



**TINDLEY**  
GENESIS ACADEMY

**SCHOLAR/FAMILY  
HANDBOOK  
2016-2017**

2540 N. Capitol Avenue  
Indianapolis, IN 46208  
**317-777-6832**

**Todd Hawks | Principal**  
**Kristie Wallace | Assistant Principal**

# SCHOLARS CREED

I am a Tindley Genesis Scholar who  
Achieves academic excellence through the arts  
I am on the path to college  
and Tindley Genesis is where it starts.  
I am responsible for my own actions  
and never seek to place blame.  
I demonstrate our values with ease  
and encourage those around me to do the same:

We have **AMBITION** as we work to achieve great heights.  
We show **RESPECT** for ourselves, our family, community, and school  
We have **TENACITY** and never give up or lose sight  
**SCHOLARSHIP** in learning is our strongest tool.

I am a Tindley Genesis scholar.  
I do not steal, cheat, or lie.  
I always show that I am a leader  
at school at home, and in my life.  
Achieving greatness begins with me.  
My journey to college just cannot wait.  
I am a proud part of Tindley Genesis  
Each day I will achieve something great.

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# TINDLEY GENESIS ACADEMY SCHOOL CALENDAR 2016-2017

All dates and events are subject to change. Additional dates will be added throughout the year.

Event	Date	Time
Scholar Ice Cream Social (new and returning)	July 29 <sup>th</sup> , 2016	4:00pm-6:00pm
Kindergarten Orientation	July 30 <sup>th</sup> , 2016	10:00am-12:00pm
1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> , 4 <sup>th</sup> new scholar orientation	July 30 <sup>th</sup> , 2016	1:00pm-3:00pm
First Day of School (Kindergarten and 1st Grade )	August 8, 2016	
First Day of School (2nd and 3rd Grade)	August 11, 2016	
First Day of School (4 <sup>th</sup> Grade)	August 15, 2016	
Labor Day (No School)	September 5, 2016	
Back to School Night	September 12, 2016	6:00pm-7:30pm
Professional Development (Staff Only)	October 7, 2016	
Kindergarten and 1 <sup>st</sup> Grade Fall Concert	October 11, 2016	6:00pm-7:00pm
2 <sup>nd</sup> , 3 <sup>rd</sup> , and 4 <sup>th</sup> Grade Fall Concert	October 13, 2016	6:00pm-7:00pm
School Picture Day	October 13, 2016	8:00am-11:00am
End of Quarter (Midterm)	October 14, 2016	
Back to School Conferences (scholars half day)	October 19, 2016	1:00pm-6:00pm
Fall Break Begins (No School)	October 20, 2016	
Fall Break Ends (Students Return)	October 24, 2016	
Fall Festival	October 29 <sup>th</sup> 2016	1:00pm-4:00pm
Family University	November 10, 2016	6:00pm-7:30pm
Staff Talent Show	November 15, 2016	6:00pm
Thanksgiving Break Begins (No School)	November 23, 2016	
Thanksgiving Break Ends (Students Return)	November 28, 2016	
Picture Retake Day	November 30, 2016	8:00am-11:00am
Kindergarten and 1 <sup>st</sup> Grade Winter Concert	December 13, 2016	6:00pm-7:00pm
2 <sup>nd</sup> , 3 <sup>rd</sup> , and 4 <sup>th</sup> Grade Winter Concert	December 15, 2016	6:00pm-7:00pm
Breakfast With Santa	December 17, 2016	9:00am-11:00am
Winter Break Starts (No School)	December 21, 2016	
Parent/Teacher Conferences (No School)	January 9, 2017	9:00am-6:00pm
Winter Break Ends (Students Return)	January 10, 2017	
Martin Luther King Jr. Day (No School)	January 16, 2017	
Family University	January 17 <sup>th</sup> , 2017	6:00pm-7:30pm
Family Dance	February 10 <sup>th</sup> , 2017	6:00pm-8:00pm
Spelling Bee (3 <sup>rd</sup> and 4 <sup>th</sup> Grades)	February 16 <sup>th</sup> , 2017	6:00pm
President's Day (No School) (Make-Up Day)	February 20, 2017	
Kindergarten and 1 <sup>st</sup> Grade Spring Concert	February 28, 2017	6:00pm-7:00pm
2 <sup>nd</sup> , 3 <sup>rd</sup> , and 4 <sup>th</sup> Grade Spring Concert	March 2, 2017	6:00pm-7:00pm
Scholar Talent Show	March 14, 2017	6:00pm

End of Quarter (Midterm)	March 17, 2017	
Spring Break Begins (No School)	March 20, 2017	
TGA Enrollment Fun Fair	March 20, 2017	5:00pm-8:00pm
Spring Break Ends (Students Return)	April 3, 2017	
Professional Development (Staff Only)	April 21, 2017	
High School Commencement	May 12, 2017	10:00am
Community Day	May 20 <sup>th</sup> , 2017	11:00am-2:00pm
Kindergarten and 1 <sup>st</sup> Grade End of Year Concert	May 23, 2017	6:00pm-7:00pm
2 <sup>nd</sup> , 3 <sup>rd</sup> , and 4 <sup>th</sup> Grade End of Year Concert	May 25, 2017	6:00pm-7:00pm
Memorial Day (No School)	May 29, 2017	
1 <sup>st</sup> /2 <sup>nd</sup> Grade Awards Ceremony	May 30, 2017	10am-11:00am
3 <sup>rd</sup> /4 <sup>th</sup> Grade Awards Ceremony	May 31, 2017	10am-11:00am
Kindergarten Graduation	June 1, 2017	6:00pm
Last Day for Kindergarten	June 1, 2017	
Last Day of School For 1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> , 4 <sup>th</sup> Grade Scholars	June 2, 2017	

## FORWARD

This booklet is provided to each family that has a student enrolled at Tindley Genesis Academy. It contains valuable information which students and parents will find useful throughout the school year. Please keep this booklet handy for reference.

