



Herron Preparatory Academy

*Celebrating our
Grand opening
K-2 & 14 Years of
Excellence*

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Preparatory
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*Herron High
School
110 E. 16th Street,
Indianapolis, IN
46202
317-231-0010 *

Greetings Herron Prep Family,

**Information in italics has been shared with families*

Continuing Education: If you are interested in expanding your leadership to school administration, please email as soon as possible. I would like to connect you to Tina Seymour. She is the Interim Director of Butler University College of Education Experiential Program for Preparing School Principals. The program is currently accepting applications for its next cohort. Applications are due November 1st click [this link](#) to access information about the program.

Covid-19 Update: *Please review our updated COVID-19 quarantine policies. Updates went into effect after Fall Break and can be reviewed here:*

<https://tinyurl.com/ICSCovidUpdateOct19-21>

Fall Festival:

Canceled, new date TBD.

Family Teacher Conferences: Family Teachers Conferences will be held virtually on November 4th and 5th. **Please email Dr. Holden-Flynn a list of families that have attended conferences no later than 4 pm on Monday 11/8/21**

Morning Meetings: Use this [link](#) to access this week's Morning meeting slides.

Report Cards: *Report Cards will be distributed Friday October 29, 2021.*

Volunteers Welcome!

As we prepare to move to our new location on the campus of Herron High School, we would welcome adult volunteers to help pack on Friday 11/19 at our current location at Riverside High School. Unpacking will take place at our new location on the Campus of Herron High School on Monday and Tuesday 11/22 and 11/23.

Due to the many moving parts in this process, we will have adults only on campus and will not be able to accommodate children.

If you are interested please complete [this form](#).

Please email Jill Schroering jschroering@herronprep.org for any questions.

Details on how to sign up for **Field Trip (FT)**

Students on field trips will be marked Field Trip (FT), an attendance code that counts as present.

Unexcused Absence (AU)

An unexcused absence is any absence not covered under the definition of excused for which written documentation has not been provided within 48 hours.

Habitual Absenteeism and Truancy

Students who are absent unexcused (AU) ten days or more within a school year are considered habitually truant and families may face referral to the Department of Child Services for educational neglect, expulsion, and/or any other actions deemed appropriate and necessary by the administration.

Chronic Absenteeism

Students who miss ten days of school for any reason, excused or unexcused, will be subject to review by the Head of School in cooperation with the Guidance Department. Families will receive written and verbal notification of student absences prior to this review. Possible outcomes include parent-student Intervention, referral to the Department of Child Services for educational neglect, expulsion, and/or any other actions deemed appropriate and necessary by the administration.

Covid- 19: Please continue to self-screen for [symptoms on the CDC list of COVID-19](#) symptoms each morning. Faculty and staff should not arrive to work with any of these symptoms. Please notify Dr. Holden-Flynn as soon as possible at 202-422-1328 if you are experiencing symptoms.

Fall Festival: We will be celebrating the fall season on 10/29/21. We will begin the day with students attending school dressed as their favorite book character or notable person from history. We are asking families to help students prepare for the school event. The information that was shared with families can be found [here](#). We will also host a fall festival on 10/29/21 from 6:00-8:00 pm. The festival will be held on the north lot of Herron High School (110 E 16th St, Indianapolis, IN 46202). We will offer tours of the HPA modular and exciting fall-themed stations for students. If you are available to volunteer and assist with the event. Please sign up [here](#).

Location Update: Great News!!!! Herron Prep is moving to Herron High School. Please review the timeline below. Keep in mind that the timeline selected causes the least disruption to learning and the school calendar.

- Nov 19th: Will change from a half-day of school for students to a full day of virtual asynchronous instruction. The HPA team will use this day to pack.
- Nov 20-21: Movers will move all items from Riverside to the modular

- Nov 22-23: Pro dev days. The HPA team will unpack and make sure the space is ready for students on 11/29.

Recess: Please review our recess guidelines. Recess is held outside for all students unless it is raining, above 90 degrees, or below 32 degrees.

Best,
Dr. Holden-Flynn
Founding Head of School

Indianapolis Classical Schools Asbestos Hazard Emergency Response Act (AHERA)

School Asbestos Management Plans

Federal law requires public school districts and non-profit schools to develop, maintain and update asbestos management plans and to keep a copy at each individual schools. These plans are required to document the recommended asbestos response actions, the location of the asbestos within the school, and any action taken to repair and remove the material. To view Indianapolis Classical Schools Asbestos Management Plan, contact shoffman@indianapolisclassicalschoools.org.

Indianapolis Classical Schools Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, requires Indianapolis Classical Schools to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas (“protected information surveys”):

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes (“marketing surveys”), and certain physical exams and screenings.

Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;

3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of –

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use –

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

Indianapolis Classical Schools has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Indianapolis Classical Schools will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Indianapolis Classical Schools will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Indianapolis Classical Schools will make this notification to parents at the beginning of the school year if the school has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202

FEDERAL TITLE I COMPLIANCE NOTIFICATION

PARENTS' RIGHT-TO KNOW Parent Notification Letter

In accordance with the federal *Elementary and Secondary Education Act, Section 1111(h)(6) PARENTS' RIGHT TO KNOW*, this is a notification from Indianapolis Classical Schools to every parent of an enrolled student to inform you have the right to request and receive information in a timely manner regarding the professional qualifications of your student's classroom teachers. All schools that receive federal Title I funding must provide this annual notice.

This information regarding the professional qualifications of your student's classroom teachers shall include the following:

- If the teacher has met state qualification and licensing criteria for the grade level and subject areas taught;

- If the teacher is teaching under emergency or temporary status in which Indiana qualifications and licensing criteria are waived;
- The teacher's baccalaureate degree major, graduate certification, and field of discipline; and
- Whether the student is provided services by paraprofessionals, and if so, their qualifications

If at any time your student has been taught for 4 or more consecutive weeks by a teacher that is not highly qualified, you will be notified by the school of this information.

If you have any questions regarding this notification please contact the Title I Program Administrator at jharris@herronhighschool.org.

Indianapolis Classical Schools ANNUAL NOTICE OF RIGHTS UNDER FERPA

FERPA (Family Educational Rights and Privacy Act) is a Federal law that is administered by the Family Policy Compliance Office (Office) in the U.S. Department of Education (Department). 20 U.S.C. § 1232g; 34 CFR Part 99. FERPA applies to educational agencies and institutions (e.g., schools) that receive funding under any program administered by the Department.

FERPA gives custodial and noncustodial parents alike certain rights with respect to their children's education records unless a school is provided with evidence that there is a court order or State law that specifically provides to the contrary. Otherwise, both custodial and noncustodial parents have the right to access their children's education records.

When a student reaches 18 years of age or attends a postsecondary institution, he or she becomes an "eligible student," and all rights under FERPA transfer from the parent to the student. The term "education records" is defined as those records that contain information directly related to a student and which are maintained by an educational agency or institution or by a party acting for the agency or institution.

FERPA also permits a school to disclose personally identifiable information from education records of an "eligible student" (a student age 18 or older) to his or her parents if the student is a "dependent student" as that term is defined in Section 152 of the Internal Revenue Code. Generally, if either parent has claimed the student as a dependent on the parent's most recent income tax statement, the school may non-consensually disclose the student's education records to both parents. In general, Indianapolis Classical Schools assumes our seniors and any other eligible student as defined by FERPA are "dependent students," and will continue to release educational records to both parents through graduation.

For students under the age of 18, Indiana State Law also requires schools to provide equal access to educational records to both custodial and non-custodial parents, unless there is a copy of a court order denying access to the student's educational records in the student's file.

IC 20-33-7, Chapter 7. Parental Access to Student Records, section 2 states:

IC 20-33-7-2

Custodial and noncustodial parents; equal access; exceptions

Sec. 2. (a) Except as provided in subsection (b), a nonpublic or public school must allow a custodial parent and a noncustodial parent of a child the same access to their child's education records.

- (b) A nonpublic or public school may not allow a noncustodial parent access to the child's education records if:
- (1) a court has issued an order that limits the noncustodial parent's access to the child's education records; and
 - (2) the school has received a copy of the court order or has actual knowledge of the court order.

As added by P.L.1-2005, SEC.17.

** Under certain limited circumstances, an eligible student may be asked to sign a Consent to Release Educational Records form. For example, in the case of divorced parents when the eligible student is listed as a dependent on one of the parent's IRS forms, and the eligible student wishes to restrict the non-supporting parent's access to educational records and PowerSchool login, the student will be

asked to indicate which parent will receive access to educational records. Without a signed Consent to Release form from an eligible student, both parents will continue to receive access to PowerSchool records and afforded all the rights provided for by FERPA.

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day Indianapolis Classical Schools ("School") receives a request for access.

Parents or eligible students should submit to the school's Registrar a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask Indianapolis Classical Schools to amend a record should write the school Registrar, clearly identify the part of the record they want to change, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as Google as our cloud based services provider, PowerSchool, an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Indianapolis Classical Schools, as part of its accountability and compliance program with its authorizer, also shares student level data with the Office of the Mayor of Indianapolis under the provisions of 34 CFR 99.3.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Indianapolis Classical Schools to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))

- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))

Indianapolis Classical Schools
Herron High School / Riverside High School / Herron Preparatory Academy
Family Educational Rights and Privacy Act (FERPA)
Notice for Directory Information

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Indianapolis Classical Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Indianapolis Classical Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the school to the contrary in accordance with school procedures. The primary purpose of directory information is to allow Indianapolis Classical Schools to include this type of information from your child's education records in certain school publications.

