

Indy STEAM Academy



Parent/Student Handbook 2026-2027

School Phone: 317-556-2307

Website: <https://www.indysteamacademy.org>

(Approved 1/23/2026)

Dear Indy STEAM Academy Parents and Guardians:



Welcome to Indy STEAM Academy the “Home of the Dragons!”

We are excited to provide high-quality hands-on learning experiences through the integration of Science, Technology, Engineering, Arts, and Math. This is the start of greatness for our academy and your children as they aspire to learn more about careers in the STEAM workplace and build a strong foundation in reading and math to be prepared for high school and college.

We know that your child’s success depends on the support your child receives at school as well as at home. We strive to develop a positive working partnership with our families to meet the needs of all students. Together we know that we can make a difference to enhance the academic and social emotional development of your child each school year.

This Parent/Student Handbook is designed to answer many of the commonly asked questions that parents and/or students may have during the school year. This handbook provides guidelines, Board policies and procedures that are implemented to maintain a positive, safe, and nurturing learning environment. Please familiarize yourselves with important information contained in this handbook and keep it handy for future reference throughout the school year. If you have additional questions, please feel free to contact your child’s teacher or the Academy principal.

Sincerely,

Dr. Yvonne Bullock

Dr. Yvonne Bullock
CEO/Founder

ybullock@indysteamacademy.org

TABLE OF CONTENTS

Welcome Letter	1
Responsibilities and Accountabilities	4
Our Mission	4
Our Vision	4
Our Core Values and Expectations	4
Policy Notification Statement	5
504 Compliance Statement	5
Who We Are	6
Board of Directors	6
Faculty and Staff	5
School Policies and Procedures	7
Enrollment and Admission Policy	7
Enrollment and Registration Checklist	13
Tuition Rates and Fees	14
First Day of School and Last Day of School	15
Hours of School Operation	15
Attendance Policy and Procedures	15
Make-up Work	18
Arrival Policy	19
Dismissal Policy	19
Late Pick-up Policy	19
Early Dismissal Policy	19
Student Attendance Policy	9
School Notification	19
Inclement Weather Closings	20
Homework	20
Student Dress Code Policy	21
School Supplies	23
Toys, Cell Phones, and Electronic Devices	23
Academic Calendar	24
Calendar Overview of Dates, Holidays, and Events	25
Assessments	27
Progress Reports, Report Cards	27
Promotion and Retention Policies	27
Graduation Policy	28
Special Education	28
Withdrawal From School	29
Building Safety and Security	29
Closed Campus	29
Visitor Policy	29
Fire Safety Procedures	30
General School Information	30

Family Communication	30
Parent Involvement	30
Parent Conferences	31
Title IX Policy	31
Lost and Stolen Property	31
Transportation	31
Student Pick-up	31
Student Drop-off	31
School Breakfast and Lunch	32
Healthy Snack Policy	32
Food Allergies	32
Birthday Celebrations	33
Student Records	33
Nondiscrimination	33
Chromebook Use	34
Internet Use Policy	34
Student Bathroom Breaks and Accidents	36
Discipline Philosophy and Policies	37
Behavior Expectations	38
Bullying	40
Harassment and Bullying Policy	40
Suspension and Expulsion Policy	42
Levels of Infractions and Consequences	43
Parent/Guardian Agreement	45

RESPONSIBILITY AND ACCOUNTABILITY

Our Mission

The **mission** of Indianapolis STEAM Academy is to nurture the academic and creative talents of students through Science, Technology, Engineering, Arts, and Mathematics (STEAM), develop a strong literacy foundation to ensure the academic achievement of all students, and provide a rigorous curriculum that prepares them for high school, college, and careers in a 21st century workforce.

Our Vision

The **vision** of the proposed Indianapolis STEAM Academy is to provide a high-quality educational option for parents and students. To help students develop an awareness of careers in STEM fields and prepare them to take advanced coursework in high school and college. To help underrepresented students like girls and students of color take on non-traditional roles and careers in STEM fields. Students will become life-long learners and productive citizens in their communities and society while continuing to develop the next generation of learners.

Indy Steam Academy's mission and vision are aligned with the **Indiana Academic Standards**. We are accredited by the State Department of Education and are held accountable for high levels of student achievement and social emotional growth.

Indy STEAM Academy is committed to address local community needs to overcome generations of poverty, violence, and illiteracy and significant workplace demands to develop students who are qualified to fill high technological and scientific jobs by: **(1) building a strong literacy foundation** in the early grades to ensure that all students are able to demonstrate proficiency in reading by third grade; **(2) developing a deeper understanding** of Indiana State Standards across core content areas through the integration and practical application of science, technology, engineering, and mathematics and enhance critical thinking, analytical, reasoning, and problem solving skills needed to address real world problems and challenges for the future; and **(3) fostering creativity and innovation** through the integration of the arts enhances collaboration, communication, perseverance, and resilience which are 21st Century skills needed to be successful in STEAM work environments.

Our Core Values and Expectations

These *core values* are our moral compass and represent the foundation for everything that we do at Indy STEAM Academy. Building strong character is fundamental to creating a positive learning environment and school culture, which is the hallmark of our Academy. The core values of our Academy are based on the

Six Pillars of Character:

Trust



Respect



Responsibility



Fairness



Caring



Citizenship



POLICY NOTIFICATION STATEMENT

Indy STEAM Academy does not discriminate on the basis of age, race, color, religion, sex, sexual orientation, gender identity, disability, or national origin, United States Military Service, including limited English proficiency in any employment opportunity. No person is excluded from participation in, or denied the benefits of, or otherwise subjected to unlawful discrimination on such a basis under any educational program or student activity. Indy STEAM Academy is committed to equal opportunity and equality.

Inquiries regarding compliance with Title IX and Sexual Harassment/Racial Harassment should be made to:

Title IX Coordinator/Dean of Culture and Climate
317-556-2307

SECTION 504 COMPLIANCE STATEMENT

The Board of Directors of Indy STEAM Academy do hereby direct compliance with Section 504 of the Rehabilitation Act of 1973 as enacted by Congress of the United States of America and as outlined in the compliance plan for the academy.

Section 504 was enacted to eliminate discrimination based on physical and/or mental disabilities in any program or activity receiving federal assistance. Indy STEAM Academy is committed to providing equal access to education, activities, programs, and employment.

Inquiries regarding compliance with Section 504 should be made to:

Section 504 Coordinator/School Principal
317-556-2307

WHO WE ARE

Board of Directors

Indy STEAM Academy is governed by a Board of Directors who bring business, educational, financial, legal and other professional perspectives and provide oversight to ensure an effective, high-quality learning environment where students learn, and staff work and thrive at our academy. Members of the Board of Directors include:

- Yvonne Bullock, Ph.D., (ex-officio) Chief Executive Officer (CEO)/Superintendent
- Rose Lee, Ph.D., Board President/Chair
- Linda J. Brown, Secretary
- June Johnson, Treasurer

Faculty /Staff: To Be Introduced for the 2026-27 School Year!

Chief Education Officer (CEO)/Superintendent

School Principal K-8

Dean of Culture and Climate K-8

Office Manager

KDG Teachers

Grade 1 Teacher

Grade 2 Teacher

Grade 3 Teacher

Grade 4 Teacher

Grade 5 Teacher

Grades 6-8 Middle School English/Language Arts Teacher

Grades 6-8 Middle School Mathematics Teacher

Grades 6-8 Middle School Science/Engineering Teacher

Physical Education Teacher

Visual Arts Teacher

Music Instructor

Dance Instructor

Violin Instructor

School Nurse

Social Worker (Cummins Behavioral Health)

Guidance Counselor (Marion University)

Custodial Staff



Indianapolis (Indy) STEAM Academy Enrollment and Admission Policy 2026-26

Introduction

Indianapolis (Indy) STEAM Academy (ISA) recognizes that our students and their parents are two of our most valuable assets. Our enrollment and admission policy outlines a fair, transparent, and consistent process that is grounded in our core values and commitment to providing a high-quality educational option for students. Our goal is to recruit students who have a strong interest in learning about Science, Technology, Engineering, Arts, and Mathematics, (STEAM) content and career pathways.

Our mission is to nurture the academic and creative talents of students through the integration of STEAM, build a strong foundation in literacy, and prepare students for high school, college, and careers in the STEM workforce. This admission process will ensure that enrolled students are able to thrive academically and socially emotionally in our learning environment.

Scope

This enrollment and admission policy applies to all perspective parents and students. By setting clear guidelines, we aim to support efficient enrollment and admission practices that are aligned with local, state, and federal laws to accomplish our mission and vision.

Non-Discrimination Policy

Indianapolis (Indy) STEAM Academy (ISA) is committed to creating a diverse and inclusive learning environment. The enrollment and admission policies are designed to provide a fair opportunity for all students to apply regardless of race, ethnicity, nationality, religion, gender, gender identity, gender expression, sexual orientation, home language, or disability. We believe that a diverse learning environment fosters communication, collaboration, creativity, analytical, and reasoning skills needed to solve real-world problems. Our enrollment and admission practices will comply with all applicable state and federal laws. Any complaints or allegations of any violations of this policy should be reported to the CEO/Superintendent or School Principal. All admission decisions at ISA are based solely on merit, qualifications, and characteristics that are aligned with our Academy's core values, mission, and vision.

Open Enrollment Period

The open enrollment period for Year 1 will begin when the school is accredited. The open enrollment period for Years 2 and moving forward will begin in November and will end in June of a given year. Applications received after the deadline will be placed on the wait list on a first come first served basis, if there are no additional seats available at the requested grade level. Parents may submit a Letter of Interest or submit interest on the Academy's website using the "Enrollment" tab to express interest in applying to the Academy. All parents must complete the application process to be considered for admission.

Priority Enrollment

Children of staff members and/or Board of Directors will be given priority consideration to enroll. Families with more than one child at available grade levels will be given priority consideration for enrollment.

Admissions Policy and Procedures

Indy STEAM Academy has an admissions committee comprised of administrators, support staff and teachers who assist with the review of applications for admissions. A checklist of required items for admission will be given to parents at the interview. There is a \$50.00 non-refundable application fee which is paid at the beginning of the application process.

Parents are required to follow the steps below to have their child(ren) considered for admission:

Application:

- Submit a Letter of Interest Form (Paper or Online)
- Complete the online registration application and submit the \$50.00 non-refundable application fee before the admission review is conducted.
- Parents will receive a response within 5 business days and will be invited to participate in a Parent-Student Interview as scheduled.
- Parents will receive a checklist of items that need to be submitted.
- Copies of ALL required admission documents (see checklist) will be photocopied at the interview.
- Parents will sign all registration documents at the interview. Failure to submit or complete these documents will delay the admission review process and the application will be considered incomplete.

Parent-Student Interview

- Parent(s) and the student will be scheduled to participate in an interview with the admission committee. This is an opportunity for parents to ask questions, share their goals for student learning, and address the strengths and needs of the student. This is also an opportunity for the Academy to share the mission, vision, and expectations of the academy, and discuss the programs, services, and activities available at the academy. Parents will be taken on a school tour to get a sense of the school climate and culture.

Assessments and Student Surveys

- As part of the admissions process, the student will be given the NWEA Map Growth Screening Test at the current grade level identified by the parent for admissions. Accommodations will be provided based on the IEP for special needs students and the ILP for ELL students. If a student has a current (within the past 3 months) NWEA Map Growth Benchmark Assessment at the current grade level, the benchmark assessment results/report may be submitted for consideration.
- If the student has taken the I-READ Assessment, ILEARN, WIDA, or ICAN, State Standardized Assessments, these assessment results will also be reviewed by the admission committee.

Student Observation Day (When the Academy Opens)

- As part of the admission process, the student will be scheduled for a half-day visit and student observation. During this time, the student will be able to visit the grade level appropriate classroom and participate in the instructional period if school is still in session. The student will be asked to complete an assignment using a Chromebook and provide a writing sample. Then the student will spend time in the Engineering Lab where he/she will have a choice of maker stations to create a simple engineering design product. The student will have lunch with peers then return home.

Letters of Recommendation:

- Parents are to provide two Letters of Recommendation - one from a classroom Teacher who has worked with the student. One recommendation may be provided from a Pastor or Community

Organization. The Academy will request a recommendation from the current or past School Principal.

