



**Southeast Neighborhood School of Excellence**

**FAMILY HANDBOOK**

**2019-2020**

**1601 South Barth Ave  
Indianapolis, Indiana 46203**

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[www.senseindy.org](http://www.senseindy.org)**

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## OVERVIEW

### **Mission & Philosophy**

***Southeast Neighborhood School of Excellence, Inc. (SENSE) is a community-driven elementary school that nurtures academic excellence, social development and civic responsibility in every individual.***

**SENSE seeks to build a strong foundation for learning and living by creating in its students a thirst for knowledge and an enthusiasm for learning.**

- ◆ Building, in the early elementary grades, a strong foundation of knowledge and academic skills in reading, writing, math, science, and an equally strong foundation of social skill and civic responsibility, will:
  - ◆ Prepare students to succeed in higher grades
  - ◆ Shift student, family, and community orientation towards educational attainment (acquisition of credentials)
  - ◆ Broaden individual, family and community opportunities to succeed.
- ◆ SENSE school offers an environment that:
  - ◆ Fosters a child's instinctual desire to learn, honoring the principle that every child can learn
  - ◆ Is focused on identifying each student's needs and strengths
  - ◆ Dedicated to providing instruction that addresses those needs and strengths
  - ◆ Utilizes teaching strategies that have been proven to be effective with the most challenged students and with gifted and talented students, resulting in improved performance for all students in the classroom.
  - ◆ Nurtures students and builds social skills of respect, conflict resolution and teamwork;
  - ◆ Builds in each student a sense of civic pride and responsibility
- ◆ To create such an environment SENSE:
  - ◆ Recruits and retains dedicated, qualified, and caring teachers and staff
  - ◆ Provides a safe, supportive, and structured environment
  - ◆ Offers an extended school year
  - ◆ Provides enrichment activities
  - ◆ Partners with families in all aspects of their students' education at SENSE.

## SENSE Administration and Faculty

### **Administration:**

### **Email address**

CEO/Head of School	Ms. Kristie Sweeney	<a href="mailto:KSweeney@senseindy.org">KSweeney@senseindy.org</a>
Assistant Principal	Mrs. Alisa Kaczorowski	<a href="mailto:AKaczorowski@senseindy.org">AKaczorowski@senseindy.org</a>
Assistant Principal	Mrs. April Wolcott	<a href="mailto:AWolcott@senseindy.org">AWolcott@senseindy.org</a>
Director of Operations and Student Services	Mr. CJ Fox	<a href="mailto:CFox@senseindy.org">CFox@senseindy.org</a>
Director of Finance/Human Resources	Mrs. Diane Greaney	<a href="mailto:DGreaney@senseindy.org">DGreaney@senseindy.org</a>
Administrative Assistant of Student Services	Ms. Yvonne Navarro	<a href="mailto:YNavarro@senseindy.org">YNavarro@senseindy.org</a>
Attendance Officer	Ms. Tiffany Johnson	<a href="mailto:TJohnson@senseindy.org">TJohnson@senseindy.org</a>
School Nurse	Ms. Amy Cobb	<a href="mailto:ACobb@senseindy.org">ACobb@senseindy.org</a>
Director of Student Discipline	Mr. Alan Botsford	<a href="mailto:ABotsford@senseindy.org">ABotsford@senseindy.org</a>
Student Success Coordinator	Mrs. Nikki Willhelm	<a href="mailto:NWillhelm@senseindy.org">NWillhelm@senseindy.org</a>
Outreach Coordinator	Ms. Kate Voss	<a href="mailto:KVoss@senseindy.org">KVoss@senseindy.org</a>
School Counselor	Ms. Erin Good	<a href="mailto:EGood@senseindy.org">EGood@senseindy.org</a>
Assessment and Data Coach	Mrs. Jessica Heckard	<a href="mailto:JHeckard@senseindy.org">JHeckard@senseindy.org</a>
Student Resilience	Mrs. Nicole Ooms	<a href="mailto:NOoms@senseindy.org">NOoms@senseindy.org</a>

### **Full-time Faculty**

#### ***Kindergarten:***

Teacher	Mrs. Nancy Bykowski	<a href="mailto:NBykowski@senseindy.org">NBykowski@senseindy.org</a>
Teacher	Ms. Cathy Shook	<a href="mailto:CShook@senseindy.org">CShook@senseindy.org</a>
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Teacher	Ms. Nicole Bartels	<a href="mailto:NBartels@senseindy.org">NBartels@senseindy.org</a>
Teacher	Mrs. Crystal Brewster	<a href="mailto:CBrewster@senseindy.org">CBrewster@senseindy.org</a>
Teacher	Ms. Tonya Russell	<a href="mailto:TRussell@senseindy.org">TRussell@senseindy.org</a>

#### ***First Grade:***

High Ability Teacher	Mrs. Alison Sickbert	<a href="mailto:ASickbert@senseindy.org">ASickbert@senseindy.org</a>
Teacher	Ms. Emily Hinojosa	<a href="mailto:EHinojosa@senseindy.org">EHinojosa@senseindy.org</a>
Teacher	Ms. Elizabeth Silvers	<a href="mailto:ESilvers@senseindy.org">ESilvers@senseindy.org</a>
Teacher	Mrs. Sarah Boetjer	<a href="mailto:SBoetjer@senseindy.org">SBoetjer@senseindy.org</a>
Teacher	Ms. Maggie Voyles	<a href="mailto:MVoyles@senseindy.org">MVoyles@senseindy.org</a>

#### ***Second Grade:***

High Ability Teacher	Mrs. Shannon Martin	<a href="mailto:SMartin@senseindy.org">SMartin@senseindy.org</a>
Teacher	Ms. Sarah Hedien	<a href="mailto:SHedien@senseindy.org">SHedien@senseindy.org</a>
Teacher	Ms. Emily Sturgess	<a href="mailto:ESTurgess@senseindy.org">ESTurgess@senseindy.org</a>
Teacher	Ms. Alyssa Kersey	<a href="mailto:AKersey@senseindy.org">AKersey@senseindy.org</a>
Teacher	Ms. Lindsay Bean	<a href="mailto:Lbean@senseindy.org">Lbean@senseindy.org</a>

#### ***Third Grade:***

High Ability Teacher	Mrs. Kristy Taylor	<a href="mailto:KTaylor@senseindy.org">KTaylor@senseindy.org</a>
Teacher	Mrs. Courtney Kretcheck	<a href="mailto:CKretcheck@senseindy.org">CKretcheck@senseindy.org</a>
Teacher	Mrs. Theresa Wilson	<a href="mailto:TWilson@senseindy.org">TWilson@senseindy.org</a>
Teacher	Mrs. Stacy Jacobs	<a href="mailto:SJacobs@senseindy.org">SJacobs@senseindy.org</a>
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#### ***Fourth Grade:***

High Ability Teacher	Mrs. Andrea Fisher	<a href="mailto:AFisher@senseindy.org">AFisher@senseindy.org</a>
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Teacher	Ms. Abi Osthimer	<a href="mailto:AOsthimer@senseindy.org">AOsthimer@senseindy.org</a>

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***Fifth Grade:***

Teacher	Ms. Kristin Sherry	<a href="mailto:KSherry@senseindy.org">KSherry@senseindy.org</a>
Teacher	Ms. Taylor Louie	<a href="mailto:TLouie@senseindy.org">TLouie@senseindy.org</a>
Teacher	Ms. Kerri McDaniel	<a href="mailto:KMcDaniel@senseindy.org">KMcDaniel@senseindy.org</a>

***Sixth Grade:***

English/Language Arts Teacher	Ms. Bayley Savage	<a href="mailto:BSavage@senseindy.org">BSavage@senseindy.org</a>
Mathematics Teacher	Ms. Laura Wallace	<a href="mailto:LWallace@senseindy.org">LWallace@senseindy.org</a>
Science Teacher	Ms. Elizabeth Johnson	<a href="mailto:EJohnson@senseindy.org">EJohnson@senseindy.org</a>

***Seventh & Eighth Grade:***

English/Language Arts Teacher	Mrs. Julie Rutan	<a href="mailto:JRutan@senseindy.org">JRutan@senseindy.org</a>
Mathematics Teacher	Ms. Jayme Willan	<a href="mailto:JWillan@senseindy.org">JWillan@senseindy.org</a>
Science Teacher	Mr. Adam Botsford	<a href="mailto:ABotsford@senseindy.org">ABotsford@senseindy.org</a>
Social Studies Teacher	Mr. Robert Hedges	<a href="mailto:RHedges@senseindy.org">RHedges@senseindy.org</a>

***Special Education:***

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Aid	Mr. Jason Fitzgerald	<a href="mailto:JFitzgerald@senseindy.org">JFitzgerald@senseindy.org</a>

***ENL:***

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ENL Teacher	Mr. Jude Hair	<a href="mailto:JHair@senseindy.org">JHair@senseindy.org</a>

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Art Teacher	Mrs. Betzi Hernandez	<a href="mailto:BHernandez@senseindy.org">BHernandez@senseindy.org</a>
Music Teacher	Mrs. Sara Whittle	<a href="mailto:SWhittle@senseindy.org">SWhittle@senseindy.org</a>
Physical Education Teacher	Mr. Dan Nietz	<a href="mailto:DNietz@senseindy.org">DNietz@senseindy.org</a>
Physical Education Teacher	Ms. Hannah Jung	<a href="mailto:HJung@senseindy.org">HJung@senseindy.org</a>
Technology Teacher	Mr. Ryan Bean	<a href="mailto:RBean@senseindy.org">RBean@senseindy.org</a>

***Cummins Behavioral Health:***

School-Based Therapist	Ms. Melissa Ballard	<a href="mailto:MBallard@senseindy.org">MBallard@senseindy.org</a>
Life Skills Specialist	Ms. Melanie King	<a href="mailto:MKing@senseindy.org">MKing@senseindy.org</a>
Life Skills Specialist	Ms. Kirstin Haulk	<a href="mailto:Khaulk@senseindy.org">Khaulk@senseindy.org</a>

## **School Hours**

### **8:00 am to 3:15 pm**

Regular and punctual attendance at school has been shown to be a significant factor in improving student achievement. It is best for a student to arrive by 8:00 a.m. so he/she will be in the classroom and ready for the school day to begin at 8:15 am. Students who eat breakfast at school should arrive no later than 8:00 am.

## **TRANSPORTATION & ARRIVAL-DISMISSAL PROCEDURES**

### **Transportation Policy**

Bus services to and from SENSE Charter School are provided by Miller Transportation. If you have any questions or concerns about transportation or bus schedules, please contact the school office.

**No student should be left alone when being picked-up or dropped-off by the bus.** In the event that the designated adult is not waiting for the student at drop-off site, the student will be kept on the bus and will be brought back to the school after the route has been completed. The school will contact the parent/guardian for pick-up of the student(s) at the school. Bus stops will not be changed mid-year.

**Student Transportation Release:** Families may elect to allow their students to walk to school or go to and from the bus stop without adult supervision by signing the Student Transportation Release. The Student Transportation Release form can be obtained from the school office.

SENSE Charter School transportation choices include limited bus service; travel by car; and students who walk to school.

### **Daily Transportation Schedule**

SENSE Charter School requires parents/guardians to establish a consistent transportation schedule for their child (ren). This is for the safety of all of our students.

*We recognize that emergency situations occur.* Under normal circumstances, the following transportation policies will be enforced:

- Limit 1 transportation change per family per day
- No transportation changes after 1:45 p.m. (unless an emergency occurs)
- No student will be released during a tornado warning
- During inclement weather conditions, SENSE recommends that walkers are provided alternative transportation.

**\*Legal guardians are the only individuals who are authorized to make transportation changes.\***

### **Arrival & Morning Drop-off SAFETY PROCEDURES**

The following safety precautions are necessary to protect all SENSE families during morning drop-off and afternoon pick up. Please use the following procedures:

- From 7:30 a.m. to 8:00 a.m., **all** traffic should flow one way from Pleasant Run Parkway to Palmer Avenue.
- Do not park in front of the building between the hours of 7:30 – 8:15 a.m. or 3:00- 3:45 p.m.
- All pedestrians should cross the street at the corner of Palmer and Barth Streets
- No child should be left in a car unattended
- People walking children home should line-up in a single file line with numbers visible
- Please remember that SENSE Charter School and surrounding sidewalk areas are part of a smoke-free campus

### **Morning Drop-Off**

**7:30 – 8:15 am**

Students should be dropped off in front of the School's main doors, at the curb on the school's side (east side) of Barth Ave. **Students should not be dropped off on the other side of the street**, and walked or allowed to walk by themselves across Barth Ave. Students **may not** be dropped off and left unattended before the scheduled drop-off time.

- Students dropped off in front of the building before this time without an adult present will be charged the early drop-off fee.
- Students arriving after 8:15 am will have to be signed in as tardy.

**Breakfast drop off:** Students eating breakfast at the school must be dropped off no later than 8:00 am. Breakfast **will not be provided for students who arrive after 8:10 am.**

### **Afternoon Dismissal and Pick-up**

**3:15 pm** ---Dismissal is promptly at 3:15pm.

*Students must be picked up no later than 3:45 pm.*

If a student is to be picked up after school by someone other than a parent/guardian, a note signed by the parent/guardian specifying the person who is to pick up the student must be sent to the school office that morning.

*If there are any students who are not picked up by 4:30pm, IMPD will be contacted and those students will be placed in their care.*

### **Dismissal Procedures**

#### **Bus Riders –**

Students who ride the bus home will be dismissed from their teacher's classroom over the PA by their bus color. Students who ride the will either be on the green, blue, orange, or purple bus and will be called by the bus color. Please remember that there must be an adult present to receive a student(s) at the bus stop, or he/she will be taken back to the school and a parent or family member will be notified. **If your child is not a bus rider, they may not take the bus home with another student for any reason.**

**Walkers -** will be dismissed from the cafeteria on the new side of the building (old Fountain Square).

Any student who walks home or to another specified location away from the school building, either alone or with a group, is considered to be a "walker." Walkers **MUST** have a signed waiver on file. If not, he/she will not be dismissed as a walker. Students who are verified walkers must check out each day with the teacher at dismissal duty before leaving.



Students whose parents/guardians walk up to the building to pick up their child will be dismissed by their number. Parents/Guardians will form a line, behind the designated marking, outside of the old Fountain Square entrance. Each student will be assigned and given a number. This blue piece of paper MUST be in the possession of the person who is picking up the child or he/she will not be released until the front office can confirm that the child is in fact allowed to be picked up by that person. Students will not be released to anyone that is not carrying the blue sheet of paper with the assigned walker number!

**Car Riders** – will be dismissed from main cafeteria (same as last year).

Students who will be picked up by car will be given a vehicle tag that hangs on the rearview mirror with the student's last name and an assigned number on it. Students will be dismissed from the cafeteria by the teacher(s) on duty, in order of the car line.

The car line traffic should flow from east bound Pleasant Run, turning left into the Alley between the Marathon Gas Station and SENSE Charter. Once in the Alley, the line should turn left into the Staff Parking lot. The car line will stop in the Staff Parking lot before turning onto Barth Ave. When space is available, a staff member will direct the vehicles onto Barth Ave and up to where the car riding students are being dismissed.

If the person picking up a child does not have the designated vehicle tag, the individual will need to find legal parking on the west side of Barth (across from the school) or on the south side of Palmer and proceed to the front office for verification that the student may be released to him/her. Students will not be released to anyone that does not have the assigned vehicle tag on his/her possession!