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

## HUMAN DIGNITY POLICY

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

## SPONSORSHIP

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

## **MISSION STATEMENT**

Tindley Genesis Academy, working with its parents and the broader community, will empower its students – regardless of their past academic performance – to become successful learners who graduate with the capacity for rigorous high school and college opportunities. Tindley Genesis will provide a powerful learning experience that intellectually engages, inspires, and spurs academic achievement through a challenging and interactive curriculum.

## **SCHOOL COLORS**

Tindley Genesis Academy's official colors are Crimson and Cream. While every effort should be made to honor the official colors, Maroon and White will be considered acceptable substitutes.

## **SCHOOL MASCOT**

The official mascot of Tindley Genesis Academy is the Tindley Tiger. The Tindley Tiger logo is the official property of the Tindley Accelerated Schools and Tindley Genesis Academy. Any unauthorized use of the Tindley Tiger logo is hereby prohibited.

## **TITLE IX AND SECTION 504**

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

If you have experienced discrimination in such educational programs or activities, complaints alleging such activities should be directed to Mr. Todd Hawks, Principal. Should there be additional concerns, he will direct you to executive leadership with the Tindley Schools.

## **CONFIDENTIALITY OF RECORDS**

The Family Education Rights and Privacy Act of 1974 deals with the legal aspects of pupil records such as grades, race, discipline issues, etc., by making sure that no such information is provided to any outside institution, employer, etc., unless a written release is given by the legal guardian (or by the student if 18 years of age or

older). Only “**Directory Information**”, defined below, may be disclosed by the school without prior written consent unless notified in writing to the contrary within 15 days of receipt of this handbook.

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

## WITHDRAWAL FROM SCHOOL

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

All withdrawal requests must be made in writing through the official TGA withdrawal form that can be obtained by contacting the Office Manager or a school administrator.

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

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

## VISITORS

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

**All visitors and guests must register in the front office immediately upon entering the building. Friends of Tindley Students and Former Tindley**



**Students will not be permitted to visit at any time. Former students will be allowed to visit an adult to the extent that the adult is free and available; however the student must leave the property at the moment when that adult is no longer available. While we love to interact with young people, we cannot do so at times when our responsibilities are to currently enrolled students.**

Parents/guardians and other approved adults older than 21 years (i.e. aunts, uncles, coaches, mentors, therapists, clergy, etc.) are always welcome to visit. We do ask, however, that parents and other approved adults register in the front office when they enter. Parents/guardians should make sure that all visiting adults (especially those approved to pick up the child during the school day) are appropriately listed in our computer system.

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

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

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

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

## APPROPRIATE DRESS

Tindley Genesis Academy is concerned with the appearance, as well as the behavior, of students. Students are required to wear the school uniform. If you have any questions, staff members will guide you. The current Dress Code is as follows:

### SCHOOL UNIFORM POLICY (2016-2017)

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

Our standard uniform consists of:

- Tindley logo khaki slacks
- Burgundy Tindley logo golf shirt (short-sleeved), neatly tucked in.
- plain, white, short-sleeved or long-sleeved tee-shirt underneath (if desired)
- burgundy, sleeveless Tindley logo sweater vest
- burgundy, Tindley logo long sleeved cardigan sweater
- beige buckskin saddle shoes with red rubber soles (with standard length/width, beige shoe strings)
- plain brown or black leather belt (no additional colors, studs, or decorations) for 3<sup>rd</sup>-5<sup>th</sup> grade scholars. Kindergarten through 2<sup>nd</sup> grade scholars will not be required to wear a belt.

Students may also elect to wear a burgundy cardigan logo sweater on cooler days.

Students are permitted to wear the following in inclement weather:

- Young ladies are permitted to wear long, ankle-length solid-color leggings during inclement weather.
- Long-sleeved white t-shirts may be worn under the Tindley logo golf shirt during inclement weather.

Students will not be allowed to wear the following during the school day:

- any t-shirt that is not plain white in color and free of printing
- a white Tindley logo polo *without* the burgundy logo cardigan or sweater vest over the top of it.

- coats, jackets, or sweatshirts inside of the building
- mismatch socks
- athletic shoes, boots, or sandals (unless specified for a special activity)
- clothing bearing any non-Tindley logos, messages, or other insignia
- walking shorts, Capri pants, or any other non-standard length trousers
- trousers that are oversized, flared at the bottom, baggy, *frayed at the bottom, inappropriately altered, or bearing holes.*
- hats, bandanas, scarves, necklaces, electronic wrist gear other than watches (with other functions than time) , bracelets, visible body piercing (other than the ears—small post earrings and hoops that do not exceed one half of an inch)
- visible body art
- young men should refrain from wearing ear rings of any kind
- uniforms may not be accessorized with non-academic insignia and paraphernalia (athletic pins, buttons, binder clips, paper clips, etc.
- uniform shoes must be free of writing, debris, and graffiti. Students must not write on their shoes.
- Purses will not be allowed to be carried or worn throughout the building. Scholars who carry purses should keep them in their scholar towers during the school day.

Requirements regarding scholar hair styles and maintenance are as follows:

- young men should wear short, well-kept hairstyles during the school year (no more than  $\frac{3}{4}$  inch in length)
- young men should refrain from wearing braided hairstyles (including twisted styles or locks)
- Hair that is dyed any color will not be allowed.
- any unusual streaks or patterns will not be permitted. Parts or double parts are permitted. Any other designs will not be permitted.
- unusual haircuts or styles such as Mohawks, spikes, patterns or shaving of all or part of the head are prohibited.
- Beaded hairstyles that cause a distraction will not be permitted.
- Tiaras, crowns, large bows, or other hair accessories that cause a distraction or impair vision will not be permitted.

## **SCHOOL CLOSINGS**

School closings are governed by the following policy:

1. The CEO is the only person authorized to close school. Building leaders will communicate the decisions about school closing to students, staff and families.

2. If no announcement is made about school closings by 7:00am, school will proceed as regularly planned.
3. If the school is determined to be closed by the CEO, you can receive the information via the local television stations. Keep in mind that our school maybe listed in various ways on different television stations (i.e. Charles A. Tindley, Tindley Genesis, Tindley Schools, etc.). The school's phone system might also include closing information. We will also send an automated message via email, phone, and/or text to notify you of the closing.

