



*Ubuntu – “I am because we are.”*

# Family Handbook

## 2024-2025

3980 Meadows Drive, Indianapolis IN 46205

Phone: (317) 550-3363 Fax: (317) 536-3845

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



# “Together, WE are AMMS”

We warmly welcome you to Avondale Meadows Middle School (AMMS)! We are very excited to have you as part of our school family because we believe that our very existence is a result of relationships with people just like you. The first school in our network, Avondale Meadows Academy, opened in 2006 in response to the need of the community. AMMS also opened as a response to the need of families. It is our history with the community, families, and students that created our motto, “I am because we are.” We are family, and we look forward to working alongside you as partners in your child’s education.

While your child is with us, they are our first priority. It is important to us to know each and every one of our students. We want to recognize them for their strengths and the traits that make them unique. Middle school can be a difficult time for many children, therefore we want for our students to know exactly what their strengths are and how they are able to give our school community and to the larger community. Above all else, students at AMMS will know that they are loved.

It is this love for our students that drives us to ensure that we are delivering high-quality instruction. AMMS graduates will be prepared to attend the best high schools in Indianapolis. Our rigorous standards and constant push for academic excellence should allow our students to have the options and opportunities to make the best choices for high school and beyond. Our school culture will create a foundation of confidence so that they will be able to speak about their strengths and abilities.

Again, we cannot do this life-changing work without you. Families have been our motivation and purpose from the very beginning. We look forward to working with you to ensure success for our young people on their journey towards achieving their dreams.

Dr. Mark Simon  
Principal

## Table of Contents

|  |    |
|--|----|
| Avondale Meadows Middle School Overview      | 5  |
| United Schools of Indianapolis               | 6  |
| The Mission of AMMS                          | 7  |
| The Eagle Code of Conduct                    | 7  |
| AMMS Student Creed                           | 8  |
| USI Board of Directors                       | 8  |
| Anti-Discrimination Policy                   | 8  |
| Attendance Procedures and Policy             | 9  |
| Procedures for Reporting Absence             | 9  |
| Makeup Work                                  | 9  |
| Truancy Policy                               | 10 |
| Absence Policy                               | 10 |
| Tardy Students                               | 11 |
| Tardy Policy                                 | 11 |
| Student Drop-Off                             | 12 |
| Morning and Afternoon Supervision            | 12 |
| Early Dismissal                              | 12 |
| Student Dismissal                            | 13 |
| Late Pick-Up Fees                            | 13 |
| Meals  | 13 |
| Invoices                                     | 13 |
| Book Rental                                  | 14 |
| Insufficient Fees                            | 14 |
| Academic Dishonesty                          | 14 |
| Homework Policy                              | 14 |
| AMMS' Academic Program                       | 15 |
| Curriculum Overview                          | 16 |
| Promotion/Retention Policy                   | 16 |
| AMMS Grading Scale                           | 17 |
| School Books                                 | 17 |
| Supplies                                     | 17 |
| Assessments                                  | 18 |
| Special Education Services                   | 19 |
| Staying Up on Your Child's Academic Progress | 20 |
| Midterm Progress Reports                     | 20 |
| Parent Teacher Conferences                   | 20 |
| Report Cards                                 | 20 |
| AMMS Core Values                             | 21 |
| Classroom Rules and Expectations             | 21 |
| Discipline Policy                            | 21 |

|   |    |
|---|----|
| Consequences                                  | 22 |
| Office Referrals                              | 22 |
| Detention                                     | 22 |
| Friday/Saturday School                        | 23 |
| Suspension                                    | 23 |
| Expulsion Procedures                          | 23 |
| Cell Phone and Electronic Device Policy       | 24 |
| Dress Code                                    | 25 |
| Parent Involvement Outreach and Communication | 26 |
| Overall Outreach and Communication            | 27 |
| Lost and Found                                | 29 |
| Emergency Procedures                          | 29 |
| Accidents                                     | 29 |
| Child Abuse/Neglect Protocol                  | 29 |
| Emergency Drills                              | 30 |
| School Closings or Delays                     | 30 |
| Health Policies and Procedures                | 30 |
| Admissions to AMMS                            | 33 |

## **Appendices**

- A. Anti-Bullying Policy
- B. Student Discipline Policies
- C. Computer/Internet Policy
- D. Visitor/Volunteer Opportunities & Contract
- E. FERPA: Students Rights and Responsibilities
- F. Title 1 Documents
- G. Walker Policy & Release
- H. Indoor Air Quality Policies
- I. Weapons Policy
- J. Technology Use Agreement
- K. 2024-2025 School Calendar

## **Avondale Meadows Middle School Overview**

The Avondale Meadows Middle School (AMMS) is a tuition-free, 5<sup>th</sup> through 8<sup>th</sup> grade public charter school. Our community includes a diverse collection of families, educators and volunteers committed to equipping our students with the strongest possible preparation for success in Indianapolis’s most demanding, college-preparatory high schools. Avondale Meadows Middle School is a member of the United Schools of Indianapolis Network.

AMMS employs a rigorous and engaging curriculum aligned to Indiana state standards. Our teachers use a wide breadth of effective instructional strategies, innovative tools and technology and a variety of services to challenge and support students to meet ambitious academic goals. We find creative, engaging ways to involve parents in our work, helping students build not only the academic skills but also habits of curiosity, kindness, focus and persistence traits that are essential to achievement of college aspirations and life success.

Finally, AMMS is part of the United Schools of Indianapolis network of schools and benefits greatly from the continued support, collective knowledge and resources of a broad array of local leaders committed to “Making Magic in the Meadows,” the neighborhood we are working to transform through the power of great schools.

### **School Contact Information**

Avondale Meadows Middle School  
3980 Meadows Drive  
Indianapolis, IN 46205

Main Office: 317-550-3363

Fax: 317-536-3845

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

|                       |  |
|-----------------------|--|
| <b>School Colors:</b> | Navy and Gold  |
| <b>Mascot:</b>        | The Eagle  |
| <b>Core Values:</b>   | Character<br>Service<br>Scholarship  |
| <b>Priorities:</b>    | Provide an engaging and rigorous learning experience<br>Create a values based culture of excellence<br>Offer a world class customer experience for our families and guest<br>Make meaningful contributions of time, talents, & treasure within our community |

*Note: AMMS reserves the right to make changes in the Avondale Meadows Middle School Family Handbook at any time.*



### **Purpose Statement:**

The purpose of United Schools of Indianapolis is to provide an equitable education to prepare all students for college and beyond while leaving a lasting impact in the communities we serve.

### **Core Values:**

*Excellence:* We set and reach high expectations.

*Relationships:* We build and maintain trusting relationships

*Growth Mindset:* We are committed to continuous improvement.

*Integrity:* We consistently do what is right even when it is difficult.

### **School Culture Vision:**

- We create an environment that is safe, orderly and organized.
- We provide a positive environment where scholars, teachers, and families are supported.
- All interactions within the school community are respectful.
- We establish high expectations for all stakeholders and hold one another accountable to those expectations.
- We develop a classroom culture where scholars are engaged and enjoying academic challenges.

### **Instructional Vision:**


- We teach a rigorous, standards-based curriculum.
- We sustain student attention.
- We have a warm and structured environment for learning.
- We engage students by pushing the thinking and doing onto them.
- We respond to data in the moment.
- We are professional and prepared.

## The Mission of AMMS

The mission of Avondale Meadows Middle School is to provide a rigorous and relevant college-preparatory program, grounded in our belief that every child can succeed at high levels. With an understanding of the strengths each student has, we reinforce that every individual has a part in our family's success. United, our students will consistently meet and exceed academic standards.