Student Grades

- Official Quarterly Grade Reports for the current school year or previous school year will be reviewed during the admission process.

Discipline Referrals

- Parents are required to complete a Student Behavior Report Disclosure Form. The admission committee will also consider any verbal or written discipline reports from previous schools that may also be submitted with the record's request. These reports will also be reviewed and considered part of the admission process.

Acceptance Letter

The Admission Committee will recommend a student for admission. The parent(s) will be notified no later than 10 business days after the admission committee review of the completed application packet, parent and student interview, receipt of letters of recommendation, administration of the NWEA assessments, student survey, student observation day, and payment of all applicable fees. Failure to pay the application fee may delay the admission review process or may result in an incomplete application for consideration.

Non-Acceptance Letter

If the Admission Committee does not recommend a student for admission, the parent(s) will be notified within 10 business days of the completion of the entire admissions process. Parents may request a meeting with the school principal to discuss the reasons for non-acceptance. The enrollment of students is a management responsibility, and the Board of Directors will not get involved with the management decisions to accept or reject a student. The decision of the Admission Committee will be final.

Waitlist

If the admission committee recommends a student for admission, but there are no seats available at that student's grade level, the student will be placed on the wait list based on the date of acceptance. The parent will be notified when a seat becomes available.

No Shows

A student will be considered a "No Show" and the enrollment will be forfeited if the student fails to report or is absent the first five days of school and if there is no medical or justifiable reason or formal communication from the parent.

Withdrawals

Parents may withdraw a student from school at any time; however, parents are encouraged to wait until a logical break in the school week, month, quarter, or semester to withdraw if possible. A student will not be considered withdrawn until the parent completes and submits the official Withdrawal Request Form and completes the Release of Information Form to send the student's records to the receiving school.

Re-enrollment

Parents of students who left in good standing and want to re-enroll for the following school year will be required to reapply. Parents of students who left in good standing and plan to return within one

semester of the given school year will be able to return without reapplying; however, grades, attendance, discipline, and letters of recommendation will be required before the approval of the return. Re-enrollment is also based on availability. If there is no seat available, the student will be placed on the Wait List.

Transfers

Students transferring from another academy after the start of the school year will be required to complete the enrollment and application process to be considered for admission. Students transferring-in during the school year may be admitted only if seats are available. If there are no seats available, students will be placed on the waitlist.

Special Education Student Enrollment/Application Process

Parents of Special Education Students must disclose if their children have an IEP at the time of interview/registration process. Parents of special needs students or students with exceptionalities are required to complete the enrollment and registration process like all other parents. No exceptions will be made to circumvent this process. Parents must complete a records request for the sending/previous school to provide a copy of their children's records and IEP. Once the registration process is complete and the parent has been notified of admission, the Academy will (1) Contact the sending school for student records, (2) Request information regarding the student's IEP in the Indiana IEP system. If the IEP is available, the Teacher of Record will provide a copy of the IEP for General Education classroom teachers. The Teacher of Record will meet with General Education teacher in RTI/MTSS team meetings to review and discuss services and systems of support as identified in the IEP. Services will be provided by the Public School LEA in the attendance boundary. ISA has opted not to provide services.

Move-In Conferences Steps			
Student Records	<ol style="list-style-type: none"> 1. Enroll Move-in student in student information system 2. Submit updated DOE-RT (Real Time) including new student's STN and other details. 3. The new student will appear in Indiana IEP two days after the DOE-RT submission is complete. 4. The student appears in Indiana IEP. <ol style="list-style-type: none"> a. The student will appear with no records b. Or IIEP will activate previous records if the student has been enrolled there in the past. 		
IIEP - District Administrator or Coordinator	Student has previous records in IIEP		
	Student has an IEP and no records in Indiana IEP		
	<table border="0" style="width: 100%;"> <tr> <td style="vertical-align: top; width: 50%;"> <ul style="list-style-type: none"> • Complete the transfer request form in Indiana IEP to request the transfer of student records from the student's previous school district. • The previous District consents to the transfer. • Current District Administrator or Coordinator confirms the transfer of records. </td> <td style="vertical-align: top; width: 50%;"> <ul style="list-style-type: none"> • District Administrators can enter/update evaluation data in the blue Eligibility Button on the student menu. Here dates of eligibility may be changed or entered, and eligibility categories added. The eligibility date in IIEP is the date of the last IEP meeting. • Enter the information and click the button at the bottom of the page to "Update the Database". • Check the boxes next to the changes and select Yes/No for eligibility. • Save the changes. </td> </tr> </table>	<ul style="list-style-type: none"> • Complete the transfer request form in Indiana IEP to request the transfer of student records from the student's previous school district. • The previous District consents to the transfer. • Current District Administrator or Coordinator confirms the transfer of records. 	<ul style="list-style-type: none"> • District Administrators can enter/update evaluation data in the blue Eligibility Button on the student menu. Here dates of eligibility may be changed or entered, and eligibility categories added. The eligibility date in IIEP is the date of the last IEP meeting. • Enter the information and click the button at the bottom of the page to "Update the Database". • Check the boxes next to the changes and select Yes/No for eligibility. • Save the changes.
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Teacher of Record or Case Manager	<ol style="list-style-type: none"> 5. Once the transfer is complete and the data has been entered for the student, the Teacher of Record (TOR) or case manager begins the IEP Process in IIEP. 6. The TOR or case manager selects "Move In" as a purpose in the IEP Process. 7. Enter the student's enrollment date. 8. Convene the case conference and complete the IEP within 10 instructional school days. 		
	<ol style="list-style-type: none"> 9. There will be no need to complete the Preconference Planning or Evaluation Processes as long as the incoming evaluation data is acceptable. 		

Federal McKinney-Vento Homeless Assistance Act

Congress established the McKinney-Vento Homeless Assistance Act after receiving reports that up to 50% of homeless children were not attending school. The McKinney-Vento Act was created with the goal of ensuring the enrollment, attendance, and success of homeless children and youth in school. The McKinney-Vento Act provides states with funding to help remove barriers to education. Children and youth experiencing homelessness find shelter in a variety of places. The McKinney-Vento Act defines homeless as – an individual who lacks fixed, regular, adequate nighttime residence.

Parents must disclose their homeless status when registering their children or immediately when there is a change in the living situation during the school year.

According to the U.S. Department of Education, children and youth living in the following situations are considered homeless:

- Doubled Up with family or friends due to economic situation.
- Living in motels and hotels for lack of other suitable housing.
- Emergency, domestic violence and transitional shelters.
- Students whose parent/guardian is hospitalized, incarcerated or military deployed.
- The streets, abandoned buildings, cars, trailers, and campgrounds.
- Migratory children residing in housing not fit for habitation.
- Runaway and “Throwaway” children and youth.

Requirements for Schools

The McKinney-Vento Act provides certain rights for homeless students. They include waiving certain requirements such as proof of residency when students are enrolling and allowing categorical eligibility services, such as free textbooks. The Act also states:

- Immediate enrollment in the school of origin or the school in the attendance area students are currently residing in even if they do not present the required documents at the time of enrollment. However, as a non-public Academy, parents must participate in the enrollment and registration process and the admission committee will make a decision on admission to the academy.
- Access to free meals and textbooks, Title I, and other educational programs and other services; including transportation if within the attendance boundaries and on the existing bus route; and
- If transportation is not provided by the school, an alternative transportation plan will be developed
- Attendance in the same classes and activities that students in other living situations also participate in without fear of being separated or treated differently due to their housing situations.



Indy STEAM Academy Enrollment and Registration

Below is a list of documents needed to complete the enrollment and registration process:

Registration Packet Required Documents Checklist

- Birth Certificate for Student(s)
- Immunization Records for Student(s)
- Parent Identification (Photo ID, Driver's License, or Passport)
- Proof of Residency (Lease or Mortgage, 2 Utility Bills in the name of the parent)
- Legal Guardianship/Custody Paperwork (if applicable)
- Letter of Interest Form (In-Person or Online)
- Enrollment Form
- Emergency Contact Information Form
- Medical Information and Release Form
- Emergency Medical Treatment Form
- Non-Prescription Dispense Form
- Health Insurance Card
- Special Education Services - Parents must disclose at registration if the student has an IEP or 504
- Home Language Identification Survey
- Federal Parent/Guardian Student Ethnic & Race Identification Form
- Free and Reduce Lunch Application Completed
- Copy of Taxes W2 or 1099 for the previous year
- Student Residency Questionnaire – Federal McKinney-Vento Act
- Student Records Release Request or Transfer of Records
- FERPA – Family Educational Rights & Privacy Act Disclosure
- Behavior Report Form
- Discipline Policy & Code of Conduct Agreement
- Dress Code Policy Agreement
- Computer, Internet Use, and Email Policy Agreement
- Media Release Form
- Blanket Field Trip Permission Slip Form
- After School Tutoring Participation Form
- After School Club and Activities Participation Form
- Athletic Activities Enrollment Form with Fees
- Parent, Student, Teacher Compact
- Letters of Recommendation (Teacher or Administrator, Pastor or Community Member)
- Parent Handbook Review Confirmation Form



Indy STEAM Academy Tuition Rates and Fees 2026-27

Summary of Tuition Rates and Fees by Grade Spans

Grade Level	Tuition Rate	Application Fee*	Fine Arts Fee	Field Trip Fee	Activity Club Fee	Chromebook Security Deposit Fee	Graduation Ceremony Fee	Total Cost
Kdg	\$7,150.00	\$50.00	\$100.00	\$40.00	\$100.00	\$125.00	\$30.00	\$7,595
Grade 1	\$7,150.00	\$50.00	\$100.00	\$40.00	\$100.00	\$125.00	n/a	\$7,565
Grade 2	\$7,150.00	\$50.00	\$100.00	\$40.00	\$100.00	\$125.00	n/a	\$7,565
Grade 3	\$7,150.00	\$50.00	\$100.00	\$40.00	\$100.00	\$125.00	n/a	\$7,565
Grade 4	\$7,150.00	\$50.00	\$100.00	\$40.00	\$100.00	\$125.00	n/a	\$7,565
Grade 5	\$7,150.00	\$50.00	\$100.00	\$40.00	\$100.00	\$125.00	\$40.00	\$7,605
Grade 6	\$7,150.00	\$50.00	\$100.00	\$40.00	\$100.00	\$125.00	n/a	\$7,565
Grade 7	\$7,150.00	\$50.00	\$100.00	\$40.00	\$100.00	\$125.00	n/a	\$7,565
Grade 8	\$7,150.00	\$50.00	\$100.00	\$40.00	\$100.00	\$125.00	\$50.00	\$7,615

Notes:

Parents may apply for the Choice Scholarship Program to cover the tuition cost. See the Indiana Department of Education Choice Scholarship Program Eligibility Requirements.

*Application Fee is non-refundable and is a one-time fee unless a student re-enrolls.

Chromebook Security Deposit Fee includes Chromebook rental, computer bag, and headphones. This fee is non-refundable.

Parents are responsible for purchasing items identified on the School Supply List.

Fine Arts Fee is \$25.00 per quarter or a total of \$100.00 per year.

Field Trip fee is 10.00 per quarter for a total of \$40.00 per year.

Athletics Participation Fee: \$25.00 per Sport. After School Clubs \$25.00 per Club per Quarter. Participation in after-school athletics is optional.

After School Activity Fee is \$25.00 per quarter for a total of \$100.00 and is optional. Students may participate in after school clubs and tutoring.

The Uniform is an additional cost to be purchased by the parent.

FIRST DAY OF SCHOOL

The first Day of School is August 3, 2026. There are 180 days of school. (See the School Calendar)

LAST DAY OF SCHOOL

The Last Day of School is June 2, 2027. There are Fall, Winter, and Spring Breaks during the school year.

HOURS OF SCHOOL OPERATION

Building will be open: 8:00 a.m. – 5:00 p.m.

Student Arrival: 8:00-8:30 a.m.

Teacher Arrival: 7:45 a.m.

Breakfast for Students: 8:00-8:30 a.m.

Instruction Begins: 8:30 a.m.

Lunch: 11:30-12:30 p.m.

