



TINDLEY

SECONDARY SCHOOLS

STUDENT/PARENT HANDBOOK

TINDLEY ACCELERATED



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Michelle Brittain-Watts
Principal

TINDLEY COLLEGIATE



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Brooke Beavers
Principal

FOREWORD

This booklet is provided to each family that has a student enrolled at a Tindley Secondary School (Grades 6-12). It contains valuable information which students and parents will find useful throughout the school year. Please keep this booklet handy for reference.

Students and parents are encouraged to call the principal, teachers or staff members when additional information is needed. It is integral to the Tindley Mission that the students and their families, the staff and the community work together to achieve our goals. Communication becomes the key to such an important relationship: please do not hesitate to call.

HUMAN DIGNITY POLICY

Statements or behavior by any member of the school community which insults, degrades, harasses or stereotypes any person on the basis of race, gender, handicap, physical condition, socioeconomic background, ethnic or national origin, or religion is unacceptable.

SPONSORSHIP

Tindley Schools are authorized by the Mayor of Indianapolis to function as a public, charter school. The Tindley School is accountable to its students, parents, community *and* its authorizer for its management practices and performance.

MISSION STATEMENT

Tindley Accelerated Schools, in cooperation with parents and the broader community, will empower students – regardless of their past academic performance – to become successful learners who graduate with the capacity for rigorous college opportunities. Tindley will provide a powerful learning experience that intellectually engages, inspires, and spurs academic achievement through a challenging and interactive college-preparatory curriculum.

SCHOOL COLORS

All Tindley Schools have the official colors of Crimson and Cream. While every effort should be made to honor the official colors, Maroon and White will be considered acceptable substitutes.

SCHOOL MASCOT

The official mascot of Tindley is the Tindley Tiger. The Tindley Tigers logo is the official property of the Charter for Accelerated Learning, Inc. Any unauthorized use of the Tindley Tigers logo is hereby prohibited.

TITLE IX AND SECTION 504

Tindley Schools are committed to equal opportunity. It is an Equal Opportunity – Affirmative Action Employer and does not discriminate on the basis of age, race, color, religion, sex, sexual orientation, handicapping conditions, or national origin, including limited English proficiency, in any employment and/or educational opportunity. No person is excluded from participation in, denied the benefits of, or otherwise subjected to unlawful discrimination of such bias under any educational program or student activity.

If you have experienced discrimination in such educational programs or activities, complaints alleging such activities should be directed to:

**Title IX and Section 504 Coordinator
Principals of Each Building**

CONFIDENTIALITY OF RECORDS

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

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

*Tindley prides itself on the professional growth of staff while maintaining the confidentiality of students. This means that video is to be used for training purposes to improve teacher performance. Video will be reviewed to ensure safety and positive classroom culture. Video will not be shown to parents as it can be a violation of federal law.

WITHDRAWAL FROM SCHOOL

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

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

Students who withdraw after midterm in the second semester must provide proof that they are duly enrolled in an accredited school for the remainder of the school year in a credit-bearing program. Students who do not provide this proof will have all classes on the second semester report card reflected as WF (withdraw failed).

VISITORS

Tindley’s policy is to accept only those visitors who have legitimate business to attend to at school. Brothers and sisters or small children are not to be brought to school unless bringing them is related to classwork and the approval of the teacher and principal is obtained. *For insurance purposes, students who do not attend a school in which they are waiting will not be permitted to wait at a Tindley School (even if they have older siblings here).* Please make arrangements for your child to wait for pick up at their school.

All visitors and guests must register in the front office immediately upon entering the building. Friends of Tindley Students and Former Tindley Students will not be permitted to visit students at any time. Former students will be allowed to visit an adult to the extent that the adult is free and available; however the student must leave the property at the moment when that adult is no longer available. While we love to interact with young people, we cannot do so at times when our responsibilities are to currently enrolled students.

Parents/guardians and other approved adults older than 21 years (i.e. aunts, uncles, coaches, mentors, therapists, clergy, etc.) are always welcomed to visit. We do ask, however, that parents and other approved adults register in the front office when they enter. Parents/guardians should make sure that

all visiting adults (especially those approved to pick up the child during the school day) are appropriately listed in our computer system.

Families are encouraged to visit the classroom as long as it does not cause a disruption or violate any federal regulations by recording or disrupting. Parents should not seek to confer with a teacher throughout the school day (i.e. between classes, during class, during after school tutoring, etc.). While we welcome every family's insight, perspective, and participation, we also want to respect the fact that our teachers are working hard during the school day (and just after the school day). We respectfully ask that parent/teacher conferences are pre-arranged through the counselor's office or the principal's office.

Family members who cannot respect this policy will be asked to refrain from entering the academic areas of the building and confine their business to the front office. In rare cases where parental behavior causes a major disruption, parents will be asked to pre-arrange all visits to school.

When students are released for pick up at the end of the day, young people under 21 who are not students of Tindley should refrain from walking through the building. Minors that are arriving to retrieve a student should report to the front office.

Minors should also refrain from loitering in a Tindley parking lot. Please do not encourage minors to wait in the parking lot for students beyond the end of the school day. If the Tindley student will not be ready at the end of the day (because of extra help with schoolwork, extracurricular activities, sports, etc.), the minor picking up the Tindley student should leave and return to campus at the appropriate time.

APPROPRIATE DRESS

All Tindley Schools are concerned with the appearance, as well as the behavior, of students. Students are required to wear the school uniform at all times unless otherwise approved by administration. All uniform articles must be in good condition and free of obvious holes / frayed ends. This includes but is not limited to torn sweaters, bucks, shoe strings, etc. If you have any questions, staff members will guide you. The current Dress Code is as follows:

School Uniform Policy

We expect all of our students to work diligently to attain the best collegiate opportunity they can possibly reach. Many issues influence that success. Atmosphere (where you are), Aptitude (what you know and what you learn), and Attitude (what you believe) all have a major impact on achievement. We believe that an important part of our Tindley atmosphere is our uniform.

Our standard uniform consists of:

- **UNISEX:**
 - logo khaki slacks
 - burgundy logo golf shirt (short sleeve), neatly tucked in
 - plain, white only, short-sleeved tee-shirt underneath (if desired)
 - logo burgundy, sleeveless logo sweater vest
 - logo burgundy, long sleeved cardigan sweater
 - beige buckskin saddle shoes with red rubber soles (with standard length/width, beige or black strings)
 - plain brown or black leather belt (no additional colors, studs, or decorations)
 - Matching socks
- **YOUNG WOMEN:**
 - long, ankle-length footless tights/leggings during inclement weather
 - plaid, burgundy and grey kilt (all kilts should be hemmed at the knee with modest, appropriate hose) **Knit leggings and pants that show underneath these articles of clothing are not allowed.**
 - solid tan, white, black, gray or maroon accessories that match the kilt and school uniform.

Students may substitute a burgundy logo golf shirt for the white golf shirt with vest. Students may also elect to wear a burgundy cardigan logo sweater on cooler days.

Students **will not** be allowed to wear the following during the school day – scholars who do not follow our uniform guidelines **will be asked to leave for the day**:

- **Clothing Not Allowed**
 - any t-shirt that is not plain white in color and free of printing under their uniform
 - coats, jackets, or sweatshirts inside of the building- excluding days pre-determined as spirit days
 - mismatched socks
 - athletic shoes, boots, or sandals (unless specified for a special activity)
 - clothing bearing any non-Tindley logos, messages, or other insignia
 - walking shorts, Capri pants, or any other non-standard length trousers

