



The PROMISE Partnership: Student Handbook

“Every Child Has Promise”

Welcome to Promise Prep Elementary! We are honored to be working in partnership with you to support your student’s academic success this year. We take the commitment we have made to you and your student(s) very seriously; we promise to provide all students with the foundational education necessary to be successful in Middle, High School, and beyond.

Fulfilling this promise requires a meaningful collaboration between our school and you. This handbook outlines the key policies that will enable us all to best support your student(s). We thank you for believing in our school as you are the BEST PART OF PROMISE PREP! We are a proud Phalen Leadership Academy (PLA) school.

School Principal,

Robert Balz

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VISION

Our vision is that Indianapolis will become a city that delivers on the promise of equitable education for all children.

MISSION

Promise Prep's mission is to ensure all students have access to a high-quality education that enables them to become critical thinkers, have choices, capitalize on opportunities, and secure continuing economic advancement to positively impact their community.

SHARED VALUES

At Promise Prep, we achieve our mission through these shared values:

1. **We Serve:** We serve students and their families first. Our priority is their success.
2. **Results over Reasons:** Above all, student achievement is extremely important to us and the reason we exist. Each staff member is responsible for our students' success.
3. **Integrity:** We are fair and treat people with respect and dignity. We are open and transparent.
4. **Growth Mindset:** We seek a better way - always. We are engaged in an ongoing cycle of goal setting, action, measurement, and reflection.
5. **Obstacles into Opportunities:** We don't give up. If it doesn't work, we fix it. We find a way.
6. **Joy and Humor:** Our positive, caring culture supports student and staff success. We love, we learn, we laugh, and we lead.
7. **Truth over Harmony:** We face reality, use data to inform our decisions, communicate honestly and respectfully, and hold each other accountable.
8. **One Team:** We are in this together. We may disagree, but at the end of the day, we support each other 100%.

SCHOOL CULTURE MODEL

Promise Prep's school culture systems are designed to create: a) a positive school community that supports students' personal development and maturation; and b) an orderly and safe learning environment that enables learning to occur in all classrooms. To achieve these outcomes, we've built a school culture system around three guiding principles:

- I. **Adult-Student Relationships:** We believe a positive school community based on genuine relationships between staff and students rooted in a belief in students' ability to achieve is the foundation of a successful school.
- II. **Clear Expectations:** We believe students can be successful when behavior expectations are clear, communicated effectively and consistently held. Therefore, classroom and school rules are simple and disciplinary consequences are consistent.
- III. **School Community Primacy:** Students are expected to take responsibility and leadership for the community to ensure it is safe, supportive and inclusive. Promise Prep's shared values and P.R.O.M.I.S.E. values are the foundations of the school community.



DAILY OPERATIONS AND MANAGEMENT

Attendance at school is the most basic requirement for learning. In order for students to reach for their personal best, they must show up and make their strongest effort at school each and every day. At Promise Prep, our curriculum is very rigorous and demanding, and every day is essential for students to keep pace. We need parents to ensure that their student is in school, and we ask that you do not allow your student to miss a day of school except for serious illness. **A student is considered late, or tardy after instruction begins at 9:00 AM.**

Parents should not bring students late or pick them up early unless it is an emergency. Late arrivals and early dismissals, like absences, compromise your student's full educational experience. Student attendance will be monitored regularly in order to ensure that all students come to school to get the education they need and deserve.

ARRIVAL AND DISMISSAL PROCEDURES (Please examine the maps.)



School day: 8:30-3:00

Monday-Friday and all students are expected to be in school during these times.

Students may arrive no earlier than 8:15 am. Parents are asked to keep straight all the way up once they turn off Caito Dr. and pull as far forward as possible when dropping off students. Students must exit their vehicle once it stops. Double stops are not permitted. Parents are asked NOT to use any other entrance at morning arrival or dismissal. With the traffic from the high school, safety is a major concern.

(Parents are not allowed to park and come into the school office at arrival or dismissal time as **all staff, admin and teachers are on duty** ensuring that your child gets home safely).

ARRIVAL POLICY

All parent(s)/guardian(s) should remain in his/her car during arrival and wait for the staff's instructions. All students considered walkers must be accompanied by an adult. These procedures are very important and ensure the safety of our students and staff during arrival.

DISMISSAL POLICY

All parent(s)/guardian(s) should remain in his/her car during dismissal and wait for the staff's instructions. No student will be dismissed to walk home from school unless the student is accompanied by an adult or family designated person.