## TEXTBOOKS

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

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

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

## TOBACCO

Tobacco and tobacco products are not permitted on school grounds even for those students who have reached 18 years of age. In addition, *Electronic cigarettes (e-cig or e-cigarettes)*, personal vaporizers (PV) or electronic nicotine delivery systems (ENDS) are not permitted on school grounds.

## MEALS

Breakfast and lunch is accessible at the Tindley School. Families that believe they qualify for Free/Reduced lunch should ask for an application from the front office. *Families are encouraged to complete the form whenever their life circumstances become such that providing a daily meal would be a burden on the family (even in the middle or at the end of the school year).* Applications are accepted all year.

Healthy afternoon snacks will be provided for elementary students each day class is in session.

**Lunch money is collected at the front desk before class starts every Monday morning in the main office (money will be taken on Tuesdays during holiday weeks ONLY).** Students should be prepared to pay for at least the entire week. Students who miss these times should be prepared to bring a lunch for the remainder of the week. We do not have the ability to process credit. Scholars who do not pay meal fees ahead of meal time will be served an alternative lunch (drink and sandwich).

## SCHOLAR TOWERS

There are classroom scholar towers available for students' use in the classrooms. For student protection, unauthorized scholar tower sharing is prohibited.

All scholar towers, desks or other storage areas made available for student use are the property of the school corporation. Scholar towers are made available for student use in storing school supplies and personal items necessary for use at school. Scholar towers are not to be used to store items which cause, or can reasonably be seen to cause, an interference with school purposes or an educational function, or which are forbidden by state law or school rules.

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

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

## LEAVING SCHOOL GROUNDS

**Students may only leave school grounds when necessitated by a pre-scheduled appointment and accompanied by and approved (see section on approved pick-up) adult.** Students who must leave prior to the end of school must have a parent or guardian sign them out at the front office. **Tindley Genesis strictly forbids students leaving the school grounds and then returning later that day without administrative permission or parental escort.**

## STUDENT PROGRESS REPORTS

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

## CHANGE OF ADDRESS

Parents are responsible for keeping the school informed of changes in address or other information that is pertinent to parent or home contact. Such information can be vital in an emergency. The information should be submitted to the office manager or administrator through the official Change of Information form.

## MOBILE PHONE USAGE

Mobile phones potentially cause a substantial disruption to our school day. They could also potentially be used for cheating. If we did not have students who were bus riders, we would ban the presence of mobile phones altogether. Mobile phones should be turned off and stored in the student's scholar tower/backpack until they are prepared to leave the building. Student should not turn on their mobile phone until after they have exited the building. Students may use mobile phones after school hours outside of the building. *Cell phone/ mobile/electronic devices are prohibited. If a scholar is seen or heard with a device, the device will be confiscated on a first offense for a period of no less than 30 school days. Upon the second offense, the school will resume the previously established consequence resulting in the device being confiscated until the end of the school year.* Mobile phones should be kept in scholar tower/backpack and turned off. No exceptions will be made. While reasonable attempts will be made to keep these items secure, the Tindley School cannot guarantee a student against theft, loss, or damage to any confiscated item.

## TELEPHONE

Students will not be called to answer the telephone except in dire emergencies. **The front office telephone will be made available for student use during lunch periods and after school only.** Attempts should be made to inform parents of after school plans the day before.

## DISCIPLINARY INFRACTIONS/CODE OF CONDUCT

Tindley Genesis Academy holds high expectations for student behavior. The Tindley School places a high priority on maintaining an atmosphere of respect that is conducive to learning and is safe for all students, staff, and guests. We try to center as much of our educational dollars as possible on active academic support for our students. This means we have very little staff time devoted to discipline of students who will not cooperate.

Students who engage in disruptive behavior will be called upon to correct that behavior. If a student cannot correct the behavior, he/she will be sent to meet with a school administrator. Families will be notified when there are concerns and may be asked to work with the school and the scholar to address the concern. Students will be suspended when they create a disruption to the learning environment. The Tindley Schools cannot continue to succeed academically when students are distracted by those who do not care to meet our behavioral expectations. Your support in this matter is greatly appreciated.

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

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

## INFRACTIONS WITH AUTOMATIC CONSEQUENCES

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

1. No student shall engage in violence and/or threat of violence against any student, staff member, and/or other persons. Prohibited violent or threatening conduct includes threatening, planning, or conspiring with others to engage in a violent activity. No student shall threaten (whether specific or general in nature) damage or injury to persons or property, regardless of whether there is a present ability to commit the act.

2. No student shall knowingly possess, use, or be under the influence of alcohol or any alcoholic beverage.
3. No student shall engage in the unlawful selling or transmission of a controlled substance, illegal drug, alcohol, prescription drugs, or anything purported to be or that is represented as a look-a-like, or engaging in a criminal law violation that constitutes a danger to other students or constituents an interference with school purposes or an educational function.
4. No student shall knowingly possess, use, or be under the influence of any narcotic drug, illegally obtained/used prescription drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, caffeine-based stimulants, substances containing \*phenylpropanolamine (PPA), stimulants or intoxicants of any kind, or any paraphernalia used in connection with the listed substances.
5. No student shall knowingly possess or use any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.
6. No student shall steal the private property of other students or staff nor the public property of the school corporation.
7. No student shall possess, handle or transmit any firearm or destructive device on school property.
8. No student shall possess, handle or transmit any deadly weapon on school property. The following devices are considered to be deadly weapons defined in I.C. 35-41-1-8
9. No Student shall violate the conditions of School Probation (academic or behavioral)

**The following behaviors will result in a 10 day suspension (student automatically becomes probationary):**

1. No student shall be willfully absent from school or tardy to school

**The following behaviors will result in a 5 day suspension**

2. No student will be egregiously insubordinate toward adults (staff or volunteer)
  - a. Parent contact will be made and a conference will be required to create an action plan/support system for the scholar.

