



2018-2019 FAMILY HANDBOOK

1751 E Riverside Drive, Indianapolis, IN 46202

Dear Vision Academy Families,

We hope that you have a wonderful school year and find our school a great place to learn, grow and have fun together. Vision Academy strives to provide students with a safe, nurturing environment where they find the right combination of challenge and support as they work their hardest to achieve big learning goals.

We have created the Vision Academy Family Handbook to help our parents and our students know our school better. Our handbook includes a lot of useful information, including:

- Our 2018-2019 School Calendar and regular school day schedule
- Our Academic Calendar with Progress and Report Card Dates
- A variety of ways in which parents, grandparents and guardians can be involved in their child's education and the life of our school.

The Vision Academy Family Handbook also includes an explanation of our school's rules and the things we must all do to ensure students can learn within an environment that is safe, nurturing and respectful.

In short, much of what parents and students need to know to start the year strong is right here in our handbook. Parents, please take some time to read through this document and talk about it with your child.

We are excited to have you as part of the Vision community, and we look forward to working together for the success of your child and every member of our team.

Sincerely,

Jessica Parson
Elementary Principal

Stephawn Newsom
Middle School Principal

Table of Contents

Vision Academy Overview

Introduction.....	4
School Contact Information.....	4
Mission Statement.....	5
Scholar Creed.....	5

School Governance

List of Vision Board Members.....	6
Anti-Discrimination Policy.....	6
2018-2019 Vision School Calendar.....	7

Vision Daily Schedule

Monday-Thursday Schedule	8
Friday Early Release Schedule.....	8
Attendance Procedures and Policy.....	9
Procedures for Reporting Absences.....	9
Make-up Work.....	9
Truancy Policy.....	10
Absence Policy.....	10
Tardy Policy.....	11
Scholar Drop-Off.....	12
Morning and Afternoon Supervision.....	13
Early Dismissal.....	13
Dismissal.....	13
Breakfast/Lunch.....	14
Late Pick-Up Fees.....	14
Invoices.....	14
Textbooks.....	14

Vision's Academic Program

Academic Schedule.....	15
Curriculum.....	16
Homework.....	16
School Books and Supplies.....	17
Assessment.....	18
Academic Support and Intervention.....	18
Staying Up on Your Child's Progress.....	19

School Culture, Values and Conduct	
Vision Be-Attitudes.....	21
Vision Rules and Expectations.....	22
Consequences.....	23
Cell Phone/Electronic Device Policy.....	27
Vision Dress Code.....	27
Parent Involvement, Out-Reach and Communication	
Overall Out-Reach and Communication.....	29
Families In Touch (F.I.T.).....	30
Parent University.....	30
Questions and Concerns.....	30
Visitors and Volunteers.....	31
Lost and Found.....	31
Emergency Procedures	
Accidents.....	32
Child Abuse Protocol.....	32
Fire and Inclement Weather Drills.....	32
School Closings or Late Starts.....	32
Health Policies and Procedures	
Administration of Medication.....	33
Communicable Diseases.....	33
Doctor/Dentist Appointments.....	34
Health Requisites.....	34
Illness and Exclusion Policy.....	34
Screening Tests.....	35
Admissions to Vision	
Enrollment Process	36
Appendices	
Anti-Bullying Compact.....	A
Student Discipline Policies.....	B
Alternate Behavior Plan	C
Computer/Internet Policy.....	D
Volunteer Opportunities.....	E
FERPA: Scholar Privacy Rights and Responsibilities.....	F
Title 1: Parent Contract.....	G
School Calendar 18-19	H
Walker Policy and Release.....	I

Introduction to Vision Academy @ Riverside

Founded in 2013, Vision Academy is a tuition-free, K-8 public charter school. Our community includes a diverse collection of families, educators and volunteers committed to equipping our students with the strongest possible preparation for success in Indianapolis' most demanding, college-preparatory high schools. Vision Academy is a member of the United Schools of Indianapolis Network.

Vision employs a rigorous and engaging curriculum aligned to state standards as well as the Core Knowledge scope and sequence of learning topics. Our teachers use a wide breadth of effective instructional strategies, innovative tools and technology, and a variety of services to challenge and support students to meet ambitious academic goals. We find creative, engaging ways to involve parents in our work. This helps students build not only the academic skills, but also habits of curiosity, kindness, focus and persistence essential to achievement of college aspirations and life success.

Finally, Vision benefits greatly from the continued support, collective knowledge and resources of a broad array of local leaders committed to providing an excellent educational opportunity for families in Indianapolis.

School Contact Information

Vision Academy

1751 E. Riverside Drive

Indianapolis, IN 46202

317-623-2006, fax: 317-662-3792

www.visionacademy-riverside.org

Note: Vision Academy reserves the right to make changes in the Vision Academy Family Handbook at any time and without notification.

Mission Statement

The mission of Vision Academy @ Riverside is to provide a college-preparatory education through a rigorous, literacy-based academic program that ensures our students are prepared to succeed on their path to college with a vision for their future.

Staff will:

- Create a safe, welcoming and supportive classroom for each learner
- Teach, practice and model the behaviors of learning
- Build strong relationships with every student and every family
- Communicate with and support students and families
- Recognize effort, growth and achievement in every learner

Students will:

- Come to school every day prepared and ready to do their very best
- Practice and model for others the behaviors of learning
- Respect themselves, their classmates, their teachers and our school
- Work hard and do their personal best at all times
- Take responsibility for their learning and conduct

Families will:

- Help children arrive on time and be prepared for school everyday
- Read with children, help with homework and check book bags nightly
- Reach out and respond to teacher and school communications
- Talk daily with children about school and encourage them to do their best

Vision Student Creed

Each morning, our students and staff recite the Vision Student Creed. It is a reminder and a promise to each other about how we act and how we treat every member of our team and our school. Our student creed is as follows:

I will treat others as I would like to be treated,

I will always try to do my personal best.

I will be a good listener.

I will respect the property of others.

I will be honest.

I will help other people be the best they can be, keeping Vision Academy a wonderful place where we can learn, grow and have fun together.

United Schools of Indianapolis Board of Directors

Kelly Braverman, Board Chair

John Ackerman

Charlie Garcia

Oscar Gutierrez

Judith Hall

Bill Harris

Mike Mason

Rose Mays

Mike North

*Contact information may be available for each board member through the Vision Office and/or website.

USI Board of Directors Meetings

The USI Board of Directors holds the charter to Vision, sets the policies of, and governs the terms by which the charter is issued. Board meetings are generally the fourth Monday of each month at 4pm and are open to the public, with the exception of executive sessions. Notices for the meetings are posted on the front of the school 48 hours prior to each meeting.

Anti-Discrimination Policy

It is the role of Vision to provide a safe and secure learning environment for all its students without distinction based on race, religion, ethnicity, disability, gender, or sexual orientation. Discrimination, sexual and bias-motivated harassment, and violations of civil rights disrupt the educational process and will not be tolerated; any act of this nature will result in disciplinary action.

Vision 2018-2019 School Calendar

In order to help students meet our goals of college attainment, we offer an extended school year and academic day. Our school year includes 183 days of instruction, beginning July 31 and ending June 6. We list below several important dates in our school year. For a full list of dates and a graphic calendar of the school year, please see Appendix A in the back of our handbook.

July 19-30	Teacher Orientation
July 27	Welcome Back BBQ 5-7pm (for All VAR Families)
July 30	First Day for New Students (8AM – 11AM)
July 31	First Day of classes for all students (8-3:30PM)
August 31	No School for Students- Staff Prof. Dev. Day
September 3	No School - Labor Day
September 28	End of 1 st Quarter
October 5	No School for Students- Staff Prof. Dev. Day
October 8	Parent/Teacher Conf; No School for Students
October 9-12	Fall Intersession
October 15-19	No School for Students – Fall Break
November 21-23	Thanksgiving Break
December 21	End of 2 nd Quarter
Dec. 24 – Jan. 4	Winter Break
January 7	Classes resume
January 11	2 nd Quarter Report Cards
January 21	No School – Martin Luther King Day
February 8	Professional Development Day; No Students
February 11	Midterm Progress Reports
February 18	No School - Presidents’ Day
March 8	End of 3 rd Quarter
March 18	Parent-Teacher Conf.; No School for Students
March 19-22	Spring Intersession
March 25- March 29	Spring Break – No School
April 1	Classes resume
April 26	Midterm Progress Reports
May 27	No School – Memorial Day
June 6	Last Day of School – Dismissal, 12 Noon, End of 4 th Quarter
June 10	Report Cards Mailed

Please note: We do reserve the right to make changes to our schedule as deemed necessary during the school year. We commit to do our best effort to keep parents informed of any changes to this schedule as we move through the year.

Vision Daily Schedule

Monday-Thursday Daily Schedule

Regular School Day Schedule (8:00am-3:30pm)

YMCA Before School Care Program	6:00-7:40 am
Breakfast Served	7:40-8:00 am
School Begins	8:00 am
Academic Day includes:	
Morning Meeting	
Literacy (Reading and Writing)	
Math	
Lunch and Recess	
Science	
Social Studies	
Dismissal	3:30-3:50 pm
YMCA After School Program	3:45-6:00 pm

*Parents of children not registered for the YMCA program can drop their children off for school no earlier than 7:40am, and must pick them up by 3:50 pm to avoid early drop off/late pickup charges.

Friday Early Release Schedule

Early Release Schedule (8:00am-1:30pm)

YMCA Before School Care Program	6:00-7:40 am
Breakfast Served	7:40-8:00 am
School Begins	8:00 am
Academic Day includes:	
Morning Meeting	
Literacy (Reading and Writing)	
Math	
Lunch and Recess	
Science	
Social Studies	
Dismissal	1:30-1:50 pm
YMCA After School Program	1:45-6:00 pm

*There are a number of childcare providers who can provide accommodations for families that need childcare during these Early Release days. Please see our School Social Worker or Director of Registrar for help contacting childcare providers.