Any change to a student's pickup person **must be made with the front office manager showing valid I.D..**

Families will NOT be able to pick-up students early unless communicated to the front office in advance. Parents and guardians who arrive before dismissal time must wait outside the school building until students are dismissed. If parents or guardians need to speak to a teacher or conduct any other classroom business, this should occur after dismissal when teachers and staff are available.

LATE PICK-UP POLICY

- Students are expected to be picked up by **3:00pm and no later than 3:30 pm every Monday-Friday** afternoon.

Families will be charged \$1/minute for each minute their student is picked up late. All fees are expected to be paid promptly and will remain outstanding until paid. ALL PAYMENTS ARE RECEIVED BY THE OFFICE MANAGER and you will be issued a receipt.

(Please note that any money submitted to the school will first be applied to any outstanding balances before it can be applied to other fee-based activities. Any student with outstanding fees 24 hours prior to a field trip or an after-school event will not be able to attend or participate.)

Disclaimer: Promise Prep reserves the right to contact the Indiana Department of Child Services (DCS). Parents should not bring students late or pick them up early unless it is an emergency. Late arrivals and early dismissals, like absences, compromise your student's full educational experience. Student attendance will be monitored regularly in order to ensure that all students come to school to get the education they need and deserve.

ATTENDANCE

We expect 100% of students to be present 100% of the time.

Indiana's Compulsory School Attendance Law mandates that all children between the ages of seven (7) and seventeen (17) attend school. Every parent/guardian of a school-aged child is responsible for the child's attendance at school. Failure of a child to attend school has certain legal consequences for parents.

In Indiana, truancy is defined as when a child of compulsory school age is absent from school for three (3) or more days without a valid excuse. Absences without a valid excuse are considered "illegal" absences. If a child is found to be truant, their parent/guardian can be convicted and incarcerated for a term of six months to four years and a fine of up to \$10,000.00. In addition, a child age 13 and up who is found to be truant loses the chance to apply for a driver's license until 18 unless they can prove their attendance has improved.

Categories of Absences

Absent – "Excused"(AE): absences under certain circumstances with original documentation.

Including:

- emergency (non-routine) doctors' appointments
- religious observances
- funerals/memorial services
- any (DCS) requirements
- communicable disease (e.g., chicken pox, measles, coronavirus), etc.

(Excused absences are determined on a case by case basis by the Principal).

Absent- "Unexcused"(UE): absences without written explanation for reason(s) for an absence and/or without receipt of original documentation from incidents stated above.

We ask parents to notify the school a day in advance if your student will be absent from school. If a phone call has not been received, Promise Prep will notify the parent/guardian via an automated or personal call.

Any Early releases must be communicated to the front office on the same day.

Categories for Dismissals

(All Parents or guardians must show an I.D. that matches Power school, otherwise the child will not be released).

5 early dismissals/absences = 1 absence.
 10 early dismissals/absences= Truancy letter issued by the school
 15 early dismissals/absences= RETENTION in that grade (the principal reserves the right to retain any student who is academically unprepared for the next grade)

Students that are not at school for any reason are not permitted to attend any after school functions. Assessments are only made up for missed school days that are Excused Absences. Otherwise, will not be made up.

The following actions may be taken in the case of absences.

Each time a student is absent a phone call home will be made.

Occurrence per year	Consequence
1	Phone call
3	Social worker notified; Parent conference e
10	Truancy letter; written plan is formalized with social worker and filed in student permanent file



ACADEMIC PROGRAM OVERVIEW

We are also committed to the following school model:

Rigorous and Engaging Instruction	<p>We believe in the unique potential of our students. With love and high expectations, we will expose them to rigorous instructional materials and support them in finding their own paths to success.</p>
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<p>Academic Readiness</p>	<p>Our academic program is designed to bring students rigorous, engaging instruction in a fun, joyful environment. We take pride in ensuring that our students are exposed to grade-level appropriate content. The foundation of our approach is a comprehensive investment in professional development opportunities for our staff.</p>
<p>Well-Rounded Students</p>	<p>Not only should school be academically rigorous, it should also be fun, safe, and structured. We infuse the student experience with numerous opportunities to develop interests, hobbies, and passions in and out of the classroom. We are also deeply committed to being culturally responsive.</p>
<p>Family and Community Partnership</p>	<p>Families are a child’s first and most important teachers. Together, we are partners in education. Our doors are always open and we encourage families and community partners to stop by anytime to see what’s happening in the classroom or to talk to school leaders and teachers.</p>

Social Belonging, Joy and Leadership

As a part of our commitment to build students’ personal skills and to honor our values of joy and humor we place an emphasis on providing student experiences that build students’ identity, promote self-efficacy and build community.

