



**Positive Supports Academy
Student Handbook
2026-2027**

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Welcome

LETTER FROM THE PRINCIPAL:

Positive Supports Academy

3200 E. Raymond Street

Indianapolis, IN 46203

317.226-4114

<https://myips.org/positivesupports/>



Greetings PSA Families,

Welcome to the 2026–2027 school year! We're excited to begin this journey with you and your student as we work together to create a year full of learning, growth, and meaningful connections.

At our school, we believe the best way to impact a student's life is by supporting the whole child academically, socially, and emotionally. That means helping students grow their minds, build strong character, and develop the confidence to take on challenges and learn from mistakes.

Success doesn't happen overnight. It's the result of consistent support, clear expectations, and strong partnerships between school and home. Here are a few ways we can work together to help your student thrive this year:

- **Stay connected:** Open communication between families and staff is key. Reach out with questions, attend school events, and keep up with school news.
- **Encourage effort and a growth mindset:** Praise progress, not just results. Help your student see challenges as chances to learn.
- **Support routines:** Regular sleep, healthy habits, and homework time make a big difference in focus and well-being.
- **Talk about school:** Ask your student what they're learning, how they're feeling, and what they're excited about.
- **Model kindness and responsibility:** Our students learn so much by watching how adults handle tough situations, solve problems, and treat others.

Inside this handbook, you'll find important information to guide a smooth and successful year, including school-wide expectations, behavior support, and more. We ask that you review it with your student so that everyone starts the year informed and prepared.

Thank you for entrusting us with your student and for your partnership. Let's work together to make this a year of growth, belonging, and success for every student. PSA staff are eager to welcome you and look forward to an outstanding year!

With appreciation,

Monique Mays

Monique Mays

Here's to a great year ahead!

PSA STAFF

Leadership Team:

Monique Mays, Principal maysm@myips.org
Theodore Rutowski, Dean of Students rutowskit@myips.org
India Sam, Dean of Students sami@myips.org
Antonio Dawkins, Dean of Students dawkinsa@myips.org
Mrs. Phelps, Social Worker neherm@myips.org
Mrs. Tarver, LCSW-SEL Specialist High School tarvers@myips.org
Ms. Bridgewaters, Middle School Counselor bridgwaterss@myips.org
Ms. Neel , High School Counselor neeld@myips.org
Ms. Walton, Intensive Support Lead Therapist waltonc@myips.org
Mr. Garner, Virtual Instructor garnerm@myips.org

Teachers:

Mr. Falodun, MS Math Teacher
Vacant, Science Teacher
Mr. London, Math Teacher
Mr. Gibbs, Special Education (SPED)
Mrs. Stewart, Special Education (SPED)
Mr. Murray, Special Education (SPED)
Vacant ,Art
Mr. Holston, Math Teacher
Coach. Jackson, Physical Education/Health
Ms. Pennycuff, English Teacher
Mr. Fletcher, Social Studies/History Teacher
Vacant, Biology & Environmental Science Teacher
Ms. Long, Social Studies Teacher
Ms. Brooks, Business Pathway
Ms. Tipton, English Teacher
Mr. Torres, MS English Teacher
Mr. Garner, Virtual Teacher

Support Staff:

Ms. Clark, Front Desk Secretary
Ms. Piland, Administrative Assistant
Vacant , Behavior Adjustment Facilitator
Ms. Kraus, School Nurse
Ms. Baker, Cafeteria Lead
Mrs. Murrell , Plato Lab Specialist
Mr. Cummings, Head Custodian

Positive Supports Academy Mission & Vision

MISSION STATEMENT

The mission of the Positive Supports Academy is to develop personal responsibility in students by effectively addressing social, emotional, and behavioral concerns through mental health, and character education services, so the learning process can take place. Students in the Positive Supports Academy program, benefit from instructional strategies that are different from the traditional model and work to mitigate the impact of disruptive students.

VISION

The vision at Positive Supports Academy is to prepare and educate our students for a rapidly changing world by instilling in them critical thinking skills, personal relations skills, and to become active in their learning with respect to our core values of Respect Ourselves, Embrace the Process, and Be Productive.

Positive Supports Academy serves as one of the Alternative Options for current IPS 6th through 12th-grade students.

Our core values are:

- *Respect Yourself,**
- *Embrace the Process**
- *Be Productive.**



SCHEDULES & CALENDARS

Bell Schedule

7:00am-7:20am Breakfast
7:20am-8:29am 1st Period
8:32am-9:33am 2nd Period
9:36am-10:37am 3rd Period
10:40am-12:12pm 4th Period • A Lunch 10:40am-11:10am (HS) • B Lunch 11:11am- 11:41am (MS) • C Lunch 11:42am- 12:12pm (HS)
12:15pm-1:16pm 5th Period
1:19pm- 2:20pm 6th period

2 Hour Delay Schedule

School starts at 9:00 a.m., and the day will begin with 3rd period

9:00am-9:33am Advisory/Breakfast
9:36am-10:37am 3rd Period
10:40am-12:12pm 4th Period • A Lunch 10:40am-11:10am (HS) • B Lunch 11:11am- 11:41am (MS) • C Lunch 11:42am- 12:12pm (HS)
12:15pm-1:16pm 5th Period
1:19pm- 2:20pm 6th period

SY2026-27 Student & Staff School Calendar



JULY							AUGUST							SEPTEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3							1			1	2	3	4	5
5	6	7	8	9	10	11	2	3	4	5	6	7	8	6	7	8	9	10	11	12
12	13	14	15	16	17	18	9	10	11	12	13	14	15	13	14	15	16	17	18	19
19	20	21	22	23	24	25	16	17	18	19	20	21	22	20	21	22	23	24	25	26
26	27	28	29	30	31		23	24	25	26	27	28	29	27	28	29	30			
							30	31												
OCTOBER							NOVEMBER							DECEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2	1	2	3	4	5	6	7			1	2	3	4	5
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12
11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19
18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26
25	26	27	28	29	30	31	29	30						27	28	29	30	31		
JANUARY							FEBRUARY							MARCH						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1	1	2	3	4	5	6			1	2	3	4	5	6
3	4	5	6	7	8	9	7	8	9	10	11	12	13	7	8	9	10	11	12	13
10	11	12	13	14	15	16	14	15	16	17	18	19	20	14	15	16	17	18	19	20
17	18	19	20	21	22	23	21	22	23	24	25	26	27	21	22	23	24	25	26	27
24	25	26	27	28	29	30	28							28	29	30	31			
31																				
APRIL							MAY							JUNE						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2							1			1	2	3	4	5
4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12
11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19
18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26
25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30			
							30	31												
Summary of Days							Districtwide PL Days							School-Based PL Days						
Students																				
Semester 1						84	Semester						94	Monday, July 27						
Semester 2						96	Semester						98	Thursday, August 6						
Total						180	Total						192	Friday, August 7						
														Tuesday, September 8						

July 3	Observance of Independence Day
July 4	Independence Day
July 21 - 23	New IPS Teacher Induction
July 24	Teacher Work Day
July 27	Staff Professional Development
July 28	Staff Professional Development
Aug 3 - 4	Staff Professional Development
Aug 5	Teacher Work Day
Aug 6 - 7	Staff Professional Development
Aug 10 - Oct 17	Quarter 1
Aug 10	First Day for Students
Sept 7	Labor Day - No School
Sept 8	Staff Professional Development - No School
Oct 12 - 16	Fall Break
Oct 28 - Dec 18	Quarter 2
Oct 25	Student Progress Conferences - Student Asynchronous Learning
Nov 3	Staff Professional Development - No School
Nov 25 - 27	Thanksgiving Break
Dec 17	Last Student Day of 1st Semester
Dec 18	Records Day/Semester Close - No School
Dec 21 - Jan 1	Winter Break
Jan 4 - Mar 12	Quarter 3
Jan 4	First Student Day of Second Semester
Jan 18	Martin Luther King, Jr. Holiday - No School
Feb 15	President's Day - No School
Feb 16	Staff Professional Development - Student Asynchronous Learning
Mar 15 - 19	Spring Break
Mar 22 - May 27	Quarter 4
Mar 25	Student Progress Conferences - Student Asynchronous Learning
May 27	Last Day for Students
May 28	Records Day/Yearly Close - Staff Only
May 31	Memorial Day
June 16	Observance of Juneteenth
June 19	Juneteenth

ARRIVAL & DISMISSAL PROCEDURES

2026-2027 School Year Calendar

Arrival: 7:00 a.m.

Students will be dismissed off buses in small groups. Once they are in the building they will need to remove coats, jackets, all head gear (including ski masks), and hoodies/sweatshirts, and pull out their pants pockets. Students will place all items on the table, then their phones and other non uniform items, in a baggie with their name, and place it in a designated bin for their bus. Students are not permitted to have electronic devices such as apple watches, air pods, air pod cases, purses larger than 5 x 8 inches, backpacks, or hoodies. Students must clear all protocols to enter the building including dress code.

Breakfast: 7:00 a.m.-7:20 a.m.

High School Students will pick up breakfast and go directly to their first period class. They will enter their first period class and have a seat in their assigned seat. Trash Cans will be located in each hallway and custodians will come by to collect trash. Middle School students will go directly to the cafeteria upon entering the building to have breakfast. Middle school students will be dismissed by staff to go directly to their first period class.

Dismissal/Check-Out: 2:17 p.m. - 2:20 p.m.

- Middle school (6th, 7th & 8th Grade) students will be dismissed at 2:17 p.m.. Students will be escorted by Middle School Teachers down to the foyer. Students will be permitted to grab personal items in the foyer and head directly to their assigned bus where they will be able to retrieve their phones. Students who are car riders can obtain their electronics from designated staff in the foyer area.
- High School (9th-12th Grade) students will dismiss at 2:20 p.m.. Students will be able to retrieve personal items and exit the main entrance and head directly to their assigned bus to retrieve electronic devices.
- Cell Phones and personal items will be distributed on the students assigned bus, by an assigned staff member once all students are on their assigned bus and seated.
- Students who are car-riders will be able to pick up personal items and cell phones in the foyer areas, cell phone and personal items once they have exited the building.

SCHOOL STRUCTURE

ROLES AND RESPONSIBILITIES

All school community members are responsible for assuring that the environment of the school is supportive of the educational program. The school community is defined as parents, students, faculty/staff, administrators, and the Board of Education of Indianapolis Public Schools.