## The Eagle Code of Conduct

The eagle is a symbol of courage, strength, dignity, and truth. At AMMS we are committed to supporting our students to live out the Eagle Code of Conduct. The Eagle Code of Conduct is designed to mold, fashion, and develop the character of our students so that they are ready to take flight and ascend to new heights in any endeavor of their lives.

| <b>Personal Conduct</b><br><i>Every Eagle Will...</i>  | <b>Peer to Peer Conduct</b><br><i>Every Eagle Will...</i>   | <b>Parent and Guest Conduct</b><br><i>Every Eagle Will...</i>  |
|--|---|--|
| <p>Stayed focused and engaged in dialogue or discussion.</p> <p>Will celebrate when fellow scholars win, be celebrated when they win.</p> <p>Be inquisitive and attentive in conversation.</p> <p>Cover their mouth when sneezing or coughing and say excuse me.</p> <p>Will not expect, but be thankful when awarded.</p> <p>Makes organization a priority and growth focus area.</p> <p>Stand up for what they believe in and self advocates.</p> <p>Has the audacity to dream big.</p> <p>Seeks out the joys of life and a pathway to attaining their dreams.</p> <p>Learn from their mistakes and move on.</p> | <p>Celebrate a classmate when appropriate.</p> <p>Respect other students' comments, opinions and ideas.</p> <p>Shows and gives respect to their fellow scholars.</p> <p>Encourages their peers to do what's right, even when no one is looking.</p> <p>Remember that what they say to each other should be positive, encouraging, and uplifting.</p> <p>Apologizes when they have wronged someone and gives them space, both physically and mentally, to process their feelings and thoughts.</p>  | <p>Is respectful when responding to adults.</p> <p>Always say thank you when given something.</p> <p>Appreciate the gift and the giver, when given something.</p> <p>Encourages others by performing random acts of kindness.</p> <p>Makes their best effort to remember the names of teachers and staff, and greets them by name.</p> <p>Greet visitors and make them feel welcome within our community.</p> <p>Shake hands and repeat their names, when meeting new people.</p> <p>Take only their fair share.</p> <p>Hold the door for people rather than letting it close on them.</p> |

|  |  |   |
|--|--|---|
| <p>Seeks to be honest, even when it is challenging.</p> <p>Sets the goal of being great and doing great things every single day.</p> |  | <p>Say excuse me, when someone bumps into you, even if it was not your fault.</p> |
|--|--|---|

### **AMMS Student Creed**

Each day, our students and staff will recite the AMMS Student Creed. It is a reminder and a promise to each other as to the ways in which we must act and treat every member of our community and House as we strive to be the best middle school in Indianapolis and Indiana. Our student creed is as follows:



*As a member of the Avondale Meadows family,  
 It is my daily duty to soar to new heights.  
 When I learn, I am in a better position to teach.  
 I will share the knowledge I gain with those around me.  
 When I share, our family unit becomes strong.  
 Strong families serve strong communities.  
 Here at Avondale Meadows Middle School, we learn together,  
 We grow together, we win together.*

### **United Schools of Indianapolis School Board of Directors**

Bill Harris, Board Chair

Aaron Williamson

Sarah Lofton

Jacob Crouch

Abby McDonough

Ross Ridge

Will Zink

Jetta Vaughn

\*Contact information is available for each board member through the AMMS website and/or office.

### **Board of Directors Meetings**

The USI Board of Directors holds the charter to AMA, sets the policies of, and governs the terms by which the charter is issued. Board meetings are generally the last Monday of every other month held every other month at 4pm and are open to the public, with the exception of executive sessions. Notices for the meetings are posted on the front of the school 48 hours prior to each meeting. Please visit our website for the Board meeting schedule.

### **Anti-Discrimination Policy**

It is the role of AMMS to provide a safe and secure learning environment for all its students without distinction based on race, religion, ethnicity, disability, gender, or sexual orientation. Discrimination, sexual and bias-motivated harassment, and violations of civil rights disrupt the educational process and will not be tolerated; any act of this nature will result in disciplinary action.

## **Attendance Procedures and Policy**

Students are expected to be in school on time every school day. According to State Law (Indiana Code 20-33-2), parents/guardians are accountable for the attendance and education of their children. As a staff, we miss your child every day that he/she is not with us, and, of course, your child misses valuable instruction every moment that he/she is not in the classroom. As a school, we are committed to having a strong attendance track record (95% or more each day) as good school attendance is central to the success of every child and our school as a whole.

Students may need to miss school due to illness, death in the immediate family or other “acceptable cause” (i.e. hospitalization or required religious observance). ***In order for an absence to be excused, parents are required to communicate with the front office via phone, writing or in person. In the case where a student is absent for 3 or more consecutive days, a doctor’s statement will be required as a condition of classifying the absence as excused.*** Personal and family vacations will not be considered excused absences.

### **Procedure for Reporting an Absence:**

As a school community, we require a couple things of families and take a number of steps as a staff to make sure we stay in close contact when a child misses school.

- If a child is absent from a day of school or will arrive after 9AM, we ask parents to contact the AMA office (803-3182) by 9AM and let us know your child will not be with us that day.
- ***In order for an absence to be excused***, the illness must be verified by a note from the parent/guardian or physician upon the child's return to school, stating the reason and date(s) of their absence upon their return.
- If a child misses two or more consecutive days, his/her teacher will call the child's home in order to help make up for any missed lessons.
- If a child misses three consecutive days, our teachers relay that information to our School Counselor who assumes responsibility for communication with the child's family and daily follow up until the child returns to school.

### **Make-up Work**

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

### **Truancy Policy:**

As stated by law (I.C. 20-33-2-3.2), students are required to attend school on a regular basis. Being absent from school for one day, or even from one class period, without acceptable cause is truancy. Any of the following fits the state's description of habitual truancy (I.C. 20-20-8-8):

- Ten (10) or more unexcused absences or 15+ tardy days before end of school year
- Failure of parent/guardian to ensure that his/her child attends school without acceptable reason as required by law
- Chronic absenteeism includes students absent from school for ten percent or more of a school year for any reason (equivalent to 18 AMA school days) and will result in referral to juvenile court or the department of child services.

## Absence Policy

In the event we determine a child to be habitually absent from school or truant (according to the criteria above), the VAR staff will take the following steps:

- **Three (3)** or more unexcused absences - parents/guardians receive an email reminding them of our attendance policy and our concern about their child's attendance.
- **Five (5)** or more unexcused absences - school counselor meets with student and follows up with a possible phone call home to identify barriers and strategies to remove obstacles. A letter is mailed home outlining attendance policy and possible next steps.
- **Seven (7)** or more unexcused absences - a school administrator will schedule an **Attendance Improvement Conference** to create a plan with the family to improve school attendance.
- **Nine (9)** or more unexcused absences in a school year, the student, and parent/guardian, will be assigned a **Friday/Saturday School** to make up for the time that has been missed due to absences.
- **Ten (10)** or more unexcused absences, the school is required under I.C. 20-3302-25 to report the pattern of absences to "an intake officer of the **juvenile court or the department of child services**" (Child Protective Services or the Marion County Prosecutor's Office).
- **Twelve (12)** or more unexcused absences in a school year, a secondary report for Failure to Ensure will be filed.
- **Fifteen (15)** or more unexcused days of school, a recommendation for an Expulsion Hearing may be filed by the school principal.

## Consecutive Absences:

- **Two (2)** or more consecutive absences - the homeroom teacher calls home to check in on the student.
- **Three (3)** or more consecutive absences - a support staff member calls home to remind family of the need to bring a doctor's note to excuse absences 3 or more.
- **Four (4)** or more consecutive unexcused absences - school counselor calls home
- **Five (5)** consecutive absences - school administrator calls home. If no return correspondence from the family during the 5 days the school will conduct a home visit or call for a wellness check.