Facilitating Morning Meeting

Morning Meeting helps create a positive learning environment where students feel connected and safe; and are willing to take the risks necessary for academic success. The purpose of the meeting is to set a tone for respect and trust in the classroom, build connections between members of the classroom, blend academic, social and emotional learning, provide students with a sense of belonging and to celebrate and have fun. Morning Meeting takes place as the first structured component of the school day and should last between 10-15 minutes.. The components of Morning Meeting is as follows:

1. Greeting- Students will share their name and today’s date.
2. Sharing- Students will share the school news for the day
3. Group Activity-The whole class will engage in a short, inclusive activity designed to build classroom cohesion.

P.R.O.M.I.S.E. Awards

The P.R.O.M.I.S.E. Awards is our way of recognizing and honoring all stakeholders for their positive contributions to the school community. All active community partners will be recognized. Staff and students will be recognized and awarded based on the PROMISE Values.

DATA FOLDERS

On the first day of school, each student will be required to have a data folder which represents each student's overall academic and behavioral goals and achievements. The data folder will include Kindergarten screeners (if applicable); WIDA language reports (if applicable), student goals, a behavior support plan, a ladder system which tracks discipline, uniform violations, and NWEA score reports. The data folder will also include daily work and all tests and/or quizzes that your child has taken. All data folders will be kept at the school.

SPIRIT WEAR DAYS

These will take place every Friday. Students must be dressed in uniform-appropriate bottoms with a Promise Prep logo spirit wear top. Spirit wear is defined as any tee shirt or sweatshirt that is purchased through the school or provided by the school. Spirit Wear can be from previous years.

BULLYING/HARASSMENT POLICY

Promise Prep is committed to providing and maintaining a learning environment that is free from bullying and harassment. A person is being bullied/harassed when he/she is repeatedly and deliberately exposed to negative actions on the part of one or more persons. The most common forms of bullying are physical, social, and verbal. Physical bullying may include but is not limited to: hitting, kicking, tripping, destruction of property etc... Social bullying may include but is not limited to: gossiping, leaving someone out, lying about someone, obscene gestures, cyber bullying and harassment (sexual, racial, religious). Verbal bullying may include but is not limited to: teasing or threatening to harm someone. Harassment is considered unwelcome, offensive or inappropriate conduct toward another student.

An important element of this issue is the silent bystander who witnesses bullying/harassment. All students are expected to stand up for victims and report bullying behavior. Bystander reports of inappropriate behavior are not considered "tattling", rather, they are considered promotion of "good character" behavior and dignity for both the victim and the perpetrator.

Students are to show respect to all persons at all times. Bullying/harassment in any form is strictly prohibited. All reports of unwelcome, offensive or inappropriate behavior will be promptly and thoroughly investigated. Students found to be in violation of this policy will be subject to appropriate corrective or disciplinary action, which may include required assessment and counseling (to healthcare provider with a school referral), suspension or expulsion.

Students are expected to report incidents which occur at school or at a school related event to a teacher, staff member, chaperone, or administrator. Each incident should be reported promptly.

FIELD TRIPS

The same policies apply for field trips as a regular school day. Field trips that are traditionally taken include and are subject to change:

K-1st Grade	2nd Grade 3rd Grade
Trip to the Fire Department Visit the Indianapolis Zoo Visit the	Visit the Indianapolis Zoo Visit the Children's museum Visit the Children's Museum Visit to Newfields

All Field trip chaperones are invitation based only.

Grading Scale

The scale is broken down as follows:

- 93 to 100% = A 76 to 80% = C
- 89 to 92% = B+ 70 to 75% = D
- 85 to 88% = B 69% or below = F
- 81 to 84% = C+

ASSESSMENTS

Assessment	Frequency, Purpose and Format Grades
NWEA Skills Checklists: Reading/Math	<p>Frequency:</p> <ul style="list-style-type: none"> ● August (Week 4) ● October (Week 10) ● December (Week 19) ● February (Week 26) ● April (Week 33) <p>Purpose: To assess mastery and see what more your child needs to learn as well as to fulfill the state's requirement of administering a dyslexia screener for early identification.</p> <p>Format: Administered whole group using NWEA Skills Checklists</p> <p style="text-align: right;">K - 3rd Grade</p>