### **School Bus Conduct**

Riding a school bus is a privilege and must be regarded as such by the student. Rules of school bus conduct and safety are established for the protection of the all students, the bus driver, the school and the community.

#### **Student School Bus Rules of Conduct:**

1. The student arrives at the pick-up on time and is waiting when the bus arrives. There is no recognized waiting time for the bus. However, waiting times shall be equal and fair for all students.
2. Wait for your turn to load and unload.
3. Go immediately to a seat and remain seated. The driver may choose to assign seats.
4. Cooperate with the bus driver.
5. Do not open windows or doors except by permission of the driver.
6. Keep head, arms, and body inside the bus.
7. Do not kick, scuff, mark, or intentionally damage seats or walls.
8. Do not use loud, boisterous, or profane language.
9. Do not eat or drink on the bus
10. No smoking or use of tobacco in any form while on the bus.
11. Any object(s) that totally or partially obstructs aisles, doors, or the view of the bus driver will be prohibited. All other objects which may be held in a pupil's lap below seat level without visual obstruction of the driver, not depriving another pupil of seating space, or which may be stored under the seat, may be transported. Items that, in the reasonable belief of the bus driver, prove potentially hazardous or dangerous to other students will be eliminated from the bus.
12. Any form of intentional harassment or abuse of another student or students will be prohibited. Such harassment would include throwing objects of any kind.
13. Repair of damage resulting from any form of vandalism to the bus will be assessed and payment will be the responsibility of the parent.

14. Student will not walk any danger zones.
15. No fighting or harmful contact with peers.

Violations of these Student Rules of Conduct will serve as cause for the suspension of the bus riding privilege and will serve as cause for any other discipline as provided for in the school discipline guidelines and policy.

\*Note: SENSE buses have a waiting list. Excessive misbehavior may warrant loss of transportation privileges.

### **School Bus Discipline**

School bus discipline is essential to the safety and welfare of our students. We encourage effective communication among bus drivers, parents, and transported students in helping us to enforce proper discipline guidelines. It should be understood that the administration reserves the right to enforce this policy at any step if the severity of the discipline incident justifies such administrative judgment. A student's immediate removal from the bus, at any point on the transportation route, is warranted in emergency cases when it is necessary to prevent injuries to persons or property.

**Step 1** – The student and the nature of the discipline problem will be reported by the bus driver to the Dean of Students. The Dean of Students will have the authority to suspend the student from all riding privileges for one (1) or more days, depending on the incident. Prior to the date of the suspension parent/guardian will be notified, unless in the judgment of the Head of School the suspension needs to be immediate.

**Step 2** – A second incident of bus discipline by any student may result in suspension of all riding privileges for a period of up to five (5) school days. The Dean of Students will enact this suspension. Prior to the date of the suspension parent/guardian will be notified, unless in the judgment of the Dean of Student the suspension needs to be immediate. A conference with the student and parents/guardians may be held following the suspension.

**Step 3** – The third incident of bus discipline by any student may result in suspension of all riding privileges for the remainder of the semester. The Head of School will enact this suspension.

***\*\*At no time are parents/guardians or other adults allowed to board the bus unless they have coordinated in advance with SENSE administration, this includes mounting the steps of the bus. Misconduct of any kind by parents/guardians or other adults toward drivers and or other students will be cause for permanent removal of their students from using SENSE transportation. \*\****

## ATTENDANCE POLICIES

**Regular and timely attendance is expected of all students.**

### **Attendance, Failure to Ensure (FTE), and Truancy Policy**

It is imperative that parents ensure school attendance for the children.

**According to State Law (Failure to Ensure Law— I.C. 20-33-8 Required Attendance), parents are accountable for the attendance and education of their children.** At SENSE Charter School, elementary students with 10 or more days of unexcused absences during any one semester are subject to possible filing of charges with the Juvenile Court Division. A parent who fails to follow the law will be considered in violation and will be subject to a “Class B Misdemeanor” which could result in imprisonment of not more than 180 days or a fine of \$1000.

The Indiana Compulsory Attendance Law states that the family or legal guardian has primary responsibility for ensuring attendance. Letters may be sent to parents after 7 days of unexcused absences without medical documentation in one semester and/or 5 days of being tardy. Students are counted as tardy after 8:15 a.m.

Additional absences or tardiness will be reported as truancy or FTE to the School Director of Operations and Student Services. Being absent from school for one day, or even from one class period, without acceptable cause is truancy. Acceptable cause may include, with appropriate documentation, but is not limited to: service as a page in the Indiana General Assembly, service on a precinct election board on an election day, subpoena to appear in court, incarceration, in-school or out of school suspension, required religious observations, hospitalization, doctors’ written order for home stay, death in the immediate family.

Evidence of habitual truancy and/or Failure to Ensure includes, but is not necessarily limited to:

- Failure of parent/guardian to ensure that his/her child attends school or classes as required by law
- Seven (7) or more days tardy from classes in one grading period; or
- Ten (10) or more days absent from school during the school year

**When children are not in the classroom, they are unable to learn.**

SENSE staff and administration have made intentional attempts in bringing the importance of regular attendance to your attention. Our policy is as follows:

### **Unexcused Absences**

- When a child has accumulated five (5) or more unexcused absences and/or tardies in a school year parents/guardians receive a phone call home
- When a child has accumulated seven (7) or more unexcused absences and/or tardies in a school year parents/guardians receive a letter in the mail stating our attendance policy
- When a child has accumulated ten (10) or more unexcused absences and/or tardies in a school year, an immediate meeting is convened to establish an attendance contract.
- If absenteeism continues, a certified letter is sent home stipulating that the following consequences may be immediately instituted: (1) a referral to city/state services, (2) grade level retention, (3) suspension, (4) expulsion from the school.

### **Tardiness**

- When a child has been tardy without an acceptable excuse five (5) or more times in a school year parents/guardians receive a phone call home
- When a child has been tardy without an acceptable excuse seven (7) or more times in a school year parents/guardians receive a letter in the mail stating our attendance policy
- When a child has been tardy without an acceptable excuse ten (10) or more times in a school year, an immediate meeting is convened to establish an attendance contract.
- When a child has been tardy without an acceptable excuse twelve (12) times in a school year, the child will be assigned In School Suspension (ISS).
- When a child has been tardy without an acceptable excuse fifteen (15) times in a school year, the student will receive Out of School Suspension (OSS).
- If tardiness continues, a certified letter is sent home stipulating that the following consequences may be immediately instituted: (1) a referral to city/state services, (2) grade level retention, (3) suspension, (4) expulsion from the school.

**Please notify the school as soon as you know your child will be absent.**

**If your child is tardy, please walk him/her to the front office and sign in.** The student will then be given a pass for admittance into class. Parents are to drop their student at the front office so the classroom environment is not disturbed. Early release from school is only approved in the event of your child's illness, a medical appointment. Parents/guardians will need to come into the office to sign the student out for the day. Unexcused early dismissal and tardiness to school "do" count against your child's attendance.

The School Attendance Officer will follow-up and investigate all unexcused absences, including late arrivals and early dismissals. If a student is habitually late or absent, a conference with the parent/guardian will be scheduled with the appropriate member(s) of the administrative team to attempt to resolve the attendance problem.

### **Excused Absences**

An excused absence or tardy is one for which no negative consequence is assessed against the student. Students who are absent from or late to school for a valid reason (medical or other emergency) are required to provide documentation from the doctor's office. Supporting documents may be required by the school and requested from the parent/guardian. Students must bring to the school a written excuse on the day that he or she returns to school. The note must include the date or time and a legitimate reason for the absence. Approval of excused absences is made by the administration but the student's record is marked as absences per Indiana law.

### **IC 20-33-2-15**

Attendance exception; service on precinct election board or for political candidates or parties

Sec. 15. (a) The governing body of a school corporation and the chief administrative official of a nonpublic secondary school system shall authorize the absence and excuse of each secondary school student who serves:

- (1) on the precinct election board; or
- (2) as a helper to a political candidate or to a political party on the date of each general, city or town, special, and primary election at which the student works.

b) Before the date of the election, the student must submit a document signed by one (1) of the student's parents giving permission to participate in the election as provided in this section.

### **IC 20-33-2-16**

Attendance exception; witness in judicial proceeding

Sec. 16. The governing body of a school corporation or the chief administrative officer of a nonpublic school system shall authorize the absence and excuse of a student who is issued a subpoena to appear in court as a witness in a judicial proceeding. The appropriate school authority may require that the student submit the subpoena to the appropriate school authority for verification.

### **IC 20-33-2-17.5**

Compulsory school attendance; exceptions; educationally related non classroom activity; non classroom activity

Sec. 17.5. The Superintendent or Head of School may authorize the absence and excuse of a student who attends any educationally related non classroom activity. This request has to be approved in writing by the school principal.

### **IC 20-33-2-18**

Parent to produce certificate of child's incapacity on demand

Sec. 18. (a) If a parent of a student does not send the student to school because of the student's illness or mental or physical incapacity, it is unlawful for the parent to fail or refuse to produce a certificate of the illness or incapacity for an attendance officer not later than six (6) days after the certificate is demanded.

(b) The certificate required under this section must be signed by:

(1) an Indiana physician; an individual holding a license to practice osteopathy or chiropractic in Indiana; or a Christian Science practitioner who resides in Indiana and is listed in the Christian Science Journal.

### **IC 20-33-2-19**

Attendance; public school children; religious instruction

Sec. 19. (a) When the parent of a student who is enrolled in a public school makes a written request, the principal may allow the student to attend a school for religious instruction that is conducted by a church, an association of churches, or an association that is organized for religious instruction and incorporated under Indiana law.

## **OTHER ATTENDANCE QUESTIONS**

### **Excessive Absenteeism**

Keep in mind that excessive absenteeism can become a serious legal issue regardless of a status of excused or unexcused. Excessive absenteeism can result in Failure to Ensure and/or Truancy determinations by the prosecutor's office. Excessive absenteeism may lead to disciplinary consequences including, but not limited to (1) a referral to city/state services, (2) grade level retention, (3) suspension, (4) expulsion from the school.

### **Make-up Work**

Students are expected to complete all work before leaving or immediately upon their return from an absence. In the case of illness or other unexpected absence, students or their families should contact their teachers as soon as they return to school to obtain their missed assignments. It is the responsibility of the student and parent to ensure make up work is completed.

**Students will only be allowed to make up work from excused absences, not unexcused absences.**

**Procedures for Attendance**

1. Attendance is taken daily at 8:15 a.m.
2. Students arriving after the homeroom bell must get a pass from the office before continuing to the classroom, and are marked tardy.
3. Parents or guardians are to call the office to leave a message if their child will be absent or tardy. Calling does not guarantee the absence or tardy is excused.

**Valid excused reasons for being absent or tardy are:**

1. Illness-with a physician note
2. Court
3. Death of Immediate family member (Mother, Father, Sibling, Grandmother, Grandfather)

**Early Pick-up**

When it is necessary for your student to be picked up at a time other than the regular dismissal time, the school must be contacted the school by phone or by a written statement from the parent/guardian must be sent to the front office. Contacts by phone must include the name of the person designated to pick up the student. The adult may be asked to show identification. If the adult cannot provide proper identification, the child may not be released to that adult.

**Absences due to Head Lice**

- In the event that a student has head lice or live nits, the student will be sent home for treatment. The Early Pick-Up on this day is considered Excused. Students are expected to return the same day if possible, after treatment is completed. The parent/guardian shall accompany the student into the school, and the School Nurse will perform a second check before they return to class. If the head lice are still present, the student will be sent home and this day will be considered an Unexcused Absence.
- Any more than five days of Unexcused Absences in a school year, due to lice, will be considered excessive, and will be treated under Excessive Absence policy, as outlined in the handbook.
- If your child is currently under treatment of Malathion, a prescription should be brought to the school and your student will be able to stay in school. Prescription Malathion kills all nits and eggs.

## TECHNOLOGY POLICY

At SENSE Charter School, technology is a vital tool for learning and communicating who we are, what we value, and how we represent our family, school, and community. Because our new technology choices affect ourselves and others, *and because the use of technology is a privilege not a right*, the expectation is that students will abide by and support this agreement **both in and out of school.** While we understand that any of us can make a mistake, we believe that living according to these values is critically important. By signing this policy, I agree to:

1. Use SENSE Charter School's technology resources responsibly.

- I will use SENSE Charter School's technology only for assigned and intended school purposes. I will ask for teacher approval if I am not sure.
- If I am issued a school email account, I will use it only for school assignments.
- I will keep my passwords to myself.
- I will access only my own assigned computer, account, and/or files.
- I will download only under teacher direction.
- I will not give out identifying information over the internet.
- I will not damage SENSE Charter School hardware or software, delete school files or those belonging to other students, use unauthorized software, attempt to bypass school filters, send viruses, or make modifications to system files.

2. Be respectful of others

- I will not participate in cyber-bullying by spreading gossip, insults, or other unkindness, and/or accessing any social network, website, blog, Wiki, etc. with the purpose of creating, viewing, or participating in the humiliation of others.
- I will not make or forward sexually suggestive photographs.
- I will not retrieve material that is obscene, profane, violent, discriminatory, or depicts or describes illegal activity.
- I will not steal someone's password and/or identity.
- I will not use technology in any other inappropriate way.
- I will uphold SENSE Charter School's values of respect and integrity.

3. Publish ethically

- I will not plagiarize by representing the work of others as my own.
- I will not manipulate technology to cheat.
- I will obey copyright and software licensing laws.

## ANTI-BULLYING POLICY

Bullying is intentional verbal, physical, or written conduct that creates a hostile environment and substantially interferes with educational benefits, opportunities, or performance, or with a student's physical or psychological well-being and is motivated by an actual or perceived personal characteristic, or is threatening or seriously intimidating. SENSE Charter School has zero tolerance bullying. The minimum consequence for bullying is administrative intervention and parent notification.

### Definition of Bullying

Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Both children who are bullied and who bully others may have serious lasting problems. In order to be considered bullying, the behavior must be aggressive and include:

- An imbalance of power: Children who bully use their power, including but not limited to physical strength, access to embarrassing information, or popularity to control or harm others. Power imbalances can change over time and shift in different situations, even if they involve the same people.
- Repetition: Bullying behaviors happen more than once or have the potential to happen more than once. Bullying includes but is not limited to actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

### Types of Bullying

- Verbal bullying is saying or writing mean things. Verbal bullying includes:
  - Teasing
  - Name-calling
  - Inappropriate sexual comments
  - Taunting
  - Threatening to cause harm
- Social bullying, sometimes referred to as relational bullying, involves hurting someone's reputation or relationships. Social bullying includes:
  - Leaving someone out on purpose
  - Telling other children not to be friends with someone
  - Spreading rumors about someone
  - Embarrassing someone in public
- Physical bullying involves hurting a person's body or possessions. Physical bullying includes:
  - Hitting/kicking/pinching
  - Spitting
  - Tripping/pushing
  - Taking or breaking someone's things
  - Making mean or rude hand gestures



The Southeast Neighborhood School of Excellence (SENSE) recognizes that bullying is an inappropriate behavior that has destructive and negative effects on individual students and on the overall climate of the school. SENSE believes that all students are entitled to a safe and secure learning environment; bullying works against the achievement of that goal. Bullying is a behavior that should never be tolerated. It is important that teachers, students, and parents take a stand against all bullying behaviors.