Afternoon Instruction: 12:30-3:30 p.m.

Student Dismissal: 3:30 p.m.

Teacher Departure: 3:45 p.m.

After School Activities: 3:30-4:30 p.m.

Extra-Curricular: Athletics, Art Club, Ballet, Choir, Instrumentals, Robotics and Tutoring

Building Closes at 5:00 p.m.



Indianapolis (Indy) STEAM Academy

Attendance Policy and Procedures

2026-27

Introduction

The Indy STEAM Academy Attendance Policy and Procedures are provided to encourage good attendance and create positive attendance habits that will carry over into the student's workplace and life. Indy STEAM Academy understands that there will be times when it becomes necessary for a student to be absent. Regular attendance and promptness are essential to good performance in school.

Absences from school are often the greatest single cause of poor performance and achievement. Since the learning process is a progressive activity, each day's lesson is built those class activities that took place on previous days, whenever a class is missed, for whatever reasons, that experience can never be completely made-up, and it may cause students to fall behind in their learning and class assignments needed to receive a grade at the end of each quarter.

Coming to school each day and being on time is learned behavior and regular school attendance will help the student to develop patterns of responsible behavior. Indy STEAM Academy requires parents and students to make every effort possible to be in school on time every day. The Indy STEAM Academy Attendance Policy and Procedures are developed with the idea that if a student is not present in school, then the student is not learning. Therefore, the following policies and procedures have been developed to provide the student and parent with guidelines to follow to ensure academic success.

At Indy STEAM Academy, we are committed to making every minute of learning time count. In order for students to learn and to reach their academic potential, they must be in school every minute of every day. Given our fast pace and rigorous curriculum, missing even one hour of instruction can result in students falling behind. Parents/Guardians should take advantage of Fall, Winter and Spring Breaks, holidays and PD days to schedule appointments and travel.

Indiana Code

IC 20-33-2 Compulsory School Attendance requires children to attend school during the time it is in session until the child graduates or becomes 18 years of age.

IC 20-33-2-27 Compulsory Attendance/Parent's Responsibility: It is unlawful for a parent to fail, neglect or refuse to send his child to a public school for the full term as required under this law unless the child is being provided with equivalent instruction as the public school provides.

IC 20-33-2-18 Parent to produce certificate of child's incapacity on demand: 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 doctor's note of the illness or incapacity to the school office manager not later than six (6) days after the doctor's note has been requested. The certificate required under this section must be signed by an Indiana physician.

Types of Absences

Exempt Absences

An exempt absence is an absence in which the student is excused from school and is NOT to be counted as absent. Exempt absences according to the IC-20-33-2-14- IC-20.33-2-17.7 for students grades K-8 may include:

- Serving as a page or honoree of the General Assembly.
- Serving on the precinct election board or as a helper to a political candidate or party on the day of a municipal, primary or general election.
- Serving as a witness in Judicial proceeding.
- Participation in an Approved Educational Related Non-Classroom Activity
- The student or a member of the students household exhibits or participates in the Indiana State Fair for educational purposes.

Excused Absences

The excused absence may be granted for part of a school day (8:30-11:00 a.m.) when the parent notifies the school in advance or the same day as the partial absence. If the student arrives after 11:00 a.m. the attendance will be marked as ½ day absence. A student with an excused absence is still counted as absent. The parent is required to provide a note regarding the absence on the day that the student returns to school or before. Students may not be absent more than two consecutive days without providing written communication with the school to be considered an excused absence. ALL excused absences require a note explaining the absence. Failure to provide a note may result in the absences being marked as unexcused. Excused absences may include:

- Doctor's appointments or appointments for medical treatment.
- Absence due to student's illness or injury with written communication or phone call from parent/guardian.
- Absence due to student's illness or injury with written communication from a doctor.
- Absence due to death/funeral in the immediate family member.
- Absence of an unusual or emergency nature that is approved by the administration.
- Recognized religious holidays.
- Military Connected Families (Deployment/Return).
- Weather Related Emergency Closings.
- School Nurse sends the student home.
- High School or College Visits/Tours.
- School Sanctioned Activities including Field Trips, Science Museums or Industry visits.

A student may not be absent more than 10 days during the school year. If a student exceeds 10 days of absence, the student may be retained. (Exception: Extreme medical condition.)

Consequences for Absences:

- **Three Absences in a Quarter** – notification is sent to the parent/guardian, and the student will be assigned lunch or after school detention to make up missing time and assignments.
- **Five Absences in a Quarter** – Parent/Guardian will be required to meet with the classroom teacher to create an attendance improvement plan. The student will be assigned lunch or after school detention to make up the missing time and assignments
- **Seven Absences in a Quarter** – Parent/Guardian will be required to meet with the School Principal or Dean of Culture and Climate. The attendance improvement plan will be revised to mandate more stringent improvement in attendance. Parent/Guardian will be referred to the Department of Child and Family Services and the Truant Officer/Court. The student will be assigned lunch or after school detention to make up the missing time and assignments.

Note: The student may be required to complete missing assignments over the weekend or holidays. Failure to make up the missing work will impact the final grade for the quarter in a given subject area.

Unexcused Absences

An unexcused absence is an absence from school that is not reported by a parent/guardian or exceeds 10 parent excused days per school year. Unexcused absences are a serious matter and are subject to disciplinary action, including Lunch or After School Detention, Referral to the Indiana Department of Child Services, or Referral to a Truant Officer. Unexcused absences include:

- Family errands
- Missing the bus
- Family vacations
- Recreational activities
- No note or written communication, or phone call regarding the absence within 2 school days

Tardies

Indy STEAM Academy values punctuality. It is an important life skill and a show of respect to others who arrive on time. Just as we expect staff to be punctual for their students, parents should ensure that students arrive to school on time. This is even more important because Indy STEAM Academy students begin their daily routines and learning the moment they enter the building. Students are provided with morning assignments and work immediately following breakfast. If a student is late to school, they miss the Morning Bell Challenge assignment, it disrupts the learning of other students and causes the student to falling behind with their morning assignments.

Indy STEAM Academy's doors open at 8:30 a.m. Students must arrive to school between 8:30 – 9:00 a.m., which is also the time when breakfast is served. Students arriving after 9:00 a.m. or later are considered tardy. Indy STEAM Academy will end breakfast at 9:00 a.m. Students who arrive after 9:00 a.m. and who still need breakfast will miss part of the Math lesson which will need to be made up after school. Grades 1-8 students with 3 or more tardies will be assigned to lunch or after school detention.

Parents/guardians must escort late students to the Main Entrance to sign in, before the students can proceed to their classrooms. Students who are not escorted in by a parent or guardian will remain in the front office until a parent/guardian returns to sign-in for their child.

If a student arrives after 11:30 a.m., the day will be counted as an ½ day absence.

Consequences for Tardiness:

- **Three Tardies in a Quarter** – notification is sent to the parent/guardian, and the student will be assigned lunch or after school detention to make up missing time.
- **Five Tardies in a Quarter** – Parent/Guardian will be required to meet with the classroom teacher to create an attendance improvement plan. The student will be assigned lunch or after school detention to make up for the missing time.
- **Seven Tardies in a Quarter** – Parent/Guardian will be required to meet with the School Principal or Dean of Culture and Climate. The attendance improvement plan will be revised to mandate more stringent improvement in attendance. Parent/Guardian will be referred to the Department of Child and Family Services and the Truant Officer.

MAKE-UP WORK

Students are responsible for all missed work while absent. Make-up work is placed in the Daily Communication Folder each Friday. Students may be required to make-up missing work over the weekend or holidays. If this is the case, the missing work is expected to be returned on Monday. Students who are absent can complete their homework the evening after an illness. If absent on a Monday, the student should make-up that missing assignment the next school evening.

ARRIVAL POLICY

All parents/guardians are asked to remain in their cars during morning arrival. Walking students to the door disrupts the traffic pattern and can be unsafe. Parents are to pull-up and wait for staff to assist your children with exiting the vehicle and entering the building safely. Students are to exit the vehicle from the passenger side of the vehicle. Students are to enter the building through the front door.

DISMISSAL POLICY

In order to create an efficient and safe dismissal process, all parents/guardians should remain in their cars during dismissal, unless the student is a walker. If a parent/guardian has a scheduled meeting with a teacher at the end of the school day, the parent should park and come to the main office.

Indy STEAM Academy will only release students to authorized adults as indicated on a student's Emergency Contact form. If parents would like someone new to be added to pick up their child, they must authorize that individual by providing a written and signed note to the classroom teacher and office manager. Parents must show an ID when picking up their children at the office. Our academy is unable to accept phone calls to the office to authorize adding someone to pick-up your child, we must have written authorization, and that person must be identified on your child's emergency contact form. Any alterations to the standard routines should be communicated to the front office manager by 3:00 p.m. Parents will not be able to pick up students after 3:30 p.m. since we are preparing for dismissal. Parents who arrive early at dismissal time are to wait in their cars in the pick-up line.

LATE PICK-UP POLICY

Students are expected to be picked up by 3:30 p.m. every day.

In the instance where a student is not picked up by 3:30 pm after there has been an attempt to contact the parent/guardian, students will be sent to the before and after care program and will be charged a fee for the time that the student was supervised. Indy STEAM Academy reserves the right to contact the Indiana Department of Child Services (DCS) or IMPD.

EARLY DISMISSAL POLICY

Parents/guardians will not be allowed to pick up students early except for pre-planned extenuating circumstances. Parents should provide a signed note in their child's Daily Communication Folder NO LATER THAN the morning of early dismissal. However, even in extenuating circumstances, due to our dismissal schedule, early dismissals will not be permitted after 3:00 pm. Parents/guardians must sign the student out in the Main Office before the student will be allowed to be dismissed from school grounds. Doctor and dentist appointments should be limited to non-school hours to avoid students missing class time. Parents/guardians should inform the classroom teacher of early dismissals in written form by sending a note to the teacher or office manager. Teachers will then be responsible for having the student prepared with materials at the requested time in order to minimize disruption to the class time. Failure to submit advance written notification will result in your child's Daily Communication Folder and homework assignments not being updated and ready for early dismissal

SCHOOL NOTIFICATION

In the event of an absence, we ask parents/guardians to notify the office manager by 9:00 a.m. or by emailing Indy STEAM Academy at absent@indysteamacademy.org or by calling 317-556-2307. The Academy will call the parent/guardian by noon (Parent Square) auto call if there has been no contact.

INCLEMENT WEATHER CLOSINGS

In the event of poor weather conditions such as heavy snow or ice, extreme cold or heat, please check your local television and radio stations, contact the school at 317-556-2307, check the PowerSchool parent portal, or visit our website at www.indysteamacademy.org.

Indy STEAM Academy follows the same delay and cancellation policies as Indianapolis Public Schools (IPS). If Indianapolis Public Schools are closed due to inclement weather, then so is Indy STEAM Academy. If Indianapolis Public Schools are delayed by two hours, so is Indy STEAM Academy. If there is a 2-hour delay, Indy STEAM Academy will open our doors at 10:30 am and students will be considered tardy on or after 11:00 am.

Make-Up Snow Days

In the event Indy STEAM Academy needs to make-up instructional days due to school closures because of snow, parents/guardians will be notified within a timely manner via a written note home, newsletter, PowerSchool Parent Portal, Parent Square notification and the academy website. Make-up days may be during Spring Break or added to the end of the school calendar year.

HOMEWORK

Homework is an essential component to your child's academic success. Our teachers carefully create nightly homework assignments that provide students with the opportunity to practice, reinforce, and master their academic skills. Students receive homework each night with the exception of Fridays, unless there is a specific project or assignment that requires additional time to complete at home or over the weekend. Students will have homework assignments starting in Kindergarten, with the amount increasing as students progress to the next grade level. Homework in Kindergarten should not exceed about 15 minutes of time. Homework in grades 1-2 should not exceed 30 minutes of time. Homework in grade 3 should not exceed 45 minutes of time. Homework in grades 4-5 should not exceed 60 minutes of time. Homework in grades 6-8 should not exceed 90 minutes of time. Remember homework is a review of skills already taught at school. Parents should contact the classroom teacher immediately if your child appears to struggle with homework.