Attendance Procedures and Policy

Students are expected to be in school on time every school day. As a staff, we miss your child every day that he/she is not with us, and of course, your child misses valuable instruction every moment that he/she is not in the classroom. As a school, we have a goal of 95% attendance because strong school attendance is central to the success of every child and our school as a whole.

Students may need to miss school due to illness, death in the immediate family or other “acceptable cause” (i.e. hospitalization or required religious observation). In such cases, it is appropriate for parents to keep their children at home yet notify the school of the reason for the absence and also return them to school at the earliest opportunity. **In order for an absence to be excused, a note from the parent/guardian or physician must be turned in to the school office upon the student’s return to school. Personal, not having regular transportation, and family vacations will not be considered excused absences.**

Procedures for Reporting an Absence

As a school community, we require a couple of things from families and take a number of steps as a staff to make sure we stay in close contact when a child misses school.

- If a child is absent from a day of school or will arrive after 8 am, parents must contact the VAR office (317-632-2006, option 1) by 9 am and let us know your child will not be with us that day. If we do not hear from a child’s parent, grandparent or guardian by 9 am, the student will have an unexcused absence for that day.
- Students for whom we have not received a phone call on the day of their absence will need to come with a signed note from their parents or doctor (if applicable), stating the reason and date(s) of their absence upon their return.
- Families who do not contact the VAR office to inform us of a child’s absence will receive an automated call to make sure that they are aware of their child’s absence and request that they contact the school in the future.
- If a child misses two or more consecutive days, his/her teacher will call the child’s home in order to help make up for any missed lessons.
- If a child misses three consecutive days, our teachers relay that information to school administration, who assumes responsibility for communication with the child’s family and daily follow up until the child returns to school. **The child must return with a doctor’s note if they have missed three or more consecutive days.**

Make-up Work

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

Truancy Policy

As stated by law, students are required to attend school on a regular basis. Being absent from school for one day, or even from one class period, without acceptable cause is truancy. Any of the following fits the state's description of habitual truancy:

- Ten(10) or more absences, or 15+ tardy days before the end of school year
- Failure of parent/guardian to ensure that his/her child attends school without acceptable reason as required by law
- Chronic absenteeism includes students absent from school for ten percent or more of a school year for any reason (equivalent to 18 Vision school days) and will result in referral to juvenile court or the Department of Child Services.

Absence Policy

In the event we determine a student to be habitually absent from school or truant (according to the criteria above), the Vision staff will take the following steps:

- When a child has accumulated **three (3)** or more unexcused absences in a year, parents/guardians receive a letter in the mail reminding them of our attendance policy and our concern about their child's attendance.
- When a child has accumulated **five (5)** or more unexcused absences in a school year, the parent/guardians will receive notification that they must meet with school administration to complete an **Attendance Improvement Plan** and commit to improving school attendance.
- When a child has accumulated **seven (7)** or more unexcused absences in a school year, the student, and parent/guardian, will be assigned a **Friday/Saturday School** to discuss the importance of good attendance and to make up for the time that has been missed due to absences.
- When a child has accumulated **ten (10)** or more unexcused absences in a school year, the child will serve an **Out of School Suspension**. Additionally, a formal letter is sent home stipulating that a truancy referral to the Juvenile Justice Center and CPS is pending.
- When a child accumulates **twelve (12)** or more unexcused absences in a school year, the parent/guardians will be notified of an **Alternative to Expulsion hearing** that they must attend. Additionally, under I.C. 20-3302-25, "an attendance officer having jurisdiction shall report a child who is habitually absent from school in violation of this chapter to an intake officer of the **juvenile court or the Department of Child Services.**"
- When a student misses **fifteen (15)** or more unexcused days of school, the parents will be notified of an **Expulsion Hearing** for their child.

NOTE: Special circumstances may require that we adapt this policy to best address the needs of a specific student and family. We strongly encourage families to contact school administration if circumstances make it difficult for a child to attend school on a regular basis.

Tardy Students

It is crucial to the success of most students that they arrive on time and, thus, are in a position to make a strong start to the school day. In nearly every classroom at Vision, teachers work with students on literacy skills – the foundation of school success- first. Consequently, when students arrive on time they are also well positioned to develop a strong foundation in reading and writing.

Still, despite the importance of the first moments of the school day, a small subset of our students arrive after 8am, late to school, and thus, often miss parts of the time teachers devote to reading and writing. **Parents must sign in each child** and the child will then receive a tardy pass before they proceed to the classroom. Your child is considered tardy after 8:10am.

School administration will contact the family of students with 5 or more tardies during the school year. Students (and their parents) with 10 or more tardies must meet with the school administration to work out a plan to address this problem. Students with more than 20 tardy days will be referred to the state’s Truancy Office or CPS.

Tardy Policy

In the event we determine a child to be habitually tardy from school or truant (according to the criteria above), the Vision staff will take the following steps:

- When a child has accumulated **five (5)** or more tardies in a year, parents/guardians receive a letter in the mail reminding them of our attendance policy and our concern about their child’s attendance.
- When a child has accumulated **ten (10)** or more tardies in a school year, the parent/guardians will receive notification that they must meet with administration to complete an **Attendance Improvement Plan** and commit to improving school attendance.
- When a child has accumulated **fifteen (15)** or more tardies in a school year, the student will be assigned an **In School Suspension**.
- When a child has accumulated **twenty (20) or** more tardies in a school year, the student, and parent, will be assigned a **Friday/Saturday School** to discuss the importance of good attendance and to make up for the time that is being missed due to tardies. A formal letter is also sent home stipulating that a truancy referral to the Juvenile Justice Center and CPS is pending.
- When a child accumulates **twenty-five (25)** or more tardies in a school year, the child will serve an **Out of School Suspension**.

- When a child accumulates **thirty (30)** or more tardies in a school year, the parents will be notified of an **Alternative to Expulsion hearing** for their child.
- When a student has accumulated **thirty-five (35)** or more tardies in a school year, the parents will be notified of an expulsion hearing for their child.

Student Drop-Off

A drop-off zone has been designated on two sides of the building. These zones are for drop off only. The cafeteria entrance (near the gym) is for students in grades 6-8, and along Riverside Drive for Grades K-5. Vehicles are not permitted to be left unattended in these zones. All other vehicles are to park in the designated lot and within the identified parking spots if parents/guardians wish to walk their children into the building.

Note: In picking up or dropping off students, please be courteous to fellow parents and guardians who require **handicapped parking access**. If you are parked in a handicapped parking space and do not have appropriate handicap signage displayed in/or on your vehicle, you will be ticketed by the police. A second offense may result in your vehicle being towed.

Students not participating in the YMCA program may enter the building at 7:40 am. Elementary students should report directly to their classroom for breakfast. Middle school students should report to our cafeteria for breakfast. Elementary students are allowed to go directly to their classrooms anytime between 7:40 and 8 am. Middle School students should report to the gymnasium between 7:40 and 8 am.

Once students arrive at school they are not permitted to leave the school grounds for any reason without being escorted by their guardian/parent, and without being signed out (if outside the regular school day).

Those students arriving after 8:10 are tardy and must be escorted in and report directly to the Main Office. **Parents must sign them in** and they will receive a “tardy/late pass”, which they will need to enter the classroom. Late arrival to school is counted against student attendance under Indiana law. **Parents may not walk children to class once their child is tardy to prevent any further distraction or disruption to the classroom.**

Morning/Afternoon Supervision

Each school day, the YMCA offers before and after school care to all Vision students. The YMCA program meets regularly in our cafeteria. For safety reasons, we ask that parents accompany their child to the gymnasium and sign in their child if participating in the YMCA’s before-school program. Parents may not drop off their children outside of school. It is not safe, and failure to do so will result in dismissal from the program.

Parents are required to register their child for the YMCA program and pay a **per child fee** to participate. Students must have a registration form on file with the YMCA to participate. Students not participating in the program may enter the building at 7:40am from the front entrance (on Riverside Drive) or the South side (near the gym) drop off areas.

Early Dismissal

Children cannot be dismissed early unless a note has been sent in or a phone call has been made ahead of time and/or in the event of an emergency. **In the event of an emergency or unforeseen circumstance, the dismissal is only excused if parent has informed the Principals or Assistant Principals.** Parents (or other authorized caregiver) must sign their child out at the office. The office will contact the teacher, who will see that the child is escorted to the office for dismissal. Each unexcused early dismissal counts as a tardy against your child's attendance record.

We do not allow students to be dismissed early between **3:00-3:30pm** in all but extreme or urgent circumstances. Early dismissal this close to the end of the day can be especially disruptive and distract teachers from their work preparing students for dismissal. We ask for parents' cooperation in respecting this rule and their understanding, as it is something we must enforce to ensure our school runs smoothly for all children.

Dismissal

Our school day ends at 3:30pm. To ensure the safety of all children, elementary students must be picked up from their respective classrooms by a parent or other authorized by the parent between 3:30 and 3:50 pm. Middle school students must be picked up from the gymnasium.

Between 3:45 and 4:00pm, parents may pick up their children in the Media Center or an alternative space designated that day. Any student still with us after 4:00pm will be walked down to the cafeteria to join the YMCA after-school program so that they can be supervised until their ride arrives.

Late Pick-Up Fees

Vision charges families a \$1.00 per minute to supervise children after 3:50pm. The fees Vision collects from a family for picking up a child late will go directly to the YMCA and go towards the registration of the child in the Y's after-school program. This partnership with the YMCA helps ensure students picked up late are supervised and productively engaged in the time that they are waiting on their parents to retrieve them.