\*Special circumstances may require that we adapt this policy to best address the needs of a specific student and family. We strongly encourage families to contact the School Counselor, if circumstances make it difficult for a child to attend school on a regular basis.\*

## **Tardy Students:**

It is crucial to the success of most students that they arrive on time and, thus, are in a position to make a strong start to the school day. In nearly every classroom at AMA, teachers work with students on literacy skills - the foundation of school success - first. Consequently, when students arrive on time they are also well positioned to develop a strong foundation in reading and writing.

If your child arrives after 8:15 they are considered tardy and they must report first to the office to get a tardy pass before they proceed to the classroom. They must present that tardy pass to their teacher.

Our School Counselor will contact the family of students with 5 or more tardies during the school year. Students (and their parents) with 10 or more tardies must meet with the school administration to work out a plan to address this problem. Students with more than 20 tardy days may be referred to the state's Truancy Office or CPS.

### **Tardy Policy:**

In the event we determine a child to be habitually tardy from school or truant (according to the criteria above), the school staff will take the following steps:

- **Five (5)** or more unexcused tardies - parents/guardians receive a letter reminding them of our attendance policy and our concern about their child's attendance.
- **Ten (10)** or more unexcused tardies - school counselor meets with student and follows up with a phone call home to identify barriers and strategies to remove obstacles. A second letter is sent home outlining attendance policy and possible next steps.
- **Twenty (20)** or more unexcused tardies - a school administrator will schedule an **Attendance Improvement Conference** to create a plan with the family to improve school attendance.
- **Twenty-five (25)** or more unexcused days of school, a recommendation for an Expulsion Hearing may be filed by the school principal.

### **Student Drop-Off**

Vehicles are not permitted to be left unattended in this zone. All other vehicles are to park in the identified parking spots if parents/guardians wish to walk their children to the classroom.

**Note:** In picking up or dropping off students, please be courteous to fellow parents and guardians who require *handicapped parking access*. If you are parked in a handicapped parking space and do not have appropriate handicapped signage displayed in/or on your vehicle, you will be ticketed by the police. A second offense may result in your vehicle being towed.

Students may enter the building at 7:40 a.m. Once students arrive at school they are not permitted to leave the school grounds for any reason without escort by their parent/guardian, and without being signed out.

Students arriving after 8:00 a.m. are tardy and must enter the main entrance and report directly to the Main Office. They will receive a "tardy/late pass" from the office, which they will need to enter the classroom. Late arrival to school is counted against student attendance under Indiana law.

To ensure the safety of staff and students, parents/visitors are not permitted in the building during student drop off. Appointments are not made during morning arrival time.

### **Morning/Afternoon Supervision**

Each school day, the YMCA offers before and after school care to all AMMS students. The YMCA program meets regularly in our gymnasium. For safety reasons, we ask that parents accompany their child to the gymnasium and sign in their child if participating in the YMCA's before-school program. Parents may not drop off their children outside of school. It is not safe, and failure to do so will result in dismissal from the program.

Parents are required to register their child for the YMCA program and pay a **per child fee** to participate. Students must have a registration form on file with the YMCA to participate. Students not participating

in the program may enter the building at 7:40 a.m. from the front entrance (facing Meadows Drive) or the side entrance (facing Meadows Parkway, across from Tindley) drop-off areas.

### **Early Dismissal**

In the event of an early dismissal, parents (or other authorized caregiver) must sign their child out at the office. With that, the office will contact the teacher and the student will be sent to the office for early dismissal. We ask that parents send a note or email to the child's teacher on the day of the early dismissal to ensure the child is ready on time.

*We do not allow students to be dismissed early between 2:00-2:30*, and school doors will remain closed during this time. This is done with student safety in mind as there is much transition throughout the building at this time. Early dismissal this close to the end of the day can also distract teachers from their work preparing students for dismissal. We ask for parents' cooperation in respecting this rule, as it is something we must enforce to ensure our school remains safe for all children.

### **Dismissal**

Dismissal is from 2:30-2:50 daily. Dismissal will take place with a pick up line and utilizing the PikMyKid app. To ensure the safety of all children, no one will be permitted in the buildings from 2:00-3:00pm.

Any student still with us after 2:50PM will be walked down to the gymnasium to join the YMCA after-school program so that they can be supervised until their ride arrives.

Staff members are all busy supervising students during dismissal. If you would like to speak with a staff member during or after dismissal, please reach out via phone or email to set up a meeting.

Students will not be released to ride in a taxi or rideshare program (Uber, Lyft, Yellow Cab, etc) without an authorized adult in the vehicle.

### **Late Pick-Up Fees**

*AMMS charges families \$1.00 per minute to supervise children after 2:50 PM.* The fees AMMS collects from a family for picking up a child late will go directly to our After-School Care provider and will not be waived. This partnership helps to ensure students picked up late are supervised and safe while waiting on their parents to retrieve them.

In the event we determine a parent to be habitually late from picking up their child after school or a school event, a referral will be made to juvenile court or the department of child services.

AMMS reserves the right to turn any delinquent accounts over to collections. Parents/guardians will be responsible for and expected to pay any additional fees incurred in the collections process

### **School Meals**

AMMS currently qualifies for the Community Eligibility Program through the state of Indiana, which provides free breakfast and lunch for all students.

AMMS students are offered a nutritious breakfast in the morning and lunch during the afternoon daily. *Students who receive a school lunch, are not permitted to bring additional items (ie chips, soda, candy, etc).* Lunches packed from home must include nutritious items and may not include soda. *No outside food delivery services are permitted for students.*

### **Invoices**

Accounts statements will be sent home regularly to students who have incurred a fee. Payment is due upon receipt and may be paid via cash, check or credit card. If you have moved, please remember to update your information with the front office.

AMMS reserves the right to turn any delinquent accounts over to collections. Parents/guardians will be responsible for and expected to pay any additional fees incurred in the collections process

### **Insufficient Fees**

Checks that are returned to AMMS are subject to the Insufficient Fee (ISF) charge of \$35 plus the product purchased. Accounts with insufficient fees must be paid right away, regardless of the amount owed. Furthermore, AMMS will not honor any future checks if the fee is not paid within

14 days from the date of notification. After two returned checks, AMMS will no longer accept checks from that family or individual.

AMMS reserves the right to turn any delinquent accounts over to collections. Parents/guardians will be responsible for and expected to pay any additional fees incurred in the collections process

### **Academic Dishonesty**

Cheating on tests or quizzes, copying papers, lying to school personnel about the origin of an assignment, forging signatures of teachers or parents, and/or plagiarism will not be tolerated. The consequence to any of these actions will be a disciplinary referral that may result in academic penalties such as a reduction in grades or loss of privileges or suspension.

### **Homework Policy**

Homework is given out on a consistent basis, it serves one of four purposes:

1. To give students needed practice on skills and concepts taught in the classroom.
2. To discover what a student knows about a topic before it is taught.
3. To introduce a topic before encountered in class.
4. To review previously taught material.

When homework is assigned, teachers will review said assignment with the student, along with the purpose of the assignment.

Homework reinforces responsibility and independence for our students and gives them life-long habits that bring academic success. To prepare our students for rigorous academics, competitive high schools, and college academic work, students must develop good homework habits.

Homework grades are given according to completion and quality. Assignment feedback will be given in class in the following ways:

- Self-graded assignments using an answer key.
- Student reflection on what I did well, what I struggled with, and what I need help with.
- Selected problems reviewed in class.

Students should be reading every night. Most nights they will also have math and writing homework as well as science and social studies. Students can expect to have up to 90 minutes of homework each night. Because of our belief that homework not only reinforces skills that are taught but also helps to create a strong work ethic in students, completion of homework and quality of homework is weighted in determining students' grades.

## AMMS' Academic Program

The school year is 182 days long. It is divided into four quarters; each is approximately 45 days in length. In order to keep parents updated on their child's progress, teachers send home with each student a mid-term progress report half-way into each quarter and a report card one week after the close of each quarter. Teachers also schedule two Parent/Teacher Conferences during the year – one in early October and another in late March. Below are listed the important dates in each quarter.