The SENSE Charter School staff is committed to a policy that identifies and corrects those students who become involved in bullying behaviors. SENSE expects that all students will refrain from becoming involved in any bullying behaviors. Failure to comply with these expectations will result in disciplinary action. In addition, it is expected that all bystanders (third party witnesses) will refrain from supporting bullying behaviors in either an active or passive manor and will report bullying behaviors to the appropriate authorities.

Each year, SENSE Charter School staff will educate students in all grade levels to help them identify and respond to the dangers of bullying. Bullying is defined as a deliberately hurtful behavior that is repeated over a period of time and results in those being bullied not being able to defend themselves. The three main types of bullying are physical, verbal (direct and indirect) and relational.

Students who become involved in bullying will be subject to the following four-step process:

**Step 1:** A student who is bullied by another student should contact an adult (parent, teacher, or staff member). Likewise, a bystander should also contact an adult.

**Step 2:** If a second incident were to occur, the victim should address the bully and clearly inform him/her that the actions/words have been harmful and should be stopped. In addition, the victim should contact the same adult as contacted previously.

**Step 3:** In the unfortunate event of a third incident, the victim should report the bullying to the Head of School and have a parent complete the “Bullying Reporting Form” (a copy is included at the back of this handbook and at the front office). The Head of School will investigate the incident once a complaint form has been submitted. Appropriate action will be taken against the bully including a “Cease and Desist Order.” Additionally, the Head of School will contact the parents of the “bully” to inform of the complaint being issued and the consequences for the actions. The victim will not need to prove that he/she was bullied; the bully will be expected to prove to the Head of School that he/she did not violate the policy. Be advised that false or misleading accusations against another student will result in consequences for the student reporting.

**Step 4:** If a student defies the “Cease and Desist Order” and continues the bullying behavior, he/she may be suspended from school.

**Reporting:** SENSE shall report all incidents of bullying to the Indiana Department of Education pursuant to Ind. Code § 20-34-6-2 et seq.

## SEXUAL HARASSMENT POLICY

Sexual harassment is repeated unwelcome behavior of a sexual nature, requests for sexual activities, and/or other inappropriate verbal, written, or physical conduct of a sexual nature. Examples of these behaviors include inappropriate touching, grabbing, pinching, displaying of sexual pictures or objects, spreading sexual rumors or commenting about sexual behavior. SENSE Charter School has zero tolerance for sexual harassment. The minimum consequence for sexual harassment is suspension.

### I. Prohibited Sexual Harassment

1. Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature when:
  - a. Submission to the conduct is explicitly or implicitly made a term or condition of an individual's academic status or progress
  - b. Submission to or rejection of the conduct by an individual is used as the basis for academic decisions affecting the individual.
  - c. The conduct has the purpose or effect of having a negative impact on the individual's academic performance, or of creating an intimidating, hostile or offensive educational environment.
  - d. Submission to or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the school.
2. Type of conduct which are prohibited in the school and which may constitute sexual harassment include, but are not limited to:
  - a. Unwelcome sexual flirtations or propositions.
  - b. Sexual slurs, leering, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions.
  - c. Graphic verbal comments about an individual's body, or overly personal conversation.
  - d. Sexual jokes, notes, stories, drawings, pictures, or gestures.
  - e. Spreading sexual rumors.
  - f. Teasing or sexual remarks about students enrolled in a predominantly single-sex class.
  - g. Touching an individual's body or clothes in a sexual way.
  - h. Purposefully cornering or blocking normal movements.
  - i. Limiting a student's access to educational tools.
  - j. Displaying sexually suggestive objects.

### II. Notifications

A copy of the school's Sexual Harassment Policy shall:

- 1) The Sexual Harassment Policy will be posted in the main office.
- 2) Each year the Sexual Harassment Policy will be printed in the family handbook which is distributed to all parents.
- 3) The Sexual Harassment Policy shall be included in any other notifications that are sent to parents/guardians at the beginning of each school year.

### III. Enforcement

The Head of School or designee shall take appropriate actions to reinforce SENSE Charter School's sexual harassment policy. As needed, these actions may include any of the following:

- 1) Removing of vulgar or offending graffiti
- 2) Providing staff in-service and student instruction or counseling.
- 3) Notifying parents/guardians.
- 4) Notifying Child Protective Services.
- 5) Taking appropriate disciplinary action. In addition, the Head of School or designee may take disciplinary measures against any person who is found to have made a complaint of sexual harassment that he/she knows was not true.

### IV. Sexual Harassment

The Board of Directors is committed to maintaining an educational environment that is free from harassment. The Board prohibits sexual harassment of students by other students, employees or other persons, at school or at school sponsored or school-related activities. The Board also prohibits retaliatory behavior or action against persons who complain, testify, assist, or otherwise participate in the complaint process established pursuant to this policy and the administrative regulation.

### V. Instruction/Information

The Head of School or designee shall ensure that all students receive age-appropriate instruction and information on sexual harassment. Such instruction and information shall include:

- 1) What acts and behavior constitute sexual harassment; including the fact that sexual harassment could occur between people of the same gender.
- 2) A clear message that students do not have to endure sexual harassment from any individual.
- 3) Encouragement to report observed instances of sexual harassment, even where the victim of the harassment has not complained.
- 4) Information about the person(s) to who a report of sexual harassment should be made.

### VI. Complaint Process

1. All students shall be advised of the existence of the harassment/discrimination complaint procedures.
2. Any student who feels that he or she has been the object of sexual harassment may verbally file a complaint with his/her Head of School or designee.
3. Any school employee to whom a complaint is made shall, within 24 hours of receiving the complaint, report it to the Head of School or designee. ***This report shall be made regardless of whether the victim files a complaint.***
4. In any case of sexual harassment involving the Head of School or any other employee to whom the complaint would ordinarily be made, the employee who receives the student's report or who observes the incident shall report to the nondiscrimination coordinator or the designee. ***This report shall be made regardless of whether the victim files a complaint.***
5. The Head of School or designee to whom a complaint of sexual harassment is reported shall immediately investigate the complaint. Where the Head of School or designee finds the sexual

harassment occurred, he/she shall take prompt, appropriate action to end the harassment and address its effects on the victim. The Head of School or designee shall also advise the victim of any other remedies that may be available. The Head of School or designee shall file a report and refer the matter to law enforcement authorities, where required.

VII. Disciplinary Measures

1. Any student who engages in sexual harassment of anyone at school or at a school-sponsored or school-related activity is in violation of this policy and shall be subject to disciplinary action. For students in grades K-8, disciplinary action may include suspension and/or expulsion, provided that in imposing such a discipline the entire circumstances of the incident(s) shall be taken into account.
2. SENSE Charter School will also take any appropriate action against any employee who engages in sexual harassment/discrimination.

VIII. Record Keeping

The Head of School or designee shall maintain a record of all reported cases of sexual harassment. Complaints and allegations of sexual harassment will be kept confidential except when to enable the school to monitor, address, and prevent repetitive harassing behavior in its schools except when disclosure is necessary to further the end of the investigation or other needed remedial action or ongoing monitoring.

IX. Confidentiality

**All complaint allegations shall be kept confidential to the greatest extent possible under the law.**

X. Retaliation

**SENSE Charter School prohibits retaliation in any form for the filing of a complaint, the reporting of instances of discrimination, or participation in complaint procedures. Such participation shall not in any way affect the status, work assignment of the complainant or the grades of a student/complainant.**

## Student Code of Conduct & Discipline Policy

### **Overview**

SENSE is committed to creating a safe and nurturing environment for every child. We are equally committed to helping our students grow into healthy, happy, responsible adults. SENSE students and staff will focus on building character in the areas of Patience, Authenticity, Compassion, and Effort (PACE).

### **Student Discipline Guidelines**

Southeast Neighborhood School of Excellence provides an environment conducive to learning and based on principles of student involvement and participation, personal responsibility, respect for others, and community awareness and engagement. The overall approach to discipline at Southeast Neighborhood School of Excellence focuses on positive behaviors, good choices, and individual student responsibility. The purpose of this regulation is to: (1) define conduct which may result in discipline of a student, and (2) set forth due process procedures for various types of discipline.

### **Student Discipline Philosophy**

It is also a worthy goal that all students possess a clear understanding of how their actions affect others. When a child acts in thoughtless or harmful ways, the entire community suffers. Our goal is to discourage misbehavior and encourage the student to do better in the future. Conflict resolution will be an integral part of our program. The philosophy on discipline emphasizes an asset-based approach, in which students are gradually led towards self-discipline that builds on their strengths and is positively reinforcing. We expect students as well as all individuals involved in SENSE to behave in a respectful way towards teachers, any adults or volunteers, classmates, and towards the property of others. Students will be approached in a respectful manner and asked to comply with the standards of behavior. Ongoing disruptive behavior on the part of one student is an infringement on the rights of other students. SENSE is committed to maintaining a system of accountability in providing an orderly environment by holding students, teachers, administrators, parents, and volunteers equally responsible for maintaining a positive, yet stable environment. SENSE Charter School maintains a policy of ZERO tolerance for bullying.

### **Classroom Management**

Each teacher is fully responsible for the discipline in his or her classroom and will implement the school-wide behavior plan. Teachers are expected to help their students understand and integrate these guidelines and rules into their daily activities. A copy of the school-wide behavior plan is kept on file in the Head of School office and is sent home with each student.

### **General Discipline Procedures**

Discipline requires three components: Positive Reinforcement, Preventive Actions, and Corrective Actions. Parent communication and partnership is essential to the success of the discipline policy. SENSE staff follows a school-wide behavior plan that is released at the beginning of each school year.

**Positive Reinforcement:** The purpose of positive reinforcement is to encourage students to learn how to show respect for their peers and school environment, practice self-control, and to accept responsibility for their thoughts, communication, and actions. SENSE Charter School Staff recognizes the importance of supporting the emotional and physical well-being of every child in our care and strives to recognize the daily positive actions of students.

**Preventive:** The purpose is to encourage proper behavior in all students. The school-wide behavior plan seeks to motivate students toward positive behavior. Each teacher may employ techniques of verbal praise, awards, privileges, lunch with an administrator and/or teacher, etc.

**Corrective:** It is our goal that the teacher, administration, and parents/guardians unite to demonstrate a singular focus to our students in the spirit of helping each child attain excellence. Corrective action by the teacher will be implemented as followed in the matrix below:

### **Administrative Referrals**

Depending on the infraction, Administration will employ the most appropriate form of disciplinary action.

1. **STUDENT CONFERENCE:** This action is intended to provide the student a setting outside of the classroom where he/she can examine behavior and explore alternatives. This process is facilitated by the Head of School or their designee. Students will be asked to reflect upon the problem and develop a solution. Students refusing to cooperate in this setting will be subject to one of the following forms of disciplinary action.
2. **PHONE CALL HOME:** The student's parent/guardian will be called, the situation explained by the School personnel making the call, and the student may then be asked to explain the situation to the parent/guardian. If a parent/guardian cannot be reached by telephone the school will then pursue another form of disciplinary action.
3. **STUDENT SUCCESS ROOM:** Students can be referred to the Success Room by a member of administration to help improve behavioral issues. The Success Coordinator will give each student a cool-down period after a behavioral incident has occurred. The student will then be taught various skills that can be implemented in the classroom. If a student is having reoccurring issues with a peer or a teacher the student will be asked to participate in mediation. Mediation helps rebuild broken relationships and allows an action plan to be created that can help the student be successful.
4. **OUT OF SCHOOL SUSPENSION:** Students placed on out-of-school suspension will be required to complete all assigned school work prior to their return. A re-admissions conference is required for the student and parents/guardians the morning of the student's return to School. Depending on the severity of infraction suspensions will vary in length from one (1) to ten (10) days. In certain cases, a disciplinary action may result in an immediate suspension of 1-5 days, (or longer: SENSE reserves the right to automatically suspend any student from school whose behavior or attitude disrupts the learning environment or threatens the safety of students and staff).
5. **EXPULSION:** Students who have exhausted all other forms of discipline, students whose behavior is deemed incorrigible, and/or students whose behavior is a material threat to the safety of other students and school personnel will be suspended immediately and expulsion proceedings initiated.

The SENSE Charter School discipline policy has been developed to help create and maintain an environment in which optimum learning can take place. An effective school discipline policy encourages a positive learning environment and minimizes the potential for disruptive behavior. Discipline focuses on the development of attitudes in students, which lead them to respect the necessity for regulations and the desire to conform to them. The discipline policy is also intended to improve students' abilities to be responsible citizens at school and in the greater community. School discipline requires the partnership of parents,

students, and staff to work together. Students, staff, and the community need to be aware of the school's expectations for student behavior and the consequences if these expectations are not met. This policy defines the students' rights and responsibilities.

Every student at SENSE Charter School has three basic rights:

- ◆ The right to be safe
- ◆ The right to feel safe
- ◆ The right to learn

To ensure that all students enjoy these rights, each student must expect the best of oneself, challenge his/her mind, accept responsibility for his/her actions, and respect all staff, peers, and the environment.

### **GENERAL DISCIPLINARY INFRACTIONS**

General disciplinary infractions are divided into four categories of behavior:

- ◆ Behavior that will physically hurt anyone, including self, such as fighting, pushing, shoving, running in the school halls, throwing objects, carrying dangerous objects, and inappropriately using materials or equipment
- ◆ Behaviors that hurt another person's feelings (psychological hurt) including: name calling, putdowns, intimidation, group isolation, sexual harassment, and other behaviors that are designed to devalue or hurt another person
- ◆ Behavior that damages, destroys, or causes the loss of personal or school property including the following examples: the irresponsible use of instructional materials (as well as use of computers and the Internet), theft, malicious destruction or defacement, and manipulating locks or lockers other than your own
- ◆ Behavior that interrupts the instructional program, including: failure to bring the necessary materials for class such as books, paper, pen/pencils; bullying, clowning, excessive attention-getting and off-task behaviors, flagrant tardiness, speech that contains profanity or obscenities, play fighting, or inciting a fight.

At all times, cooperative and appropriate behavior is expected in both classroom and non-classroom activities such as assemblies, athletic events, cafeteria, and other activities.

The following procedures are typically followed when inappropriate behavior is observed:

- ◆ Student's first behavioral problem in the classroom results in a teacher-student conference.
- ◆ A second minor incident may result in a teacher-student conference, followed by a second consequence such as in-school suspension, lunch detention, or after-school detention (Intermediate/middle grades).
- ◆ Teachers will notify parents whenever students are retained after school.
- ◆ Teachers will document inappropriate behaviors in writing and notify administration.
- ◆ A conference with the child's parent may be scheduled.

Serious or repeated behavior problems will be referred immediately to an administrator. Written documentation will accompany students who are sent to the office. The administrator will determine consequences, which could include lunch detention, after-school detention, and in or out of school suspension. The administrator will

notify parents by telephone, and a parent conference may be necessary. The teacher will be notified of the action taken.

- When in-school alternatives are not successful, a conference will be arranged that usually involve the student, parents, counselor, and a school administrator. During the conference, parents will be made aware of the resources available through the school system as well as outside agencies that might be called upon for assistance. Specific infractions and the assigned consequences for each infraction will be enforced before, during, and after school, and during all school-related activities.

