



**m**ATCHBOOK  
LEARNING

@Wendell Phillips School 63  
Tuition Free!

1163 N Belmont Ave  
Indianapolis, IN 46222  
(317) 226-4263

# Parent & Student Handbook

## VISION

At Matchbook Learning we will develop passionate, thoughtful, goal-driven scholars who achieve at high levels academically and socially.

## MISSION

Matchbook Learning's mission is to develop a learning community in which we continually improve student academic outcomes through personalizing to meet our individual students' academic needs. In addition to continued growth in academic outcomes, the Matchbook Learning school will develop global citizens by providing all students with real world experiences that help them to understand other perspectives, the world around them, and the world beyond them.

## VALUES

- Student Achievement: Our students always come first.
- Innovation: We seek new ways to improve our work.
- Excellence: We hold ourselves and our students to the highest possible standards.
- Team Work: We know that two minds are better than one.
- Urgency: There is not a single moment to lose.
- Integrity: We never miss a chance to do the right thing.

## CEO's Welcome Letter

Dear Matchbook Learning Students & Parents/Guardians,

Welcome to Matchbook Learning at Wendell Phillips School 63! At Matchbook Learning, we are a community of Champions. In our first year, our students rose to the challenge by achieving record academic growth during the school day. After school, Matchbook Learning students were champion athletes in numerous sports. We are a Title I school with many opportunities before, after, and during the school day that your student can participate in. Our students strive to be champions by living our core values, working towards their individual goals, taking on real world challenges, and learning the technology and 21st century skills they need to be successful. All of these are critical in developing the habits of mind necessary to be successful in the world of college, work, and life.

This student handbook contains essential information regarding our school and school rules. It lays the groundwork for our common expectations; expectations that help us create an academically demanding environment as well as the Parent, Student, and School Compact. It outlines the policies and procedures that we all will follow to ensure that we are working to prepare our students for college, work, and life.

As the Matchbook Learning student body continues to grow over the next few years, we will work together – staff, students and parents/guardians – to communicate and maintain an environment for success through the expectations set forth in this handbook. Students, you will have the opportunity to meet new friends, achieve new goals, visit new places, participate in multiple sports and clubs, while expanding your horizons as we strengthen our culture and traditions for Matchbook Learning at Wendell Phillips. Participation in a personalized learning environment, along with student culture and life activities, will help you develop friendships and memories that will last a lifetime.

Parents and Guardians, we are excited to have you as partners in the educational process. As the year progresses, we encourage you to join the Parent Teacher Organization, The Parent Council, to help run our school store, to Adopt a Classroom, or to set up a shadowing day to come and experience a day in our school. Our staff, teachers, and administrative team are here to assist you and your student should any needs and/or concerns arise.

Please use the information contained within this handbook as a resource throughout this year, and feel free to contact any member of the Matchbook Learning team if you have any questions or concerns. After reviewing the student/family handbook, please sign both the Student-School Compact and the designated form stating that you have read the information contained within the handbook, tear it out, and return it back to your student's homeroom teacher. Again, I thank you for this incredible opportunity to serve your children and I look forward to having a great school year.

Sincerely,

Dr. Amy Swann  
Matchbook Learning, Wendell Phillips School 63  
CEO

# Matchbook Learning School Leadership Team

Chief Executive Officer / Head of School	Dr. Amy Swann <a href="mailto:amy@matchbooklearning.com">amy@matchbooklearning.com</a>
Principal 6-8 & Co-Principal K-5 with Head of School	Mr. Aaron Etherington <a href="mailto:aetherington@matchbooklearning.com">aetherington@matchbooklearning.com</a>
Director of Academics	Mrs. Sheila Corbin <a href="mailto:scorbin@matchbooklearning.com">scorbin@matchbooklearning.com</a>
Director of Finance	Mr. Don Stewart <a href="mailto:dstewart@matchbooklearning.com">dstewart@matchbooklearning.com</a>
Director of Special Services	Mrs. Ann Schlosser <a href="mailto:aschlosser@matchbooklearning.com">aschlosser@matchbooklearning.com</a>
Director of Outreach and Social Services	Ms. Natalie Woods <a href="mailto:nwoods@matchbooklearning.com">nwoods@matchbooklearning.com</a>
Dean of Student Culture	Mr. Drew Dawson <a href="mailto:ddawson@matchbooklearning.com">ddawson@matchbooklearning.com</a> Mr. Andrew Clark <a href="mailto:aclark@matchbooklearning.com">aclark@matchbooklearning.com</a>
Director of Enrollment and Compliance & McKinney Vento Liaison	Mrs. Natalia Ramos <a href="mailto:nramos@matchbooklearning.com">nramos@matchbooklearning.com</a>
Director of Staff Support and Compliance	Mrs. Julie Wall <a href="mailto:jwall@matchbooklearning.com">jwall@matchbooklearning.com</a>