In the event we determine a parent to be habitually late from picking up their child after school or a school event, a referral will be made to juvenile court or the department of child services.

Breakfast/Lunch

Vision students are offered a free nutritious lunch between the hours of 11:00 am – 1:30 pm daily. Additionally, children are offered free breakfast daily from 7:40- 8:00am.

Invoices

Accounts Statements/Invoices will be sent each month to the homes of those students who have incurred a fee and have an outstanding balance. Payment is due upon receipt and may be paid via cash, check or credit card. If you have moved, please remember to update your information with the front office.

Vision reserves the right to turn any delinquent accounts over to collections. Parents/guardians will be responsible for and expected to pay any additional fees incurred in the collections process.

Textbooks

2018-19 Textbook/Curricular Materials Fees are as follows:

Kindergarten	\$80.00
First Grade- Eighth Grade	\$130.00

The Textbook Assistance Application will be sent in the summer mailing. This form must be completed in full and returned to the school by October 1st.

Vision reserves the right to turn any delinquent accounts over to collections. Parents/guardians will be responsible for and expected to pay any additional fees incurred in the collections process.

Insufficient Fees

Checks that are returned to Vision are subject to the Insufficient Fee (ISF) charge of \$35 plus the check amount. Accounts with insufficient fees must be paid within 14 days, regardless of the amount owed. Furthermore, Vision will not honor any future checks if the fee is not paid within 14 days from the date of notification. After two returned checks, Vision will no longer accept checks from that family or individual.

Vision reserves the right to turn any delinquent accounts over to collections. Parents/guardians will be responsible for and expected to pay any additional fees incurred in the collections process.

Academic Program

The school year is 183 days long. It is divided into four quarters; each is approximately 45 days in length. In order to keep parents updated on their child's progress, Vision teachers send home with each student a mid-term progress report half-way into each quarter and a report card one week after the close of each quarter. Teachers also schedule two Parent Teacher Conferences during the year – one in early October and another in late March. Below are listed the important dates in each quarter.

Academic Schedule

Quarter 1

July 31	First Day of School
Aug. 13 – Aug. 30	Fall NWEA (Grades K – 8)
August 24	<i>Midterm Progress Reports Sent Home</i>
September 28	End of 1 st Quarter
October 8	Parent Teacher Conferences; Quarter 1 Report Cards

Quarter 2

October 1	Beginning of 2 nd Quarter
October 9-12	Intersession
November 16	<i>Midterm Progress Reports Sent Home</i>
December 21	End of 2 nd Quarter
January 11	Quarter 2 Report Cards go home

Quarter 3

January 7	Beginning of 3 rd Quarter
January 14-February 1	Winter NWEA (Grades K – 8)
February 11	<i>Midterm Progress Reports Sent Home</i>
	Potential Retention Letters for Selected Students
March 8	End of 3 rd Quarter
March 11-15	IREAD Assessment (Grade 3 only) <i>*tentative</i>
March 18	Parent Teacher Conferences; Quarter 3 Report Cards

Quarter 4

March 11	Beginning of 4 th Quarter
March 19-22	Intersession
April 26	<i>Midterm Progress Reports Sent Home</i>
April 15-May 3	ILEARN Testing (Grade 3-8) <i>*tentative</i>
April 29 -May 17	Spring NWEA (Grades K – 8)
June 6	Last Day of School
June 10	Final Report Cards Mailed

Curriculum Overview

The Vision Academy curriculum promotes academic, physical, social, emotional, and ethical growth grounded by the Indiana Academic Standards and the Common Core Standards and enriched through the Benchmark Literacy, enVision Math, and Core Knowledge programs. Our faculty nurtures the building of self-esteem at every opportunity – inside or outside the classroom, encourages learning and achievement, and fosters a positive, caring attitude toward others. This is achieved by emphasizing and nurturing the importance of kindness, preparation, respect, responsibility and engagement – values we refer to as the Vision Be-Attitudes.

A strategic overlap of the Common Core Standards and Indiana Academic Standards will be the basis for the core of instruction in all of the academic components. Each student will be given the opportunity to master the standards in all content areas. The objective of the school curriculum is to equip students with the knowledge necessary to master life, prepare students for success in college, inspire a lifelong love of learning, and foster responsible citizenship. We emphasize reading, writing, abstract reasoning, and math skills; however, on whole, the Vision curriculum is designed to establish a balanced, well-rounded education and the development of the whole child.

Homework

Students are responsible for completing homework assignments. The amount of homework students receive and how often they have homework varies by grade. Classroom teachers will work with families to communicate homework assignments daily. Parents will receive information regarding the specific homework policy of each class at the beginning of each school year and again at our Back-to-School Night in August.

Homework Policy

Daily homework serves one of four purposes:

1. To give students needed practice on skills and concepts taught in the classroom.
2. To discover what a student knows about a topic before it is taught.
3. To introduce a topic before encountered in class.
4. To review previously taught material.

When homework is assigned, teachers will review said assignment with the student, along with purpose of the assignment.

Homework reinforces responsibility and independence for our students and gives them life-long habits that bring academic success. To prepare our students for rigorous academics, competitive high schools, and college academic work, students must develop good homework habits.

Homework grades are given according to completion and quality. Assignment feedback will be given in class in the following ways:

- Self-graded assignments using an answer key.
- Student reflection on what I did well, what I struggled with, and what I need help with.
- Selected problems reviewed in class.

Students who have not completed their homework for the day, may have a consequence depending on frequency and grade-level. The purpose of an assigned consequence is to complete the homework so the child does not fall behind.

School Books

Within the first days of school, teachers will distribute text books and other essential resources to students. These books are provided to students on loan and include hard cover and soft cover books, as well as workbooks. Students will be assessed a rental charge for use of the texts during the academic year. See page 14 for details.

We expect that students will treat all books with respect and will keep them in good condition through the end of the year. Students will be instructed to write their names or classroom number in ink on the inside front paper cover; otherwise, they may not write in books unless explicitly instructed to do so by a teacher.

If a student loses or damages a book (beyond general wear and tear), his/her parents and/or guardians will be responsible for the cost of a replacement. A bill will be mailed to the student's home address.

Supplies

A supply list is included in the Welcome packet prior to the start of school. Students are expected to bring basic supplies, which differ by grade level, to school. Please contact our office or website (www.visionacademy-riverside.org) for an extra copy of your child's supply list.

Assessment

At Vision, we assess students continuously in order to monitor their progress toward clear learning goals. Teachers at Vision assess students in many ways, depending on the subject, the grade and the goals of a specific lesson. Following is a short description of various types of assessment tools used at the school.

ILEARN

Like schools across the state, Vision administers the Indiana Statewide Testing of Educational Progress Plus in the spring of each year. Scores on standardized tests can help parents assess how much progress their child (ren) is making in building the knowledge and skills included in our state's standards or curriculum. The ILEARN also allows us to monitor our school's progress toward a goal of 90% of our students achieving proficiency on the ILEARN by fifth grade. This year, students in Grades 3-8 will take the ILEARN in two parts – the first administered in early March and the second in early May 2019.

NWEA

Vision administers the NWEA assessment on a similar set of skills as those included on the ISTEP. Students, grades K-8 take the NWEA test on the computer, as the assessment is an "on-line national assessment". Students take the NWEA in the fall, winter and

spring of each academic year and, thus, present teachers with important information as to the skills and progress of students over the course of the school year.

Baseline Assessment System (BAS)

The other assessment we use to track students' reading development is the Baseline Assessment System (BAS), researched and developed by Fountas & Pinnell. Teachers administer fluency assessment passages from BAS on three times each year to determine each student's individual fluency level. These passages can also be scored as running records to determine each child's instructional needs.

Academic Support and Intervention

Staff members at Vision are committed to offering each child the resources and opportunities that he/she needs to succeed in our school and make a strong start on their pathway to college. We believe deeply in the potential of each child to achieve our ambitious goals and have developed a range of supports to help all learners succeed; still, we know from experience that different students require different levels of support to meet their academic goals.

We organize support for different students at Vision in tiers, defined by the frequency or intensity of support that they receive.

Tier One: Classroom teachers provide individualized assistance to different students based on their skills and growth areas. For instance, if students need extra help in problem solving or reading comprehension, teachers try to address these needs within the regular classroom through different strategies or approaches to instruction.

Tier Two: If a child's needs are not sufficiently met in the regular classroom, we supplement their regular classroom work with two additional resources. First, students may work in small groups with a grade level intervention teacher on the specific skills in which they need extra help or enrichment. Most of the students in Tier Two also participate in after-school tutoring on Tuesday and Thursday afternoons, 3:45 - 4:45pm.

Tier Three: If a child's needs are not sufficiently met with Tier Two supports or he/she is not making sufficient progress, the student may also advance to Tier Three. Students with this level of support work one-on-one or in small groups with our Intervention Specialists – teachers specially trained to meet the needs of students with critical learning challenges. Students and Intervention Specialists meet four times a week and work on the specific skills getting in the way of students' long-term success as reader or math students.

Some students may not be making sufficient progress due to a specific learning disability, language proficiency or behavioral issue. The intervention specialists may recommend (with parents' approval) that the child is tested to determine if she/he has a specific learning disability

or language proficiency score that requires additional support. With greater knowledge as to the specific disability/language proficiency level of the student, the Intervention Specialist may decide to increase the frequency or intensity of the support they provide, following the recommendations specified in his/her Individualized Educational Plan (IEP) or Individualized Language Plan (ILP).

Promotion/Retention Policy

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

If in the event these interventions do not reflect adequate growth via grades and/or assessments, promotion will not occur. Students who receive a failing grade at the end of the year in any core academic subject: English Language Arts, Mathematics, Science or Social Studies, will automatically be retained. In addition, if multiple data points reflect below grade level performance on benchmark and summative assessments in the middle or end of the year, grade reclassification may also be considered through administration. Students that earn passing grades in all core subject areas and demonstrate on-grade level or above performance on benchmark and summative assessments will automatically be promoted to the next grade level.