**The following behaviors will result in a 3 day suspension:**

3. No student shall engage in physical contact of an aggressive/violent nature (kicking, punching, spitting, biting, etc. that does not cause physical injury or bodily harm)



4. No student shall leave the campus and return on the same day without parental escort or administrative permission.
5. No student shall fail to report to the office when referred by an adult (maximum suspension).
6. No student shall fail to report an infraction of the Code of Conduct by another student.
7. No student shall exhibit dishonesty during discipline discussions with school administrators.
8. No student shall possess matches or lighters in the school (pending parent conference among scholar's return)
9. No student shall engage in physical contact of a playful, non-threatening nature (Horseplay-maximum suspension-2 or more offenses).
- 10.No student will engage in the use of profanity (second offense)
- 11.No student will cause vandalism of school property. The student must make restitution. (maximum suspension)

**The following behaviors will result in a 1 day suspension:**

- 12.No student shall be tardy to class excessively (more than three times/month)
- 13.No student shall fail to follow the direct instructions of a staff member (this includes but is not limited to repeatedly arguing or talking back when reminded of rules, protocols, and procedures)
- 14.No student shall engage in speech that is inappropriate for school
- 15.No student shall cause a disruption to the classroom session or silent assembly (3<sup>rd</sup> offense)
  - a. 1<sup>st</sup> Offense: Scholar has conference with school administrator, family liaison, or counselor.
  - b. 2<sup>nd</sup> Offense: Parent contact is made
  - c. 3<sup>rd</sup> Offense: 1 day suspension and parent contact is made
- 16.No student shall fail to adhere to all aspects of the Dress Code (students may return the same day if they rectify their dress code issues)
- 17.No student shall engage in physical contact of a playful, non-threatening nature (Horseplay-minimum suspension).
- 18.No student will engage in the use of profanity (first offense)
- 19.No student shall fail to report to the office when referred by an adult (minimum suspension).
- 20.No student shall engage in cheating, plagiarism, or any other kind of academic dishonesty (2<sup>nd</sup> Offense)
  - a. 1<sup>st</sup> Offense- parent contact and conference with scholar. The assignment will automatically receive a score of “zero” and contact will be made to the parent/guardian to discuss the infraction and a plan to make-up the missed content/material (for no more than 70% of the original grade)

- b. 2<sup>nd</sup> Offense- 1 day suspension and the assignment will automatically receive a score of “zero.”
21. No student will cause vandalism of school property. The student must make restitution. (minimum suspension)

### Family Notice

If a scholar is removed from the classroom for behavioral reasons, the parent/guardian will be notified by the teacher or school administration the day of the occurrence.

### THREATS TOWARD SCHOOL STAFF

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

### OTHER SERIOUS INFRACTIONS

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

22. No student shall use violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, or urge other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this subdivision.
- a. Occupying any school building, school grounds, or parts thereof with intent to deprive others of its use.
  - b. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
  - c. Setting fire to or damaging any school building or property.
  - d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.
  - e. Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the education function under their supervision.
  - f. Using inappropriate gestures or exhibiting lewd and sexual behaviors.

23. No student or group of students shall engage in the bullying of another student(s) or any behavior with the intent to harass, ridicule, humiliate, intimidate, harm, or engage in repeated acts or gestures, including verbal or written communications transmitted, and/or physical acts committed, or any other similar behavior.
24. No student shall engage in any kind of aggressive behavior that does physical or psychological harm to another person or urging of other students to engage in such conduct. Prohibited conduct includes coercion, harassment, bullying, hazing, or other comparable conduct.
25. No student shall intentionally cause or attempt to cause physical injury or intentionally behave in such a way as could reasonably cause physical injury to any person.
26. No student shall knowingly possess, handle, or transmit a knife or any object that can reasonably be considered a weapon.
27. No student shall engage in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
28. No student shall fail to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions.
29. No student shall violate or repeatedly violate any rules that are reasonably necessary in carrying out school purposes or an educational function and are validly adopted in accordance with Indiana law, including, but not limited to:
  - a. engaging in sexual behavior on school property;
  - b. disobedience of administrative authority.
30. No student shall cause or attempt to cause damage to school property, or steal or attempt to steal school property.
31. No student shall cause or attempt to cause damage to private property, or steal or attempt to steal private property.
32. No student shall fail in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
33. No student shall use an electronic paging device or a handheld portable telephone on school grounds during school hours.

## **SUSPENSION AND EXPULSION POLICY**

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

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

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

Detentions after school or suspensions from class can be determined by classroom teachers in consultation with the principal:

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

### **Suspension from School:**

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

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

**Expulsion:**

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

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

rights administratively to contest the expulsion or to appeal it to the Board of Directors

5. The request to appear at the expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and the date, time, place and purpose of the meeting.
6. At the expulsion meeting, the administrator (or designee) will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student, and to present evidence to support the student's position. An attorney may not represent the student at the expulsion hearing, but the attorney may be available for consultation outside the meeting room during the course of the meeting.
7. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parent.
8. **Decisions of the person conducting the expulsion meeting may be appealed to the Board of Directors within ten (10) days of the receipt of the notice of action taken.** The appeal to the Board must be in writing. If the appeal is properly made, the Appeals of Committee of the Board of Directors will hear the appeal and will consider the written summary of the expulsion meeting and the arguments of the school and the student and/or the student's parent. The Appeals Committee will then take any action deemed appropriate.

**Requests for appeal should be forwarded to:**

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

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

**ADDITIONAL DISCIPLINARY ACTIONS**

In addition to suspensions and expulsions, students may be subject to additional disciplinary actions. These disciplinary actions may include:

- Suspension “pending parent conference”` option on any infraction that constitutes a suspension of no more than 3 days.
- Community service in lieu of suspensions that do not exceed 3 days and equals that of the assigned suspension days.
- Counseling with a student or group of students
- Conferences with a parent or group of parents
- Assigning additional work
- Rearranging class schedules
- Requiring a student to remain in school after regular school hours to do additional school work or for counseling
- Restricting extracurricular activities
- Removal of a student by a teacher from that teacher’s class for a period not to exceed five (5) class periods
- Loss of recess
- Eating lunch in isolation
- Eating lunch in main office
- Picking up trash
- Replacing tape lines
- Seat change
- Classroom isolation
- Student writes letter to parents
- Student writes letter to teacher

## ARRIVAL/DISMISSAL

For the safety of all Tindley Genesis Academy, only families identified as having permission to pick up students will be allowed to pick them up.