## Athletics

2022-2023 School Year

This school year we will offer several opportunities for students in grades 4-8:

- Flag Football (Co-ed Fall)
- Cross Country (Co-ed Fall)
- Volleyball (Co-ed Fall)
- Boys Basketball (January-March)
- Girls Basketball (October-December)
- Soccer (Co-ed Spring)
- Track (Co-ed Fall)
- Cheerleading

We compete in the Indiana Charter School Athletic Association (KIPP, Andrew J Brown, Enlace, Irvington, Sense, Vision, PATH, Paramount Brookside, Paramount Englewood, IMSA North, Avondale Meadows Academy, Urban Act Academy, Victory College Prep, Invent Learning Hub)

Athletics Contact:

Don Stewart

Director of Finance

[dstewart@matchbooklearning.com](mailto:dstewart@matchbooklearning.com)

## Daily Schedule

Doors Open:

8:40 am - Breakfast

9:00 am - School Official Start Time

Dismissal:

4:15 pm - Dismissal - Car Riders, Walkers, Buses Begin Loading

4:25 pm - Buses Leave

4:30 pm - Latest Pick-up & After School Sports and Clubs Begin

## The Academic Program

In the Matchbook Learning academic program, there are clearly defined learning objectives that are organized into instructional units that are differentiated to meet the needs of the individual learner. The school's educational program uses research based national curriculum and a blended learning model as tools to support the learning of skills and content. Through the use of technology each student will have a personalized pathway for achievement, and access to online curriculum that is tailored to his or her level of learning and specific needs based on initial internal baseline subject matter assessments. All classes utilize small group instruction to aid in student progress and achievement. The entire academic program is aligned to Indiana and national standards.

Special Classes Include:

- Advanced Math - Algebra
- High Ability or Advanced Classes
- Art - Visual & Ceramics
- Chorus
- Music
- Computer Science & STEAM
- Physical Education

## S.I.T.

S.I.T. is Matchbook's individualized, small group, program for reading and math. Using personalized data, each student at Matchbook receives specialized reading and math instruction that is designed to meet his/her individual needs. The reading program has two components to support all instruction from Learning to Read, to Reading to Learn. The math program helps students learn to move from computation to applying math skills. Curricular materials used are research-based and data-driven.

**S.I.T. stands for Small group, Intentional, Targeted Instruction.**

## HOMEWORK

Matchbook Learning homework may not look as it does traditionally. We use homework as a means of extending student learning. For example, students may receive instructions from their teachers to continue their work at home. This process may involve students accessing their Google Classroom dashboard and continuing where their work started in the classroom. It could also involve students finishing a project at home and returning the completed project to school the next day. Additionally students may be given practice exercises to extend their learning and better prepare for the next part of the learning cycle. It is very important to speak directly with teachers about their use of homework for the continued learning and growing of our students.

## Grading and Promotion

Matchbook Learning's first priority is to ensure that students are mastering state-mandated academic standards. We have designed a school model that supports individual pacing; some students might require more than a year to catch up and master content standards and other students may accelerate and be ready to move to the next course within the school year after successfully reaching all requirements. Because the student performance data is kept in real time, intervention and support plans are developed and implemented to prevent students from continually falling behind. Until students master the required standards, they will remain "progressing" rather than being "retained".

The school recognizes the importance attendance plays in the development of each student. We want students to understand that this is a life skill that is necessary for future success. If we want students to be responsible for their own learning, it must begin with showing up and being accountable for themselves and with a commitment to their own educational achievement.

The following guidelines regarding promotion shall apply for Matchbook Learning students:

<b>Academics</b>	<b>Demonstration</b>	<b>Behavior</b>	<b>Attendance</b>
Standards-based assessments for each content area and grade level.  Students need to reach mastery level of the state required content standards.	Students will apply the skills they learn to demonstrations or projects aligned to the content standards	Students will contribute positively to the school community and demonstrate professional, safe and cooperative behaviors.	Students will maintain excellent levels of attendance.