The opportunity to practice the skills learned throughout the day is critical to students' academic success. Accordingly, students will not be excused from completing homework for any reason. If your child is absent, homework should be completed upon their return. Students may attend "Homework Help" after school to get caught up on missing assignments due to an absence.

If a student does not complete their homework, they may be required to attend the Homework Help program after school. The classroom teacher may contact the parent by phone or send a message in the Daily Communication Folder to make the parent aware that their child has a missing homework assignment. Parents may give permission for their child to remain after school to receive support in the Homework Help program.

Students are expected to complete homework assignments each day. If homework is missing, incomplete, or of poor quality, the parent or guardian will be notified. Homework completion percentages will be reported as a grade and reflected on weekly and mid-term progress reports and quarterly report cards. Extracurricular activities are incentivized with homework completion as part of the criteria. Failure to complete homework may result in the loss of privileges or participation in extracurricular and athletic activities. Continuous or excessively incomplete or missing homework will result in a parent conference with the school administration. We encourage parents/guardians to designate a time and place within the home for students to complete their homework. We do not consider parental support on homework cheating since parental support is a key component to student success. Students should be able to complete homework independently, but we encourage parents to check over work, review answer to any questions. Additionally, we may assign homework to be done jointly - for example, flashcards for learning sight words, or having students read a book aloud to a parent/guardian.

STUDENT DRESS CODE POLICY

Indy Steam Academy will create a positive school culture and climate that focuses on academic achievement and a sense of community. Our dress code policy will help us foster unity and a sense of belonging and purpose. While fashions change, the reason for being in school does not. Students are in school to learn and any fashion (dress, accessory or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these guidelines. Students are required to wear the school uniform every day. The colors are Blue and Yellow Gold. Students must wear their full school uniforms daily, except on certain field trips and special events like Field Day or graduations. Required attire includes:

	DRESS CODE POLICY
Uniform Shop	School Belles 6315 N. Keystone Ave., Indianapolis, IN 46220 317-255-5275 www.schoolbelles.com
Face Masks	Students may be required to wear a face mask the first five days after returning from COVID or if the student has a sever cold or cough.
Shirts Ties	Yellow Polo Tops (Must have logo) <ul style="list-style-type: none"> • Yellow Polo Shirt with collar, button front (long sleeve Fall/Winter) (short sleeve Spring/Summer) • Yellow Long Sleeve Oxford shirt (Optional). Must be worn with a blue tie or bowtie (Boys) • Yellow Peter Pan blouse, collar, button front (long/short sleeves) (Optional). Must be worn with the cross-tie (Girls) • Yellow or Blue Turtlenecks may be worn with sweater or jumper Indy STEAM Academy t-shirts may be worn on School Spirit Days
Sweaters Vest Blazer	Indy STEAM Academy polo shirt must be seen when a sweater is worn. <ul style="list-style-type: none"> • Blue V-Neck Vest (Optional) must have the logo/school crest • Blue Crew Neck Cardigan Sweater must have the logo/school crest • Blue Blazer (Optional for students Grades 6-8) No hoodies or Sweatshirts may be worn at any time during the school day.
Pants	Navy Pants with Elastic Waist (Kindergarten Girls and Boys) Navy pants with belt (Grades 1-7 Girls and Boys) <i>* All pants must button or snap closed. Pants without proper closure are not allowed.</i>
Skirts Jumpers	Navy pleated skirt or skort (with shorts underneath) (Girls) May be work with polo or blouse & crosstie. Navy Jumper (Girls) May be worn with polo or blouse
Shoes Socks	Black rubber sole bottom shoes (no gym/tennis shoes – except when taking Phys. Ed.) Penny loafers are permitted. Open-toe shoes, bubble shoes, clogs, heels, sandals, house slippers, or shower shoes are <u>not</u> permitted. Snow or Rain boots can be worn to and from school, with a change of shoes brought in a backpack.
Belts	Belts are not required for KDG. Belts may be magnet catch or buckle.
Jewelry	Students are not allowed to wear disruptive jewelry including chains and bracelets. (e.g. jewelry that distracts from learning) Talking or beeping watches are disruptive and are not allowed.
Headwear	Students are not allowed to wear hats unless for religious/medical purpose or with approval from an administrator.

Hair	Only natural colored hair is acceptable. Conservative haircuts and styles. If a student has selected a manner of appearance that is disruptive to the educational process or presents a risk to themselves or others, they may be removed from the educational setting.
Outerwear	Students can wear any type of outerwear, but outerwear is not permitted to be worn in the school during school hours. Outer wear is kept in the cubbies unless students are going outside.
Lab Coat	The white lab coat should be knee length with long sleeves and the school logo/crest.

Uniform Violations

- Students who are out of uniform will receive a note home to their parents in the Daily Communication Folder or parents may receive a phone call home.
- After three uniform violations, a parent/guardian conference may be required.
- If a student is wearing tights or an undershirt that is out of uniform, the child will be asked to remove it and put on appropriate attire before entering the classroom.
- Whenever possible, students will be given loaner clothes when out of uniform.

Uniform Violations that Indy STEAM Academy Staff Will Address Directly

Uniform Violation	Response
Student is wearing wrong color undershirt (not white, yellow, blue).	Student will be asked to change in the bathroom. Shirt will be placed in the student's backpack.
Student is wearing large earrings, any facial piercings, excessive or disruptive jewelry.	Student will be asked to put items in the backpack.
Student wearing a hat in the building. *(Religious headwear is always allowed).	Student will be asked to remove hat and to put it in backpack.
Student is wearing sweater that is the wrong color or without the logo.	Student will be asked to remove and put it in backpack.

Care for School Uniforms:

- Students are required to maintain a clean, neat, and healthy personal appearance.
- Parents are expected to support the school dress code policy by making sure their children leave home properly groomed and dressed for school.
- Student's appearances should not be distracting to the educational process.
- Uniforms must be neat, clean, and in good condition.
- There is no "day of the week" uniform requirement.
- If an undershirt is worn, it must match the outer shirt. For example, if a child chooses to wear an undershirt under a white button down, it needs to be white in color.
- Uniforms are to have the school logo and patch.

If you need assistance with uniforms, please contact the Dean of Culture and Climate or School Principal.

School Supplies

The easiest way to manage school supplies in primary classrooms without disrupting classroom time or having unprepared students is to have supplies for individual students. There may be supplies provided by the Academy that may be shared within the classroom. The Academy will always provide students with the materials necessary to complete their work, parents are expected to purchase basic school supplies. The Academy will provide a school supplies list to parents/guardians at registration or the beginning of the year **by grade levels**. Supply lists are available at the front office and on our website.

Purchasing Supplies: Fall (August) and Winter (January)

To best manage supplies throughout the school year is to replenish them at the end of the first semester, so students may have a fresh set of supplies when they return from Winter Break.

Basic School Supplies:

- Bookbag
- 12 yellow #2 pencils and Pencil Box
- 1 box gallon Ziplock freezer bags
- 1 box of crayons:
 - KDG (8 colors large size)
 - First & Second (16 colors)
 - Third (24 colors & markers)
 - Fourth-Eighth (Colored Pencils & Markers)
- 1 box of black dry-erase markers and sock
- Glue Sticks (small)
- 4 Composition Books
- Loose-leaf Notebook Paper (Grades 4-8)
- Face Masks if the student has a cough
- 4 boxes of Kleenex
- 2 rolls of paper towels
- 3 containers of Clorox Disinfectant wipes
- 2 bottles of hand sanitizer at least 12 Oz
- 1 extra pair of underwear, socks, t-shirt, and pants in a Ziplock bag (K-only, labeled with student's name)

TOYS, CELL PHONES, MONEY AND ELECTRONIC DEVICES

To limit distraction, we ask that students leave all toys, cell phones, money, and electronic devices at home. If toys, cell phones, [money] or other electronic devices are brought to school, they will be confiscated, and the parent must come to school to retrieve these items. Given that Indy STEAM Academy does not have lockers, student property will not be locked up.

Indy STEAM Academy is not responsible for lost, stolen, or damaged property. Students who violate this policy will have the item confiscated. 1st time will be a warning and a phone call to parent, 2nd time the parent will have to pick up item.

2026-2027 ACADEMIC CALENDAR

Indy STEAM Academy 2026-27 Academic Calendar for Students & Staff

July 2026						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 2026						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2026						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2026						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2026						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2026						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January 2027						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2027						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2027						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2027						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2027						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2027						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Quarter 1: August 3 – October 9

Quarter 2: October 10-December 19
180 Student Days

Quarter 3: December 20-March 18

Important Dates:

July 2026	
July 10 & 17: Parent Orientations	
July 27-31: Teacher PD Days	
August 2026	
August 3: First Day for Students	
August 10: Back to School Night	
August 28: Teacher PD Day	
September 2026	
September 7: Labor Day Holiday	
September 8: Teacher PD Day	
October 2026	
Oct 9: Parent Conference Day	
October 12-16: Fall Break	
October 19: Teacher PD Day	
November 2026	
November 3: Teacher PD Day	
Nov 25-27: Thanksgiving Holiday	
December 2026	
Dec 18: Parent Conference Day	
December 21-Jan 1: Winter Break	
January 2027	
January 18: MLK Jr. Holiday	
January 19: Teacher PD Day	
February 2027	
Feb 15: President's Day Holiday	
Feb 16: Teacher PD Day	
March 2027	
March 18: Parent Conference Day	
March 19: Teacher PD Day	
March 22-26: Spring Break	
April 2027	
ILEARN Summative Testing	
May 2027	
May 28: Teacher PD Day	
May 31: Memorial Day Holiday	
June 2027	
June 2: Last Day for Students	
June 3: Parent Conference Day	
June 4-8: Teacher PD Days	
June 9-30: Summer School	
June 18-19: Juneteenth Holiday	
Quarter 4: March 19-June 2	

Indy STEAM Academy
Overview of Dates, Holiday, and Events
2026-2027

Summer Pre-Opening Events: July 2026

July 10, 17, 2026	Parent Orientations
July 27-31, 2026	Staff Professional Development Days

Quarter 1: August 3 – October 9, 2026 (46 Instructional Days)

August 3, 2026	First Day of School for Students
August 10, 2026	Back to School Night
August 10-21, 2026	NWEA MAP Growth Fall Benchmark Assessments
September 7, 2026	Labor Day Holiday
September 8, 2026	Staff Professional Development Day (No Students)
September 9, 2026	Grandparents Day Lunch w/Students
September 25, 2026	Children's Museum Fieldtrip
October 5, 2026	Hispanic Heritage Month Celebration Begins
October 9, 2026	Parent-Teacher Conferences [First Quarter Q1 Report Card Pick-up]
October 19, 2026	Staff Professional Development Day (No Students)

Fall Break: October 12-16, 2026

October 2026	Fall College Tour TBD
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Quarter 2: October 11– December 19, 2026 (39 Instructional Days)

October 23, 2026	Pumpkin Patch Fieldtrip
October 30, 2026	Fall Festival
November 3, 2026	Staff Professional Development Day (No Students)
November 25-27, 2026	Thanksgiving Holiday (No School)
December 17, 2026	Holiday Celebration
December 18, 2026	Parent-Teacher Conferences [Second Quarter Q2 – Report Card Pick-up]
December 19, 2026	Staff Professional Development Day (No Students)

Winter Break: December 22, 2026 – January 1, 2027

December 2026	Winter College Tour (TBD)
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Quarter 3: December 20, 2026 – March 20, 2027 (50 Instructional Days)

January 4-15, 2027	NWEA Map Growth Winter Benchmark Assessments
January 11, 2027	WIDA Testing Begins
January 18, 2027	Martin Luther King, Jr. Holiday (No School)
January 19, 2027	Staff Professional Development Day (No Students)
February 15, 2027	President's Day Holiday
February 16, 2027	Staff Professional Development Day (No Students)
February 26, 2027	Black History Program
February 26, 2027	WIDA Testing Ends
March 1-12, 2027	IREAD Testing
March 12, 2027	Young Author's Night Celebration
March 18, 2027	Parent-Teacher Conferences [Third Quarter Q3 – Report Card Pick-up]
March 29, 2027	Staff Professional Development Day (No Students)

Spring Break: March 22-26, 2027

March 2026	Spring College Tour (TBD)
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Quarter 4: March 19 – June 2, 2026 (45 Instructional Days)

April 5-9, 2027	ILEARN Pep Rally Week
April 9, 2027	Daddy Daughter Dance
April 23, 2027	STEAM Career Fair
April 12 – May 7, 2027	ILEARN 3-8 Testing
May 7, 2027	Sneaker Ball with Moms
May 10-14, 2027	NWEA MAP Growth Spring Benchmark Assessments
May 28, 2027	Staff Professional Development Day (No Students)
May 31, 2027	Memorial Day Holiday (No School)
May 27, 2027	Science Fair
June 1, 2027	Eighth Grade Graduation PM
June 2, 2027	Kindergarten Graduation AM Fifth Grade Graduation PM
June 2, 2027	Last Day of School for Students
June 3, 2027	Parent-Teacher Conferences [Q4 – Progress Report Pick-up]
June 4, 2027	Staff Professional Development Day (No Students)

Summer Extended Learning Opportunities:

June 7-8, 2027	Staff Professional Development Day for Summer School (No Students)
June 9-30, 2027	Summer School and STEAM Camp
June 18-19, 2027	Juneteenth Holiday

ASSESSMENTS

In addition to traditional classroom assessment measures, we use standard assessment systems to determine students' levels of proficiency in reading, math, and science.