Parent(s), Guardian(s), Legal Custodian(s) Responsibilities:

- To work with school personnel and community agencies to enforce proper student behavior.
- To care for student's health and well-being.

- To see that their student attends school on a regular basis, on time, in proper attire, and with lessons prepared.
- To understand each section of the student handbook as it relates to discipline and assure that their child knows the established standards, rules, and consequences of rule violations.

Student Responsibilities:

- To understand the established standards, rules, and consequences of rule violations as outlined in the student handbook as they relate to discipline.
- To demonstrate fully the expectations for students outlined in the student handbook.
- To attend school regularly, attend classes on time, be in dress code and prepare for lessons.
- To demonstrate respect for the rights and feelings of other students, school personnel, and visitors or guests at school.

Faculty/Staff Responsibilities:

- To provide an inviting environment for learning.
- To understand and consistently always encourage the established standards and rules.
- To confer with parents, school personnel, and students to assist in correcting unsatisfactory behavior
- To use the student handbook discipline section to help teach students to understand the established standards and rules.

Social Worker/Counselor Responsibilities:

- To counsel students with behavior problems.
- To counsel with staff on effective ways to improve behavior within the school.
- To confer with parents concerning unacceptable behavior.
- To understand and consistently enforce the established standards and rules.

Building Administrator Responsibilities:

- To plan, organize, and direct the school to assure that all standards are implemented and understood.
- To monitor the standards to assure that the school is a safe learning environment.

- To confer with students, parents, and staff concerning the standards and rules.
- To counsel with staff on effective ways to improve student behavior and academic outcomes.
- To establish programs for staff so that all persons understand the established standards.

Superintendent Responsibilities:

- To assure that building administrators follow the policies of IPS relative to student discipline and academic expectations.
- To recommend to the Board of Education changes that should be made in policies considering changes in state and federal legislation and based on recommendations of administrators.

Board of Education Responsibilities:

- To establish and uphold discipline standards and policies of the district to foster an optimal learning environment.

STUDENT INFORMATION & ACADEMICS

IPS's Universal Dress Code

Indianapolis Public Schools is a district committed to racial equity in both mindset and action. As such, students and their parents/guardians hold the primary responsibility in determining a student's personal attire, hairstyle, jewelry, and personal items. Schools are responsible for ensuring that student attire, hairstyle, jewelry, and personal items do not interfere with the health or safety of any student and do not contribute to a hostile or intimidating environment for any student.

Core Values

In relation to student dress, the district's core values include the following:

- Students should be able to dress and style their hair for school in a manner that expresses their individuality without fear of unnecessary discipline or body shaming;
- Students have the right to be treated equitably. Dress code enforcement will not create disparities, reinforce or increase marginalization of any group, nor will it be more strictly enforced against students because of racial identity, ethnicity, gender identity, gender expression, gender nonconformity, sexual orientation, cultural or religious identity, household income, body size/type, or body maturity;
- Students and staff are responsible for managing their own personal distractions; and
- Students should not face unnecessary barriers to school or classroom attendance.

Universal Dress Code

This policy permits additional student attire requirements when necessary to ensure safety in certain academic settings (e.g. physical education, science or CTE courses). Additionally, this policy allows for reasonable variation in required student attire for participation in activities such as swimming or gymnastics. Attire worn in observance of a student's religion is not subject to this policy.

Students can wear:

- Top (shirts with sleeves that cover the midriff, blouse, sweater, sweatshirt, etc.);
- Bottom (pants, shorts, skirt, dress, etc. must be free of tears or holes and should be longer than fingertip length)
- Footwear (closed toe shoes only)
- Head coverings for religious purposes

Students can't wear:

- Students may not wear or be in possession of bonnets, durags, ski masks, or hats inside the building
- Students may not wear Crocs or any other style of slides

Enforcement

Principals are required to ensure that all staff are aware of and understand the guidelines of this policy. Staff will use reasonable efforts to avoid dress-coding students in front of other students.

Students shall not be disciplined or removed from class as a consequence for wearing attire in violation of this policy unless the attire creates a substantial disruption to the educational environment, poses a hazard to the health or safety of others, or factors into a student behavior rule violation such as malicious harassment or the prohibition on harassment, intimidation, and bullying. Further, no student shall be suspended from school or be referred to as “a distraction” due to their appearance or attire.

Typical consequences for a violation of this policy include:

- Dress code violations are not Out of School Suspension offenses
- 1st offense: parent/guardian contact and the directive to cover, change, or remove the non-complying attire
- 2nd offense: parent phone call and directive to change
- 3rd offense: required parent/student restorative conference
- The Principal or their designee should notify a student’s parent/guardian of the school’s response to violations of the student dress policy

The Superintendent or her designee is authorized to develop procedures in order to implement this policy as needed, including training for administration and staff. School staff will receive training on the equitable enforcement of the dress code, ensuring consistency and respect for student diversity.

Students CAN WEAR

- Top (shirts with sleeves that cover the midriff, blouse, sweater, sweatshirt, etc.);
- Bottom (pants, shorts, skirt, dress, etc. must be free of tears, tattered, or holes and should be fingertip length)
- Footwear (closed toe shoes only),
- Head coverings for religious purposes
 - This does not include bonnets, durags, hats inside the building, wave caps, and similar items.

Restrictions

Students **MAY NOT WEAR** clothing, jewelry, or personal items that:

- Are pornographic, contain threats, or that promote illegal or violent conduct such as the use of weapons, drugs, alcohol, tobacco, or drug paraphernalia;
- Demonstrate hate group association/affiliation and/or use hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or other protected groups;
- Intentionally show private parts (nipples, genitals, buttocks). Clothing must cover private parts in opaque (not able to be seen-through) material; ensure that all undergarments are hidden from view.
- Cover the student's face to the extent that the student is not identifiable (except clothing/headgear worn for a religious or medical purpose); or
- Demonstrate gang association/affiliations
- No Hoodies are permitted once checked-in.

GUIDELINES:

- Only the top two buttons on any shirt may be unbuttoned.
- No sweatpants can be worn.
- Undergarments may not be exposed at any time.
- Hemlines of skirts, jumpers, shorts, skorts, etc. must come to the fingertips with arms down by the side.
- Shoes must be comfortable and protect the student's feet.
- NO FLIP FLOPS, No Open Toe Shoes or HOUSE SLIPPERS or SLIDES (sandals or crocs)
- No Airpods
- No personal body care items (i.e. vaselines, lotions, body sprays, perfumes, colognes, hair products), not including female sanitary products.
- No handbags or purses larger than 3x5 inches. Must be a wristlet size (size of a hand).

STUDENT SEARCHES

Routine Use of Metal Detectors

In light of the concern both locally and nationally about violence and the possession of weapons in schools, the Board authorizes the use of hand-held or walk-through metal detectors to check a student's person or personal possessions in accordance with this policy.

School officials or law enforcement officers may conduct metal detector checks of groups of students in a minimally intrusive, random, and nondiscriminatory manner. These routine and random metal detector checks may not be used to single out a particular student or category of students. The location at a school or other facility for the use of the metal detectors will be determined based on safety, the privacy and dignity of students, and weather conditions. Metal checks authorized under this subsection will not be conducted in the classrooms.

Use of Metal Detectors Based on Reasonable Suspicion

When there is reasonable suspicion to believe that a particular student or group of students is in possession of an illegal or unauthorized metal-containing object or weapon, the student(s) may be required to submit to a metal detector check.

"Pat Downs" and Searches

If a metal detector check results in activation, or if reasonable suspicion otherwise exists, a principal or law enforcement officer may conduct a "pat down" or, if necessary, a search of the student's person and/or personal possessions. Any such "pat down" or search shall be conducted in a manner that preserves the student's privacy and dignity to the extent feasible.

IPS GRADUATION REQUIREMENTS (NEW):



INDIANA
DEPARTMENT of
EDUCATION

BLUEPRINT FOR SUCCESS: READINESS-SEALS

Readiness seals are designed to be permeable, allowing students to update their graduation plan and pivot, if their original interests and goals change. Although seals are optional, students are encouraged to utilize the blueprints below to focus their flexible credits into a connected pathway that aligns with their future goals. Students may earn one or multiple seals. Graduation Pathways requirements will be satisfied through completion of any seal.



ENROLLMENT



EMPLOYMENT



ENLISTMENT & SERVICE



HONORS SEAL

- Complete at least 4 World Language and 6 Social Studies credits
- Complete at least 8 Math credits
 - Algebra I plus Geometry, Algebra II, and Pre-Calculus or any advanced math credits aligned to their course of study
- Complete at least 6 Science credits
 - Biology I plus Chemistry and Physics or any advanced lab science credits aligned to their course of study
- Earn a C or higher in all courses and earn a cumulative B average
- Complete one of the following:
 - Earn 4 credits in AP, IB, or Cambridge courses and take corresponding exams
 - Earn 6 college credits
 - Score a 1250 on the SAT or a 26 on the ACT
 - Complete two of the following:
 - At least 3 college credits
 - 2 credits in AP courses and take corresponding exams
 - 2 credits in IB courses and take corresponding exams
 - 2 credits in Cambridge courses and take corresponding exams

- Complete one of the following:
 - A market-driven credential of value* aligned to a specific occupation
 - 3 courses in a Career and Technology Education (CTE) pathway
 - An approved career preparation experience aligned to Indiana's CSA program, or
 - An approved, locally-created pathway
- Complete 150 hours of work-based learning (may include multiple experiences that are paid, unpaid, on-site, or simulated)
- Demonstrate skill development in Communication, Collaboration, and Work Ethic
- Meet attendance goal

- Complete one of the following:
 - Introduction to Public Service course or approved locally-created equivalent
 - Emphasis on developing an awareness of the physical standards and character required for service
 - One year of JROTC in high school
- Achieve a score of 31 on the ASVAB and complete one of the following:
 - All three components of the Career Exploration Program
 - A career exploration tool approved by IDOE
- Meet attendance goal
- Demonstrate skill development in Communication, Collaboration, and Work Ethic
 - Externally verified through a mentorship experience with current military personnel, veterans, or other public safety professionals



HONORS PLUS SEAL

- Earn the Honors Enrollment Seal, plus:
- Earn a credential of value* that may include, for example:
 - Associate degree:
 - Technical Certificate:
 - Indiana College Core:
 - AP Scholar with Distinction:
 - Cambridge AICE Diploma: or
 - IB Diploma
 - Complete at least 75 hours of work-based learning (may include multiple experiences that are paid, unpaid, on-site, or simulated)
 - Demonstrate skill development in the following areas: Communication, Collaboration, and Work Ethic

- Earn the Honors Employment Seal, plus:
- Earn a market-driven credential of value* that may include, for example:
 - Associate degree:
 - Technical Certificate:
 - Indiana College Core: or
 - Advanced industry certificate
 - Complete additional work-based learning (total of 650 hours in one or more experiences) that may include, for example:
 - Pre-Apprenticeship
 - Modern Youth Apprenticeship
 - Demonstrate skill development in Communication, Collaboration, Work Ethic, and any additional skills determined locally

- Earn the Honors Enlistment Seal, plus:
- Complete one of the following:
 - Achieve a score of 50 or higher on the ASVAB
 - Enrollment in ROTC at the collegiate level
 - Acceptance to a service academy
 - Demonstrate excellence in leadership through one of the following:
 - Completion of at least 100 hours of public service:
 - Holding a leadership role in a co/extracurricular activity:
 - Completion of two seasons of a team-based physical sport or activity

*Note: the credential of value levels are currently being determined by business and industry.