The fundamental basis of our grading and promotion system is the concept of mastery. Students must demonstrate mastery of coursework before moving on to the next level or grade. We use a mastery-based learning approach. Grades should provide meaningful feedback to students, document their progress, and help teachers make decisions about what instruction a student needs next.

Standards-based grading is based upon three principles.

1. Grades must have meaning that should provide students and parents with information related to their strengths and weaknesses, separating out non-academic behaviors.
2. Classroom-grading systems must incorporate multiple opportunities for students to demonstrate their understanding based on feedback.
3. Academic indicators are not influenced by homework completion, extra credit, or behavior.

Academic interventions such as additional small group support will be provided to assist the student in moving towards mastery. This system enables the school to hold students to high expectations and ensure all students have a solid academic foundation as they progress in their coursework.

## Standards-Based Grading Scale

- |   |                   |  |
|---|-------------------|--|
| 4 | <b>Advanced</b>   | Student demonstrates knowledge which exceeds grade-level standards.  |
| 3 | <b>Proficient</b> | Student demonstrates mastery on grade-level standards.<br><b>This is the target/goal for student success and should be celebrated.</b> |
| 2 | <b>Developing</b> | Student demonstrates basic understanding and is partially proficient at meeting grade-level standards.                                 |
| 1 | <b>Emerging</b>   | With help, the student demonstrates some understanding of foundational skills and grade-level standards.                               |

## Report Cards

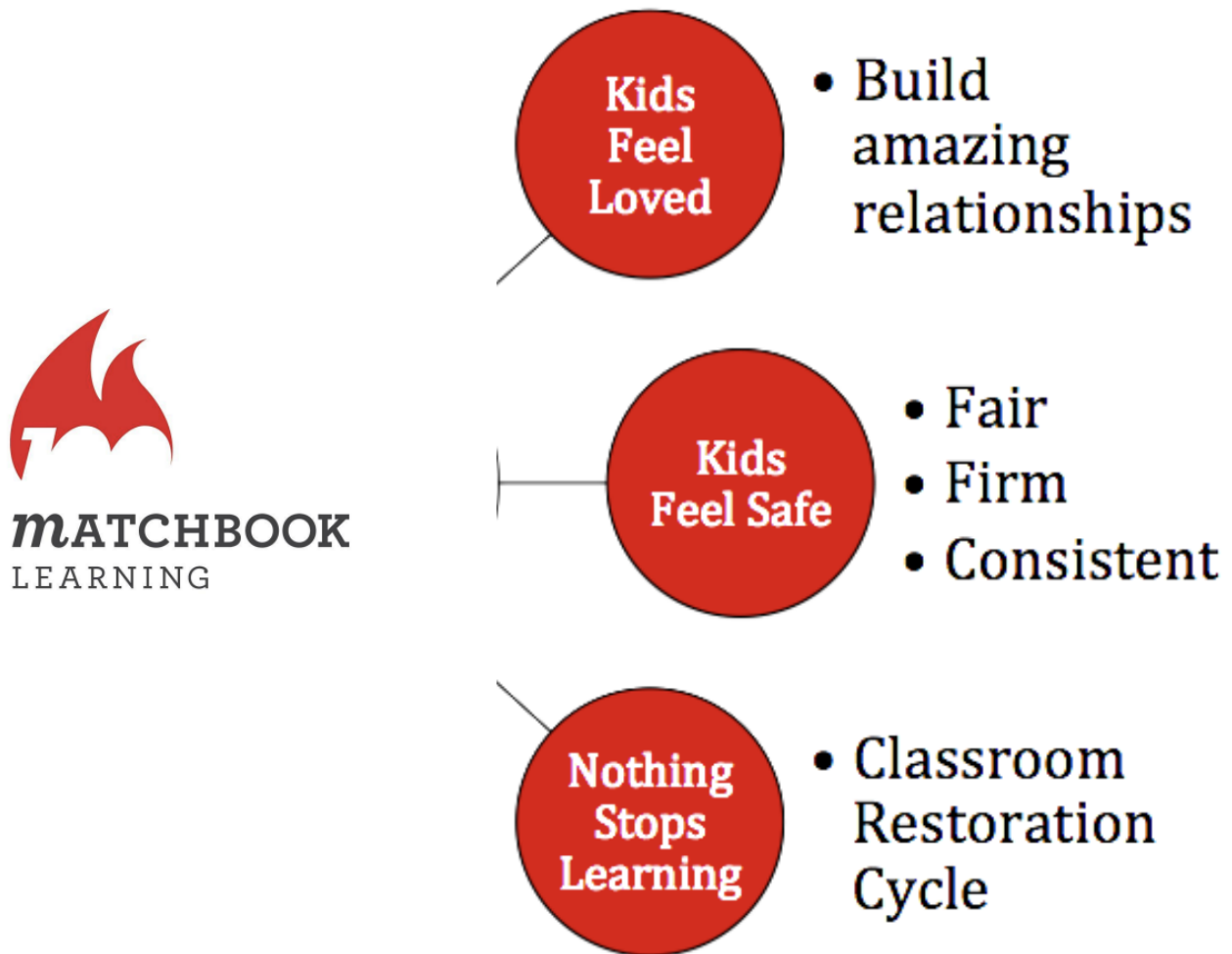
Parents/guardians will be notified of report card dates. Report cards will either be sent home with students or mailed home. Parents/guardians may request a copy of their child's report card in the main office.