### 2024-2025 Academic Schedule

#### Quarter 1

|              |  |
|--------------|--|
| July 31      | First Day of School                                |
| September 3  | Midterm Progress Reports Sent Home                 |
| September 27 | End of 1st Quarter                                 |
| October 11   | Parent/Teacher Conferences; Quarter 1 Report Cards |

#### Quarter 2

|              |                                    |
|--------------|------------------------------------|
| September 30 | Quarter 2 begins                   |
| November 8   | Midterm Progress Reports Sent Home |
| December 20  | End of 2nd Quarter                 |
| January 10   | Quarter 2 Report Cards             |

#### Quarter 3

|             |  |
|-------------|--|
| January 7   | Beginning of 3rd Quarter   |
| February 10 | Midterm Progress Reports Sent Home<br><i>(Potential Retention Letters for Selected Students)</i> |
| March 7     | End of 3rd Quarter   |

#### Quarter 4

|                  |  |
|------------------|--|
| March 3-14       | IREAD Assessment (Grade 3 Only)                    |
| March 10         | Beginning of 4th Quarter                           |
| March 21         | Parent/Teacher Conferences; Quarter 3 Report Cards |
| April 14 - May 9 | ILEARN Testing Window (Grades 3-8)                 |
| May 22           | Last Day of School                                 |
| June 2           | Final Report Cards Mailed                          |

## Curriculum Overview

AMMS curriculum promotes academic, physical, social, emotional, and ethical growth – grounded in the Indiana Academic Standards. Our faculty nurtures the building of self-esteem at every opportunity – inside or outside the classroom, encourages learning and achievement, and fosters a positive, caring attitude toward others by emphasizing and nurturing the importance of character, service, and scholarship – values we refer to as the AMMS Core Values.

The Indiana Academic Standards will be the basis for the core of instruction in all of the academic components. Each student will be given the opportunity to master the standards in all content areas. The objective of the school curriculum is to equip students with the knowledge necessary to master life, prepare students for success in college, inspire a lifelong love of learning, and foster responsible citizenship. We emphasize reading, writing, abstract reasoning, and math skills; however, on the whole,



the AMMS curriculum is designed to establish a balanced, well-rounded education and the development of the whole child.

### **Promotion/Retention Policy**

AMMS believes all students can and should be on grade level academically, and we are committed to preparing all scholars to be successful, contributing members of society. AMMS believes that in working together with families, all students can be academically successful and demonstrate mastery of the content being covered. It is always the intention of AMMS to take a proactive approach to scholar success. AMMS is committed to on-going dialogue with families to ensure they are up to date with their scholar successes and challenges, and what they can do to reinforce learning in the home. If in the event that interventions do not reflect adequate growth via grades and/or assessments, scholars may be considered for retention.

### **AMMS Grading Scale**

| <b>Description</b>             | <b>Letter Grade &amp; Percentages</b>   |
|--------------------------------|---|
| <b>Above Grade Level</b>       | <b>A+ 97 – 100%</b><br><b>A 94 – 96%</b><br><b>A- 90 – 93%</b>                    |
| <b>At Grade Level</b>          | <b>B+ 87 – 89%</b><br><b>B 84 – 86%</b><br><b>B- 80 – 83%</b>                     |
| <b>Approaching Grade Level</b> | <b>C+ 77 – 79%</b><br><b>C 74 – 76%</b><br><b>C- 70 – 73%</b>                     |
| <b>Below Grade Level</b>       | <b>D+ 67 – 69%</b><br><b>D 64 – 66%</b><br><b>D- 60 – 63%</b><br><b>F 0 – 59%</b> |

### **School Books**

Within the first days of school, teachers will distribute textbooks and other essential resources to students. These books are provided to students on loan and may include hardcover and softcover books, as well as workbooks. Students will be assessed a rental charge for use of the text/materials during the academic year. Student text/material fees are as follows:

We expect that students will treat all books with respect and will keep them in good condition through the end of the year. Students will be instructed to write their names in ink on the inside front paper cover; otherwise, they may not write in books unless explicitly instructed to do so by a teacher.

If a student loses or damages a book (beyond general wear and tear), his/her parents and/or guardians will be notified via a letter. If the book is not found or replaced the student's account will be charged accordingly.

### **Supplies**

A supply list is included in the introduction packet prior to the start of school. Students are expected to bring basic supplies, which differ by grade level, to school. Please contact our office or website ([www.avondalemeadowsms.org](http://www.avondalemeadowsms.org)) for an extra copy of your child's supply list.

### **Assessment**

At AMMS, we assess students continuously in order to monitor their progress toward clear learning goals. Teachers at AMMS assess students in many ways, depending on the subject, the grade and the goals of a specific lesson. Following is a short description of various types of assessment tools used at the school.

### **ILEARN**

Like schools across the state, AMMS administers ILEARN measures student achievement and growth according to Indiana Academic Standards. ILEARN is the summative accountability assessment for Indiana students in grades 3-8 and assesses:

- English/Language Arts (Grades 3-8)
- Math (Grades 3-8)
- Science (Grades 4 and 6)
- Social Studies (Grade 5)

### **NWEA**

AMMS administers the NWEA assessment on a similar set of skills as those included on the ISTEP. Students take the NWEA test on the computer, as the assessment is an "on-line national assessment." Students take the NWEA in the fall, winter and spring of each academic year and, thus, present teachers with important information as to the skills and progress of students over the course of the school year.

### **Benchmark Assessments**

AMMS students will take quarterly benchmark assessments to measure their academic performance.

### **Academic Support and Intervention**

Staff members at AMMS are committed to offering each child the resources and opportunities that he/she needs to succeed in our school and make a strong start on their pathway to college. We believe deeply in the potential of each child to achieve our ambitious goals and have developed a range of supports to help

all learners succeed; still, we know from experience that different students require different levels of support to meet their academic goals.

We organize support for different students at AMMS in tiers, defined by the frequency or intensity of support that they receive.

**Tier One:** Classroom teachers provide individualized assistance to different students based on their skills and growth areas. For instance, if students need extra help in problem solving or reading comprehension, teachers try to address these needs within the regular classroom through different strategies or approaches to instruction.

**Tier Two:** If a child's needs are not sufficiently met in the regular classroom, we supplement their regular classroom work with two additional resources. First, students may work in small groups with a grade level intervention teacher on the specific skills in which they need extra help or enrichment. Most of the students in Tier Two also participate in after-school tutoring on Wednesday and Thursday afternoons, 3:45 – 4:45 pm. Intersession will also take place twice a year for students who need supplemental instruction. We recommend that students who are not performing at grade level attend Intersession where they will receive small group remedial instruction.

**Tier Three:** If a child's needs are not sufficiently met with Tier Two supports or he/she is not making sufficient progress, the student may also advance to Tier Three. Students with this level of support work one-on-one or in small groups with our Intervention Specialists - teachers specially trained to meet the needs of students with critical learning challenges. Students and Intervention Specialists meet four times a week and work on the specific skills getting in the way of students' long-term success as readers or math students.

Some students may not be making sufficient progress due to a specific learning disability or behavioral issue. The intervention specialists may recommend (with parents' approval) that the child is tested to determine if she/he has a specific learning disability. With greater knowledge as to the specific disability the student may have, the Intervention Specialist may decide to increase the frequency or intensity of the support they provide, following the recommendations specified in his/her Individualized Educational Plan (IEP)

### **Special Education Services**

According to the Individuals with Disabilities Education Act (IDEA), "special education" refers to specifically designed instruction, at no cost to parents or guardians, to meet the unique needs of students with disabilities.

