



Paramount Schools of Excellence (PSOE)

## **Mission Statement**

Inspire learning through an unparalleled academic approach. Transform communities by changing lives.

## **Introduction**

As a school community, we work as a team to ensure that each child enjoys, honors and benefits from his/her experiences as a student at PSOE. The experiences here serve as some of the finest opportunities available in any public school.

At PSOE, the overall atmosphere for learning is everyone's responsibility – staff, students and families – working together. Learning can only take place when students, teachers, administrators and families work together toward establishing a positive learning environment. The purpose of this handbook is to help each child and family become knowledgeable of the opportunities, benefits and responsibilities as a member of this team. Please read through the handbook carefully, discussing the expectations and resources with your child.

We are excited to have you as part of our team and look forward to working together for the success of each child.

## **Welcome to Paramount Schools of Excellence!**

At Paramount Schools of Excellence, we can't wait to explore the possibilities within our schools and our communities. Our schools treat every child and every family with healthy support, positive communication, and focused instruction. From our innovative framework, PSOE utilizes an expansive technology base, standards-based instruction, and exciting extracurricular opportunities to help generate excitement and admirable student performance. As a dedicated "Green School," we also make use of exciting components like wind turbines, gardens, and discovery centers in an effort to keep our students and families active and aware of their impact on the environment.

You are strongly encouraged to read this handbook and use it as a resource in guiding your child(ren)'s education. The purpose of this handbook is to help each child and family become knowledgeable of the opportunities, benefits and responsibilities as a member of their school. Please read through it carefully, discussing the expectations and resources with your child. After all, understanding the frameworks of your child's education is paramount to their success!

We are excited to have you as part of our schools, and we look forward to working together for the success of each child.

Tommy Reddicks  
CEO  
Paramount Schools of Excellence

### **School Contact Information**

Tara Gustin - Principal  
1203 E St. Clair Street  
Indianapolis, IN 46202  
317.671.1229

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

## Statement of Purpose

PSOE provides parents the choice of curriculum and will hold each parent /guardian to higher expectations of involvement. Parents will be expected to be involved in their child's education and assist with class needs, as they are able. Students and their families living in Indianapolis will have the option of choosing a school that requires a commitment from students, parents and all staff members in the form of a contract. The Board feels it is sending an important message that every stakeholder accepts and signs a contract of responsibility and commitment. Our curriculum is aligned with the Indiana State Academic Standards and was carefully chosen to enable parents to guide their children towards a higher level of academic achievement. We believe that if all children have a solid base of knowledge early on, the academic achievement level will be in place for students to attend college in the future. Parents want the best for their children and rely on the local assigned school to fill this requirement, which is often not always the best match for their child. It is our goal to provide a school that accommodates parents' work schedules as well as a rigorous academic program for their children.

## Academic Information

The length of the school year is 182 days. The school year is divided into four terms (2 semesters). Each grading period ends with report cards distributed, with two (2) Parent Teacher Conferences set during the year – one per semester.

The school calendar, which shows the last day of school, does not include days for inclement weather. If additional days are used for inclement weather, the last day may be later depending on the number of additional days required.

### Scheduled Days

182

### Master Schedule

PSOE Daily Schedule (Kindergarten – Grade 4)

Before School Care (YMCA)	6:15 a.m. – 7:30 a.m.
Breakfast Served	7:30 a.m. – 7:55 a.m.
School Begins	8:00 a.m.
K-2 Dismissal	3:15 p.m.
3-4 Dismissal	3:30 p.m.
Walker Dismissal	3:40 p.m.
After School Care (YMCA)	3:15 – 6:00 p.m.

This is the school-wide master time schedule. Your child's teacher will provide individual grade level schedules.

Registration is required for participation in the Before and After-School Care program through the YMCA, and charges do apply. Parents must pick up children not participating in the YMCA After-School Care Program by 3:45 p.m.

## Grading Scale

Letter Grades (3-4)	Number Grades (K-2)	Grading Scale
A+	4	97-100
A	4	94-96
A-	4	90-93
B+	3.5	87-89
B	3	84-86
B-	3	80-83
C+	2.5	77-79
C	2	74-76
C-	2	70-73
D+	1.5	67-69
D	1	64-66
D-	1	60-63
F	0	0-59

## Attendance

### Failure to Ensure (FTE) and Truancy Policy

It is imperative that parents/guardians ensure school attendance for their children. According to State Law (Failure to Ensure Law— I.C. 20-33-8 Required Attendance), parents/guardians are accountable for the attendance and education of their children. At Paramount Schools of Excellence, elementary and middle school students with ten (10) or more days of unexcused absences during any one semester are subject to possible filing of charges with the Juvenile Court Division. A parent/guardian who fails to follow the law will be considered in violation and will be subject to criminal consequences.

The Indiana Compulsory Attendance Law states that the family or legal guardian has primary responsibility for ensuring attendance. Notification may be sent to parents after 10 days of unexcused absences without medical documentation in one year and/or 5 days of being tardy. Students are counted as tardy after 8:00 a.m. Additional absences or tardiness will be reported as truancy or FTE.

Being absent from school for one day, or even from one class period, without an excused absence is truancy/FTE. All types of excused absences require written documentation to support the reason for the absence. Excused absences include:

- Parent phone call stating student is ill – a doctor's note is required beyond two consecutive days out of school for any illness
- doctors' written order for home stay
- death in the immediate family
- hospitalization
- religious observations
- service as a page in the Indiana General Assembly
- subpoena to appear in court
- incarceration
- Excused absences may also be granted for exceptional educational opportunities or any other reason deemed necessary by the parent or guardian of a student and approved by the School. ***In these cases, it is important for parents/guardians to***

***request, in writing, an early leave at least five school days prior to the absence.***  
These requests should be delivered to the school office.

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

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

When children are not in the classroom, consistent and sustainable learning is impeded. Paramount staff and administration shall make intentional attempts in bringing the importance of regular attendance to your attention. Our policy is as follows:

#### Absences

- When a child has accumulated one (1) or more unexcused absences in a school year, parents/guardians receive a phone call home. Daily calls for unexcused absences will be made to ensure the safety of our students.
- When a child has accumulated five (5) or more unexcused absences in a school year, parents/guardians receive a letter in the mail stating our attendance policy.
- When a child has accumulated seven (7) or more unexcused absences in a school year, parents/guardians receive a certified letter in the mail stating our attendance policy.
- When a child has accumulated eight (8) or more unexcused absences in a school year, parents/guardians receive a phone call to set up a contract meeting about our attendance policy.
- When a child has accumulated nine (9) or more unexcused absences in a school year, parents/guardians receive a visit from our school officer or designee.
- When a child has accumulated ten (10) or more unexcused absences in a school year, truancy/FTE can be filed and subject to expulsion.

#### Tardiness

- When a child has been tardy, without an acceptable excuse, five (5) or more times in a school year, parents/guardians receive a phone call home.
- When a child has been tardy, without an acceptable excuse, seven (7) or more times in a school year, parents/guardians receive a letter in the mail stating our attendance policy.
- When a child has been tardy, without an acceptable excuse, ten (10) or more times in a school year, an immediate meeting is convened to establish an attendance contract.
- When a child has been tardy, without an acceptable excuse, thirteen (13) times in a school year, the child will be assigned a half ( $\frac{1}{2}$ ) day in Recovery.
- When a child has been tardy, without an acceptable excuse, fifteen (15) times in a school year, the child will be assigned one (1) day in Recovery.
- When a child has been tardy, without an acceptable excuse, seventeen (17) times in a school year, the student will receive one (1) day of Out of School Suspension (OSS).
- When a child has been tardy, without an acceptable excuse, nineteen (19) times in a school year, the student will receive three (3) days of Out of School Suspension (OSS).
- When a child has been tardy, without an acceptable excuse, twenty-one (21) times in a school year, the student will receive five (5) days of Out of School Suspension (OSS).

- When a child has been tardy, without an acceptable excuse, twenty-three (23) times in a school year, the student will receive seven (7) days of Out of School Suspension (OSS).
- When a child has been tardy, without an acceptable excuse, twenty-five (25) times in a school year, student is subject to expulsion.

Please notify the school as soon as you know your child will be absent. When your child returns to school, a note signed by the parent/guardian must be sent with your child stating the reason and dates for the absence to ensure your child's absences are recorded appropriately. The note should be turned in to the front office. If your child is tardy, please walk the student to the front office and sign in. The student will then be given a pass for admittance into class.

Early release from school is only approved in the event of your child's illness, a medical appointment or a family emergency. Parents/guardians will need to come into the office to sign the student out for the day. **Early dismissal and tardiness to school do count against your child's attendance.**

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

### **Excused Absences**

An excused absence or tardy may not be counted as habitual truancy/FTE unless it becomes habitual; but the absence will be recorded on the student's report card. Students who are absent from or late to school for a valid reason (medical or other emergency) are required to provide appropriate documentation. Supporting documents shall be required by the school and requested from the parent/guardian. Students must bring a written excuse to the school on the day that the student returns to school. The note must include the date or time and a legitimate reason for the absence. Approval of excused absences is made by the administration, but the student's record is marked as absent per Indiana law.

### **Excessive Absenteeism**

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

### **Make-up Work**

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

### **Procedures for Attendance**

1. Attendance is taken daily at 8:00 a.m.
2. Students arriving after 8:00 a.m. must get a pass from the office before continuing to the classroom and are marked tardy.
3. Parents or guardians are to call the office to leave a message if their child(ren) will be absent. Calling does not guarantee the absence or tardy will be excused.
4. Absences are to be certified in writing by the parent/guardian on the first day the

child returns to school.

## **Student Release**

Students will only be released to adults who are approved on the end of day release form completed with student registration. Guardians will be issued orange pickup cards that must be presented when picking a student up from school. Adults picking students up who do not have a school authorized orange card will be required to present identification at the school's front office and will need to be present on the end of day release form. If additional family members need to be added to the end of day release form, parents will need to request a new form at the school's front office.

## **Lost and Found**

There is a lost and found box located in the Multi-Purpose Room (MPR). Parents/guardians of all students should clearly mark all their child(ren)'s belongings with first and last name. Any student who has lost an item should check lost and found in the MPR.

## **Lunch/Recess**

PSOE students are offered a nutritious lunch daily. Additionally, children are offered breakfast daily from 7:30 – 7:55 a.m. Paramount offers each student a free breakfast and lunch. Guest adult lunches cost \$3.62.

Students who wish to bring their own packed lunch may do so, but PSOE values nutrition and will strongly discourage lunches that do not align with school values. Items such as junk food, fried chips, and sodas will not be allowed in the lunchroom without special permission. *Any items taken from students (when deemed as non-nutritious) will be returned at the end of the day unless taken in a disciplinary situation.*

## **Non-Discrimination Statement**

“The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal and, where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or if all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov).

Individuals who are deaf, hard of hearing, or have speech disabilities and wish to file either an EEO or program complaint please contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (in Spanish).

Persons with disabilities who wish to file a program complaint, please see information above on how to contact us by mail directly or by email. If you require alternative means of communication for

program information (e.g., Braille, large print, audiotape, etc.) please contact USDA's TARGET Center at (202) 720-2600 (voice and TDD).

USDA is an equal opportunity provider and employer.”

## **NON-DISCRIMINATION & ANTI-HARASSMENT PROCEDURE**

Paramount (the “School”) has designated and authorized several staff members as coordinators of non-discrimination and anti-harassment. The identity and contact information for these staff members are listed below. The coordinators are responsible for monitoring and ensuring compliance with all non-discrimination and anti-harassment law. The coordinators shall document all reports of discrimination or harassment and establish a protocol for recordkeeping. Inquiries regarding the application of Title VI, Title IX or Section 504 and their regulations to the School may be referred to the designated coordinator below. Nothing in this procedure shall supersede or substitute any other mandatory reporting obligations including, but not limited to, reporting suspected child abuse and neglect and bullying.