Marking Periods	
<b>M1</b> Report Card	<b>August 3 - October 7</b> October 21
<b>M2</b> Report Card	<b>October 17 - December 16</b> January 6
<b>M3</b> Report Card	<b>January 2 - March 10</b> March 23
<b>M4</b> Report Card	<b>March 13 - May 25</b> May 25



## The School Culture

Matchbook Learning creates and maintains high student culture standards in which we teach our children to make the right choices, incorporate high levels of student leadership, and engage in character education that will enable students to navigate and succeed in various systems and contexts. Our goal is to ensure that our school is safe, learning is occurring 100% of the time, and that students are joyful and feel that the adults around them care about them as people.



We believe that all people feel happiest and most successful when they know what is expected of them, receive support when they are not meeting expectations, and feel that they are part of a strong, collaborative community. Matchbook Learning will employ a school wide behavior management system, routines, procedures, values instruction, and language to support the creation and reinforcement of a positive, consistent culture.

# VOICE LEVELS

- 0 - No Talking
- 1 - Whisper Voice
- 2 - Quiet Voice
- 3 - Presentation Voice
- 4 - Outside Voice

## Discipline Policy

Discipline at Matchbook Learning is designed to build social and academic self-discipline. Matchbook Learning implements a comprehensive set of student behavioral standards to ensure the learning environment is free of disruptions, violence, bullying and other incidents that take away from a positive and safe learning culture.

Students are expected to follow all school rules and policies in a manner that respects the rights and safety of others. Students violating the rules and policies of Matchbook Learning will be subject to disciplinary consequences. These discipline policies and guidelines for consequences apply any time a student is in school, attending a school sponsored event or traveling directly to/from school.

While maintaining high academic standards is our focus, we care that our students also develop their character. Standards of behavior, good citizenship, honesty, motivation, perseverance and self-discipline will be deliberately taught and modeled throughout the school. Matchbook Learning Charter School students will be taught to respect others, to respect themselves, to advocate for themselves, regulate their emotions and responses, and to be productive members of the community. The strong relationships among members of the community will reinforce the importance of these lessons. These deliberate lessons will take place in many ways: through staff example, deliberate teaching, all-school meetings, and constant, consistent staff reinforcement.

### **Non-Violent Community at Matchbook Learning**

Safety is an absolute priority and necessity at Matchbook Learning. Accordingly, all students who attend Matchbook Learning agree to abide by the student contract:

I agree not to use violence for any reason whatsoever at Matchbook Learning, while representing Matchbook Learning, or with any members of the Matchbook Learning community. I understand this non-violence pledge applies to all parties involved in any fight, no matter whether I am “right” or “wrong,” or whether I am acting in “self defense.” Students are officially under the jurisdiction of the school from the time that they arrive in the morning until they leave school.

**Disclaimer: Violence may include and is not limited to “fighting, verbal/physical abuse towards other students or staff members, threats, intimidation, provocation and pre-fight, facilitating violence, bullying, cyber-bullying, gang initiation or any type of gang involvement.**

### **Restorative Practices**

At Matchbook Learning we believe that true learning comes from understanding one's responsibility to oneself and to the community. Therefore, students who struggle to meet our community's Code of Conduct will engage in the restorative process as an opportunity to give back to the community and repair relationships they may have damaged. This concept of honoring the community and the relationships within our community is the foundation of our program and our Code.

Restorative Practices seek to repair relationships that have been damaged. They achieve this by fostering an equitable, respectful, and positive school community. Restorative Practices provide a set of processes and approaches to prevent and/or constructively address conflict and harmful behavior. The restorative process is intended to build community and maintain healthy relationships and can be used as an alternative to suspension.