### PARENTS:

- Please drive slowly and carefully around the drive.
- Please be aware of your child and other children.
- Please do not talk on your cell phone while driving through car pool.
- Please do not get out of your car.
- Please do not “honk” your horn to get your child’s attention.

### Arrival

Tindley Genesis Academy will open the school each day no earlier or later than 7:00am. Scholars may be dropped off at this time. Breakfast is served from 7:30am-7:55am. **Class begins promptly at 8:00am.** Any scholar not in their seat or assigned area by 8:00am will be counted as tardy.

### Dismissal

Tindley Genesis Academy has two release times, and they are as follows:

3:00pm (M-Th): Early Release

Early Release is a special privilege that must be earned by TGA Scholars. Scholars earn early release based on performance in class and on assessments. Parents will know if scholars are on Early Release for the next week by Friday of the previous week when progress reports are given. Scholars on Early release should be picked up no later than 3:00pm unless your scholar is involved in an after school club. Parents who pick up their scholars prior to proper dismissal time without proper notice & documentation are subject to disciplinary action under our Code of Conduct.

4:00pm (M-Th): Regular Release (only designated scholars)

All students assigned to regular release are dismissed at 4:00pm unless the scholar is signed up for after school activities, clubs, or enrolled in after care.. All scholars must be picked up by no later than 4:15pm unless they are enrolled in after care or assigned to an after school activity. *Authorities may be contacted for any scholar that is not picked up by 5:15pm and late charges will be assigned.*

12:00 (Friday): Half Day Dismissal

All students are released at noon on Fridays. Friday afternoons are dedicated professional development opportunities for teachers. All scholars not picked up by 12:15pm must be enrolled in after care or be assigned to an after school activity. *Authorities may be contacted for any scholar that is not picked up by 1:15pm and late charges will be assigned.*

Late Charges/Consequences

A fee of \$10/day will be assigned to families of scholars who are not picked up by the designated times mentioned above. 3 days of late pick up will result in 1 day of suspension out of school pending parent conference.

***Your cooperation is crucial to the success of your scholars and the development of their teachers.***

**PERMISSION TO PICK UP**

Legal and custodial guardians must fill out the school's form or contact office staff to grant permission for other people to be able to pick up their scholar each day from school. Should a person not listed pick up the scholar, they will be re-directed to park and enter the main office to gain permission to pick them up (a phone call must be made to the original signee of the approved pick-up document to verify). A



valid ID will be required to verify the identity of any person picking up a scholar from school at any point in the day.

## CONTRABAND ITEMS

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

1. Fireworks
2. **Any electronic devices not required for class instruction ( i.e. video games, cd players, mp3 players, etc.)**
3. Jewelry in excess of the school dress code policy
4. Hats
5. Sunglasses
6. Sandals of any kind
7. Dice
8. Chewing gum or bubble gum
9. Water guns or balloons
10. Doo-rags, wave caps, or other head scarves
11. Jerseys, sweatshirts, logo tee-shirts, etc.
12. Metal picks
13. Rat tail combs
14. Laser pens/pointers
15. Nerf guns
16. Toys (dolls, electronic devices, legos, etc.)

Students are not to bring contraband items to school. Students who do so will have these items confiscated and returned only to a parent at the end of the school year (after 5:00 p.m. on the last day of school). **While reasonable attempts will be made to keep these items secure, the Tindley School cannot guarantee a student against theft, loss, or damage to any confiscated item.**

## INHERENT RISK

Any student who participates in extracurricular activities must understand that a risk of injury always exists. The staff at Tindley Genesis Academy will do everything possible to minimize risks for students.

Tindley Genesis Academy staff members are safety conscious and are trained to instruct students in the safe and proper techniques of their particular sport or activity; however, due to the nature of certain activities, injuries do occur. The school provides the opportunity for participation while the parent retains the right of denial for such participation.

***Parents/Guardians will be responsible for all medical costs associated with extracurricular participation.***

## **RECESS/PLAYGROUND POLICY**

Recess periods will always be supervised by multiple staff members. Generally, if there is inclement weather, teachers will give scholars “choice” time in the classroom allowing them to engage in a variety of academic-centered play activities. All school rules apply on the playground. Students who are not following rules will lose recess privileges and will be sent to the office with a referral.

Guidelines:

- Scholars should not walk to recess unaccompanied.
- No restroom breaks during recess
- Scholars should allow scholars from all grade levels to play any activity and in any space.
- Equipment will be stored in the main office area.
- Scholars must stay in specified area
- Scholars who need to enter the building during recess must be accompanied by an adult.

The following activities are not permitted:

- Running in lunch areas or hallways
- Playing/hiding off-limit areas
- Tag on blacktop, forest/trees, or play equipment
- Tackling, body blocks, grabbing or play fighting/karate
- Rough or dangerous games
- Throwing objects that might hurt others (balls, sticks, tan bark, acorns, dirt, rocks, etc.)
- Hitting or hurting another person
- Using bad language or name calling
- Bullying, teasing, or threats
- Playing in planter boxes, behind buildings, in bushes or along fences
- Food
- Toys or electronics
- Riding bikes, scooters, skateboards, rollerblades, etc.

## **ACADEMICS/STUDENT WORK**

Tindley Genesis Academy seeks to prepare all students for admission at selective colleges throughout the United States. In this regard, academic standards are sufficiently high as to lead any student who is successful in graduating from the Tindley School to the opportunity to attend a four-year college or university.

The following policies are implemented to ensure academic success:

- Graded homework will be returned to scholars for review
- Make-ups and redo work will be allowed only for assessments in the time frame according to attendance policy or designated by the teacher/administration.
- Make-ups for classroom and homework assignments will be allowed in the event of an excused absence only.
- Students who do not pass an assessment the first time it is given will only receive partial credit for the full point value. Redo work will only constitute 70% of the total grade.
- Make up work on assessments will constitute 100% of the total point value if an absence is excused.
- Academic Enhancement/Extended Day and Saturday school will be required at times to ensure the mastery of content and continue to advance the development of scholars' academic success.