- trousers that are oversized, flared at the bottom, baggy, *frayed at the bottom, inappropriately altered, or bearing holes.*
 - uniforms may not be accessorized with non-academic insignia and paraphernalia (athletic pins, buttons, binder clips, clips, etc.) unless given by the school.
 - Hats, bandanas, scarves, or visible body art
 - **uniform shoes must be free of writing, debris, and graffiti. Students must not write on their shoes. In the case that students do write on their shoes. Scholars have 10 days to replace the shoes with new bucks.**
- **Earrings/Excessive Piercings & Jewelry Not Allowed**
 - Necklaces, bracelets, wristbands, or any wrist jewelry. Watches are permitted, however, smartwatches must adhere to the rules outlined under mobile devices / technology. Rings are permitted.
 - Young men should refrain from wearing earrings of any kind
 - While scholars are welcome to wear traditional analog/digital/ smartwatches, they may must adhere to the specific guidelines aligned to technology and mobile devices
 - **Hair**
 - YOUNG WOMEN:
 - hair dye is generally not permitted at the high school unless the dye is black, brown, or honey blonde. Absolutely no auburn or burgundy is acceptable
 - unusual haircuts, parts or styles such as mohawks, spikes, patterns or shaving of all or part of the head are prohibited.
 - tipping or highlighting hair will be permitted as long as it is black, brown, and honey blonde.
 - young ladies should refrain from wearing hair accessories beyond matching bows or ribbons (large hair bows, crowns, tiaras, etc. will not be permitted). All hair accessories should be either: black, brown, white, gray, maroon (colors/patterns that align with the uniform).
 - YOUNG MEN:
 - unusual haircuts, parts or styles such as mohawks, spikes, patterns or shaving of all or part of the head are not allowed.
 - hair that is dyed any color is not allowed.
 - facial hair cannot exceed that of ½ inch from the face and must be well-groomed and maintained
 - young men’s hair must be well-groomed during the school year (no more than two inches in length from the scalp)
 - braided/twisted hairstyles must be well-kept and cannot exceed that of shoulder length.
 - hairstyles covering eyes are not permitted
 - any unusual streaks, parts or patterns will not be permitted.

All uniform clothes must be purchased from School Zone at 5425 N. Keystone Ave. #200 www.goschoolzone.com. School shoes may be purchased elsewhere, but should conform to the standard of all other Tindley shoes.

PHYSICAL EDUCATION UNIFORMS

All students who participate in Physical Education must purchase a P.E. uniform. Order forms are available in the front office. Students will not be allowed to participate in P.E. without the P.E. uniform unless they have purchased the uniform and it is out of stock. **Students will lose points in P.E. for not complying with this policy.**

SCHOOL CLOSINGS

School closings are governed by the following policy:

1. **The CEO is the only person authorized to close school.**
2. School shall be expected to be open if no announcement is made to the contrary by 7:30 AM on any given day.
3. If the school is closed by the CEO, you can receive the information via the local television stations. Keep in mind that our school maybe listed as “Tindley Accelerated Schools” on different television stations. The school’s phone system might also include closing information.

TEXTBOOKS

Under Indiana Code, Section 20-8, 1-9-3, the parent of a child or an emancipated minor enrolled in a public school in grades K-12 who meets certain financial eligibility standards may have the fees for school textbooks and workbooks furnished by the school. The Tindley School will seek reimbursement for such fees from the Indiana Department of Education.

The consumable materials, supplies, laboratory, and equipment fees (i.e. special classes, science classes, calculators, etc.) associated with a few classes are not included in textbook assistance; therefore these fees should be paid even if textbook reimbursement is secured.

Students who fail to return textbooks or damage them beyond normal wear and tear will be assessed a fee to cover the replacement of the text.

TOBACCO

Tobacco and tobacco products are not permitted on school grounds even for those students who have reached 18 years of age.

LUNCH

Breakfast and lunch is accessible at the Tindley School. The Tindley School does participate in the National School Lunch Program. Families that believe they qualify for Free/Reduced lunch should ask for an application from the front office. *Families are encouraged to complete the form whenever their life circumstances become such that providing a daily meal would be a burden on the family (even in the middle or at the end of the school year).* Applications are accepted all year. Students are not allowed to leave the school building during the lunch period; however scholars in the Early College (grades 11 and 12) may earn the privilege to leave the campus for lunch with administrative approval.

Lunch money is collected in the front office before 8:15 on Mondays & Wednesdays only. Students should be prepared to pay for at least the entire week. Students who miss these times should be prepared to bring a lunch for the remainder of the week.

No food or beverage is to be removed to other parts of the building. Each student will return his/her own tray, and place silverware in the receptacle and/or paper products in the appropriate receptacle. If a student must leave the multipurpose room for any reason, she/he must have a pass and present it to the supervising adult in the multipurpose room.

LOCKERS

There are hall and classroom lockers available for students' use. For student protection, unauthorized locker sharing is prohibited. Locker combinations should be kept confidential at all times. Lockers which do not work properly must be reported to the office.

All lockers, desks or other storage areas made available for student use on school premises, including lockers located in hallways, athletic dressing areas, art and music classrooms, are the property of the school corporation. Lockers are made available for student use in storing school supplies and personal items necessary for use at school. Lockers are not to be used to store items which cause, or can reasonably be seen to cause, an interference with school purposes or an educational function, or which are forbidden by state law or school rules.

The student's use of the locker does not diminish the school corporation's ownership or control of the locker, or the right of the principal or his designee to control the use of the student's storage area in accordance to the rules described. The school corporation retains the right to inspect the locker and its contents to insure use in accordance with its intended purpose, and to eliminate fire or other hazards, maintain sanitary conditions, attempt to locate lost or stolen items and to prevent storage of prohibited or dangerous materials such as weapons, illegal drugs or alcohol. **The school assumes NO responsibility for lost or stolen items.** While a concerted effort will be made to recover them, the school does not assume responsibility for these items.

Students are responsible for the cleanliness of the lockers. Food, drink, or any other items which may create an unsanitary condition if kept in lockers is prohibited. Graffiti which appears on the inside door of a locker is the responsibility of the student using the locker to remove. For any marks not removed, a \$100 fine will be assessed to the financial balance of the student assigned to the locker.

LEAVING SCHOOL GROUNDS

Students may only leave school grounds when necessitated by internships, mentorships, interviews, research activities, or other school related activities. Students must sign out at the front office when leaving the school grounds. Students who must leave prior to the end of school must have a parent or guardian sign them out at the front office. **Tindley Schools strictly forbids students leaving the school grounds and then returning later that day without administrative permission or parental escort. Students who return to school after they have left the premises will face disciplinary action (including suspension or expulsion).** Early College scholars in good academic and behavioral standing are permitted to leave school grounds for lunch at the principal's discretion.

STUDENT PROGRESS REPORTS

Tindley Schools will issue student report cards at the completion of each semester (see the school calendar). Individual progress reports will be sent home **every week** in each of the core content area classes by each Tindley teacher. ***Parents should not accept the excuse that progress reports were not sent home. They should check at the end of each school week.***

CHANGE OF ADDRESS

Parents are responsible for keeping the school informed of changes in address or other information that is pertinent to parent or home contact. Such information can be vital in an emergency. The information should be submitted to the Office Manager of each school your child may attend.

MOBILE PHONE USAGE- HIGH SCHOOL ONLY

Mobile phones potentially cause a substantial disruption to our school day. They could also potentially be used for cheating, cyberbullying as well as other behaviors tied to social media usage. Effective May 2018, the usage of mobile devices will be permitted in the MPR/ NON ACADEMIC settings. Once exited, all mobile devices must be silenced and stored. Any mobile phone seen or heard within an academic setting will be confiscated on a first offense for a period of no less than 30 school days. Upon the second offense the school will resume the previously established consequence resulting in the device being confiscated until the end of the school year. The device will then be returned on the student's last day of attendance (to a parent/guardian) after 3:15 p.m. **No exceptions will be made.** While reasonable attempts will be made to keep these items secure, the Tindley School cannot guarantee a student against theft, loss, or damage to any confiscated item. Any postings photographing etc. that can be considered demeaning, harmful or damaging to the Tindley brand will result in immediate administrative consequences.

NOTE: Mobile devices are NOT permitted at the elementary middle school level. Upon entry, all devices should be turned off and stored in the locker until dismissal. If seen or heard, administration will follow the protocol outlined in the discipline policy.

TELEPHONE

Students will not be called to answer the telephone during the school day except in dire emergencies. The front office telephone will be made available for student use during lunch periods and after school only. Attempts should be made to inform parents of after school plans the day before. Phone calls/texts made to students on their personal devices during the time that they are in an academic setting may result in the device being confiscated if seen or heard.

ATHLETIC PARTICIPATION POLICY

Students who are interested in participating in Tindley Athletics should first be excellent students in their classes. **The Tindley Accelerated Schools requires that students be passing all of their classes and achieving at least a B in half of those courses to be eligible for practice or play (No more than 3 C's).** This assessment is made on a real-time basis. Students become ineligible the very moment they do not meet these requirements.