Staying Up on Your Child's Academic Progress

At Vision, we employ a number of different tools to continuously monitor the progress of each student and communicate this information to parents, grandparents and guardians.

Midterm Progress Reports

At the midpoint of the grading period, Vision teachers report on the interim progress of each child through our "Progress Reports." These reports inform parents of their child's academic developments and any potential problems the child may be experiencing.

Parent-Teacher Conferences

Parent-teacher conferences are held twice each year, in the fall and spring. A few weeks before these conferences, teachers will send information home to schedule times with each child's parents. Appointments **must** be set to allow adequate attention and time to meet with each parent. Parents are encouraged to use these times to meet with teachers to discuss their child's progress at school. Conferences with teachers and/or members of the administration can also be arranged as needed throughout the school year.

Report Cards

Report cards are distributed four times a year, shortly after the end of the grading term – and are distributed by the classroom teacher for quarters 1-3. Final report cards are mailed the week following the close of school.

Report cards list a student's proficiency for each of the standards identified for mastery during that term, his/her attendance records, and a discussion of the student's social development and success in working with other students in the classroom.

Vision Grading Scale

Description	Letter Grade & Percentages
Above Grade Level	A+ 97 – 100%
	A 94 – 96%
	A- 90 – 93%
At Grade Level	B+ 87 – 89%
	B 84 – 86%
	B- 80 – 83%
Approaching Grade Level	C+ 77 – 79%
	C 74 – 76%
	C- 70 – 73%
Below Grade Level	D+ 67 – 69%
	D 64 – 66%
	D- 60 – 63%
	F 0 – 59%

Vision Culture, Rules and Conduct

Vision Be-Attitudes

As a school community, we also work with students on core values that complement our school rules and help reinforce the habits and behaviors we are trying to develop in each student. We focus on five central values that we call “the Be-Attitudes”. They are listed below along with a brief list of the kinds of behaviors that define each value within our school.

Category	Example
Be Safe	Keep hands and feet to yourself at all times Give yourself and others appropriate personal space Use school objects and furniture in appropriate ways Make decisions that are safe for you, your body, and others
Be Respectful	Student directly applies what teacher says Allow other students and adults around him/her to do their work Tell the truth at all times and act with honesty Use appropriate language
Be Responsible	Walk properly in hallways with hands at sides Admit mistakes, accept consequences, and continually work to improve Arrive on time every day Pencils are ready to work Complete assignments on time with best effort Come to school in full dress code with completed homework

As part of our interest in developing students’ character alongside their academics, Vision teachers, with consultation from others who work with each child, evaluate students on the ways in which they are demonstrating these skills and work habits throughout the year and include this information on each report card.

School Rules and Expectations

As a learning community, Vision believes deeply in the right of every child to be safe. In order to ensure the safety of each learner and help us all work well together, there is a short but essential list of rules that we expect each member of our school to follow. There are only 7, but all of them are strictly enforced at all times. We are committed to ensuring the safety of our learning environment and will take steps to address violations when and wherever it may occur.

1. All fighting is forbidden.

Fighting is disruptive and unsafe, and there are better ways to solve differences. It matters little to our staff who initiated the fight. In nearly every case, any student involved in a fight will face consequences. A student who hits another student will be suspended. A student who repeatedly hits others will be in danger of expulsion.

2. Listen and follow the directions of our staff.

It is essential that Vision staff know where students are in our building at all times. Students obviously have the obligation to listen to their teachers. They must also make sure that they remain in the classroom unless otherwise instructed by an adult.

3. Bring with you to school only that which is necessary for learning.

If it is not paper, a book or a writing utensil, it probably does not belong in school. Cards, toys, cell phones and other items not useful in school are forbidden. If a student brings such an item to school, the Principal will take it and return it to a parent or guardian.

4. Treat our building and your classmates with respect at all times.

We are fortunate to learn in a new building. It is essential we treat it appropriately. Students may not abuse our building in any way. We are especially strict about vandalism in our bathroom, where writing on the walls or misusing toilet paper is strictly forbidden. Students caught vandalizing our bathrooms in any way will be suspended.

5. Do not threaten or bully other students.

Every child deserves to be safe. Students may not threaten others, even when they claim to be “just joking”. If a student threatens repeatedly, he/she is being a bully and will be required to meet with the principal and parent and face consequences. Please see Bullying Compact in Appendix B.

6. Be Honest at all times.

Honesty means many things. It requires that you do your own work at all times and do not copy other’s work. It requires that you take responsibility for your actions when you make mistakes. Finally, it means that you refrain from taking something that does not belong to you without permission.

7. Come to school on time and in dress code every day.

We expect students to come prepared every day. This means arriving on time and in full dress code, as detailed under the “Dress Code” section. Repeated infractions will require a conference with our Director of School Culture or Principal.

Discipline Policy

Disciplinary offenses result in consequences subject to the discretion of administration and may include detention, loss of school privileges, out of school suspension, Saturday school, and/or recommendation for expulsion. Visions’ rules and regulations may be supplemented by teachers’ rules for their classes and other school events. Suspended students are not entitled to participate

in school events. In addition, any breaches of state or federal may be handled in cooperation with the police department or other authorities.

Our approach to discipline is rooted in a belief that the learning environment is sacred. At Vision we will strive to make sure that every child is safe (physically, emotionally, and intellectually), to learn without needless distractions or disruptions. In order to ensure a healthy learning environment, we have developed age-appropriate consequence systems for helping students learn to behave appropriately at school. All student choices and actions have consequences. Following school rules and focusing on learning have positive consequences.

Consequences

As a staff, the Vision faculty uses consequences in instances of misconduct or disruptive behavior. Children generally make mistakes, and we believe that the consequences associated with different behaviors (and the frequency or seriousness with which they occur) is part of the learning process. With this in mind, we briefly outline a few of the potential consequences students might face in the event that they violate one of the rules listed above. We reserve the right to make case-by-case decisions as to the appropriate consequence, given the specifics of the situation and any previous history that might be relevant to each case.

First Responders

In situations where the student is causing a disruption to the learning environment, the teacher will call for a first responder to come and intervene so that the teacher can continue teaching. Examples of this include, but are not limited to:

- Repeated minor offenses (continuous talking, HALLS, playing)
- Refusal to serve a time out
- Walking out of the room without permission
- Arguing with teacher/students
- Hands-on incidents
- Moving of furniture
- Destruction of school supplies/property

When a first responder is called, the student is removed from the class, the parent is notified and the student will be escorted to In School Suspension for a period of time. If a student receives two first responder calls in a day, the student will spend the remainder of the day within In School Suspension, unless the incident warrants an early pick-up. In cases where students are asked to be picked up, they must be picked up within one hour of the phone call.

*If the student is not picked up within one hour of the phone call, the student will be assigned a suspension for the following school day.

*If the incident occurs late in the afternoon, the student will serve up to a full day ISS on the following day, depending on the severity of the issue.

Office Referrals

If a student is repeatedly disruptive or engages in unsafe behavior, teachers, at their discretion, refer the students to the office through an “office referral form.” Upon receiving the referral, a building administrator will talk with the child, as well as others involved, to investigate the circumstances surrounding the incident. If necessary, the investigating administrator will consult with witnesses and examine any evidence that might facilitate the investigation.

Depending on the circumstances of the referral, a student may be returned to class, remain at the office for a brief “time out” period, or may receive another consequence. These may include a parent phone call or conference, in-school suspension or out of school suspension. Extreme cases may result in an expulsion. Conflict resolution, individual, and/or group counseling may be involved as a component of Vision’s intervention strategies.

In most cases, the staff member investigating the incident will contact the parent or guardian and share with them the specifics of the situation and the further consequences involved. Parents, teachers and administrators share the responsibility to teach and model appropriate behavior and/or ways of handling situations that may have led to the referral with the child.

Detention

Teachers as well as administrators may assign a detention based on the seriousness of the students’ offense or continuous disruption of the learning environment. Students may be detained during lunch, recess, before or after school. Lunch/recess detention means that a student will miss lunch and recess time with the class, and will spend that time in detention eating his/her lunch alone and doing schoolwork. Parents will be notified when a child is assigned a before or after-school detention to ensure transportation is arranged.

If a student fails to attend two detentions, he/she will receive an office referral that will likely result in a suspension. When a student fails to respond to warnings and detentions, more serious measures will be taken to motivate the student to improve his or her behavior.

Friday/Saturday School

Friday and/or Saturday School will allow students to remediate unsatisfactory behavior due to attendance, tardy and behavior issues. Along with the regular, weekday detention sessions, this provides an additional opportunity for students to resolve disciplinary concerns. Students must be on time and report in full uniform. Breakfast and lunch are not served. Parents will be notified when Saturday school has been assigned to their child. Failure to attend Saturday school will result in an Out of School Suspension.

In extreme instances, students may be at risk of expulsion. For a thorough list of the behaviors that might lead to an expulsion as well as the process and procedures associated with this event, please consult

In the end, Vision expects all students to conduct themselves in a civil and socially responsible manner. The disciplinary measures listed above will be carried out in accordance with state law and are essential to maintaining a safe and stable school environment in which students are able to do their best work.

Alternative Continuum of Consequences

If a student is found to be in violation of our rules regarding bullying, inappropriate touching/sexual harassment, or misconduct becomes habitual, that student may be placed on an alternative continuum of consequences. In these situations, a parent may be contacted and notified that the student has been placed on an alternative continuum and the student will be assigned a consequence accordingly. In most cases, continued behaviors that are in violation of our rules regarding bullying, inappropriate touching/sexual harassment, or habitual misconduct, will result in further progress on an alternative continuum.