**Parents will automatically be notified about student administrative detentions and suspensions, as well as expulsion requests.**

**SENSE Charter School NON-DISCRETIONARY EXPELLABLE OFFENSES\***

<b>INFRACTION</b>	<b>MINIMUM</b>	<b>MAXIMUM</b>
<b><i>Bomb, Threat, Possession or Bomb Threats</i></b>	<b><i>Suspension with recommendation for expulsion, police referral</i></b>	<b><i>Expulsion, police referral</i></b>
<b><i>Distribution of Intoxicants</i></b>	<b><i>Suspension with recommendation for expulsion, police referral</i></b>	<b><i>Expulsion, police referral</i></b>
<b><i>Firearms</i></b>	<b><i>Suspension with recommendation for expulsion, police referral</i></b>	<b><i>Expulsion, police referral</i></b>
<b><i>Violent Physical Attack on a Staff Member</i></b>	<b><i>Suspension with recommendation for expulsion, police referral</i></b>	<b><i>Expulsion, police referral</i></b>
<b><i>Weapons Used to Cause Bodily Harm/Injury</i></b>	<b><i>Suspension with recommendation for expulsion, police referral</i></b>	<b><i>Expulsion, police referral</i></b>
<b><i>Repeated offences of any minor infractions will result in progressive discipline.</i></b>	<b><i>Suspension with recommendation for expulsion, police referral</i></b>	<b><i>Expulsion, police referral</i></b>

<b>INFRACTION</b>	<b>DESCRIPTION</b>	<b>MINIMUM</b>	<b>MAXIMUM</b>
Academic Dishonesty, Cheating, or Plagiarism	Taking and using another's findings, interpretations, or texts and presenting them as one's own without proper attribution Using another's work or answers Unauthorized use of notes or study guides during testing	Zero for task, parent notification	Suspension
Cell Phones/ Electronic Communication Devices, and other inappropriate items	Possession and/or use during the instructional school day of devices including, but not limited to pagers, cell phones, iPods, CD players, radios, electronic games, toys	Confiscation of device, parent notification, return to parent	Suspension
Bomb Threats/Possession	False information or possession of explosives, destructive substances or bomb facsimiles	Suspension with recommendation for expulsion,	Expulsion, police notification
Bullying	Unwelcome statements or threats that are verbal, written, or physical that create a hostile environment, including harmful gossip and rumors	Administrative intervention, Parent Notification	Suspension/ expulsion



<b>INFRACTION</b>	<b>DESCRIPTION</b>	<b>MINIMUM</b>	<b>MAXIMUM</b>
Bus Misbehavior	Inappropriate behavior at the bus stop, riding, or unloading the bus	Administrative intervention, parent	Bus suspension/ removal
Class Cutting	Failure to report to class or assigned area	Detention	Suspension
Computer Abuse	Inappropriate use of computer facilities.	Loss of computer network use,	Suspension/ Expulsion
Dangerous Weapons	Carrying or storing, possessing firearms, knives, or any other implement which could be used in a lethal way (to self or others). Toy or look-alike weapons are included in this policy.	Parent notification, conference	Expulsion with police notification
Disruptive Behavior	Any behavior that interferes with the education or safety of others, or distracts or disrupts	Staff intervention, parent	Suspension
Dress and Grooming	Any style of dress or grooming that causes a distraction or disruption of school activities, endangers health or safety, is associated with weapons, is sexual, or promotes the use of tobacco, alcohol, or drugs.	Staff intervention, parent notification, alternative clothing	Suspension
Extortion	Any act or attempt to secure money, property, or other gain through threat or physical harm	Suspension	Expulsion
Failure to report to detention	Failure to serve assigned detention	Detention is doubled, parent notification	Suspension
False Fire Alarm	Vandalism/activation of the fire alarm	Suspension, Fire Marshall notification	Expulsion , police notification
False Official Statement	False accusation, written or spoken	Administrative referral, parent	Suspension
Fighting	Students pushing, shoving, or hitting others	Detention	Suspension
Forgery	Producing counterfeit documents, including but not limited to, parent's signature on any document for school	Staff intervention, parent	Suspension
Gambling	Betting, wagering, or gambling on any game, including, but not limited to, cards	Parent notification,	Suspension
Harassment	Persistent and unwelcome statements or threats that are verbal, written, or physical	Administrative detention	Suspension/ Expulsion
Hazardous Materials	Any dangerous or incendiary devices, including, but not limited to, mercury, fireworks, smoke	Suspension, police	Expulsion, police notification

<b>INFRACTION</b>	<b>DESCRIPTION</b>	<b>MINIMUM</b>	<b>MAXIMUM</b>
Horseplay	Rough or boisterous actions	Staff intervention	Suspension
Insubordination	Refusing to carry out a reasonable request of a staff member, or to give one's name when	Staff intervention	Suspension
Intimidation, Physical/ Verbal Threats	Provoking fear in another	Detention, parent notification	Suspension/ Expulsion
Intoxicants, Distributing	Passing or selling alcohol, illegal drugs, unauthorized medication	Suspension with expulsion request, police	Expulsion, police notification
Intoxicants, Possession, or Use	Possession of any alcohol, illegal drugs, unauthorized medication	Suspension, police notification	Suspension, police notification
Leaving School, unauthorized	Leaving school without permission	Parent Notification	Suspension/ Expulsion
Locker Infractions	Sharing a locker, tampering with or entering any locker other than one's own assigned locker	Administrative referral	Suspension
Over-the-counter (OTC) drugs	Use of OTC drugs during school without health room supervision	Parent notification	Administrative detention
Physical Attack	Physical assault of a staff member or student with intent to do bodily harm on school	Suspension	Expulsion, police referral
Profanity, obscenity	Using profane, obscene, or vulgar language, drawings, gestures, etc.	Staff intervention, detention	Suspension
Public Display of Affection (PDA)	Kissing, holding hands, embracing	Staff/counselor intervention	Suspension
Sexual Harassment	Repeated unwelcome sexual advances, request for sexual favors, and/or any other inappropriate	Suspension	Suspension
Sexual Offenses	Physical sexual attacks, inappropriate behavior of a sexual nature, including but not limited to, indecent exposure, consensual sexual, and any activity not identified as sexual harassment	Suspension, police notification, CPS	Expulsion, police notification, CPS
Smoking	Smoking, possession or use of any tobacco substance on school grounds or in conjunction with a school related activity	Suspension	Expulsion
Tardiness	Arriving to school, class, or detention, after the assigned time	Staff intervention	Detention/ Suspension
Theft/Burglary	Taking or possession of something that belongs to another	Suspension	Suspension/ Expulsion, police referral, restitution
Truancy	Illegal absence from school	Staff intervention, Administrative	Referral to Court

<b>INFRACTION</b>	<b>DESCRIPTION</b>	<b>MINIMUM</b>	<b>MAXIMUM</b>
Vandalism/Graffiti	Destruction or defacement of school property; writing or drawing on anything that belongs to another	Restitution or community service	Suspension, restitution, police notification, community service
Verbal Abuse	Insulting or verbally abusing another; racial, ethnic, gender, and religious slurs are included in this policy	Suspension	Police referral, recommendation for expulsion

## SCHOOL DRESS POLICY

The SENSE school dress policy was designed to instill in our students the value of neatness and uniformity, as well as to develop a distinction between play clothes and school clothes.

It is very important that our students are dressed according to the policy, which was developed by a committee of parents and school staff, because it is an outward display of discipline, respect and preparedness. Clothing should fit in a manner that is neat and appropriate. Clothing that is overly loose and baggy or tight and form-fitting is unacceptable. Clothing should be weather appropriate.

### Dress Policy Compliant Clothing Assistance

A student not following the dress policy at SENSE will receive a written reminder to be sent home and/or a phone call to see if there is any support that we can provide.

If there are other concerns regarding clothing for school, please inform the office so we can discuss possible resources. If there are reasons other than accessibility that the dress policy is not being followed by a student, the issue may be referred to the Head of School's office for follow-up.

### **Dress Code (Reglas de Vestir)**

The following dress code has been adopted for the 2016-2017 school year.

This dress code is intended to help promote a safe, comfortable learning environment that minimizes distraction and promotes student achievement. It is very important that our students are dressed according to the dress code, which will allow them to demonstrate an outward display of discipline, respect and preparedness.

El siguiente código de vestuario se ha adoptado para el año escolar 2016-2017.

Este código de vestimenta está destinado a ayudar a promover un ambiente de aprendizaje seguro y confortable que minimiza la distracción y promueve el logro del estudiante. Es muy importante que nuestros estudiantes se visten de acuerdo con el código de vestimenta, lo que les permitirá demostrar una pantalla externa de la disciplina, el respeto y la preparación.

#### **Appropriate attire:** **(Ropa apropiada)**

#### **Shirts and Blouses (Camisas)**

- Shirts must **have a collar and sleeves** (short or long).
- Solid color with **no inappropriate emblems, logos, or advertising images.**
- **NO STRIPES**
- *Camisas deben tener un cuello y manga (corta o larga)*
- *Colores solido, sin emblema, logotipo o imagines*
- **SIN RAYAS**

#### **Acceptable Styles:**

- Polo Shirt (collar with 2-3 button closure)
- Oxford Shirts (button down dress shirt)
- Collared Shirts
- Turtleneck Shirts (under a uniform shirt)
- School logo t-shirts or SENSE shark shirts

#### **Estilos aceptables:**

- Polo (cuello con cierre de botón 2-3)
- Camisas Oxford (botón abajo camisa de vestir)
- Camisas de cuello
- Cuello alto Shirts (bajo una camisa de uniforme)
- Logotipo de la escuela de las camisetas o camisas de tiburón SENSE

#### **Colors: Solid color: Red, Black, Gray, Navy, Light Blue, White, Orange, Green**

**(Colores: Colores solidos: Rojo, Gris, Azul claro/marino, blanco, Naranja y Verde)**

#### **Pants (Pantalones)**

- Pants shall be either **solid navy, black or solid khaki.**

- Cargo pants, blue jeans and baggy pants are NOT acceptable.
- Tight/Spandex, leggings or jeggings are NOT acceptable
- Los pantalones deben **ser azul marino sólido, negro sólido.**
- Los pantalones cargo, pantalones de mezclilla y pantalones holgados **no son aceptables.**
- Pantalones de spandex, ajustados, polainas, o jeggings **no son aceptables**

#### **Shorts/Skirts/Skorts (Cortos y Faldas)**

- **Shorts/skirts/skorts** shall be either **solid navy, black or solid khaki** (no denim or sweatpants material).
- They must be free of design and hemmed no higher than 2 inches above the kneecap.
- **Girls MUST wear shorts under their skirts.**
- *Pantalones largos, cortos y faldas necesitan ser azul marino, negro o khaki.*

- *Pantalones jeans, cargo y anchos NO seran permitidos*
- *Niñas necesitan tener pantalones cortos de abajo de sus faldas*

### **Belts (Cintas)**

Belts are required for ALL garments made with belt loops.

- *Cintas son necesario para todas las piezas que lo requieren*

### **Sweaters/Sweatshirts/Light Jackets (Suetres o Chaquetas)**

Sweaters and sweatshirts may be worn over the "polo style" or "oxford style" standardized dress shirt when the weather is cold. The collar of the standardized shirt must be seen at all times. Solid color sweater or cardigans only. No fleece sweaters.

Los suéteres y sudaderas se pueden usar sobre el estilo "polo" o "oxford" camisa de vestir estandarizado cuando el tiempo es frío. El cuello de la camisa estandarizada debe ser vista en todo momento. suéter de color sólido o sólo chaquetas de punto. No hay suéteres de lana.

### **No hooded sweaters or sweatshirts**

**Garments must be free of logos inappropriate designs (as deemed by school), and be appropriately sized.**

- *Sueteres o Chaquetas livianas son permitidas sobre las camisas cuando el clima esta frio*
- ***suéteres con capucha no son aceptables***
- *Artículo de ropa NO debe tener diseño inapropiado*

***Necesitan ser sin emblemas o simbolos o logotipos***

**Colors: Red, Blue, Gray, Cream, White, Black**  
**Colores: Rojo, Azul, Gris, Color Crema, Blanco, Negro**

### **Shoes (Zapatos)**

Athletic shoes or dress shoes with closed heels may be worn. **Students must wear socks or hose with shoes.** Shoe laces must be tied and shoes must fit securely on feet for safety reasons. Shoes that light up are not allowed. Open toe shoes are not allowed.

- *Zapatos que se queden seguros y calcetines.*
- *Zapatos atlético o de vestir cerrados*
- *Estudiantes deben usar medias con sus zapatos*
- *Los zapatos que tienen luces no están permitidos*
- *Zapatos abiertos del dedo del pie no se les permite*

### **Hats and Head Coverings (Sombreros)**

Hats and head coverings are **not** allowed other than as outwear that is removed once the student is in the school building. If head coverings are necessary, they must receive pre-approval from administration.

- *Sombreros son prohibidos.*

**Inappropriate items NOT to be worn at school:**  
*(Clases de ropa que NO se permiten en la escuela:)*

- **T-Shirts, tank tops, halter tops, midriffs, spaghetti straps or strapless blouses**

*(‘t-shirts,’ camisas con tirantes, cortos o sin espalda)*

- **Overly loose, baggy, tight or form-fitting is unacceptable.**

*(ropa excesivamente ancha, suelta, o apretada NO es aceptable)*

- **Jeans, denim, hip hugger, or cargo style pants**

*(Levis, jeans, pantalones cargo o demasiados bajo en la cadera)*

- **Pant with splits or tears, holes or frayed bottoms**

*(ropa o pantalones con roturas, rajas, hoyos o tela deshilachado )*

- **Short shorts or mini-skirts**

*(pantalone o faldas muy cortos)*

- **Sandals, thongs, open toed shoes (for safety reasons)**

*(sandalias, zapatos que no protejen los dedos del pie y estan abierto)*

- **Shoes with flashing lights, wheels, or ‘croc’ style**

*(zapatos alumbrados, con patines de ruedas o estilo ‘croc’)*

- **Excessive jewelry (this includes chains on pants and body piercing)**

*(muchas joyas, cadenas en los pantalones, perforares en su cuerpo)*

- **Face painting, make up and washable tattoos are not appropriate and will be removed upon arrival at school. Please remove before arriving at school.**

*(La pintura de la cara, maquillaje y los tatuajes lavables no son apropiados y deben ser quitados antes de llegar a la escuela.)*

## PROCEDURES FOR EDUCATIONAL TESTING

The following document identifies the procedures for educational testing at SENSE Charter School. These processes are directly taken from Article 7/Child Find, and Indiana's Response To Intervention Framework.

