scale of 1-4 in grades K-2 and A-F in grades 3-6 to indicate progress on the grade level standards for each quarter.

Ignite Achievement Academy will grade all scholars in grades K-2 according to the following scale:

<b>Reporting Scale</b>	<b>Explanation</b>
4 Exceeding Standards	<ul style="list-style-type: none"><li>• Demonstrates mastery &amp; superior understandings.</li><li>• Exceeds requirements for grade-level work.</li><li>• Consistently applies and extends learned concepts and skills independently.</li></ul>
3 Meeting Standards	<ul style="list-style-type: none"><li>• Demonstrates and applies knowledge and understanding of learned concepts and skills.</li><li>• Meets requirements for grade -level work.</li><li>• Completes work accurately and independently.</li></ul>
2 Approaching Standards	<ul style="list-style-type: none"><li>• Demonstrates partial understandings.</li><li>• Beginning to meet requirements for grade-level work.</li><li>• Requires some extra time, instruction, assistance and/ or practice.</li></ul>
1 Below Standards	<ul style="list-style-type: none"><li>• Demonstrates minimal understandings.</li><li>• Seldom meets requirements for grade-level work.</li><li>• Requires an extended amount of time, instruction, assistance and/ or practice.</li></ul>

Ignite Achievement Academy will grade all scholars in grades 3-6 according to the following scale:

<b>Reporting Scale</b>	<b>Explanation</b>
A Exceling	<ul style="list-style-type: none"><li>• Demonstrates mastery &amp; superior understandings.</li><li>• Exceeds requirements for grade-level work.</li><li>• Consistently applies and extends learned concepts and skills</li></ul>

	independently.
B Above Average	<ul style="list-style-type: none"> <li>• Demonstrates above average understanding of learned concepts and skills.</li> <li>• Meets requirements for grade -level work.</li> <li>• Completes work accurately and independently.</li> </ul>
C Average	<ul style="list-style-type: none"> <li>• Demonstrates average understanding of learned concepts and skills.</li> <li>• Meets requirements for grade -level work.</li> <li>• Completes work accurately and independently most of the time.</li> </ul>
D Below Average	<ul style="list-style-type: none"> <li>• Demonstrates partial understandings.</li> <li>• Beginning to meet requirements for grade-level work.</li> <li>• Requires some extra time, instruction, assistance and/ or practice.</li> </ul>
F Failing	<ul style="list-style-type: none"> <li>• Demonstrates minimal understandings.</li> <li>• Seldom meets requirements for grade-level work.</li> <li>• Requires an extended amount of time, instruction, assistance and/ or practice.</li> </ul>

### **IREAD-3 ASSESSMENT**

All third graders must demonstrate proficiency on the IREAD-3 assessment. Scholars that did not pass the IREAD-3 in the spring will be required to attend mandatory summer remediation. At the end of the summer session, scholars will be allowed to re-take the assessment.

If a student did not pass the IREAD-3 following the summer administration of his or her third grade year and is not eligible for a Good Cause Exemption, Ignite will assess the student’s overall academic performance in all subject areas to determine whether retention in the third grade is necessary.

If the school determines that retention is necessary based on the overall academic performance of the student in all subject areas, the student should be reported to the state in the subsequent year as a third grader, and the student should receive third grade instruction in all subject areas.

If the school determines that retention is not necessary based on the overall academic performance of the student in all subject areas, the student should matriculate and be reported to the state in the subsequent year as a fourth grader and receive fourth grade instruction in all subject areas. However, the student must continue to receive third grade reading instruction during the subsequent school year, and must retake the IREAD-3 until the student passes the assessment or qualifies for a Good Cause Exemption.

### **SUMMER SCHOOL**

Failing grades and in some instances, a lack of proficiency on school determined benchmark assessments such as NWEA, DRA and ACUITY *may* require a scholar to be assigned mandatory summer school. If Summer school occurs, it will be held 5 days a week for a minimum of 4 weeks. During summer session, scholars are expected to follow all school rules, including the dress code in its entirety. Scholars that are absent more than 2 days without a valid excuse, may face automatic retention.

## **HOMEWORK**

Ignite scholars should expect a homework assignment every evening in reading and mathematics. Parents should assume that scholars have homework and check it each evening for accuracy and completion. Each scholar is required to have a homework tracker provided by their classroom teacher. Further, parents should assist their scholars in making sure the homework is in a secure place (i.e. a homework folder) for ease of transmission to the teacher. All Ignite assignments are due at the beginning of the school day. Scholars who do not have their homework will be tracked for administrative follow-up and sent to the office.

### **Make-up Work:**

1. In all cases of absences, whether excused or unexcused, scholars shall be expected to make up work on all assignments missed.
2. Full credit for make-up work completed shall be allowed for excused and unexcused absences.

Make up work will be accepted within the period of return to school which equals the period of absence. Example: if scholar is absent three (3) days, all make up work is due within three days of return to school.

## **PROGRESS REPORTS AND REPORT CARDS**

Teachers are required to send home updated Progress Reports every two weeks. Parents are expected to sign these reports, indicating they are aware of their scholar's current progress and return them to school with their child. At the end of each quarter, scholars will receive a Report Card.

## **CHANGE OF ADDRESS/PHONE NUMBER**

In the event a scholar's home address, parent contact or daycare information changes, it is the responsibility of the parent/guardian to immediately notify Ignite's front office staff. Having the correct contact information is essential in an emergency.

## **WITHDRAWAL FROM IAA**

If, for any reason, a scholar must withdraw from school, the parent(s) and/or guardian(s) should inform the school office at least two days before the last day of attendance. School records will be forwarded when the new school requests them. Scholars who are not at least 18 years of age must have a custodial parent/guardian officially withdraw them. Parents have 48 hours to have scholars enrolled in another school or be reported to the appropriate child protection authorities.

Scholars who are withdrawing from school and not enrolling in another school must attend an exit interview meeting with the principal and parent(s)/ guardian(s) unless the scholar is 18 years of age or older.

## **TARDINESS**

Scholars are expected to be on time to class every day. Tardies will be logged daily, and consequences will be extended weekly. A scholar is considered tardy after 7:40am.

Any scholar arriving tardy to school at the beginning of the day should receive a tardy pass from the Front Office. The Front Office Manager will determine whether the tardiness is excused or unexcused. The scholar will be marked tardy by the front office secretary. Any scholar that arrives after 2:00 p.m. will be marked unexcused for the day.

Scholars who accumulate excessive tardies (more than three in a week) will be required to attend a MANDATORY Saturday school for both the scholar and parent/legal guardian (must be 18 or older). Age must be verified by unexpired Passport, State Issued I.D. or birth certificate accompanied by a picture I.D. Scholars will not be allowed to attend Saturday School independent of an age appropriate parent/guardian. Failure to attend or a No Call No Show for assigned mandatory Saturday school will result in a 1 day out of school suspension.

## **ATTENDANCE & TRUANCY**

### **ATTENDANCE POLICY (Absences Explained)**

Poor attendance practices interfere with your scholar's academic potential and slow progress of overall classroom achievement and school performance. It is important that your scholar has regular school attendance.

Absence Codes:

#### **Unexcused Absence (U)**

- The scholar is not in school and the parent or guardian has not called or provided the school with written documentation from a doctor, judge, etc. explaining the reason for the absence.
- The scholar arrives to school after 2:00 p.m.