- NWEA Reading Fluency Dyslexia Screener will be administered to students grades K-2 in the Fall.
- NWEA MAP Growth Benchmark Assessments in Reading, Math, and Science-4/6 will be administered in the Fall, Winter and Spring to all students grades K-8.
- Students grades K-8 with English as a second language will take the WIDA Assessment
- Students in grade 2 take the IREAD Assessment
- Students grade 3 will take the IREAD 3 Assessment
- Students in grades 3-8 will take ILEARN Assessments

PROGRESS REPORTS, QUARTERLY REPORT CARDS, AND PARENT-TEACHER CONFERENCES

Teachers will use the Daily Communication Folder, Weekly Progress Reports, Mid-Term Reports, and Quarterly Report Cards to communicate the academic and behavioral performance of students.

Report Cards must be picked up in person at the Parent-Teacher Conference every quarter. **We require a 15-minute conference each quarter between parents and their child's teacher to discuss report cards. Report cards will not be sent home without a conference.**

PROMOTION POLICY

Indy STEAM Academy's promotion policy is rooted in a balance of understanding that while students learn at different rates and may experience plateaus at different times as they grow, mastery of grade level academic standards is the best measure for promotion to the next grade level. It ensures that a student can be successful in the academic challenges of the next grade level. Indy STEAM will use the following promotion policies to ensure that every student is successful and on track to be promoted from one grade level to the next. These policies will be communicated to parents at student and parent orientations at the beginning of the school year, and during parent/teacher conferences.

Indy STEAM Academy is committed to the academic success of all students, we will use multifaceted approaches to support student learning through the Response to Intervention (RTI) process, Success Time, Afterschool Tutoring, and Summer School to ensure student success at every grade level. Students should have 95% attendance (less than 10 total days of absence) for the school year and demonstrate at least 55% proficiency in core content areas to be promoted to the next grade level. The following levels of proficiency are expected:

Proficiency Levels	
Exceeds Standard	76-100%
Meets Standard	66-75%
Approaching Standard	56-65%
Below Standards	0-55%

Grade Levels	Content Areas	Proficiency Levels	Assessments
K-2	Reading, Math, Science	≥70%	NWEA MAP Growth IREAD 2
3-8	Reading, Math, Science,	≥75%	NWEA MAP Growth IREAD 3 ILEARN

Daily attendance is vital to student success, allowing Indy STEAM Academy to support students as they pursue academic success and simultaneously teaching students to take responsibility for their educational futures. Thus, students who miss more than 10 days of school may be retained. We adhere to all regulations regarding extended illness which does not impact attendance averages. We communicate regularly with families to ensure that every student is able to meet our attendance requirement, including through the use of daily communication folders, weekly progress reports, mid-term reports, and four quarterly report cards, direct communication with classroom teachers and the requirement

that all classroom teachers speak with parents/guardians a minimum of twice per month. The office will closely monitor attendance, and all daily attendance averages are part of our Academic Accountability Dashboard. In compliance with the *Individuals with Disabilities Education Improvement Act* (“IDEA”), all students with Individualized Education Programs (“IEPs”) or Section 504 Plans will need to meet all promotion criteria for Indy STEAM Academy unless their IEP indicates separate goals in particular content areas. If this is the case, satisfactorily meeting those goals will satisfy that component of the promotion criteria of Indy STEAM Academy.

Promotion recommendations are made by classroom teachers, and final promotion decisions will be made by the School Principal. Indy STEAM Academy reserves the right to make exceptions to this policy given special circumstances.

Retention

Potential retention is communicated throughout the year following benchmark assessments, mid-term reports and quarterly reports. Parents will be notified of the final retention decision based on feedback from the classroom teacher and input from the school administrator. The Principal will provide parents with an in-person meeting and will provide a written document concerning retention. If an in-person meeting is not able to be scheduled, parents will receive written communication via mail.

GRADUATION POLICY

For graduation from Kindergarten, Fifth grade, and Eighth grade, students should have passing grades in all core content area classes. There is a small fee for participation in graduation: KDG - \$30.00, 5th Grade - \$40, and 8th Grade - \$50.00.

SPECIAL EDUCATION

Indy STEAM Academy will not offer services for Special Education; however, Indy STEAM Academy believes in providing appropriate public education (FAPE) to all students. FAPE mandates that the academy provide access to general education and specialized educational services. It also requires that students with disabilities receive support free of charge as is provided to non-disabled students. It also provides access to general education services for children with disabilities by encouraging that support and related services be provided to children in their general education settings as much as possible. Indy STEAM Academy provides a variety of special education programs for students identified as having a disability as defined by the Individuals with Disabilities Education Improvement Act (IDEA). A student may receive special education services only through the proper evaluation and placement procedure. Parent/Guardian involvement in this procedure is required. More importantly, Indy STEAM Academy encourages the parent to be an active participant. A parent or guardian who believes his/her student may have a disability that interferes substantially with the student’s ability to function properly in school should contact their child’s teacher and the school principal.

- **Response to Intervention / Multi-Tiered Support System**

If a determination is made that a student needs additional support, Indy STEAM Academy will utilize its Response to Intervention Process (RTI)/ Multi-Tiered Support System (MTSS) to determine the specific interventions needed by the student. In the RTI process, a struggling student is provided with increasingly intensive instruction in his/her area of academic weakness. The student’s progress is monitored, and if there is no positive response or improvement, the student will be referred for testing to determine eligibility for special education services and what services the student needs to succeed.

- **Educational Evaluations**

Indy STEAM Academy staff members are charged with monitoring student academics and behavior to identify students who may need additional supports or interventions to academic success. If a staff member notices a lack of improvement, the staff member may request an educational evaluation by a school psychologist with consent from a parent/legal guardian. In that instance, a Case Conference Committee is formed and consist of the School Principal, the classroom Teacher, Dean of Instruction, and Special Education teacher, Special Education Director, School Psychologist, Speech and/or Occupational Therapist, parents/guardians, and other involved professionals. The case conference committee will make recommendations appropriate to the student's needs.

- **Services Provided**

Students who are determined to be eligible for services by a school psychologist will be provided services deemed appropriate as determined and recommended by the student's Case Conference Committee. The recommendations may include a general interventional plan, a screening, or an educational evaluation that will be conducted according to IDEA/Article 7 regulations. Students who do not qualify for services under IDEA/Article 7 may be considered for Section 504 services under the Rehabilitation Act.

WITHDRAWAL FROM SCHOOL

If, for any reason, a student must be withdrawn from school, the parent/guardian should inform the office manager and classroom teacher at least two days before the last day of attendance. Parents are required to complete the Withdrawal Form and Release of Student Records Release Form giving permission for the Academy to send your child's records to the new school. Parents have 48 hours to enrolled their child in another school. All withdrawal requests must be made in writing through the office.

BUILDING SAFETY AND SECURITY

There are a number of basic procedures Indy STEAM Academy has in order to ensure the safety and security of its students and staff. Cooperation on everyone's part will go a long way in guaranteeing teaching and learning can take place in a safe and secure environment. Indy STEAM Academy may take reasonable action against a student and/or parent/guardian for failure to follow school policies and procedures that may risk the safety and security of students, staff, and school community, including removal from the Academy.

CLOSED CAMPUS

Under no circumstances are students to leave the building without permission. A student with permission to leave may only leave under the escort and supervision of an authorized adult. Once students have entered the building in the morning, they may not leave the building unless they are escorted by a school staff member or other authorized adult.

VISITOR POLICY

All visitors are required to report to the Main Office Front Desk upon entering the building. Visitors must wear a visitor badge. Any visitor, including a parent/guardian, who does not report to the office or is found in the building without authorization will be asked to check-in at the front desk. Parents are encouraged to visit the Academy at arranged or scheduled times to avoid interrupting instruction and the daily routines of students during the school day. We ask that parents give the classroom teacher and office manager 24-hour notice of a visit so we can be sure to accommodate them, and to ensure that we have an accurate list of all daily visitors to our Academy.

FIRE SAFETY PROCEDURES

In case of an emergency – if a staff member sees fire or smells smoke – he or she will close the door and pull the fire alarm. Upon hearing the alarm, school staff will assist students with lining up to exit the building according to the fire evacuation plan posted in each room. Students must follow the direction of teachers and other staff members who will lead them outside the building to the designated safe locations. Teachers will take attendance to make sure that all students have exited the building. Once the building is clear, students and staff may return to their classrooms. During the first month of school and every month during the school year, students and staff will participate in fire drills to ensure that the entire school community is familiar with the appropriate response in the event of an emergency.

GENERAL SCHOOL INFORMATION

Location: TBD

Our phone number is 317-556-2307

Our website is www.indysteamacademy.org.

FAMILY COMMUNICATION

It is vitally important that Indy STEAM Academy have methods of contacting parents or other family members at all times. This is of critical importance in case of emergency, illness, or behavior problem requiring immediate parent/guardian contact. Parents/guardians should notify the office immediately when they move with changes of home addresses or emergency contact telephone numbers, address and/or places of employment. In case of an emergency, parents/guardians should contact the Main Office Front Desk either by phone or in person. Under no circumstances should parents or guardians contact students in their classrooms or attempt to remove students from the building without notifying and receiving permission from staff members at the Main Office Front Desk.

PARENT INVOLVEMENT

Parental involvement in a child's educational life is critical to a child's success. We encourage parents to develop strong positive partnerships with Indy STEAM Academy.

Visiting Classes

Our school has an open-door policy that allows parents to sit in on class during any time after the first month of school given 24-hour notice. During the beginning of school, it is critical for students to transition into their new setting, and parental presence in the classroom can slow this process. After our open house, we encourage parents to come into the classroom and see our amazing teachers and students at work. When observing in the classroom, parents are asked not to disrupt the education of their child or of other children or to attempt to conduct individual conversations with the teacher during instructional time. Parents are to sign in at the Main Office Front Desk before visiting a classroom and wear a visitor's badge while in the building.

Indy STEAM Academy provides multiple ways to keep parents informed about school activities:

Parent Square Telephone/Text Messages

Parents/Guardians who sign up to be contacted through Parent Square which is an automated voicemail message and text service will receive messages from the school to stay abreast of school closings, activities, and attendance notifications.

Indy STEAM Academy Newsletter

Newsletters will be sent home once a month and are posted on the website. The newsletters will have critical information about upcoming school events.

Indy STEAM Academy Weekly Update

Weekly Updates that include upcoming events, important dates, and other important information are sent home on Fridays. Please review the weekly newsletters carefully for important information.

Parent Conferences

Parent-Teacher conferences are a crucial component of our educational program. Parents are required to attend conferences at the end of each quarter and at other times as requested by the classroom teacher or School Principal. Parents should plan on attending a 15-minute conference during the school day. Parents may bring children with them but are expected to supervise them while at school.