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INDIANA
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CURRENT & FUTURE INDIANA DIPLOMA: COMPARISON

The new diploma structure includes a base (minimum requirements) for every student, plus the opportunity to earn readiness seals aligned with their unique path. Students are encouraged to seize this flexibility by personalizing their high school experience. The new seals provide additional intentionality to maximize readiness and are designed to be permeable, allowing students to update their graduation plan and pivot, if their original interests and goals change. Students who do not earn a seal must still complete components 2 and 3 of Graduation Pathways.

	CURRENT INDIANA CORE40	FUTURE NEW INDIANA DIPLOMA
ENGLISH	8 CREDITS	8 CREDITS 2 credits: English 9 1 credit: Communications-focused course 5 additional English credits
MATH	6 CREDITS 2 credits: Algebra I 2 credits: Geometry 2 credits: Algebra II	7 CREDITS 2 credits: Algebra I 1 credit: Personal Finance 4 additional math credits
SCIENCE, TECHNOLOGY, AND ENGINEERING	6 CREDITS 2 credits: Biology I 2 credits: Chemistry I, Physics I, or Integrated Physics 2 credits: Any Core 40 science course	7 CREDITS 2 credits: Biology I 1 credit: Computer Science 2 additional science credits 2 STEM-focused credits
SOCIAL STUDIES	6 CREDITS 2 credits: U.S. History 1 credit: U.S. Government 1 credit: Economics 2 credits: World History/Civilization or Geography/History of the World	5 CREDITS 2 credits: U.S. History 1 credit: U.S. Government 2 credits: World Perspectives (Flexible options, including advanced world language or world-focused social studies courses)
PE/HEALTH	3 CREDITS 2 credits: Physical Education 1 credit: Health & Wellness	2 CREDITS 1 credit: Physical Education 1 credit: Health & Wellness
DIRECTED ELECTIVES	5 CREDITS Any combination of World Languages, Fine Arts, and/or Career & Technical Education	N/A
PERSONALIZED ELECTIVES	6 CREDITS	12 CREDITS Students are encouraged to utilize the new readiness-seals to align these personalized electives with their unique goals. Personalized electives can include a variety of courses, such as CTE, Performing or Fine Arts, and World Languages.
COLLEGE & CAREERS	N/A	1 CREDIT
TOTAL	40 CREDITS	42 CREDITS
Hoosier high school students have the opportunity to earn approximately 60 credits.		

Note: The federally-required alternate diploma for students in special education with a significant cognitive disability is still available.

IPS GRADING POLICY:

PROGRESS REPORTS AND REPORT CARDS

You will receive formal updates on your students' progress towards their grade level standards every four and a half weeks through progress reports and report cards.

Report cards are designed to give you information about your student's progress throughout the year. However, this report should not be the only indicator of your student's progression. All IPS schools will operate under 9 week grading periods. Mid-terms (mid-grading period evaluations) will be sent home at the end of the fourth/fifth week of each grading period for all students

The IPS grading scale is:

Course letter grades shall be assigned according to the table below for students in grades 1-12. Standard rounding rules shall be applied for grades between bands. Grades shall be calculated to two decimal places for the application of rounding rules.

Letter Grade	Percent Range
A	93-100%
A-	90-92%
B+	87-89%
B	83-86%
B-	80-82%
C+	77-79%
C	73-76%
C-	70-72%
D+	67-69%
D	63-66%
D-	60-62%
F	50-59%

ATTENDANCE POLICY

Positive Support Academy is committed to an attendance policy that promotes an appreciation among students of the need to attend school regularly and punctually to successfully develop social, emotional, and academic skills. The state of Indiana, as expressed by the Compulsory Attendance Statute (I.C 20-8.1-3), and the Indianapolis Public School system has established responsible attendance habits as a priority issue. Following this effort, the Positive Supports Academy campus has adopted the following policy.

Classification of Countable Absences

IPS Student Attendance Overview

Reporting Student Absences Promptly and Consistently

Attendance is crucial to your child's success. To ensure your child's attendance is accurately recorded, please follow these guidelines for reporting absences below.



Communicate Early

Report absences early and **daily** to allow the school to support your child's learning.



Schedule Wisely

Arrange appointments and vacations outside of school hours and days whenever possible.



Stay Informed

Understand the types of absences and the required documentation to avoid unexcused absences.

TYPE OF ABSENCE	DEFINITION	EXAMPLES
Excused Absences	Absences regarded as legitimate reasons for being out of school as per school policy.	→ Illness reported to the school by a parent/guardian → Illness verified by a note from Physician → Family funeral → Maternity → Military Connected Families (e.g., absences related to deployment and return)
Unexcused Absences	Any absence not covered under the definition of excused or exempt.	→ Skipping school or class → Absence without a valid reason or documentation
Exempt	Absences authorized and excused by law under certain circumstances. These absences do not count against the student's attendance record.	→ Serving as a page or honoree of the General Assembly → Serving on the precinct election board or as a helper to a political candidate or party on election day → Subpoenaed to testify in court → Serving with the National Guard for no more than 10 days → Serving with the Civil Air Patrol for up to 5 days → Approved educationally related non-classroom activity → Exhibiting or participating in the Indiana State Fair for educational purposes

New Indiana State Attendance Law		
5 Days Unexcused Absence	10 Days Unexcused Absence	Habitual Truancy
Mandatory parent conference with school attendance officer and creation of an attendance intervention plan	Legal notice of student's truant status and mandatory referral to the Marion County Prosecutor's Office	Legal intervention by the Marion County Prosecutor's Office: ▪ Failure to Ensure School Attendance – Class B misdemeanor ▪ Educational Neglect – Level 6 felony

IPS Student Attendance Overview

Maximizing Every Moment: The Importance of Every Instructional Minute



Every instructional minute is valuable. Let's work together to ensure students make the most of their educational opportunities!

PowerSchool: How Parents Can Access and Monitor Attendance & Grades

1. <https://powerschool.myips.org/public/pw.html>
2. Log in with your student's information:
 - The username is your student's IPS identification number (ID).
 - The password is the student's birthdate (MO/DA/YEAR) with no leading zeros.
 - **Example:** March 5, 2010 would be entered as 3/5/2010*.
3. To see grades for past marking periods (for example, report card grades), choose "Grade History" from the left menu. Scroll down to see additional marking periods. If desired, you can use the tabs to choose a different school year.
4. To see current marking period attendance and assignment grades, choose "Grades and Attendance" from the left menu. You can choose "Email teacher" to see teacher contact information. Click on the % grade to see detailed assignment information including any missing work.
5. To view bus information, choose "Bus Information" from the left menu to view transportation information.
6. To download the FREE "**PowerSchool Parent**" Application from the AppStore or Google Play, use:
 - district **code:** ZPSH
 - **Username:** Student id#
 - **Password:** Birthdate (Example: 3/5/2010)



#EveryDayCounts

State laws have been adopted which hold the parent solely responsible for the compliance of his/her child to school attendance procedures –and in some cases, even under the penalty of incarceration.

Any student suspended from school must be accompanied by his/her parents upon their return to school as required by the suspending administrator.

APPEAL PROCESS

In unusual circumstances, a written appeal to this policy may be made to the proper administrator or dean providing the student has no cuts (unexcused absences) in a class that is being appealed. In this appeal, the student and parent should clearly identify the circumstances that they believe should call for the school's sincere consideration. When considering the mitigating circumstances for student attendance, the school may include such things as infectious disease, chronic health problems, flu or other epidemic illness, severe weather, and absence caused by crisis at school, the student's home, or in the community.

MAKE-UP WORK

In all cases of absences, whether countable or non-countable, students shall be expected to make up work on all assignments missed. Full credit for make-up work completed shall be allowed for all countable and non-countable absences. Make-up work will be accepted within the period of return to school which equals the period of absence.

Example: If a student is absent for two days, all make-up work is due within two days of return to school.

TARDY

Students are expected to arrive at school each day, for each class, on time. Cases in which a student is tardy to class for reasons beyond the student's control, such as a late bus, the student shall be admitted to class without penalty. For cases in which a student is tardy to class without a reasonable explanation, proper disciplinary action will ensue. A student shall not be denied access to class because he or she was tardy unless there has been a pattern of repeated tardiness in the same class and for which case the teacher will work the dean or designee on proper intervention strategies. This policy is intended, in every way, to conform to Indiana law and Indianapolis Public Schools board policy and particularly IPS Board Resolution.

Tardiness is subject to the following disciplinary action:

- 1st Tardy will result in a verbal warning.
- 2nd Tardy will result in a student serving a lunch detention.
- Any tardy after a student's 3rd offense, will result in after school detention.
- Failure to serve identified detention, proper disciplinary action will ensue.