### **Title VI Coordinator**

(Race, color, national origin)

Tiffany Palacios  
Director of Human Resources  
(317) 519-4588  
tpalacios@paramountindy.org  
3000 E New York St  
Indianapolis, IN 46201

### **Title IX Coordinator**

(Sex, including sexual harassment/sexual assault, gender discrimination)

Tiffany Palacios  
Director of Human Resources  
(317) 519-4588  
tpalacios@paramountindy.org  
3000 E New York St  
Indianapolis, IN 46201

### **Section 504 Coordinator**

(Disability)

Stefanie Hanes  
Director of Special Education  
(317) 519-4588  
shanes@psoecottagehome.org  
1203 E St. Clair Street  
Indianapolis, IN 46202

### **Non-discrimination Coordinator**

(All other forms)

Tiffany Palacios  
Director of Human Resources  
(317) 519-4588  
tpalacios@paramountindy.org  
3000 E New York St  
Indianapolis, IN 46201

In addition, each school building shall have a designated building-level coordinator who will work in conjunction with the appropriate coordinator listed above to respond to allegations of discrimination.

## **I. Non-discrimination/Anti-harassment Procedures**

Harassment or discrimination of students, staff members, and guests is prohibited at all academic, extra-curricular, and school-sponsored activities. Behavior prohibited by this policy also includes conduct in any school program or activity taking place in school facilities, on school transportation, or any circumstance in which the School exhibits substantial control over both the alleged harasser and the context in which the harassment occurred. The School prohibits discrimination and harassment through a computer, computer system, or computer network. Notwithstanding any other prohibition, the School will not take action to regulate expression protected by the United States and Indiana Constitutions. The School is particularly devoted to preventing and diligently addressing discrimination and harassment based on a protected class including but not limited to race, color, national origin, age, religion, disability, or sex. The School does not discriminate on the basis of sex in any educational programs or activities operated by the School, including employment and is required by Title IX and its regulations not to discriminate in such a manner.

Harassment and discrimination may take many forms, including verbal acts and name-calling; graphic and written statements; sexual assault, dating violence, stalking or unwanted sexual contact; or other conduct that may be harmful, humiliating, or physically threatening. Sexual harassment is any of the following conduct on the basis of sex:

1. A School employee conditioning the provision of an aid, benefit, or service of the School on an individual's participation in unwelcome sexual conduct (i.e., quid pro quo sexual harassment);
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the education program or activity offered by the School; or
3. "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30).

Harassment and discrimination do not have to include intent to harm, be directed at a specific person, or involve repeated incidents, but may be present in peer-to-peer, staff-to-staff, staff-to-student, or student-to-staff interactions. Harassment and discrimination may be any unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the education program or activity offered by the School.

These procedures will be used to investigate and address complaints of discrimination and harassment alleging discrimination by students, employees, or third parties.

The goal of these procedures is to ensure they adequately address and provide sufficient options for prompt and effective responses to incidents of discrimination and harassment. The School's response will be reasonably calculated to end harassment and discrimination, eliminate hostile environments, prevent recurrence, and provide for a free appropriate public education ("FAPE"). The School will ensure that its policy and procedures against discrimination and harassment are widely distributed and readily available to the following groups: applicants for admission and employment; students; parents or legal guardians; and unions or professional organizations holding agreements with the School. The School will take appropriate steps to educate employees, students, and parents regarding its non-discrimination and anti-harassment policies and reporting procedures. This may include presentations during employee training; seminars, workshops, or speakers; or signs, posters, or demonstrations emphasizing important parts of the policy. Policies and reporting procedures will be made available to the school community through hardcopy and via the School's website.

**Anyone who believes that a student or staff member has possibly been the target of discrimination or harassment is encouraged to immediately report the situation to an appropriate staff member such as a teacher, counselor, administrator, or coordinator based on the form of harassment or discrimination. Such report may be made at any time, including non-business hours, in person, by mail, by telephone, or by email, using the contact information for the appropriate coordinator, or by any other means that results in the appropriate coordinator receiving the report. Any employee who observes, suspects, or is notified of discrimination or harassment must report the behavior to his/her building level leader.** The reporter need not be the target of the discrimination or harassment. Complaints against a staff member should not be reported to the accused staff. Instead, complaints against a staff member should be reported to that staff member's supervisor or appropriate coordinator based on the form of harassment or discrimination. For example, harassment based upon disability should be reported to the Section 504 Coordinator.

Sexual conduct/relationships with students by School employees or any other adult member of the School community is prohibited, and any adult who engages in sexual conduct with a student will be disciplined up to and including termination and may also be in violation of crimes. Any employee accused of sexual relations with a student will be prohibited from communicating with students until at

least the School's investigation is completed. Proven sexual relationships with a student regardless of the age of the student will lead to a recommendation of employment termination.

If a report of discrimination or harassment is received by the School, the School will inform the reporter or complainant (alleged target) on whose behalf the report was made (and family members if appropriate) of the options for formal and informal complaint processes and the School's responsibility to investigate the harassment or discrimination. Upon notice of alleged harassment or discrimination, both building and district level coordinators will provide appropriate interim measures, including but not limited to counseling, academic services, and limiting contact between the parties. All investigations into harassment and discrimination complaints will be prompt, thorough, impartial, and conducted by an employee or agent free of conflicts of interest.

The School will take all reasonable steps to investigate and respond to the complaint in a manner consistent with a request for confidentiality from the complainant. If the complainant insists that his or her name not be disclosed to the respondent, the School's ability to respond may be limited. The School, however, will endeavor to provide a safe, nondiscriminatory, and harassment-free environment for students and staff.

- II. The School will address both formal and informal complaints of discrimination and harassment. Complaints of discrimination and harassment should be received within 30 days of discovering the alleged discrimination or harassment.

#### Formal Process

##### A. Written Notice

The formal complaint form is found here. The formal complaint form should be filed with the appropriate non-discrimination or anti-harassment coordinator. The coordinators shall receive, and process formal complaints of discrimination or harassment based on the protected class. For sexual harassment complaints, only the complainant may file a formal complaint with the Title IX Coordinator by mail or email. Upon receipt of a formal complaint, the coordinator must provide written notice to all the parties in sufficient time to give the respondent time to prepare a response before an initial interview. Written notice must include the following:

- a. Notice of the grievance process, including any informal resolution process;
- b. Notice of the allegations, including sufficient detail (i.e., names of known parties, the conduct alleged to be sexual harassment, and the date and location of the conduct, if known) to allow the respondent to prepare a response;
- c. A statement that the respondent is presumed not responsible for the conduct and that responsibility will be determined at the conclusion of the grievance process;
- d. Notice of the parties' right to have an advisor (who may be, but is not required to be, an attorney) and to inspect and review evidence; and
- e. Notice of any provision in the code of conduct that prohibits knowingly making false statements or providing false information in the grievance process.

If during the course of an investigation, the School chooses to investigate allegations about the respondent or complainant that were not included in the original written notice, notice of the additional allegations must also be provided in writing to the known parties. The School may, in its discretion, consolidate formal complaints where the allegations arise out of the same facts.

##### B. Investigation

All investigations into formal harassment or discrimination complaints will be prompt, thorough, and objective. Investigations will be completed within 60 days from the date the coordinator receives the

complaint unless there is good cause for a longer timeline. During sexual harassment investigations the School is required to:

- a. Ensure that the School is responsible for the burden of proof and of gathering evidence rather than the parties, except that certain treatment records cannot be obtained without voluntary, written consent from the party or parent;
- b. Provide each party with an equal opportunity to present witnesses and evidence;
- c. Not restrict either party's ability to discuss the allegations or gather and present evidence;
- d. Provide the parties with the same opportunities to select an advisor of the party's choice, who may be, but need not be, an attorney;
- e. Provide written notice of the date, time, participants, purpose, and location of any investigative interview, hearing, or other meeting with enough time to a party who is invited or expected to attend to allow such party to prepare to participate;
- f. Provide equal opportunity to review all evidence that is directly related to the allegations in the formal complaint, including evidence on which the School does not intend to rely and any exculpatory or inculpatory evidence from any source to both parties and their advisors, if any; such evidence must be provided prior to the completion of the final investigation report and in time to provide the parties at least 10 days to prepare a written response, which the investigator must consider prior to completing the investigation report; and
- g. Prepare a written investigation report that fairly summarizes the relevant evidence and provide the report to the parties and their advisors, if any, for their review and written response, at least 10 days before a hearing or other determination of responsibility.

The means of investigating harassment include: complainant, witness and respondent (alleged perpetrator) interviews; opportunity for the parties to present evidence and witnesses; requests for written witness statements from the parties; assessment of whether harassment or discrimination occurred pursuant to the preponderance of the evidence. All evidence must be objectively evaluated, both inculpatory and exculpatory. Credibility determinations based on a party's status as complainant, respondent, or witness are prohibited. The respondent is presumed not responsible for the alleged conduct until a determination has been reached at the conclusion of the grievance process.

A written investigation report that fairly summarizes the relevant evidence will be provided to the parties and their advisors, if any, for their review and written response, at least 10 days before a hearing or other determination of responsibility. The School must treat complainants and respondents equitably by offering supportive measures to a complainant and complying with a grievance process before imposing any consequence or sanctions on a respondent. Supportive measures are non-disciplinary, non-punitive, individualized services, offered as appropriate and without charge to a complainant or a respondent before or after the filing of a formal complaint, or where no complaint has been filed. For example, counseling, course modifications, schedule changes, and increased monitoring supervision. The Title IX Coordinator is required to promptly contact the complainant to discuss such measures, consider the complainant's preference with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing the complaint, and explain the process of filing a formal complaint. The School will inform all parties at regular intervals of the status of the investigation. After the completion of the investigative report, each party must be provided the opportunity to submit written, relevant questions that the party wants asked of another party or witness, be provided with the answers and be provided limited follow-up questions.

### C. Dismissal

The complaint must be dismissed if allegations would do not constitute harassment as outlined above, even if proved, did not occur in the School's program or activity, or did not occur against a person in the United States. However, this does not preclude the complainant from taking action under other law or local policy. The complaint may be dismissed if the complainant notifies the Title IX Coordinator at any time the he or she prefers to withdraw the complaint or allegation, if the

respondent's enrollment or employment concludes, or if specific circumstances prevent the School from gathering evidence sufficient to reach a determination. If a complaint is dismissed, written notice must promptly be provided to both parties simultaneously, including the reasons for mandatory or discretionary dismissal.

#### D. Determination of Responsibility

The decision maker, who cannot serve as the investigator or Title IX Coordinator, must make its determination based on the preponderance of the evidence standard and issue a written determination that:

- a. Identifies the allegations that potentially constitute sexual harassment;
- b. Describes the School's procedural steps taken from the receipt of the complaint to the determination;
- c. Includes findings of fact supporting the determination;
- d. Includes conclusions regarding application of the code of conduct to the facts;
- e. Includes a statement of, and a rationale for, the result as to each allegation, including a determination of responsibility, any disciplinary sanctions, and whether remedies to restore or preserve equal access to the School's education program or activity will be provided to the complainant; and

Includes procedures and permissible basis for appeals. If the School determines that harassment or discrimination has occurred, the School will take prompt and effective steps reasonably calculated to stop the harassment or discrimination, remedy the harassment or discrimination, and prevent the harassment or discrimination from recurring. Steps may include separating the respondent and the complainant, providing counseling for the complainant and/or respondent, taking prompt disciplinary action against the respondent, or identifying the discriminatory or harassing incident and reaffirming the school's non-discrimination and anti-harassment policy. These steps should not penalize the complainant.

Disciplinary actions against the respondent may include but are not limited to: suspension and expulsion for students; discharge for employees; exclusion for parents, guests, volunteers, and contractors.

Following a substantiated discrimination or harassment incident, the School will communicate with the complainant and all participants of the investigation regarding how to report subsequent problems. The School shall follow-up to ensure that there have not been continuing or new incidents of discrimination or harassment.