#### **Excused Absence (E)**

The scholar is not in school, however, the parent or guardian has called or provided the school with written documentation from a doctor, judge, etc. explaining the reason for the absence.

- The scholar is home ill or has been hospitalized for serious injury or illness
- The scholar is incarcerated
- The scholar is out of school because of death in the family
- The scholar is recognizing a religious holiday or observance
- The scholar is on a school-sanctioned field trip
- The scholar is a page for a legislator
- The scholar is required to appear in a court proceeding

*Ignite reserves the right to determine whether an absence will be considered excused; and also require written documentation if not provided by parent or guardian prior to the absence.*

### **Notification/Parent Contact**

Anytime a scholar is absent or tardy, an automated phone call is generated by our student information system.

### **3<sup>rd</sup> Unexcused Absence**

- Teacher of record contacts parent/guardian by phone.

### **5<sup>th</sup> Unexcused Absence**

- School office contacts Parent/Guardian by phone.
- Parent/Guardian is required to meet with Principal and/or Director of Culture to discuss necessary supports and to develop plan of action. Written notification mailed certified to home address with scheduled meeting date and time. (*Failure to attend this meeting may result in scholar receiving an out of school suspension*).

### **6<sup>th</sup> Unexcused Absence**

- Scholar receives 1-day out of school suspension.
- Principal or designee contacts parent/guardian by phone.
- Suspension letter and truancy warning letter mailed certified to home address. Copy is sent home with scholar.
- Reinstatement conference required (date and time of scheduled meeting included in suspension letter).

### **10<sup>th</sup> Unexcused Absence**

- Certified letter mailed to parent/guardian notifying parent of habitual truancy.
- School moves forward with filing report with DCS and/or the Marion County Prosecutor's office.

\*Please note: School staff will conduct home visits or try to reach parent/guardian using available emergency contact information when there are numerous failed attempts to reach the parent/guardian by phone or mail.

## **CHRONIC ABSENTEEISM**

It is considered chronic absenteeism when a scholar is absent more than eight (18) days in an academic year (unexcused) and that scholar may be retained. This may also result in a Due Process hearing.

*An unexcused absence is defined as any absence that does not fall under excused or exempt absences. Excused absences are defined as absences that the school corporation regards as legitimate reasons for being out of school, as included in the school policy. These include and are limited to:*

- *Illness verified by note from parent/guardian*
- *Illness verified by note from Physician*
- *Family funeral*
- *Maternity*
- *Military Connected Families (e.g. absences related to deployment and return)*

Exempt Under certain circumstances, the law requires the school to authorize the absence and excuse of a student:

serving as a page or honoree of the General Assembly (IC 20-33-2-14)

serving on the precinct election board or as a helper to a political candidate or party on the day of a municipal, primary or general election (IC 20-33-2-15)  
when subpoenaed to testify in court (IC 20-33-2-16)  
serving with the National Guard for no more than 10 days (IC 20-33-2-17)  
serving with the Civil Air Patrol for up to 5 days (IC 20-33-2-17.2)  
the student is approved for an educationally related non-classroom activity (I.C. 20-33-2-17.5)  
the student or a member of the student's household exhibits or participates in the Indiana State Fair for educational purposes (IC 20-33-2-17.7). In each of these circumstances, the student is excused from school and is not to be recorded as absent and is not to be penalized in any way by the school.

Scholars who exceed the maximum number of unexcused absences will be considered for retention at the discretion of the Director of Curriculum and Instruction. Scholar and family will be reported to the Marion County Prosecutor and well as Department of Child Services. Each Scholar who reaches the maximum number of unexcused absences is entitled to a Due Process hearing at the request of the Scholar or his/her legal guardian. Due process hearings must be requested within 5 business days from date on attendance letter. Due process hearings are facilitated by the Principal and Director of Culture, and Teacher of Record. Due Process hearings ensure a guarantee of basic fairness and an opportunity to be heard at a meaningful time in a meaningful way and be provided with a decision supported by substantial evidence. Due process hearings will consist of the following:

- Review of notices sent to parents (i.e. tardy and attendance letters) which will include dates that notices were sent out as well as whether appropriate documentation was received as requested in each letter.
- review their child's records (copy of attendance records including dates of absences as well as dates attendance and tardy letters are sent out and lack of substantiation/documentation for unexcused absences) as appropriate
- opportunity to challenge decisions and/or provide appropriate documentation to offset unexcused absences.

### **Appeal Process**

In unusual circumstances not previously specified in the Ignite School policy, a written appeal may be made to the Head of School. When considering mitigating circumstances for scholar attendance, the school may include things such as infectious diseases, chronic health problems, epidemics, inclement weather, and absences caused by a crisis at school, in scholar's home or in the community. All medical appeals must be supported by a statement from a physician licensed in the State of Indiana to treat the illness in question.

Please mail or deliver written appeals to:

Ignite Achievement Academy  
Attention: Mr. Shy-Quon Ely, Head of School  
1002 W. 25<sup>th</sup> St.  
Indianapolis, IN 46208

### **Parent Responsibility**

State laws make parents directly responsible for the compliance of his/her child to school attendance procedures – and in some cases, under the penalty of incarceration. Parents/guardians have the responsibility to call the office by 9:00 a.m. on any school day when a scholar is tardy or absent.



If your scholar must be absent or tardy from school, the parent/guardian should call the Front Office with the following information:

1. Scholar's name and spelling of the name
2. Reason for absence
3. Caller's name and relationship to the scholar
4. Caller's daytime telephone number

If your scholar's attendance is suffering due to your family experiencing a hardship, lack of housing, or homelessness, please contact the school immediately to find out what options are available to you.

**It is always best practice to communicate with the school any time your scholar must be absent from school.**

### SCHOOL HEALTH PROGRAM

The school health program under the Marion County Health and Hospital Corporation provides a school nurse whose basic function is to carry on a program designed to maintain good health standards in the school. Each Ignite family must sign a release form with the Marion County Health Department (available through the front office or the nurse). A clinic is available for scholars who become ill during the day. The following procedures pertain to the services of the school nurse and the use of the clinic:

1. Beds in the clinic are for emergency use only. After ten (10) minutes, a scholar returns to the classroom or makes arrangements to go home.
2. Only minor first aid services are available at the school.
3. Communicable diseases are reported to the Department of Health.
4. Parents will be notified by the clinic in case of serious illness or injury, and arrangements will be made for scholars to be picked up or transported to a hospital.
5. It is strongly recommended that medications be given at home when possible. However, recognizing the necessity requiring medication while attending school, the following must apply:
  - a. Self-administration of medication (including over-the-counter medication) by scholars while in school must comply with school policy. Permission for self-administration must be granted in writing by the parent, the prescribing physician, and school officials.
  - b. Medication handed or sent to school nurse to dispense shall be accompanied by a written permission form from the scholar's parents, guardians, or legal custodians.
  - c. Written instructions from a physician shall be provided with prescription medication to include:
    1. Medication in its original container with name of scholar and physician
    2. Type and name of medicine
    3. Dosage
    4. Daily time for administration
    5. Consent of physician and consent of parent (written)
9. Scholars must have a permission pass from one of their teachers to be admitted for

- medication.
10. It is required that medication be brought to school by the parent/guardian. Only the amount to be taken should be brought to school in accordance with the amount and frequency of dosage.
  11. If any medication remains at the school when it is no longer to be taken, it is recommended that it be picked up by the parent/guardian/custodian. Such medication shall be sent home upon the written request of the parent/guardian/custodian. Medication shall be destroyed by the school nurse after being held a reasonable time.
  12. Medication brought to school and not meeting these guidelines will not be dispensed.
  13. Failure to follow these procedures could result in disciplinary action.