Examples include, but are not limited to:

- A playbill, showing your student's role in a drama production;
- Recognition in the newsletter for an activity or award;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation/Commencement programs and scholarship awards;
- Sports activity sheets which may include weight and height of team members;
- Riverside High School or Herron High School promotional materials and social media
- Carpooling databases organized by partner organizations.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings publish yearbooks or take class photos. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want Indianapolis Classical Schools to disclose directory information from your child's education records without your prior written consent, you must notify the Indianapolis Classical Schools in writing within 30 days of receipt of this notice. You must do this each year your student attends a campus of Indianapolis Classical Schools.

Please be advised that your written notice “opting-out” of directory information disclosures will apply to ALL areas of school media and publications, including the school yearbook.

Written notice of opt-out decisions must be submitted to the Office of the Registrar within 30 days of receiving this notice.

Indianapolis Classical Schools has designated the following information as directory information:

- Student’s name
- Address
- Telephone listing
- Electronic mail address
- Photograph(s)
- Date and place of birth
- Grade level
- Participation in officially recognized extracurricular clubs, activities and sports
- Degrees, honors, and awards received
- Weight and height of members of athletic teams
- Senior acceptance into colleges and universities
- Merit scholarships awarded by colleges and universities
- Alumni directories

If you choose to opt-out of Indianapolis Classical Schools Directory Information, your letter must state:

- Name and birth date of student
- Name of the Indianapolis Classical School campus the student attends
- Statement that you have read and understand Indianapolis Classical Schools Family Educational Rights and Privacy Act (FERPA) Notice for Directory Information statement
- Statement that you choose to opt-out from all directory information, media and publications.

Please send your opt-out letter to:

Office of the Registrar
Indianapolis Classical Schools
110 E. 16th Street
Indianapolis, IN 46202

INDIANAPOLIS CLASSICAL SCHOOLS
Herron High School / Riverside High School / Herron Preparatory Academy
Title IX Anti-Harassment Statement

Indianapolis Classical schools do not discriminate on the basis of sex in its educational programs and activities or tolerate sexual harassment. Sexual harassment includes sexual violence and any other harassment or discrimination based on sex. Any student who believes he or she has been subjected to sexual harassment is encouraged to report the incident(s) to school officials. Indianapolis Classical Schools are committed to conducting a prompt investigation. Students and/or parents may file a complaint of sexual harassment by contacting any member of school leadership, including a Counselor, a teacher, or Indianapolis Classical Schools’ Title IX Coordinator. Complaints of sexual harassment may be made verbally, in person or by phone, or in writing by email or mail, or by submitting the complaint in writing and handing the document to one of the people listed in this document.

Certain members of the school’s Leadership team and the Title IX Coordinator are responsible for investigating and reviewing complaints of sexual harassment. This team includes Jonathan Harris, Vice President, Academics; Anne Deckard, Head of School, Herron High School; Katie Dorsey, Head of School, Riverside High School; Tenika Holden-Flynn, Head of School at Herron Preparatory Academy, Karen Lalioff, ICS Title IX Coordinator; Atticus Westerfeld, and Emanuel Harper, Assistant Heads of School; and the Counseling/Advisory team. Incidents that rise to the level of a federal Title IX violation will be investigated following the requirements of Title IX regulations. Incidents that do not rise to the level of Title IX will be investigated under the terms of ICS disciplinary expectations.

Investigations will be launched immediately upon the filing of a complaint, and will be completed promptly. In many cases, investigations may be resolved within 5 school days, but in some situations, the investigation may require up to 60 days to complete. Both parties will be notified in writing of the outcome of a Title IX investigation.

Investigations and determinations will be based on *a preponderance of evidence* in accord with Federal requirements. Appropriate disciplinary sanctions of individuals who engage in sexual harassment will be implemented, and may include suspension or expulsion of a student and suspension or termination of an employee. A complete *Policy Regarding Sexual Harassment and other Unlawful Harassment* is distributed to all students and is available on our website.

Students or employees who retaliate against individuals who report sexual harassment will be promptly disciplined. The network's Title IX coordinator, Karen Laliuff, will be responsible for ensuring that the school complies with and carries out its responsibilities under Title IX, including investigation of complaints alleging noncompliance with Title IX. Please refer questions about this policy to:

Karen Laliuff
Title IX Coordinator, Indianapolis Classical Schools
110 East 16th Street, Room 145
317-231-0010 X 1113
klaliuff@indianapolisclassicalschoools.org

Herron High School is not affiliated with the Herron School of Art and Design at IUPUI