Incidents of harassment or discrimination may be referred to appropriate law enforcement officials. If an incident is referred to law enforcement or another outside agency, including the Department of Child Services, the School will proceed with an internal investigation of discrimination or harassment simultaneously designed not to interfere with the law enforcement investigation.

In the course of discrimination and harassment investigations, the School will assess whether the nature of the conduct has civil rights implications. If the harassing or discriminatory behavior is on the basis of a protected class, the School will respond in accordance with the applicable federal civil rights statutes and regulations. The School shall follow the then-current legal standards for non-discrimination and anti-harassment including the standard of whether a hostile environment or disparate treatment exists.

Overall, the School's process will provide for prompt and equitable resolution of discrimination and harassment complaints.

#### E. Appeal

The complainant and respondent possess the right to appeal a determination of responsibility, and the School's dismissal of a complaint or any allegations therein, for the following reasons:

- a. A procedure irregularity that impacted the outcome;
- b. New evidence that was not reasonably available at the time of the determination and could affect the outcome;
- c. Conflict of interest on the part of the Title IX Coordinator, investigator, or decision maker that affected the outcome.

The appeal may be made by any party in writing to the district coordinator within ten (10) days receipt of the outcome of the formal investigation. The written appeal should identify the reasons why the coordinator should reconsider the outcome of the investigation. The School should respond to the appealing party within ten (10) days of receipt of the written appeal indicating any reconsideration of the investigation outcome based on the appeal. The School must ensure that written notice is provided to both parties of the appeal and provide both parties an equal opportunity to submit a written statement in support of, or challenging, the determination. A reconsideration of the formal investigation outcome may be appealed by any party in writing to the School's governing body within ten (10) days of receipt of the coordinator's reconsideration. The governing body or their designee should respond to the appealing party within forty-five (45) days of receipt of the written appeal indicating the final outcome of the investigation. Written notice of the final outcome of the investigation will be provided to parties involved in the complaint to the extent permitted by law.

### III. Informal Process

For sexual harassment complaints, an informal resolution is not permitted unless a formal complaint of sexual harassment is filed. At any point during the formal complaint process, the School may offer to facilitate an informal process that does not mandate a full investigation so long as the School provides both parties written notice, obtains the parties' written voluntary consent, and does not offer informal resolution in the context of allegations of an employee harassing a student.

Complaints made under an informal resolution are not required to be in formal written format. Reporters may informally and verbally report discrimination and harassment to an appropriate staff member. The appropriate coordinators shall be included in the informal complaint to ensure compliance. Resolution of an informal complaint may include: an opportunity for the complainant to explain to the respondent that his or her conduct is unwelcome or offensive, either in writing or face-to-face; a warning to the respondent that the alleged conduct is not appropriate and could lead to discipline; mediation with individuals involved in the complaint; or any of the responses available in a formal complaint. Mediation will not be permitted for complaints of sexual harassment. All complaints involving a School employee or any other adult member of the School community harassing or discriminating against a student will be formally investigated. At any time prior to agreeing to a resolution, any of the parties may end the informal process and initiate the formal process.

### IV. Prohibition Against Retaliation

The School prohibits retaliation against persons who report discrimination or harassment or participate in related proceedings. The School will notify the person reporting the discrimination or harassment and all individuals participating in the investigation of the School's policy prohibiting retaliation. The School will make all possible efforts to prevent retaliation against individuals reporting discrimination or harassment or participating in related proceedings. The School will respond promptly and appropriately to address continuing or new problems. Any person may report suspected retaliation to the appropriate coordinator for a protected class. Intentionally making false accusations about discrimination or harassment is also prohibited and should be reported in the same manner as suspected discrimination or harassment behavior.

### V. Questions

Individuals with questions regarding non-discrimination laws may contact the appropriate coordinator listed above or the United States Department of Education, Office for Civil Rights'

Chicago Office, which serves Indiana, as follows:

Office for Civil Rights, Chicago Office

U.S. Department of Education

Citigroup Center

500 W. Madison Street, Suite 1475

Chicago, IL 60661-4544

Telephone: 312-730-1560

Fax: 312-730-1576; TDD: 800-877-8339

Email: OCR.Chicago@ed.gov

## **Morning/Afternoon Supervision**

### **Before-School Care**

The Before School Care program takes place in the PSOE multi-purpose room and is facilitated by and responsible for by the YMCA. For safety reasons, students in grades K – 8 are to be signed in by parents/guardians (not dropped off outside of school) and must be registered with the YMCA. Parents/guardians are to use the west-side stair entrance for pick up and drop off. Failure to do so may result in restriction from the program. There is a per child fee, which will be billed through the YMCA. Any student participating in the Before School Care program must have a registration form on file with the YMCA. Any parent/guardian delinquent on payments to the YMCA whose students continue to attend the YMCA may be subject to strict fines for delinquency and permanent removal from the program.

All students must stay in the multi-purpose room during the Before School Program and After School Program and are not permitted to wander through the school. Students not participating in the Before School Program may enter the building at 7:30 a.m. from the parent drop-off area.

Once students arrive at school, they are not allowed to leave the school grounds for any reason without escort by their parent/guardian and without being signed out.

Students who are not picked up at 3:45pm will be sent to the school's Late Stay Program.

### **After-School Care**

The After-School Care program takes place in different locations throughout the PSOE campus. It is facilitated by and responsible for by the YMCA. For safety reasons, students in grades K – 8 are to be signed out by parents/guardians. Failure to do so may result in restriction from the program. The same guidelines listed above for Before-School Care are applicable for After-School Care.

## **School Calendar**

The school calendar for the current academic year is listed on the school website and is available at the school office. Changes may be made as deemed necessary due to inclement weather and/or emergencies.

## **Student Progress**

### **High Ability Philosophy**

PSOE recognizes there are high ability students in all racial, economic, and cultural groups who when compared to their peers, perform at an advanced level, or demonstrate the potential to be challenged beyond the standard curriculum in one or more academic domains of math and language arts. PSOE

shall provide educational opportunities to encourage high ability students to reach their maximum achievement level at every stage of development. The program for high ability students will be differentiated in depth and breadth with specific enrichment opportunities designed to meet the cognitive and affective needs of the high ability students. PSOE is committed to providing enhanced instruction in addition to the regular curriculum standards to challenge high ability learners to reach their greatest potential.

### **Definition of High Ability**

PSOE recognizes that a high ability student performs at, or shows the potential for performing at, an outstanding level of accomplishment when compared to other students of the same age, experience, or environment and whose educational needs and individual growth capabilities are above grade level curriculum in the general intellectual and specific academic domains of math and language arts high ability students are characterized by exceptional gifts, talents, motivation, or interests.

### **Goals**

- PSOE will ensure that all students regardless of race, cultural background, and economic status have the opportunity to be identified for high ability services in every grade level.
- PSOE will ensure that the curriculum for grades K-8 is aligned both horizontally and vertically to ensure maximum growth opportunities for high ability students at every level of achievement.
- PSOE will provide services to meet the social and emotional needs of high ability students.
- PSOE will continually challenge high ability students to strive toward their utmost degree of achievement and ensure that educational growth and success is being met at each level.

### **Personnel Roles**

There are many members of PSOE's personnel who may be involved in the high ability identification process. In addition, the following personnel will be key to the identification process and high ability program implementation:

- CAO
- Principal
- Curriculum & Instruction Coordinator
- High Ability Coordinator
- High Ability Cluster Teacher
- High Ability Classroom Teacher
- School Counselor

Parents/guardians may request that the school provide certain information regarding the professional qualifications of the student's teachers and paraprofessionals, as appropriate.

### **Broad Based Planning Committee**

The Indiana Department of Education requires the establishment of a broad-based planning committee (BBPC) that meets annually to review the local education plan for high ability students. The purpose of this committee is to plan and review the continuous development and implementation of the services and programs for high ability students. The committee will have representatives from diverse groups representing the school and community. The committee must include at least one educator, student, parent/guardian, and other community member/stakeholder. The committee is an advisory group that works closely with the PSOE Administrative team in making recommendations

about curriculum, professional development, and enrichment resources. This is separate from the Identification Committee.

### **Identification Process**

Grade level testing for all students takes place in kindergarten, second, and fifth grades. In addition, a student could be assessed at any time throughout their academic career at PSOE, if warranted by data or other recommendation. An Identification Committee, composed of the High Ability Coordinator, an administrator, the High Ability Cluster Teacher and/or the High Ability Classroom Teacher for the corresponding grade level, and the School Counselor, meets to review and evaluate data to determine high ability eligibility.

### **Timeline of Identification Procedures**

All kindergarten and second grade students are assessed for possible High Ability Program placement during the second semester of the current school year.

### **Appeals Process**

The formal appeal of a High Ability Program placement decision regarding a student may be made by a parent/guardian, teacher, or other stakeholder. The person requesting the appeal must submit an appeal form (obtained from the school office) to initiate the process.

### **Exit Policy**

It is the goal of the High Ability Program that each student achieves maximum potential through enriched learning and advanced academic opportunities. Students must continue to demonstrate academic excellence in classroom performance to remain in the program. However, there may be cases when the program is not the best placement for the identified student.

### **Exit Procedure**

If a student, parent/guardian, teacher, or other stakeholder believes high ability services are no longer appropriate; the following guidelines will be followed:

- Arrange a conference with the parties involved, including the parent/guardian and the teacher providing services. This conference may be a telephone conference.
- If an intervention is implemented, all participants must agree on a probationary period (no shorter than nine (9) weeks) to implement interventions.
- If the probationary period is not successful, the student can be exited at the end period with a formal review of the student's progress.
- The principal must sign the documentation giving permission to remove the student from high ability services.
- All formal documentation must be sent to the High Ability Coordinator.
- The PSOE High Ability Program will communicate this withdrawal with appropriate stakeholders.

A student will not be readmitted to the High Ability Program during that same school year. A student could still be eligible to qualify for the High Ability Program during the following school year if the High Ability Identification Committee determines that this would be a beneficial placement.

Parents/guardians, appropriate school personnel, or other stakeholders may make that formal request for high ability placement during the school year that follows the official exit from the High Ability Program.

## **Assessment**

Continuous evaluation of student learning is an integral part of the instructional process at PSOE. Assessment of student learning is done in many ways, depending on the subject area. Following is a short description of various types of assessment tools used at the school.

### **ILEARN**

As mandated by state law, PSOE administers ILEARN state-wide assessment. Scores on standardized tests help the school assess how much progress students have made relative to standards mandated by the state. Currently the ILEARN assessment is administered to students in Grades 3-4 in April and May.

### **IREAD-3**

As mandated by state law, PSOE administers IREAD-3 state-wide assessment. IREAD-3 measures foundational reading standards through grade 3. Currently the IREAD-3 assessment is administered to students in grade 3 in March.

### **AIRWays**

PSOE administers AIRWays (an online national assessment) three times each school year to students in Grades 3–4. The assessment provides online data to teachers for use in benchmarking the growth of individual children and allows important resources in planning for the needs of every child ensuring continuous academic achievement.

### **mClass**

PSOE administers mClass DIBELS and TRC (an online national assessment) three times each school year to students in grades K–2 to assess reading and math skills. The assessment provides online data to teachers for use in benchmarking the growth of individual children and allows important resources in planning for the needs of every child ensuring continuous academic achievement.

### **Interim Progress Reports**

Interim Progress Reports are issued to all students at the midpoint of the grading period. These reports inform parents/guardians 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. Information will be sent home to schedule times with teachers. Appointments **must** be set to allow adequate attention and time to meet with each parent/guardian. Parents/guardians 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. Conference dates and information will be announced in the school newsletter.

### **Report Cards**

Report cards are distributed four times a year, shortly after the end of the grading term. Parents/guardians are required to meet with the child's teacher to review and receive the report card after the 1<sup>st</sup> and 3<sup>rd</sup> terms. Report cards list a student's proficiency for each of the standards identified for mastery during that term, attendance records, and a description of the student's behavior and social developments.