Suspension

Suspensions may be in-school or out of school as specified via phone conversation and/or included in the suspension letter provided to parents. Parents may be required to return to school with their child to meet with the Principal or Assistant Principal as specified in the suspension letter. The suspension may be as short as a couple of hours or as long as 7 to 10 days – again, as noted in the suspension letter.

In nearly every instance, we suspend students if they are:

- Involved in a fight
- Repeatedly disruptive in the classroom/Habitual misbehaving
- Willfully defy the direction of a staff member
- Threaten or cause physical harm to another
- Steal/damage school or private property
- Bring something to school that is dangerous
- Commit an obscene act such as flipping desk or destroying school property
- Bullying or harassing another student

Expulsion Procedures

The following behaviors may result in a student being expelled for a period of time as allowed by Indiana law:

- Causing serious injury to another person
- Habitual misbehavior
- Fighting
- Possession, use of, sale of, or furnishing any firearm, knife, explosive or other dangerous object
- Unlawful possession of, use or sale of any controlled substance
- Robbery or extortion
- Offering, furnishing, or sale of any drug paraphernalia
- Criminal behavior
- Threats of a terrorist nature, hate violence, or hate crimes
- Sexual assault
- Battery

Processes for appealing expulsion are available in the school office, and are outlined in Indiana Code, IC 20-8.1-5.1, Chapter 5.1, Suspension, Expulsion and Student Discipline.

Notification of an expulsion hearing before the administration will be sent in accordance with IC 20-8.1-5.1-13. Formal findings from such a hearing will be explained in writing to the parents and the Principal of Vision with stipulations outlining the length of the expulsion.

Any student who has been expelled pursuant to these provisions shall have the right to appeal to the Board of Trustees as specified in IC 20-8.1-5.1-13. When a student is expelled under the provisions of this section and applies for admission to another school for acceptance, Vision shall notify the receiving school of the expulsion.

Procedures for all Expulsion Hearings

1. A presentation of the evidence against the student is stated by the Hearing Officer (Principal or Administrative designee) at the school.
2. A presentation by the student and parent or parent's designee (individual) of any defense or mitigating circumstances.
3. Submission of written statements from any person in defense of the student accepted by the Hearing Officer. The student may present witnesses and evidence in rebuttal of the school's allegation to the Hearing Officer.
4. The Hearing Officer records a summary of the facts and disputed evidence.
5. Failure of the pupil and/or parent to appear at the hearing without good cause constitutes a waiver of the hearing and the case is reviewed by the Hearing Officer (Principal or designee). A decision is rendered on the evidence available.
6. On the day of the hearing, a presentation detailing the reasons for the decision is given to the student and parent or guardian. Formal findings from the hearing officer will be mailed within 10 days of the hearing. The decision may authorize return to school at an earlier date, and may include an alternative educational plan or an evaluation request under Chapter 766.

Cell Phone and Electronic Device Policy

Students are allowed to bring any electronic devices to school, including gaming devices and music players. However, electronic devices, cell phones included, are not allowed to be on or carried by the student during the school day. If a teacher or staff member sees or hears a prohibited or unapproved electronic device, they will send the student to administration where it will be confiscated. A parent or guardian must come to school to pick up the item. Repeated instances of violating the school's cell phone policy will result in a school-specific progressive system of consequences. The school and its staff members are not responsible for lost or stolen property of any kind, including prohibited items that may have been confiscated.

Dress Code

Vision Academy @ Riverside students are young professionals who are learning the habits of adult professionals, including the habits of professional dress. Our dress code must be followed at all times (including appropriate belts and shoes).

Why do you have a dress code?

Our dress code is a part of the process for preparing students to be productive and contributing citizens. Just as Vision has a dress code for its staff, most jobs and workplaces have a dress code for their employees. If employees come to work out of dress code, they are often sent home to change. Vision approaches its dress code in the same way.

What if my child is out of dress code?

Parents will be informed if their child is out of dress code, and will be asked to bring the proper clothing to school immediately. If this is not possible, then the student will be required to wear substitute clothing, stay in the office, or will be sent home depending on the amount of dress codes infractions the student has received.

Vision Dress Code

	Acceptable for Girls	Not Acceptable for Girls	Acceptable for Boys	Not Acceptable for Boys
Top	<ul style="list-style-type: none"> White, navy, light blue or yellow polo White, navy, light blue or yellow blouse/oxford shirt Navy or White knit sweater/cardigan 	<ul style="list-style-type: none"> Striped polos/oxford Polka dotted shirts T-shirts 	<ul style="list-style-type: none"> White, navy, light blue or yellow blouse/oxford shirt White, navy, light blue or yellow blouse/oxford shirt Navy or White knit sweater/cardigan 	<ul style="list-style-type: none"> Striped polos/oxford Polka dotted shirts T-shirts
Bottom	<ul style="list-style-type: none"> Khaki, Navy, Gray, or black pants Khaki, Navy, Gray, or black shorts Khaki, Navy, Gray, or black skirts 	<ul style="list-style-type: none"> Jeans Shorts or skirts above the knee Athletic shorts 	<ul style="list-style-type: none"> Khaki, Navy, Gray, or black pants Khaki, Navy, Gray, or black shorts 	<ul style="list-style-type: none"> Jeans Athletic shorts Shorts or skirts above the knee

	<ul style="list-style-type: none"> • Khaki, Navy, Gray, or black jumper 			
Accessories	<ul style="list-style-type: none"> • Brown, black or white belt • Jewelry that does not distract student(s) from learning 	<ul style="list-style-type: none"> • Glasses with added jewelry • Sunglasses indoors • Hats • Scarves 	<ul style="list-style-type: none"> • Brown, black or white belt • Jewelry that does not distract student(s) from learning 	<ul style="list-style-type: none"> • Glasses with added jewelry • Sunglasses indoors • Hats • Scarves
Shoes	<ul style="list-style-type: none"> • Tennis shoes • Dress shoes • Boots 	<ul style="list-style-type: none"> • Sandals/flip flops 	<ul style="list-style-type: none"> • Tennis shoes • Dress shoes • Boots 	<ul style="list-style-type: none"> • Sandals/flip flops

Students will not permitted to wear the following items during school hours (7:40am-4:00pm):

- Coats, jackets, or sweatshirts inside of the building
- Clothing bearing any logos, messages, or other insignia – other than VAR logo
- Trousers that are oversized, low-rise, baggy, or inappropriately altered
- Hats, bandanas, scarves, excessive jewelry, visible body piercing (other than small earrings only for girls)

Jewelry should not interfere with the educational environment of the school.

Fridays/Vision Spirit Days:

On Fridays, students are permitted to wear Vision spirit wear with jeans and gym shoes.

The following clothing is not permitted on Fridays:

- Shorts
- Sweatpants
- Jeans with holes or tears
- Leggings/Yoga Pants
- School polo shirt w/jeans
- Colored jeans (red, black, brown, pink etc)

*If a student does not wear a Vision spirit shirt on Friday, they should come to school in full uniform.

Parent Involvement Out-Reach and Communication

Vision Academy encourages an atmosphere in which parents, administration and faculty join in a partnership to support the development of each student and the overall mission of our school. Our partnership works best within an environment for collaboration and a frequent exchange of important information.

Overall Out-Reach and Communication

Strong communication is essential to the partnership between parents and teachers at Vision. We take a number of steps to encourage and facilitate strong communication and partnership between parents and teachers and the school as a whole.

Phone and Email Communication

1. Parents will receive the voicemail number and email address of their child's teacher in the welcome letter sent to families at the start of the school year.
2. Parents may initiate conversation with their child's teacher at any point in the school year.
3. School-wide concerns can be brought up with the Vision Families in Touch organization, or taken directly to the school principal via email, phone or a scheduled visit with an administrator.

Please note: We do not allow students to carry or use cell phones during the school day. Parents who need to deliver a message to their child need to call our office. We will either relay the message to the student or ask the student to come to the office area to talk with the parent directly. Students who ask and receive permission may use the school office telephone. Students are not permitted to call home to receive permission for field trips or forgotten class work.

Vision Family Newsletter

We send home with each child a Family Newsletter each month throughout the school year. The Family Newsletter serves to update the entire school community as to important events, reminders and concerns essential to the life of our school. We also post the latest Family Newsletter on our website and keep extra copies in the Parent Information Corner and school office. Please read the Family Newsletter each month to stay up to date on the activities of Vision and its upcoming programs/events.

Grade-Level Updates

On a monthly basis, the teachers at a particular grade level also send home a Grade-Level Update. This focuses particularly on the topics that the class is working on, as well as assignments that may require parents' help. The Grade-Level Updates are the primary means through which parents can know just what their child is learning or working on at each point in the school year.

Back to School Night

Each year Vision will host a Back-to-School Night. This is an opportunity for parents to meet their child's teacher and find out exactly what is expected of the child as well as the parent in order to have a successful school year. At that time, parents can expect to receive an overview of the year's curriculum (what exactly your child will be working on) as well as each teacher's plan for keeping you abreast of your child's progress throughout the year. The teacher will also provide contact information to facilitate communication across the school year. Parents who are unable to attend Back to School Night can meet one on one with their child's teacher to receive the information.

Families In Touch

We invite all parents to be part of our parent teacher organization, which we call “Families In Touch”. Families In Touch generally meets the first Tuesday evening of each month and offers ample opportunity to serve on committees or volunteer for activities. The Principal and/or Assistant Principals, as well as a teacher representative will be there and participate in each meeting in order to give information and answer questions a parent may have.