Based on our teaching and school experience, the majority of potential behavioral issues can be prevented with deliberate proactive teaching, with the fostering of strong relationships, with clear, high expectations for behavior, and with clear, fair and consistent consequences for infractions. Other disruptive behaviors are prevented by careful planning of the day to allow for physical activity, for healthy food at appropriate intervals, and by the elimination of various barriers to learning that can be frustrating or anxiety-producing for students. In the inevitable situations where misbehavior occurs, there will be clear consequences and clear expectations.

Behavior incidents should not be the norm in our classrooms. Although we are aware that they will occasionally occur, our staff believes that students want to meet the classroom expectations and are fully capable of doing so. When students are not meeting the classroom expectations, our staff gives students multiple opportunities to reflect and correct their actions before a consequence is issued.

### **Teacher Redirections & Engagement**

Behaviors that negatively impact Matchbook Learning's high achievement culture and community of safety, respect, and cooperation consist of minor infractions of the discipline policy and will be handled by the classroom teacher or staff member who observes the behavior.

### **Teacher, Student Support Team, Dean of Student Culture and Restorative Team and Administration**

Behaviors that significantly impact Matchbook Learning's high achievement culture and community of safety, respect, and cooperation consisting of more serious behaviors that may occur in the classroom or elsewhere on campus.

- Insubordination
- Repetitive Disrespect
- Constant Disruption
- Instigation/Provocation
- Pre-fight
- Inappropriate Conduct
- Eloping
- Threatening Language
- Technology Abuse
- Cyber Bullying
- Refusing staff requests
- Cutting class
- Plagiarism/Cheating
- Vandalize school property causing minor damage

- Abuse school property or equipment

### **First Responders (Building Leadership)**

Building Leadership and Restorative Team will respond to behaviors that are very serious infractions that may occur in the classroom or elsewhere on campus. In general, these infractions are signified by the potential for serious physical or other threat to other students that require medical attention or police contact. These infractions will result in an immediate referral to the Student Support Team or other First Responders. Consequences range from Restorative Classroom Assignment, to Out of School Suspension (OSS), to permanent expulsion.

- Bullying
- Fighting
- Theft
- Verbal or physical sexual harassment
- Continued and willful disobedience
- Conduct of such character as to constitute a continuing danger to the physical well-being of others
- Physical assault upon another pupil
- Taking, or attempting to take, personal property or money from another pupil by means of force or fear
- Incitement of or encouraging any violence amongst peers
- Make a false bomb threat or pull a false emergency alarm
- Possess, use, attempt to use, or transfer of any firearm, knife, razor blade, explosive, mace tear gas, or other dangerous object of no reasonable use to the student in school
- Commit, or attempt to commit arson on school property
- Possess, sell, distribute or use any alcoholic beverage, controlled substance, imitation controlled substance, or marijuana on school property or at school sponsored events
- Assault any other student or staff member
- Intentionally causes physical injury to another person, except when students' actions are reasonably necessary to protect himself or herself from injury;
- Vandalize school property causing major damage
- Commit any act that school officials reasonably conclude warrants a long-term suspension.

### **Consequences could include one of the following:**

- Parent/Guardian Meeting
- Restorative Practices
- In/Out of School Suspension
- Expulsion

### **Discipline Involving Special Education Students**

In addition to the due process protections afforded all students at Matchbook Learning, there are further protections for special education students. Matchbook Learning shall adhere to applicable Indiana and federal law regarding the discipline process for special education students and students with an IEP or 504 plans.

## **Out of School Suspensions and Expulsion**

Suspensions will be based on the code of conduct. Parents/guardians will be contacted in the event of a suspension. A student serving a suspension is not permitted on school grounds, or at school functions (such as a sporting event or a dance) during the term of their suspension. The student is only permitted on school premises, with a parent or guardian, for the sole purpose of a reinstatement meeting prior to his or her return to school. A reinstatement meeting is mandatory and parent/guardian participation is required.

A student who is determined to have committed any of the infractions listed below shall be subject minimally to an out of school suspension., unless the administration determines that an exception should be made based on the circumstances of the incident and the student's disciplinary record. Such a student may also be subject to any of the disciplinary measures outlined elsewhere in this document, to referral to law enforcement authorities, and/or expulsion. In addition, a student who commits any of the acts previously described as causes for suspension may, instead or in addition, be subject to an expulsion at the administration's discretion.