Assessment	Frequency, Purpose and Format Grades
<p>NWEA MAP Reading/Math</p>	<p>Frequency:</p> <ul style="list-style-type: none"> ● Fall (August - Week 3) ● Winter (December - Week 18) ● Spring (May - Week 38) <p style="text-align: right;">K – 3rd Grade</p> <p>Purpose: To assess mastery and see what more your child needs to learn as well as to fulfill the state’s requirement of administering a dyslexia screener for early identification.</p> <p>Format: Administered whole group with special headphones</p>
<p>NWEA MAP Growth</p> <p>I-Read</p> <p>I-Learn</p>	<p>Frequency:</p> <ul style="list-style-type: none"> ● Fall (August - Week 3) ● Winter (December - Week 18) ● Spring (May - Week 38) <p style="text-align: right;">K – 3rd Grade</p> <p>Purpose: To assess mastery and see what more your child needs to learn as well as to fulfill the state’s requirement of administering a dyslexia screener for early identification.</p> <p>Format: Administered whole-class using MAP Growth</p> <p>Frequency:</p> <ul style="list-style-type: none"> ● 1 time per year ● March <p style="text-align: right;">3rd grade ONLY</p> <p>Purpose: to determine if a 3rd grader has mastered all 3rd grade content and is ready for the following grade. Students with documented disabilities must take the test at least 1 time before the school will consider a Good Cause Exemption (GCE). All GCE’s are approved by the Indiana Department of Education.</p> <p>Frequency:</p> <ul style="list-style-type: none"> ● 1 time per year ● April- May <p style="text-align: right;">3rd grade ONLY</p> <p>Purpose: State Assessment.</p>

Remember that your students will be assessed many times throughout the school year.

HOMEWORK

Homework will be sent home for a minimum of 3 days per week.

Homework assignments are left to the discretion of your child’s teacher as homework will always mirror what your child is learning for that day/week.

Homework consists of daily assignments which are an extension of the learning process that has taken place at school. It may be assigned for the purpose of review or enrichment. A typical day's homework should normally not exceed:

Grades K- 2..... 20-30 minutes
Grades 3-530-60 minutes
Grades 6-8.....60-120 minutes

Please bear in mind that some students work more quickly and remain more focused than others. If your child FREQUENTLY takes longer than the time indicated above, please contact their teacher to discuss your concerns and a strategy moving forward.

1. If a child has been absent for a day or two because of illness, his/her assignments will be collected upon request and either given to a sibling, neighbor, or placed in the main office.
2. It is our practice that a child has as many days to make up the assignment(s) as the child was absent. For example, if a child was absent for two days, he/she has two days AFTER returning to make up the work.
3. If a family decides to take a vacation while school is in session, work can be made up upon returning to school unless the teacher decides to assign work in advance. This is considered an unexcused absence.

EXTRA CREDIT

Teachers may give extra credit at their discretion. Extra credit is neither expected nor required. Students are strongly encouraged to not put themselves in a position where extra credit is needed.

MAKE-UP WORK

Make up work will only be assigned for EXCUSED absences, as mentioned in the excused absence section.

HEALTH RECORDS

All elementary school children are required to be immunized against diphtheria, mumps, whooping cough, tetanus, measles, rubella and poliomyelitis, and chicken pox. No child will be permitted to attend school for more than thirty days beyond the date of his/her enrollment unless he/she is either (a) fully immunized or (b) has begun his/her immunizations and produced a schedule for the completion, (c) or a waiver against immunization for religious reasons is filed. COVID vaccinations are left up to the discretion of the parent. [REPORT CARDS](#)

& PARENT TEACHER CONFERENCES

Report Cards must be picked up in person at Promise Prep during Parent-Teacher Conferences or at the Promise Awards ceremony.

See SCHOOL CALENDAR for Parent in Touch scheduled days.

ALL attended conferences will require a signature from the parent.

PROMOTION/RETENTION POLICY

Promotions: recommendations are made by classroom teachers, and final promotion decisions will be made by the Principal. Promise Prep reserves the right to make exceptions to this policy given special circumstances.

Retentions: Parents will be notified of a final retention decision from the Principal in an in-person meeting and will provide written documentation concerning retention. If an in-person meeting is not able to be scheduled, families will receive written communication via mail.

HEALTH RECORDS

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CHROMEBOOK CONTRACT

Each child that is assigned a chromebook is expected to return their chromebook. Chromebooks contracts must be signed by the parent or guardian and will be kept on file before your child receives it. *Signing the last page acknowledges that you agree to these terms. .