### **Immunizations**

When a scholar enrolls at Ignite Achievement Academy at any time or at any subsequent level, the parent must show that the scholar has been immunized or that a current medical or religious objection is on file. Parents must provide the school with complete immunization records prior to the beginning of the school year. In the event a child enrolls in school without proper immunization documentation, the school may grant a waiver for a period not exceeding ten (10) days.

### **Exclusions**

The following are symptoms for which a child must be sent/kept home from school and perhaps taken to the doctor:

1. Fever of 100°F degrees or higher. Children must not return to school until they have a normal temperature for 24 hours without Tylenol or Motrin. Children on antibiotics for contagious diseases such as tonsillitis, bronchitis or pneumonia must not return to school until they have taken the medication for 24 hours.
2. Nausea and/or vomiting- Children must stay home for 24 hours after vomiting.
3. Diarrhea- Children must stay home for 24 hours post diarrhea.
4. Sore Throat (pustules and/or blisters in throat) – Children must be fever free for 24 hours. Physician diagnosis will determine if child is contagious or not. If medication(s) are prescribed, child must take meds for 24 hours before returning to school. If child is diagnosed with strep throat or scarlet fever, medication must be taken for 48 hours before returning to school.
5. Rash- Physician diagnosis will determine if child is contagious or not. If child is contagious, he /she cannot return to school until prescribed treatment has been started.
6. Pink Eye or Discharge from Eyes- Children must stay home until a Physician makes a diagnosis, antibiotics have been taken for 24 hours and drainage from eyes has stopped.
7. Lice/Nits- Treatment should start immediately. The child is to stay home until nit free for 24 hours.
8. Open or Draining Sores- Physician needs to confirm if the child is contagious or not. Appropriate treatment should be started before child returns to school. Keep open wounds covered at all times while in school.

Ringworm – Diagnosis by a physician must be made and anti-fungal treatment needs to be started. While in school the site must be covered.

### **Inherent Risk**

Any scholar who participates in extracurricular activities must understand that a risk of injury always exists. The staff at Ignite Achievement Academy will do everything possible to minimize risks for

scholars. Ignite Achievement Academy staff members are safety conscious and are trained to instruct scholars in the safe and proper techniques of their particular sport or activity; however, due to the nature of certain activities, injuries do occur. The school provides the opportunity for participation while the parent retains the right of denial for such participation. ***Parents/Guardians will be responsible for all medical costs associated with extracurricular participation.***

## RECESS/PLAYGROUND POLICY

**POLICY:** It is Ignite Achievement Academy’s policy to promote scholar physical activity by providing safe, secure, stimulating and accessible playground environments. As such, Ignite Achievement Academy is committed to establishing uniform playground management controls and practices in order to eliminate hazards, while providing challenging and enjoyable playground conditions to promote the motor skill, physical fitness and personal and social development of all scholars.

### WEATHER FACTORS PERTAINING TO OUTDOOR ACTIVITIES:

Administration will make the determination on playground usage during inclement weather. In the case of extreme heat or cold, rain or other threatening weather conditions, scholars may participate in “indoor recess” activities. Scholars will not be permitted to participate in outdoor recess if the temperature drops below 45 degrees or exceeds 100 degrees,

### PLAYGROUND PROCEDURES:

**Restrooms** - are assigned for use by the monitors on duty. Scholars are not to use any other restrooms except those designated.

**Boundaries** - Scholars must stay within the boundaries of the playground area, and never out of the sight of a monitor.

**Jump ropes** - are to be used for jump rope only. Circle rope is permitted, but the rope must be kept on the ground.

**Kickball, Soccer, and Nerf Football** - are permitted in large open areas only. Nerf footballs may be used for passing and tag football only. **No tackle** or takedown is allowed at any time. Balls that are thrown or kicked over the fence may not be retrieved without adult supervision. No footballs, kickballs or soccer balls are permitted within close proximity to school windows.

**Monitors** - are to be respected and listened to without argument. Be respectful and follow their instructions. They are there for scholar safety.

**Nurse** - Scholars must have a pass to go to the nurse.

**Playing tag or keep-away** - are not permitted on or around the playground equipment or soft tile. This is especially dangerous on the slides.

**Returning to Class or using the Computer/Brain Lab** - is only permitted if the scholar has a pass from a teacher or monitor.

**Slide** - One person at a time seated facing forward. No standing on or climbing up the slide.

**Swings** – One person at a time on the swings and ALWAYS seated. An initial push to get going is OK. However, repeated pushing or dodging in and out of the swing area is dangerous and not allowed.

**Uneven Bars** – The uneven bars are for pull-ups or simple exercising. No standing, hanging upside down, or balancing on top is permitted.

### CONDUCT ENFORCEMENT:

1. **WARNING** - A warning will be given to scholars for inappropriate, but less serious, behavior.

2. **TIMEOUT** - Arguing, “rough housing” or repeated behaviors of a less serious nature will result in a timeout for 5 minutes or more.
3. **PLAYGROUND REFERRALS** - If a scholar is consistently argumentative or disruptive, or continually disturbing others, he/she should be referred to a counselor or administrator on duty.
4. **OFFICE REFERRALS** - Any scholar sent to the office for inappropriate behavior should be accompanied by an adult and sent with a note describing, in sufficient detail, the nature of the problem and unsuccessful interventions.

### **DISCIPLINARY INFRACTIONS/CODE OF ETHICS**

Each scholar has the right to learn in a positive, safe, and secure environment. The Head of School or administrative designee has the right and authority to determine whether anyone has violated codes of ethics and/or has interfered with the balance and peaceful conduct of the school and may lead to consequences if appropriate. In our commitment to establish and ensure each scholar’s access to a healthy and quality education, we acknowledge the need to establish a culture that promotes order and discipline in the school. In order to achieve this end, a cooperative effort must be achieved and maintained school staff, scholars, families, guardians, and our community. IAA is dedicated to eliminating the school discipline disparity in underserved populations and demographics by reducing the number of referrals, suspensions, and expulsions. The IAA staff will engage in restorative practices that elevate school culture, enhance equitable discipline systems, while improving self-motivation and positive character traits in scholars.

IAAs discipline process includes a progressive approach for managing scholars’ behavior and reinforcing the type of behaviors that are aligned to IAA’s values and expectations for student conduct.

- **Tier 1. School Runner.** Classroom teachers utilize an application throughout the school day across all environments. Scholars have the ability to earn merits for desired behaviors and receive demerits for violation of classroom expectations.
- **Tier 2. Influence Room.** Scholars participate in reflection activities, discussions surrounding desired behavior, and strategies to improve success.
- **Tier 3. Restorative Services.** Scholars participate in intensive individual / small-group sessions designed to promote positive character growth. They are given the opportunity to practice foundational skills in the areas of emotional regulation, classroom participation, and conflict resolution. Scholars are eligible to be referred for supplemental services.