No. 7316. EXTENDED MEDICAL ABSENCES

We understand that students may have special medical conditions such as a pregnancy or a chronic medical condition such as sickle cell anemia or asthma. When such a condition exists, it is the responsibility of the parent/guardian or student to supply written verification of the diagnosis, as soon as possible, to the proper social worker. If the condition is likely to last more than ten school days, the social worker will attempt to arrange homebound services for the student. If approved, the student's attendance will be designated and the student will be afforded an opportunity to earn at least three credits during the time of homebound service. Students must provide the social worker and with a written release to return to school.

REQUEST FOR HOMEWORK ASSIGNMENTS

Students who miss school due to suspension or other excused reasons may request missed assignments. The parent or student must make the request to the guidance department. The request will be sent to the student's teachers. The assignments will be ready for pick up within 24 hours, thus allowing adequate time for teachers to supply the missed assignments to the office.

If the request is for more than two weeks, the proper social worker will be given the request so that homebound services can be discussed with the parent.

ADDRESS AND PHONE CHANGES

If a parent moves after the start of the school year, a parent may request that the student remain in the school in the attendance boundary in which the parent previously had resided for the remainder of that school year. Under this provision, transportation to and from school shall be the parent/guardian's responsibility. We ask that you visit the school office to provide updated proof of address if you should move during the school year.

If your contact information should change please call the school office and provide the secretary with a current phone number in which you can be reached. All new numbers must be entered in our online system to provide a successful home-school connection.

CHILD CUSTODY

"Parent" as defined in the Indianapolis Public School Bylaws and Policies (Section 0000 Number 0100) is the natural, adoptive, or surrogate parents or the party designated by the courts as the legal guardian or custodian of a student. Both parents will be considered to have equal rights unless a court of law decrees otherwise.

POSITIVE SUPPORTS ACADEMY PROGRAM COMPLETION

Students who have been referred or transferred to Positive Support's Academy will be required to complete the PSA Tier Monitoring System, prior to being recommended to return to their boundary school. Students are expected to complete Tier 3, Tier 2, and Tier 1 in order to be eligible to receive a transition interview. Students will have a full 90 days to complete the Tier Monitoring System. It is important to note that your students' attendance, academics, behavioral growth and engagement in Social Emotional Learning (SEL) plays a critical role in your students' opportunity to complete the program and return to their boundary school.

Positive Supports Academy
Tier Monitoring System

Student:		PSA Start Date:		Projected Return Date:	
Grade/Boundary School:		Reason Referred (choose one): Expulsion / In Lieu of Expulsion / Placement		Target Bxs:	
Behavior SMART Goal: (link)					
Targeted Positive Supports to Meet Goal:					
Start HERE 					
TIER 3 START DATE:			TIER 3 EXIT DATE:		
Academics		Attendance		SEL	
GOAL: Complete Tasks ☐ IXL Assessment & Lesson - MS ☐ Passing 3 or more classes ☐ Arrive to class prepared with assigned laptop 70% of the time		GOAL: 65% days present or 10% improvement <i>Less than 4 tardies/week</i> Current Status: Total Days: Present: Tardy: Absent:		GOAL: Complete Tasks ☐ Love Languages ☐ SEL Self Assessment ☐ 6 Compass ☐ Strengths, Triggers, & Coping Strategies ☐ Group Pathway	
				BIP-Target Behaviors GOAL: Complete Tasks ☐ Set Behavioral SMART Goal ☐ Collaborate on targeted positive supports bx plan ☐ Have ≤ 3 Target Bx. logs of level 3 or 4 ☐ Earned min. of 75 PBIS pts.	
Comments:					
TIER 2 START DATE:			TIER 2 EXIT DATE:		
Academics		Attendance		SEL	
GOAL: Complete Tasks ☐ IXL Lessons - MS ☐ Passing 4 or more classes ☐ Arrive to class prepared with assigned laptop 75% of the time		GOAL: 70% days present or 15% improvement <i>Less than 3 tardies/week</i> Current Status: Total Days: Present: Tardy: Absent:		GOAL: Complete Tasks ☐ SEL Assessment Review ☐ 8 Compass ☐ Group Pathway	
				BIP-Target Behaviors GOAL: Complete Tasks ☐ Goal Review/Progress ☐ Have ≤ 2 Target Bx. logs of level 3 or 4 ☐ Earned min. of 125 PBIS pts.	
Comments:					
TIER 1 START DATE:			TIER 1 EXIT DATE:		
Academics		Attendance		SEL	
GOAL: Complete Tasks ☐ IXL Lesson - MS ☐ Passing ALL classes Arrive to class prepared with assigned laptop 80% of the time		GOAL: 80% days present or 25% improvement <i>Less than 1 tardies/week</i> Current Status: Total Days: Present: Tardy: Absent:		GOAL: Complete Tasks ☐ SEL Re-Assessments ☐ Compass Activities & Interventions ☐ 2 Rec. Letters ☐ Transition Plan/Prep ☐ Group Pathway	
				BIP-Target Behaviors GOAL: Complete Tasks ☐ Goal Review/Progress ☐ Have ≤ 1 Target Bx. logs of level 3 or 4 ☐ Earned min. of 250 PBIS pts.	
Comments:					

To further monitor your students progress, please find information on how to access PowerSchool.

- Go to our school website under the student resources tab(teacher contacts)
<https://www.myips.org/positivesupports/>
- <https://powerschool.myips.org/>
- Username: student ID Password: Student DOB 00/00/0000 or Student ID

STUDENT SUPPLY LIST

Positive Supports Academy – IPS
2026-2027 Supply List
School Resumes on Monday, August 10, 2026

PSA School Supplies List

- 2 boxes of Kleenex
- Hand Sanitizer
- Disinfectant wipes
- Pencils
- Lined Writing Paper
- 1 pack of dry erase markers

IPS Laptop/Computer Lost/Damaged Device

IPS has provided its students with a district laptop. These devices are the responsibility of the Parent/Guardian/and Student. *Payment for lost/damaged device/charger is due at time of replacement.* The following fees will be expected should your student lose or damage the provided device:

Lost or damaged power adapter – \$40

Lost or damaged power cord – \$10

Missing or broken keys – \$20

Trackpad damage – \$100

Cracked Screen – \$200

Liquid Damage – \$200

Damaged beyond repair – \$250+

[Student Technology Use and Care Expectation](#)

STUDENT CODE OF CONDUCT

In order to maximize the learning of all students and classrooms, Indianapolis Public Schools will provide an environment that promotes appropriate behavior and minimizes disruptions. All students should have clear, consistent and obtainable expectations for behavior at school. The Indianapolis Public Schools' Student Code of Conduct (COC) includes both standards of conduct designed to maintain a productive educational environment and a student support system designed to address individual needs and promote social, emotional and behavioral growth. This balanced approach is most effective when school staff and parents/family work collaboratively to guide and support students to function appropriately in the school environment and as citizens in the greater community.

[Código de Conducta](#)- Spanish

Where and When the Student Code of Conduct Applies

The COC applies to students at all times during the school day, while on school property (including during before and after school programs), while traveling to and from school, at any school-related events, at bus stops, on any vehicle funded by Indianapolis Public Schools, or at any time or place which may affect an educational function, including when accessing the district's electronic network services. Innovation Schools that use IPS transportation should expect students to adhere to the code while in transit. In addition, behavior violations that have occurred outside of school hours that disrupt the learning environment are subject to disciplinary actions. Each incident will be handled on a case by case basis and due process will be provided.

The COC also applies to student behavior outside of school if (1) a student commits a Level 4 behavior (serious violations) and (2) the behavior disrupts or may disrupt the educational process at the school. In other words, students may receive disciplinary action at school for seriously inappropriate behavior off school property and during non-school hours if the behavior will interfere with teaching and learning at the school. This includes seriously inappropriate behavior on social networking websites that disrupts or may disrupt the learning process.

A student may approach a school staff member and voluntarily surrender an object prohibited by the COC without being subject to disciplinary action so long as the object is one that the student could lawfully possess off school grounds. This rule does not apply to firearms or destructive devices.

If a student discovers an illegal item or other contraband on school property or at a school function, the student may approach a school official and report the discovery. A student shall not be in violation of the COC solely for making this report. School officials shall make a determination after an investigation of the report. Principals also may establish rules and regulations, as long as they are consistent with this COC, the policies set by the Board of School Commissioners or other rules and regulations established by the Superintendent.

HUMAN DIGNITY

Positive Supports Academy is proud to have a diverse, multicultural school community. We feel a strong commitment to being sensitive to the backgrounds, feelings, and concerns of students, their families, and the PSA staff. It is our goal to provide equal opportunity to an

education and to an environment that is free of prejudice and discrimination.

It is also our mission to supply a positive, orderly, and harmonious environment in which respect for the dignity and worth of every person in the school community is recognized and promoted. As a result, all employees, parents/guardians, and students will be entitled to be treated with respect, fairness, and decency. In return, they will be obligated to treat others in the same manner. We will make it our daily goal to provide a safe, caring, and supportive atmosphere which is the backbone of student achievement and potential as citizens and productive members of society.

NOTICE OF NON-DISCRIMINATION

Indianapolis Public Schools (IPS) does not discriminate on the basis of race, color, religion, national origin, sex, disability, age or sexual orientation in its programs and activities. For inquiries regarding the non-discrimination policies, please contact the Human Resources Division, 120 E. Walnut St., Room 103, Indianapolis, IN 46204, (317) 226-4150.

DISCIPLINE CODE – Student Code of Conduct

The Positive Supports Academy discipline code supplies a standardized procedure for setting up a positive environment in which students can learn. All students during the regular school term and summer school are expected to adhere to the rules set forth in this handbook, and it is the responsibility of the staff and the administration to enforce the discipline code as established.

Positive Supports Students are expected to be:

- Considerate of others, Enthusiastic and motivated,
- Life-long learners,
- Self-disciplined Honest

Classroom Standards for All Students:

- Students will be on time and at the scheduled place throughout each school day.
- Students will be prepared for lessons with assignments completed.
- Students will have the necessary computer, books, supplies, paper, and materials required.
- Students will use their own personal knowledge as they complete assignments, tests, or other work intended to determine their knowledge. Plagiarism will not be tolerated.
- Students will follow any other standards or procedures established by the teachers and/or administrator.