AMMS provides students with disabilities IEPs designed to meet their individual needs in accordance with all federal and state regulations. Qualifying students may receive services delivered by qualified instructors including but not limited to: speech, occupational therapy, physical therapy, adaptive physical

education, assistive technology, audiology, braille instruction, social work and/or counseling, extended school year services, special education instruction, or special transportation.

In order to meet both the administrative and service needs associated with special education, the USI Special Education Director works to meet our high standards of support for scholars as well as the legal and administrative requirements associated with Special Education and serving scholars with limited English proficiency (LEP). Our Director will ensure all services are appropriate, financially feasible, and reported to the state. The principal, assistant principal, and Special Education teachers will work collaboratively to ensure that state and reporting requirements are met. The director will assist with Avondale Meadows Middle School year one and become more active as the special education department grows.

In keeping with our approach and our commitment to families, we also assure that parents of scholars on IEP's as well as those receiving intervention will be fully included in all appropriate school activities and functions. Parents, especially those of children with learning challenges, will be an integral part of the evaluation and program planning of their individual child. It is our goal, that every scholar at *Avondale Meadows Middle School* establishes a vision for his or her future. This goal will remain constant throughout our work with scholars with special needs and their families.

Consistent with Special Education law, every scholar that moves into the school with an IEP from a previous school will have a move in conference within 10 days and parents will participate in the conference to ensure that their child receives appropriate support to meet their needs. In addition, we will conduct a case review with parents at least once yearly to update the scholar's progress and goals. Finally, parents will be encouraged to request a meeting with teachers any time during the year to discuss any concerns they may have.

### **Staying Up on Your Child's Academic Progress**

At AMMS, we employ a number of different tools to continuously monitor the progress of each student and communicate this information to parents, grandparents and guardians.

### **Midterm Progress Reports**

At the midpoint of the grading period, AMMS teachers report on the interim progress of each child through our "Progress Reports." These reports inform parents of their child's academic developments and any potential problems the child may be experiencing.

### **Parent-Teacher Conferences**

Parent-teacher conferences are held twice each year, in the fall and spring. A week before these conferences, teachers will send information home to schedule times with each child's parents. Appointments **must** be set to allow adequate attention and time to meet with each parent. Parents are encouraged to use these times to meet with teachers to discuss their child's progress at school. Conferences with teachers and/or members of the administration can also be arranged as needed throughout the school year. This year, teachers will schedule the majority of these conferences on Oct.

8 and Mar. 18; however, teachers will also work with parents to schedule alternative times for a specific child's conference as needed.

### **Report Cards**

Report cards are distributed four times a year, shortly after the end of the grading term – and are distributed by the classroom teacher for quarters 1 – 3. Final report cards are mailed the week following the close of school.

Report cards list a student's proficiency for each of the standards identified for mastery during that term, his/her attendance records, and a discussion of the student's social development and success in working with other students in the classroom.

### **AMMS Core Values**

As a school community, we work with students using a set of core values that complement our school rules and help reinforce the habits and behaviors we are developing in each student. The three core values are *character*, *service*, and *scholarship*. Listed below is brief description of each core value.

- Character*** – The ongoing process of personal refinement in an effort to become the best that we can be.
- Service*** – The art of demonstrating unselfish purpose driven acts for the benefit of building community.
- Scholarship*** – An intense focus on academic achievement at a very high level.

As part of our interest in developing students' character alongside their academics, AMMS teachers, with consultation from others who work with each child, will evaluate students on the ways in which they are demonstrating these skills and work habits throughout the year.

### **Classroom Rules and Expectations**

As a learning community, AMMS believes deeply in the right of every child to be safe. In order to ensure the safety of each learner and help us all work well together, there is a short but essential list of classroom rules that we expect all students and staff to follow. There are only 5, but all of them are strictly enforced at all times. We are committed to ensuring the safety of our learning environment and will take steps to address violations when and wherever it may occur.

**Rule #1:** Follow Directions Quickly.

**Rule #2:** Raise Your Hand for Permission to Speak

**Rule #3:** Raise Your Hand for Permission to Leave Your Seat

**Rule #4:** Keep Your Hands, Feet, and All Other Objects to Yourself

**Rule #5:** Respect your Teachers and Peers

## **Discipline Policy**

Disciplinary offenses result in consequences subject to the discretion of administration and may include detention, loss of school privileges, out of school suspension, Saturday school, and/or recommendation for expulsion. AMMS' rules and regulations may be supplemented by teachers' rules for their classes and other school events. Suspended students are not entitled to participate in school events. In addition, any breaches of state or federal may be handled in cooperation with the police department or other authorities.

Our approach to discipline is rooted in a belief that the learning environment is sacred. At AMMS we will strive to make sure that every child is safe (physically, emotionally, and intellectually), to learn without needless distractions or disruptions. In order to ensure a healthy learning environment, we have developed age-appropriate consequence systems for helping students learn to behave appropriately at school. All student choices and actions have consequences. Following school rules and focusing on learning have positive consequences.

## **Consequences**

As a staff, the AMMS faculty believes deeply in assigning consequences to instances of misconduct or disruptive behavior. Children generally make mistakes, and we believe that the consequences associated with different behaviors (and the frequency or seriousness with which they occur) is part of the learning process. With this in mind, we briefly outline the potential consequences students might face in the event that they violate one of the rules listed above. We reserve the right to make case-by-case decisions as to the appropriate consequence, given the specifics of the situation and any previous history that might be relevant to each case.

## **Office Referrals**

If a student is repeatedly disruptive or engages in unsafe behavior, teachers will refer the student to the office through an office "discipline referral" form. Upon receiving the referral, one of the building administrators, School Counselor, or City Connects Coordinator will talk with the student, as well as others involved, to investigate the circumstances surrounding the incident. If necessary, the investigating administrator will consult with witnesses and examine any evidence that might facilitate the investigation.

Depending on the circumstances of the referral, a student may be returned to class, remain in the student services classroom for a brief "time out" period, or may receive another consequence. These may include parent phone call or conference, detention, in-school suspension, Saturday School, service project, or out-of-school suspension. Extreme cases may result in an expulsion. Conflict resolution, individual, and/or group counseling may be involved as a component of AMMS' intervention strategies.

In most cases, the staff member investigating the incident will contact the parent or guardian and share with them the specifics of the situation and the further consequences involved. To insure confidentiality, parents will not be given names of any other students involved. Parents, teachers and administrators share the responsibility to teach and model appropriate behavior and/or ways of handling situations that may have led to the referral with the child.

## **Detention**

Teachers as well as administrators may assign a detention based on the seriousness of the students' offense or continuous disruption of the learning environment. Students may be detained during lunch, recess, before or after school. Lunch/recess detention means that a student will miss lunch and recess time with the class, and will spend that time in detention eating his/her lunch alone and doing schoolwork. Parents will be notified when a child is assigned a before or after-school detention to ensure transportation is arranged. After school detentions will be held on Tuesdays and Thursdays.

If a student fails to attend two detentions, he/she will be referred to the Dean for consideration of additional consequences.

## **Friday/Saturday School**

Friday and/or Saturday School will allow students to remediate unsatisfactory behavior due to attendance, tardy and behavior issues. Along with the regular, weekday detention sessions, this provides an additional opportunity for students to resolve disciplinary concerns. Students must be on time and report in full uniform. Breakfast and lunch are not served. Parents will be notified when Saturday school has been assigned to their child. Failure to attend Saturday school will result in an Out of School Suspension.

In extreme instances, students may be at risk of expulsion. For a thorough list of the behaviors that might lead to an expulsion as well as the process and procedures associated with this event, please consult **Appendix B**.

In the end, AMMS expects all students to conduct themselves in a civil and socially responsible manner. The disciplinary measures listed above will be carried out in accordance with state law and are essential to maintaining a safe and stable school environment in which students are able to do their best work.