Parent University

Parents will have the opportunity to participate in workshops on how to help their child grow as a reader, writer and future college graduate. We host four Parent Universities over the course of the year through which parents will learn more about the ways in which they can help their children develop as students. Parents will have the chance to learn about things they can do now to help their children develop the interest, motivation and financial resources needed for college. Finally, through-out the year, Vision will also host further chances to know more about learning resources available to our students through the internet and available technology in our school.

Complaints and Concerns

Parents, grandparents and/or guardians who have specific questions about their child’s education or concerns that the needs of their child are not being met should schedule an appointment with their child’s teacher by phone or email. If the issue is not resolved, the parent should follow up with the school principal by phone or email. If the issue is not resolved after meeting with the principal, parents may submit a letter of concern to the Executive Director of USI, Kelly Herron. Her contact information is available at the front office.

Visitors and Volunteers

As a school community, Vision treasures the relationships we have with our families. We encourage and insist parents, grandparents and guardians visit classrooms (including their child’s classroom) so that they might better know and understand our school program and the success of their child. When coming, you must sign in at the front office with a photo id and you will then receive a visitor’s badge to have access to the building during the school day.

We are equally interested in parents, grandparents, guardians and community members volunteering their time, expertise and attention in our school. Volunteers can work in our office, helping with paper work critical to the operations of our school, and they may volunteer for the many different events we have engaging families in the life of our school. All are important and a powerful resource in our efforts to educate children.

In order to ensure that parent visits and volunteer opportunities go smoothly, we do have expectations (also included in the Vision Volunteer Agreement, Appendix E).

1. To model, support and affirm the principles that Vision instills. Principles such as,
 - Be Safe
 - Be Responsible
 - Be Respectful
2. To maintain strict confidentiality when necessary

3. To maintain a professional appearance both in my attire and my interactions
4. To fulfill the volunteer hours agreed upon
5. To make clearly visible my volunteer hours agreed upon
6. To make clearly visible my volunteer nametag/badge
7. To sign in and out in the main office with my photo id
8. To adhere to the smoke/drug free environment
9. Cell phones must be turned off or muted
10. Communication with all children is entirely positive and encouraging. Please do not correct any student in the room, especially others' children.

Finally, we welcome and encourage parents, grandparents and community members who wish to volunteer in our building and help our students grow. Volunteers may take on a variety of responsibilities as arranged through the Community School Coordinator. All volunteers must have signed the "Vision Volunteer Agreement", Appendix A, and have a limited criminal history check on file with the office. Volunteers must also be approved by school administration to be in the building as a volunteer.

Lost and Found

We strongly encourage parents to clearly mark all of their child's belongings with his/her first and last name. We do, however, maintain a Lost and Found Box in the front office in the event that students lose an item in school. Any student who has lost an item should check the lost and found in the office. We do empty the Lost and Found Box at the end of each quarter and donate useful items either to the Vision uniform closet or a local shelter.

Emergency Procedures

As a faculty, we review our school wide crisis management plan annually. We implement these procedures in the event of any unforeseen instance in which the safety of any member of our community might be at risk.

Accidents

All children experience minor scrapes and bruises from time to time. The school nurse maintains a log of all children seen on a daily basis. Our nurse completes an Accident Report Form for more serious events. In such an event, the nurse and/or staff member may follow some or all of the procedures below:

1. The school nurse or a staff member carries out immediate first aid.
2. A staff member contacts the parents to pick up the student for medical care.
3. In cases where the parents or the designated emergency persons cannot be reached, or where immediate medical attention is needed, the school calls a local emergency unit for treatment and/or transportation to a hospital. A staff member accompanies the student and stays until the parent arrives.

4. In cases of extreme emergency, the nurse or administrator may contact the local emergency unit before calling the parent.

Child Abuse/Neglect Protocol

Indiana law requires immediate reporting of suspected child abuse or neglect to the authorities and to the appropriate individual in charge of the school. Failure to do so is a violation of the law.

Fire and Inclement Weather Drills

The Indianapolis Fire Department requires that we conduct fire drills. Fire exit directions and procedures are posted in all rooms and teachers review these procedures with students on a regular basis.

In the event of a fire, everyone is evacuated from the building immediately. If students are unable to return to the building because of smoke or fire conditions, the school follows emergency evacuation procedures.

Inclement weather drills are conducted each semester. Procedures are reviewed by teachers, and practiced by children. Exit directions and procedures are posted in all rooms.

School Closings or Delays

If school is closed or the opening is delayed due to inclement weather, power outage or other problem, the school principals or assistant principals will send out a phone message to all families, as well as post this information on local radio and television stations –WISH (channel 8), WTHR (channel 13) and WRTV (channel 6). If a delay is called for, Vision follows a 2-hr delay schedule and the school day begins at 10:00 am.

Health Policies and Procedures

The nurse's office works very hard to maintain the health of all the students. It is our goal to make sure all students have a safe and healthy place to learn. The following policies and procedures regarding the health of our students were created to ensure the safety, health and the total welfare of all the students at Vision Academy.

Administration of Medication

Giving medication during school hours is discouraged and restricted to necessary medication that cannot be given at home; yet, some specific situations require it. In the instance that medication has to be given at school, parents/guardians **MUST** bring the medication to the school office before school, where it will be delivered to the nurse and stored in a cabinet or refrigerator.

If your child needs to take a prescription medication at school, please ask your pharmacy to provide a duplicate bottle for school usage. Any changes from your child's original prescription must be verified by the doctor, either by a fax or a new script. If your child has a medical condition which requires medication to be given on an as-needed basis, a doctor's note is requested to contain instructions for administration of medication and reason for the medication.

All medications brought to school **MUST** be in the prescription bottle or original container. Medicine will not be given unless it is prescribed for the child bringing it to school and the container has his/her name on it. All medications must be accompanied by a medication slip, including:

1. Student's Name
2. Medication Name
3. Directions (amount and time to be given)
4. Number of days to be given
5. Parent's signature, telephone number and date

Any medication, not in the original container, and with the child's name on it, will be held by the school nurse for a parent to pick up within one week. After that, it will be destroyed. Medications, whether prescription or over-the-counter, may not be given without written consent from parents or guardians.

Communicable Diseases

Parents must notify the school immediately if a student has contracted a communicable disease. The school will then notify parents of other students in the classroom and, possibly, grade level. If more than one case of a communicable disease occurs in a single homeroom or area of the school, the school may contact a Public Health Officer. In the event of an epidemic, special precautions or exclusion policies will be initiated. Vision follows isolation and quarantine regulations as prescribed by the Indiana Department of Public Health.

Doctor/Dentist Appointments

All appointments are strongly urged to be scheduled outside school hours. If this is not possible, a parent or a designated guardian must come to the school office to pick up a student for a medical or dental appointment. Students cannot be released unless an authorized person listed on the emergency card is present.

Health Requisites

Vision employs a full-time counselor and school registered nurse. We follow state law concerning proper immunization, and we require that immunization records be on file before a student is allowed to attend school. All students must present, before admission, a physician's certificate listing the required immunizations as outlined by the State Board of Health. Parents are required to maintain a current record of immunizations for their child(ren).

Illness and Exclusion Policy

If a student shows any symptoms of illness, such as a temperature, nausea, diarrhea, sore throat, or a rash, he/she should not come to school until a diagnosis has been determined or the symptoms have disappeared.

If a student shows symptoms of illness while at school, the student is excluded from the regular school program, and the following procedures are followed:

1. The student is asked to report to the nurse's office.
2. Parents are notified to make arrangements to have the student picked up at school. *It is essential that parents list people on the emergency card who are able to pick up the student if the parents cannot be reached.*

Items of Interest or Concern

- A limited amount of clothing is available in the nurse's office for the children when accidents occur. If your child needs to use these items, they need to be laundered and promptly returned to the nurse's office.
- If your child becomes ill or injured, it is imperative that the nurse's office has **three (3)** working contact numbers on file. The nurse's office must be able to reach parents, guardians, or someone who will be responsible for the child and pick them up in a **timely** manner.
- Vision has a "no nit policy." Any student diagnosed with lice must be nit free before returning to school. Information on lice control is available in the nurse's office.
- **DO NOT** send your child to school if they had a fever above **100 degrees** within the last **24 hours**. If they complain of feeling ill, please check their temperature before sending them to school.
- **DO NOT** send your child to school if they have had **diarrhea or vomiting in the last 24 hours**.
- If your child has **any** type of infection, they must have been on an antibiotic for **24 hours** before returning to school.

Screening Tests

Vision works with the State and local health agency to conduct age appropriate health screenings. These tests are carried on under the supervision of our school nurse. Health screening procedures can only identify potential or existing health problems. School officials will notify parents/guardians of the results of the screening to allow the necessary follow up with medical personnel.

Admissions to Vision

UNITED SCHOOLS OF INDIANAPOLIS is a partner with Enroll Indy, a city-wide unified enrollment system. In order to enroll at a UNITED SCHOOLS OF INDIANAPOLIS partner school, families will need to fill out a [One Match Application \(www.enrollindy.org/apply\)](http://www.enrollindy.org/apply). When completing the application, you will need to rank the specific school as #1 on the application in order to have the best chance of being matched with us. If you have questions about how to fill out the application, contact the school office. Instructions for applying are also listed below.

Enrolling @ UNITED SCHOOLS OF INDIANAPOLIS

Families who are interested in enrolling with UNITED SCHOOLS OF INDIANAPOLIS should complete the following steps:

1. Complete an application by visiting www.enrollindy.org/apply.
 - i. Create a family profile
 - ii. Complete an application
 - iii. Rank specific school of choice as #1 choice.
2. Enroll Indy notifies you of a school match (date of school match notification is detailed below).
3. If matched with your school of choice, you will receive welcome letter from the school detailing next steps for enrolling your scholar.
4. Attend a New Family Orientation (dates will be included in welcome letter) and complete registration documents.