In accordance with I.C. 20-33-8-19, students may be expelled from the charter school.

Expulsion Recommendation from Matchbook Learning will be the last step in a lengthy process that aims to correct poor behavioral habits. If a student commits frequent and serious infractions, the following process will occur:

- Parent/ Guardian Notification
- Meeting between Expulsion Examiner and Parent/Guardian
- Notice to appear at the Expulsion Hearing
- Expulsion Hearing
- Recommendation/Appeal to the School Board
- Recommendation/Appeal hearing by the School Board
- Decision by the School Board

Expulsion hearing details, including procedures and students rights to representation will be provided in the notice of expulsion hearing.

Any student found to be in violation of the Indiana, Possession of firearms, deadly weapons, or destructive devices Code (IC 20-33-8-16) will be subject to expulsion. In such a case, the student and his or her family will undergo the same due process rights and procedures as are enumerated above for expulsion proceedings.

Expulsion hearings shall not be subject to the Open Meetings Act, and the names and proceedings of all such hearings shall be kept confidential.

## Behavioral Expectations

Matchbook Learning strives to create and maintain high student culture and standards. We define our school culture by three basic principles. The first principle is to ensure that nothing stops learning. It is of utmost importance to create a supportive learning environment where our students can flourish educationally with unbridled passion for their academic achievements. The second principle is to guarantee that students feel safe in the building. Our goal is to establish a secure and disciplined environment where our students have every opportunity to learn and achieve high academic standards. The third principle is that our students feel loved. Matchbook Learning strives to design a nurturing place where students feel free to grow and learn in confidence. Through these basic principles we feel that the school will maintain a fair, firm and consistent culture. To drive our school culture and define our code of conduct, Matchbook Learning has designed the following school wide expectations:

- Be respectful of self and others.
- Be responsible for your choice and your learning.
- Maintain a safe and clean environment.

### Harassment, Intimidation and Bullying (HIB)

To establish a safe and civil environment in our school, which is a necessity for students to learn and achieve high academic standards, *Matchbook Learning strictly prohibits any act of harassment, intimidation or bullying (HIB) of a student.* Matchbook Learning has determined harassment, intimidation or bullying to be conduct that disrupts a student’s ability to learn as well as impedes a school’s ability to educate its students in a secure and disciplined environment. Matchbook Learning also prohibits active or passive “bystander” support for acts of HIB, which can reinforce disruptive and violent behaviors. Matchbook Learning strongly encourages all students, school administrators, faculty, staff and volunteers to demonstrate appropriate behavior by way of treating others with civility and respect and we support students who:

- Constructively attempt to stop or prevent acts of HIB;
- Offer positive support to students who have been subjected to HIB; and
- Report acts of HIB to school staff

#### HIB Off School Grounds:

Schools are required to address HIB occurring off school grounds when there is a nexus between the HIB and the school (i.e., the HIB substantially disrupts or interferes with the orderly operation of the school or the rights of other students).

#### Definition of Harassment, Intimidation or Bullying (HIB)

*Indiana Code 20-33-8-0.2*

*“Bullying” means overt, unwanted, repeated acts of 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 school environment that:*

- Places the targeted student in reasonable fear of harm to the targeted student’s person or property;
- Has a substantially detrimental effect on the targeted student’s physical or mental health;
- Has the effect of substantially interfering with the targeted student’s academic performance; or
- Has the effect of substantially interfering with the targeted student’s ability to participate in or benefit from the services, activities, and privileges provided by the school.

## **Bullying Behaviors**

The four most common types of bullying behaviors are:

- **Verbal affronts**, which includes taunting, name calling, malicious teasing or making threats
- **Psychological slights**, which includes spreading rumors, purposefully excluding people from activities, breaking up friendships
- **Physical offenses**, which includes hitting, punching, shoving, spitting or taking personal belongings
- **Cyber-bullying**, which includes using the Internet, mobile phone or other digital technologies to harm others

## **Consequences and Remedial Action**

Matchbook Learning implements procedures that ensure the appropriate consequences and remedial responses for students who commit one or more acts of harassment, intimidation or bullying, are consistent with the school code of student conduct. When determining the appropriate consequences and remedial actions for students who commit one or more acts of harassment, intimidation or bullying the following factors are taken into consideration, per the code of student conduct and Indiana Code 20-33-8-13.5:

- The individual committing the bullying behavior and any of the intended targets of the bullying behavior are students attending a school within a school corporation; and
- Disciplinary action is necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of others to a safe and peaceful learning environment.
- Age, developmental and maturity levels of the parties involved
- The degree of harm
- Circumstances surrounding the incident(s)
- The severity and the nature of the behaviors
- Any patterns of behavior or past occurrences
- Relationships among the parties involved
- Context surrounding the alleged incident(s)
- Life skill deficiencies or disabilities
- IEP or Behavioral plan
- School culture and climate
- Student-staff relationships and staff behavior toward the student
- Management of classrooms or other educational environments
- Staff ability to prevent and manage difficult or inflammatory situations
- Social-emotional and behavioral supports
- Neighborhood situation
- Family situation

Consequences and appropriate remedial actions of a student who commits one or more acts of HIB may range from positive behavioral interventions such as therapeutic groups to suspensions and disciplinary hearings. Consequences will vary depending upon the nature of the behavior, the development of the student and the student's history of problematic behaviors and performance. Remedial measures will be implemented to correct the problematic behaviors, prevent another HIB incident from occurring, protect and provide support for the victim of the act as well as take corrective action for documented systemic problems related to harassment, intimidation or bullying. The consequences and remedial measures may include, but are not limited to:

Consequences:

- Temporary removal from the classroom with a warning
- Deprivation of privileges
- Referral to disciplinarian,
- In-school peer separation, i.e. change of cohort class
- Out of school suspension
- Reports to law enforcement or other legal action
- Disciplinary hearing

Remedial Measures:

- Prevention plan
- Peer mediation
- Peer support group through therapeutic group sessions
- Corrective instruction through individual counseling or therapeutic group
- Behavioral assessment (FBA)
- Behavioral Intervention plan
- Individual student support through counseling
- Parent/Guardian conferences
- Modifications of schedules or student routes or patterns traveling to and from school

**Reporting**

Matchbook Learning requires that the HIB specialist that is appointed by the principal be responsible for receiving all complaints alleging violations of this policy. All Matchbook Learning staff members who have contact with students are required to verbally report alleged violations of this policy to the HIB specialist on the same day when the individual witnessed or received reliable information regarding any such incident. Any staff member who discovers an incident that is considered a HIB offense must submit a written report to the HIB specialist within two school days of their discovery. Failure to comply with reporting of an alleged offense may result in disciplinary action up to and including termination of the non-compliant employee. The HIB specialist is required to inform the principal and parents/guardians of all students involved in alleged incidents and may discuss the availability of counseling and other intervention services.

Students, parents/guardians and visitors are encouraged to report (anonymously or not) an act of harassment, intimidation or bullying to school administration on the same day when the individual witnessed or received reliable information regarding any such incident. A bullying report form can be requested in the main office, or from any member of the restorative team. The bullying report form can also be accessed online at [www.matchbooklearningindy.org](http://www.matchbooklearningindy.org). Formal action for violations of the school code of student conduct may not be taken solely on the basis of an anonymous report.

Any Matchbook Learning staff member who promptly reports an incident of harassment, intimidation or bullying and who makes this report in compliance with the procedures in the district's policy is immune from a cause of action for damages arising from any failure to remedy the reported incident. This reporting procedure will help to facilitate the identification, investigation and response to alleged violations of this policy by creating a reporting process that is prompt, simple and non-threatening.

## Tobacco/Nicotine Policy

To support, promote, and model nicotine free lifestyles and to create a healthy learning environment, Matchbook Learning has adopted the following tobacco/nicotine-free policy.



The school building and property shall be tobacco-free at all times (24 hours per day, 365 days a year). This also includes all days when school is not in session and all functions taking place on school grounds, such as athletic events or other activities not associated with, or sponsored by, the school. The policy applies to everyone on school grounds, including students, school staff, parents and visitors. The policy extends to school buses and in all Matchbook Learning owned or leased vehicles.

The policy applies to the smoking or use of all tobacco products, including but not limited to, cigarettes, cigars, spit and smokeless tobacco, chew, snuff, snus, electronic cigarettes, vape products and other electronic nicotine delivery systems.

The sale, distribution, dispensing or promotion of tobacco products and paraphernalia is prohibited on school grounds and at all school functions. Advertising of tobacco products is prohibited in school buildings, on school property and in all school publications. Tobacco industry and tobacco retailer sponsorship of school activities or functions is prohibited.