Any student misusing their chromebooks will lose it. See below for acceptable use unacceptable use policy.

I. Acceptable Use

The primary purpose of providing access to the Internet is to support the educational mission of Promise Prep. Promise Prep expects that students will use this access in a manner consistent with this purpose.

Users of Promise Prep's Internet service assume full responsibility for any costs, liabilities, or damages arising from the way they choose to use their access to the Internet.

II. Unacceptable Use

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

- Disclosing, using or disseminating personal identification information about self or others including, but not limited to, Internet account numbers, passwords, etc.;
- Accessing, sending or forwarding materials or communications that are defamatory, abusive, pornographic, obscene, profane, sexually explicit, threatening, harassing, racially or sexually offensive, or illegal;
- Using the Internet service for any illegal activities such as gaining unauthorized access to other systems, arranging for the sale or purchase of drugs or alcohol, participating in criminal gang activity, threatening others, transferring obscene material, or attempting to do any of the above;
- Vandalizing school computers by causing physical damage, reconfiguring the computer system, attempting to disrupt the computer system, or destroying data by spreading computer viruses or by any other means;
- Copying or downloading copyrighted material without authorization from the copyright holder, unless the copies are used for teaching (including multiple copies for classroom use), scholarship, or research as determined by school staff. Users shall not copy and forward or copy and upload any copyrighted material without prior approval of the Head of School, nor shall users violate any software license agreements, or any applicable federal, state or local laws concerning copyright;
- Using the network or Internet while privileges are revoked or suspended; and ● Plagiarizing material obtained from the Internet. Any material obtained from the Internet and included in one's own work must be cited and credited by name or by electronic address or path on the Internet. Information obtained through E-mail or news sources must also be credited as to sources.
- Any violation of the above policy may result in the loss of computer, Internet and network privileges, and possible disciplinary action and/or appropriate legal action (*See Violations below*).

III. Safety Issues

The following are basic safety rules pertaining to all types of Internet applications. ● Never reveal *any* identifying information such as last names, ages, addresses, phone numbers, parents' names, parents' employers or work addresses, or photographs. ● Use the "back" key whenever you encounter a site that you believe is inappropriate or makes you feel uncomfortable.

- Immediately tell a teacher if you receive a message that you believe is inappropriate or makes you feel uncomfortable.
- Never share your password or use another person's password. Internet passwords are provided for each user's personal use only. If you suspect that someone has discovered your password, you should change it immediately and notify a teacher.

DAILY SCHOOL SCHEDULE for GRADES K to 3

8:30 am-9:00 AM Students report to class to begin morning work.

3:00 pm Evening announcements; dismissal following



STUDENT CODE OF CONDUCT

We expect to create a community that feels both orderly and joyful. All Promise Prep students must adhere to the following values and School wide procedures/expectations.

PROMISE Values	Definition
Perseverance	Continued effort to achieve positive outcomes despite difficulties, failure or opposition
Respect	The process of honoring yourself or someone else by exhibiting care, concern and consideration for their needs and feelings
Ownership	Being responsible for your thoughts, words and actions
Mindset	Belief that your most basic abilities can be developed through dedication and hard work
Integrity	Doing the right thing even when no one is watching
Synergy	Operating and interacting as a team
Excellence	The quality of being truly the best at something

School-Wide Procedures/Expectations

Hallway Expectations	Voice Levels	Appearance Expectations	PREP
1. Straight line 2. Face Forward 3. Voice off	0 Silent Voice/No Talking 1 Whisper Voice/Partner Talk 2 Normal Voice/Table Talk 3 Loud Proud Voice/Presenter Talk 4 Outside Voice/Playground Talk	Clean Uniform Clean Face & Hands Pants Up Shirts Tucked Shoes Tied	Pay attention to the speaker Respect the process and class community Engage by asking and answering questions Persevere through challenges

PROMISE Pledge

I promise to show **Perseverance** by never giving up.
 I promise to **Respect** myself and others.
 I promise to take **Ownership** for my thoughts, words and actions.
 I promise to have a **Mindset** that I can and will learn.
 I promise to have **Integrity** by doing the right thing even when no one is watching.
 I promise to create **Synergy** by being a good teammate.
 I promise to strive for **Excellence** by doing my personal best.