### **Social Skills and Work Habits**

Every PSOE student is evaluated each midterm and at report card time in the following areas:

1. **Honesty**—to be honest in word and deed, never cheating on tests, never taking that which does not belong to oneself, or taking credit for something belonging to another.
2. **Cooperation**—is helpful to the teacher(s) and fellow classmates, and is willing to learn
3. **Follows school rules**—follows instructions as given by teacher and other staff
4. **Responsibility for own actions**—admits mistakes and accepts consequences for actions
5. **Effort**—works hard and wants to achieve
6. **Respect for others**—shows respect in speech and behavior toward adults and students. Does not damage property belonging to the school or others
7. **Responsibility toward academic work**—completes work assignments and brings books and supplies needed
8. **Works independently**—uses good judgment when given assignments to work alone, and when choices are provided in classroom use of time
9. **Self-control**—controls anger and behaves appropriately
10. **Completes work on time**—regularly completes homework assignments

The classroom teacher facilitates evaluation of social skills and work habits with input from all specialists who teach the student. The child's social skills and work habits are recorded on the midterm reports and each report card. This is recorded as their home room grade.

## Parent/Guardian Communication

### Newsletter

At the end of each school month, a monthly newsletter will be sent home with your child(ren). Please read the newsletter to keep updated on the activities of PSOE and its upcoming programs/events.

### Automated Phone Calls

The school utilizes a robocall system to notify parents of upcoming events and reminders as well as school delays and closures. This robocall system is linked to our PowerSchool. Parents will need to notify the school to update phone numbers in the system if those should change during the school year.

### PowerSchool

Parents/guardians must provide a working email to have access to PowerSchool. PowerSchool is the school's online information system. This system allows parents/guardians access to their student's grades, potential homework, upcoming assignments, etc. For more information, please inquire at the school office. Parents/guardians can download the PowerSchool App for free from your carrier's app store.

### School Website

The PSOE website is updated regularly and contains helpful information about the school. Please visit the website at <http://www.paramountindy.org/>.

## Academic Support Activities and After School Programs

Extracurricular activities, life skills and enrichment are a critical component of PSOE. PSOE sponsors a variety of after-school activities, clubs, and programs offered to every child. Intervention and enrichment of core subjects are offered, as are leadership development, service club, homework assistance, and clubs. Enrichment activities such as green initiatives, co-curricular activities,

character development, visual and performing arts and cultural activities, physical fitness and wellness programs are essential to a child's development. In addition to academic rigor, PSOE focuses on programs that foster an appreciation for *paying it forward* and character development by stressing our core values. This initiative is guided through our curriculum using multiple resources. Information about the program will be made available through our newsletter and your child's teacher.

### **Academic Support Activities Policies and Procedures**

1. If your child is not participating in the after-school program, the instructional day ends at 3:15 for K-2 and 3:30 for 3-4. **Parents/guardians must pick up children who are not participating by 3:45.**
2. In case of severe weather or any other unsafe condition, parents/guardians are contacted and are responsible for arranging early pickup of their children.
3. No student is allowed to leave the school premises and re-enter to attend the Academic Support Activities program.
4. Parents/guardians **are required to sign their children out** at pick up in the office. Children are released **only** to the person(s) whose name(s) are listed on the Authorized Release of Student Form. If a person not listed on the form is to pick up your child, you must advise the director of the Program prior to pick up. **Identification** (picture I.D.) must be shown by authorized persons before he or she is allowed to pick up a child.
5. Please allow enough time to pick up your child(ren) by closing time of the program. The school policy for late pick up will be in effect. Please contact the school if you have questions.

### **Admissions**

#### **Applications for New Students**

For new students enrolling in the current school year:

1. New students wishing to enroll for the current school year will be accepted so long as a seat is available in the student's grade level. Parents will need to go through Enroll Indy to claim their seat.

For new students enrolling in the following school year:

1. Paramount will begin accepting applications from new students for the following school year in November through Enroll Indy.
2. Paramount participates in the city's unified enrollment system, Enroll Indy. More information and up-to-date time lines and instructions can be found at <https://enrollindy.org/>. Please contact the school's front office for assistance with enrollment.

#### **Applications for Re-enrollment**

1. Students currently enrolled in and attending Paramount in good standing remain enrolled for the following school year if they submit an Intent to Return Form (provided by the office). They are not required to submit a new application or go through the Enroll Indy process.
2. Students expelled from the school for behavior problems must reapply for admission and will follow the procedures outlined above for new students.
3. Students who withdraw before the last day of the current school year must reapply for admission and will follow the procedures outlined above for new students.

## **Books, Fees, and School Supplies**

### **Books**

Books, which belong to the school, may be assigned to students during the school year. These include hard cover and soft cover books, as well as workbooks. Students will be assessed a book rental fee each academic year based on the textbooks and workbooks purchased for the grade level.

It is expected that students will treat all books with respect and will keep them in good condition for return at the end of the year. Students may not write in books unless explicitly instructed to do so by a teacher.

**If a student loses or damages a book (or any other piece of school property that was in their care), parents/guardians are responsible for the cost of the replacement. A bill will be mailed to the student's home address. Reports cards and all student-related records may be held pending the payment of any outstanding bill.**

### **Book Fees**

There is a \$25 book fee for every student at PSOE. This fee is due at the time of enrollment. This non-refundable fee helps cover the yearly cost of book repair and consumable replacement. A Textbook Assistance Application is available at the front office which may reduce or remove the book fee.

### **Activity Fees**

There is a \$10 activity fee for every student attending PSOE. This fee is due at the time of enrollment. This fee is a one-time non-refundable fee that supports the school's afterschool activity and athletic expenses. Students that qualify for textbook assistance may also have this fee reduced or removed.

It is the policy of PSOE to ensure our student athletes maintain academic standards which move them toward credit completion while prohibiting the retention of a student in a grade level for the sole purpose of improving the student's ability to participate in extracurricular athletic programs.

### **Financial Assistance**

From time to time, limited financial assistance may be available for field trips, uniforms, and supplies. Please contact the School Counselor for additional information.

### **Supplies**

Before the beginning of the school year, a student supply list will be posted on the school website (supply lists will also be available in the office in July). Students are expected to bring basic supplies, which differ by grade level, to school. Parents/guardians must visit the school website or contact the office for classroom supply lists. These lists are made available at least one month prior to the opening of the upcoming school year. Classrooms will combine supplies, as community supplies, to be shared with the class.

## **Curriculum**

### **Curriculum Overview**

PSOE's curriculum is built on the Indiana Academic standards using innovative technology and effective instructional practices as a hybrid design for delivery. Technologies, such as Interactive White Boards and computerized student workstations, coupled with irreplaceable teacher interaction,

form an interactive foundation in the student's learning environment. The PSOE facility design is an aesthetic learning tool equipped with themed-based discovery rooms, real-world settings, and multi-sensory environments. All PSOE students are taught normed behaviors for interacting appropriately in all school environments. Uniforms are worn in these areas to ensure a harmonious social culture.

Paramount Schools of Excellence develops curriculum that meets and exceeds the Indiana State Academic Standards to create an overall program of study that includes the depth and breadth necessary to meet the needs of all students.

### **Homework**

Students are responsible for completing homework assignments and projects. Assignments are given outside of the school day to develop students as self-managers and independent learners. Homework load is progressively assigned as the student matriculates into older grade levels.

### **Emergency Procedures**

A district-wide crisis management plan is reviewed each year with all staff. All school staff, in cooperation with the principal, is responsible for the implementation of any needed procedures related to crisis in the school building.

### **Accidents**

All children experience may minor scrapes and bruises. The school nurse maintains a daily log of all children. For more serious incidents, an Accident Report Form is completed and maintained by the school nurse. Instances of serious accident may include some or all of the following procedures:

1. The school nurse or a staff member carries out immediate first aid.
2. A staff member contacts the parents/guardians to pick up the student for medical care.
3. In cases where the parents/guardians 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/guardian arrives.
4. In cases of where imminent medical action may be required, staff may contact the local emergency unit before calling the parent/guardian.

### **Child Abuse Protocol: Duty to Immediately Report Suspected Child Abuse or Neglect**

Indiana law requires all PSOE staff members to immediately report any sign of child abuse or neglect under any and all circumstances, including but not limited to suspected abuse by parents or guardians, to the Indiana Department of Child Services. The major types of child abuse and neglect are physical abuse, sexual abuse, emotional abuse, and neglect of a child's basic physical, medical, educational, or emotional needs. All suspected cases of child abuse or neglect must be reported, even if documentation is not available. It is the responsibility of the Department of Child Services to investigate possible abuse and/or neglect. Staff members need not prove or have proof that abuse and/or neglect exists before their duty to report is triggered; they need only suspect, have reason to believe, or have concern that child abuse and/or neglect has occurred or is occurring. PSOE also requires that staff members immediately inform of the Principal of all such reports of suspected child abuse or neglect.

### **Emergency Contacts**

Parents/guardians of all students are required to fill out an emergency contact information form on the student registration form.

In emergency situations, the school calls the numbers listed on the form. It is essential that parents/guardians update this information if their address, phone number, or emergency contact person changes.

### **Fire and Inclement Weather Drills**

Fire drills are conducted monthly according to a schedule set by the Fire Prevention Office of the Indianapolis Fire Department. Fire exit directions and procedures are posted in all rooms and teachers review fire exit 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 Late Starts**

#### **How Does Paramount Make Closing/Delay Decisions?**

Paramount is in the center of the IPS district, so our cold weather policy is modeled off IPS policy. PSOE will typically follow IPS in terms of closure and delays but may close or delay on days that IPS is open due to site-specific concerns related to student and staff safety. When inclement weather strikes central Indiana, the safety of our students, families and staff is our number one concern. The decision to delay or cancel school and activities is not taken lightly by our seasoned leadership team involved in this critical process.

When snow rolls in overnight or in the early morning, local members of the leadership team are on the streets early. Conditions of both main streets and side roads are assessed to get as complete a picture of conditions as possible. Many factors play into making important and timely decisions: amount and type of precipitation, temperature/wind chill, visibility, status of clearing roads, status of clearing sidewalks, refreeze of melted snow/ice from previous day, blowing snow and continued snow in the forecast.

One of the key factors is the safety of students who walk to Paramount. While there is not a hard-set temperature cutoff to determine a delay or cancellation, our leadership team consults the [National Oceanic and Atmospheric Administration's wind chill chart](#) to determine potential dangers due to cold weather. As a general guideline, the threshold of 10 minutes to frostbite would lead to cancellation, but the call may be made at less severe temperatures.

By 5:00 a.m., our leadership team compares conditions across the city to agree on a recommendation to share with the Chief Executive Officer, who then makes the final decision on delays and cancellations. Our goal is to have word to all families and staff before 6 a.m. to ensure as much time to align work and childcare plans as possible.

The decision to open, close or delay school is the product of a team of professionals doing their best to keep Paramount students and families safe when weather becomes hazardous, which is an example of our commitment of excellence when serving our community. We also want to ensure students are protected from the cold weather on those chilly days when we remain in session. If your child needs gloves, a coat or other winter gear to stay warm, contact the FACT Team to learn more about support services available to our families.

If school is closed or the opening delayed due to inclement weather, power outage or other problem, local radio and television stations announce this information. Look for information on local television

networks. Parents/guardians may choose to have notice sent to your cellular phone and/or email. Information will be shared through the school newsletter.

Only under extreme circumstances does a school closing occur once students have arrived. If an early closing should occur, parents/guardians are notified of early dismissal.

Closings during the day are announced on local radio and television stations. Please call the school if you are in doubt. Automated calls are sent out to all families with phone numbers registered through the school information system.

Unless otherwise stated, all late starts begin with drop off at 9:30 a.m. and 10:00 a.m. start time. Late starts do not include school breakfast.