**Tiers outlined by level of offense:**

<b>Tier 1</b> <i>Classroom Behavioral System (School Runner)</i>	<b>Tier 2</b> <i>Influence Room</i>	<b>Tier 3</b> <i>Restorative Services</i>
Eligible for removal from the classroom.	Eligible for in-school suspension.	Eligible for in-school and/or out-of-school suspension.

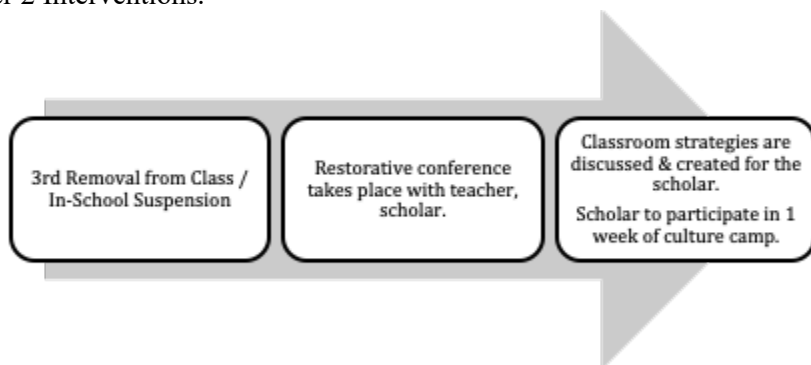
<ul style="list-style-type: none"> <li>• Shouting out without raising hand</li> <li>• Refusing to sit in STAR</li> <li>• Not walking on the 2's</li> <li>• Leaning back in chair</li> <li>• Talking to neighbor</li> <li>• Running around in the classroom</li> <li>• Not on task</li> <li>• Falling asleep</li> <li>• Excessive noise (stomping, groaning, tapping, kicking)</li> <li>• Rude comments to other scholars</li> <li>• Talking back to teachers</li> </ul>	<ul style="list-style-type: none"> <li>• Receiving 5 demerits in a given day within classroom</li> <li>• Verbal altercation with peer</li> <li>• Raising voice (yelling/ screaming) out of anger</li> <li>• Elopement (leaving assigned area)</li> <li>• Cheating on academic assignments</li> <li>• Wandering hallways/ skipping class</li> <li>• Talking back to teachers</li> </ul>	<p>3rd visit to Influence Room Refusal to go to Influence room Cursing at classmates Inappropriate hand gestures Stealing</p> <p>Immediate disciplinary action including but not limited to suspension: fighting, destroying classroom furniture/environment, violent threats, aggressive behavior, cursing at teachers/staff members.</p>
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*\*\* IAA reserves the right to review and determine disciplinary actions on a case by case basis if needed.*

### Disciplinary Process - Tiered Intervention Process

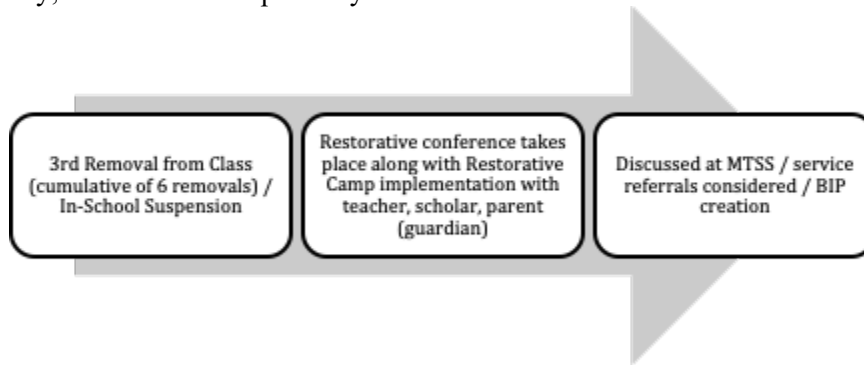
#### Tier 1. Classroom

1. Upon receiving 5 demerits, the scholar is removed from the classroom for the remainder of the day.
2. If the scholar is removed from the classroom after 1pm, he/she will report to the Influence Room for the next school day as well until 11am.
3. While in the Influence Room, scholars will complete grade-level academic work. Influence team members will have discussions with scholars regarding behavior / appropriate alternatives.
4. Discuss scholar at MTSS meeting, to determine appropriate referrals (counseling, social work, K1ds Count, etc.)
5. Upon being removed from the classroom on 3 separate days, scholars will:
  - a. Participate in a conference with teacher, scholar, and Influence team member to determine classroom strategies.
  - b. Serve an In-School Suspension + participate in 1 week of culture camp (first elective).
  - c. Progress to Tier 2 Interventions.



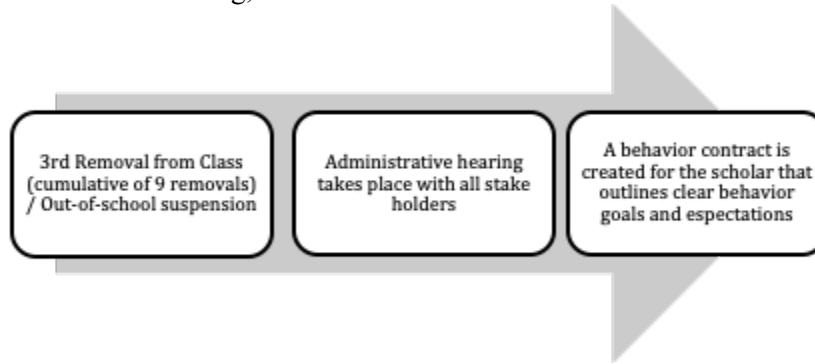
#### Tier 2. Influence Room

1. Scholar has entered Tier 2 due to having been removed from the classroom on three occasions, resulting in an In-School Suspension + culture camp.
  2. Classroom strategies were discussed in collaboration between teacher / Influence team members.
  3. Upon removal from class an additional 3 instances (cumulative 6 removals), scholars will:
    - a. Participate in a restorative conference with teacher, scholar, Influence team member, and parent / guardian to determine behavioral plan.
    - b. Serve an In-School Suspension + participate in 2 week restorative camp
- i. Black shirts: all day; Red shirts: 1 - 4 pm daily



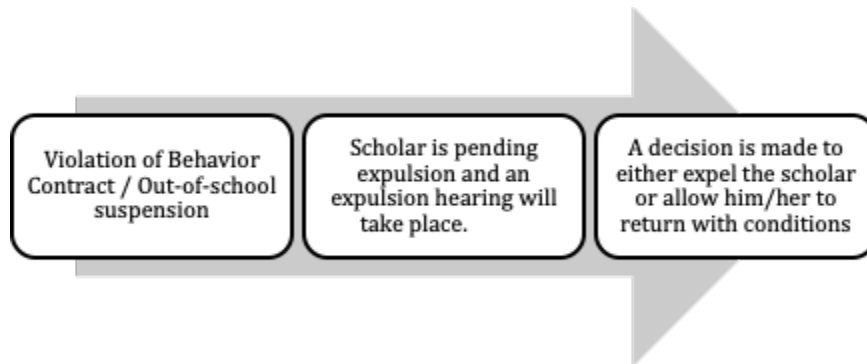
**Tier 3. Restorative Services**

1. Scholar has entered Tier 3 due to having been removed from the classroom on six occasions. At this time, they have participated in culture camp, restorative camp, and served 2 in-school suspensions.
2. Behavioral strategies are in place for scholar.
3. Upon removal from class an additional 3 instances (cumulative 9 removals), scholars will:
  - a. Serve an Out-of-school Suspension.
  - b. Participate in an administrative hearing with teacher, scholar, Influence team member, parent/ guardian, service providers, and a representative from administration. During this time, a behavioral contract will be reviewed and signed. The meeting / contract is a requirement for re-entry to school.
4. Discuss scholar at MTSS meeting, to discuss current interventions / data.