### Educator Procedures

1. Students who demonstrate poor academic performance or specific emotional behaviors will be referred to the Response to Intervention Team. The homeroom teacher/administration will meet with the parent to discuss student progress, the RTI process, and additional supports.
2. Following the meeting, the homeroom teacher will submit an RTI Information Packet with Documentation that includes but is not limited to: Data, Samples of Student Work, Referrals, Report Card, Educational History, and Meeting Dates and Summary with Parents.
3. Once submitted, the RTI Team will have 20 days to respond. The RTI Team will meet with the teacher to discuss the data and instructional delivery methodologies being used to reach the student. From this meeting, interventions will be assigned for implementation in the classroom. Interventions are to be enacted on by the homeroom teacher (511 IAC 7-40-3 b).
4. Additional provisions will also be provided through identified Tier II Supports. Tier II Supports.
5. Documentation by all stakeholders will be tracked and kept for 20 instructional days. At the end of this time period, the teacher will reconvene with the RTI Team to review progress and strategy implementation. Parents will be invited to participate in this meeting. At this meeting the following can occur:
  - a. Student has shown progress and it is determined that intervention is no longer needed.
  - b. Student is showing progress and Tier II Interventions are recommended to continue.
  - c. Student is showing progress, however, additional supports are embedded within the Tier II Supports and a follow up RTI meeting will occur within 20 instructional days.
  - d. Student is not showing progress and the student is referred to Tier III Intervention. The RTI Team will meet with the teacher and the parent (if present/not required) to discuss the data and instructional delivery methodologies being used to reach the student in Tier II supports. From this meeting, interventions will be assigned for implementation in the classroom. Interventions are to be enacted on by the homeroom teacher (511 IAC 7-40-3 b). Additional Tier III Supports will also be embedded into the student's instructional day.
6. Documentation by all stakeholders will be tracked and kept for 20 instructional days in Tier III. At the end of this time period, the teacher will reconvene with the RTI Team to review progress and strategy implementation. Parents will be invited to participate in this meeting. At this meeting the following can occur:
  - a. Student has shown progress and it is determined that Tier III intervention is no longer needed. Student may be placed in Tier II intervention or dismissed to general ed supports.
  - b. Student is showing progress and Tier III Interventions are recommended to continue.
  - c. Student is showing progress, however, additional supports are embedded within the Tier III Supports and a follow up RTI meeting will occur within 20 instructional days.

- d. Student is not showing progress and it is the recommendation of the committee to initiate an initial educational evaluation.
7. Students who participate in the RTI Process who are being recommended for an initial educational evaluation will be assessed within 20 instructional days from the date the parental consent is received by the Director of Special Education. A notice to request testing must be provided to the parent within 48 hours of the RTI team's decision to complete an initial educational evaluation. If it is believed that the student has medical or behavioral/conduct disorders parents will be provided with resources to for additional testing/treatment.

### **Extenuating Circumstances to the Procedures Above**

- a. A request for testing was complete prior to the end of the previous school year.
- b. Extreme learning gaps are noted upon the onset of the student's entry into a particular grade and or school. At which time the following can occur:
  - a. RTI Paperwork along with a parent meeting will be held.
  - b. The student will be placed immediately into Tier III intervention for a total of 20 instructional days as way to collect:
    - i. Informal screening to determine appropriate instructional strategies for curriculum implementation
    - ii. Progress monitoring data as it relates to the student's response to scientific based research strategies.
- c. After 20 instructional days in Tier III intervention the RTI team will meet to determine next steps:
  - i. Student is showing progress, however, additional supports are embedded within the Tier III Supports and a follow up RTI meeting will occur within 20 instructional days.
  - ii. Student is not showing progress and the student is recommended for a cognitive/emotional educational evaluation. If it is believed that the student has medical or behavioral/conduct disorders parents will be provided with resources to for additional testing/treatment.

### **Parents Requesting Testing**

1. A parent may make a request for educational testing. The request can initially be made verbally to a public agency of the school; however at that time, the school will ask that the request be made in writing for documentation purposes.
2. Upon parental request the school will:
  - a. Approve the request for educational testing and provide the parent with notice within 10 instructional days from the request as to if the public agency.
  - b. Deny the request for educational testing and provide the parent with an explanation of Parent Rights.
3. Initial educational evaluations must be conducted and convened within fifty instructional days of the date the written parental consent is received by licensed personnel. (This provides a 60-day window from Initial Request-Initial Signature-Case Conference Committee).



## **Reevaluation**

1. Students must be reevaluated every 3 years.
2. Reevaluations can occur early at the request of the public agency and or parent.

## **Other Health Impairments**

In accordance with 511 IAC 7-41-10 the following chronic or acute health problems can be considered for OHI using the following documentation:

- Current Academic Achievement (511-IAC-7-32-2)
- Functional Skills and Adaptive Behavior Assessment
- Communication Assessment
- Social Assessment
- Motor Skills Assessment
- Sensory Assessment
- Relevant Family and Environmental Information
- A Systematic Observation of the Student Across Various Environments
- Medical Information that is Medically Relevant

A case conference team will determine if the student is eligible to receive special education service under the label of OHI.

## **504**

Under 504, a student who (a) has, (b) has a record of having, or (c) is regarded as having, a physical or mental impairment which substantially limits a major life activity such as learning, self-care, walking, seeing, hearing, speaking, breathing, working and performing manual tasks is eligible for Section 504 protections.

1. A 504 hearing must be conducted
2. A 504 plan will be developed based on the physical and or mental impairment.
3. Timelines for 504's do not exist; however, the school will revisit the 504 plans yearly or upon the request of the school or parent.
4. There are no requirements stating who must attend at 504 plan meeting; however the school will use the same procedures outlined for a Case Conference Committee found in Article 7.
5. Medical diagnosis, observations, and recommendations should offer accommodations to support the 504 Plan.

**Parents requesting 504 accommodations should put their request in writing and provide the school with supporting documentation. The school will have 10 instructional days to respond and 20 days to establish a date and time for the 504 Hearing.**

**ASSESSMENTS**

ILEARN is the new state assessment for the 2018-2019 school year. ILEARN measures student achievement and growth according to Indiana Academic Standards. ILEARN is the summative accountability assessment for Indiana students and assesses:

- English/Language Arts (Grades 3-8)
- Mathematics (Grades 3-8)
- Science (Grades 4 and 6)
- Social Studies (Grade 5)
- Biology (High School)
- U.S. Government – Optional (High School)

Students attending SENSE are required to participate in all state and federal testing including ILEARN and I-READ. Students who are absent from school during any portion of the testing window will be required upon return to make up sections of the assessment missed. Attendance policies during testing will follow the student handbook.

Assessments include:

ILEARN	Grades 3-8 Math and ELA Grades 4 *& 6 Science Grade 5 Social Studies
I-READ	Grade 3 *Must pass to be promoted to 4 <sup>th</sup> grade or obtain a waiver based on state legislation.
WIDA	English/Language Growth Assessment
IAM	Indiana’s Alternate Assessment Measure
I-Ready	Formative and Summative Assessment used in grades K-8 in both Reading and Math.

**RETENTION POLICY**

SENSE Charter School has a rigorous curriculum that aligns with the Indiana Academic Standards. SENSE uses multiple data points to determine a student’s success in each grade level: summative iReady scores (reading and math), formative classroom assessments/grades, and benchmark assessments (Reading A to Z fluency). A student will be kept in the same grade level the next school year if he or she has not met the following cutoffs:

	<u>iReady Reading</u>	<u>iReady Math</u>	<u>Reading A to Z</u>	<u>Standards Mastery</u>
<u>Kindergarten</u>	<u>424-479</u>	<u>412-454</u>	<u>Level C</u>	<u>Exceeding, meeting, or approaching</u>
<u>1st</u>	<u>480-536</u>	<u>455-496</u>	<u>Level I</u>	<u>Exceeding, meeting, or approaching</u>
<u>2nd</u>	<u>537-560</u>	<u>497-506</u>	<u>Level N</u>	<u>Exceeding, meeting, or approaching</u>
<u>3rd</u>	<u>561-602</u>	<u>507-516</u>	<u>Level P</u>	<u>Exceeding, meeting, or approaching</u>
<u>4th</u>	<u>603-629</u>	<u>517-526</u>		<u>Exceeding, meeting, or approaching</u>
<u>5th</u>	<u>630-640</u>	<u>527-540</u>		<u>Exceeding, meeting, or approaching</u>
<u>6th</u>	<u>641-653</u>	<u>541-564</u>		<u>Exceeding, meeting, or approaching</u>
<u>7th</u>	<u>654-669</u>	<u>565-574</u>		<u>Exceeding, meeting, or approaching</u>
<u>8th</u>	<u>670-684</u>	<u>575-585</u>		<u>Exceeding, meeting, or approaching</u>

## SCHOOL OPERATIONS

### **Parent and Community Involvement**

SENSE offers four avenues for parent/guardian involvement in the school: through the governance structure, both on the Board and the standing and ad hoc committees, through the SENSE Parent Advisory Committee (PAC), through volunteer activities, and through the daily involvement of parents monitoring their students' academic progress in and out of the classroom. Family involvement shows itself at the highest level in the structure of SENSE. In addition, both board and non-board parents/guardians may serve on Board committees. Through the SENSE PAC, parents/guardians may also establish committees under their own initiative to enrich the life of the school. These committees may undertake a number of school-wide projects such as book fairs, school picnics, after-school clubs, food pantry, community service, and other activities. We would like to secure at least two room parents /guardians for each class in the school as liaisons between the classroom teacher and other parents/guardians. Board meetings are held monthly at SENSE and families are welcomed to attend.

### **Field Trips**

Field trips are a part of SENSE Charter School's academic program. Students will be allowed to go on a field trip if their parent has signed a permission slip. Field trips are a privilege and student behavior could cause student to lose the privilege to attend.

Parents/guardians are welcome to join us and may be asked to help supervise some of the students, but a background check must be complete prior to the trip.

Smoking is not allowed during field trips. For the health and safety of our students, we require every adult's cooperation.

SENSE requires a background check to be on file for any adult accompanying students on a field trip. Only registered SENSE students are permitted to attend SENSE field trips.

### **Recess and Physical Education (P.E.)**

On most days recess is provided daily for our K-6 students and they will also have P.E. at least one day a week. K-6 students are expected to go outside when the temperature is 32 degrees or above (when there is no precipitation). Students may only stay inside if there is a Doctor's note on file with the school.

Our 7<sup>th</sup> & 8<sup>th</sup> grade students will have P.E if it is selected as their Elective. Every student is expected to follow rules of safety and to wear appropriate gym shoes on the days that their classes are scheduled to have P.E. Gym or athletic shoes should have rubber soles. If a student wears dress shoes, shoes with heels, slick soles, straps or other unsafe features, they may be limited or lose their gym time.

### **Volunteers**

Family members, community organizations, businesses, and other groups are encouraged to apply to volunteer at SENSE Charter School. Contact information and background check forms must be completed for all volunteers to be able to work with children on an ongoing and continuous basis. The Indiana Code requires that a limited criminal history check be on file in the school office for each volunteer. Only after a volunteer has completed a criminal background check are they eligible to volunteer.

Volunteer information can be obtained from the front office. A brief orientation meeting may be held with volunteers to ascertain skills and discuss needs and information. A volunteer sign-in and sign-out binder is located at the front desk for volunteers to check in and track their hours. All volunteers must use this handbook and notify staff of their attendance. If there is a change in schedule and/or a volunteer is unable to attend a

scheduled assignment, they are requested to contact the front desk immediately. Staff will make every effort to contact volunteers of any changes or needs in the schedule.

Volunteers are expected to follow SENSE Charter School's policy on confidentiality. SENSE Charter School maintains a Smoke Free Environment, therefore, smoking is not allowed in the building, anywhere on campus, or in the vicinity of students. For the health and safety of our students, we require every adult's cooperation.

All in-school volunteers are required to wear a name badge that is clearly displayed with the following information: name, date, and the location of their volunteer work.

### **Health and Safety**

Every effort will be made to contact a parent or guardian if a child is injured or becomes seriously ill at school or at a school-sponsored event. Emergency Information must be completed and on file in the school office indicating who is to be contacted in the event a child needs medical attention. An injured child will not be moved if the injury is of a serious nature. Only a bona fide EMT will be allowed to move an injured child.

Children who are too sick to remain in school should be picked up by the parent/guardian. The School Nurse, classroom teacher, or other person authorized by SENSE Charter School will treat routine bumps, scrapes and bruises.

**PLEASE ENSURE THAT CORRECT EMERGENCY CONTACT INFORMATION IS ON FILE IN THE OFFICE. PLEASE CALL THE FRONT OFFICE TO UPDATE YOUR CONTACT INFORMATION AT 317-423-0204.**

SENSE Charter School reserves the right to send home a student with suspicious or prolonged symptoms. It will be the responsibility of the School Nurse to make that determination based on his/her best judgment. When a student is absent due to illness, the parent is asked to notify the office by 8:00am.

### **Communications / Open Door Policy**

We invite parents/guardians to be actively involved in the school. It is our commitment to provide timely information in the areas of program, curriculum, special events, procedures and policies, etc. We encourage you to contact the school office in person, by phone, e-mail, or through notes. The SENSE office telephone number is 317-423-0204, and the Fax number is 317-631-4401. Contact information is provided in the SENSE Administration and Faculty list on page 4, at the beginning of this handbook.

**Newsletters:** A school newsletter and teacher newsletters are the primary sources of school news. Do not hesitate to contact us with any questions or concerns. We are here to serve you and we will respond to your inquiries as quickly as possible.

### **Notes from Home:**

Written contact may be made with the school by: written notes, class folders, emails or faxes. The following notes from home will be required:

- If a student is going home in a different manner than usual.
- When a student leaves school with anyone other than the parent or guardian.
- When a child cannot have outside recess or P.E. If this is required for a period longer than three days, a doctor's excuse is necessary.
- Specific allergies or special needs that the student may have.

### **Classroom Visits:**

To minimize disruption in the classrooms we ask that classroom visits be scheduled with your student's teacher ahead of time. Appointments to speak with teachers should be made before school/after school hours. *See Parent Classroom Observation Protocol on Page 55 of this handbook*

### **Contacting Teachers:**

A partnering relationship is encouraged among parents, teachers, and the school. We encourage open and ongoing lines of communication. Email, voicemail are used as primary are extremely efficient for sharing information in a timely manner, though not a good method for sensitive or complex conversations. If you have an issue or concern you need to discuss with a teacher, please email and request a time for a call or conference. Email addresses are listed as the teacher's first initial, last name @senseindy.org (example: [aperson@senseindy.org](mailto:aperson@senseindy.org)) and voicemail numbers are listed in the Faculty/Staff Roster.

If, as a parent, you have a concern about something that has happened at school, or if you feel there is a situation that is causing your child to perform below par, please contact the proper person at school.

Please remember that teachers are not allowed to take phone calls during instructional time. They can only return phone calls before and after school. Please allow 48 hours for a return e-mail. If it is an emergency or the problem is not resolved, please contact the Head of School.

### **Parent/Teacher Conferences:**

Achieving maximum progress for your child necessitates a close line of communication and understanding between teacher and parent. Parent-teacher conferences are the best means of accomplishing this. The teacher or the parent can initiate such a conference. Appointments must be made for a conference. Please be advised that these conferences are mandatory for all students at the end of the first quarter. In addition, support conferences will be held every 4 weeks for students who are not meeting grade-level appropriate goals.

### **Progress Reports**

Progress reports will be sent home the 5<sup>th</sup> week of each quarter. Progress reports contain meaningful information in regards to your child's academic progress.

## Wellness Policy on Physical Activity and Nutrition

- Whereas, children need access to healthful food and opportunities to be physically active in order to grow, learn and thrive;
- Whereas, good health fosters student attendance and education;
- Whereas, obesity rates have doubled in children and tripled in adolescents over the last two decades, and physical inactivity and excessive calorie intake are the predominant causes of obesity;
- Whereas, heart disease, cancer, stroke and diabetes are responsible for two-thirds of deaths in the United States, and major risk factors for those diseases, including unhealthy eating habits, physical inactivity and obesity often are established in childhood;
- Whereas, only 2% of children (2 to 19 years) eat a healthy diet consistent with the five main recommendations from My Plate (based on national average);
- Whereas, school districts around the country are facing significant fiscal and scheduling constraints; and
- Whereas, community participation is essential to the development and implementation of successful school wellness policies;

Thus, the Southeast Neighborhood School of Excellence (SENSE) is committed to providing a school environment that promotes and protects children's health, well-being, and ability to learn by supporting healthy eating and physical activity.