School-wide rules:

1. Follow directions quickly
2. I will remember to raise my hand to talk
3. I will work hard
4. I will respect myself and others
5. Adhere to the PROMISE values (see below)

BIRTHDAYS AND SPECIAL OCCASIONS

We happily acknowledge the birthdays of all Promise Prep students at Morning Assembly. Birthday treats are also a special part of each child's birthday and are always welcome in the K-3 classrooms. **As enhanced precautions due to the pandemic, all treats need to be prepackaged.** However, in fairness to the other students, and to keep disruptions to a minimum, we ask that parents/guardians do not send balloons, flowers, or other special gifts to school for birthdays and special occasions.

*ALLERGIES

Please alert us to any significant allergies your children may have, such as bee sting, food allergies, etc. on your child's emergency form. Parents must provide medicines, (epi-pen, etc) if they are required. We have students with severe food allergies, especially to nuts of any type. These allergies can be life threatening. Do not allow your children to exchange lunch or treats with others. Please do not bring class treats with nuts of any kind or products containing nuts, such as peanut butter. Thank you for your cooperation.

CLASS PARTIES

Students in grades K to 3 may be treated to a class party during the last thirty minutes of the day on the following holidays: Halloween, Valentine's Day, and Christmas. All parties generally should occur during the last half-hour of the day. Again, please remember food allergies must be taken into consideration. Parents, at any time, can decide if their child will not participate in celebrations, etc.

COMMUNICATION BETWEEN HOME AND SCHOOL

All teachers have telephones and email access in their classrooms. Phones do not ring in classrooms during the school day. Voice mail messages will be answered within 48 hours. When communicating with your child's teacher, email is preferred. Emails sent to teachers after school hours will be responded to within 24 hours of receiving the email. Please do not expect a response from a teacher in the evening/weekend hours.

Internet Safety Policy

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

Access to Inappropriate Material

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

Inappropriate Network Usage

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

Uniforms

All uniforms and/or Spirit wear are purchased through the website, promiseprepindy.org.

General Uniform Requirements:

Tops: Black Promise Prep embroidered Polo. Crew necks or sweaters must have a Promise prep logo purchased from the website.

Bottoms: Khaki or Navy blue shorts/skorts (fall, spring and summer); pants (winter ONLY).NO BLUE JEANS.

Hats and headwear are not permitted.

The school is not responsible for any uniforms, jewelry, shoes, etc. that may be lost.



DISCIPLINE

SUSPENSION

All children are expected to abide by the regulations and conduct themselves appropriately.

A) Foul language, defiance to teachers, refusal to work, not complying with dress code, constant talking, truancy, annoying or disturbing other students, fighting, incidents deemed to be of a serious nature, etc., are possible causes for in-school suspension. Parents will be informed of continuous misconduct. If the problem persists, suspension may follow.

B) Parents will be called and automatic suspension from school will be in effect for smoking on the school premises, the possession of, passing of, or use of cigarettes, drugs or alcohol on school premises or at any school-sponsored or school-related function; possession of a knife or other item that could cause injury, and any other incident deemed to be of serious nature by the principal. Illegal use or possession of drugs, alcohol, tobacco, or firearms will be reported to appropriate law enforcement agencies.

In accordance with our policy pertaining to the use and/or possession of drugs, alcohol, tobacco, or firearms, students who are suspended may face expulsion pending investigation of the situation.

For any actions not listed above that create an unsafe environment, administration withholds the right to assign suspensions when needed.

Mandatory Parent Meetings

Any student who has received an out of school suspension will be scheduled for a Mandatory Parent Conference to return to school.

Expulsions

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

PROMISE PREP PARENT/GUARDIAN AGREEMENT

As a Promise Prep Parent, and in consideration for my student’s attendance at promise Prep, I agree to:

- Make Promise Prep a safe environment by working in partnership with Promise Prep’s Staff and Teachers.
- Ensure that my child arrives at school on time and attends school daily. I have read and understand the attendance policy in this student handbook.
- Ensure that my child wears the appropriate school uniform daily. I have read and understand the attendance policy in this student handbook.
- Communicate regularly with my child’s teachers regarding my child’s academic and behavioral performance. I have read and understand the attendance policy in this student handbook.
- Ensure that my child is using their school issued technology
- Follow and abide by all of the policies contained in this Promise Prep Family Handbook, and uphold the mission, values and philosophies of Promise Prep.

By signing below, I acknowledge that I have read the Family Handbook and agree to all school policies outlined, including those listed above, as well as the Code of Conduct.

Parent/Guardian’s Printed Name: _____

Date: _____

Parent/Guardian’s Signature:

Student Grade: _____