INTERNET SAFETY AND ACCEPTABLE USE OF TECHNOLOGY

Technology greatly increases students' educational opportunities. Technology, especially the Internet, allows students to move beyond the walls of the school to experience new places and obtain information that expands their understanding of the world around them. Use of the Internet also involves understanding the issues of security, privileges, and responsibilities associated with access. IPS is committed to providing Internet access to all students and staff in

an equitable, meaningful and safe manner. Thus, it is essential that staff and students be trained and be aware of the rights, privileges and responsibilities connected with Internet access and the acceptable use agreement. Additionally, parents must be informed of their shared responsibility for their children's safe use of the Internet.

As an educational tool, the Internet is a part of educational activities that promote and foster student learning. However, the Internet can be dangerous and place students in contact with inappropriate and potentially dangerous material and people. IPS is diligent, through policies and procedures, in our responsibility to protect students and guide staff who are responsible for enforcing district policies. It is the students' responsibility to be accountable for their own words and actions regarding the Internet and other technical resources.

District standards include:

- Technical resources are for instructional use and activities necessary to support the education and instruction of students.
- Internet traffic, non-educational content, chat rooms and non-authorized email or other forms of direct electronic communications shall be restricted, blocked or filtered.
- Internet and IPS technical resources shall not be used to transmit, send, receive, copy, upload, download, and/or distribute, jokes, comments, texts, images or messages containing content that may be considered discriminatory, bullying, cyberbullying, harassing, threatening, defamatory, offensive, or disruptive to any staff, student, parent or third party.
- Technical resources shall not be used to gain unauthorized access, by hacking and/or through any other means, to the electronic documents, files or email of others.

Internet and IPS technical resources shall not be used to transmit, send, receive, copy, upload, download, distribute, and/or access acts of violence, pornographic, obscene, and/or sexually explicit content - text and/or images.

ILLEGAL SUBSTANCES

Indianapolis Public Schools supports universal drug prevention education for all students. The district acknowledges that responding to students' use of chemical substances requires both correction and consequences. It is a violation of Indiana discipline code to possess, use and/or distribute prescription drugs, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant or depressant of any kind, or paraphernalia used in connection with the listed substances. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event.

The penalties of suspension, expulsion, and referral and notification of law enforcement will be applied at school, within 1000 feet of the school property, as per Indiana Code 35-48.4-4 and at school-related functions and activities. When students have violated the drug policy for use or possession, they will be subject to corrective and disciplinary action.

RESTORATIVE PRACTICES

IPS has adopted a Restorative Justice (RJ) approach to address student misconduct, focusing on rehabilitation, community building, and reducing repeat offenses. This approach emphasizes

repairing harm through inclusive dialogue and mutual understanding. Key practices include restorative circles, mediation sessions, community service, and restorative conferences. Staff will receive training to facilitate these practices, which will integrate with existing discipline policies. The effectiveness of RJ practices will be regularly monitored and reviewed.

SECLUSION & RESTRAINT

A priority of the Indianapolis Public Schools is to create a safe and orderly environment for all students, staff and visitors. The effort to maintain this environment is an expectation of all school employees. Every effort should be made to prevent the need to restrain or place students in seclusion. All schools will use prevention, positive behavior intervention and support and conflict de-escalation to eliminate or minimize the need for the use of restraint or seclusion.

However, it is recognized that at times it may be necessary for employees who have been trained and certified to use reasonable restraints and/or seclusion when there is an imminent risk of injury to the student or others.

Restraint or seclusion should not be used as a means of punishment or convenience. All behavioral interventions must ensure the right of all students to be treated with dignity and respect. This policy applies to all students, not only students with disabilities. If seclusion and/or restraint is necessary, as soon as possible after use, parents or guardians will be informed and provided with a detailed account of the incident including the circumstances that led to the use of restraint and/or seclusion.

DETENTION PROCEDURES:

Detention will be assigned to students who violate school policies and guidelines as an alternative consequence to out of school suspension. Only an administrator will assign a student to lunch detention or detention to be served at the end of the day.

***** Failure to serve detention/detentions will carry over, unless approved by an administrator.**

Alternate/Flex Schedule

Provided on a case by case matter.

Possible behaviors that may result in a detention/alternate schedule include:

- Defiance to school policies and procedures
- Tardiness to class/school
- Non-compliance/Insubordination
- Leaving class without permission/elopement
- Mischief/Horseplay
- Lack of engagement in class/sleeping in class
- Vandalism (minor)

SUSPENSION PROCEDURES:

When the principal (or designee) decides that a student should be suspended, the following procedures will be followed:

1. A meeting will be held prior to, or as soon as possible after, the suspension of any student. At this meeting, the student will be entitled to:

- a) a written or oral statement of the charges;
 - b) a summary of evidence against the student will be
 - c) presented if the student denies the charges; and
 - d) an opportunity to explain his or her conduct.
- 2. The meeting shall precede suspension of the student except when the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.
- 3. Following the suspension, the parents/legal guardians/legal custodians of suspended students will be notified in writing. The notification will include the dates of the suspension, the student's misconduct, and the action taken by the principal.
- 4. When a student is on suspension, that student is prohibited from being on ANY IPS property at any time. This includes during school hours, taking part in extracurricular activities, and attending after school activities.
- 5. If a student on suspension is found on any IPS property, he/she will be guilty of trespassing and will be subject to arrest.

EXPULSION PROCEDURES

When a principal recommends to the superintendent or superintendent's designee that a student be expelled from school, the following procedures will be followed:

- 1. The superintendent or the superintendent's designee may conduct an expulsion meeting, or may appoint legal counsel or a member of the administrative staff who did not expel the student during the current year and was not involved in the events giving rise to the expulsion to conduct the meeting.
- 2. An expulsion will not take place until the student and the student's parent, custodian, or guardian is given notice of his/her right to appear at the expulsion meeting following paragraph 3 below. Any rights granted to a student or a student's parent, custodian, or guardian are forfeited by the failure of the student or the student's parent, custodian or guardian to request and to appear at this meeting, and such forfeiture shall be of all rights administratively to contest the expulsion or to appeal it to the school board.
- 3. The notice of a right to appear at an expulsion meeting will be in writing, delivered by certified mail or by personal delivery, containing the reasons for the expulsion, the purpose of the meeting, and the procedure for requesting an expulsion meeting. The student, parent, custodian, or guardian may request to appear at an expulsion meeting within five (5) calendar days of the date the notice of right to appear was either received by personal delivery or the date the United States Postal Service documents as its date of first attempt to deliver the notice by certified mail, whichever is earlier.
- 4. At the expulsion meeting, the principal or designee will present evidence to support the charges against the student. The student, parent, custodian, or guardian will have the opportunity to answer the charges against the student and to present evidence to support the student's position.
- 5. If an expulsion meeting is held, the expulsion meeting examiner will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give written notice of the action taken to the student and the student's parent, custodian, or guardian by personal delivery or by certified mail. The expulsion meeting

examiner will file the written summary with the superintendent.

6. While pending the determination of the expulsion officer, a student who is pending expulsion or has been expelled is prohibited from being on ANY IPS property at any time. This includes during school hours, taking part in extracurricular activities, and attending after school activities.
7. If a student in the process of expulsion is found on any IPS property, he/she will be guilty of trespassing and will be subject to arrest.

OTHER REMEDIES

Action in addition to suspension and/or expulsion which is necessary to insure a safe, orderly, and effective educational environment may include the following:

- A. A reciprocal agreement about expulsion or suspension shall be in effect with all extension school and/or training stations which enroll students from Indianapolis Public Schools.
- B. Corporal punishment may not be administered to any student.
- C. The superintendent, principal, other administrative personnel, or teachers shall be authorized to take any action in connection with student behavior in addition to the actions specifically provided which may be reasonable, desirable, or necessary to help a student, or further school purposes, or to prevent interference or disruption including, but not limited to, actions such as:
 - 1) Counseling with a student or group of students.
 - 2) Conferencing with a parent or group of parents (or guardians).
 - 3) Assigning students' other work.
 - 4) Requiring a student to remain after regular school hours to do additional work, or for counseling, or for [detention](#).
 - 5) Restricting extracurricular activities, or
 - 6) Removing a student by a teacher from that teacher's class for a period not to exceed one (1) school day if the student is assigned regular or additional schoolwork to complete in another school setting.
 - 7) Assigning by the principal to:
 - a) Special course of study
 - b) An alternative educational program, or
 - c) An alternative school
 - 8) Removing of a student from school-sponsored transportation
 - 9) Referring the student to the juvenile court having jurisdiction over the student.
 - 10) Recommending the student for expulsion, if the student's legal settlement is not in the attendance area of the school district where the student is enrolled, and the student is not approved for cash tuition.
 - 11) The possible referral to an alternative educational setting.

- 12) Requiring a student to adhere to an individualized probationary behavioral contract.

D. Transfers

1. The continuation of the discipline record will follow the student to any other school with IPS.
2. ***The discipline record is still in effect for the entire school year.***

TITLE IX POLICY FORBIDDING SEX DISCRIMINATION & SEXUAL HARASSMENT OF STUDENTS

Policy against sex discrimination

Title IX of the Education Amendments of 1972 states that: “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.” It is the practice of Indianapolis Public Schools to abide by applicable law, including Title IX and the Indiana Civil Rights Law. Therefore, a student or employee may not, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any IPS program. “On the basis of sex” includes because of one’s sexual orientation or gender identity.

Prohibition against sexual harassment

The policy against sex discrimination includes a prohibition against sexual harassment. Sexual harassment consists of sexual advances, sexual gestures, requests for sexual favors, or other verbal or physical conduct of a sexual nature that is unwelcome and that limits or denies, on the basis of sex, a student’s ability to participate in or benefit from the education program. This policy prohibits sexual harassment by an employee or agent of IPS, by another student, and by third parties who come in contact with students at school or at school-related activities. This policy also prohibits any employee from being in a locked room with a student.

Sexual Harassment includes the actual or attempted offenses of sexual harassment, sexual assault, dating violence, and stalking. Acts of sexual harassment may be committed by any person upon any other person regardless of the sex, sexual orientation, and/or gender identity of those involved. Sexual harassment consists of sexual advances, sexual gestures, requests for sexual favors, or other verbal or physical conduct of a sexual nature that is unwelcome. This also includes the aforementioned behavior that arises in the context of teen dating, including teen dating abuse/violence.