ATHLETIC CODE OF CONDUCT:

1. Athletes should be prepared to attend every regularly scheduled practice. Students who miss three practices on an unexcused basis are subject to dismissal from the team. All coaches must report unexcused absences. This includes mandatory study tables.
2. Attendance at contest is mandatory. Unless the Athletic Director or Principal has excused the athlete from competition, any athlete with an unexcused absence will be dismissed from the team.
3. Athletes are expected to wear their full school uniforms to competition (unless otherwise directed by the Principal or Athletic Director). Any student who is derelict in this duty will not be allowed to participate in any athletic contest for 24 hours after this infraction.
4. Unsportsmanlike conduct will not be tolerated by Tindley Athletes. Students who are found to exhibit conduct during the contest that would reflect negatively on the Tindley School will be dismissed from the team.
5. When travel is provided by the school for interscholastic competition, **each athlete should be prepared to ride to and from the competition with the team.**
6. Administrators may pull athletes from competition at any point given negative academic or behavioral infractions.

7. Students who are suspended twice during the season may be dismissed from the team.
8. Students who are not a member of the player roster or a team manager should not participate or observe practices, as this is disruptive. All team rosters and managers must have sign off by the Principal.
9. Students who are ineligible for competition because of academics or behavior are simultaneously ineligible to be a team manager.
10. Only students appearing on the team roster and approved managers will be allowed to take the school bus to competition.
11. Students who are disrespectful to the team staff can be dismissed from the team by the head coach, athletic director, or principal.
12. All athletes must annually have a valid physical examination on file with the Athletic Director indicating that the student is physically capable of competition.
13. If uniforms are not returned, athletes will be charged the full replacement cost of the uniform, and they will be ineligible for competition until the uniform is replaced.
14. When practice is scheduled prior to the end of school (4:15 p.m.), only students who have early dismissal may participate. Students assigned to (Academic Enhancement/Office Hours) who attend an athletic practice instead of AE/Office Hours will be considered truant under our school rules (see infractions with automatic consequences) and may be dismissed from the team.

A more exhaustive athletic manual is available from the Athletic Director, Mr. Marcel Bonds. Any policies and procedures listed there (but not here) are fully enforceable. All athletes should avail themselves of a copy. *These policies apply to all athletes.*

For more information, contact Mr. Bonds at bonds@tindley.org

DISCIPLINARY INFRACTIONS / CODE OF CONDUCT

The Charles A. Tindley Accelerated School holds high expectations for student behavior. The Tindley network places a high priority on maintaining an atmosphere of respect that is conducive to learning and is safe for all students, staff, and guests. We try to center as much of our educational dollars as possible on active academic support for our students. This means we have very little staff time devoted to the discipline of students and therefore request an ongoing partnership with parents and guardians.

Students who engage in disruptive behavior will be called upon to correct that behavior immediately. If a student cannot correct the behavior, he/she will be assigned a demerit for minor infractions; however if the behavior is classified as major OR if the scholar has reached five (5) demerits, the scholar will be sent to meet with a school administrator. At that time, the administrator will determine if in fact the scholar is in need of a phone call, formal parent conference or immediate suspension. Demerits will be tracked by administration and notification of demerits will be sent home in writing via a referral form given to the scholar. Once a scholar has received five (5) demerits and an administrator has intervened, the demerits will roll-over and tracking will resume. Although administrators are encouraged to leverage all means of parental involvement to rectify the behavior prior to issuing a suspension, it is to be understood that students will be suspended when they create repeated disruption to the learning environment. The Tindley School cannot continue to succeed academically when students are distracted by those who consistently fail to meet our behavioral expectations. The demerit system has been instituted to offer the opportunity for scholars to correct their behavior with the support of a parent/guardian without missing out on valuable instruction.

When a child is suspended, they will receive a letter from the principal or designee. While we would hope to be able to speak with you personally, we cannot guarantee that the principal's office can reach you by phone on each occurrence.

When your child is suspended, we recommend that you help them become rededicated to the expectations of our school. Please utilize our guidance counselor and social worker for more therapeutic interventions.

INFRACTIONS WITH AUTOMATIC CONSEQUENCES

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

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

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

2. No student shall knowingly possess, use, or be under the influence of alcohol or any alcoholic beverage.
3. No student shall engage in the unlawful selling or transmission of a controlled substance, illegal drug, alcohol, prescription drugs, or anything purported to be or that is represented as a look-a-like, or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an educational function.
4. No student shall knowingly possess, use, or be under the influence of any narcotic drug, illegally obtained/used prescription drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, caffeine-based stimulants, substances containing *phenylpropanolamine (PPA), stimulants or intoxicants of any kind, or any paraphernalia used in connection with the listed substances.
5. No student shall knowingly possess or use any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.
6. No student shall steal the private property of other students or staff or the public property of the school corporation.
7. No student shall possess, handle or transmit any firearm or destructive device on school property.
8. No student shall possess, handle or transmit any deadly weapon on school property. The following devices are considered to be deadly weapons defined in I.C. 35-41-1-8
9. No Student shall violate the conditions of School Probation (academic or behavioral)
10. **ELEMENTARY and MIDDLE SCHOOL ONLY-** The use of mobile/technological devices is prohibited. All cell phones, etc. are to be turned off and stored during the school day. If a scholar's device is seen or heard, it will be immediately confiscated for a period of 30 days for the first occurrence. Any further incidents of this same nature will result in confiscation for the remainder of the academic school year. Once a device has been confiscated, it will be returned to the legal guardian after a 30 day period (first offense) or on the last day of school on or after 3:15 p.m.

The following behaviors may result in out of school suspensions if in fact the administration deems the behavior egregious and falls outside of the demerit system

10 Day– 5 Points – Mandatory Parent Conference (Probationary status upon return if suspended)

11. No Student will cause vandalism of school property (student must make restitution)
12. No student will be egregiously insubordinate toward adults (staff or volunteer)
13. No student shall be willfully absent from school or tardy to school
14. No student will engage in use of profanity that is heard / confirmed by a staff member (third offense)

5 Day- 3 Points – Possible Parent Conference

15. No student shall engage in cheating, plagiarism, or any other kind of academic dishonesty.
16. No student will engage in speech, behaviors, or gestures of a sexual nature that is observed or confirmed by a staff member.
17. No student will engage in the use of profanity that is heard / confirmed by a staff member (second offense)

3 Day- 2 points- Possible Phone Call

18. No student will engage in the use of profanity that is heard / confirmed by a staff member (first offense).
19. No student shall engage in physical contact of a playful nature that is not reciprocated nor anticipated by the receiving scholar (Horseplay)
20. No student shall fail to follow the direct instructions of a staff member after repeated request
21. No student shall leave the campus and return on the same day without parental escort or administrative permission.
22. No student shall fail to report to the office when referred by an adult.
23. No student shall fail to report an infraction of the Code of Conduct by another student that directly impacts the emotional and physical safety of other scholars.
24. No student shall exhibit dishonesty during discipline discussions with school administrators.

1 Day- 1 Point

25. No student shall be tardy to class excessively (more than four times)
26. No student shall engage in speech that is inappropriate for school which is heard / confirmed by a staff member
27. No student shall cause a disruption to the classroom session or silent assembly
28. No student shall fail to adhere to all aspects of the Dress Code (students may return the same day if they rectify their dress code issues)
29. No student shall engage in physical contact of a playful nature (Horseplay) that is reciprocated / anticipated by another scholar
30. No student shall chew gum during the school day
31. No student shall come repeatedly to class without the necessary materials, including but not limited to homework, writing utensils, novel, etc.

Building administrators are permitted to utilize the “pending parent conference” option on any infraction that constitutes a suspension of no more than 3 days or no more than 4 demerits.

Building administrators are permitted to utilize acts of community service in lieu of suspensions that do not exceed 3 days. Community service options must equal that of the assigned suspension days. If a scholar is removed from a classroom for a behavioral reason, the parent is to be notified by the teacher/administrator the day of the occurrence.

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

OTHER SERIOUS INFRACTIONS

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

32. No student shall use violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, or urge other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this subdivision.