Unless otherwise stated, early release days will end at 2:15pm/2:25pm and will include school lunch.

## **General Information**

### **Board of Directors Meetings**

The school's Board of Directors holds the charter to PSOE. It sets the policies of and governs the terms by which the charter is issued. Meetings are open to the public, with the exception of executive sessions. Notices for the meetings are posted on the front windows of the school 48 hours prior to each meeting. For more information on the PSOE School Board's public meeting policy, please visit the school's website and reference the school board.

### **Dismissal**

No child will be dismissed early unless a note has been sent in ahead of time and/or in the event of an emergency. Students picked up early without an accepted excuse will be deemed tardy (see page 7 for accepted excuses). Student pick up is at 3:15 PM each day for K-2 and 3:30 each day for 3-4. This policy is to minimize the disruption caused by interrupting learning time. **Families with students in K-2, who have siblings in 3-4, must pick up their students at the later release time of 3:30PM.**

### **Failure to Pick up Your Child**

Students have a fifteen-minute grace period, 3:45pm, after the end of the instructional day during which the parents/guardians must pick them up. Students not picked up within a reasonable amount of time may be referred to Child Services and/or the local police.

### **Arrival Instructions:**

- Approach the school entrance with caution and wait for the crossing guard to signal your safe entrance across traffic into the school driveline.
- Upon entering the driveline, follow the traffic pattern in the parking lot until arriving at the front of the building to drop off your student(s).
- Wait for the crossing guard to signal a safe exit.
- Students may enter the building at 7:30 AM and are counted tardy at 8:00 AM. Classes start at 7:55 AM.

### **Important Details for the safety of your child:**

- Do not stop on the main street to let your students out of your car. This puts your students at an unnecessary risk. Stay patient and drive your students to the school.
- Turn your music down.
- Do not smoke while on school property. This is a state law. Please respect the example you set by extinguishing your cigarettes prior to turning into the school lot.

- Refrain from swearing or using offensive language while on school property.
- Driveline is a no idle zone. Please turn your engine off when asked by staff.

### **Departure Instructions:**

#### **Pickup Times:**

- Students who carpool or are released to parents will be released at 3:15 PM if in K-2nd and 3:30 PM if in 3rd-4th.
- Students who walk home will be released at 3:40 PM after the standard release time to allow traffic to decrease.
- Students not picked up by 3:45PM will be sent to the Late Stay Program.

#### **Pickup Procedure:**

To ensure the safety of our staff and students, Paramount Cottage Home asks that parents stay in their cars during the dismissal time. There will be cones placed on the sidewalk to indicate the drop-off zone. Parents will pull up to the farthest cone closest to Highland Avenue and fill in the drop-off zone. Parents will receive a card with a number that is assigned to their child. Parents are asked to display their numbered cards. Paramount Cottage Home staff will call for the child to be released from the classroom. Staff will help to escort the child to the car to ensure safety.

## **Health Policies and Procedures**

### **Administration of Medication**

The nurse's office strives to maintain the health of all the students. It is our goal that all students have a safe and healthy place to learn. All of this is subject to the requirements of the law.

Giving medication during school hours is discouraged and restricted to necessary medication that cannot be given at home. Whenever possible, medication should be taken at home. Medication that must be given at school MUST be brought to the nurse's office before school and stored in a cabinet or refrigerator.

If your child needs to take a prescription medication at school, 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 that 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 the individual's 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/guardian's signature, telephone number, and date

Any medication, not in the original container with the child's name on it, will be held by the school nurse for a parent/guardian to pick up within one week. After that, it will be destroyed. No medications, whether prescription or over-the-counter, are given without written consent from parents or guardians.

### **Communicable Diseases**

Parents/guardians must notify the school immediately if a student has contracted a communicable disease. The school may then notify parents/guardians of other students in the grade level homeroom. 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.

PSOE follows isolation and quarantine regulations as prescribed by the Indiana Department of Public Health.

In the chart below are guidelines that apply to how long a child should stay at home if common childhood diseases and conditions should occur.

Influenza	Fever greater than 100 degrees F, headache, tiredness, cough, sore throat, runny or stuffy nose, and muscle aches. Nausea, vomiting, and diarrhea also can occur in children.	1-3 days	Person to person by direct contact with infected secretions or via large or small droplet aerosols	1 day prior to symptoms through 7 days from clinical onset	Exclusion of the student should be based on the on the condition of the child and if there is a school policy that warrants exclusion for symptoms of influenza.	Immunizations are available for most students and adults unless contraindicated  Cover the mouth and nose in the nook of your elbow and discard tissues immediately
Scabies	Itching and blister-like sores in the burrows of the skin	2 – 6 weeks	Direct contact with an infested persons skin, clothing or linens	From infection until eggs/mites are destroyed by treatment	Exclude until the day after treatment	Inform parents of infestations and proper control measures for home elimination.  Prophylactic treatment of home contacts
Conjunctivitis	Redness of eye involving tearing, irritation, swelling and discharge	Bacterial – 1 to 3 days Viral – 12 hours to 3 days	Contact with discharge from conjunctivae or upper respiratory tract of infected persons. Fingers and inanimate objects can also be sources of transmission	Possibly up to 14 days but depending on cause	Exclusion recommended until examination by physician and then approved for readmission	Use precautions in handling eye discharge and hand washing

### Doctor/Dentist Appointments

All appointments are strongly urged to be after school hours. If this is not possible, a parent /guardian 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 contact is present.**

### Health Requisites

PSOE follows state law concerning proper immunization and requires that immunization records be on file before a student can 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/guardians are required to maintain a current record of immunizations with the school nurse 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, the child should not come to school until a diagnosis has been determined or the symptoms have disappeared. This helps reduce the spread of infections at school.

If a student shows symptom of a serious 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/guardians are notified to make arrangements to have the student picked up at school. If parents/guardians cannot be reached, the person designated on the emergency form is called. **It is essential that parents/guardians list people on the emergency card who can pick up the student if the parents/guardians cannot be reached.**

### **Permission to Administer Over-the-Counter Medication**

Over the counter medications (such as Tylenol, non-aspirin pain relievers, cough syrups, cough drops) at school should be restricted to only when necessary. These are provided by the parent/guardian. The nurse's office **DOES NOT** keep medications of any type on hand.

Parents/guardians must sign a permission form from the school nurse authorizing dispensing over-the-counter medication for headaches or other common ailments.

### **Prescription Medication**

The school nurse administers prescription medications when the following specific requirements are met.

1. A signed consent form is on file to give the medication
2. Medications are to be given to the school nurse in a pharmacy or manufacturer-labeled container.
3. The label must state:
  - a. Student's name
  - b. Name of the drug
  - c. Dosage
  - d. Directions for use
  - e. Physician's name
  - f. Expiration date of a time-dated drug

All prescription medications brought to school must be stored in the nurse's office, with the current supply kept to a 30-day minimum. The school nurse will work with the instructional staff to maintain consistency in the child's medication schedule.

### **Transporting of Medication**

It is strongly recommended that primary students (K-5) **DO NOT** transport their medications. It is always best that a parent or guardian bring medications directly to school. The medicine will need to be given to the nurse's office in accordance with the medication policy.

### **Items of Interest or Concern**

- Inhalers: Students may carry their inhalers if they have a written statement from the doctor. The nurse must be notified. Inhalers may be stored in the nurse's cabinet.
- If your child becomes ill or injured, it is imperative that the nurse's office has **three (3)** legitimate 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.
- PSOE has a "no active lice" policy. Any student diagnosed with lice must be free of active lice before returning to school. Information on lice control is available in the nurse's office.

Students with active lice will be immediately sent home. Students can return 24 hours after medicinal treatment.

- Pink eye: Student can return 24 hours after the first dose of antibiotic.
- DO NOT send your child to school if they had a fever above **100 degrees or more** within the last **24 hours**. If they complain of feeling ill, please check their temperature before sending them to school. After being sent home, students may return after 24 hours if the fever has abated without the aid of medication.
- 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

PSOE works with the State and local health agency to conduct age appropriate health screenings. These tests are carried out under the supervision of the school physician, school nurse, and/or specialist in a particular health field. 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.

## Indoor Air Quality Control

The health, comfort and learning environment of students and staff are important aspects of PSOE's mission. In accordance with IC 33-1-1, PSOE has identified the Principal, Tara Gustin, as the IAQ Coordinator for the school. Concerns can be submitted to the IAQ Coordinator via email [contact@PSOECottageHome.org](mailto:contact@PSOECottageHome.org) or by phone (317) 671-1229.

## School Rules and Policies

### Computer/Internet Policy

Use of PSOE's computer network is a privilege, not a right. Students may use the PSOE computers and internet if they observe the rules as outlined below. Failure to follow these rules may result in loss of computer network privileges, time spent in Recovery, 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 could be considered a crime under state and federal law and can result in immediate suspension and/or expulsion.
4. Copyrighted material is not to be misappropriated. 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 that involves obscenity, profanity, racism, sexism, personal attacks, offensive messages or images, harassment, or bullying of students, staff members, or others on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity or expression, age, disability, genetic information, citizenship status, or military or veteran status is prohibited and will result in immediate suspension and/or expulsion.
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 strictly prohibited.
  9. Students who have knowledge of violations of these policies must report the information immediately to the teacher, principal, or system operator. Failure to do so can result in suspension and/or expulsion.

## Dress Code

**All uniform items must adhere to policy as listed below.** School uniform standards by grade level are available on our website at <http://paramountindy.org>. **Any item of clothing that is excessive in distaste, fit, condition, or distraction may result in a removal from the classroom, parent/guardian call for alternative clothing, and/or discipline referral at the discretion of the principal.**

**Shirts** The only acceptable uniform shirts are K-2: light blue polo shirts; and 3-4: navy blue polo shirts. These are available in both short and long sleeve. Shirts must be tucked in at all times. T-shirts should be worn under the Paramount school uniform shirtsleeve. No undershirt can be worn with sleeves that extend beyond the school shirt.

**Skirts/Skorts:** Khaki V-neck jumpers with pleated skirt and khaki pleated skirts are the only acceptable school skirts. All skirts must be at least mid-thigh (safely below extended fingertips) in length. Shorts or under-skirts should be worn under all skirts.

**Shorts:** Khaki cotton shorts are the only acceptable uniform shorts. Shorts must be factory-hemmed, and be securely fastened at the waistline with a belt. No sagging or drooping is acceptable. Short length must be within three inches of the knees. Shorts are not acceptable on cold-weather days.

**Pants:** Khaki cotton twill pants are the only acceptable uniform pants. Pants must be securely fastened at the waistline with a belt and straight-legged. With pants containing belt loops, a belt must be worn. No drooping is acceptable. Pants are not to drag on the ground. Pedal-pusher, cargo, and capri pants are not acceptable.

**Sweaters:** Navy blue zipper or button sweaters and sweater vests are the only acceptable uniform sweater. No sweatshirts, hoodies, or jackets are allowed while in school. No logos may appear on sweaters or sweater vests. Students may wear jackets and coats during inclement weather, but must remove the jacket or coat after arrival.

**Hair:** All students' hair must be neat, clean, and well-groomed. Hairstyles should not create a safety or health hazard and/or interfere with the educational environment of the school. Decorations in hair must not be excessive or have the potential to cause distractions. Any hair decoration that is excessive in size or distraction may be removed at the discretion of the teacher and/or school director.

**Head Coverings –** Head coverings acceptable in a "professional" work setting are permitted. This means head wraps and scarves are allowed if they are neatly tied and not distracting to the learning environment. Du-rags, skullcaps, and bonnets are not allowed.

**Shoes:** Shoes must be tennis shoes with non-marking soles. Shoes must be closed (heel and toe) and sturdy. Students may wear boots during inclement weather but must change into tennis shoes after arrival.