TITLE IX POLICY

If any of parents/guardians believes that he or she, or their student has been subjected to harassment, he/she should file a complaint with the Dean of Culture and Climate (Title IX Coordinator) at [317-556-2307](tel:317-556-2307). This may be done in writing or orally. All parents/guardians should take special note that, as stated above, retaliating against an individual who has complained about harassment, and retaliating against individuals for cooperating with an investigation of a harassment complaint is unlawful and will not be tolerated by this organization.

LOST AND STOLEN PROPERTY

We strongly encourage parents/guardians to make sure that students do not bring valuable objects to school. Any items that students bring to school that may cause disruption will be confiscated. We make every reasonable effort to return all personal property to the appropriate parent; however, Indy STEAM Academy is not responsible for replacing lost, damaged or stolen property or compensating the family for the value of that property.

TRANSPORTATION

Indy STEAM Academy does not provide transportation to and from school or for after school activities. Parents are responsible for transporting their children to school and ensuring that students arrive at school on time and are picked up on time at the end of the school day or at the end of afterschool or athletic activities.

Transportation Accommodations

Indy STEAM Academy does not provide daily transportation for students. Parents have the option of receiving services for special needs students from the public school in their attendance area.

Student Pick-Up

Parent are to pick up students by entering the parking lot and joining the car rider line. Parents may not get out of their cars and walk to the building to pick-up students. Parents/guardians may pick-up students directly from school at dismissal time (3:40 pm), Only individuals with prior written consent may pick-up students. During the last 30 minutes of the school day at 3:30 p.m., no visitors will be allowed in the building as it disrupts a safe, orderly dismissal process. Additionally, parents may not go to the classroom to retrieve their children prior to the regular dismissal time as this is very disruptive to class. However, parents may go to the Main Office Front Desk to request that the child be dismissed early (before 3:00 p.m.) or send a note in advance. No one other than designated parties will be permitted to pick-up a student. Car Riders will be escorted to their cars and assisted with getting into cars on the passenger side. Parents are asked to stay in their cars, with music/radio at a low volume and have the pick-up sign prominently placed on passenger side window, so we can easily identify parents as they pick-up their children.

Student Walkers

Students who walk home must be escorted by an adult. Students may not leave the building before dismissal (3:30 p.m.).

Student Drop-Off: Morning Arrival

Parents/guardians who drive students to school in the morning may drop off students at the front entrance between 8:00-8:30 a.m. Parents may not drop off students before 8:00 a.m. Our academy doors open at 8:00 am. At that time, an Indy STEAM Academy staff member will be there to greet the car and escort the student safely into the building. Students should be seated on the passenger side of the car closest to the sidewalk. Students should have their backpacks and other belongings ready and their coats or jackets on to exit their vehicles promptly. To facilitate a smooth arrival process, **parents may not park in the pick-up lane or exit vehicles during drop-off.** **If a parent has a meeting scheduled with a teacher or administrator, they are encouraged to park their cars in the lot and go to the Main Office Front Desk for assistance.**

SCHOOL BREAKFAST & LUNCH

Parents/Guardians are to complete a School Lunch Application during the registration process. The application will determine eligibility for free or reduced lunch costs. Below is the cost for meals based on eligibility:

Free Lunch Eligible – No cost Reduced Breakfast - \$.30 Reduced Lunch - \$.40 Milk- \$.25 Snack-\$.25
Paid Breakfast - \$2.25 Paid Lunch - \$4.25 Paid Snack - \$1.50 Paid Milk - \$.75

Breakfast is served from 8:00 until 8:30 a.m. Students who arrive after 9:00 a.m. will not be served breakfast. Students may either eat breakfast and lunch provided by the Academy or bring their own lunches from home. Parents are discouraged from sending “carry-out” restaurant type food at school. Students are welcome to bring a lunch from home; however, they will not have access to a microwave to heat any lunches. Soda, sugary drinks (such as sports drinks), unhealthy chips and candy are strongly discouraged at school, even in lunches brought from home. We will send unhealthy food back home with a “Healthy Lunch” note.

HEALTHY SNACK POLICY

Because we want to ensure that our students are healthy, we have a healthy snack policy. Students have afternoon snack, and we always offer a fruit or other healthy snack. Students may bring a snack from home, but it needs to be a healthy snack. Examples of healthy snacks include fruit bars, granola bars, celery, carrots, strawberries, grapes, apples, and 100% fruit, dried fruit snacks. Examples of unhealthy snacks include potato chips, Cheetos, cookies, fruit roll-ups, and cupcakes, even if the serving is in a 100-calorie pack. Please note that juice boxes are only permitted if they are 100% juice. If a snack is not considered healthy by the classroom teacher, he or she will ask the child to take the snack home and eat one of the snacks provided at school instead.

FOOD ALLERGIES

Indy STEAM Academy will make all reasonable efforts to accommodate students with food allergies. Parents are required to inform the Academy and fill out necessary health forms during the registration process. School officials will meet with parents/guardians of student who have special dietary needs or allergies in order to develop a Health Care Plan. Sharing or trading of food is prohibited for all students. **Indy STEAM Academy maintains a nut-free environment due to multiple student allergies.** Accordingly, please do not pack any items containing nut products in your child’s lunch.

BIRTHDAY CELEBRATIONS

Parents are permitted to bring store-bought items to be shared with all students in that classroom if the teacher is asked in advance and agrees. The treats must be prepared in individual servings and not include any nuts. Celebrations may occur in the classroom from 2:30-3:15 p.m. Monday - Friday. Parents are asked to bring celebration items to the Main Office Front Desk and may not interrupt class instruction. Birthday celebrations may not occur during lunch to avoid interference with our food service program. Note, if your child does not celebrate birthdays, or if they are not permitted to celebrate birthdays, please notify the teacher and office manager in writing. This note will be placed in your child's file. Students not participating may go to the school library during the celebration period.

STUDENT RECORDS

Access and Request for Copies: A parent has the right to request his or her child's temporary and permanent student record file. All requests to inspect or copy the student's record must be in writing to the school administration. A fee for the copying student records may be charged. Upon the review of the student's record, if a parent or student finds that the student record includes inaccurate, misleading, or irrelevant information, the parent should notify the school administration at the time of review.

Confidentiality: The Family Educational Rights and Privacy Act (FERPA) requires consent of a parent, legal guardian, or eligible student in order to release student education records. An eligible student is a student who has reached the age of eighteen (18). Indy STEAM Academy will not release a student's school record to anyone who is not authorized to receive the record, without receipt of a valid, signed school record release form or valid court order.

Indy STEAM Academy may disclose records without consent under the following conditions:

- School officials with legitimate educational interest.
- Other schools to which a student is transferring.
- Specified officials for audit or evaluation purposes.
- Appropriate parties in connection with financial aid to a student.
- Organizations conducting certain studies for or on behalf of Indy STEAM Academy.
- Accrediting organizations.
- To comply with judicial order or lawfully issued subpoena.
- Appropriate officials in cases of health and safety emergencies.
- State and local authorities, within juvenile justice system, pursuant to specific State law.

Photographs, Video, Audio, Recorded Comments: For the purpose of publicizing student and school accomplishments, and/or documenting and studying teacher practice, Indy STEAM Academy has a practice of recording student life through photography, video, audio, or otherwise recorded comments. In the event a parent/guardian objects to the release or publication of any of the above, the parent may state that objection in writing. Parents are required to complete the Media Release Form during the registration process to provide written consent or objection. This document will be placed in the student's file.

NONDISCRIMINATION

Indy STEAM Academy does not discriminate on the basis of race, color, religion, sex or national origin, in accordance with Title VI and Title VII of the Civil Rights Act of 1964 (Title VI and Title VII); on the basis of sex, gender identity and/or expression, sexual orientation or marital status in accordance with Title IX of the Education Amendments of 1972; on the basis of disability, in accordance with Section 504 of the Rehabilitation Act of 1973 (Section 504) and Title II of the Americans with Disabilities Act of 1990 (ADA); on the basis of age, in accordance with the Age Discrimination in Employment Act of 1974 (ADEA); or on the basis of any other protected category pursuant state and federal law.

CHROMEBOOK USE

Indy STEAM Academy provides Chromebooks for students to use in their classroom on a daily basis. There is a security deposit of \$125 for the use of the computer and a \$20.00 fee for headphones. Any *intentional damage or damage due to negligence* to a computer (i.e. picking off keys, hitting computer, breaking headphones, spilling liquid on the compute etc.) will result in a fee charged which will be deducted from the deposit to cover the cost of the repair of the computer.

Damaged Part	Cost
System Board	\$150.00
Screen	\$100.00
Keyboard	\$40.00
Mouse/Trackpad	\$40.00
Individual Key	\$5.00
Power Cord	\$60.00

INTERNET USE POLICY

I. Acceptable Use

The Internet is a global network linking computers around the world. Indy STEAM Academy offers Internet access to students and staff. The primary purpose of providing access to the Internet is to support the educational mission of the Academy. Indy STEAM Academy expects that students and staff will use this access in a manner consistent with this purpose. While the Internet is a tremendous resource for electronic information, it has the potential for abuse. Indy STEAM Academy makes no warranties of any kind, whether implied or expressed, for the service it is providing. Indy STEAM Academy shall be held harmless from and against any responsibility, liability, damages, or suit that may arise as a result of or related to a student's or staff's use of Indy STEAM Academy's Internet, school network, and/or computers. Indy STEAM Academy makes no guarantees, implied or otherwise, regarding the factual reliability of data available over the Internet. Users of Indy STEAM Academy's Internet service assume full responsibility for any costs, liabilities, or damages arising from the way they choose to use their access to the Internet.

II. Unacceptable Use

The following is a list of prohibited behaviors. The list is not exhaustive but illustrates unacceptable uses of Indy STEAM Academy's Internet Service:

- Disclosing, using or disseminating personal identification information about self or others including, but not limited to, Internet account numbers, passwords, etc.
- Accessing, sending or forwarding materials or communications that are defamatory, abusive, pornographic, obscene, profane, sexually explicit, threatening, harassing, racially or sexually offensive, or illegal.
- Using the Internet service for any illegal activities such as gaining unauthorized access to other systems, arranging for the sale or purchase of drugs or alcohol, participating in criminal gang activity, threatening others, transferring obscene material, or attempting to do any of the above.
- Vandalizing school computers by causing physical damage, reconfiguring the computer system, attempting to disrupt the computer system, or destroying data by spreading computer viruses or by any other means.
- Copying or downloading copyrighted material without authorization from the copyright holder, unless the copies are used for teaching (including multiple copies for classroom use), studentship, or research as determined by school staff. Users shall not copy and forward or copy and upload any copyrighted material without prior approval of the School Principal, nor shall users violate any

software license agreements, or any applicable federal, state or local laws concerning copyright;

- Using the network or Internet while privileges are revoked or suspended; and
- Plagiarizing material obtained from the Internet. Any material obtained from the Internet and included in one's own work must be cited and credited by name or by electronic address or path on the Internet. Information obtained through E-mail or news sources must also be credited as to sources.

Any violation of the above policy may result in the loss of computer, Internet and network privileges, and possible disciplinary action and/or appropriate legal action (See Violations below).

III. Safety Issues

The following are basic safety rules pertaining to all types of Internet applications.

- Never reveal *any* identifying information such as last names, ages, addresses, phone numbers, parents' names, parents' employers or work addresses, or photographs.
- Use the "back" key whenever you encounter a site that you believe is inappropriate or makes you feel uncomfortable.
- Immediately tell a teacher if you receive a message that you believe is inappropriate or makes you feel uncomfortable.
- Never share your password or use another person's password. Internet passwords are provided for each user's personal use only. If you suspect that someone has discovered your password, you should change it immediately and notify a teacher.

Internet Safety Policy

It is the policy of the Academy to (a) prevent user access over the computer network to, or transmission of, inappropriate material via internet, electronic mail or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

Access to Inappropriate Material

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research other lawful purposes.

Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the Academy online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Education, Supervision and Monitoring

It shall be the responsibility of all members of the Academy to educate, supervise and monitor appropriate usage of the online computer network and access to the internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the School Principal or designated representatives.