- A.** Occupying any school building, school grounds, or parts thereof with intent to deprive others of its use.
 - B.** Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
 - C.** Setting fire to or damaging any school building or property.
 - D.** Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.
 - E.** Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the education function under their supervision.
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- 1. No student or group of students shall engage in the bullying of another student or any behavior with the intent to harass, ridicule, humiliate, intimidate, harm, or engage in repeated acts or gestures, including verbal or written communications transmitted, and/or physical acts committed, or any other similar behavior.
 - 2. No student shall engage in any kind of aggressive behavior that does physical or psychological harm to another person or urging of other students to engage in such conduct. Prohibited conduct includes coercion, harassment, bullying, hazing, or other comparable conduct.
 - 3. No student shall intentionally cause or attempt to cause physical injury or intentionally behave in such a way as could reasonably cause physical injury to any person.
 - 4. No student shall knowingly possess, handle, or transmit a knife or any object that can reasonably be considered a weapon.
 - 5. No student shall engage in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
 - 6. No student shall fail to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions.
 - 7. No student shall violate or repeatedly violate any rules that are reasonably necessary in carrying out school purposes or an educational function and are validly adopted in accordance with Indiana law, including, but not limited to:
 - a. engaging in sexual behavior on school property;
 - b. disobedience of administrative authority.
 - 8. No student shall cause or attempt to cause damage to school property, or steal or attempt to steal school property.
 - 9. No student shall cause or attempt to cause damage to private property, or steal or attempt to steal private property.
 - 10. No student shall fail in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.

SUSPENSION AND EXPULSION POLICY

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

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

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

Detentions after school or alternatives to suspension are determined by administration:

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

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

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

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

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

not represent the student at the expulsion hearing, but the attorney may be available for consultation outside the meeting room during the course of the meeting.

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

Requests for appeal should be forwarded to:

Tindley Accelerated Schools
President
Board of Directors
3960 Meadows Drive
Indianapolis, IN 46205

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

ADDITIONAL DISCIPLINARY ACTIONS

In lieu of a suspension, students may be subject to additional disciplinary actions. These disciplinary actions may include:

- A. Counseling with a student or group of students
- B. Conferences with a parent or group of parents
- C. Assigning additional work
- D. Rearranging class schedules
- E. Requiring a student to remain in school after regular school hours to do additional school work or for counseling
- F. Restricting extracurricular activities
- G. On-site community Service as deemed appropriate by administration

INDIANA DRIVER'S LICENSES/DISCIPLINARY ACTIONS

1. Issuance of License or Permit

a. Indiana Code 9-24-2-1(a) states: "A driver's license or learner's permit may not be issued to an individual less than eighteen (18) years of age who meets any of the following conditions:

1. Is a habitual truant under IC 20-33-2-11
2. Is under at least a second suspension from school for the school year under IC 20-33-8-14
3. Is under an expulsion from school under IC 20-33-8-14, 20-33-8-15, 20-33-8-16
4. Has withdrawn from school before graduating, for a reason other than financial hardship, and the withdrawal was reported under IC 20-33-2-21(a). Any student who withdraws from school must have an exit interview under IC 20-33-2-9.

b. For purposes of the issuance (as opposed to invalidation) of a license/ permit, if a student receives a second suspension from school in any one school year, the principal shall notify the State Bureau of Motor Vehicles of the beginning and ending dates of the second suspension and the date of the end of the semester in which the student is reinstated to school.

1. This Board of School Trustees interprets Indiana Code IC 9-24-2-1(a) and 9-24-2-4 to mean that a student who receives such second suspension or expulsion, or has withdrawn from school as described in section 1(4) may not be issued a license/permit until the end of the semester in which the person returns to school.
2. The principal shall not sign any eligibility form designed to accompany an individual application for the issuance of a license/ permit for any student who receives a second suspension, expulsion, or exclusion until the person returns to school.
3. If the State Bureau of Motor Vehicles via a written communication to Indiana school corporations indicates a different interpretation, this school system will follow said Bureau's interpretation.

2. Invalidation and/or revalidation of Driver License or Driver Permit

a. Indiana Code 9-24-2-4 states: "(a) If a person is less than eighteen (18) years of age and is a habitual truant, is under a suspension or an expulsion or has withdrawn from school as described in section 1 of this chapter, the bureau shall, upon notification by the person's principal invalidate the person's license or permit until the earliest of the following:

1. The person becomes eighteen (18) years of age.
2. One hundred twenty (120) days after the person is suspended, or the end of the semester during which the person returns to school, whichever is longer.
3. The suspension, expulsion, or exclusion is reversed after the person has had a hearing under IC 20-33-8.

b. For purposes of the invalidation of a license/permit, the principal shall notify the State Bureau of Motor Vehicles in the following circumstances, with each notice indicating the last day of the semester in which the student returns to school:

1. The student receives a second suspension from school in any one school year;
2. The student is expelled from school for any reason established by state statute and/or this school system for the grounds stated in Indiana Code 20-33-8-14, 20-33-8-15, 20-33-8-16.
3. The student is determined to be a habitual truant under 20-33-2-11
4. The student withdraws from school and it is reported under IC 20-33-2-21(a)

c. Should any such second suspension, expulsion or determination of habitual truancy be reversed after the student has utilized the procedures under Indiana Code 20-33-8-19, the principal shall notify the State Bureau of Motor Vehicles directly in writing.

d. Any student whose license/permit has been invalidated by the State Bureau of Motor Vehicles may appeal pursuant to Indiana Code 9-25.

For sections (1) Issuance of License or Permit and (2) Invalidation and/or revalidation of Driver License or Driver Permit, notice of final determinations by the hearing examiner and/or Board shall be by certified mail.

DISMISSAL PROCEDURES

Tindley Accelerated Schools have two release times, and they are as follows:

3:15 p.m. (Monday-Thursday): Early Dismissal

Early Release is a special privilege that must be earned by Tindley Students.

Only students who are carrying a 75% or higher (and have met proficiency goals on all exams) in all of their classes can qualify for this privilege. Early Dismissal determinations will only be made on Friday of each week for the following week. Students on Early Dismissal must be picked up by no later than 3:30pm or immediately go to study hall in the MPR. **Students who have not earned the privilege, but leave school or are signed out earlier than regular dismissal will be considered truant, and they are subject to disciplinary action under our Code of Conduct.**

4:15 p.m. (Monday-Thursday): Regular Dismissal

Only at TCA:

All students are released at 4:15 p.m. unless they have homework detention (CAPS), which is held from 4:15 pm until 5:15 pm.

At no time should a parent/guardian/ride call the front desk and ask that a student be sent outside. They will not be. All students need to be picked up by 5:30 pm without exception. Students who are not picked up by 5:30 pm will be reported to the appropriate state agencies.

Only at TCA:

5:15 pm (Monday-Thursday): CAPS Dismissal

If a TCA scholar has not completed all of his/her homework, they are assigned “Capitals” (CAPS) for that afternoon. CAPS is held from 4:15-5:15 pm. Any scholar who is assigned CAPS *must* attend and complete the missing homework that day. The first time a scholar is assigned CAPS and it is confirmed by a parent that they will attend; however does not attend, he/she will receive two (2) demerits and a possible phone conference. After the first offense, a scholar who skips CAPS is automatically assigned .

2:45 (Friday): Half Day Dismissal

All students are released at 2:45 pm on Fridays. Friday afternoons are dedicated professional development opportunities for teachers. While we try to accommodate students who cannot be picked up, Parents should make every effort to have their child picked up on Friday. When we have more than 15 students on Friday, it becomes difficult to improve the practice of our teachers when we have significant supervisory responsibilities. Your cooperation is crucial.

CONTRABAND ITEMS

Tindley School students are not permitted to bring the following items to school:

1. Fireworks
2. Jewelry for young men
3. Hats
4. Sunglasses
5. Dice
6. Chewing gum or bubble gum
7. Water guns or balloons
8. Doo-rags, wave caps, or other head scarves
9. Jerseys, sweatshirts, logo tee-shirts, etc.
10. Metal picks
11. Rat tail combs/ Brushes or Picks in common areas
12. Sharpie Markers
13. Laser pens/pointers
14. Nerf guns
15. Magnets/Spinners/Fidget Cubes not authorized by a staff member
16. Bracelets and rubberbands
17. Anything deemed disruptive to the school day

Any electronic devices not required for class instruction that a scholar fails to secure/shut down outside of the designated allowable locations falls under the same criteria as “mobile devices”.