**Belts:** Whenever school pants are worn, belts must be worn at all times. Belts must be less than 2" in

width, must be brown or black, must be leather, synthetic leather, or vinyl, and must be worn through the belt loops of the school pants. Belt buckles must be plain and not oversized, branded, or iconic.

**Socks:** Navy blue, black, brown, or white crew socks, calf length, and knee-high socks are appropriate. All students must wear socks. No logos may appear on the socks. White or navy tights or socks may be worn.

**Jewelry, Body Piercing, Tattoos:** Outside of earrings, no body piercing is permitted. Tattoos are not permitted. Any tattoos, temporary or permanent, must be removed before the student may attend class. Jewelry should not dangle (earrings, necklaces, chains, etc.) or interfere with the educational environment of the school. Necklaces or chains may not be worn on the outside of the school shirt or jumper. Students may wear stud-style earrings (one per ear) that fasten securely to the ear lobe and do not dangle. Outside of a watch, no bracelets may be worn. Hair bands, Silly Bands, and rubber bands are not to be worn. A single ring may be worn on each hand. Any jewelry that is excessive in size or distraction may be removed at the discretion of the teacher and principal.

## **Toys / Collectibles**

Items such as collectable cards, playing cards, portable electronic audio devices, including radios, tape players, CD players, beepers, pointers, iPods, and mobile telephones are not to be brought to school. If a student is found using any of these items, the item is confiscated and turned over to the principal. The item is returned to the student at the close of school on Friday of the week it is confiscated. If a second violation occurs, the student's parent or guardian must pick up the item at the administrative office.

## **Telephone Calls, Mobile Telephones and Messages**

Cellular phones and other communication devices are not permitted on school property by students during the school year/instructional day. Telephone messages will only be delivered in emergency cases. Students who ask and receive permission may use the school office telephone. **Students are not permitted to call home to receive permission for fieldtrips or for forgotten class work.**

## **Visitor Procedures**

ALL visitors and volunteers (this includes parents/guardians) must sign in and out at the school office. Volunteers in the buildings will receive special nametags designating them as building volunteers. Volunteers, visitors and parents/guardians are not to use cellular phones within instructional areas/classrooms, as it interferes with instruction. Parents/guardians wishing to visit the classroom during instructional time must make arrangements a minimum of 24 hours in advance. Classroom visits are limited to a two-hour maximum. Any visit longer than two hours must receive approval from school administration a minimum of 24-hours in advance. The school's Visitor Policy with additional information is available at the school office.

## **Student Discipline**

PSOE student discipline policies and guidelines are executed in accordance with Indiana Code, IC 20-8.1-5.1. Copies of the Code can be made available in the school office.

Paramount has zero tolerance for hazing, harassment, intimidation, and bullying. Corporal punishment is prohibited at all PSOE schools.

## **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. School personnel may conduct a search or seizure as consistent with the law including in circumstances when there is reasonable suspicion to conduct the search.

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 are 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 the locker's contents. No student shall lock or otherwise impede access to any 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. School personnel will not search a student involving the removal of clothing other than a coat or jacket.
4. Anything found during 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:
  - 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,
  - Returned to the parent or guardian of the student from whom it was seized,
  - Destroyed if it has no significant value, or
  - Turned over to any law enforcement officer in accordance with this policy.
5. Anything found during 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:
  - Returned to the parent or guardian of the student from whom it was seized,
  - Destroyed, or
  - Turned over to any law enforcement officer in accordance with this policy.
6. The principal, or a member of the administrative staff designated in writing by the principal, may request the assistance of a law enforcement officer to:
  - Search any area of school premises, any student, or any motor vehicle on school premises;
  - Identify or dispose of anything found during a search conducted in accordance with this policy.

### **Core Expectations**

The following directives, known as the "**Core Expectations**," represent basic beliefs of PSOE, which all students are expected to follow. These rules apply at all times the school is responsible for the students, including any off-site, school-sponsored functions such as field trips, sporting events, and overnight retreats.

1. Listen to and follow the directions of the teachers and staff
2. Do your best, work hard, and strive to achieve
3. Cooperate and help others
4. Treat yourself and others with respect
5. Respect the property and rights of others
6. Do not disrupt the educational process
7. Be honest in word and deed

8. Be responsible for your actions and for what you need to do Each of the Core Expectations promotes the PSOE values –
- Contribute More: through a commitment to outstanding moral character
  - Desire More: through a commitment to academic growth
  - Do More: through a commitment to creating a sense of community
  - Learn More: through a commitment to core curriculum
  - Expect More: through a commitment to measurable results

## **Recovery**

Recovery is a system of behavior and academic support. The Recovery Process supports teachers in protecting the learning environment from distractions and off-task behaviors while also providing a setting where students continue to work and be academically challenged. Additionally, students receive the support of a counselor to unpack with and provide for their emotional and social needs. Students may receive support in this classroom at any time throughout the school day depending on when they meet the criteria for entry, which includes habitual behaviors that negatively influence the learning environment. After students enter the Recovery Room, the staff strives to prepare the students to reenter the home classroom as quickly as possible, however, students must meet readiness benchmarks before returning to class. If the student does not comply with the Recovery procedures, the student could be escalated through the school's discipline process.

## **Expulsion**

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.
  - In order to maintain a safe environment, PSOE does not recognize a discernable difference between the possession of a real firearm, knife, or explosive device and an imitation or replica of a firearm, knife, or explosive device.
- 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.

PSOE expects all students to conduct themselves in a civil and socially responsible manner. Disciplinary measures, carried out in accordance with state law, are used to maintain a safe and stable school environment.

Notification of an expulsion hearing before the administration will be sent in accordance with the law. Formal findings from such a hearing will be explained in writing to the parents/guardians and the principal of PSOE 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. When a student is expelled under the provisions of this section and applies for admission to another school for acceptance, the Head of School of PSOE shall notify the head of the receiving school of the reasons for the pupil's expulsion.

## **Procedural Due Process**

Procedural Due Process is afforded to all students, subject to discipline and includes the following:

1. Opportunity to respond to charges in front of a qualified teacher or administrator of the school
2. Opportunity to present witnesses
3. Notification of all evidence
4. Notification of formal outcome within a certain number of days of hearing
5. Right to appeal

## **Procedures for all Expulsion Meetings**

1. A presentation of the evidence against the student is stated by the Hearing Officer (Head of School or Administrative designee) at the school.
2. A presentation by the student and parent/guardian or parent/guardian'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/guardian to appear at the hearing without good cause constitutes a waiver of the hearing and the case is reviewed by the Hearing Officer (Head of School 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 ten (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.

## **General School Rules and Policy**

PSOE facilitates the development of disciplined individuals toward fostering a “community of learners” attitude and environment. PSOE celebrates the development of our students and recognizes positive growth in all areas, while at the same time correcting negative choices and teaching the proper way.

Policies and consequences consistent with our mission are necessary to ensure a safe learning environment for every child.

## **Inappropriate Behavior**

Examples of inappropriate behavior include, but are not limited to:

- Disrespectful or inappropriate talk and actions
- Disobedience
- Misusing school equipment, or that of others
- Running in class, or in the hallways
- Littering
- Teasing
- Horseplay
- Harassing or bullying students, staff members, or others on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity or expression, age, disability, genetic information, citizenship status, or military or veteran status

- Sexual harassment of students, staff members, or others

Teachers will discuss the above behaviors with children and will contact parents/guardians in working together to find a resolution. If the child's behavior problems continue, a referral to the office administration may occur.

## Referrals

It is at the discretion of the teacher to refer a child to the administration for intervention of behaviors. Administration will talk with the child, as well as others involved, to understand the circumstances surrounding the incident.

PSOE uses a two-level referral system. Level 1 referrals are referrals where students have mildly disrupted the school or educational environment. These referrals result in a written message, face-to-face discussion with the parent/guardian, or a parent/guardian phone call, along with an intervention/redirection of the student. Level 2 referrals are referrals where students have severely impacted the safety or academic environment of the school. In these cases, the student will face a suspension and/or expulsion, and the parent/guardian will be notified. Habitual Level 1 offenses will escalate to Level 2 suspensions.

Depending on the circumstances that caused the referral, a student may receive a brief "time out" period or may receive another form of consequence. These may include removal from the classroom, temporary time in Recovery, all-day time in Recovery, out of school suspension, or expulsion. Conflict resolution, individual, and/or group counseling may be involved as a component of PSOE's intervention strategies.

Upon each referral to the administration, an attempt to contact the parent or guardian will be made to inform the parent/guardian of the incident as well as the consequences. ***It is a shared responsibility of the parents/guardians to teach and model PSOE's Core Expectations.***

## Suspension

The following behaviors may result in immediate Level 2 suspension:

- Fighting
- Biting/spitting
- Forgery
- Harassment/bullying others (including all forms of cyber-bullying)
- Disrupting the educational environment or otherwise willfully defying the valid authority of staff, teachers, or other school officials
- Causing, attempting to cause, or threatening to cause physical harm to another
- Causing or attempting to cause damage to school property or private property
- Stealing or attempting to steal school property or private property
- Possessing or using tobacco, alcohol, or controlled substance
- Committing an obscene act or engaging in habitual profanity or vulgarity
- Sexual advances, request of sexual favors, or other verbal, visual, or physical conduct of a sexual nature
- Causing or attempting to bring harm to another through hate language or threats of violence
- Habitual Level 1 misbehavior
- Excessive tardiness or absenteeism

Suspensions may be in-school or out-of-school as specified in the notice of referral letter that accompanies each suspension. Parents/guardians may be required to return to school with their child to meet with members of the school staff and administrative team as specified in the notice of referral letter.

## **Threats, Attempts, and Acts of Violence against Staff Members**

PSOE is committed to maintaining a safe learning and working environment. Given the increasing violence in society in general, PSOE has adopted the following guidelines to address intimidation, harassment, or other threats of (or actual) violence against staff members by students and students' family members:

- All staff members shall be treated with courtesy and respect at all times.
- Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited on the premises of PSOE without prior express authorization.
- Conduct that threatens, intimidates, or attempts to coerce a staff member at any time, including off-duty periods, will not be tolerated and may result in immediate referral to law enforcement. This prohibition includes all acts of harassment, including harassment on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity or expression, age, disability, genetic information, citizenship status, or military or veteran status.
- Any direct or indirect threat, attempt to inflict, or act of unwanted physical contact or violence upon a staff member will not be tolerated and may result in immediate referral to law enforcement.

Examples of “unwanted physical contact or violence” include, but are not limited to, hitting, kicking, shoving, slapping, grabbing, striking, battering, using a weapon or other object to commit battery, striking with bodily fluids or waste, or any other form of unlawful or non-consensual physical contact made in a rude, angry, or insulting way, regardless of whether the conduct resulted in injury or the severity of any injury caused.

Any student determined to be responsible for a threat, attempt, or act of violence or other conduct in violation of this policy may also be subject to prompt disciplinary action, up to and including immediate suspension and/or expulsion.

PSOE strongly encourages students and their families to bring any disputes or differences with staff members to the attention of the Principal before the situation escalates, per its Conflict Resolution and Parent/Guardian Complaints Policy below. PSOE is eager to assist in the resolution of any such disputes.

## **Family and Student Support**

A family and student support network works with school personnel, students and families to assist students who are having difficulty adhering to expected attendance or behavior policies, who are experiencing other crisis or concerns in their lives, or who are struggling with academics. Generally, referrals are made after interventions by the teacher and lead teacher were not successful. Parents/guardians may also request intervention by contacting the principal. Response to Intervention is one approach used when strategies are needed to support our students academically and/or behaviorally. Information is available in the school office.

## **Family Allies Community Team (FACT)**

The Family Allies Community Team (FACT) serves to connect families to school and support learning at home for every family at PSOE. Members of the team visit each PSOE family every year for a home or community visit. The team meets with parents and guardians wherever is convenient. This can be at a family's home, nearby coffee shop, library, lunch break at work, etc. During these visits, families will discuss community and educational resources that can help them support their student and have a successful school year. Families can expect a phone call from FACT during the school year to schedule this visit.