### PROMOTION REQUIREMENTS

Tindley Genesis Academy's students qualify for promotion based on their completion of the full sequence of courses articulated by the Board of Directors. In some instances, proficiency on Network determined assessments may also be required. In addition, if students are assigned summer school, they must attend. If a student does not adhere to the attendance guidelines of summer school, promotion may not be granted.

### ACADEMIC INTEGRITY

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

### GRADING SCALE

Reporting Scale	Description
A	ADVANCED: Consistently demonstrates mastery and in-depth understanding beyond what is explicitly taught.
B	PROFICIENT: Frequently demonstrates mastery and basic understanding.

C	DEVELOPING: Occasionally demonstrates mastery but does not yet show a complete understanding.
F	EMERGENT: Rarely/does not demonstrate mastery or understanding.

**PROMOTION/RETENTION**

Because Tindley Students have a universal outcome (selective college admission), all Tindley Students are expected to rise to the same standard. In our Family Covenant, each student agrees to maintain at least rating/grade of a C in each class. **Tindley Genesis Academy does not practice social promotion.** Students will only be promoted if they successfully complete the course sequence for their grade level and have shown substantial growth on assessments. Students who fail at this will be retained automatically for the coming school year. When it becomes clear that a student is failing drastically at their current grade level, they may be moved backward to a grade level more commensurate with their skills (even in the midst of a school year).

**SUMMER SCHOOL**

All 3<sup>rd</sup> and 4<sup>th</sup> graders must demonstrate competence on the ISTEP+ test. All 3<sup>rd</sup> graders must demonstrate competence on the ISTEP+ and IREAD tests. Students who do not score at the level of Pass or Pass Plus will be automatically assigned to summer school for the following summer. In some instances, proficiency on Network determined assessments may also be required. Students should anticipate no less than 5 days of summer school (4-5 weeks), and students should expect to attend in their full uniform for the entire day. Students who fail to meet these expectations will be suspended pending an expulsion hearing and/or retained at their previous grade. It is important that every family support this program for our neediest students. Students who have more than two unexcused absences and/or tardies will fail summer school and face automatic retention.

**HOMEWORK**

Tindley students should expect a homework assignment at least every other evening. Students who do not consistently have homework are not being well-prepared for middle school. Parents should assume that students have homework and check it each evening for accuracy and completion. Each student is required to have a homework tracker provided by their classroom teacher. Further, parents should assist their students in making sure the homework is in a secure place (i.e. a homework folder) for ease of transmission to the teacher. All Tindley assignments are due at the beginning of the school day. Students who do not have their homework may be tracked for discipline and sent to the office.

## ATTENDANCE POLICY

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

Students who miss more than ten (10) days of an individual class in a semester (unexcused) will receive a failing grade for that class.

Absence Codes:

- UA Unexcused Absence  
The student is not in school, and the parent/guardian has not sent documentation from a doctor, judge, or mortician giving a valid reason for the student to be absent from school.
- SA Suspended Absence (does not count toward a student's 9 absences)  
The student has been suspended from school.
- EA Excused Absence  
The student is not in school, and parent or guardian has sent a written excuse from a doctor, judge, or mortician.
- PA Pre-Arranged Absence  
Prior to the student's absence, the school has received written notice that:
- a) The student is incarcerated
  - b) The student is hospitalized for serious injury or illness
  - c) The student is recognizing a religious holiday or observance.
  - d) The student is out of school because of death in the family: five (5) days for parent, sibling, in-law sibling, grandparent or child (of the student); one (1) day for nephew, niece, aunt, uncle, or cousin.
  - e) The student is on a school-sanctioned field trip
  - g) The student is a page for a legislator
  - h) The student is a witness in a court proceeding
- IA The student is in the building and the school office is aware the student is not in class.

## ATTENDANCE/TARDIES

### ATTENDANCE/TARDIES

**Students who are absent more than eight (8) days in a semester (unexcused) may be retained. This may also result in a Due Process hearing. Tardies/Truancies will be logged daily and consequences will be extended monthly. A scholar is considered tardy after 8:00am. A scholar is considered truant if they are pulled out of school prior to the designated dismissal time.**

#### **Excused Absences**

Excused absences are defined as absences that the school corporation regards as legitimate reasons for being out of school, as included in the school policy. These could include:

- Illness verified by note from Physician
- Family funeral
- Court ordered appearances
- Other reasons up to the principal's discretion

### **Notification/Parent Contact**

Upon the student's third unexcused absence, the teacher will hold a conference with the student and make contact with a parent/guardian.

When the student has accumulated six unexcused absences, the office will notify the parent/guardian by telephone or mail that the class has been dropped and the student will either be demoted to a lower grade or suspended pending an expulsion hearing.

### **Parent Responsibility**

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

### **Appeal Process**

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

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

### **Make-up Work:**

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

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

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

### **Notification of Student Absence Process**

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

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

The parent/guardian will contact the Guidance Office when the student is absent. If you are forwarded to the voicemail parents/guardians should leave the following information:

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

## **Tardy Policy**

In order for a scholar to be considered on time to school, they must be in their assigned area by 8:00am. Any scholar not in their assigned area will be considered tardy to school.

Every 4th tardy within a semester, family will receive written notification of tardy infractions. Upon the 6th tardy, families will be required to attend a face-to-face meeting with school administration to discuss the tardy problem and develop a plan to ensure on time attendance to school. Upon the 8th tardy within the semester, authorities will be notified of truancy (Department of Child Services and/or State Truancy Officer).

Scholars who are tardy to school must be signed in by a parent or guardian with a written note explaining the tardy. They will then be issued a pass from the front office allowing them to proceed to class. Any tardy past 10:00 am will be considered a full-day absence from school (please refer to absence policies and procedures to view consequences for unexcused absences).

For an absence or tardy to be considered excused, a phone call must be made to the school by no later than 9:00am. An administrator will determine whether the tardiness is excused or unexcused. In most cases, students will receive an unexcused tardy.

## **Pre-Arranged Absence**

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

The form requires the signature of a parent/guardian, an administrator, and any teacher whose class will be missed. Homework assignments may be given prior to the absence, or upon the student's return, at the individual teacher's discretion. The homework/assignment section of the form will be returned to the student upon receipt of the signed form. Make-up work for full credit is granted in the prearranged category. A student must have the prearranged absence form completed **three (3)** days prior to his/her absence in order for make-up work to be granted for credit.