Therefore, it is the policy of SENSE that:

### **Wellness Committee**

SENSE has created a wellness committee that will meet at least bi-annually to monitor progress and establish action plans for the future. The Wellness Committee will consist of the Food Service Director, the School Treasurer, the Human Resource Director, the Community Outreach Coordinator, a staff P.E. Teacher and at least two representatives from the community. The Head of School will serve as an adjunct member.

### **USDA Requirements for School Meals**

Food and beverages served at SENSE will meet at a minimum, the nutrition requirements established by the USDA for federally funded programs.

### **Nutritional Guidelines for all foods and beverages sold**

SENSE participates in the National School Lunch Program (including the School Breakfast Program, School Lunch Program and Fresh Fruits and Vegetable Program). SENSE also participates in the Community Eligibility Provision which promotes the availability of school meals to all students.

Qualified child nutrition professionals will provide students with access to a variety of affordable, nutritious and appealing food that meet the health and nutrition needs of students and will accommodate the religious, ethnic and cultural diversity of the student body in meal planning. SENSE will provide a clean safe and pleasant setting for meals and allow adequate time for students to eat.

### **Food Environment:**

Meals served through the National School Lunch, Breakfast and Fresh Fruit and Vegetable Program will:

- Meet at a minimum, nutrition requirements and standards set by the National School Lunch Program, and the Indiana Dept. of Education, School and Community Nutrition;
- Be appealing and attractive to children;
- Be served in clean and pleasant settings;
- Offer a variety of fruits and vegetables;
- Serve liquid milk in a variety of fat-contents and flavors.

**Breakfast:** To ensure that all children have breakfast, either at home or at school, in order to meet their nutritional needs and enhance their ability to learn:

- SENSE will participate in the School Breakfast Program;
- SENSE will arrange bus schedules to allow time for students to utilize the School Breakfast Program;
- SENSE will notify parents and students of the availability of the School Breakfast Program by including breakfast menu in the monthly newsletter;
- SENSE will encourage parents to provide a healthy breakfast for their children.

**Meal Times and Scheduling:**

- SENSE will schedule meal periods at appropriate times;
- SENSE will provide students access to hand washing or hand sanitizing before they eat meals or snacks.

**Qualifications of Food Service Staff:** SENSE will include in their contract with food service staff that only qualified nutrition professionals will administer the school meal programs. The food service contract will also state that the contractor will develop programs which include appropriate certification and/or training programs for their staff according to the levels of responsibility.

**Sharing of Foods and Beverages:** SENSE does not allow students to share their foods or beverages with one another during meal or snack times, given concerns about allergies and other restrictions on some children's diets.

**Access to Drinking Water:** SENSE students and staff members will have access to free, safe, fresh drinking water at all times throughout the school day. Water will be promoted as a substitute for sugar-sweetened beverages and school staff will be encouraged to model drinking water consumption. Maintenance will be performed on all drinking fountains regularly to ensure that hygiene standards are met.

**Nutrition Guidelines for non-sold foods and beverages**

The Wellness Committee will communicate with school administrators, staff and families to recommend serving *Smart Snacks* as school incentives, during classroom parties and other celebrations, etc.

**Food and Beverage Marketing**

Marketing unhealthy foods is discouraged. The promotion of healthy foods, including fruits and vegetables, whole grains, and low-fat dairy products is encouraged.

SENSE does not currently host any extra-curricular activities at the school so there is no food service after school hours. SENSE does have a vending machine in each of their student cafeterias. All snacks and beverages in the student vending machines follow the *Smart Snacks in School Guidelines*.

**Nutrition Education:** SENSE aims to teach, encourage and support healthy eating by students. Nutrition Education at SENSE



- Is offered as part of a sequential, comprehensive standards-based corporate health curriculum designed to provide students with the knowledge and skills necessary to promote and protect their health;
- Is part of not only health education classes, but also classroom instruction in subjects such as math, science, language arts, social studies and elective subjects;
- SENSE participates in the Fresh Fruit and Vegetable Program. A key requirement for participation in this program is the introduction of new fruits and vegetables to students. During morning announcements and while the fresh fruits and vegetables are delivered to the students an explanation of the history and nutritional value of the food is presented;
- SENSE supports parents' efforts to provide a healthy diet. SENSE will provide nutrients analysis of school menus upon request;
- SENSE operates a food pantry and a nutrition club. Families who participate in these activities are also offered information regarding proper nutrition and physical activity. Fresh fruits and vegetables from our urban school garden are shared with food pantry members.

#### **Nutrition Promotion:**

- Posters encouraging the consumption of healthy foods that are part of My Plate are prominently displayed in the school cafeterias and outside the gym. Civil Rights posters are also prominently displayed;
- SENSE plans developmentally-appropriate and culturally relevant participatory activities, such as taste testing, farm visits and our urban garden;
- Please see the Food Environment section above for additional promotion items.

**Physical Activity:** For students to receive the nationally recommended amount of daily physical activity (at least 60 minutes per day) and for students to fully embrace regular physical activity as a person behavior, students need opportunities for physical activity beyond physical education class. Toward that end, SENSE students are encouraged and supported to be physically active on a regular basis. Toward that end:

- SENSE has leased the gymnasium located across the street so we know have access to 2 gyms to meet standards;
- Health education will complement what the students are learning in physical education, therefore reinforcing the knowledge and self-management skills to maintain a physically active lifestyle;
- Opportunities for physical activity are incorporated into other subject's lessons;
- All students have access to supervised recess daily during which moderate to vigorous physical activity will be encouraged. Outdoor recess will only be withheld in the event of extreme weather. In the event that recess must be held indoors, teachers and staff will follow indoor recess guidelines developed by the school administrative team;
- SENSE participates in Jump Rope for Heart and Fuel Up to Play 60.

#### **Other Activities:**

- After school clubs are available throughout the school year that encourage students to participate in physical activity outside, such as Garden Club, Drama Club, Science Club, etc.
- SENSE began an intramural sports program during the 2016-2017 school year. Currently volleyball, track, basketball and soccer teams are available for students in the 7<sup>th</sup> and 8<sup>th</sup> grades. After the premier year, SENSE will evaluate their sports program and consider expansion into other grades and sports;
- SENSE has entered into a partnership with Kaboom to replace the existing deteriorated playground equipment. SENSE will monitor and maintain the new playground;
- SENSE participates in the Safe Routes program. We have made improvements to make it safer and easier for students to walk and bike to school.
- SENSE has partnered with Assured Partners of Indiana, our medical insurance broker and community member of Wellness Committee, to educate our staff on health issues and programs available to promote a healthier lifestyle.

Since students learn from example, a more health conscience staff can influence our students' eating and physical activities.

- SENSE has partnered with Eskenazi. Eskenazi provides our school nurse and also brings a mobile clinic to the school weekly for students and their families.

**Evaluation:**

- The Wellness Committee will evaluate progress on all action plans and establish new actions plans annually;
- SENSE has joined Action for Healthy Kids who will evaluate our progress using the School Healthy Index (SHI);
- SENSE has partnered with Purdue Extension, Nutrition Education Program and has a Community Wellness Coordinator who is also a community member of the Wellness Committee. The Community Wellness Coordinate will assist SENSE in evaluating their Wellness Policy as well as our Safe Routes and Urban Garden programs;
- SENSE will have their Wellness Policy evaluated at least every three years and notify the public of the results through the school newsletter and a presentation at the School Board meeting the month after the results are received.

**Person Responsible:** The Food Service Director is responsible for monitoring the Wellness Policy.

**Communication:**

- SENSE will provide information about nutrition and physical education and other school based opportunities before, during and after the school day. SENSE will support parents' efforts to provide their children with healthy food and physical activities outside of school. Such supports will include sharing information through the school website, newsletter or other take home materials, as well as health or physical education homework.

**Other Nutritional Information**

Hot lunch, breakfast and milk services will be available daily to all of our students. A menu schedule is available at the administration office. SENSE Charter School participates in the universal feedings program.

Students may also bring their own sack lunches. **Soda, carbonated beverages, Kool-Aid or drinks in aluminum cans are not permitted.** Please limit the amount of sweet or snack foods in sack lunches. At SENSE we stress the importance of a well-balanced, healthy lunch for our students, and request that sack lunches are also healthy and nutritious. Parents are permitted to eat breakfast and lunch with their child. An adult meal pass can be purchased at the front desk.

Students will use the cafeteria dining area to eat lunch. Classes, by grade, will be on a staggered lunch schedule. Staff and volunteers will assist in the serving and clean-up processes. Students will be expected to follow dining room rules which include:

- No sharing of food (see above Wellness Policy)
- No taking food from peers (See above Wellness Policy)
- Students eating school lunch cannot bring in outside food
- There may be vending machines in the cafeteria for students that wish to purchase additional healthy snack options. (See above Wellness Policy)
- The use of these machines is a privilege and will be regulated by the on duty staff.

Failure to comply with these regulations may result in disciplinary actions. Students are not permitted to supplement school lunches with additional food. All such items will be confiscated.

### **USDA Nondiscrimination Statement**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
  - (2) fax: (202) 690-7442; or
  - (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).
- This institution is an equal opportunity provider.

## ILLNESS/MEDICATIONS & IMMUNIZATIONS

In the event the following occur, we ask you to keep your child at home:

1. A temperature of 100 degrees or any fever accompanied by:
  - a. A deep cough
  - b. An earache or draining ear
  - c. Spasms of cough
  - d. A sore throat
2. A rash of any kind until diagnosed, treated, or declared harmless by a physician
3. Early colds (coughing and sneezing), very bad colds with opaque discharge
4. Diarrhea or vomiting the previous evening or before morning, child needs to be free from vomiting or diarrhea for 24 hours before returning to school
5. Red, Runny or matting eyes – may be pink eye (conjunctivitis) – please call your doctor
6. Bronchitis – if your child is coughing frequently

A student who is not well does not benefit from our program and can adversely affect the health of other students. If you have any doubts about your child's health, please keep your child home and contact your family doctor.

In the event your student becomes sick while at school, you will be promptly notified. We expect that you will come to the school as quickly as possible to take your student home.

### Illness Chart

<b>Illness:</b>	<b>May Return:</b>
Chicken Pox	24 hours after lesions have crusted
Conjunctivitis (pink eye)	24 hours after start of treatment (if drainage has stopped)
Croup/Pertussis	After illness has subsided
Diarrhea-Gastro Enteritis	24 hours after last loose stool or after 1 normal bowel movement
Rubella	At least 7 days and 24 hours after symptoms end
Hepatitis A	At least 7 days after the onset of jaundice
Impetigo	24 hours after treatment has started
Fever	24 hours after temperature is normal
Influenza	24 hours after symptoms have subsided
Measles	At least 4 days after onset of rash
Lice or Nits	24 hours after treatment has begun and no viable nits visible
Whooping Cough	At least 7 days after therapy has started
Pin Worms	After treatment is completed
Ring Worm	After physician treatment is completed. Must be covered while at school
Roseola	After illness has subsided
Scabies	24 hours after start of treatment
Strep Throat	48 hours after start of treatment
Poison Ivy	After lesions have dried up
Pneumonia or Epiglottitis	Written note from physician (if due to H-Flu, Health Dept. must give order)
Bacterial (Spinal) Meningitis	When Health Dept. gives OK
Mumps	14 days after swelling begins

\*Source: US Dept. of Health & Human Services

### **Medical Release**

The school must be notified of any medications that a student is taking. No student will be allowed to bring any medication to school or have any in their possession. **ALL MEDICATION MUST BE BROUGHT TO SCHOOL IN THE PRESCRIPTION CONTAINER BY A PARENT OR GUARDIAN** and will be stored in the school clinic until needed. **All medication MUST have a name; physician name, dosage, and date.**

Students are generally not permitted to medicate themselves. If a physician authorizes a student to medicate himself/herself, or if it is acceptable for a responsible adult staff member to administer medication, written authorization from parent/guardian or a physician must be presented on a Permission to Administer Medication form. Authorization must include student's name, medication dosage, time of medication, and any other pertinent information to ensure safe administration of the student's medication. **IF ANY MEDICATION IS DISCOVERED WITH A STUDENT, IT WILL BE CONFISCATED AND HELD UNTIL PARENT/GUARDIAN IS CONTACTED. THIS MAY ALSO RESULT IN DISCIPLINARY ACTION AGAINST THE STUDENT.**

Prescription medication may be given only upon written order of a physician stating that SENSE Charter School may administer such medication and specifying the circumstances, if any, under which the medication must not be administered, accompanied by written instructions from the parent. Medication Release forms can be obtained from the front office. These forms will be maintained and reviewed by our school nurse.

Over-the-Counter medication may be given on an infrequent, non-routine basis under written instructions from the parent/guardian, provided such instructions are consistent with the directions on the manufacturer's label. If a student develops symptoms that indicate a need for over-the-counter medication while in care at the school, such medication may be given under oral instructions of the parent/guardian for that day only. The teacher or

administrative staff will document that the parent/guardian gave oral approval. Topical ointments may be applied as needed for protection against the sun or insect bites under written parental instructions.

Over-the-counter medication must be in the original container with the manufacturer's label and directions for administration. Such medication must be labeled with the student's complete name, stored according to the instructions on the label, kept beyond the reach of children and returned to the parent/guardian when no longer needed.

Medication may be given or dispensed only by a school administrator, nurse, or other school employee designated by the school administrator. All administration of medicine shall be documented in writing.

Any designated employee, who is responsible for administering inject-able insulin or a blood glucose test by finger prick, shall receive proper training from the school nurse and such training shall be documented in writing by the school nurse and kept in the employee's file.

### **Health, Injury and Illness Reporting Procedures**

- ◆ When a student becomes ill or injured at school he/she will be sent to the school nurse, who will determine what further action is required.
- ◆ Every moderate to major injury will be documented and communicated to parent/guardian by phone.

- ◆ Students requiring medical attention beyond the scope of the school nurse will be sent home. The absence will be considered excused.
- ◆ It is school policy to send a child home with a temperature of 100 degrees F or higher. The child should remain at home until his/her temperature has been below 100 F degrees for 24 hours without fever reducing medications. If it is determined that the student should not be in school due to illness or injury, the school nurse will call the student's parent/guardian.
- ◆ The parent/guardian is responsible for transporting the student home or for making arrangements for transportation. If the student is to be released to someone other than the parent/guardian the school must be notified by the parent/guardian. The school staff may not transport ill or injured students.
- ◆ If the parent/guardian cannot be reached, persons who are listed on the enrollment / emergency contact form as "will assume care for my child if I cannot be reached" will be contacted in the order given (#1, first and #2, if necessary). Parent/guardian permission to release the student to anyone other than the parent/guardian must be on file or verbally obtained.
- ◆ In the event that the parent guardian or the designated temporary caretakers cannot be reached, the student will remain in the wellness room. At the end of the school day, if attempts to contact the parent/guardian or the temporary caretaker are unsuccessful, and in the best judgment of the administrative staff, the student's condition is not deemed to be serious, he/she will be transported home by the usual means.
- ◆ If the student's condition appears to be or appears to become such that immediate medical attention is required, Emergency Medical Services will be requested, and their recommendations will be followed.
- ◆ The SENSE Charter School does not assume financial responsibility for Emergency Medical Services, emergency transportation, or medical services rendered.