Teen Dating Violence

Sexual harassment, including teen dating violence is prevalent nationally and in Indiana. It is connected to negative academic, physical, behavioral, social and emotional outcomes for youth. Therefore, a safe and civil environment in school is necessary for students to learn and to achieve high academic standards. All members of the school community, including administrators, faculty, staff, parents and students will be engaged in the district’s work to establish a respectful school climate where all members can safely learn and thrive.

Title IX Coordinator

IPS' Title IX Coordinator, who is responsible for IPS' compliance with Title IX and directs the investigation of complaints, is located at 120 E. Walnut St., Room 114 A, Indianapolis, IN 46204. The IPS Title IX Coordinator is Rachel Stevens, (317) 226-4644 or (463) 207-4761, stephensr@myips.org.

Making a Complaint

Parents and students are encouraged to promptly to submit a complaint or provide information about suspected sex discrimination or harassment so that IPS can take appropriate action to resolve the situation. A parent or student should make the complaint orally or in writing to the building administrator, school counselor, school social worker, or directly to the Title IX Coordinator. A complaint should be made as soon as possible after the complained-of incident, preferably within ten days after the parent has been notified by a student of sex discrimination or harassment. However, IPS accepts complaints after the ten-day filing period.

Investigation and Corrective Action

The Title IX Coordinator will promptly investigate, or direct the investigation of, complaints and reports of sex discrimination or harassment. The investigation will be completed in a timely manner. Depending on the nature and complexity of the issues, it should generally take no more than 30 days.

After the investigation, the Title IX Coordinator will report the result to the Superintendent, including, where appropriate, making a recommendation for reasonable, timely, age-appropriate, and effective corrective action. The Superintendent may impose discipline up to and including a recommendation for employee termination or student expulsion. The Title IX Coordinator will advise the Complainant and the person accused of misconduct, in writing, whether or not the allegations were found to be substantiated.

The decision of the Superintendent is final unless an employee or student has a statutory right to challenge the Superintendent's recommendation for expulsion or termination or an employee has a collectively bargained right to challenge the imposition of discipline.

ANTI - BULLYING

The administration of Indianapolis Public schools is committed to providing all students a learning environment free from bullying and harassment based upon race, color, religion, national origin, disability/handicap, sexual orientation, ancestry or gender (including gender identity) expression, and appearance. The District expects all students and staff to treat each other with civility and respect. The District will not tolerate acts of bullying and harassment.

Bullying is prohibited in the Indianapolis Public Schools (IPS) as referenced in Indiana Code 20-33-8- 0.2 and IPS Board Resolution No. 5517.01.

Bullying is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate,

intimidate, or harm the targeted student and create for the targeted student an objectively hostile environment. Students may not engage in bullying on school grounds, or while traveling to or from a school or a school activity, function or event. Further, bullying is prohibited off school grounds while using property or equipment provided by the school or while attending a school activity, function, or event.

Students may not engage in bullying on school grounds, or while traveling to or from a school or a school activity, function, or event. Further, bullying is prohibited off school grounds while using property or equipment provided by the school, or while attending a school activity, function, or event.

Principals are responsible for informing students, parents, teachers, and staff that bullying will not be tolerated and will be subject to disciplinary action, up to and including, suspension and expulsion. Further, principals are encouraged to engage students, staff, and parents in meaningful discussions about the negative aspects of bullying. The parent involvement may be through parent organizations already in place in each school.

Parents or students who suspect that bullying is taking place should report the matter to the principal. Upon receiving the report, the principal will investigate the matter at the building level and consequences will be assessed, as appropriate, consistent with the Board's policy entitled "Student Discipline".

ANTI - DISCRIMINATION & HARRASSMENT

Indianapolis Public Schools has adopted and follows district wide policies forbidding harassment and discrimination. No student will be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any education program or activity, on the basis of gender. A student may not, on the basis of gender, be limited in the enjoyment of any right, privilege, advantage, or opportunity, including courses, extracurricular activities, benefits, and facilities. Gender discrimination includes a prohibition against sexual harassment. Sexual harassment consists of sexual advances, sexual gestures, requests for sexual favors, or other verbal or physical conduct of a sexual nature that is unwelcome.

Parents and students are encouraged promptly to submit a complaint or provide information about suspected gender discrimination or sexual harassment so that IPS can take appropriate action to resolve the situation. A parent or student should make the complaint or report orally or in writing to the building administrator, school counselor, or school social worker.

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT

Notification of The Family Educational Rights and Privacy Act:

To Parents and Students:

The Family Educational Rights and Privacy Act pertains to student records in schools. You should be aware of the following:

1. The parents' rights under the Act extend until the student is 18 years of age or is enrolled in a post high school institution; thereafter, only the student may exercise the rights.
2. The parent has a right to receive the student's records at reasonable times, and in accordance with school policy and/or to purchase a copy of such records at a cost of 13 cents per page.
3. The parent has a right to have a record corrected if it "is inaccurate, misleading, or is otherwise in violation of the privacy or other rights of the student," and to a hearing if not satisfied through informal procedures.
4. If, as a result of a hearing, the decision is that the information in the record is not "inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student," a parent has the right to place in educational records of the child a statement commenting upon the information in the educational records and/or setting forth any reasons for disagreeing with the decision of the hearing officer to leave the contested information in the student's record.
5. A record must be kept with each student's record showing who requests to examine the records, who examines the records, the date on which each examination is made, and the purpose of each examination (with certain exceptions as stated in the policy).
6. Certain persons may examine student records without a parent's consent. These include school officials, including IPS teachers and other personnel within the system who have "legitimate educational interests"; officials of other school systems when a transfer is made; other schools in which the student seeks or intends to enroll that request such records; and with various limitations certain representatives of the state and federal government. You should be aware that IPS routinely sends student educational records, or copies thereof, at the request of a receiving school corporation where a transfer is involved.
7. Any person may receive a copy of the records, if the parent executes a written consent specifying the records to be released and the person to whom the records are to be released. A copy will be sent to the parent in such a case, if asked. The parents may also request and receive a copy of any student record sent to another school or school system. A charge of 13 cents per page will be made for each copy asked.
8. A copy of the student's record may also be given pursuant to a court order or subpoena. A reasonable effort will be made to notify the parent prior to this release.
9. Certain "directory information" may be released without parental consent unless the parent notifies the school in writing that one or more pieces of designated directory information listed herein is not to be released without the parent's prior written consent. A form for this purpose is attached. Directory information shall include the student's name, age, birth date, major field of study, class standing, participation in officially recognized activities and sports.

LOS DERECHOS EDUCACIONALES Y DE PRIVACIDAD DE LA FAMILIA

Notificación de la ley de los derechos educacionales y de privacidad de la familia:

A padres y estudiantes:

La Ley de Derechos Educacionales y de Privacidad de la Familia del 1974 se trata de los expedientes escolares de los estudiantes. Usted debería estar consciente de lo siguiente:

1. Bajo esta ley, los derechos de los padres se extienden hasta que el estudiante tenga 18 años de edad o esté matriculado en una institución post-secundaria; a partir de entonces, sólo el estudiante puede ejercer estos derechos.
2. Los padres tienen derecho a recibir los expedientes del estudiante en horas razonables, y de acuerdo con la política de la escuela y/o a comprar una copia de tales expedientes a un costo de 13 centavos por página.
3. Los padres tienen derecho a hacer corregir un expediente si "es inexacto, falaz, o violatorio de la privacidad u otros derechos del estudiante," y el derecho a una audiencia si no quedan satisfechos con los procedimientos informales.
4. Si, como resultado de una audiencia, la decisión es que la información en el expediente no es "inexacta, falaz, o violatoria de la privacidad u otros derechos del estudiante," los padres tienen el derecho a colocar en los expedientes educativos de su hijo una declaración que comente sobre la información en dichos expedientes escolares y/o que exponga el motivo de su desacuerdo con la decisión del encargado de la audiencia de dejar la información disputada en el expediente del estudiante.
5. Se debe guardar récord en el expediente de cada estudiante indicando quiénes solicitan examinar los expedientes, quiénes examinan los expedientes, la fecha en la que se hace cada inspección, y el propósito de cada inspección (con ciertas excepciones según lo indicado en la política.)
6. Ciertas personas pueden examinar los expedientes estudiantiles sin el consentimiento de los padres. Estas personas incluyen los funcionarios de la escuela, incluyendo los maestros de IPS y otro personal del sistema, que tengan "intereses educacionales legítimos"; funcionarios de otros sistemas escolares cuando se trata de un traslado de otra escuela; otras escuelas en las cuales el estudiante intenta o propone matricularse y que piden tales expedientes; y, con varias limitaciones, ciertos representantes del gobierno estatal y federal. Usted debe estar consciente de que IPS remite rutinariamente los expedientes escolares del estudiante, o copias de ellos, a petición de una corporación escolar que recibe a su estudiante cuando se trata de un traslado.
7. Cualquier persona puede recibir copia de los expedientes, si los padres formulan un consentimiento por escrito que especifique cuáles expedientes entregar y a quiénes. En tal caso, se le enviará una copia a los padres, si la solicitan. Los padres también pueden solicitar y recibir una copia de cualquier expediente escolar de su hijo que haya sido remitido a otra escuela o sistema escolar. Se cobrará 13 centavos por página de cada copia solicitada.
8. También se podría proveer una copia del expediente del estudiante conforme con una orden o citación judicial. Se hará un esfuerzo razonable para notificar a los padres antes de entregar el expediente.
9. Cierta "información del directorio estudiantil" puede ser entregada sin consentimiento de los padres a menos que los padres notifiquen a la escuela por escrito acerca de cuál parte de la información señalada en el directorio no debe ser revelada sin previo consentimiento escrito de los padres. Una forma para este propósito se adjunta. La información en el directorio incluirá el nombre del estudiante, edad, fecha de nacimiento, concentración.

STUDENT SERVICES & SUPPORTS

LOST AND FOUND

The Lost and Found is located in the front office. Found articles should be taken to the front office at once. Students should inquire about lost articles in the front office. All items are donated to Goodwill at the end of the semester.

WORK PERMITS

The State of Indiana is creating an Employer Registration system for any employer that employs five (5) or more minors. Effective 7/1/2021, Indiana will no longer require work permits for minor employees. Employers will no longer be required to complete the "Intent to Employ" form, and schools will no longer issue work permits.