## **Suspension**

Suspensions may be in-school or out of school as specified via phone conversation and/or included in the suspension letter provided to parents. Parents may be required to return to school with their child to meet with the principal or assistant principal as specified in the suspension letter. They may be as short as a couple hours or as long as 7 to 10 days – again, as noted in the suspension letter.

In nearly every instance, we suspend students when the following incidents occur:

- Involved in a fight
- Repeated disruption in the classroom/Habitual misbehaving
- Willfully defying the direction of a staff member
- Threaten or cause physical harm to another
- Seriously stealing or damage to school or private property
- Bring something to school that is dangerous
- Commit an obscene act
- Bullying or harassing another student
- Leave the assigned area without permission

- Misuse of technology (including recording on personal devices)
- Violation of the Computer/Internet Policy

### **Expulsion Procedures**

The following behaviors may result in a student being expelled for a period of time as allowed by Indiana law:

- Causing serious injury to another person
- Habitual misbehavior
- Fighting
  - Possession, use of, sale of, or furnishing any firearm, knife, explosive or other dangerous object
- Unlawful possession of, use or sale of any controlled substance
- Robbery or extortion
- Offering, furnishing, or sale of any drug paraphernalia
- Criminal behavior
- Threats of a terrorist nature, hate violence, or hate crimes
- Sexual assault
- Battery
- Misuse of Technology

Processes for appealing expulsion are available in the school office, and are outlined in Indiana Code, IC 20-8.1-5.1, Chapter 5.1, Suspension, Expulsion and Student Discipline.

Notification of an expulsion hearing before the administration will be sent in accordance with IC 20-8.1-5.1-13. Formal findings from such a hearing will be explained in writing to the parents and the Principal of AMMS with stipulations outlining the length of the expulsion.

Any student who has been expelled pursuant to these provisions shall have the right to appeal to the Board of Trustees as specified in IC 20-8.1-5.1-13. When a student is expelled under the provisions of this section and applies for admission to another school for acceptance, AMMS shall notify the receiving school of the expulsion.

### **Procedures for all Expulsion Hearings**

1. A presentation of the evidence against the student is stated by the Hearing Officer
2. (Principal or Administrative designee) at the school.
3. A presentation by the student and parent or parent's designee (individual) of any defense or mitigating circumstances.
4. Submission of written statements from any person in defense of the student accepted by the Hearing Officer. The student may present witnesses and evidence in rebuttal of the school's allegation to the Hearing Officer.
5. The Hearing Officer records a summary of the facts and disputed evidence.
6. Failure of the pupil and/or parent to appear at the hearing without good cause constitutes a waiver of the hearing and the case is reviewed by the Hearing Officer (Principal or designee). A decision is rendered on the evidence available.



7. On the day of the hearing, a presentation detailing the reasons for the decision is given to the student and parent or guardian. Formal findings from the hearing officer will be mailed within 10 days of the hearing. The decision may authorize return to school at an earlier date, and may include an alternative educational plan or an evaluation request under Chapter 766.

### Cell Phone and Electronic Device Policy

Pursuant to IC 20-30-2-1, electronic devices (cell phones, tablets, laptops, gaming devices, bluetooth headphones, air pods, smart watches, etc) are not permitted to be used during instructional time. Personal electronic devices are not allowed to be on or carried by the student during the school day. They may be turned off and stored in the student's locker. If a personal electronic device is necessary to manage a student's healthcare, a letter from a doctor will be required. Appropriate accommodations will also be made if an IEP or 504 Plan require the use of a personal electronic device.

If a teacher or staff member sees or hears a prohibited or unapproved electronic device, they will send the student to administration where it will be confiscated. A parent or guardian must come to school to pick up the item. Repeated instances of violating the school's cell phone policy will result in a school-specific progressive system of consequences. The school and its staff members are not responsible for lost or stolen property of any kind, including prohibited items that may have been confiscated.

### Dress Code

AMMS students are young professionals who are learning the habits of adult professionals, including the habits of professional dress. Full school uniforms must be worn at all times (including appropriate and approved belts and shoes). They are meant to stress the fundamental equality of all students and to remove the distractions created by the status consciousness associated with clothing and sneaker fashion. These distractions, in many schools, lead to unwholesome competition and even violence. The school is a place for serious work and learning. Below is a flowchart of consequences for students out of uniform:

|                          |                         |                  |  |           |                 |
|--------------------------|-------------------------|------------------|--|-----------|-----------------|
| <input type="checkbox"/> | 1st Offense             | Letter Sent Home | Student will be given a loaner uniform uniform |           |                 |
| <input type="checkbox"/> | 2 <sup>nd</sup> Offense | Letter Sent Home | Phone call                                     |           |                 |
| <input type="checkbox"/> | 3 <sup>rd</sup> Offense | Letter sent home | Phone call                                     |           |                 |
| <input type="checkbox"/> | 4 <sup>th</sup> Offense | Letter sent home | Phone call                                     | Detention |                 |
| <input type="checkbox"/> | 5 <sup>th</sup> Offense | Letter sent home | Phone call                                     | ½ day ISS |                 |
| <input type="checkbox"/> | 6 <sup>th</sup> Offense | Letter sent home | Phone call                                     | 1 day ISS |                 |
| <input type="checkbox"/> | 7 <sup>th</sup> Offense | Letter sent home | Phone call                                     | 1 day ISS | Saturday School |
| <input type="checkbox"/> | 8 <sup>th</sup> Offense | Letter sent home | Phone call                                     | 1 day OSS | Saturday School |

Parents will be informed if their child is out of uniform, and will be asked to bring the proper uniform to school immediately. If this is not possible, the school will follow the consequences listed above.

**Our standard dress for young men consists of:**

- Khaki or Navy Cotton Twill Slacks (belted and worn at waist)
- White or Navy short-sleeved Oxford Shirt (white tee-shirt may be worn underneath) or a
- White or Navy Polo Shirt
- Navy or White cardigan, sweater or sweater vest (optional)
- Sneakers, Dress/Sunday shoes, or black boots (no slides or Crocs are allowed)
- Long sleeve shirts may be worn underneath Polos in winter months, but must be solid navy or white

**Our standard dress for young ladies consists of:**

- Solid Navy or Solid Khaki Jumper or Skirt
- Khaki or Navy Cotton Twill Slacks
- Navy or Burgundy sweater or sweater vest (optional)
- White Blouse or White or Navy Polo Shirt
- Crossbow Tie (optional)
- Sneakers, dress shoes,(no slides or Crocs are allowed)
- Tights
- Black boots may only be worn during winter
- Long sleeve shirts may be worn underneath Polos in winter months, but must be solid navy or white

AMMS will have Spirit Wear shirts for students to wear as a part of their uniform. The shirts are in addition to the uniform but not required. All Spirit Wear must be worn over a collared uniform shirt, unless on School Spirit Days.

**NOTE:** *Shorts and Capri pants are not part of the school uniform and may not be worn to school.*

**Students will not be permitted to wear the following items during the school day:**

- Coats, jackets, or sweatshirts inside of the building
- Tennis shoes, sneakers, athletic shoes or sandals (unless specified for a special activity)
- Clothing bearing any logos, messages, or other insignia – other than AMMS logo
- Shorts, Capri pants, or any other non-standard length trousers
- Trousers that are oversized, low-rise, baggy, or inappropriately altered
- Hats, buttons, gloves, bandanas, scarves, excessive jewelry, visible body piercing (other than small earrings)
- Visible body art

**Fridays/AMMS Spirit Days:**

On Fridays, students are permitted to wear AMMS spirit wear with **blue jeans** and gym shoes.