### **Immunizations**

Indiana State Code requires that the school corporation maintain a file of immunization history for each child.

When a child enrolls for the first time or any subsequent time and at any level, his/her parents must show either that he/she has been immunized or that a current religious or medical objection is on file. *The law further states that no child may remain in school beyond the date of his/her enrollment without minimum required immunizations.*

#### **Minimum Immunization Requirements for all Children Newly Enrolled in Kindergarten and Grade One and Less than 7 Years of Age:**

5 doses of diphtheria-tetanus-acellular pertussis (DTaP), diphtheria-tetanus-pertussis (DTP), or pediatric diphtheria-tetanus vaccine (DT) or 4 doses are acceptable if the fourth dose was administered on or after the fourth birthday;

4 doses of either oral polio vaccine (OPV) or inactivated polio vaccine (IPV), in any combination or 3 doses of all OPV or all IPV are acceptable if the third does was administered on or after the fourth birthday;

2 doses of measles (rubella) vaccine, on or after the first birthday;

1 dose of rubella (German measles) vaccine, on or after the first birthday;

1 dose of mumps vaccine, on or after the first birthday;

3 doses of hepatitis B vaccine

Minimum Immunization Requirements for all Children Enrolled in Grade Two or Above or 7 Years of Age and Older:

3 doses of diphtheria-tetanus-acellular-pertussis (DTaP), or tetanus-diphtheria-pertussis (DTP), or tetanus-diphtheria (Td) vaccine, or pediatric diphtheria-tetanus (DT) vaccine;

3 doses of either all oral polio vaccine (OPV) or all inactivated polio vaccine (IPV)

(If a combination of OPV and IPV is used, 4 doses are required.)

1 dose of measles (rubella) vaccine, on or after the first birthday;

1 dose of rubella (German measles) vaccine, on or after the first birthday;

1 dose of mumps vaccine, on or after the first birthday;

Requirements for Documentation of Immunization History:

- Month/Day/Year must be stated for each (dose) immunization.
- Measles (rubella) immunization must be live vaccine, given after the first birthday. Clinical infection (Measles disease) can serve as an alternative to immunization only if diagnosed by a physician.
- Mumps immunization must be a live vaccine, given after the first birthday. Clinical infection (mumps disease) may serve as an alternative to immunization only if diagnosed by a physician.
- Rubella immunization must be live vaccine given after the first birthday. Clinical diagnosis of Rubella may serve as an alternative to immunization only if the diagnosis is the result of a serological test (blood test).

**BOTH THE MINIMUM REQUIRED IMMUNIZATIONS AND THE REQUIREMENTS FOR DOCUMENTATION OF IMMUNIZATION HISTORY MUST BE MET.**

## CHILD ABUSE POLICIES AND PROCEDURES

Indiana law requires a person to immediately report suspected and reported child abuse to the authorities and, in organizations such as the SENSE Charter School, to the appropriate individual in charge. A person who fails to do so can be prosecuted for a Class B misdemeanor or, in extreme circumstances may be subject to civil liability for money damages. All employees and volunteers at SENSE Charter school must adhere to the following procedure:

In the event of suspected, reported or discovered child abuse or violation **of the Child Protection Guidelines of the SENSE Charter School**, the employee or volunteer shall immediately notify the Head of School.

For additional information please view the following link: <https://ista-in.org/reporting-suspected-abuse-neglect>

All adults and youth, employed and volunteer, must be screened prior to beginning work.

Adults who have been convicted of either sexual or physical abuse of children/youth or those who have a history of inappropriate conduct with children will not be employed and shall not volunteer service in any activity or program for minors.

**Employees and volunteers** who work with children and youth shall observe the “two-person rule” or the “open door policy” at ALL times. A situation where one person is alone with a child or youth should be avoided. This policy is mandatory for employees and volunteers working with all students.

Reporting incidents: Reports shall be documented in writing with the date of the report, the time of the report, the telephone number and name of the recipient to whom the report was made, name of the person making the report, and a brief synopsis of the report. If at all possible, oral reporting will be recorded in the presence of a witness.

**Evidence of corporal punishment will be immediately reported to Child Protective Services.**

### **Non-custodial Parent Rights**

Unless a court order is on file preventing a parent from visiting or receiving information concerning a child, non-custodial parents have the right to visit children, view records, and take part in communications regarding the child. Please contact the school Head of School or Director of Operations and Student Services concerning any problems with custodial and non-custodial parents that would affect our school or the safety of your child.



## HOMELESS POLICY

### **Summary of McKinney-Vento Act:**

The Education for Homeless Children and Youth (EHCY) program is authorized under Title VII-B of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11431 et seq.) (McKinney-Vento Act). The McKinney-Vento Act was originally authorized in 1987 and most recently reauthorized in December 2015 by the Every Student Succeeds Act (ESSA).

Homeless students are those who lack a fixed, regular, adequate nighttime residence. This includes students who are sharing the housing due to loss of housing, economic hardship or 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.

### **Notice of Rights:**

SENSE is committed to ensuring that all children that qualify under the McKinney-Vento Act and are enrolled in the school are provided the required services and supports. To further this goal, all qualifying parents/guardians or students shall receive notice of such services and supports at least twice annually.

Attached please find information from the *National Center for Homeless Education, Supporting the Education of Children and Youth Experiencing Homelessness*. Please review this information about the rights of your student's rights and/or your rights under the McKinney-Vento Act.

SENSE is further committed to ensuring that:

- You understand the choice of schools homeless children and youths are eligible to attend.
- That no homeless child or youth is required to attend a separate school for homeless children or youths;
- That homeless children and youths will not be stigmatized by school personnel.

### **Notice of Local Liaison:**

SENSE has designated an appropriate staff person as a local liaison to carry out the duties for homeless students. If you have questions or need resources, please contact:

Erin Good  
School Counselor and McKinney-Vento Liaison  
1601 Barth Ave., Indianapolis, IN. 46203  
317-423-0204  
egood@senseindy.org

### **Contact Information for State Coordinator for Education of Homeless Children and Youth:**

Deepali Jani  
State Homeless Education Coordinator  
McKinney-Vento Homeless Education  
Indiana Department of Education  
115 West Washington Street  
Indianapolis, IN 46204  
[djani@doe.in.gov](mailto:djani@doe.in.gov)  
317-233-3372 (direct line)  
317-460-1340 (text/direct)

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Parent/Guardian/Youth Signature

Date

The Indiana Department of Education has some great resources on their website:  
<https://www.doe.in.gov/student-services/indiana-education-homeless-children-youth-inehcy>.

## OTHER POLICIES AND PROCEDURES

### Confidentiality

Information relating to students at SENSE Charter School is confidential and will **not** be released unless a parent or legal guardian provides written authorization. An exception will be made in the event of suspected child abuse. Any such suspicion will be reported to the Head of School for immediate investigation and action with the appropriate authorities.

### Photographing and/or Video graphing of students

Students may be photographed and/or video recorded by school personnel and/or media personnel while attending School. The photographs and/or video recordings may be used for school publication, educational programming or training for adults, and/or for television, newspaper or magazine coverage. Any parents or guardians who do not wish their children to be photographed, video recorded, and/or have their names published, should contact Kristie Sweeney, Head of School.

### Parking for Parents/Guardians and Visitors

Parents/guardians and visitors must find legal parking on the west side of Barth (across from the school) or on the south side of Palmer. Please be sure that your vehicle is facing in the correct direction or it may be ticketed by police. For the safety of all in the SENSE Charter School community please do not park at the curb on Barth Ave, directly in front of the building, this is our drop off and pick up area in the mornings and afternoons.

### Unscheduled School Closing

For inclement weather or other city wide emergencies, you are requested to listen to one of the following radio or television stations for this information. ***SENSE Charter School will be announced and listed separately.***  
**Radio: FM:** WQFE-101.9; WTPI-107.9; WFMS-95.5; WZP-99.5; WTLC-106.7; WFXF- 103.3; WHHH – 96.3 **AM:** WIBC – 1070; **TV:** Channels 6, 8, 13, and 59. Southeast Neighborhood School of Excellence is on Facebook and information is also posted on our website, [www.senseindy.org](http://www.senseindy.org).

Make-up days will be communicated through newsletters

### Telephone Usage Policy

Students may only use the telephone under very special circumstances and must receive permission and supervision from a teacher or staff member. This is not a privilege that should be abused.

### Student Cell Phones

SENSE students are not permitted to carry cellphones. Students who bring cell phones to school will be required to turn in their phone to their homeroom teacher upon arrival. Teachers are instructed that if a cell phone is seen or heard, they are to confiscate the phone, contact the parent/guardian, and have the parent/guardian retrieve the phone from the school office. **Students who continue to disregard the cell phone policy will have their phone confiscated by Administration for a longer period of time. All other electronics are not allowed in school. Bringing such devices will be done at the child's own risk and SENSE cannot be held responsible for lost or stolen devices.**

### **Work Permits**

Work permits will be issued to all enrolled students at SENSE Charter School who are ages 14 through 17. To obtain a work permit, a minor must first be hired by an employer. The employer must provide SENSE Charter School with written notice that they intend to hire the minor, as well as the hours the minor will work and the types of duties the minor will perform. To streamline the process, the Indiana Department of Labor has developed the "Intent to Employ/A1" form which includes all of the information an employer will need to provide. The form can be found on the Indiana Department of Labor Website. The minor must then return the notice, in person, to the Director of Operations and Student Services.

### IC 20-33-3-20

Revocation of employment certificate; review; reissuance; appeal

Sec. 20. (a) An employment certificate may be revoked by the issuing officer if the issuing officer determines that there has been a significant decrease in any of the following since the issuance of the permit:

(1) The student's grade point average.

(2) The student's attendance at school.

(b) A student whose employment certificate is revoked under subsection (a) is entitled to a periodic review of the student's grade record or attendance record, or both, to determine whether the revocation should continue. A periodic review may not be conducted less than one (1) time each school year.

(c) If upon review the issuing officer determines that the student's grade point average or attendance, or both, have improved substantially, the issuing officer may reissue an employment certificate to the student.

(d) A student may appeal the revocation of an employment certificate under subsection (a) or the refusal to reissue an employment certificate under subsection (c) to the school principal.

(e) An issuing officer who revokes an employment certificate shall immediately send written notice of the revocation to the student's employer.

As added by P.L.1-2005, SEC.17.

### **Personal Belongings & Money**

If you send money to school with your child, please place it in a sealed envelope with the child's name on it, along with the purpose for which it is sent. It is strongly suggested that students not be allowed to carry money to school unless there is a specific purpose for which it is to be used. We encourage parents to use the pre-pay method for school lunch and other purposes. If your child pays for before care, lunch or other related services, your child should receive a receipt indicating the money received. In case of discrepancy in our records, please keep all receipts for the current school year.

Personal belongings should be kept to a minimum, and should not be brought in unless specifically requested for a school project or show and tell. These objects will be stored in the student's class until it is time to use them. SENSE Charter School is not responsible for loss, damage or theft of personal belongings, and it is encouraged that students leave any objects that are valuable and/or treasured at home. **At no time are students permitted to bring in toys – this includes electronic devices and games.**

### **Lost and Found**

All lost articles are turned in at the office and clothing is placed in the cafeteria Lost and Found bin. Students who have lost items of clothing, books, money, etc., should claim them there. Money that is not claimed within a week is returned to the finder.

Unclaimed items will be given to charitable organizations at the end of the term. Parents are strongly urged to label all items of clothing, boots, etc.

### **Fund Raisers**

From time to time, SENSE may organize a fundraiser. We encourage participation; however, we recognize other such family obligations. All monies raised will be utilized to improve the operation of SENSE Charter School. Please contact the Head of School about possible fundraising opportunities. We value community partnerships.

### **Party Policies**

**Home Parties / Invitations:** We discourage students from inviting other students to home parties or events in a public way that will make those students not invited feel hurt. Please model good judgment about such invitations and make them private or call friends at home to invite them to outside school events or occasions.

**School Parties:** Schools traditionally have parties that are seasonal in nature. SENSE may have celebrations and may honor certain occasions, however, please do not expect traditional seasonal parties on a regular basis. Parties and celebrations will be determined by administration and faculty. Small class recognition of birthdays shall be left to the classroom teacher's discretion.

We encourage parents to provide healthy food items e.g. raw vegetables; crackers and cheese; hummus and chips, etc.

**Please do not send balloons, home-made products, or food products made with peanuts or peanut by-products. We may have students with severe allergies and these products may cause life threatening reactions.**

### **School Security**

The purpose of the security system and procedures is to keep everyone in the building safe and secure.

The main doors are unlocked during school hours only: 7:30 a.m. to 4:00 p.m. All other exterior doors and doors leading to the main doors are locked at all times, except when monitored by staff or faculty.

All parents/guardians, visitors, volunteers and individuals performing maintenance must sign in at the School Office and obtain a visitor badge. No one is allowed beyond the School Office without Office Staff authorization. Anyone not wearing a visitor badge will be stopped and escorted back to the School Office to obtain a badge. This policy is strictly enforced to protect all students and staff.

### **Video Cameras**

The School Board has authorized the use of video cameras on its premises. The video cameras will help promote and maintain a safe environment for the students and employees by monitoring student behavior. Students and parents are hereby notified that the content of the video footage may be used in a student disciplinary proceeding. The content of the video footage constitutes a confidential student record and will be retained, filed, and maintained with other student records if necessary for use in a student disciplinary proceeding, or for use in other matters as determined necessary by the administration.

Without the consent of the parents or guardians of all other students depicted in the video footage, the school district may not, under federal regulation, release video footage that is maintained by the school district. "Depicted" refers to the capture on the video of any personally identifiable information of a present or former student, or any information by which the identity of a student could be easily traceable (including, but not limited to, clothing, facial features, and voice). In those situations, the School may comply with federal regulations and satisfy the parent/guardian request for viewing by reviewing the video footage and informing the requesting parent or guardian about the contents of the video.

**Homework Policy**

	Mon.	Tues.	Wed.	Thurs.	Friday
<b>K-1</b>	15 minutes of Reading Every Night	15 minutes of Reading Every Night  Number Recognition	15 minutes of Reading Every Night	15 minutes of Reading Every Night	Subject to Projects
<b>2-3</b>	Reading: Word Study	Math Fluency	Reading Fluency	Math Computation/Problem Solving	Subject to Projects
<b>4-5</b>	Reading: Word Study  Math: Computation	Reading: Comprehension  Math: Problem Solving	Reading: Non-Fiction Text and Text Features  Math: Analysis	Reading: Response to Literature  Math: Application	Subject to Projects
<b>6-8</b>	Reading: Word Study  Math: Computation	Reading: Comprehension  Math: Problem Solving	Science (Reading or Writing/Application)  Math: Analysis	Social Studies (Reading or Writing/Application)  Math: Application	Subject to Projects

## SMOKE FREE POLICY

The House Enrolled Act 1149 took effect on July 1, 2012. This was Indiana's first state wide smoke free air law. In April, 2012 the Indianapolis City County Council passed their Smoke Free Air Ordinance.