**Tier 4.**

1. Scholar has exhausted current intervention processes. The next violation of behavior contract results in out-of-school suspension pending expulsion.
2. Expulsion hearing is scheduled.
- a. If scholar is returning with conditions, Director of Culture to schedule meeting with relevant stakeholders to determine plan (K1ds Count, teacher, Influence)



**INFRACTIONS WITH AUTOMATIC CONSEQUENCES**

The following behaviors *may* immediately result in suspension from school pending an expulsion hearing:

1. No scholar shall engage in violence and/or threat of violence against any scholar, staff member, and/or other persons. Prohibited violent or threatening conduct includes threatening, planning, or conspiring with others to engage in a violent activity. No scholar shall threaten (whether specific

or general in nature) damage or injury to persons or property, regardless of whether there is a present ability to commit the act.

2. No scholar shall knowingly possess, use, or be under the influence of alcohol or any alcoholic beverage.
3. No scholar shall engage in the unlawful selling or transmission of a controlled substance, illegal drug, alcohol, prescription drugs, or anything purported to be or that is represented as a look-a-like, or engaging in a criminal law violation that constitutes a danger to other scholars or constituents an interference with school purposes or an educational function.
4. No scholar shall knowingly possess, use, or be under the influence of any narcotic drug, illegally obtained/used prescription drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, caffeine-based stimulants, substances containing \*phenylpropanolamine (PPA), stimulants or intoxicants of any kind, or any paraphernalia used in connection with the listed substances.
5. No scholar shall knowingly possess or use any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.
6. No scholar shall steal the private property of other scholars or staff nor the public property of the school corporation.
7. No scholar shall possess, handle or transmit any firearm or destructive device on school property.
8. No scholar shall possess, handle or transmit any deadly weapon on school property. The following devices are considered to be deadly weapons defined in I.C. 35-41-1-8
9. No Scholar shall violate the conditions of School Probation (academic or behavioral)

The following behaviors may result in a suspension (scholar automatically becomes probationary):

10. No scholar will cause vandalism of school property (scholar must make restitution)
11. No scholar will be egregiously insubordinate toward adults (staff or volunteer)
12. No scholar shall evade class or leave designated area or school grounds without permission of school official.
13. No scholar will engage in the use of profanity

***It is a Class D felony to threaten a public school employee. All verbal and physical threats toward employees will be taken seriously and scholars will be remanded into the custody of the appropriate authorities for criminal prosecution.***

#### **OTHER SERIOUS INFRACTIONS**

Serious discipline infractions that may be grounds for suspension or expulsion from IAA include, but are not limited to, the following examples:

14. No scholar shall use violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes or urge other scholars to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this subdivision.
  - a. Occupying any school building, school grounds, or parts thereof with intent to deprive others of its use.
  - b. Blocking the entrance or exits of any school building or corridor or room therein with



- intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
- c.** Setting fire to or damaging any school building or property.
  - d.** Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.
  - e.** Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the education function under their supervision.
  - f.** Using inappropriate gestures or exhibiting lewd and sexual behaviors.
15. No scholar or group of scholars shall engage in the bullying of another scholar(s) or any behavior with the intent to harass, ridicule, humiliate, intimidate, harm, or engage in repeated acts or gestures, including verbal or written communications transmitted, and/or physical acts committed, or any other similar behavior.
16. No scholar shall engage in any kind of aggressive behavior that does physical or psychological harm to another person or urging of other scholars to engage in such conduct. Prohibited conduct includes coercion, harassment, bullying, hazing, or other comparable conduct.
17. No scholar shall intentionally cause or attempt to cause physical injury or intentionally behave in such a way as could reasonably cause physical injury to any person.
18. No scholar shall knowingly possess, handle, or transmit a knife or any object that can reasonably be considered a weapon.
19. No scholar shall engage in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
20. No scholar shall fail to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the scholar has information about such actions.
21. No scholar shall violate or repeatedly violate any rules that are reasonably necessary in carrying out school purposes or an educational function and are validly adopted in accordance with Indiana law, including, but not limited to:
- a.** engaging in sexual behavior on school property;
  - b.** disobedience of administrative authority.
30. No scholar shall cause or attempt to cause damage to school property or steal or attempt to steal school property.
31. No scholar shall cause or attempt to cause damage to private property or steal or attempt to steal private property.
32. No scholar shall fail in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the scholar is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.

33. No scholar shall use an electronic paging device or a handheld portable telephone on school grounds during school hours.

### CELL PHONE & ELECTRONIC DEVICES

Scholars are not permitted to use or keep on their person cell phones or electronic devices while on the IAA campus without the permission of school administration. This includes gaming devices and musical players. If a teacher or staff member sees or hears a cell phone or electronic device, it will be confiscated and turned over to administration. A parent or guardian will then be required to visit the school and pick up the item. After the 3<sup>rd</sup> time a device is confiscated, IAA reserves the right to hold it until the last day of school when a parent will be allowed to retrieve the item from administration. Repeated instances of violating this policy will not only result in confiscation of the device but will also be subject to the consequences of the IAA Discipline Process. *The school and staff members are not responsible for lost or stolen property of any kind.*

### BANNED ITEMS

Ignite scholars are not permitted to bring the following items to school:

1. Fireworks
2. **Any electronic devices not required for class instruction (i.e. video games, mp3 players, etc.)**
3. Jewelry in excess of the school dress code policy
4. Sandals of any kind
5. Dice
6. Chewing gum or bubble gum
7. Water guns or balloons
8. Doo-rags, wave caps, or other head scarves
9. Metal picks
10. Rat tail combs
11. Laser pens/pointers
12. Toys
13. Weapons
14. Nerf guns
15. Hot chips of any kind
16. Candy of any kind
17. Toys

Scholars are not to bring banned items to school. Scholars who do so will have these items confiscated. **While reasonable attempts will be made to keep these items secure, Ignite cannot guarantee a scholar against theft, loss, or damage to any confiscated item. It is best to leave these items at home.**

## TOBACCO

Tobacco and tobacco products are not permitted on school grounds. This also includes Electronic cigarettes (e-cig or e-cigarettes), personal vaporizers (PV) or electronic nicotine delivery systems (ENDS).

### RESTORATIVE PRINCIPLES AT IAA

At IAA, Restorative Principles (RP) is a set of principles and practices inspired by indigenous values used to build and restore relationships and community, respond to harm/conflict and provide individual circles of support for scholars. By building, maintaining and restoring relationships between members of the entire school community, we help to create an environment where each scholar can thrive. Our program is implemented through a 3-part, school-wide model.