The following clothing is not permitted on Fridays:

- Shorts
- Sweatpants
- Jeans with holes or tears
- Leggings/Yoga Pants
- Colored jeans (red, black, brown, pink etc)
- Slides, Crocs, other open toed shoes

***\*If a student does not wear an AMMS spirit shirt on Friday, they should come to school in full uniform.***

### **Parent Involvement Outreach and Communication**

AMMS encourages an atmosphere where parents, administration and faculty join in a partnership to support the development of each student and the overall mission of our school. Our partnership works best within an environment for collaboration and a frequent exchange of important information.

### **Parent House Alliance**

AMMS believes that the success of students greatly increases when parents are involved in the school community. Therefore, our Parent Alliance (which replaces our PTO, Parent-Teacher Organization) will be three parents/guardians from each House (Amani, Ubuntu, Utanga, Toka) who meet once a month in a group agreed upon day and time to discuss and assist in planning parent involvement in culture activities and events.

2023-2024 is the inaugural year of the Parent Alliance, the specifics of this group will be fluid and defined during the first two meetings. The Parent Alliance will be led by two designated AMMS staff members who are initially responsible for establishing meeting dates, agendas, and all communication.

### **Overall Outreach and Communication**

Strong communication is essential to the partnership between parents and teachers at AMMS. We take a number of steps to encourage and facilitate strong communication and partnership between parents and teachers and the school as a whole.

#### Phone and Email Communication

1. Parents will receive the voicemail number and email address of their child's teacher in the welcome letter sent to families at the start of school year.
2. In the instance where a child needs to contact a teacher for assistance outside of school hours, we ask that the parent initiates the communication.
3. Parents may initiate conversation with their child's teacher at any point in the school year.
4. School-wide concerns can be taken directly to the school administration via email, phone or a scheduled meeting.

**Please note:** We do not allow students to carry or use cellular devices during the school day. Parents who need to deliver a message to their child need to call our office. We will either relay the message to the student or ask the student to come to the office to talk with the parent directly. Students who ask and

receive permission may use the school office telephone. If a child needs to have a cell phone with them for use after school, it should remain off and in the child's backpack. Any cell phone that is out of the backpack or on during the school day, will be confiscated.

#### AMMS Monthly Newsletter

We send home an AMMS Newsletter each month throughout the school year. The newsletter serves to update the entire school community as to important events, reminders and concerns essential to the life of our school. We also post the latest newsletter on our website and keep extra copies in the Parent Corner and school office. Please read the monthly newsletter to stay up to date on the activities of AMMS and its upcoming programs/events.

#### Back to School Night

Each year, AMMS will host a Back-to-School Night, an opportunity for parents to meet their child's teacher and find out exactly what is expected of the child as well as the parent in order to have a successful school year. This year, the Back-To-School Family BBQ night will be **July 27th**. At that time, parents can expect to receive an overview of the year's curriculum (what exactly your child will be working on) as well as each teacher's plan for keeping you abreast of your child's progress throughout the year. He or she will also provide contact information to facilitate communication across the school year. Parents who are unable to attend Back to School Night can meet one on one with their child's teacher to receive the information.

#### House Family Night (formally Parent University)

Parents will have the opportunity to participate in workshops on how to help their child grow as a reader, writer, STEM, and future college & career pathways. House Family Night will take place twice/year.

#### Concerns & Complaints

Parents, grandparents and/or guardians who have a complaint about their child's education experience or concerns that the needs of their child are not being met should schedule an appointment with their child's teacher by phone or email. If the issue is not resolved, the parent should follow up with the school administration by phone or email. If the issue is not resolved after meeting with administration, parents may submit a letter of concern to the Executive Director.

#### Visitors and Volunteers

As a school community, AMMS treasures the relationships we have with our families, we encourage and insist parents, grandparents and guardians visit classrooms (including their child's classroom) so that they might better know and understand our school program and the success of their child. Families who are interested in visiting a classroom must schedule an appointment through the school office prior to visiting.

We are equally interested in parents, grandparents, guardians and community members volunteering their time, expertise and attention in our school. Volunteers can work in our office, helping with paperwork critical to the operations of our school, they may volunteer in classrooms, reading with specific students; or they can volunteer for the many different events we have engaging families in the life of our school.

All are important and a powerful resource in our efforts to educate children. In order to ensure that parent visits and volunteer opportunities go smoothly, we do have expectations (also included in the *AMMS Visitor/Volunteer Contract, Appendix D*).

- Sign in and out in the main office
- Model, support and affirm the principles that the school instills, such as
  - AMMS' Core Values
  - Eagle Code of Conduct
  - Walk quietly on the right side of the hallway
- Redirect only your child
- Communicate with all children in a manner that is positive and encouraging
- Turn off/Mute all cell phones and other electronic devices
- Refrain from taking videos or photos
- Maintain professional in my appearance and communication with staff and students
- Allow the school staff to continue with their work and schedule a meeting if there is something I would like to discuss
- Make clearly visible my volunteer nametag/badge
- Notify school staff immediately if a child reports thoughts of suicide and/or abuse
- Get the assistance of a school staff member if there is a situation that requires physical intervention
- Adhere to the smoke/drug free environment

Finally, we welcome and encourage parents, grandparents and community members who wish to volunteer in our building and help our students grow. Volunteers may take on a variety of responsibilities as arranged through the Community School Coordinator. **All volunteers must have signed the “AMMS Visitor/Volunteer Contract”, Appendix D, and have a limited criminal history check on file with the office. Volunteers must also be approved by school administration to be in the building as a volunteer.**

### **Lost and Found**

We strongly encourage parents to clearly mark all of their child's belongings with his/her first and last name. We do, however, maintain a Lost and Found Box in the parent corner in the event that students lose an item in school. Any student who has lost an item should check lost and found in the parent corner. Please note: we empty the Lost-and-Found at the end of each quarter and donate useful items either to the AMMS uniform closet or a local shelter.

### **Emergency Procedures**

As a faculty, we review our school wide crisis management plan annually. We implement these procedures in the event of any unforeseen instance in which the safety of any member of our community might be at risk.

## Accidents

All children experience minor scrapes and bruises from time to time. The school nurse maintains a log of all children seen on a daily basis. Our nurse completes an Accident Report Form for more serious events. In such an event, the nurse and/or staff member may follow some or all of the procedures below:

1. The school nurse or a staff member carries out immediate first aid.
2. The school nurse or a staff member contacts the parents to pick up the student for medical care.
3. In cases where the parents or the designated emergency persons cannot be reached, or where immediate medical attention is needed, the school calls a local emergency unit for treatment and/or transportation to a hospital. A staff member accompanies the student and stays until the parent arrives.
4. In cases of an extreme emergency, the nurse or administrator may contact the local emergency unit before calling the parent.

## Child Abuse/Neglect Protocol

Indiana law requires immediate reporting of suspected child abuse or neglect to the authorities and to the appropriate individual in charge of the school. Failure to do so is a violation of the law.

## Emergency Drills

Each year the school conducts different types of drills to make sure students know what to do in case of an emergency while they are in school. We conduct the following drills:

- Fire Drills** are conducted regularly as required by the Indianapolis Fire Department. Fire exit routes and procedures are posted in every classroom.
- Inclement Weather Drills** are conducted each semester. Procedures are reviewed by teachers, and practiced by children. Exit directions and procedures are posted in all rooms.
- Lockout Drills** are utilized when there is a safety concern OUTSIDE the building. During this time, no one is permitted to enter or exit the building. Normal activities continue inside.
- Lockdown Drills** are conducted for if there is a safety concern INSIDE the building. Classrooms are secured and the class moves into a more protected area of the classroom.
- Emergency Evacuation:** Students would be evacuated to a predetermined location and parents will be contacted.

As always, student safety is our top priority. During an emergency our attention is focused on following our procedures and keeping everyone safe. Once everyone is safe and secure, parents will be notified via a School Messenger call. Please make sure your phone number and email address is updated at all times. Additionally, it is important that the school phone lines are kept open during an emergency so we can be notified of updates from emergency personnel.