Students are not to bring contraband items to school. Students who do so will have these items confiscated and returned only to a parent at the end of the school day. **While reasonable attempts will be made to keep these items secure, the Tindley School cannot guarantee a student against theft, loss, or damage to any confiscated item.**

ACADEMICS

Tindley Schools seeks to prepare all students for admission at selective colleges throughout the United States. In this regard, academic standards are sufficiently high as to lead any student who is successful in graduating from the Tindley School to the opportunity to attend a four-year college or university. We use an accelerated curriculum to accomplish our mission. This means our scholars are exposed to work that is at least one semester grade level above where they have been placed.

PROMOTION REQUIREMENTS

Tindley's students qualify for promotion based on their completion of the full sequence of courses articulated by the Board of Directors. In addition, if students are assigned summer school, they must attend. If a student does not adhere to the attendance guidelines of summer school, promotion may not be granted. At the completion of the first semester, parents and scholars will be notified if in fact their promotion is in doubt.

MIDDLE SCHOOL ACADEMICS

The course sequence is as follows:

Tindley Middle Schools – Core Curriculum

6th Grade

<u>Subject</u>	<u>1st Semester</u>	<u>2nd Semester</u>
Social Studies	Social Studies	Social Studies
English	Grammar & Composition	Grammar & Composition
Math	Procedures	Procedures
Math	Problem Solving	Problem Solving
Science	Science 6	Science 6
Elective**		

7th Grade

<u>Subject</u>	<u>1st Semester</u>	<u>2nd Semester</u>
Social Studies	Social Studies	Social Studies
English	Grammar & Comp.	Grammar & Comp.
Math	Pre-Algebra	Pre-Algebra
Math	Problem Solving	Problem Solving
Science	Science 7	Science 7
Elective **		

8th Grade

<u>Subject</u>	<u>1st Semester</u>	<u>2nd Semester</u>
Language Arts	English 9	English 9
Social Studies	Social Studies	Social Studies
Math	Honors Algebra I	Honors Algebra I
Math	Mathematics Lab	Mathematics Lab
Science	Physics I	Physics I
Elective**		

While we mandate high school classes for all 8th graders, we only grant credit for Algebra I to middle school students.

ACADEMIC INTEGRITY

Tindley Preparatory Academy requires the highest levels of academic integrity from its students. Cheating of any kind will not be tolerated. Please refer to the discipline policy regarding major infractions and suspensions and expulsions.

GRADING SCALE

The Charles A. Tindley Accelerated will grade all students according to the following scale:

90%-100%	A
80%-89%	B
70%-79%	C
69%-Below	F
Incomplete	I
Withdraw Failed	WF

Students who withdraw or are expelled with incomplete coursework will have all grades of I converted to F.

GRADE POINTS

Tindley Preparatory Academy functions on a 4.0 scale. Grade points will be assigned in the following way:

4.0	A
3.0	B
2.0	C
1.0	D
0.0	F

Cumulative grade point averages will be calculated at the end of each term.

HONOR ROLL

Students who achieve a grade point average of 3.0-3.49 in a particular term will be listed on the Honor Roll for that term.

DEAN'S LIST

Students who achieve a grade point average of 3.5 to 3.9 in a particular term will be listed on the Dean's List for that term.

PRINCIPAL'S LIST

Students who achieve a grade point average of 4.0 in a particular term will be listed on the Principal's List for that term.

HIGH SCHOOL ACADEMICS

GRADUATION REQUIREMENTS

The Charles A. Tindley Accelerated School students qualify for graduation based on their completion of the full sequence of courses articulated by the Board of Directors. The course sequence is as follows:

Charles A. Tindley Accelerated School – Core Curriculum (2018-2019)

9th Grade

<u>Subject</u>	<u>1st Semester</u>	<u>2nd Semester</u>
Language Arts	Honors English 10	Honors English 10
History	Honors World History A	Honors World History B
Math	Honors Geometry	Honors Geometry
Science	Honors Chemistry	Honors Chemistry
Spanish	Spanish I	Spanish I
STEM	Intro to Computer Science	Intro to Computer Science
Elective **		

10th Grade

<u>Subject</u>	<u>1st Semester</u>	<u>2nd Semester</u>
Language Arts	Honors English 11	Honors English 11
Social Studies	Honors U.S. Gov.	Honors Economics
Math	Honors Algebra II	Honors Algebra II
Science	Honors Biology	Honors Biology
Spanish	Spanish II	Spanish II
Math	Integrated Math II	Integrated Math II
Elective**		

*11th Grade – Early College/*College Credits Possible*

<u>Subject</u>	<u>1st Semester</u>	<u>2nd Semester</u>
Language Arts	College Rhetoric and Comp *	College Rhetoric and Research *
Social Studies	College Western Civilization *	College Western Civilization *
Philosophy	College Philosophy *	College Philosophy *
Math	Honors Pre-Calculus	Honors Trigonometry
Spanish	Spanish III	Spanish III
SAT Prep	College Entrance Prep	College Entrance Prep
Elective**		

*12th Grade – Early College/*College Credits Possible*

<u>Subject</u>	<u>1st Semester</u>	<u>2nd Semester</u>
Language Arts	College Literature *	College Literature *
Social Studies	College American History *	College American History *
Science	Honors Physics	Honors Physics
Math	College Calculus *	College Calculus *
Capstone	Senior Capstone Project	Senior Capstone Project
Elective **		
Study Hall		

** The Tindley School elective classes include Physical Education, Art, Band and Vocal Music.

All high school course titles at the Tindley School are taken from the Indiana Core 40 and Academic Honors Diploma lists (with the exception of the Early College Courses and the Senior Capstone Project).

Tindley students must earn 54 credits* at a minimum to graduate:

11 credits of Mathematics to include*:

- 2 Credits-Algebra I
- 2 Credits-Geometry
- 2 Credits- Integrated Math II
- 2 Credits-Algebra II
- 1 Credit-Pre-Calculus
- 1 Credit – Trigonometry
- 1 Credits-College Calculus

***Tindley teaches Algebra I in 8th grade. Students who transfer at 9th grade or higher will have to provide proof that two credits of high school Algebra I have been completed prior to graduation.**

8 Credits of Language Arts to include:

- 2 Credits-English 10
- 2 Credits-English 11
- 1 Credit - College Rhetoric and Composition
- 1 Credit - College Rhetoric and Research
- 2 Credits -College Literature

8 Credits of Social Studies to include:

- 1 Credit - U.S. Government
- 2 Credits- World History
- 1 Credit - Economics
- 2 Credits-College U.S. History
- 2 Credits-College Western Civilization

6 Credits of Science to include:

- 2 Credits-Physics
- 2 Credits-Chemistry
- 2 Credits-Biology

2 Credits of STEM to include:

- 2 Credits – Computer Science

2 Credits – College Entrance Prep

- 2 Credits - College Philosophy
- 6 Credits - Foreign Language
- 2 Credits - Fine Arts
- 2 Credits - Physical Education
- 1 Credit - Health and Wellness
- 2 Credits - Senior Capstone
- 3 Credits – Additional Electives (*could include an additional study hall)

** 54-55 Credits required for Class of 2020 and beyond*

Any modifications of graduation requirements must be approved by the Principal.

EARLY COLLEGE

The Tindley School is Indiana's first Early College program. Through an innovative partnership with the University of Evansville, the Charles A. Tindley Accelerated School is able to provide college courses to its junior and senior-level students. **These classes are required for high school graduation and may not be altered or omitted from a scholar's course schedule. The course sequence must be taken in its entirety at the cost of the Tindley network. Although Tindley assumes the financial responsibility of the initial course sequence, any courses / credits that must be recovered due to a scholar's academic performance will be at the cost of the parent.**

COLLEGE CREDIT

Early College students who receive a B or better in their courses will have those courses reflected on a college transcript which they will receive only upon graduation from Tindley. Students who receive a C or lower in these courses will have the courses reflected on their high school transcript (although they will be listed as "College Credit"). Please bear in mind that colleges make their own determination as to which credits are transferable and which are not. In any case, all colleges expect college courses to be reflected on a college transcript. The Tindley transcript will not be sufficient proof that college credit has been obtained.