The School Principal and faculty will provide age-appropriate training for students who use the Academy's internet facilities. The training provided will be designed to promote the Academy's commitment to the standards and acceptable use of the Internet services as set forth in the School's Internet Safety Policy, and student safety with regard to:

1. Safety on the internet;
2. Appropriate behavior while on online, on social networking web sites, and in chat rooms;
3. Cyberbullying awareness and response; and
4. Compliance with the E-rate requirements of the Children's Internet Protection Act ("CIPA")

Privacy

Users should not have an expectation of privacy or confidentiality in the content of electronic communications or other computer files sent and received on Indy STEAM Academy computer network or stored in the user's directory or on a disk drive. Indy STEAM Academy reserves the right to examine all data involved in the user's use of the Academy's Internet service. Internet messages are public communication and are not private. All communications including text and images may be disclosed to law enforcement or other third parties without prior consent of the sender or the receiver. Network administrators may review communications to maintain integrity system-wide and ensure that users are using the system responsibly.

Violations

Access to Indy STEAM Academy's Internet service is a privilege not a right. Indy STEAM Academy reserves the right to deny, revoke or suspend specific user privileges and/or to take other disciplinary action, up to and including suspension, expulsion (students), or dismissal (staff) for violations of this policy. Indy STEAM Academy will advise appropriate law enforcement agencies of illegal activities conducted through the Academy's Internet service. Indy STEAM Academy also will cooperate fully with local, state, and/or federal officials in any investigation related to any illegal activities conducted through the service.

STUDENT BATHROOM BREAKS AND ACCIDENTS

Indy STEAM Academy provides 3-4 full classroom restroom breaks daily and students are encouraged to use the facilities at those times. Individual bathroom breaks disrupt learning and are unmonitored by staff. As such, they are strongly discouraged. If a student requires increased opportunities to use the restroom, parent(s)/guardian(s) must provide the front office with a doctor's note prior to this accommodation being provided.

Parents of Kindergarten students and older students with a history of bathroom accidents are requested to send an extra pair of pants, underwear, and socks to school. Providing a change of clothes allows your child to quickly and easily change if necessary. If a child has an accident and does not have a change of clothes, we will provide loaner pants and underwear (when available) for your child and request that they be washed and returned to the school.

Discipline Philosophy

The discipline philosophy of Indy STEAM Academy is aligned with our mission to provide a safe and nurturing learning environment where students take responsibility for their behaviors to be productive citizens at school and in their communities. Clear, fair, and consistent student discipline is essential to fostering a positive school culture and climate.

Discipline is a foundation for learning. It refers to organized and orderly classrooms, where time is used efficiently, and everyone is working their hardest. An important component to discipline is structure. Structure provides a clear framework for learning to take place. Indy STEAM Academy's structure provides a safe place where students can focus on their learning and growth.

The culture of Indy STEAM Academy is built on the ideals that classrooms are the place where students work hard and strive to do their best work while demonstrating their best behavior. This culture is reinforced by the core values that are instilled each day.

Our Core Values

The core values of our academy are based on the Six Pillars of Character to foster a positive school climate and culture: Trust, Respect, Responsibility, Fairness, Caring, Citizenship

These core values are taught to students, reflected in behavior expectations, and modeled in all interactions among members of our school community. Building strong character is fundamental to creating a positive learning environment and school culture which is the hallmark of our academy. Students are encouraged to apply these core values in their daily lives at home and in their communities.

Respect	Responsibility	Fairness
<ul style="list-style-type: none"> • Treat others with respect • Follow the "Golden Rules" • Be tolerant and accepting of other's differences • Use good manners • Be considerate of other's feelings 	<ul style="list-style-type: none"> • Do what you are supposed to do • Plan Ahead • Be accountable for your words actions and attitudes • Set an example for others • Be Diligent • Persevere • Do your best 	<ul style="list-style-type: none"> • Play by the rules • Take turns and share • Be open-minded • Listen to others • Avoid blaming others • Treat people fairly
Trustworthiness	Caring	Citizenship
<ul style="list-style-type: none"> • Be honest • Be reliable • Be loyal • Do what you say you will do • Have a good reputation • Have courage to do the right thing 	<ul style="list-style-type: none"> • Be kind • Be compassionate • Show you care • Express gratitude • Forgive others • Help people in need 	<ul style="list-style-type: none"> • Do your share to make the community better • Cooperate • Get involved in school/community activities • Be a good neighbor • Follow the rules • Protect the environment • Volunteer

School Expectations

- (1) Follow directions the first time they are given;
- (2) Treat others with respect;
- (3) Keep your hands, feet, and objects to yourself;
- (4) Walk quietly in the halls; and
- (5) Do your best every day.

Behavior Expectations

Indy STEAM Academy has established clear expectations for behaviors within the school environment in order to support the learning community. These expectations contribute to a positive learning environment where students are able to grow socially emotionally and succeed academically.

Behavior Expectations Matrix

	Be Safe	Be Respectful	Be Responsible
Classroom	Sit in your assigned seat Keep your hands, feet, and objects to yourself Handle all equipment in a safe manner Clean-up after each lesson Stay in the classroom until you are dismissed	Listen when others are talking Raise your hand to speak Share materials Keep up with your belongings Keep your hands, feet, and objects to yourself	Be prepared to learn Listen and follow directions the first time given Stay on task Complete class assignments Turn-in assignments when they are due Give your best effort
Hallways	Walk safely Stay on the right side of the hall and stairs Use the stairs handrails Watch for opening doors Keep your hands, feet, and objects to yourself	Go directly to class Take a hall pass when leaving the classroom	Use quiet voices Hold the door for the person behind you
Cafeteria	Sit at your assigned table Keep your food on the tray Keep your table clean Stay seated until you are dismissed	Wait patiently in line for your food. Empty your tray when you are done eating	Use indoor voices Keep your food on your tray Use table manners
Playground	Stay in your assigned area Keep your hands, feet, and objects to yourself	Return all equipment to the storage containers Line up quietly when it is time to return to the classroom	Follow the rules of the game Play fairly Everyone can play Share and take turns
Restroom	Flush the toilet and wash your hands One person in each stall One person at the water fountain	Use the restroom then return to the classroom Conserve water, paper, and soap.	Give privacy to others Keep the restrooms clean

BEHAVIOR, INTERVENTION, AND REMEDIATION

The School Principal or the Dean for Instruction, Climate and Culture, may request to meet with the parent/guardian to place a student on a behavior intervention plan to support behavior improvements and closely monitor progress toward specific behavior goals. When necessary, students with disabilities will be provided with behavior plans per IDEA Article 7 and specifications outlined in their IEP or 504 plans. Supportive intervention and referral processes are identified as identified in the IEP or 504 plan.

CONSEQUENCES FOR NOT MEETING EXPECTATIONS

The teacher and school administration will use a variety of consequences depending on the nature and severity of the behavior. Teachers will resolve minor infractions in their classrooms by giving a verbal warning, time out in the classroom, loss of privileges, contact parent, send a note home to parent (to be signed and returned the next day,) or time-out away from the classroom. Major infractions require more restrictive measures including after school detention, parent phone calls, parent conferences, in-school suspension, out of school suspension, or expulsion.

- ***LOSS OF PRIVILEGES***

Indy STEAM Academy offers students many privileges that can be taken away as a consequence for poor behavior. Privileges that can be lost include play and choice time, participation in school celebrations, participation extended learning activities, and participation in after school and extra-curricular activities.

- ***FIELD TRIPS (EXCURSIONS)***

Field trips (Excursions) are used as an incentive to compliment the Indy STEAM Academy program. Attending these fieldtrips is a privilege and not a right. If a student does not uphold Indy STEAM Academy core values or meet the expectations for the field trip, he/she may not be permitted to attend or may be required to be accompanied by an adult. If a field trip is scheduled while school is in session, the student will still be required to be in school. Failure to come to school will result in loss of privilege to attend the next field trip.

- ***POSITIVE ACTION CENTER (PAC)***

In an attempt to limit time outside of classroom instruction and to best support students to be successful within Indy STEAM Academy's model of behavior and expectations, students may be removed from the classroom to support the students with making positive choices and working cooperatively in the classroom. Student behaviors are redirected, and strategies are developed for the ABC Plan to ensure the academic and social emotional success of the student. Students may spend a minimum of 15 minutes through the entire day depending upon the circumstances with which the student as removed from the classroom. Once the behavior is corrected the student may return to the regular classroom. This intermediate step is an alternative to suspension or sending the student home for an infraction. If a student is assigned to the PAC room, parents will be notified by a call and written notice that is placed in the Daily Communication Folder. Parents are expected to sign and return the referral to school the following day. If the student does not show marked improvement in behavior, it may result in an out of school suspension.

ZERO TOLERANCE FOR FIGHTING

There is zero tolerance for fighting. In almost every case, both students will be suspended. Parents will be required to come to school and pick up the student involved in the fight on the day of the incident. The school encourages non-violent conflict resolution. Students are expected to use the techniques of conflict-resolution to settle all disputes in a non-violent manner. Faculty will work to spot problems and students are expected to report conflicts before they escalate.

SECLUSION AND RESTRAINT

Staff will be trained with the use of proper restraints. Seclusion and restraint shall be used only as a last resort, as a means to maintain a safe and orderly environment for learning. Seclusion and restraint should only be used to the extent necessary to preserve the safety of students and staff. Use of seclusion and restraint may also be a component of a Behavioral Intervention Plan (BIP) and/or IEP which must address the use of seclusion and restraint and will control the guidelines of using these measures.

As soon as possible after any such use of time out, restraint and/or seclusion, the parents or guardian will be informed when any of these actions have occurred and will be provided with a detailed account of the incident including the circumstances that led to the use of timeout, restraint and/or seclusion.

BULLYING

What is Bullying? Bullying is the use of force, threat or coercion to abuse intimidate or aggressively dominate others. The behavior is often repeated and habitual.”

Forms of Bullying

Physical Bullying: Punching, Pushing, Fighting, Attacked by a Gang

Verbal Bullying: Name calling, teasing, gossip, slander, put downs, mimicking others, verbal treats

Psychological Bullying: Excluding someone from the group, or from participating in activities or from making friends, and other forms of alienation or association with a person

Cyber Bullying: Using the Internet or other technology to abuse, spread lies, gossip, threaten, or posting embarrassing pictures or videos

The following procedures shall be used for reporting, investigating, and resolving complaints of bullying.

Complaint Procedures:

Building Administrators/Designees have the responsibility of conducting investigations concerning the claim of bullying. The investigators shall be a neutral party with no prior involvement in the complaint presented. Any student, employee, or third party who has knowledge of conduct in violation of the Bullying Policy or feels s/he has been a victim of bullying in violation of this Policy is encouraged to immediately report his/her concerns. All complaints will be promptly investigated in accordance with procedures identified in the Grievance section of this application.

HARASSMENT AND BULLYING POLICY

The Board of Indy STEAM Academy prohibits acts of harassment, intimidation, or bullying by or toward any students or school community members. A safe and civil environment is necessary for students to learn and achieve high academic standards. Harassment, intimidation, or bullying is defined as any gesture or written, verbal or physical act, or any use of electronic or wireless communication (including telephone, cell phone, computer, or pager) that takes place on school grounds/property, at any school-sponsored function or on a school bus and that:

- 1) Is motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability; or,
- 2) By any other distinguishing characteristic; and
- 3) A reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a student, damaging the student's property; or
- 4) Has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

Indy STEAM Academy expects students to conduct themselves in keeping with our core values of Respect, Responsibility, Trustworthiness, Fairness Caring, and Citizenship In addition, Indy STEAM Academy strongly believes that passive action can be as significant as active action – witnessing a wrongdoing can implicate the observer. Students are expected to do what they reasonably and safely can do to divert a situation and must also immediately inform a staff member of any problems.

Consequences and/or remedial action for a student who commits an act of harassment, intimidation, or bullying shall be varied and graded based on a variety of factors, including developmental age and maturity levels of the parties involved, the levels of harm, and the nature of the behaviors, past incidences or past or continuing patterns of behavior and performance, and the relationships between the parties involved. Concluding whether a particular action or incident constitutes a violation of this policy requires a determination based on the facts and surrounding circumstances. Consequences for students who commit acts of harassment, intimidation or bullying may range from positive behavioral interventions up to and including suspension and expulsion. Remedial actions for individual students who commit such acts may include a behavioral assessment or evaluation and/or supportive interventions and referral services. Consequences and/or remedial actions for a staff member who commits an act of harassment, intimidation, or bullying shall be disciplined in accordance with school policies, procedures, and agreements.