The definition of a tobacco free school is a school that prohibits any tobacco use by students, school staff, parents and visitors on school property, in school vehicles and at school sponsored functions away from school property at all times.

A tobacco free environment helps create a safe and healthy school. Smoking and secondhand smoke are known to cause serious lung cancer, heart disease and cancer. The Southeast Neighborhood School of Excellence, Inc., (SENSE) recognizes the hazards caused by tobacco use and exposure to secondhand tobacco smoke.

Our policy to provide a tobacco free environment for all students, employees, parents and visitors was to keep a safe and healthy school. This policy covers the smoking of any tobacco product and the use of oral tobacco products, "spit" tobacco and e-cigarettes, and it applies to students, employees, parents and visitors of SENSE.

***No use of tobacco products including cigarettes, e-cigarettes and "spit" tobacco will be allowed within the facilities of the Southeast Neighborhood School of Excellence, Inc., at any time.***

Employees will be informed of SENSE's Tobacco Free Policy through signs posted throughout the school and the policy will be included in the Employee Handbook.

Students, parents and visitors will be informed of SENSE's Tobacco Free Policy through signs posted throughout the school and the policy will be included in the Family Handbook.

## SUICIDE PREVENTION POLICY

### Policy Statement

The well-being of students is of utmost importance to SENSE. Providing a safe, supportive, and culturally responsive school environment is viewed as a critical responsibility of the Southeast Neighborhood School of Excellence. SENSE believes that suicide is a preventable public health problem and acknowledges that all students have the right to be protected from those indicators that put students at higher risk for suicide. A suicide prevention policy will be implemented to protect all students.

### Purpose

- a. To protect the health and well-being of all SENSE students.
- b. To establish procedures to prevent, assess the risk of, intervene, and respond to suicide risk in students, staff, and volunteers and make referrals as needed.
- c. To educate school personnel on their role in providing an environment that is sensitive to individual and societal factors and which helps to foster positive development.
- d. To identify the Suicide Prevention Coordinator and other lead personnel.
  - **Suicide Prevention Coordinator:** Erin Good
  - **Designee(s) when the coordinator is not immediately available:** Nikki Willhelm; Jamie Wilkinson

### Suicide

#### a. Definitions

- **Suicide Prevention Team:** A multidisciplinary team comprised primarily of mental health professional and administration whose primary focus is to address suicide prevention policy and practices. These professionals have been specifically trained in mental health services and suicide intervention and are equipped to handle mental health crises. This team is made up of:
  1. Erin Good, School Counselor
  2. Nikki Willhelm, Success Room Coordinator
  3. Jamie Wilkinson, Behavior Coach
  4. Kristie Sweeney, Head of School
- **Mental Health:** A state of mental and emotional well-being that can impact choices, actions, and relationships that affect wellness.
- **Suicide Postvention:** A crisis intervention strategy designed to reduce the risk of suicide and suicide contagion, provide the support needed to help survivors cope with a suicide death, address the social stigma associated with suicide, and disseminate factual information after the suicide death of a member of the school community.
- **Risk Determination/Assessment:** An evaluation of a student who may be at risk for suicide, conducted by the appropriate school staff. This assessment is designed to elicit information regarding the student's intent to die by suicide, presence of a suicide plan and its level of lethality and availability, presence of protective factors, and other relevant risk factors.
- **Risk Factors for Suicide:** Characteristics or conditions that increase the chance that a person may try to take his/her life.
- **Suicidal Ideation:** Thinking about, considering, or planning for self-injurious behavior which may result in death.

- **Suicidal Behavior:** These behaviors include suicide attempts, intentional injury to self, associated with at least some level of intent, developing a plan or strategy for suicide, writing a suicide note, gathering the means for a suicide plan, or any other action or thought indicating intent to end one's life.
- **Suicide Attempt:** A self-injurious behavior for which there is evidence that the person had at least some intent to kill himself or herself.
- **Suicide:** Death caused by self-directed injurious behavior with any intent to die as a result of the behavior.
- **Suicide Prevention Coordinator:** Person to act as a point of contact in each school for issues relating to suicide prevention and policy implementation (including documentation). All staff members report students they believe to be at elevated risk for suicide to the school suicide prevention coordinator. In the absence of the school suicide prevention coordinator, SENSE's success room coordinator or behavior coach will act as the contact.

b. **Risk Factors**

The student:

- has made a previous suicide attempt(s);
- has the intent to die by suicide, or has displayed a significant change in behavior suggesting the onset or deterioration of a mental health condition;
- has thought about the potential means of death and may have a plan;
- may exhibit feelings of isolation, hopelessness, helplessness, and the inability to tolerate any more pain;
- expresses feelings of depression or worthlessness
- has had a guardian, other close family member, or friend die by suicide.

c. **Response Procedures**

Staff:

- School personnel may ask some initial screening questions within the scope of their training, or make a referral to the suicide prevention coordinator for initial screening and assessment. Staff should
- Listen to the student with an open and non-judgmental stance; do not dismiss or undervalue what is being shared; be supportive and offer hope.
- Always take the threat of harm seriously.
- Take immediate action, which may include calling 911 and/or local law enforcement if the student is in imminent danger or outside of school.
- Notify the School Suicide Prevention Coordinator and provide relevant details so she can meet with the student and conduct a suicide risk assessment.
- Make sure the student remains under supervision until assessed.
- Follow up with appropriate staff members.
- **The following should be conducted by the School Suicide Prevention Coordinator or designee:**
  1. Complete the *Columbia-Suicide Severity Rating Scale* assessment.
  2. Communicate with the student about contacting parents. Include the student in this conversation with the parent, when appropriate and possible.
  3. Contact the parent/guardian when there is any risk of harm to inform of the situation and request active involvement in support of the student. The following should be addressed with the parent:



- i. seriousness of the situation;
  - ii. to not assume the student is seeking attention;
  - iii. a list of community mental health agencies or counseling services;
  - iv. information about when it is necessary to seek outside professional help;
  - v. the need for ongoing and continuous monitoring at home;
  - vi. increasing safety measures in the home;
  - vii. the desire and importance of working collaboratively with the student;
  - viii. the need to follow a safety plan and update it as needed;
  - ix. a request for a release of information form so communication between the school and outside health provider can take place;
  - x. a request for the parent/guardian to stay in contact with the school and to be involved at the re-entry meeting for the student;
  - xi. when appropriate, assist family with urgent referral and/or calling emergency services;
  - xii. support for families who don't speak or understand English, require an interpreter, etc.
- If reasonable attempts to reach the parent/guardian or adult in whose custody the student may be released are not successful, the case will be treated as a medical emergency and arrangements will be made to contact appropriate medical services or local law enforcement.
  - Failure on the part of the family to take seriously and provide for the safety of the student may be considered emotional neglect and be reported to the Indiana Department of Child Services.
  - Develop a collaborative safety plan for the student.
  - All documentation will be kept secure and confidential by the Suicide Prevention Coordinator, separate from the student's academic file.
  - The school administrator and suicide prevention coordinator should be informed regarding follow-up services, re-entry plan, and recommendations for the student to return to school if outside services were needed.

**d. Reporting to State Authorities**

- If after informing the parent of the situation, failure by the parent or the family to take seriously and provide safety for the student may be considered emotional neglect and may be reported to the Indiana Department of Child Services.
- If it is determined by school staff that contacting the parent or guardian would endanger the health or well-being of the student, parent contact may be delayed as appropriate, and DCS and/or local law enforcement should be notified immediately.

**e. Support for Students**

- The School Counselor has a list of community-based mental health resources.
- School employees will collaborate with the family to prepare for re-entry and to continue to monitor the student's safety plan and additional supports needed.
- Counseling
  1. In-School:
    - I. Counseling is available to support at-risk students.

- II. School employees should act only within the authorization and scope of their credential or license. Only those employees with counseling expertise should provide counseling services.
2. Community
    - I. Community referrals may need to be made as necessary. The school has a list of community resources available for the student.
    - II. A signed release form may be necessary to communicate with community counselors/therapist.
- Information will be shared with the purpose of providing services and supports to students in need.
  - In the case of a student suicide, postvention plans need to be implemented.

f. **School Employee Training**

- Staff Training Required by Indiana Law
  1. Per IC 20-28-3-6, after June 30, 2018, evidence-based youth suicide awareness and prevention training is required for all teachers, including Superintendent licensed under IC 20-28-5 and all appropriate school employees who are employed at schools that provide instruction in any combination of grades 5-12. Training:
    - I. must be during the teacher or school employee's contracted day or at a time chosen by the employee;
    - II. may include an in-person presentation or online;
    - III. shall count toward professional development requirements; and
    - IV. must be demonstrated to be an effective or promising program and recommended by the Indiana Suicide Prevention Advisory Council.
  2. Suicide Training Required for Indiana Licensure: An initial teaching license (instructional, student services, or administrative) may not be issued at any grade level unless the applicant has completed education and training on the recognition of signs that a student may be considering suicide.

g. **History**

Adopted: July 10, 2018

## Parent Classroom Observation Protocol

Welcome to SENSE Charter School! Your parent/guardian request for a classroom observation is welcomed. The school will make reasonable efforts to accommodate parent/guardian requests to visit a school, yet we also recognize concerns for the welfare of our students. Part of that concern is to assure that students and staff are not distracted from the task of learning by the presence of visitors on campus. Therefore, we ask that the following educational protocol be respected.

We, SENSE Charter School, require that observation requests be made in writing at least 24 hours in advance to allow for proper arrangements to be made. The written observation request must include the identity and contact information of all intended observers. No more than 2 parent/guardians can attend as part of a single observation group. The school will respond to the request to confirm the date and time of the observation. The following procedures will be followed to protect student learning during the observation:

1. **Who May Visit:** In order to ensure the safety and confidentiality of students, the right to observe a child will be limited to a current student's parent and/or legal guardians(children are not allowed, please make appropriate accommodations). The principal or designee may, at his/her discretion, grant permission for visits. Individuals invited by the District for official business, must also receive authorization from the Principal in order to observe a student.
2. **Who May Be Observed:** The sole purpose of a classroom visit by a parent is to observe their student and the instructional program being presented within the allotted time frame. At no time should a parent's motive for or focus of a classroom visit be to observe another student in the classroom. If the Principal has knowledge that the focus of a parent's visit is to observe another student, he/she reserves the right to deny a requested visit or to end a visit that is in progress.
3. **Check-In:** Parents/guardians must check in the main office and obtain a visitors badge from the office staff prior to the observation period. Parents/guardians will also receive a card signed by an administrator granting them permission to observe a specific class period. Unauthorized visits/observations are not permitted at SENSE Charter School. The presence or visitation of unauthorized persons in about the school system facilities or properties may constitute trespassing and may subject violators to criminal prosecution under the laws of the State of Georgia.
4. **Conduct During Classroom Visitation:** Parents visiting classrooms should arrange their schedules to enter and exit the classroom in a manner that would not interrupt the instructional activities in progress. Parents are expected to enter the class just prior to the beginning of the instructional period. Entering the class during the middle of the class can easily cause a disruption. While visiting the class, the teacher will designate an area for parents to sit. (Parents are asked to NOT sit with their student as this could create an unnecessary disruption for others.) Once in the classroom and seated, parents are asked to remain seated and refrain from interacting with the students or the teacher. Unnecessary noise and/or movement must be kept to a minimum. If you are observing the class period that happens to be their lunch time, and wish to have lunch with them, please meet them at the doors of the cafeteria and then set at a designated table with them.
5. **Parent Questions/Comments:** Parents wishing to discuss their student's behavior after the observation should schedule a conference with the teacher. (Please see the attached parent conference informational

sheet.) Teachers are not required to answer parent questions during class, transitions or during their planning time the day of the observation. Parents who fail to observe the stated guidelines during their visit may be asked to leave if their presence or conduct interferes with the orderly operation of the classroom.

6. No Audio or Video Taping of Classroom: Video and/or audio recording of classroom visits by the parent or guardian is prohibited. Electronic devices which could be used to video or audio record should not be visible during the visit.
7. School Administration: The Principal or his/her designee may also be in the room during the parent observation in order to protect the learning environment of all students.
8. Sign-Out: When your observation is finished, please sign-out in the front office and leave your name badge, your signed observation card and the parent contact information for the administrative team.

### **Approval for Observations**

Date	Time/Class period	Parent/Guardian Name	Student Name	Teacher Being Observed	Room #	Administrator Signature

### **Parent Contact Information**

Name:	
Email Address:	
Phone Number:	
Would you like to schedule a conference? If yes, when?	
What specific questions do you have for the teacher you observed today?	
Additional Comments	



**Family/School Contract 2019-2020:**

**Date:** \_\_\_\_\_

**Student(s):** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**I/We (the parent(s)/legal guardian(s):** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Have received a SENSE Family Handbook, will read it and discuss it with my/our student(s). We will support SENSE in the implementation of all of the policies, rules and regulations as stated in the Handbook.**

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**Parent(s)/Legal Guardian(s) signature(s)**

**Please send this signed agreement page back to the SENSE administrative office.**

## Use of Metal Detectors at School & School Events

The Board recognizes the rights of each individual student but believes the safety of the student population and staff must take top priority.

**Contraband** - weapons, illegal drugs, tobacco and any other items students are banned from possessing by an applicable State or judicial law, and Board policy or administrative regulations.

**Metal Detector Activation** - occurs when a walk-through or hand-held detecting device responds by alarm or other signal.

**Metal Detector** - any hand-held or walk-through detecting device.

**Metal Detector Screening** - the use of metal detectors, walk-through unit or hand-held wand style units, on students entering a school facility or their belongings on a given date. Everyone may be subject to metal detection and that causing the machine to alarm will result in a progressive search until the reason is discovered.

**Random Screenings** - random metal detection screenings are an effective and necessary means of detecting the possession of contraband on school premises. Random screenings are screenings that are conducted on a regularly scheduled basis, and are not necessitated by a particular safety concern or special event. The Head of School or designee, or the building administrators may authorize metal detector screenings on randomly chosen days, and may involve walk-through and/or hand-held metal detection device.

**As-Needed Screenings** - the Head of School or designee, or the building administrators, may authorize metal detector screenings on days chosen to address particular safety concerns.

**Daily Screening** - the Head of School or designee, or building administrators, may authorize daily metal detector screenings.

Only school personnel who have been trained in the usage of metal detectors shall operate the detectors under the direction of administration.

Screenings may be conducted on an extra group or by random selection. Random screenings must ensure that no discrimination enters into the selection of the individual to be screened (ex., gender, religion, race, etc.).

In cases when there is reasonable suspicion that a weapon may be present, a police officer may be present at the time of the screening.

### Notice Of Use Of Metal Detectors

All persons entering a facility of the SENSE Charter School may be required to submit to a metal detector search.

In conjunction with using the metal detectors, school personnel may inspect the contents of any backpack, book bag, purse, etc., for the purpose of determining whether contraband is concealed within.

### Avoidance Of Detection Process

When a detector is in use at a particular location and a person attempts to avoid that location, it shall be considered sufficient cause to immediately search the person and their belongings.

### **Refusal Of Detection Process**

Anyone refusing to submit to the metal detection process will be considered grounds for disciplinary action.

If an alarm sounds when passing through the metal detector or when a wand is passed along a student's body, a search may be conducted in accordance with Board policy.

If contraband is found during the search process Board policy will be followed.