## **Parent/Guardian Involvement Policy**

PSOE encourages an atmosphere in which parents/guardians, administration, and faculty join in a partnership to foster the mission of PSOE. This partnership offers an environment for collaboration and exchange of information between school and parents/guardians.

### **SCO**

All parents/guardians are invited to attend monthly School Community Organization (SCO) meetings and to join committees or volunteer for activities. The SCO meets on the schedule will be announced in the school office and/or school newsletter. Teachers are members of the SCO.

Annually, PSOE will convene a meeting with the SCO at the beginning of the school year. All efforts will be made to have the parent/guardian involvement meeting the same day as PSOE's Back to School Day.

1. Parents/guardians have the responsibility to be actively involved and participate in their child's educational experience.
2. Parents/guardians will receive information on all parent/guardian programs a minimum of one week in advance.
3. Parents/guardians will receive the SCO newsletter monthly.
4. Parents/guardians will have the opportunity to participate in school-based workshops on how to improve their child's schoolwork.
5. Parents/guardians will receive an explanation of the curriculum, DIBELS, AIRWays, IREAD-3, and ILEARN assessments at the Back to School Day held in August.
6. Parents/guardians will receive the voicemail number and email address of their child's teacher in the welcome letter sent to parents/guardians and students before the start of school.
7. Parents/guardians have the opportunity to make decisions regarding the education of their child by initiating conversation with the child's teacher. School-wide concerns should be addressed through the SCO group for presentation to the director and school board.
8. Parents/guardians will be informed of teacher professional development days through the school newsletter. Professional development of teachers includes ways to build a successful communication bridge between the school and home.
9. Parents/guardians have the opportunity to review materials on how they can improve their child's academic achievement in the parent/guardian resource area. Parents/guardians should contact the PSOE counselor to set up an appointment for the resource area. Additional support may be provided at the parents/guardians' request.
10. Parents/guardians will have the option to sign a written agreement of what the school and parents/guardians are each supposed to do to help their student achieve.

### **Conflict Resolution and Parent/Guardian Complaints**

Parents/guardians who feel that their rights have been violated or 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/guardian should place the issue in writing and contact the school principal by phone or email. If the issue is not resolved after meeting with the principal, the parent/guardian should submit an official complaint (Official PSOE Complaint Procedures can be found at the school office and on the school website).

### **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/guardians 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/guardians or eligible students 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/guardians or eligible students to review the records. Schools may charge a fee for copies.
- Parents/guardians 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/guardian 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/guardian 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/guardian or eligible student 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/guardians and eligible students about directory information and allow parents/guardians and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents/guardians and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

## **Policy to Address Criminal Organizations and Criminal Organization Activity in Schools**

This policy has been established in collaboration with the following stakeholders:

1. parents;
2. school employees;
3. local law enforcement officials;
4. the county public defender;
5. organizations that have expertise in criminal organization education, prevention, or intervention; and
6. a school behavioral health or community mental health professional.

This policy will be posted:

1. on the school's website;
2. in Student/Family handbooks; and
3. in the staff shared drive.

Paramount Schools of Excellence will establish the following educational programs in an effort to address criminal organization activity:

1. An evidence based educational criminal organization awareness program for students, school employees, and parents led by the schools' Chief of Police.
2. A school employee development program to provide the training to school employees in the implementation of the criminal organization policy led by the schools' Chief of Police.

Paramount Schools of Excellence shall establish an advisory committee, led by the schools' Chief of Police, that seeks to include the following members:

1. Parents
2. School employees
3. Local law enforcement officials
4. The county prosecuting attorney
5. The county public defender
6. A juvenile court judge
7. A school behavioral health or community mental health professional
8. Representatives of organizations that have expertise in criminal organization education, prevention, or intervention
9. Any other person or entity the governing body determines is appropriate

Before June 2 of each year, Paramount Schools of Excellence shall submit to the department a written report, on forms developed by the department, outlining the activities undertaken as part of the school corporation's compliance with this policy. The report will include school-based data to monitor for disproportionality, with each school in the Organization reporting the number of investigations disposed of internally and the number of cases referred to local law enforcement, disaggregated by race, ethnicity, age, and gender.

A school employee shall report any incidence of suspected criminal organization activity, criminal organization intimidation, or criminal organization recruitment to the principal and the school safety specialist.

The principal and the school safety specialist may take appropriate action to maintain a safe and secure school environment, including providing appropriate intervention services.

It is the policy of Paramount Schools of Excellence to prohibit criminal organization activity and similar destructive or illegal group behavior on school property or school buses or at school-sponsored functions.

It is the policy of Paramount Schools of Excellence to prohibit reprisal or retaliation against individuals who report criminal organization activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or others with reliable information about an act of criminal organization activity and similar destructive or illegal group behavior.

### **Definitions**

"Criminal organization" defined (per IC 35-45-9-1)- "criminal organization" means a group with at least three (3) members that specifically: (1) either: (A) promotes, sponsors, or assists in; or (B)

participates in; or (2) requires as a condition of membership or continued membership; the commission of a felony or an act that would be a felony if committed by an adult or the offense of battery (IC 35-42-2-1).

"Criminal Organization Activity"- a student who knowingly or intentionally actively participates in a criminal organization, or a student who knowingly or intentionally solicits, recruits, entices, or intimidates another individual to join a criminal organization.

### **Procedures for Reporting Suspected Criminal Organization Activity**

Per IC 20-33-9-10.5, a school employee shall immediately report any incidence of suspected criminal organization activity, criminal organization intimidation, or criminal organization recruitment to the principal and the school safety specialist. The principal and the school safety specialist may take appropriate action to maintain a safe and secure school environment, including providing appropriate intervention services.

Appropriate consequences and remedial actions are those that are graded according to the severity of the offenses and consider both the developmental ages of the student offenders and students' histories of inappropriate behaviors, per the code of student conduct.

Any school and school employee who promptly reports an incident of suspected criminal organization activity and who makes this report in compliance with the procedures of this policy, is immune from a cause of action for damages arising from any failure to remedy the reported incident.

The principal or designee shall conduct a thorough and complete investigation for each report of suspected criminal organization activity. The investigation shall be initiated by the principal or the principal's designee within one school day of the report of the incident. The principal may appoint additional personnel and request the assistance of law enforcement to assist in the investigation for the administrator's safety. The investigation shall be completed, and the written findings submitted to the principal as soon as possible, but not later than five (5) school days from the date of the report of the alleged incident of criminal organization activity.

The principal shall submit the report to the Chief Executive Officer within ten (10) school days of the completion of the investigation. The Chief Executive Officer or his/her designee shall report the results of each investigation to the board of directors on a quarterly basis during regularly scheduled board meetings.

Each school within the Organization shall record the number of investigations disposed of internally and the number of cases referred to local law enforcement, disaggregated by race, ethnicity, age, and gender. Each school shall report this information to the Chief Executive Officer who shall submit a written report to the Indiana Department of Education by June 2 of each year.

The principal shall provide the parents of the students who are parties to any investigation with information about the investigation, in accordance with Federal and State law and regulation. The information to be provided to parents includes the nature of the investigation, whether the corporation found evidence of criminal organization activity, and whether consequences were imposed or services provided to address the activity. This information is to be provided in an expedited manner.

The Chief Executive Officer is authorized to define the range of ways in which school staff and the principal or the principal's designee shall respond once an incident of criminal organization activity is confirmed, according to the parameters described in the corporation's code of student conduct. The school board recognizes that some acts of criminal organization activity may be isolated incidents requiring that the school officials respond appropriately to the individuals committing the acts. Other acts may be so serious that they require a response either at the school level or by local law enforcement officials.

Consequences and appropriate remedial actions for a student who engages in criminal organization activity may range from positive behavioral interventions up to and including suspension or expulsion.

The principal shall proceed in accordance with the code of student conduct, as appropriate, based on the investigation findings. As appropriate to the investigation findings, the principal shall ensure the code of student conduct has been implemented, and provide intervention and/or relevant support services (i.e., refer to counseling, establish training programs to reduce criminal organization activity and enhance school climate, enlist parent corporation and involvement or take other appropriate action). The principal shall inform the parents of all students involved in alleged incidents, and, as appropriate, may discuss the availability of counseling and other intervention services.

The Chief Executive Officer shall annually disseminate this policy to all parents who have children enrolled in a school within the school corporation. The Chief Executive Officer shall ensure that notice of the corporation's policy appears in the student handbooks and all other publications of the Organization that set forth the comprehensive rules, procedures and standards for schools within the school.

### **Information About Types of Services**

Paramount Schools of Excellence will provide information about the supports and services available for students who are 'at risk' for and/or suspected of participating in criminal organization activity and their families. Information about other available supports and services, will be consistent with the policies and procedures of the board of directors. Site-specific services will be developed and selected by school-based leadership in cooperation with the Paramount Police Department's Chief of Police and FACT Coordinator.

Examples of services include:

1. Criminal organization awareness education (for students, parents, school faculty/personnel, law enforcement, and community stakeholders) that at the least shows promise of effectiveness based on research. The criminal organization awareness education information will be revised and updated regularly to reflect current trends in criminal organization and criminal organization-like activity.
2. Culturally and/or linguistically appropriate services/supports for parents and families.
3. Counseling coupled with mentoring for students and their families.
4. Community and civic groups.
5. Viable, sustainable after-school programs developed in collaboration with other stakeholders.
6. Job training and employment opportunities as both a deterrent to criminal organization involvement and an incentive to leave criminal organization involvement.
7. School sanctioned/facilitated extra-curricular activities.

### **Criminal Organization Prevention and Intervention Services Programs**

Paramount Schools of Excellence will:

1. Provide training for staff and teachers on criminal organization prevention and intervention resources within a jurisdiction on a periodic basis. The criminal organization awareness information will be revised and updated regularly to reflect current trends in criminal organization activity.
2. Create formalized collaboration plans between local school leadership and community-based prevention and intervention providers (using the existing County Safe School Commissions as points of contact). The formalized collaborations will make effective, coordinated, and maximized use of federal funding a priority.

3. Coordinate resources and funding opportunities to support criminal organization prevention and intervention activities.
4. Integrate the Paramount Police Department and School Resource Officer Program when available.

## **ELECTRONIC INFORMATION SYSTEM USE**

G Suite apps, Gmail, and facsimile equipment are PSOE property and are intended for educational purposes, not personal use, unless specifically authorized. Students do not have a right of privacy as to any information or files maintained in or on PSOE property, including information or files transmitted or stored through the PSOE's electronic information systems or other technical resources, including e-mail messages received through PSOE's electronic information system.

PSOE prohibits the use of PSOE's electronic information systems in ways that are unlawful, disruptive, offensive to others, or harmful to morale. For example, the display of, or transmission of images, messages, and/or cartoons that may offend others because of their sex, race, age, national origin, disability, sexual orientation, or religion is prohibited. Such misuse includes, but is not limited to, ethnic or racial slurs, racial or sexual comments or jokes, or any other communication that shows disrespect for students, staff members, or others based on race, color, religion, national origin, sex, sexual orientation, gender identity or expression, age, disability, genetic information, citizenship status, or military or veteran status.

You should remember that when you use PSOE's electronic information systems, you are creating documents that are not private and may be read by others within the PSOE organization, and, under some circumstances, by others outside the PSOE organization.

You should also be aware that even though a message may be deleted from the system, a record of it may remain either on the daily backups of all data or in other ways. It is possible to re-create a "deleted" message. Therefore, ultimate privacy of messages is not assured to anyone.

PSOE students are obligated to comply with all PSOE policies, including policies regarding the use of its Electronic Information Systems. PSOE students should read and understand the policy as set forth in Appendix B. All Electronic Information Systems Use policies apply when you use or access the electronic information systems on PSOE premises or from a remote location. At all times, whether on PSOE premises or at a remote location, you must take necessary precautions to ensure the confidentiality of PSOE business which is not subject to the public disclosure and compliance with FERPA rules and regulations regarding student information.