The school leadership is responsible for receiving complaints alleging violations of this policy. All school employees are required to report alleged violations of this policy to the school leadership. All other members of the school community, including students, parents, volunteers, and visitors, are encouraged to report any act that may be a violation of this policy. While submission of the report form is not required, the reporting party is encouraged to report. Oral reports are considered official reports but should be put in writing. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report. School leadership, including the School Principal or designee, is responsible for determining whether an alleged act constitutes a violation of this policy. In so doing, school leadership shall conduct a prompt, thorough and complete investigation of the alleged incident for any report of policy violations and complaints.

Some acts of harassment, intimidation or bullying may be isolated incidents requiring that the school to respond appropriately to the individuals committing the acts. Other acts may be so serious or parts of a larger pattern or systematic problem of harassment, intimidation or bullying that they require a response either at the classroom, school building or school district levels or by law enforcement officials. Parents shall be promptly notified in situations where students are to be or have been interviewed by law enforcement officials. Remedial measures of both the individual and institutional level shall be designed to the correct the problem behavior, prevent another occurrence of the problem, protect and provide support for the victim of the act, and take corrective action for document systemic problems related to harassment, intimidation, and bullying.

Institutional (i.e., classroom, school building, school district) responses can range from school and community surveys, to mailings, to focus groups, to adoption of research-based bullying prevention program models, to social skills training for students, to training for certificated and non-certificated staff, to participation of parents and other community members and organizations, to small or large group presentations for fully addressing the actions and the school's response to the actions, in the context of the acceptable student behavior and the consequences of such actions and to involve of law enforcement officers, including school resource officers. In addition, resources (e.g., counseling) will be made available to support individual victims of harassment, intimidation and bullying and such support will be provided in a manner that does not stigmatize victim(s).

Indy STEAM Academy prohibits reprisal or retaliation against any person who reports an act of harassment, intimidation or bullying, be the student, school employee, volunteer, or visitor. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by school leadership after consideration of the nature and circumstances of the act. Students, school employees, volunteers, and visitors may not falsely accuse another as a means of retaliation or as a means of harassment, intimidation or bullying.

Consequences and appropriate remedial action for a student found to have falsely accused another by means of harassment, intimidation or bullying range from positive behavioral interventions up to the and including suspension or expulsion. Consequences and appropriate remedial action for a school employee found to have falsely accused another as a means of harassment, intimidation, or bullying shall be disciplined in accordance with school policies, procedures and agreements. Consequences and appropriate remedial action for a visitor or volunteer, found to have falsely accused another as a means of harassment, intimidation or bullying shall be determined by school leadership after consideration of the nature and circumstances of the act, including reports to appropriate law enforcement officials. This policy, as a part of the Indy STEAM Academy Code of Student Conduct, applies to all school grounds including school-sponsored functions and school buses. It is publicized on the Indy STEAM Academy website and is distributed annually to all school staff, students, parents and guardians.

SUSPENSION AND EXPULSION

- According to Indiana Code 20-33-8-14 grounds for suspension or expulsion apply when a student is:
- On school grounds immediately before or during school hours, or immediately after school hours, or at any other time when the school being used by a school group.
- Off school grounds at a school activity, function, or event; or
- Traveling to or from school activity, function, or event.

If a student is suspended from school for any reason, participation in extra-curricular activities and events is suspended until the suspension period has ended. Activity fees will not be reimbursed when a student is on suspension.

Suspension.

To create and maintain a safe, supportive, fair, and consistent school community and culture, Indy STEAM Academy will suspend students from school when there are serious breaches in our discipline policies. The School Principal approves suspensions for one to three days. The School Principal will decide suspension of a greater length after discussion with Indy STEAM Academy's staff. In all cases, parents or guardians will be informed of a suspension via a letter from the School Principal or designee and will be required to attend a conference, scheduled in advance, to address the behavioral concern before the student can return to school.

The following behaviors may result in a suspension:

- Harassment/Bullying others (including cyber-bullying);
- Disrupting the educational environment or otherwise willfully defying the authority of administrators, teachers, staff or other school officials;
- Causing, attempting to cause, or threatening to cause physical harm to another person;
- Causing, attempting to cause, or threatening to cause damage to school property or a staff member's private or personal property;
- Stealing, attempting to steal or threatening to steal school property or private, personal property;
- Possessing or using tobacco, alcohol, or controlled substance;
- Committing an obscene act or engaging in habitual profanity or vulgarity;
- Sexual advances, request of sexual favors, or other verbal, or physical conduct of a sexual nature;

- Causing or attempting to bring harm to another through hate language or threats of violence;
- Habitual misbehaviors; verbal abuse and threats, hand gestures, body gestures, written threats, and
- Excessive tardiness or absenteeism.

Expulsions.

Expulsion will take place after the student and the student’s parents are given notice of their right to appear at an expulsion meeting either in person or through certified mail. Indiana law (Indiana Code Section 20-33-8-19) provides the School Principal or administrator designee with the authority may expel students without Board involvement for the following behaviors (Indiana Code Section 20-33-8-14): student misconduct and substantial disobedience. Specifically, we consider the following offenses to warrant consideration for expulsion: Fighting/violent behavior resulting in serious injury or the use of a weapon; assault and battery against a school staff member; Possession of a weapon or making threats to use a weapon or bodily force, or an explosive device of any kind; and Possession, use, or distribution of illegal or unauthorized prescription drugs.

Below is a list of infractions and levels of consequences that will be implemented if these infractions occur. Our goal is to teach expectations every day to prevent or reduce misbehaviors.

LEVELS OF INFRACTIONS AND LOGICAL CONSEQUENCES

Level 1 Infractions <i>Acts of misconduct that interferes with orderly school procedures, school functions, extracurricular programs, a student’s own learning process or the learning process of others</i>	Consequences
<ul style="list-style-type: none"> • Excessive talking • Failure to follow directions • Refusal to participate or cooperate • Acts that seek unnecessary attention from others • Distracting or disruptive sounds, noises, or movements • Using the cell phone for non-education purposes • Chewing gum/eating candy 	<ul style="list-style-type: none"> • Time out in the classroom • In-school suspension • Loss of recess or other privileges • Reflective consequence/problem solving • Restorative consequence repair harm <p>Other Recommended Actions</p> <ul style="list-style-type: none"> • Parent Phone Call • Conference with teacher or administrator
Level 2 Infractions <i>Acts of misconduct that include, but are not limited to misbehaviors directed against persons or property, but do not seriously endanger the health, safety, or well-being of others</i>	Consequences
<ul style="list-style-type: none"> • Persistent Disobedience or defiance of authority • Refusal to follow directions of a staff member • Repeated interference with the school’s ability to provide educational opportunities to other students • Talking back to adults • Verbal, non-verbal, or written aggressive behaviors • Using profanity • Throwing objects or other behaviors that may become harmful • Inappropriate use of computers or electronic devices • Late to class (during the school day) • Repeated Level 1 offenses 	<ul style="list-style-type: none"> • In school suspension • Suspension (1-5 days) • Detention • Loss of privileges, school activities • Lunch work detail • Reflective consequence/problem solving • Restorative consequence/written apology <p>Other Recommended Actions:</p> <ul style="list-style-type: none"> • Parent conference w/teacher • Parent conference w/administrator • Daily Behavior Log

<p>Level 3 Infractions <i>Acts of misconduct that may threaten health, safety, or property and other serious acts of misconduct including repeated misbehaviors.</i></p>	<p>Consequences</p>
<ul style="list-style-type: none"> • Chronic Disruptive behaviors – repeated Level 2 offenses • Fighting • Throwing Food • Threatening to cause harm to another person • Verbal, non-verbal, written aggressive behavior or abuse including using profanity or making threats to peers or adults • Physical aggression • Skipping class • Leaving the classroom without permission • Leaving an assigned area without permission • Leaving the building without permission • Theft, attempted theft, or possession of stolen items • Destruction of school or private property (vandalism) 	<ul style="list-style-type: none"> • Suspension (1-10 days) Required conference with parent before the student may return to school • Loss of school privileges/activities • Community service hours • Charges may be filed by authorities • Restitution (payment of damages) • Restorative consequences that repair harm done or mend relationships (written apology, peer mediation) • Referral to the RTI Team - Develop a Behavior Intervention Plan/Behavior Plan or Behavior Contract <p>Other Recommended Actions:</p> <ul style="list-style-type: none"> • Immediate discipline referral • Immediate removal • Parent Phone Call • Parent Conference with Administrators
<p>Level 4 Infractions <i>Acts of misconduct that threatens the health and safety, or wellbeing of others. These violations are so serious that they require notice to outside agencies and/or law enforcement.</i></p>	<p>Consequences</p>
<ul style="list-style-type: none"> • Chronic Disruptive behaviors – repeated Level 3 offenses • Repeated failure to adhere to the goals in the Behavior Intervention Plan • Possession of/carrying a weapon • Bullying/Cyber Bullying • Possession and/or use of drugs or alcohol • Intentionally triggering the fire alarm • Arson, verbal false alarms or bomb threats • Terroristic threats • Assault of staff • Sexual harassment of a student or staff member • Promiscuous or immoral acts • Inappropriate Internet or cell phone use 	<ul style="list-style-type: none"> • Long-term Suspension (10+ days) • Expulsion (up to 365 Days) • Civil authorities called • Possible charges filed <p>Other Recommended Actions:</p> <ul style="list-style-type: none"> • Immediate discipline referral • Immediate removal • Conference with administrator • Parent phone call • Parent conference • Referral to RTI Team

Due Process and Appeals

Students have the right to due process in the event they are accused of an infraction identified in Code of Conduct. The student must be informed of the charges, and evidence should be presented to support the claim. Students will be provided an opportunity to present his/her side of the story and any supporting evidents related to the matter. Parents have the right to appeal the decision or disciplinary action taken. If the School Principal believes that the student is a present danger to himself/or others or is likely to be disruptive or destructive, the School Principal will not allow the student to remain at school during the appeal process.



INDY STEAM ACADEMY PARENT/GUARDIAN AGREEMENT

As an Indy STEAM Academy Charter School Parent, collaborating with the Academy to support the academic and social-emotional success of my child, I agree to:

1. Work in partnership with the Academy to implement its core values to ensure a safe and nurturing learning environment for our school family. Actively participate in school activities to support my child's education.
2. Ensure that my child arrives at school by **8:30 a.m.** and attends school daily on time and is ready to learn. I have read the attendance policy in the parent/student handbook and understand Indy STEAM Academy's policy regarding tardiness, excused and unexcused absences, and annual absences not to exceed 10 days for the entire school year. I further understand that there are no early dismissals unless approval is communicated 24 hours in advance or arranged with the Main Office Front Desk in case of an emergency that school day. Students will not be dismissed early after 3:30 p.m. to allow time for our regular dismissal.
3. Ensure that my child wears the required school uniform daily. The required uniform is to be clean and without holes, rips, or tears. I will provide an extra set of clothing in case of an emergency.
4. Communicate regularly with my child's teachers regarding my child's academic and behavioral performance and attend events at school including parent registration, orientation, back-to-school nights, family meeting nights, parent-teacher conferences, and any specifically requested conferences and major school events and activities to support my child at school.
5. Maintain a positive, respectful, and constructive attitude and working relationship with my child's teacher, school staff, and administrators.
6. Ensure that my child has completed homework assignments and have their assignments placed back in the communication folder each night to be ready to be turned in the next day.
7. Check and sign my child's Daily Communication Folder every evening. Review all letters and communication from the Academy. I will return this folder each day.
8. Follow and abide by all policies and procedures including Student Attendance, Discipline Plan, Dress Code, and procedures contained in this Indy STEAM Academy Parent/Student Handbook, and uphold the mission, vision, and character education values of Indy STEAM Academy.

By signing below, I acknowledge that I have read this Parent/Student Handbook and shared pertinent information with my child. I agree to all school policies and procedures outlined, including those listed above, as well as the Discipline Plan and Code of Conduct.

Student's Name: _____

Parent's Name: _____

Parent's Signature

Date