#### Phase 1: Community Building (Prevention/Relate)



Phase 1 utilizes social emotional skills and restorative practice (classroom peace circles) to foster relationships, create shared values and principles, and promote restorative conversations following behavioral disruptions. The objective is to build a compassionate, deliberate, and equitable community environment with conditions that are supportive of and encouraging to maximum learning.

#### Phase 2: Restorative Processes (Intervention/Repair)

Phase 2 is characterized by the use of non-punitive response to harm/conflict such as harm circles, mediation, or family-group conferencing to respond to disciplinary issues in a restorative manner. This process addresses the root causes of the harm, supports accountability for the offender, and promotes healing for the victim(s), the offender, and the school community.

### **Phase 3: Supported Return (Personalized/Re-Integrate)**

Phase 3 is displayed by 1:1 support and successful return of youth following suspension, truancy, or expulsion. The objective is to welcome scholars back to the school community in a way that provides wraparound support and encourages scholar accountability, responsibility and achievement.

Ignite Achievement Academy holds high expectations for scholar behavior. IAA places a high priority on maintaining an atmosphere of respect that is conducive to learning and is safe for all scholars, staff, and guests. We try to center as much of our educational dollars as possible on active academic support for our scholars. This means we have very little staff time devoted to discipline of scholars who will not cooperate.

Scholars who engage in disruptive behavior will be called upon to correct that behavior. If a scholar cannot correct the behavior, he/she will be sent to meet with a school administrator. Families will be notified when there are concerns and may be asked to work with the school and the scholar to address the concern. Scholars will be suspended when they create a disruption to the learning environment. IAA cannot continue to succeed academically when scholars are distracted by those who do not care to meet our behavioral expectations. Your support in this matter is greatly appreciated.

When a child is suspended, they will receive a letter from the Head of School or designee. While we would hope to be able to speak with you personally, we cannot guarantee that the administrative office will always be able to reach you by phone.

When your child is suspended, we recommend that you help them become rededicated to the expectations of our school.

## **BULLY PREVENTION POLICY AND CODE OF CONDUCT**

Ignite Achievement Academy believes that all scholars have a right to a safe and healthy school environment. The district, schools, and community have a duty to promote respect, acceptance, and tolerance.

Ignite Achievement Academy will not tolerate behavior that potentially infringes on the safety of scholars and/or staff. Bullying is defined for Indiana schools in HEA1423 (IC 20-33-8-0.2) as overt (intentional), unwanted, repeated acts or gestures. This behavior includes but is not limited to: direct physical contact, (hitting or shoving); verbal assaults (teasing or name-calling); verbal threats or threatening posts on social media; and social isolation or manipulation (encouraging peers to engage in bullying another peer). A scholar shall not intimidate, harass, or bully another scholar or staff member through repeated words or actions.

Ignite Achievement Academy expects scholars and/or staff to immediately report incidents of bullying to the principal or building designee. Staff members who witness such acts take immediate steps to intervene when safe to do so. Each complaint should be promptly and thoroughly investigated. The

policy applies on school grounds, while traveling to and from school and/or school-sanctioned events, and during school-sanctioned events off school property.

To ensure bullying does not occur on school campuses, the Ignite Achievement Academy will provide staff development training to school administrators in bullying prevention and reporting. School administrators will then train their staff on bullying prevention and reporting. The staff will then discuss the school's policy with their scholars in an age-appropriate fashion, emphasizing that no one should have to endure any form of bullying and that scholar safety is a vital component to the overall success of our scholars.

Each school within the Ignite Achievement Academy shall record the frequency of bullying incidents in the following categories: verbal bullying, physical bullying, social/relational bullying and electronic or written communication bullying. As part of HEA 1423 (IC 20-34-6-1), each school shall report this information to the school corporation superintendent, school board, and the Indiana Department of Education. Information shall be submitted to the Indiana Department of Education by July 1 of each year. By August 1, the Network must post the appropriate information to the Network website.

Each school will adopt a Scholar Code of Conduct policy that applies to all scholars while on school grounds, while traveling to and from school and/or school-sanctioned events, and during school-sanctioned events off of school property. Scholars who bully are in violation of this policy are subject to swift disciplinary action up to and including expulsion.

The Scholar Code of Conduct includes, but is not limited to:

- Any scholar who engages in bullying will be subjected to restorative counsel and may be subject to disciplinary action up to and including expulsion
- Scholars are expected to immediately report incidents of bullying to the principal or building designee
- Scholars can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner
- If the victim and/or the victim's guardian feel the appropriate resolution of the investigation has not been reached, the victim's guardian should contact the principal

The procedures for intervening in bullying behavior include, but are not limited to:

- All staff, scholars, and parents will receive a summary of this policy prohibiting bullying: at the beginning of the academic year, as part of the scholar handbook, or when a scholar enrolls in a Ignite Achievement Academy school
- The school will make reasonable efforts to keep a report of bullying and the results of investigation confidential
- Staff who witness bullying shall take immediate steps to intervene when safe to do so and report the incident as soon as feasibly possible. People witnessing or experiencing bullying will not fear retaliation either personally or professionally.

## **SECLUSION AND RESTRAINT**

As 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 parents or guardians 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.

## SUSPENSION AND EXPULSION POLICY

The grounds for suspension or expulsion listed above apply when a scholar is a) on school grounds, before, during or after school hours, b) off school grounds at a school event or activity, or c) traveling to or from school or a school event or activity.

If a scholar is suspended from school for any reason, participation in extra-curricular activities and events is suspended until the suspension period has ended. **Scholars who are suspended out-of-school on Friday will not be eligible for participation in extra-curricular activities and are not to be on school property until the following Monday or the end of the suspension period.**

In addition to the grounds listed above, a scholar may be suspended or expelled for engaging in any activity on or off school grounds if the activity may reasonably be considered to be an interference with school purposes or an educational function, or the scholar removal is necessary to restore order or protect persons on school property. This includes any activity meeting the above criteria which takes place during weekends, holidays, school breaks, or any time a scholar may not be attending classes or other school functions.

Detentions after school or suspensions from class can be determined by classroom teachers in consultation with the principal:

(Refer to the appropriate Indiana law at IC 20-8.1-5.1-18)

### **SUSPENSION FROM SCHOOL – When an administrator (or designee) determines that a scholar should be suspended, the following procedures will be followed:**

1. A meeting will be held with the scholar and an administrator prior to any suspension decision. At this meeting the scholar will be entitled to procedural due process which includes:
  - a. written or oral statement of the charges
  - b. If the scholar denies the charges, a summary of the evidence against the scholar will be presented; and
  - c. The scholar will be provided an opportunity to explain his or her conduct.
2. The scholar/administrator meeting shall precede suspension of the scholar except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible. Scholars are not guaranteed a meeting prior to suspension.
3. Parents/guardians will be notified of a possible suspension as soon as possible, but in all cases the parents or guardians of suspended scholars will be notified in writing. The written notification will include the dates of the suspension, describe the scholar's misconduct, and the action taken by the administrator.