Enrollment Frequently Asked Questions

What is OneMatch?

OneMatch is a unified enrollment system that streamlines the application process for Indianapolis students and their families. Families who would like to apply to a new school for the 2018-2019 school year can now use the OneMatch system to fill out one application with one timeline and receive one match for their students. Families use a single application to apply to up to 10 schools, instead of filling out different applications for every school they're interested in.

Why is the school part of the OneMatch system?

We believe in following an enrollment process that is equitable for all families. By partnering with Enroll Indy and using the OneMatch system, the enrollment process will be more accessible.

When will applications be accepted?

Families will apply online at www.enrollindy.org/apply. The link is also provided on our website or you may go directly to the Enroll Indy website. No paper applications will be available, but families who do not have access to a computer or a mobile device may come to the school office and use the application computers during from 9am-3pm Monday-Friday. To apply outside of these hours, please call the school office to make an appointment.

How will the application process work?

When filling out the application, a family will create a profile which will show a student's neighborhood or boundary school and any other schools to which you can apply. Township schools and private schools will continue to have separate applications, but all IPS and most charter schools will use the OneMatch application. Families may list up to ten schools they are willing to attend, although families may only list one or two if that is their preference.

What happens if I do not match to my choice?

If you do not match to one of your choices, you will default to your neighborhood or boundary school. If you are unsatisfied with that match, you may reapply during the second or third round, provided there are spaces still available.

What steps will I need to take to secure my spot?

A timeline for securing your spot and submitting your paperwork will be detailed when you receive your match.

Appendix A:

The Vision Anti-Bullying Compact

At Vision Academy @ Riverside, we expect every student to follow the Vision Be-Attitudes and be kind, respectful, prepared, responsible, and engaged each day. Vision prioritizes the safety of every student and prohibits bullying of any kind. We define **bullying** (as the Indiana Department of Education’s does) as the following:

IC 20-33-8-0.2

“Bullying”

Sec. 02. “Bullying” means overt, repeated acts or gestures, including:

- (1) verbal or written communications transmitted;
- (2) physical acts committed; or
- (3) any other behaviors committed;

by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student...

How does Vision create a safe environment that prohibits bullying?

- Vision Be-Attitudes
- Core Character Value of the Month
- Quarterly Bullying Surveys
- Extra supervision for bullying “hot spots”
- Counseling interventions
- Negative consequences for aggressors

What to do when bullying is suspected?

Students who are being bullied or who have witnessed bullying...

should report the incident to a teacher immediately. The teacher will refer the incident to administration who will investigate the incident. Administration will meet with the alleged aggressor, the victim, and bystanders. Consequences will be given to any students found to be in violation of bullying or bystanders, and the student in violation will be placed on our alternative continuum or moved further down the alternative continuum. Parents of both the alleged aggressor and victim will be notified.

- If bullying continues after investigation and consequences, the aggressor will move down our bullying continuum and may be referred to counseling services, or receive additional consequences, increasing in severity. The victim will attend a meeting where a plan is developed to ensure safety in the school.
- This rule applies when a student:
 - Is on school grounds immediately before or during school hours, immediately after school hours, or at any other time when the school is being used by a school group;

- Is off school grounds at a school activity, function, or event;
- Is traveling to or from a school activity, function or event; or
- Is using property or equipment (i.e. computers) provided by the school.

Parents who suspect bullying should follow the same procedure as students, which is to report the suspected incident(s) to the student's teacher immediately.

Appendix B: Student Discipline Policies

Vision Academy student discipline policies and guidelines are executed in accordance with Indiana Code, IC 20-8.1-5.1.

Search and Seizure Policy

1. The School Board recognizes that the privacy of students and their belongings may not be violated by unreasonable search and seizure and directs that no student be searched without reasonable cause for a search.
 - A. As used in this policy, “reasonable cause for a search” means any circumstances, which would cause a reasonable person to believe that the search of a particular person, place, or thing will lead to the discovery of:
 - i. Evidence of a violation of the student conduct standards contained in the student handbook; or
 - ii. Anything, which, because of its presence, presents an immediate danger of physical harm or illness to any person.
2. All lockers and other storage areas provided for student use on school premises remain the property of the school corporation and are provided for the use of the students subject to inspection, access for maintenance, and search pursuant to this policy. A student who uses a locker that is the property of a school is presumed to have no expectation of privacy in that locker or storage area except with a lock provided by or approved by the principal of the school in which the locker or storage area is located. Unapproved locks shall be removed and destroyed.
3. The principal or a member of administrative staff may search a locker and its contents where either the person conducting the search or the person designating the search believes there is reasonable cause. Where the locker to be searched is assigned to a particular student and that student is on the school premises at the time of the search, the student shall be notified prior to the search and given the option to be present at the search.
4. The principal, a member of the administrative staff, or a teacher may search a desk or any other storage area on school premises other than a locker when the person conducting the search has reasonable cause for a search.
5. The principal, or another member of the administrative staff may search the person of a student during a school activity if the principal has reasonable grounds for a search of that student.
 - A. Searches of the person of a student shall be limited to:
 - i. Searches of the pockets of the student,
 - ii. Any object in the possession of the student such as a purse or briefcase, and/or
 - iii. A “pat down” of the exterior of the student’s clothing.
6. Searches of the person of a student that require removal of clothing other than a coat or jacket shall be referred to a law enforcement officer in accordance with this policy. A person of the same sex as the student being searched shall conduct searches of the person

of a student in a private room. At least one, but not more than three, additional persons of the same sex as the student being searched shall witness, but not participate, in the search. At the request of the student to be searched, an additional person of the same sex as the student designated by the student, and then reasonably available on school premises shall witness the search. The parent or guardian of any student searched shall be notified of the search as soon as reasonably possible.

7. Anything found in the course of a search conducted in accordance with this policy which is evidence of a violation of the student conduct standards contained in the student handbook may as deemed appropriate by school authorities, be:
 - a. Seized and admitted as evidence in any suspension or expulsion proceeding if it is tagged for identification at the time it is seized and kept in a secure place by the principal or the principal's designee until it is presented at the hearing,
 - b. Returned to the parent or guardian of the student from whom it was seized,
 - c. Destroyed if it has no significant value, or
 - d. Turned over to any law enforcement officer in accordance with this policy.
8. Anything found in the course of a search conducted in accordance with this policy which by its presence presents an immediate danger of physical harm or illness to any person may be seized and, as considered appropriate by school authorities, may be:
 - a. Returned to the parent or guardian of the student from whom it was seized
 - b. Destroyed, or
 - c. Turned over to any law enforcement officer in accordance with this policy.
9. The principal or a member of the administrative staff may request the assistance of a law enforcement officer to:
 - a. Search any area of school premises, any student, or any motor vehicle on school premises;
 - b. Identify or dispose of anything found in the course of a search conducted in accordance with this policy.

Where law enforcement officers respond to such a request, no school employee shall assist or otherwise participate in any search conducted.

Expulsion Procedures

The following behaviors may result in a student being expelled for a period of time as allowed by Indiana law:

- Causing serious injury to another person
- Habitual misbehavior
- Possession, use of, sale of, or furnishing any firearm, knife, explosive or other dangerous object
- Unlawful possession of, use or sale of any controlled substance
- Robbery or extortion
- Offering, furnishing, or sale of any drug paraphernalia
- Criminal behavior

- Threats of a terrorist nature, hate violence, or hate crimes
- Sexual assault
- Battery

Forms and processes for appealing expulsion are available in the school office, and are outlined in Indiana Code, IC 20-8.1-5.1, Chapter 5.1, Suspension, Expulsion and Student Discipline.

Notification of an expulsion hearing before the administration will be sent in accordance with IC 20-8.1-5.1-13. Formal findings from such a hearing will be explained in writing to the parents and the Principal of Vision with stipulations outlining the length of the expulsion.

Any student who has been expelled pursuant to these provisions shall have the right to appeal to the Board of Trustees as specified in IC 20-8.1-5.1-13. When a student is expelled under the provisions of this section and applies for admission to another school for acceptance, the Principal of Vision shall notify the head of the receiving school of the reasons for the pupil's expulsion.

Procedures for all Expulsion Hearings

1. A presentation of the evidence against the student is stated by the Hearing Officer (Principal or Administrative designee) at the school.
2. A presentation by the student and parent or parent's designee (individual) of any defense or mitigating circumstances.
3. Submission of written statements from any person in defense of the student accepted by the Hearing Officer. The student may present witnesses and evidence in rebuttal of the school's allegation to the Hearing Officer.
4. The Hearing Officer records a summary of the facts and disputed evidence.
5. Failure of the pupil and/or parent to appear at the hearing without good cause constitutes a waiver of the hearing and the case is reviewed by the Hearing Officer (Principal or designee). A decision is rendered on the evidence available.
6. On the day of the hearing, a presentation detailing the reasons for the decision is given to the student and parent or guardian. Formal findings from the hearing officer will be mailed within 10 days of the hearing. The decision may authorize return to school at an earlier date, and may include an alternative educational plan or an evaluation request under Chapter 766.

Continuum of Consequences for Specific Behaviors (Elementary)

ISS for remainder of day	Sent home for day or possible suspension	Suspension
	Insubordination in West Point after a call	Physical aggression to staff
Pushing or kicking desk/chair	Violently pushing/kicking or flipping desk/chair	Harming others while pushing/kicking furniture
Hands on (pushing, cheese necking, non-malicious)	Hitting (2-5, K/1 with malicious intent)	Fighting
Taking things off of the wall/breaking pencils/doodling on desk	Intentionally drawing on chair/desk/floor, breaking teacher materials	Destruction/Vandalism of school property
Minor throwing (paper, throws crayon to floor, etc)	Throwing objects (targeting)	Harming others while throwing objects
Stealing (first incident - minor stealing)	Stealing (repeated minor offenses)	Stealing (Major offense or repeat offender)
Drawing threatening pictures (one time offense)	Making fake weapons and threatening others	Bringing weapons and threatening others (real or plastic gun, knives etc.)
Disrespect towards teacher (yelling at or written)	Profanity/degrading remarks towards staff/student	Threatening to harm staff/physical aggression to staff
Walking out of class (standing by the door)	Walking out of the classroom	Walking out of the building
Large crying fit (refusal to leave)	Having to be carried out of the room	Crying fit and endangering other students

*These consequences may be assigned for other behaviors not listed on this chart.