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

## SCHOOL HEALTH PROGRAM

### School Nurse

The school health program under the Community Health Network provides a school nurse whose basic function is to carry on a program designed to maintain good health standards in the school. Each Tindley family must sign a release form with the Community Health Network (available through the front office or the nurse). A clinic is available for students who become ill during the day. The following procedures pertain to the services of the school nurse and the use of the clinic:

- Beds in the clinic are for emergency use only. After ten (10) minutes, a student returns to the classroom or arrangements are made for them to be picked up.
- Only minor first aid services are available at the school.
- Communicable diseases are reported to the Department of Health.
- Parents will be notified by the clinic in case of serious illness or injury, and arrangements will be made for students to be picked up or transported to a hospital.
- It is strongly recommended that medications be given at home when possible. However, recognizing the necessity requiring medication while attending school, the following must apply:
  - Administration of medication (including over-the-counter medication) to students while in school must comply with school policy. Medications will be distributed only by the nurse or the school leader in case of the nurse's absence. Permission administration must be granted in writing by the parent, the prescribing physician, and school officials.
- Medication handed or sent to school employees to dispense shall be accompanied by a written permission form from the student's parents, guardians, or legal custodians.
- Written instructions from a physician shall be provided with prescription medication to include:
  - Medication in its original container with name of student and physician
    - Type and name of medicine
    - Dosage
    - Daily time for administration
    - Consent of physician and consent of parent (written)

- Students must have a pass from one of their teachers to be admitted for medication.
- It is strongly recommended that medication be brought to school by the parent/guardian/ custodian, particularly for lower school students. Only the amount to be taken should be brought to school in accordance with the amount and frequency of dosage.
- If any medication remains at the school when it is no longer to be taken, it is recommended that it be picked up by the parent/guardian/custodian. Such medication shall be sent home upon the written request of the parent/guardian/custodian. Medication shall be destroyed by the designated school employee after being held a reasonable time.
- Medication brought to school and not meeting these guidelines will not be dispensed.
- Failure to follow these procedures could result in disciplinary action.

## **Immunizations**

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

## **Exclusions**

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

1. Fever of 100°F degrees or higher. Children must not return to school until they have a normal temperature for 24 hours without Tylenol or Motrin. Children on antibiotics for contagious diseases such as tonsillitis, bronchitis or pneumonia must not return to school until they have taken the medication for 24 hours.
2. Nausea and/or vomiting- Children must stay home for 24 hours after vomiting.
3. Diarrhea- Children must stay home for 24 hours post diarrhea.
4. Sore Throat (pustules and/or blisters in throat) – Children must be fever free for 24 hours. Physician diagnosis will determine if child is contagious or not. If medication(s) are prescribed, child must take for 24 hours before returning to school. If child is diagnosed with strep throat or scarlet fever, medication must be takes for 48 hours before returning to school.

5. Rash- Physician diagnosis will determine if child is contagious or not. If child is contagious, he /she cannot return to school until prescribed treatment has been started.
6. Pink Eye or Discharge from Eyes- Children must stay home until a Physician makes a diagnosis, antibiotics have been taken for 24 hours and drainage from eyes has stopped.
7. Lice/Nits- Treatment should start immediately. The child is to stay home until nit free for 24 hours.
8. Open or Draining Sores- Physician needs to confirm if the child is contagious or not. Appropriate treatment should be started before child returns to school. Keep open wounds covered at all times while in school.
9. Ringworm – Diagnosis by a physician must be made and anti-fungal treatment needs to be started. While in school the site must be covered.

## **AUDIO/VIDEO RECORDING**

Tindley classrooms are under audio/video surveillance. The video monitoring is a tool that we use to improve the practice of our teachers, not to monitor our students. In some cases (not in most cases), video is consulted in the investigation of disciplinary procedures. Parents are welcomed to watch classroom sessions where their child is present. However, a request should be made in writing to the Principal (forms are available at the front desk). Bear in mind that the video is only available for a 48 hour period (generally), and, occasionally, the technology is unstable. While we will attempt to accommodate each request, please know that we may not be able to retrieve the footage requested by a parent or guardian. In all cases, footage may have to be viewed at a later opportunity if administrators are not available to immediately schedule a viewing.

## **SEXUAL HARASSMENT POLICY STATEMENT**

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

### **Definition of Sexual Harassment**

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

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

### **Student-to-Student Sexual Harassment**

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

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

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

### **Retaliation**

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

## **GRIEVANCE PROCEDURE**

Complaints should be reported to the Principal. Written complaints may also be filed at the Tindley School front office or with the President of the Tindley Board of Directors.

## **BUILDING, GROUNDS AND FACILITIES**

### **Care of the Building**

Students have a responsibility for cooperating in maintaining a clean, well-kept

building. All waste paper and refuse should be placed in the waste containers located throughout the building. There is to be no food or drink in the building outside the cafeteria during the instructional day. Gum is not allowed in the building. Students should take pride in the exmobilent, attractive facilities and do nothing which might damage or destroy property.

### **Electrical Power Failure**

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

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

### **Fire Drills**

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

### **Tornado Drills**

The Tindley School conducts at least four state-mandated tornado warning drills each school year. If an emergency tornado warning is announced, the procedure will depend on the amount of time available. If the action must be immediate, all persons in the building should follow the instructions as posted in the area. If students are outside the building when a warning is sounded and the danger is immediate, they should lie flat in the nearest depression, such as a ditch or a ravine.

### **Lock Down Drills**

The Tindley School conducts four state-mandated lock down drills each school year. During school lock-down drills, no one is allowed to enter or exit the building. Phone calls will not be answered or transferred during this time period. In the event of an

actual lock down emergency, families will be notified following the clearance of the lock-down.