**EXPULSION – When an administrator (or designee) recommends to the Co-CEO (or designee) that a scholar is expelled from school, the following procedures will be followed:**

1. Ensure that procedural due process has been offered as cited under procedures for suspension
2. Filing procedures which must be followed include:
  - a. Accurate completion of the scholar information on the Request for Expulsion Form.
  - b. Signature of the appropriate administrator.
  - c. Causal Hearing date and/or pre-expulsion date when applicable, otherwise not applicable.
  - d. The code of conduct citation that the scholar is charged with violating. This includes every violation that will be discussed at any necessary expulsion hearing.
  - e. All appropriate suspension information, if the scholar has been suspended, including the dates for the beginning and ending of the suspension.
  - f. The date the expulsion would end if upheld.
  - g. The request for continued suspension should be checked only if a principal (or designee) is requesting that the suspension be continued. This should only be requested when there is a risk to others or to the educational process and should not be checked for a scholar who is special education. (Note: requesting a continued suspension can result in an additional hearing just to determine the continued suspension.)
  - h. In all cases, the Request for Expulsion form must be on the CEO's desk no later than two (2) school days after the decision to request expulsion has been made. This timeline must be adhered to because of the great risk of violating due process.
3. The CEO (or designee) may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:
  - a. legal counsel
  - b. a member of the administrative staff who did not expel the scholar and was not involved in the events giving rise to the expulsion.
  - c. a member of the Board of Directors
4. An expulsion will not take place until the scholar and the scholar's parent are asked to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure by a scholar or a scholar's parent to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the Board of Directors
5. The request to appear at the expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and the date, time, place and purpose of the meeting.
6. At the expulsion meeting, the administrator (or designee) will present evidence to support the charges against the scholar. The scholar or parent will have the opportunity to answer the charges against the scholar, and to present evidence to support the scholar's position. An attorney may not represent the scholar at the expulsion hearing, but the attorney may be available for consultation outside the meeting room during the course of the meeting.

7. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the scholar and the scholar's parent.
8. **Decisions of the person conducting the expulsion meeting may be appealed to the Board of Directors within ten (10) days of the receipt of the notice of action taken.** The appeal to the Board must be in writing. If the appeal is properly made, the Appeals of Committee of the Board of Directors will hear the appeal and will consider the written summary of the expulsion meeting and the arguments of the school and the scholar and/or the scholar's parent. The Appeals Committee will then take any action deemed appropriate.

**Requests for appeal should be forwarded to:**

Ignite Achievement Academy  
President  
Board of Directors  
1002 W.25<sup>th</sup> St  
Indianapolis, IN 46208

Please refer to IC 20-8.1-5.1-13 for further clarification of your rights under Indiana Law.

### **ADDITIONAL DISCIPLINARY ACTIONS**

In addition to suspensions and expulsions, scholars may be subject to additional disciplinary actions. These disciplinary actions may include:

- A. Counseling with a scholar or group of scholars
- B. Conferences with a parent or group of parents
- C. Assigning additional work
- D. Rearranging class schedules
- E. Requiring a scholar to remain in school after regular school hours to do additional schoolwork or for counseling
- F. Restricting extracurricular activities
- G. Removal of a scholar by a teacher from that teacher's class for a period not to exceed five (5) class periods

### **ALTERNATIVES TO CORRECTION**

IAA is responsible for incorporating a Multi-Tiered Support System (MTSS) framework in order to reduce the level of discipline referrals, suspensions and expulsions through pro-active and responsive intervention, positive behavioral motivation, restorative practices, and other non-punitive approaches to discipline. MTSS is a support system that focuses on maximizing scholar achievement, eliminating behavior instances and trends, and avoiding loss of instructional time through the use of tiered interventions.

Referral of scholars from the classroom environment for misbehavior should occur minimally and only in the most disruptive and/or repetitive circumstances and after responsive management techniques have been used. IAA staff is trained to utilize a classroom management system of strategies and techniques prior to referring a scholar out of the classroom unless in the case of egregious or aggressive behavior



that threatens the safety or the ability of other scholars to learn. Classroom management strategies include, but are not limited to the following:

1. Use of classroom character tracker
2. Informal restorative and affective questioning
3. Intentional and specific re-teaching of behavioral expectations;
4. Use of “cool down” space
5. Separation of particular scholars
6. Assignment of extra tasks
7. Check-in with preferred staff
8. Redirect with instructional assistant
9. Phone call to guardian or support group member
10. Restorative conference with scholar
11. Restorative conference with parent and scholar

Families will be notified if and when patterns of inappropriate behavior surface that could lead to school or classroom suspension. In the event a scholar exhibits a trend of inappropriate behavior, more intensive supports and interventions will be identified by stakeholders and utilized by school staff. Examples of appropriate school-wide strategies and techniques may include the following:

1. A general conference or restorative conference between school staff and the scholar and caretakers.
2. Referral to a school counselor or other support service personnel for resource support, counseling and case management.
3. Coordination and convening of a Scholar Support Team and/or other intervention-related team to assess behavior and provide an individualized plan (Character Intervention Plan) to support positive behavior modification in cooperation with the scholar and family.
4. Referral for mental health services when appropriate.
5. When appropriate, referral for a comprehensive psychosocial, psychoeducational assessment that may be used to develop and Individualized Education Plan (IEP) or Section 504 plan.
6. Phased positive behavior supports that take place on site during the school day.
7. After-school programs that may or may not be facilitated in coordination with local parent and community groups that address socio-emotional development, cognitive skill deficit, specific character and/or behavioral issues, or in general expose scholars to positive activities and behaviors.
8. Saturday school detention or a day with a community support team member.
9. Community service.
10. Restriction from participation in extracurricular activities.

## **SEXUAL HARASSMENT POLICY STATEMENT**

The Ignite School prohibits any form of sexual harassment of scholars or employees whether verbal, physical, or environmental. It is a violation of this policy for any employee to harass a scholar or for a scholar to harass another scholar in a sexual manner as defined below.

## ***DEFINITION OF SEXUAL HARASSMENT***

For purposes of this policy, sexual harassment is defined as including but not limited to unwelcome sexual advances, requests for sexual or physical conduct of a sexual nature directed toward a scholar under any of the following conditions:

- a. Submission to, or toleration of, sexual harassment is used as an explicit or implicit term or condition of any services, benefits, or programs offered by Ignite.
- b. Submission to, or rejection of, such conduct is used as a basis for an academic evaluation affecting a scholar.
- c. The conduct has the purpose or effect of unreasonably interfering with a scholar's academic performance, or of creating an intimidating, hostile, or offensive environment.
- d. Submission to, or rejection of, the conduct is used as the basis for any decision affecting the individual regarding benefits and services, sponsored by Ignite.

## **SCHOLAR-TO-SCHOLAR SEXUAL HARASSMENT**

The policy prohibits scholar-to-scholar sexual harassment whenever it is related to school activity or attendance and occurs at any time including, but not limited to, any of the following:

- a. While on school grounds
- b. While going to or coming from school
- c. During the lunch period whether on or off school grounds.
- d. During, or while going to or coming from, a school sponsored activity

Any scholar who engages in the sexual harassment of another scholar is subject to disciplinary action including verbal warnings and reprimands, counseling, suspension, and expulsion.

### **Retaliation**

The Ignite School forbids retaliation against anyone who reports sexual harassment or who participates in the investigation of such a report.

## **SOCIAL MEDIA**

Families and scholars should avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening, or intimidating, that disparage members, associates, scholars, scholars' families or suppliers, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or company policy.