## Video Surveillance

Video surveillance is used to maintain safety and security of our staff and students. The surveillance video is general surveillance and is not specific to any student or person. Surveillance videos are only kept for a short time and we record over the videos daily. We do not maintain videos that have been

recorded over. It is our policy that we do not share video surveillance with parents, family or community members.

### **School Closings or Delays**

If school is closed or the opening is delayed due to inclement weather, power outage or other problem, the school principal or assistant principal will send out a phone message to all families as well as post this information on local radio and television stations -WISH - TV (channel 8), WTHR (channel 13) and WRTV (channel 6). If a delay is called for, AMA follows a 2-hr delay schedule and the school day begins @ 10:00 am. Only under extreme circumstances does a school closing occur once students have arrived. If an early closing should occur, parents will be notified via phone message. Parents/guardians will need to pick up their children by the time of closing.

### **Health Policies and Procedures**

The nurse's office works very hard to maintain the health of all the students. It is our goal to make sure all students have a safe and healthy place to learn. The following policies and procedures regarding the health of our students were created to ensure the safety, health and the total welfare of all the students at Avondale Meadows Academy.

#### *Administration of Medication*

Giving medication during school hours is discouraged and restricted to necessary medication that cannot be given at home; yet, some specific situations require it. In the instance that medication has to be given at school, parents/guardians **MUST** bring the medication to the school office before school, where it will be delivered to the nurse and stored in a secured (or locked) cabinet or refrigerator.

If your child needs to take a prescription medication at school, please ask your pharmacy to provide a duplicate bottle for school usage. Any changes from your child's original prescription must be verified by the doctor, either by a fax or a new script. If your child has a medical condition which requires medication to be given on an as-needed basis, a doctor's note is requested with instructions for administration of medication and reason for the medication.

All medications brought to school **MUST** be in the prescription bottle or original container. Medicine will not be given unless it is prescribed for the child bringing it to school and the container has his/her name on it. All medications must be accompanied by a medication slip, including:

1. Student's Name
2. Medication Name
3. Directions (amount and time to be given)
4. Number of days to be given
5. Parent's signature, telephone number and date

Any medication, not in the original container, and with the child's name on it, will be held by the school nurse for a parent to pick up within one week. After that, it will be destroyed. Medications, whether

prescription or over-the-counter, may not be given without written consent from parents or guardians. Parents are required to pick up any remaining medication by June 5 or it will be destroyed.

### Communicable Diseases

Parents must notify the school immediately if a student has contracted a communicable disease. The school will then notify parents of other students in the classroom and, possibly, grade level. If more than one case of a communicable disease occurs in a single homeroom or area of the school, the school may contact a Public Health Officer. In the event of an epidemic, special precautions or exclusion policies will be initiated. AMMS follows isolation and quarantine regulations as prescribed by the Indiana Department of Public Health.

### Doctor/Dentist Appointments

All appointments are strongly urged to be scheduled outside school hours. If this is not possible, a parent or a designated guardian must come to the school office to pick up a student for a medical or dental appointment. In order for an appointment to be excused, a note from the doctor or dentist's office must be turned into the school office.

### Health Requisites

AMMS employs a full-time counselor and part-time school nurse. We follow state law concerning proper immunization, and we require that immunization records be on file before a student is allowed to attend school. All students must present, before admission, a physician's certificate listing the required immunizations as outlined by the State Board of Health. Parents are required to maintain a current record of immunizations for their child(ren).

### Illness and Exclusion Policy

If a student shows any symptoms of illness, such as a temperature, nausea, diarrhea, sore throat, or a rash, he/she should not come to school until a diagnosis has been determined or the symptoms have disappeared.

If a student shows symptoms of a serious illness while at school, the student is excluded from the regular school program, and the following procedures are followed:

1. The student is asked to report to the nurse's office.
2. Parents are notified to make arrangements to have the student picked up at school.
3. If parents cannot be reached, the person designated on the emergency card is called. *It is essential that parents list people on the emergency card who are able to pick up the student if the parents cannot be reached.*

### Items of Interest or Concern

- A limited amount of clothing is available in the nurse's office for the children when accidents occur. If your child needs to use these items, they need to be laundered and promptly returned to the nurse's office.



- If your child becomes ill or injured, it is imperative that the nurse's office has three (3) working contact numbers on file. The nurse's office must be able to reach parents, guardians, or someone who will be responsible for the child and pick them up in a timely manner.
- AMMS has a "no nit policy." Any student diagnosed with lice must be nit free before returning to school. Information on lice control is available in the nurse's office.
- DO NOT send your child to school if they had a fever above 100 degrees or more within the last 24 hours. If they complain of feeling ill, please check their temperature before sending them to school.
- DO NOT send your child to school if they have had diarrhea or vomiting in the last 24 hours.
- If your child has any type of infection, they must have been on an antibiotic for 24 hours before returning to school.

#### Screening Tests

AMMS works with the State and local health agencies to conduct age appropriate health screenings. These tests are carried out under the supervision of our school nurse. Health screening procedures can only identify potential or existing health problems. School officials will notify parents/guardians of the results of the screening to allow the necessary follow up with medical personnel.

## Admissions to AMMS

### *Enrollment Process*

**Avondale Meadows Middle School** is a partner with Enroll Indy, a city-wide unified enrollment system. In order to enroll at a UNITED SCHOOLS OF INDIANAPOLIS partner school, families will need to fill out a **One Match Application** ([www.enrollindy.org/apply](http://www.enrollindy.org/apply)). When completing the application, you will need to rank the specific school as #1 on the application in order to have the best chance of being matched with us. If you have questions about how to fill out the application, contact the school office. Instructions for applying are also listed below.

### **Enrolling @ Avondale Meadows Middle School**

Families who are interested in enrolling with Avondale Meadows Middle School should complete the following steps:

1. Complete an application by visiting [www.enrollindy.org/apply](http://www.enrollindy.org/apply).
  - a. Create a family profile
  - b. Complete an application
  - c. Rank specific school of choice as #1 choice.
2. Enroll Indy notifies you of a school match (date of school match notification is detailed below).
3. If matched with your school of choice, you will receive welcome letter from the school detailing next steps for enrolling your scholar.
4. Attend a New Family Orientation (dates will be included in welcome letter) and complete registration documents.

## Enrollment Frequently Asked Questions

### **What is OneMatch?**

OneMatch is a unified enrollment system that streamlines the application process for Indianapolis students and their families. Families who would like to apply to a new school for the 2018-2019 school year can now use the OneMatch system to fill out one application with one timeline and receive one match for their students. Families use a single application to apply to up to 10 schools, instead of filling out different applications for every school they're interested in.

### **Why is the school part of the OneMatch system?**

We believe in following an enrollment process that is equitable for all families. By partnering with Enroll Indy and using the OneMatch system, the enrollment process will be more accessible.

### **When will applications be accepted?**

Families will apply online at [www.enrollindy.org/apply](http://www.enrollindy.org/apply). The link is also provided on our website or you may go directly to the Enroll Indy website. No paper applications will be available, but families who do not have access to a computer or a mobile device may come to the school office and use the application computers during from 9am-3pm Monday-Friday. To apply outside of these hours, please call the school office to make an appointment.

**How will the application process work?**

When filling out the application, a family will create a profile which will show a student's neighborhood or boundary school and any other schools to which you can apply. Township schools and private schools will continue to have separate applications, but all IPS and most charter schools will use the OneMatch application. Families may list up to ten schools they are willing to attend, although families may only list one or two if that is their preference.

**What happens if I do not match to my choice?**

If you do not match to one of your choices, you will default to your neighborhood or boundary school. If you are unsatisfied with that match, you may reapply during the second or third round, provided there are spaces still available.

**What steps will I need to take to secure my spot?**

A timeline for securing your spot and submitting your paperwork will be detailed when you receive your Match.