Employers will be responsible for maintaining an accurate list of all minor employees. If an employer has four (4) or fewer minor employees, registration will not be required. This registration does not have any impact on the work hour requirements for minors. All employers must still comply with the Teen Work Hour Restrictions.

LOCKERS

Positive Supports Academy does **NOT** support the use of lockers. Student's belongings will be securely stored in the designated area. Students are not permitted to bring their phones, other electronic devices, or backpacks to class.

CLOSED CAMPUS

Positive Supports Academy is a closed campus. Once a student arrives on school grounds, regardless of the reason or time, the student is not allowed to leave until dismissed by faculty, staff, and/or administration. Students who violate the closed campus policy may be subject to search, detention, suspension, and/or any other actions as considered proper by the administration.

Positive Supports Academy is not responsible for students who are dropped off or picked up at any other location than the PSA campus.

STUDENT ID CARD & LANYARD

Students who are provided ID's will have IndyGo access. PSA does not provide Student ID cards as we are a program. Students and families will need to inquire with their boundary school if a Student ID can be replaced.

HALL PASSES

Permission to leave a class **MAY NOT** be granted by **a PSA teacher/staff member, but only by Administration (Principal/Deans)**, *unless requested by designated support staff or front office in the event the student is going home*. Students found in the hallways or on campus without a chaperone will be directed to the attention of administration.

BATHROOM PROTOCOL

Students are permitted to use the bathroom during designated times and upon request of an emergency, with an appropriate chaperone from PSA staff. Bathrooms are to remain locked at all times to minimize the loss of instructional time and elopement. Only one student is permitted in the bathroom at a time. Abuse of bathroom breaks, without documentation for medical cause, may result in structured bathroom breaks.

NURSE

Students at Positive Supports Academy will have access to nursing care. Students must be chaperoned to access the school nurse.

1. Parents will be notified by school staff in the case of serious illness or injury, and arrangements will be made for student(s) to be picked up or transported to a hospital.
2. Students who need to go home due to illness or other health related issues must not leave the designated area for any reason until they are released. Students who leave the designated area before they have been released will be subject to disciplinary actions and referred to the dean's office.
3. Students who drive to school and become ill **may not** be allowed to drive home unless the proper consent form has been signed.

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:

1. Each medication brought to school must:
 - a. have a medication consent form on file signed by a parent. Forms are available in the school office. Please keep contact info updated;
 - b. be in the original prescription or over-the-counter container.
2. Self-administration of medication (including over-the-counter medication) by students while in school must follow school policy. Permission for self-administration must be granted in writing by the parent, the prescribing physician, and kept on file in the main office.
3. Parents must supply students with medication.

Note: It is strongly recommended that medication be brought to school by the parent/guardian/custodian. 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 to 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. Students who are 18 years old may take their medication home after the school year or semester ends.

****Note:** Medication brought to school not meeting these guidelines will not be dispensed. For health and safety concerns, failure to follow these procedures could result in disciplinary action.

WITHDRAWAL FROM SCHOOL

The Parent/Guardian should notify the front office of the student's the last day of school. An appointment is made for the parent to sign the withdrawal form.

STUDENT DELIVERIES & CAFETERIA EXPECTATIONS

Deliveries to students of balloons, food, flowers, or other gifts **are prohibited**.

PSA HAS A CLOSED CAMPUS. STUDENTS ARE NOT ALLOWED TO "GO OUT" FOR LUNCH OR LEAVE SCHOOL WITHOUT PERMISSION.

1. Students must enter the cafeteria, on time, and in an orderly manner just as if they were going to class. Each student must go to the cafeteria during his/her lunch period. Students may sit with friends at a table of their choice, however, only 6 students will be permitted at each table. With permission of the cafeteria supervisor, students may use the restroom closest to the cafeteria.
2. When finished eating, students are to put trash in trash containers.
3. Any school employee in the cafeteria has the same authority as a teacher.
4. Cutting in line, horseplay, running, and excessively loud talking is inappropriate in the cafeteria.
5. Students are to remain in the cafeteria until the bell rings for dismissal.
6. Students are **NOT** to be in the **academic areas or in the halls during their lunch periods**. Students may not leave the cafeteria during lunch without permission.
7. Food and drinks are to be consumed in the cafeteria. They are **NOT** to be taken out into the halls or into class. Students will be asked to discard any food or drink items taken into the restricted areas.

SOCIAL WORKER

Positive Supports Academy currently has four Social Workers who provide many resources to families and students. The Social Workers support students and families in getting connected to community resources, crisis intervention, wrap-around service support, and family support for those in need. Please notify your teacher to access your school social worker.

ADULT AND CHILD

Positive Supports Academy has partnered with Adult & Child to provide behavioral health counseling, therapy, and skills building services to students and families in need. These services can include support for students, due to grief, divorce support, anxiety, depression, ADHD, and a host of other supports. Please note insurance is required to receive services.

SPECIAL EDUCATION SERVICES

Positive Supports Academy provides support for students with disabilities. We have special education teachers on staff, along with a speech & language pathologist. If you would like additional information on special education services, please contact the main office.

POSITIVE BEHAVIOR INTERVENTION & SUPPORTS (PBIS)

It is the mission of Positive Supports Academy to provide a safe and positive learning environment for our students and staff. Students will be expected to follow all rules, expectations, and procedures at all times. It is the responsibility of the school, student, and parent to work together to achieve this mission. To set this environment, PSA will implement Positive Behavior Intervention and Supports (PBIS) for the 2026-2027 school year. Our PBIS system includes the following components:

- [School-wide Expectations](#)
- Common area rules in the cafeteria, hallway, restroom, playground, and bus posted
- School-wide encouragement system to reinforce positive behavior
- [Student Code of Conduct](#) to respond to misbehavior respectfully and effectively

IMMUNIZATIONS

When a student enrolls in an IPS school at any time, 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 corporation 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.

ELECTRONIC DEVICES

To maintain a secure environment and follow Indiana statutes, students are required to adhere to the following check-in protocol before entering the school:

1. Take off all outerwear including coats, jackets, hoodies, and sweatshirts.
2. Pull out all pockets to demonstrate they are completely clear.
3. Set all personal items on the designated inspection table.
4. Power down mobile phones and place them into a provided, labeled storage bag.
5. Place the labeled bag into the secure bin assigned to the student's bus route.
6. Clear all security protocols and dress code requirements prior to building entry.

CELL PHONE POLICY

Bell-to-Bell Cell Phone, Personal Electronic Device & Check-in Policy

Effective 2026–2027 School Year

In accordance with Indiana's new bell-to-bell cell phone restriction law, Positive Supports Academy (PSA) is committed to providing a safe, secure, and distraction-free learning environment. To maximize instructional time and student engagement, students are prohibited from possessing or using personal electronic devices during the instructional day unless otherwise permitted by law or an approved accommodation.

Purpose

The purpose of this policy is to:

- Eliminate distractions during instructional time.
- Increase student engagement and academic achievement.
- Promote positive student interactions.
- Support a safe and orderly learning environment.
- Comply with Indiana's bell-to-bell personal electronic device requirements.

Personal Electronic Devices

The following personal electronic devices are prohibited during the instructional day:

- Cell phones
- Smart watches (Apple Watches, Samsung Watches, etc.)
- AirPods, earbuds, headphones, and charging cases
- Tablets and personal gaming devices
- Bluetooth-enabled devices
- Any other personal electronic communication device

Morning Arrival Procedures

Arrival Begins: 7:00 a.m.

Students will be dismissed from buses in small groups and enter the building under staff supervision.

To ensure compliance with school safety procedures and Indiana law, students will complete the following process before entering the building:

1. Remove all coats, jackets, hoodies, and sweatshirts.
2. "Bunny ear" all pants pockets to demonstrate they are empty.
3. Place all personal belongings on the inspection table.
4. Turn off their cell phone and place it into a school-issued labeled storage bag.
5. The labeled bag will be placed into a secured collection bin designated for the student's assigned bus.
6. Students must successfully complete all security screening procedures and dress code expectations before entering the building.

Items Not Permitted Beyond Student Check-In

Students may not possess or carry the following items during the school day:

- Cell phones
- Smart watches
- AirPods or earbuds
- AirPod charging cases
- Bluetooth headphones

- Personal electronic devices
- Purses larger than 5 x 8 inches
- Backpacks
- Hoodies or sweatshirts

All prohibited items must be secured during the morning arrival process.

Bell-to-Bell Expectations

From the first instructional bell until dismissal:

- Students may not possess or use personal electronic devices.
- Devices will remain secured by school staff throughout the instructional day.
- Students may not access their devices during class changes, lunch, restroom breaks, or any other time during the school day unless authorized by administration.
- Any student found in possession of a prohibited device during the school day will be subject to disciplinary action.

Exceptions

Use of a personal electronic device may be permitted only when:

- Required by an approved IEP, Section 504 Plan, or documented medical accommodation.
- Necessary during an emergency as determined by school administration.
- Required by state or federal law.

Dismissal Procedures

To ensure a safe, orderly, and efficient dismissal process, personal electronic devices and other secured personal belongings will be distributed as follows:

Bus Riders

- Cell phones and personal items will be distributed on each student's assigned bus by an assigned PSA staff member.
- Distribution will occur only after all students are on their assigned bus and seated.
- Students must remain seated while staff distribute personal belongings.
- Students may not use or power on their electronic devices until distribution has been completed and the bus has departed school grounds.

Car Riders

- Students who are dismissed as car riders will retrieve their personal items and cell phones from the designated collection area in the school foyer.
- Personal belongings will only be distributed after students have exited the building.

- Students should immediately proceed to their vehicle after receiving their belongings.

Parent Communication

Parents or guardians who need to communicate with their child during the school day should contact the school office.

Students needing to contact a parent or guardian during the school day must do so through the main office.

Violations

Students found in possession of or using a prohibited electronic device during the instructional day will be subject to progressive disciplinary action.

- **First Offense**
 - Device confiscated.
 - Parent/guardian notified.
 - Device returned according to school procedures.
- **Second Offense**
 - Device confiscated.
 - Parent conference required.
 - Additional disciplinary consequences assigned.