Students who withdraw from the Charles A. Tindley Accelerated School prior to graduation will have all college courses attempted reflected on their Tindley transcript; however, they will not receive a transcript from University of Evansville (whether they earned a B in those courses or not).

CURRICULAR CONTROL

The Charles A. Tindley Accelerated School is not in a position to dictate to University of Evansville regarding the rigor, length, or content of their courses. Tindley students have the privilege of taking these courses. Tindley students must meet the same academic standards as those expected on campus (i.e. textbooks, deadlines, final examinations, qualifications of the professor, etc.). Please do not expect the Tindley School to try to override University of Evansville's curricular decisions as it pertains to their courses.

INCOMPLETE WORK

Tindley policy relative to failing or failed classes does not apply to Early College courses. Students must meet each deadline as set by their college professors. Tindley administrators will make no effort to intervene to extend deadlines or special academic favors. Early College students must be academically responsible.

ATTENDANCE

While Early College students have a slightly different calendar, Early College students should expect to be in attendance each complete school day. Students who fail to meet these obligations will be subject to the Tindley Attendance Policies as articulated in this handbook. Early College students are responsible for knowing how their calendar deviates from our grade 9-10 school calendar.

DRESS CODE

Early College students should expect to maintain the Tindley Uniform Policy as it pertains to eleventh and twelfth grade students. No exceptions will be made in this regard.

INDIANA CORE 40 EXPECTATIONS

Students are strongly encouraged to go beyond basic graduation requirements to complete Indiana's CORE 40/46 curriculum, which requires additional math and science coursework. All Tindley School students must complete a CORE 40 program for graduation. Completion of CORE 40 requirements is recommended for students seeking admission to Indiana's two-year and four-year public and private institutions. Students who complete the CORE 40 curriculum with a GPA of 2.0 or better and who meet state financial aid guidelines may now receive up to 90 percent of approved tuition and fees at eligible Indiana colleges and universities. Modified courses do not satisfy CORE 40 requirements. 8th grade scholars at Tindley Collegiate will be enrolled in Algebra I both semesters. This will be their first CORE 40 course.

PROMOTION/RETENTION

Because Tindley Students have a universal outcome (selective college admission), all Tindley Students are expected to rise to the same standard. In our Family Covenant, each student agrees to maintain a C in each class. Students in the lower school (5-8) who do not receive a C in every class every semester must repeat the course sequence for that grade level (even if they fail one class, they must repeat the entire sequence). **Tindley Accelerated Schools do not practice social promotion.** Students will only be promoted if they successfully complete the course sequence for their grade level. Students who fail at this will be retained automatically for the coming school year. When it becomes clear that a student is failing drastically at their current grade level (beginning of year, midterms, and at the end of first semester), they may be moved backward to a grade level more commensurate with their skills (even in the midst of a school year).

SUMMER SCHOOL

Every student attending a school accredited by the Indiana Department of Education must demonstrate competence on the ISTEP+ exam or the Core 40 End of Course Assessment. Students who do not score at the level of Pass or Pass Plus will be automatically assigned to summer school for the following summer. **Students who do not score at the level of Pass or Pass Plus (or are not on grade level pre NWEA) will be automatically assigned to summer school for the following summer and are subsequently considered for possible retention.** Students should anticipate no less than 20 days of summer school (4 weeks), and students should expect to attend in their full uniform for the entire day. Students who fail to meet these expectations will be suspended pending an expulsion hearing and/or retained at their previous grade. It is important that every family support this program for our neediest students. Students who have more than two unexcused absences and/or tardies will fail summer school and face automatic retention.

HOMEWORK

Tindley students should expect a homework assignment to be given just about every evening. Students who do not consistently have homework are not being well-prepared for college. Parents should assume that students have homework and check it each evening for accuracy and completion. Each student is required to have a Tindley Student Planner. Further, parents should assist their students in making sure the homework is in a secure place (i.e. a homework folder) for ease of transmission to the teacher. All Tindley assignments are due at the beginning of the school day. All graded homework will be returned to the scholar. Students who do not have their homework will be subjected to the appropriate consequences outlined in the demerit/discipline protocol.

STUDENT IDENTIFICATION CARDS

Every Tindley student is required to have a Tindley ID card. This ID card is used for attendance, food service, and admission at certain events. Each student will be issued an ID card upon registration. Lost or stolen IDs will be required to pay \$5.00 per replacement ID card.

EARLY RELEASE

Each Friday, the Assistant Principal of Academics will publish a list of students who will be released at 3:15 p.m. for the following week. Students who are picked up early without sufficient excuse (as detailed in our attendance policy) will incur a discipline infraction for truancy.

ATTENDANCE POLICY

Poor attendance practices interfere with one's academic potential and slow progress of overall classroom achievement and school performance.

Students who miss more than eight (8) days of an individual class in a semester (unexcused) will receive a failing grade for that class.

Absence Codes:

UA Unexcused Absence

The student is not in school, and the parent/guardian has not sent documentation from a doctor, judge, or mortician giving a valid reason for the student to be absent from school.

OSS Out of School Suspension (does not count toward a student's 9 absences)

The student has been suspended from school.

EA Excused Absence

The student is not in school, and parent or guardian has sent a written excuse from a doctor, judge, or mortician.

PA Pre-Arranged Absence

Prior to the student's absence, the school has received written notice that:

a) The student is incarcerated

b) The student is hospitalized for serious injury or illness

c) The student is recognizing a religious holiday or observance.

d) The student is out of school because of death in the family: five (5) days for parent,

sibling, in-law sibling, grandparent or child (of the student); one (1) day for nephew, niece, aunt, uncle, or cousin.

- e) The student is on a school-sanctioned field trip
- g) The student is a page for a legislator
- h) The student is a witness in a court proceeding

IA The student is in the building and the school office is aware the student is not in class.

Notification/Parent Contact

Upon the student's third unexcused absence, the teacher will hold a conference with the student and make contact with a parent/guardian with the student present. In addition, an absence letter will be sent home by the network attendance officer.

When the student has accumulated six unexcused absences, the teacher will notify the parent/guardian by telephone, written notification will be mailed home, and an administrator / network attendance officer may make a home visit.

When the student has accumulated seven unexcused absences, a home visit will be scheduled by the principal and a formal letter of truancy will be issued.

When the scholar has accumulated 8 days of absence, truancy court paperwork will be completed and processed and the scholar will be given a failing grade for that course. In addition, the student will be placed on probation (violating probation in any way will result in an expulsion hearing).

Parent Responsibility

State laws holds parents directly responsible for the compliance of his/her child to school attendance procedures – and in some cases, under the penalty of incarceration.

Appeal Process

In unusual circumstances not previously specified in the Tindley School policy, a written appeal may be made to the Principal.

When considering mitigating circumstances for student attendance, the school may include things such as infectious diseases, chronic health problems, epidemics, inclement weather, and absences caused by a crisis at school, in student's home or in the community. All medical appeals must be supported by a statement from a physician who holds a current license in the State of Indiana to treat the illness in question.

Make-up Work:

1. In all cases of absences, whether excused or unexcused, students shall be expected to make up work on all assignments missed.

2. Full credit for make-up work completed shall be allowed for excused and unexcused absences.

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

Re-do Work:

Scholars who receive a score below 70% on any test or quiz will have opportunity to re-do that test/quiz for no more than a 70% within that month. **There will be no opportunities to re-do homework/classwork assignments** unless the assignment is missed due to absence. In that case, the teacher will abide by the rules identified above under “Make-up Work”

Notification of Student Absence Process

For the attendance policy to succeed, parents/guardians, teachers, and administrators must work together to gather information about each student: Current telephone numbers, Name(s) of parent(s) or legal guardian(s) and current addresses are essential.

Parents/guardians have the responsibility to call the office by 9:00 a.m. on any school day when a student is tardy or absent.

The parent/guardian will contact the Main Office when the student is absent by calling the high school at 317-545-1745 ext. 101 or the middle school at 317-777-6290.

If you are forwarded to the voicemail, parents/guardians should leave the following information:

1. Student's name and spelling of the name
2. Reason for absence
3. Caller's name and relationship to the student
4. Day and time of the call
5. Caller's daytime telephone number to allow verification

Tardy Policy

We fully understand that occasional tardiness is avoidable. Students are expected to be on time to class every day. A student is tardy if he/she is not in the room when the final bell sounds.