## **BUILDING, GROUNDS AND FACILITIES** **Care of the Building**

Scholars have a responsibility for cooperating in maintaining a clean, well-kept building. All waste should be placed in the waste containers located throughout the building. There is to be no food or drink in the building outside the cafeteria during the instructional day. Gum is not allowed in the building or on buses. Scholars should take pride in the excellent, attractive facilities and do nothing which might damage or destroy property.

### **Fire Drills**

State law requires that fire drills be held periodically. Specific instructions on which exit to use are posted in each room. When the alarm sounds, all scholars are to leave the building in a quiet, orderly manner as rapidly as possible without running. There is to be no talking as, in any emergency, it would be important that all hear directions. Scholars are to proceed a safe distance from the building and will re-enter only when the signal for their return sounds.

### **Tornado Drills**

The Ignite School conducts at least four state-mandated tornado warning drills each school year. If an emergency tornado warning is announced, the procedure will depend on the amount of time available. If the action must be immediate, all persons in the building should follow the instructions as posted in the area. If scholars are outside the building when a warning is sounded and the danger is immediate, they should lie flat in the nearest depression, such as a ditch or a ravine.

## **COMPUTER / INTERNET USE POLICY**

All scholars will file a signed copy of the “Acceptable Use Policy” with the Ignite School indicating their agreement to the terms of technology and internet use at the Ignite School:

### **Acceptable Use Policy**

Ignite Achievement Academy Policy on School-Provided Access to Electronic Information, Services, and Networks is as follows:

Freedom of expression is an inalienable human right and the foundation for self-government. Freedom of expression encompasses the right to freedom of speech and the corollary right to receive information. Such rights extend to minors as well as adults. Schools facilitate the exercise of these rights by providing access to information regardless of format or technology. In a free and democratic society, access to information is a fundamental right of citizenship.

In making decisions regarding scholar access to the Internet, Ignite Achievement Academy considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the Internet enables scholars to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The School expects that faculty will blend thoughtful use of the Internet throughout the curriculum and will provide guidance and instruction to scholars in its use. As much as possible, access from school to Internet resources should be structured in ways which point scholars to those which have been evaluated prior to use. While scholars will be able to move beyond those resources to others that have not been previewed by staff, they shall be provided with guidelines and lists of resources particularly suited to learning objectives.

Outside of school, families bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media.

Scholars utilizing School-provided Internet access must first have the permission of and must be supervised by Ignite Achievement Academy's professional staff. Scholars utilizing school-provided Internet access are responsible for good behavior on-line just as they are in a classroom or other area of the school. The same general rules for behavior and communications apply.

The purpose of School-provided Internet access is to facilitate communications in support of research and education. To remain eligible as users, scholars' use must be in support of and consistent with the educational objectives of Ignite Achievement Academy. Access is a privilege, not a right. Access entails responsibility.

Users should not expect that files stored on school-based computers will always be private. Electronic messages and files stored on school-based computers may be treated like school lockers. Administrators and faculty may review files and messages to maintain system integrity and ensure that users are acting responsibly.

The following uses of school-provided Internet access are not permitted:

- a. to access, upload, download, or distribute pornographic, obscene, or sexually explicit material;
- b. to transmit obscene, abusive, sexually explicit, or threatening language;
- c. to violate any local, state, or federal statute;
- d. to vandalize, damage, or disable the property of another individual or organization;
- e. to access another individual's materials, information, or files without permission; and,
- f. to violate copyright or otherwise use the intellectual property of another individual or organization without permission.

Any violation of School policy and rules may result in loss of School-provided access to the Internet. Additional disciplinary action may be determined at the building level in keeping with existing procedures and practices regarding inappropriate language or behavior. When and where applicable, law enforcement agencies may be involved.

Ignite Achievement Academy makes no warranties of any kind, neither expressed nor implied, for the Internet access it is providing. The School will not be responsible for any damages users suffer, including--but not limited to--loss of data resulting from delays or interruptions in service. The School will not be responsible for the accuracy, nature, or quality of information stored on School diskettes, hard drives, or servers; nor for the accuracy, nature, or quality of information gathered through School-provided Internet access. The School will not be responsible for personal property used to access School computers or networks or for School-provided Internet access. The School will not be responsible for unauthorized financial obligations resulting from School-provided access to the Internet.

Parents of scholars in Ignite Achievement Academy shall be provided with the following information:

- Ignite Achievement Academy is pleased to offer its scholars access to the Internet. The Internet is an electronic highway connecting hundreds of thousands of computers and millions of individual users all over the world. This computer technology will help propel our schools through the communication age by allowing scholars and staff to access and use resources from distant computers, communicate and collaborate with other individuals and groups around the

world, and significantly expand their available information base. The Internet is a tool for life-long learning.

- Families should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. In addition, it is possible to purchase certain goods and services via the Internet which could result in unwanted financial obligations for which a scholar's parent or guardian would be liable.
- While the School's intent is to make Internet access available in order to further educational goals and objectives, scholars may find ways to access other materials as well. Even should the School institute technical methods or systems to regulate scholars' Internet access, those methods could not guarantee compliance with the School's acceptable use policy. That notwithstanding, the School believes that the benefits to scholars of access to the Internet exceed any disadvantages. Ultimately, however, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Toward that end, Ignite makes the School's complete Internet policy and procedures available on request for review by all parents, guardians, and other members of the community; and provides parents and guardians the option of requesting for their minor children alternative activities not requiring Internet use.

NOTICE: This policy and all its provisions are subordinate to local, state, and federal statutes.

### **GRIEVANCE PROCEDURE**

Complaints should be reported to the Head of School. Written complaints may also be filed at the Ignite School front office or with the President of the Ignite Board of Directors, Dr. Demetrees Hutchins.

# Indiana Department of Education Notice regarding the Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day Ignite Achievement Academy receives a request for access.

Parents or eligible students who wish to inspect their child's or their education records should submit a written request to Mrs. Jessica English, Principal, that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask Ignite Achievement Academy to amend their child's or their education record should write the school principal [or appropriate school official], clearly identify the part of the record they want changed and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. Examples include disclosure:
  - To school officials with legitimate educational interests. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the school's or school district's annual notification for FERPA rights. A school official typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has

a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency (SEA) in the parent or eligible student's State. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf, if applicable requirements are met. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to § 99.38. (§ 99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction, if applicable requirements are met. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena if applicable requirements are met. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- Information the school has designated as "directory information" if applicable requirements under § 99.37 are met. (§ 99.31(a)(11))
- To an agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a student's case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student in foster care placement. (20 U.S.C. § 1232g(b)(1)(L))
- To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions. (20 U.S.C. § 1232g(b)(1)(K))

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202



**Dear Parent/ Guardian:**

**Please complete and return to your scholar's teacher at your earliest convenience.**

**Thank you!**

*Ignite Achievement Academy @ Elder W. Diggs*

**Scholar and Family Agreement**

The Scholar/ Family Handbook and the policies contained therein express the beliefs of Ignite Achievement Academy.

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Scholar Last Name

Scholar First Name

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Grade

---

Teacher Name

---

Parent/ Guardian First and Last Name

---

Phone Number

---

Email

**I hereby acknowledge I have received the 2019-20 Family Handbook and am responsible for reading this document from cover to cover. I agree to abide by this and future versions of the 2019-20 Scholar and Family Handbook. I understand that Ignite Achievement Academy, Inc. reserves the right to change the policies in this handbook at any time.**

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Parent/ Guardian Signature