Third and Subsequent Offenses

- Device confiscated.
- Progressive disciplinary consequences in accordance with the IPS Student Code of Conduct, which may include detention, in-school suspension, behavior interventions, or additional administrative action.

Students who refuse to surrender a device when directed by a staff member may receive additional consequences for insubordination.

Student Responsibility

Students are responsible for ensuring all prohibited electronic devices are surrendered during the morning arrival process. Attempting to conceal, retrieve, or use a personal electronic device during the instructional day is a violation of both this policy and Indiana's bell-to-bell cell phone law.

By following these expectations, students help create a learning environment where everyone can remain focused, engaged, and successful throughout the school day.

PROHIBITED ITEMS AT PSA

The following items are not permitted in the student's possession throughout the instructional day:

- Cellular phones
- Smart watches or wearable tech
- AirPods, earbuds, or cases
- Bluetooth-enabled audio equipment
- Any personal electronic devices
- Purses/handbags exceeding 5 x 8 inches
- Backpacks or large bags
- Hooded sweatshirts or hoodies

Such items must be surrendered and secured during the arrival process.

DAILY EXPECTATIONS

During the time school is in session:

- Possession or use of electronic devices is strictly forbidden.
- Devices remain in school storage for the duration of the day.
- Access is not permitted during lunch, passing periods, or breaks unless authorized.
- Unauthorized possession will result in proper disciplinary action.

Policy Exceptions

Exceptions for personal device usage apply only when:

- Specifically mandated by an IEP, 504 Plan, or medical need.
- Determined necessary by administrators during an emergency.
- Required under specific state or federal regulations.

DISMISSAL GUIDELINES

To facilitate an orderly departure, secured belongings will be returned according to these methods:

Students Riding Buses

- Personal items and phones are returned on the assigned bus by a PSA staff member.
- Belongings are issued only once students are safely seated on the bus.
- Students must stay in their seats during the distribution process.
- Usage of devices is prohibited until the bus leaves school grounds.

Students Using Car Transportation

- Car riders can pick up their belongings from the designated area in the school foyer.
- Distribution occurs after the student has exited the building.
- Students should go directly to their vehicles upon receiving their items.

CONTACTING FAMILIES

Families needing to reach their child during school hours should call the main office. Students needing to contact home must use the office phone system.

RULE VIOLATIONS

Possession or use of forbidden electronics will result in the following progressive consequences:

- **Initial Offense**
 - The device will be confiscated.
 - Parents or guardians will be notified.
 - Return of the device will follow established procedures.
- **Second Offense**
 - Confiscation and a mandatory parent conference.
 - Further disciplinary actions will be assigned.

Subsequent Violations

- Device confiscation and progressive discipline under the IPS Student Code of Conduct, including possible detention or suspension.

Insubordination for refusing to surrender a device will carry additional penalties.

RESPONSIBILITY OF THE STUDENT

It is the student's duty to ensure all electronics are surrendered at arrival. Attempting to hide or use a device violates both school policy and state law.

By observing these rules, students help maintain a focused and productive learning environment for everyone.

Cell phones, MP3 players, video cameras, handheld video games, air pods and/or cases etc., are **NOT** allowed at school. If brought to school, students will surrender all electronic devices to school personnel at check-in. Electronic devices will be returned to students as he/she exits the building. If a student is found with electronic devices on their person which violates student code of conduct at PSA, the phone will be removed from student possession and returned to the student at the end of school day. If a student presents a pattern of behavior, additional interventions deemed by the principal/designee will be put into place.

PSA does NOT authorize the possession or use of these devices in classrooms. **School officials will NOT pursue theft or loss of any electronic items.** Students are encouraged to leave electronic devices at home.

Important Notice to Students and Parents Regarding Cell Phone Content and Display:

- The Child Abuse/Neglect Law requires school personnel to report to law enforcement or child protective services whenever there is reason to believe that any person/student is involved with “child exploitation” or “child pornography” as defined by Indiana Criminal Statutes.
- It is “child exploitation,” a Class C felony under I.C. 35-42-4-4(b), for any person/student (1) to exhibit, photograph or create a digitalized image of any incident that includes “sexual conduct” by a child under the age of 18; or (2) to disseminate, exhibit to another person, or offer to so disseminate or exhibit, matter that depicts or describes “sexual conduct” by a child under the age of 18.
- It is “child pornography,” a Class D felony under I.C. 35-42-4-4(c), for any person/student to possess a photograph, motion picture, digitalized image, or any pictorial representation that depicts or describes “sexual conduct” by a child who the person knows is less than 16 years of age or who appears less than age 16.
- “Sexual conduct” is defined by I.C. 35-42-4-4(a) to include sexual inter-course, exhibition of the uncovered genitals intended to satisfy or arouse the sexual desires of any person, or any fondling or touching of a child by another person or of another person by a child intended to arouse or satisfy the sexual desires of the child or other person.
- The Indiana Sex Offender Registration Statute at I.C. 11-8-8-7 and the Sex Offender Registry Offense Statute at I.C. 35-42-4-11, as of May 2011, required persons convicted of or adjudicated as a juvenile delinquent for violating the Child Exploitation Statute at I.C. 35-42-4-4(b) to register as a sex offender.
- Because student cell phones have been found in a number of Indiana school districts to have contained evidence of “sexual conduct” as defined above, it is important for parents and students to be aware of the legal consequences should this occur in our school system.

SEXTING POLICY

“Sexting” Policy 5136.01

Notice to Students and Parents Regarding “Sexting”:

It is IPS policy that a student may not possess, view, send, or share pictures or text having sexual content while the student is on school grounds, at school sponsored events, on school buses or other vehicles provided by IPS. This policy prohibits sexual material in electronic or any other form and includes but is not limited to the sexual material contained in a cellular telephone, camera phone, or personal digital assistant and sexual material transmitted by text message, e-mail, or any electronic communication device. A student who violates this policy is subject to suspension or expulsion.

It is also a violation of Indiana criminal statutes to possess, create, photograph, exhibit, or disseminate certain categories of material of a sexual nature that meet the definitions of child exploitation or child pornography. School personnel must report to law enforcement or Child Protective Services whenever there is reason to believe that any student or other person is

involved with child exploitation or child pornography. A person who is convicted of child exploitation or adjudicated a juvenile delinquent for violating the child exploitation statute must register with the State of Indiana as a sex offender.

Students and parents need to be aware of the consequences - some of them life-altering - of having sexual material at school, including on your cell phone or other electronic communication device.

AUTOMOBILE USE

1. Any student who drives a motor vehicle to school must:
 - a. possess a valid Indiana driver license. Permits are NOT valid driving licenses.
 - b. have proof of insurance
 - c. have current vehicle registration
 - d. have the written approval of their parents/guardians
2. Any motor vehicle driven to school and parked on school grounds may be subject to search while on school property by the principal or designee.
3. Parking access may be denied, rescinded, or suspended because of any violation of state or local laws or the rules of Positive Supports Academy.
4. Students will not be permitted to transport other students without prior permission from both Parents/Guardians involved.

SEARCH OF PERSONAL PROPERTY, STUDENT AND/OR VEHICLES

The Board of Education recognizes its obligation to balance the privacy rights of its students with its responsibility to provide students, staff, and authorized visitors with a safe, hygienic, and alcohol/drug free learning environment. The Board directs administrators, when Student Code of Conduct there is reasonable suspicion that a violation of the District policy, school rules, the [Student Code of Conduct](#), or the law of the State of Indiana has occurred, to conduct a search of a student and the student's belongings, including the student's vehicle.

Anything found during a search which constitutes evidence of a violation of a law, district policy, or a school rule or which endangers the safety or health of any person shall be seized and utilized as evidence if appropriate. Seized items of value shall be returned to the owner if the owner may lawfully possess the items

BUS REGULATIONS

Good behavior is expected from all students. From the time they leave home in the morning until they return directly home after school, students will be held accountable for any violations of state laws or school corporation rules. Students who violate rules of behavior during this there is an extra line here door to door and needs to be brought up beside during this "door-to-door" time frame will be subject to suspension or expulsion. **Transportation is a privilege, NOT a right.**

Rules for those riding the school bus:

1. The student shall ride the same bus both morning and evening, boarding and getting off at the designated place.

2. Permission to ride a different bus may be granted if space is available and the student brings to the principal or his designee a signed request from the parent or legal guardian that can be verified. If the request is approved, a standard permission slip is given to the driver.
3. The student should be waiting at the designated boarding place when the bus arrives.
4. Whenever boarding the bus, a student shall be seated at once as designated or assigned by the bus driver and shall remain seated until the bus reaches its destination.
5. Windows shall not be opened or closed except with the permission of the driver.
6. Consumption of food/beverage is not allowed on the bus, except under special circumstances relating to medical necessity or other reasons to which the school district has determined to be appropriate.
7. The following violations will not be tolerated on the bus:
 - a. Disruptive behavior
 - b. Failure to follow directions (insubordination)
 - c. Inappropriate language
 - d. Other violations (refer to school-wide behavior offense consequences)

The rules apply any time students ride the bus.

Many bus concerns start at the bus stop or are a product of a neighborhood problem. The school staff is concerned about this situation and becomes involved when the problem carries over to the bus or the school.

If a problem is not resolved through the bus driver, it is then referred to the school principal or his designee.

ORIENTATION REQUIREMENTS

Please follow the steps below to complete your child's orientation paperwork. Once we receive the completed paperwork the school will contact you with the next steps. If you have any questions please contact PSA at 317-226-4112.

1. Go to [Student Intake](#)
2. Fill out all information

DISTRICT ACADEMIC OPTIONS:

Middle Schools

[Arlington Middle School](#)

[Broad Ripple Middle School](#)

[Edison Arts Middle School 47](#)

[George W. Julian School 57](#)

[Harshman Middle School](#)

[LongFellow Middle School](#)

[Northwest Middle School](#)

[Thomas Carr Howe Middle School](#)

Step Ahead Academy

[William Penn Middle School 49](#)

High Schools

[Arsenal Technical High School](#)

[Crispus Attucks High School](#)

[George Washington High School](#)

[Shortridge High School](#)

Important Numbers:

Positive Supports Academy	317-226-4112
IPS Transportation.....	317-226-4093
IPS Service Center.....	317-226-4000
IPS Police Department.....	317-226-4633