Any student arriving tardy to first period after 8:15 a.m. should receive a tardy pass from the attendance official in the main hall. An administrator will determine whether the tardiness is excused or unexcused. In most cases, students will receive an unexcused tardy. The student will be marked tardy by the first period teacher.

Excessive tardiness will not be tolerated; Four (4) unexcused tardies within a month will result in one demerit. Additional accumulation of late arrival will result in further disciplinary action. (Disciplinary Infractions/Code of Conduct).

Pre-Arranged Absence

If a student needs to be out of town for a wedding, religious conference, family vacation, or absent for any reason, which does not constitute an excused absence, a Prearranged Absence Form is required. The form may be picked up from the front office prior to the absence. There will be no provision for prearranged absences during the final week of any grading period or for any class during summer

school. There are also no prearranged absences during the week of, prior to, or following a school vacation period. The form requires the signature of a parent/guardian, an administrator, and any teacher whose class will be missed. Homework assignments may be given prior to the absence, or upon the student's return, at the individual teacher's discretion. The homework/assignment section of the form will be returned to the student upon receipt of the signed form. Make-up work for full credit is granted in the prearranged category. A student must have the pre arranged absence form completed **three (3)** days prior to his/her absence in order for make-up work to be granted for credit.

It is the decision of the school administrator to determine if a prearranged absence will be granted. This is a privilege. It is not a right. Students who have poor grades (do not meet standard of participation) or poor attendance may be refused a prearranged absence. Long term prearranged absences are generally not approved.

SCHOOL HEALTH PROGRAM

It is our intention to provide acceptable health services to our scholars which may include a school nurse whose basic function is to carry on a program designed to maintain good health standards in the school. Each Tindley family must therefore sign a release form with the Marion County Health Department (available through the front office or the nurse). A clinic is available for students who become ill during the day. The following procedures pertain to the services of the school nurse and the use of the clinic:

1. Beds in the clinic are for emergency use only. After ten (10) minutes, a student returns to the classroom or makes arrangements to go home.
2. Only minor first aid services are available at the school.
3. Communicable diseases are reported to the Department of Health.
4. Parents will be notified by the clinic or main office in case of serious illness or injury, and arrangements will be made for students to be picked up or transported to a hospital.
5. **It is strongly recommended that medications be given at home when possible.** However, recognizing the necessity requiring medication while attending school, the following must apply:
 - a. Self-administration of medication (including over-the-counter medication) by students while in school must comply with school policy. Permission for self-administration must be granted in writing by the parent, the prescribing physician, and school officials.
 - b. Medication handed or sent to school employees to dispense shall be accompanied by a written permission form from the student's parents, guardians, or legal custodians.
 - c. Written instructions from a physician shall be provided with prescription medication to include:
 1. Medication in its original container with name of student and physician
 2. Type and name of medicine
 3. Dosage
 4. Daily time for administration
 5. Consent of physician and consent of parent (written)
9. Students must have a pass from one of their teachers to be admitted for medication.
10. It is strongly recommended that medication be brought to school by the parent/guardian/ custodian, particularly for lower school students. Only the amount to be taken should be brought to school in accordance with the amount and frequency of dosage.
11. If any medication remains at the school when it is no longer to be taken, it is recommended that it be picked

up by the parent/guardian/custodian. Such medication shall be sent home upon the written request of the parent/guardian/custodian. Medication shall be destroyed by the designated school employee after being held a reasonable time.

12. Medication brought to school and not meeting these guidelines will not be dispensed.
13. Failure to follow these procedures could result in disciplinary action.

Immunizations

When a student enrolls in Tindley Accelerated Schools at any time or at any subsequent level, the parent must show that the student has been immunized or that a current medical or religious objection is on file. **Parents must provide the school with the most current immunization records prior to the beginning of the school year. In the event a child enrolls in school without proper immunization documentation, the school may grant a waiver for a period not exceeding twenty (20) days.**

Exclusions

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

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

AUDIO/VIDEO RECORDING

Tindley classrooms are under audio/video surveillance. The video monitoring is a tool that we use to improve the practice of our teachers, not to monitor our students. In some cases (not in most cases), video is consulted in the investigation of disciplinary procedures. It is a violation of federal law for parents to view other people’s children on video in the school setting.

SEXUAL HARASSMENT

POLICY STATEMENT

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

DEFINITION OF SEXUAL HARASSMENT

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

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

STUDENT-TO-STUDENT SEXUAL HARASSMENT

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

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

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

RETALIATION

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

GRIEVANCE PROCEDURE

Complaints should be reported to the building principal. If a situation is unresolvable at the building level, a formal, written complaints may also be filed. Procedures for filing a formal grievance can be found on each school's website under the parent link.

BUILDING, GROUNDS AND FACILITIES

Care of the Building

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

Electrical Power Failure

In case of power failure, the following procedures are to be observed:

1. All students are to remain with their teachers in their classroom locations.
2. Students in the cafeteria area are to remain in that location in their seats.
3. If the failure should occur during a passing period, all students should report directly to their next scheduled location.
4. In the event of a necessary dismissal, students will go to their lockers in an orderly manner, leave the building immediately, and wait for their transportation. There should be no running at any time. Students should report home upon dismissal.

Fire Drills

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

Tornado Drills

The Tindley School conducts at least four state-mandated tornado warning drills each school year.

If an emergency tornado warning is announced, the procedure will depend on the amount of time available. If the action must be immediate, all persons in the building should follow the instructions as posted in the area. If students are outside the building when a warning is sounded and the danger is immediate, they should lie flat in the nearest depression, such as a ditch or a ravine.

COMPUTER / INTERNET USE POLICY

All students will file a signed copy of the "Acceptable Use Policy" with the Tindley School indicating their agreement to the terms of technology and internet use at the Tindley School:

Acceptable Use Policy

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

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

In making decisions regarding student access to the Internet, Tindley considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the Internet enables students to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The School expects that faculty will blend thoughtful use of the Internet throughout the curriculum and will provide guidance and instruction to students in its use. As much as possible, access from

school to Internet resources should be structured in ways which point students to those which have been evaluated prior to use. While students will be able to move beyond those resources to others that have not been previewed by staff, they shall be provided with guidelines and lists of resources particularly suited to learning objectives.

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

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

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

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

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

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

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

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

Parents of students in Tindley shall be provided with the following information:

- Tindley is pleased to offer its students access to the Internet. The Internet is an electronic highway connecting hundreds of thousands of computers and millions of individual users all over the world. This computer technology will help propel our schools through the communication age by allowing students and staff to access and use resources from distant computers, communicate and collaborate with other individuals and groups around the world, and significantly expand their available information base. The Internet is a tool for lifelong learning.
- Families should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. In addition, it is possible to purchase certain goods and services via the Internet which could result in unwanted financial obligations for which a student's parent or guardian would be liable.
- While the School's intent is to make Internet access available in order to further educational goals and objectives, students may find ways to access other materials as well. Even should the School institute technical methods or systems to regulate students' Internet access, those methods could not guarantee compliance with the School's acceptable use policy. That notwithstanding, the School believes that the benefits to students of access to the Internet exceed any disadvantages. Ultimately, however, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Toward that

end, Tindley makes the School's complete Internet policy and procedures available on request for review by all parents, guardians, and other members of the community; and provides parents and guardians the option of requesting for their minor children alternative activities not requiring Internet use.

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

TAS Social Media Policy

As an organization with a commitment to quality of education and the safety of our students, as well as the preservation of our outstanding reputation as a school, the standards for appropriate online communication at Tindley Schools are exceptionally high. While we respect the right of students, employees, alumni, and other members of our community to utilize the variety of social media options available, we must insist that the following standards be met by our students and faculty at all times, as well as by alumni and all other users who participate in TAS-sponsored sites.

TAS Social Media Comments and Participation Policy

Comments to TAS-sponsored sites, such as its Website via blogs, online forms, etc., or social media sites, are welcome and encouraged, and we look forward to hearing from you. To promote respectful discussion within this forum, we request that you be courteous and productive and avoid comments that are profane, obscene, offensive, sexually explicit, inappropriate, inflammatory or otherwise objectionable. Blogs often foster debate of an issue; users are to engage in such exchanges with mutual respect for others' opinions.