Appendix C: Alternative Behavior Plan Continuum



Middle School Alternative Behavior Plan Continuum

First Incident	Process incident Parent Conference with Administration Student Behavior Contract (10 FR calls) 1 Day OSS
Second Incident	Process incident Parent Contact 3 Day OSS
Third Incident	Process incident Parent Contact 5 Day OSS
Fourth Incident	Process incident Parent Contact 7 Day OSS
Fifth Incident	Process incident Parent Contact 10 Day OSS Expulsion Hearing

*An incident may be a series of behaviors or one single behavior that creates a large school disruption. 3 class removals in a week will serve as an incident.

(Signature of Student) Date

(Signed Name of Parent/Guardian) Date

(Signature of Admin) Date

(Signature of Discipline Dean) Date

Appendix D: Computer and Tablet/Internet Policy

Use of Vision's computer and tablet network is a privilege, not a right. Students may use the computers as long as they observe the rules as outlined below. Failure to follow these rules may result in loss of computer network privileges, detention, or suspension.

1. The network is to be used only for activities that support education and research related to assigned schoolwork.
2. When communicating with others on the Internet, students must be polite and appropriate at all times.
3. The network is not to be used for any illegal purpose. Illegal activities include tampering with the computer hardware or software, unauthorized entry into computers, or knowledgeable vandalism or destruction of computer files. Such activity is considered a crime under state and federal law.
4. Copyrighted material is not to be copied without permission. Copyright laws and rules regarding software, information, and attribution of authorship are to be respected. No software other than what is provided by the school may be installed.
5. Any use of the network, which involves obscenity, profanity, racism, sexism, personal attacks, harassment, or offensive messages or pictures is prohibited.
6. Passwords and/or accounts are not to be shared. Violations of the policy that can be traced to an individual account will be treated as the sole responsibility of the owner of the account.
7. It is against policy to attempt to use the accounts and passwords of others, using pseudonyms, anonymity or attempting to access information of others.
8. It is against policy to knowingly degrade the performance of the network. Electronic chain letters and "mail-bombs" are prohibited.
9. Students who have knowledge of violations of these policies must report the information immediately to the teacher, principal, or system operator.

Appendix E: Vision Academy @ Riverside Parent/Volunteer Contract

As a parent and/or volunteer at Vision Academy @ Riverside, I agree to adhere to this agreement at all times. I agree:

- To model, support and affirm the principles that Vision instills. Principles such as
 - Be Safe
 - Be Responsible
 - Be Respectful
- To maintain strict confidentiality when necessary
- To maintain a professional appearance both in my attire and my interactions
- To fulfill the volunteer hours agreed upon
- To notify school staff if a child reports thoughts of suicide and/or abuse
- To make clearly visible my volunteer nametag/badge
- To sign in and out in the main office
- To get the assistance of a school staff member if there is a situation that requires physical intervention
- To adhere to the smoke/drug free environment
- Cell phones will be turned off or muted
- Communication with all children is entirely positive and encouraging.

Volunteer Name: _____

Volunteer Signature: _____

Date: _____

Emergency Contact: _____

Emergency Contact Number: _____

Appendix F: Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a monthly newsletter, student handbook, or newspaper article) is left to the discretion of each school. Vision Academy informs parents of their FERPA rights through the Vision Academy Family Handbook.

**Appendix G:
Title 1 School - Parent Contract**

The mission of Vision Academy @ Riverside is to provide a rigorous and relevant college-preparatory program, grounded in our belief that every child can succeed at high levels. With an understanding of the strengths each student has, we reinforce that every individual has a part in our family's success. United, our students will consistently meet and exceed academic standards.

In order for this mission to be lived every day at Vision Academy @ Riverside the following are agreed upon roles and responsibilities that each stakeholder will carry out to support student success in school and in life.

Staff will:

- Create a safe, welcoming and supportive classroom for each learner.
- Teach, practice and model the behaviors for learning.
- Build strong relationships with every child and every family.
- Communicate with and support students and families through monthly newsletters, midterm and quarterly reports as well as Parent-Teacher conferences.
- Recognize effort, growth and achievement in every learner.
- Provide students with a rigorous curriculum, integrating Core Knowledge and the Indiana Academic standards.

Students will:

- Come to school every day, prepared and ready to do their very best.
- Practice and model for others the behaviors for learning.
- Respect themselves, their classmates, their teachers and our school.
- Work hard and do their personal best at all times.
- Take responsibility for their learning and conduct.

Families will:

- Help children arrive on time and prepared for school every day.
- Read with children, help with homework and check book bags nightly.
- Reach out and respond to teacher and school communications.
- Attend student parent-teacher conferences biannually.
- Talk daily with children about school and encourage them to do their best.
- Participate in school activities, volunteer and visit classrooms.

Appendix H: 18-19 School Calendar

United Schools of Indianapolis 2018-2019 School Calendar

July 2018				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	NT	NT
NT	NT	PD	PD	PD
PD	(3)			
August 2018				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	PD
September 2018				
M	T	W	T	F
X	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
October 2018				
M	T	W	T	F
1	2	3	4	PD
PC	9	10	11	12
X	X	X	X	X
22	23	24	25	26
29	30	31		
November 2018				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	X	X	X
26	27	28	29	30
December 2018				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
X	X	X	X	X
X				

July 2018
 19-24 - New Teacher Orientation
 25-30 - Full Staff PD
 27- Back to School BBQ
 30 - New Student Orientation 8-11am
 31 - First Day of School for ALL students

August 2018
 24 - Midterm Progress Reports
 31 - PD Day; No Students

September 2018
 3 - Labor Day; No School
 28 - End of 1st Quarter

October 2018
 5 - PD Day; No Students
 8 - Parent/Teacher Conferences
 1st Qtr Report Cards
 9-12 - Intersession
 15-19 - Fall Break; No School

November 2018
 16 - Midterm Progress Reports
 21-23 - Thanksgiving Break;

December 2018
 21 - End of 2nd Quarter
 24-31 Winter Break; No School



**182 Student Days
 193 Teacher Days
 8 Intersession Days**

January 2019
 1-4 Winter Break; No School
 7 - School Resumes
 11 - 2nd Quarter Report Cards
 21 - MLK Day; No School

February 2019
 8 - PD Day; No Students
 11 - Midterm Progress Reports
 18 - Presidents' Day; No School

March 2019
 8 - End of 3rd Quarter
 18 - Parent/Teacher Conference Day
 3rd Quarter Report Cards
 19-22 - Intersession
 25-29 - Spring Break; No School

April 2019
 1 - School Reconvenes
 26 - Midterm Progress Reports

May 2019
 27 - Memorial Day; No School

June 2019
 6 - Last Day for Students
 Half Day; Noon Dismissal
 End of 4th Quarter
 7 - Teacher Work Day
 10 - 4th Quarter Report Cards Mailed

January 2019				
M	T	W	T	F
	X	X	X	X
7	8	9	10	11
14	15	16	17	18
X	22	23	24	25
28	29	30	31	
February 2019				
M	T	W	T	F
				1
4	5	6	7	PD
11	12	13	14	15
X	19	20	21	22
25	26	27		
March 2019				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
PC	19	20	21	22
X	X	X	X	X
April 2019				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			
May 2019				
M	T	W	T	F
			1	2
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
X	28	29	30	31
June 2019				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

Appendix I: Walker Policy and Release

My signature on the online registration packet represents my consent allowing my child to walk home after school without supervision by Vision Academy following a regularly scheduled school day directly after dismissal for the 2018-2019 school year. I understand the physical nature and risks associated with walking home after school without supervision from Avondale and represent that my child is in good health and proper physical condition to do so. I understand the risks associated with allowing my child to walk home, including but not limited to theft of property, permanent disability, paralysis, death or becoming the victim of a crime, and acknowledge that if I believe the conditions are unsafe, I will immediately discontinue allowing my child to walk home. There may be other risks either not known to me or not readily foreseeable at this time and I fully accept and assume on behalf of my child all such risks and responsibilities for injuries, damages or losses incurred by my child as a result of walking home.

In consideration of my child's opportunity to participate in this activity, I waive and release from any liability for my child's death, disability, personal injury, property damage, property theft, or actions of any kind which may occur while walking home from school, the following persons or entities: Vision Academy and its school board, teachers, employees, representatives and agents. I agree to defend, indemnify, hold harmless, and promise not to sue these released parties from any liabilities or claims as a result of participation in this activity, including but not limited to all damages, claims, losses, as well as all legal fees, costs and expenses incurred in the defense of such claims. I further waive all rights of subrogation.

This document shall be construed as broadly possible to the maximum extent permissible under Indiana law. In signing this release, I acknowledge and represent that I HAVE READ THE FOREGOING WALKER POLICY AND RELEASE, UNDERSTAND THAT I AM WAIVING SUBSTANTIAL LEGAL RIGHTS AND SIGN IT VOLUNTARILY.

Children in grade K through 2nd grade must be accompanied by a sibling in 3rd – 8th grade in order to participate. In the event that I wish to pick my child up from the regularly scheduled school day instead of having them walk home, I understand that it is my responsibility to notify the school office of that change.