## COMPUTER / INTERNET USE POLICY

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

### Acceptable Use Policy

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

- Freedom of expression is an inalienable human right and the foundation for self-government. Freedom of expression encompasses the right to freedom of speech and the corollary right to receive information. Such rights extend to minors as well as adults. Schools facilitate the exercise of these rights by providing access to information regardless of format or technology. In a free and democratic society, access to information is a fundamental right of citizenship.
- In making decisions regarding student access to the Internet, Tindley Genesis Academy considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the Internet enables students to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The School expects that faculty will blend thoughtful use of the Internet throughout the curriculum and will provide guidance and instruction to students in its use. As much as possible, access from school to Internet resources should be structured in ways which point students to those which have been evaluated prior to use. While students will be able to move beyond those resources to others that have not been previewed by staff, they shall be provided with guidelines and lists of resources particularly suited to learning objectives.
- Outside of school, families bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media.
- Students utilizing School-provided Internet access must first have the permission of and must be supervised by Tindley Genesis Academy’s professional staff. Students utilizing school-provided Internet access are

responsible for good behavior on-line just as they are in a classroom or other area of the school. The same general rules for behavior and communications apply.

- The purpose of School-provided Internet access is to facilitate communications in support of research and education. To remain eligible as users, students' use must be in support of and consistent with the educational objectives of Tindley Genesis Academy. Access is a privilege, not a right. Access entails responsibility.
- Users should not expect that files stored on school-based computers will always be private. Electronic messages and files stored on school-based computers may be treated like school lockers. Administrators and faculty may review files and messages to maintain system integrity and insure that users are acting responsibly.
- The following uses of school-provided Internet access are not permitted:
  - a. to access, upload, download, or distribute pornographic, obscene, or sexually explicit material;
  - b. to transmit obscene, abusive, sexually explicit, or threatening language;
  - c. to violate any local, state, or federal statute;
  - d. to vandalize, damage, or disable the property of another individual or organization;
  - e. to access another individual's materials, information, or files without permission; and,
  - f. to violate copyright or otherwise use the intellectual property of another individual or organization without permission.
- Any violation of School policy and rules may result in loss of School-provided access to the Internet. Additional disciplinary action may be determined at the building level in keeping with existing procedures and practices regarding inappropriate language or behavior. When and where applicable, law enforcement agencies may be involved.
- Tindley Genesis Academy makes no warranties of any kind, neither expressed nor implied, for the Internet access it is providing. The School will not be responsible for any damages users suffer, including--but not limited to--loss of data resulting from delays or interruptions in service. The School will not be responsible for the accuracy, nature, or quality of information stored on School diskettes, hard drives, or servers; nor for the accuracy, nature, or quality of information gathered through School-provided Internet access. The School will not be responsible for personal property used to access School computers or networks or for School-provided Internet access. The School will not be responsible for unauthorized financial obligations resulting from School-provided access to the Internet.
- Parents of students in Tindley Genesis Academy shall be provided with the following information:

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

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



## TINDLEY GENESIS ACADEMY FAMILY COVENANT

Tindley Genesis Academy seeks to be in partnership with each one of its families. Students asked to affirm that they will seek additional support when needed (even if that means an even longer school day, week, or year). Students and families agree to support the school uniform. Families commit to 4 hours of service over the course of the school year. Parents, grandparents, aunts, uncles, and adult siblings can be found before, during, and after the school day providing support and encouragement to Tindley students. The Family Covenant is the document that unites staff, students, and their families in the mission and vision of the school.

### COVENANT 2016-2017

The Tindley Genesis Academy (TGA) is a college- preparatory school dedicated to the highest levels of student achievement and behavior. The success of all students is dependent upon the commitment of each member of the school community. The Tindley school community is comprised of the students, parents, faculty, staff, and other stakeholders within the neighborhood and broader community. Each member of the school community makes a choice to participate and fulfill this family covenant.

#### Attendance

- I will ensure that my child comes to school every day on time to begin school at 8:00AM.
- I understand that if my child is absent more than 8 days of his/her school year, he or she will have to repeat his or her current grade.
- I understand that an absence is excused if I have contacted the school and have a written detailed note regarding student illness, family emergency, or religious observance from a parent/guardian by 9:00am on the day of absence.
- I understand that the school day ends at 4:00 but that my child may be dismissed later or asked to attend on a weekend if he or she is required to serve detention or require extra help.

#### Homework

- I agree to check my child's homework daily to ensure that it is complete and accurate.

## **Code of Conduct**

- I agree to promote and support the rules of behavior as outlined in the TGA Scholar Handbook, and accept responsibility as a partner in my child's learning.
- I understand that my child will be suspended if he or she misses a mandatory session outside of regular school hours.
- I will come to school for a meeting if my child is suspended, and I understand that my child will not be allowed to return to class until after this meeting occurs.

## **Promotion Policies**

- I understand that my child needs to pass core academic classes each term in order to be promoted to the next grade.
- I understand that my child will be automatically retained if he or she fails 1 or more core academic classes and/or network mandated assessments show that they are not performing at their current grade level.
- I understand that my child may be required to stay for after school extra help or tutoring, and that he or she is urged to take advantage of extra help opportunities provided by teachers.

## **Student Dress Policy**

- I will ensure that my child comes to school in the school uniform, according to the guidelines listed in the Student Handbook.
- I understand that if my child comes to school out of uniform, he or she may encounter consequences outlined in the Code of Conduct or may need to wait for the appropriate dress to be brought in from home and will be counted tardy to class.
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## **Family Support**

- I agree to support my child's academic work by communicating regularly with my child's teachers, by scheduling appointments to talk with them as needed, and by attending all conferences.
- I agree to attend Family meetings and other school-sponsored events on a regular basis.
- I agree to commit a minimum of 4 hours to the school during the school year.



# TINDLEY

GENESIS ACADEMY

Parents/Guardians,

Please sign at the bottom to verify that you have received this handbook. Your signature on this packet is a homework assignment for your young scholar. It is worth 10 points and is due back by the end of the 1<sup>st</sup> full week of school (August 12<sup>th</sup> for Kindergarten-3<sup>rd</sup> Grade) and August 19<sup>th</sup> for 4<sup>th</sup> grade.

Every family must have a signed handbook receipt form on file.

Todd Hawks | Principal  
Kristie Wallace | Assistant Principal

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Parent/Guardian Signature

Date

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Parent/Guardian Printed Name

Scholar's Printed Name