For the privacy of users and their families, please assume that all postings to TAS-sponsored sites will be publicly available on the Internet and therefore publicly accessible without limitation or protection of any kind. Please consider how much personal information to share, with the understanding that this information may be linked to your name and published on the Internet.

By posting a comment or other material to TAS-sponsored sites as outlined above, users give TAS the irrevocable right and license to exercise all copyright, publicity, and moral rights with respect to any content you provide, which includes using your submission for any purpose in any form and on any media, including but not limited to: displaying, modifying, reproducing, distributing, creating other works from, and publishing your submission. TAS reserves the right to review all comments before they are posted, and to edit them to preserve readability for other users.

TAS further reserves the right to reject or remove comments for any reason, including but not limited to our belief that the comments violate this Comment Policy, to determine in its sole discretion which submissions meet its qualifications for posting, and to remove comments for any reason, including but not limited to our belief that the comments violate this Policy. Any submissions that fail to follow this Policy in any way or are otherwise irrelevant will be removed.

We also reserve the right to amend this Policy from time to time in our judgment to address issues that may arise and changes in our operations or the law.

In posting material on TAS-sponsored sites, you agree not to:

1. Post material TAS determines is threatening, harassing, illegal, obscene, defamatory, slanderous, or hostile towards any individual or entity.
2. Post phone numbers, email addresses or other confidential information of students, faculty, or any other person other than yourself. If you choose to post your own contact information for any reason, please be aware that the information will be available to the public and is, therefore, subject to misuse.
3. Post material that infringes on the rights of TAS or any individual or entity, including privacy, intellectual property or publication rights.
4. Post material that promotes or advertises a commercial product or solicits business or membership or financial or other support in any business, group or organization except those which are officially sponsored by TAS, except in designated areas specifically marked for this purpose.
5. Post chain letters, post the same comment multiple times, or otherwise distribute "spam" via the TAS-sponsored site.
6. Allow any other individual or entity to use your identification for posting or viewing comments.
7. Post comments under multiple names or using another person's name.

TAS reserves the right to do any or all of the following:

Ban future posts from people who repeatedly violate this Policy. We may affect such bans by refusing posts from specific email addresses or IP addresses, or through other means as necessary.

Remove or edit comments at any time, whether or not they violate this Policy.

User agrees to indemnify and hold harmless Tindley, its affiliates, directors, employees, successors and assigns against any damages, losses, liabilities, judgments, causes of action, costs or expenses (including reasonable attorneys' fees and costs) arising out of any claim by a third party relating to any material user has posted on TAS-sponsored sites.

By posting a comment or material of any kind on a TAS-sponsored site, the user hereby agrees to the Policy set forth above.

Student Use of Social Media

First and foremost, students are encouraged to always exercise the utmost caution when participating in any form of social media or online communications, both within the TAS community and beyond.

Students who participate in online interactions must remember that their posts reflect on the entire Tindley community and, as such, are subject to the same behavioral standards set forth in the Student Code of Conduct.

In addition to the regulations found in the Student Handbook, students are expected to abide by the following:

To protect the privacy of TAS students and faculty, students may not, under any circumstances, create digital video recordings of TAS community members either on campus or at off-campus TAS events for online publication or distribution.

Students may not use social media sites to publish disparaging or harassing remarks about TAS community members, athletic or academic contest rivals, etc.

Students who choose to post editorial content to websites or other forms of online media must ensure that their submission does not reflect poorly upon the school.

Failure to abide by this Policy, as with other policies at TAS, may result in disciplinary action as described in the Student Handbook, or as determined by the school administration.

1. Be aware of what you post online. Social media venues are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you wouldn't want friends, enemies, parents, teachers, or a future employer to see.
2. Follow the school's code of conduct when writing online. It is acceptable to disagree with someone else's opinions, however, do it in a respectful way. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.
3. Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birth dates, and pictures. Do not share your password with anyone besides your teachers and parents.
4. Linking to other websites to support your thoughts and ideas is recommended. However, be sure to read the entire article prior to linking to ensure that all information is appropriate for a school setting.
5. Following, linking, or "friending" official social media accounts of the school are acceptable and encouraged.
6. Following, linking, or "friending" personal accounts of faculty/staff is not acceptable. We do not allow current students to have "friend" relationships with faculty/staff members.
7. Do your own work! Do not use other people's intellectual property without their permission. Be aware that it is a violation of copyright law to copy and paste other's thoughts. It is good practice to hyperlink to your sources.
8. Be aware that pictures, videos, songs, and audio clips may also be protected under copyright laws. Verify you have permission to use the images, videos, songs or other clips.
9. How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity. Pretending, in any way, to be another student, faculty/staff member or anyone else is strictly prohibited.
10. Blog and wiki posts should be well written and school appropriate. Follow writing conventions including proper grammar, capitalization, and punctuation. If you edit someone else's work, be sure it is in the spirit of improving the writing.
11. If you run across inappropriate material that makes you feel uncomfortable, or is not respectful, tell a member of the TAS faculty/staff immediately.

Students who do not abide by these terms and conditions are subject to disciplinary actions as deemed appropriate by school administration.



TINDLEY

SECONDARY SCHOOLS

Parents/Guardian:

Please sign at the bottom to verify that you have received and reviewed this handbook with your scholar. Verification of receipt is required as a necessary document of enrollment.

Kelli B. Marshall
CEO and Superintendent

X _____
Parent Signature

Date

Parent Printed Name

Child Printed Name

SCHOLAR GOAL TRACKER

GOALS

- 85% pass English ISTEP
- 85% pass Math ISTEP
- 80% pass both English and Math ISTEP
- 1000 Average for the PSAT
- 1100 Average Score on SAT

Why we track:

We track our data because it keeps us aware of where we are and where we need to go. More importantly, we reflect on our data because it helps us to generate thoughts on next steps we must take to get better. As a Tindley scholar, you must know that intelligence and skill are not constant or static measures. Intelligence can be grown and developed through hard work and intentional practice.

In this packet, you will track your scores and reflect on the major assessments we use in the Tindley Schools. You will track Interims (Measure of the amount you have learned in the accelerated curriculum), IREAD 3 (Measure of reading mastery for 3rd grade students), PSAT/SAT (Measure of college preparedness for 8, 10/11, and 12th grade), and NWEA (Measure of the amount you have grown in the school year). After the assessments have been graded and your teachers have analyzed data, you will be completing a data reflection for the assessment in this packet. This packet will be kept in your homeroom at all times and must not leave the room until the last day of school.

Name: _____

PERSONAL NWEA %ile CHART					
100					
90					
80					
70					
60					
50					
40					
30					
20					
10					
	ENGLISH	MATH		ENGLISH	MATH
	NWEA 1			NWEA 2	
				NWEA 3	

Name: _____

ACUITY

(PREPARATION)

Grade Level Top Students
ELA:

ACUITY 1

Math:

ENGLISH

MATH

ACUITY 1 score

ACUITY 2 goal

Reflection

(Did you meet your goal or did you fall short? Why do you think your score turned out the way it did? What are you going to do next to prepare?)

Growth Skills

(What skills do we need to improve on?)

Action Items

(What are 3 observable steps I can take to get better?)

- -
- -
- -

Grade Level Top Students
ELA:

Math:

ACUITY 2

ENGLISH

MATH

ACUITY 2 score

ACUITY 3 goal

Reflection
(Did you meet your goal or did you fall short? Why do you think your score turned out the way it did? What are you going to do next to prepare?)

Growth Skills
(What skills do we need to improve on?)

Action Items
(What are 3 observable steps I can take to get better?)

- -
- -
- -

Grade Level Top Students
ELA:

ACUITY 3

Math:

ENGLISH

MATH

ACUITY 3 score

Reflection

(Did you meet your goal or did you fall short? Why do you think your score turned out the way it did? What are you going to do next to prepare?)

Growth Skills
(What skills do we need to improve on?)

Action Items

(What are 3 observable steps I can take to get better?)

- -
- -
- -

PERSONAL ACUITY CHART

100							
90							
80							
70							
60							
50							
40							
30							
20							
10							
	ENGLISH	MATH		ENGLISH	MATH	ENGLISH	MATH
	ACUITY 1			ACUITY 2		ACUITY 3	