### **E-Mail, Internet, and Technology Use Policy**

#### **E-Mail**

Every PSOE student is responsible for using the electronic mail (E-mail) system properly and in accordance with this policy. Any questions about this policy should be addressed to the Operations Manager.

The E-mail system is the property of PSOE. PSOE has provided it for use in conducting PSOE business. All communications and information transmitted by, received from, or stored in this system are PSOE records and property of PSOE. The E-mail system is to be used for PSOE purposes only. Use of the E-mail system and/or school technology for personal purposes is prohibited and may result in disciplinary action.

Students have no right of personal privacy in any matter stored in, created, received, or sent over PSOE E-mail system, or on school technology.

PSOE, in its discretion as owner of the E-mail system, reserves, and may exercise the right to monitor, access, retrieve, and delete any matter stored in, created, received, or sent over the E-mail or school technology system for any reason and without the permission of any student.

Even if students use a password to access the E-mail system, the confidentiality of any message stored in, created, received, or sent from PSOE E-mail system still cannot be assured. Use of passwords or other security measures does not in any way diminish PSOE's rights to access materials on its system or create any privacy rights of students in the messages and files on the system. Any password used by students may be changed by PSOE IT Staff as E-mail or message files may need to be accessed.

Students should be aware that deletion of any E-mail messages or files will not truly eliminate the messages from the system. All E-mail and messages are stored in a central back up system in the normal course of data management.

Even though PSOE has the right to retrieve and read any E-mail or stored messages, those messages should still be treated as confidential by other students and accessed only by the intended recipient. Students are not authorized to retrieve or read any E-mail messages that are not sent to them. Any exception to this policy must receive the prior approval of PSOE administration.

PSOE's policies against sexual or other harassment apply fully to the E-mail system, and any violation of those policies is grounds for discipline up to and including expulsion. Therefore, no E-mail messages should be created, sent, or received if they contain intimidating, hostile, or offensive material based on race, color, religion, national origin, sex, sexual orientation, gender identity or expression, age, disability, genetic information, citizenship status, or military or veteran status. The E-mail system may not be used to solicit for religious or political causes, commercial enterprises, outside organizations, or other non-school-related solicitations.

The E-mail and school technology system shall not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information, or similar materials without prior authorization from PSOE administration.

Although PSOE recognizes that the Internet may have useful applications to PSOE's education, students may not engage in Internet use approval from student's teacher and unless a specific educational purpose requires such use. Absent such approval, student's may not access the Internet using PSOE's technology systems at any time or for any reason. Surfing the net and/or instant messaging is not a legitimate educational activity and is prohibited.

Students are reminded to be courteous to other users of the system and always to conduct themselves in a respectful manner. E-mails are sometimes misdirected or forwarded and may be viewed by persons other than the intended recipient. Users should write E-mail communications with no less care, judgment and responsibility than they would use for letters or internal memoranda written to PSOE staff.

Any student who discovers misuse of the E-mail and/or school technology system should immediately contact their teacher. Violations of PSOE's E-mail policy may result in disciplinary action up to and including expulsion.

### **Internet Policy**

Certain students may be provided with access to the Internet to assist them in performing their studies. Use of the Internet, however, must be tempered with common sense and good judgment. If students abuse their right to use the Internet, it will be taken away from the student. In addition, students may be subject to disciplinary action, including possible expulsion, and civil and criminal liability.

## **Disclaimer of liability for use of Internet**

PSOE is not responsible for material viewed or downloaded by students from the Internet. The Internet is a worldwide network of computers that contains millions of pages of information. Students are cautioned that many of these pages include offensive, sexually explicit, and inappropriate material. In general, it is difficult to avoid at least some contact with this material while using the Internet. Even innocuous search requests may lead to sites with highly offensive content. In addition, having an E-mail address on the Internet may lead to receipt of unsolicited E-mail containing offensive content. Students accessing the Internet do so at their own risk.

## **Conserving Resources**

Students must not deliberately perform acts that waste technology resources or unfairly monopolize resources to the exclusion of others. These acts include, but are not limited to, sending mass mailings or chain letters, spending excessive amounts of time on the Internet, playing games, engaging in online chat groups, or otherwise creating unnecessary network traffic. Because audio, video and picture files require significant storage space,

## **No Expectation of Privacy**

The technology and electronic accounts given to students are to assist them in performance of their education. Students should not have an expectation of privacy in anything they create, store, send, or receive on the technology system. The technology system belongs to PSOE and may only be used for educational purposes.

## **Monitoring Technology Usage**

PSOE has the right, but not the duty, to monitor any and all of the aspects of its technology system, including, but not limited to, monitoring sites visited by students on the Internet, monitoring chat groups and news groups, reviewing material downloaded or uploaded by users to the Internet, and reviewing e-mail sent and received by users.

## **Blocking of Inappropriate Content**

PSOE may use software to identify inappropriate or sexually explicit Internet sites. Such sites may be blocked from access by PSOE networks. In the event a student nonetheless encounters inappropriate or sexually explicit material while browsing on the Internet, they must immediately notify their teacher, regardless of whether the site was subject to PSOE blocking software.

Prohibited activities include accessing material that is fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory, or otherwise unlawful, inappropriate, or offensive (including offensive material based on race, color, religion, national origin, sex, sexual orientation, gender identity or expression, age, disability, genetic information, citizenship status, or military or veteran status). Content that violates PSOE's policies against sexual or other harassment may not be downloaded from the Internet, displayed, or stored in PSOE's technology. Students encountering or receiving this kind of material should immediately report the incident to their teacher.

## **Games, Social Networking and Entertainment Software**

Students may not use PSOE's Internet connection to download or access games, social networking or other entertainment software, including wallpaper and screen savers, or to play games over the Internet.

## **Illegal Copying**

Students may not illegally copy material protected under copyright law or make that material available to others for copying. Students are responsible for complying with copyright law and applicable licenses that may apply to software, files, graphics, documents, messages, and other material one wishes to download or copy.

Students may not agree to a license or download any material for which a registration fee is charged without first obtaining the express written permission of IT or Operations Staff.

### **Virus Detection**

Files obtained from sources outside PSOE, including, but not limited to, drives brought from home, files downloaded from the Internet, newsgroups, bulletin boards, other online services, files attached to E-mail, and files provided by customers or vendors, may contain dangerous viruses that may damage PSOE's technology network. Students should never download files from the Internet, accept E-mail attachments from those outside the PSOE network, or use disks from non- PSOE sources without first gaining approval from school administration. If a student suspects that a virus has been introduced into PSOE's network, they must notify their teacher or IT Staff immediately.

Violations of this policy will be taken seriously and may result in disciplinary action, including possible expulsion, and civil and criminal liability. Use of the Internet via PSOE's technology system constitutes consent by the student to all the terms and conditions of this policy. PSOE reserves the right to modify this policy at any time. Students are required to sign an E-mail, Internet, and Technology Use Policy Acknowledgment Form as a condition of enrollment.

### **Acceptable Use Policy**

A signed Acceptable Use Policy (AUP) is required for use of any device at PSOE.

### **PSOE eLearning Procedure for Grades K-4**

In the event of an eLearning day, all students in grades K-8 will access their account through *Google Classroom* ([classroom.google.com](https://classroom.google.com)). The student will be immediately directed to their teacher's class and all assignments for the day will be accessible. Under the student profile, the day's objectives will be posted along with due dates.

Home internet connectivity is a vital part of this process. If you currently do not have an internet connection at home, please let your teachers know and we can send home paper copies of learning materials. Multiple providers sponsor subsidized internet packages for families. Please reach out to your child's teacher if you are interested in such a program. Each day, teachers will be available through the *live chat* feature of *Google Classroom* to interact with students and support them with any questions they have. In addition, all students in grades K-8 will be provided their usernames and passwords to all online supplemental curriculum platforms, including Pearson, *IXL ELA* and *IXL Math*, and *AIRWAYS*. For students with no internet accessibility at home, PSOE will provide paper and pencil work packets that align to grade level standards and concepts.

### **Disbursement of Chromebooks and Packets**

Paramount Schools will notify families of eLearning days via the one-call system, social media, and local television media. You will then, if needed, pick up devices or K-2 packets at your child's school between the hours of 8:00 am -12:00 noon that day. If you have a 3rd-8th grader and need to take home a Google Chromebook, you will need to review and sign a user agreement prior to taking the device home.

### **Recommended Daily Schedule**

In order to provide structure around your child's eLearning experience, we recommend adhering to the below schedule, which mirrors the PSOE daily routine:

8:00-11:00: reading, writing, grammar, and social studies work

11:00-12:00: specials activities in art, music, Spanish or PE

12:00-1:00: lunch

1:00-3:00: math and science work

## **Paramount eLearning FAQ**

### **How will attendance be taken?**

Students will be expected to complete assignments and have them returned to their teacher by the next school day. If the work is not completed, the student will be marked absent for the eLearning day and will have an appropriate number of days to make up the work (as outlined in the Family Handbook).

### **What happens if my child needs assistance?**

Teachers will be available to students through their school email for immediate email response during office hours from 8:00AM-10:00AM. They will be intermittently available through email from 10:00AM until 3:00PM.

Call center hours are also available from 8:00 am - 8:00 pm for academic and nonacademic questions, including translation, health, counseling, and resource services.

### **How will eLearning day impact other school activities?**

On an eLearning day, all before & after school activities will be canceled.

### **What if a student's device is not working?**

In the rare event that a device stops working on an eLearning day, there are options available:

- Since Google Classroom is an online system, as is the student's Google Drive, one does not have to access their assignments from the school-issued device. Students may use any internet-connected device to access their assigned work.
- If a student does not have another internet-connected device, or access to Wi-Fi, please call your school's call center for a list of available related resources.
- In order to validate that the device is actually non-functioning, the student **MUST** take the device to the front office for repair immediately upon return to school the next day or as soon as you are able during extended eLearning sessions. Tech staff will then confirm the device's malfunction with the student's teacher.

If a student is having difficulty with the device on an eLearning day, call the Technology Call Center (317-643-0468). A reminder that lessons are accessible from any electronic device that is connected to the internet.

### **Considerations for Students with Special Needs**

Students in special education will receive differentiated work at their instructional level equivalent to services received. For self-contained students, work will be provided to them at their instructional

level that aligns to their daily workload schedule. This will include all aspects of subjects outlined in the student's IEP.

For students who receive small group instruction or push-in services, differentiated work will be provided equivalent to the work that is presented during service times. This work will be differentiated according to the groups that they are in and will include a review of skills to echo what is being taught in the general education classroom in the areas outlined in the student's IEP. This differentiated work will be included as an addition to the work presented by the general education classroom.

Differentiated work for both self-contained and small group students will be available for students in paper/pencil format as well as differentiated online. Special Education staff will work closely with parents to ensure eLearning days considerations are reflected in their children's IEP's.

### **Considerations for limited English proficient students**

Teachers will provide parents/caregivers appropriate educational materials and learning activities for student use per the Individual Learning Plan. For translation services, please call the Call Center.

***Para servicios de traducción, llame al Centro de llamadas.***

### **Breakfast & Lunch Options**

Breakfast and lunch are served daily at Paramount Brookside (3020 Nowland Ave). Anyone 18 and under is able to come to the school's "drive-thru" and receive a week's worth of breakfasts and lunches between 8:00-9:00 am and 11:00 am -1:00 pm Monday – Friday. Children must be present to receive meal packs.

### **Will health support be available to students while schools are closed?**

If your student is currently a client of Community Health Network, please communicate with the therapist on times to schedule a virtual session during this closure.

If your student is not assigned a therapist through Community Health Network, but needs support while schools are closed, please contact the school's Call Center for physical or mental health related needs.















