The following consequence sequence occurs for violations of school wide tobacco/nicotine policy:

- 1st Offense - Parents/Guardians will be notified. Student(s) will complete an assigned virtual curriculum about tobacco/nicotine usage and the dangers of such usage in adolescence and life. The assignment will be completed while serving an in-school suspension.
- 2nd Offense - Parents/Guardians will be notified. Student(s) will serve an Out-of-School Suspension.
- 3rd Offense - Parent/Guardian will be notified. Student(s) will serve an Out-of-Suspension anywhere from 2-5 days followed by a mandatory parent reentry meeting. In the parent meeting, continued violation of this policy will be discussed.

## Search Policy

To protect the school community against illegal substances, objects and material which may pose a hazard to the safety, sanitation and good order of the school; school bags, lockers and clothing can be inspected randomly without probable cause.

### Lockers

Lockers are not assigned and should not be used. Students may not use a locker to store personal belongings, a substance or object that is prohibited or that constitutes a threat to the health, safety or welfare of the occupants of the school building or the building itself. The school assumes no responsibility for loss of personal property stored in a locker. Random locker sweeps may be conducted through the school year.

### Bags

Parents/Guardians and students should be aware that:

- The school assumes no responsibility for loss of student's personal property.
- Random bag searches are conducted periodically throughout the year.
- When school authorities have a reasonable suspicion that a bag contains materials that pose a threat to the health, welfare or safety of students in the school, the bag may be searched without prior warning. Illegal or prohibited materials seized during the search may be used as evidence against the student in a school disciplinary proceeding. At least two staff members will be present when searching a student's bag.

### Person

Parents/Guardians and students should be aware that:

- The school assumes no responsibility for loss of student's personal property.
- When school authorities have a reasonable suspicion that a student is holding materials that pose a threat to the health, welfare or safety of students in the school, the person may be searched. Illegal or prohibited materials seized during the search may be used as evidence against the student in a school disciplinary proceeding. Person searches will be limited to shoes, outerwear, pockets and pat-downs unless performed by the police. At least two faculty members will be present when searching a student.
- Some campuses may require all students / staff / visitors to enter through a metal detector and pass all personal belongings / bags through a scanner.

## Attendance Policies

Matchbook Learning students need to be at school daily to maximize their learning opportunities. **Matchbook Learning students are expected to maintain an attendance rate at or above 96%.** We strongly request that students and their parents/guardians make every effort possible to be on time and minimize the number of days they miss school. Every minute missed is a minute that could be spent learning.

### School Hours

**The school day begins at 9:00 am and ends at 4:15 pm. Students may enter the building at 8:40 am in order to receive breakfast. Buses will begin arriving at approximately 8:40 am. Buses will be loaded at the end of the day at 4:15 pm.**

## **Parents/Guardians**

When your child must miss school for any reason, we ask that you call the school at 317-226-4263 by 12:00pm each day that your child is not in school.

## **Excused Absences**

Excused absences are absence the school district regards as legitimate reasons for being out of school. Absences can be marked as excused for the following reasons:

- Illness - Parents/guardians can call in a child as sick for an absence of one day. If a child is out sick for 2 or more days, they must return to school with a doctor's note. Parent/guardian call ins are limited to 5 times in one school year. *If you are unable to see your child's primary care provider, we have a fully operational clinic in partnership with Shalom Health Care Center Inc. Call the school to coordinate.*
- Family Emergencies - Please contact one of the social workers immediately to discuss any situation that may keep your child from school. We may be able to provide your family with resources during your difficult time. The designation of excused or unexcused will be at the discretion of the social worker and school administrators.
- Religious Holidays

After a student has been absent for 5 excused days, any absence following the 5th excused absence may be deemed unexcused unless it falls under the excused guidelines.

## **Tardy**

All students are expected to arrive each day on time. Students must arrive early enough to be in their classrooms by 9:00am. Students who eat breakfast at school should arrive at 8:40am to allow time to eat and get to the classroom on time. If students arrive after 9:00am, they must get a tardy pass from the main office before proceeding to class. Each instance of tardiness will be recorded in the student's record.

## **Chronic Absence vs. Truancy**

- Chronic Absence – When a student misses multiple days of school for any reason.
- Truancy – When a student misses 10 or more days of school without a valid excuse.

## **Taking Attendance**

Homeroom teachers will take accurate daily attendance - Teachers will mark either present or absent on their roster.

## **Interventions for Absences**

When a student has two or more consecutive absences, the social workers will call home to do a wellness check. Social workers will make a case-by-case action plan to help counter truancy and chronic absence issues.

The truancy-referral process will be started by the social workers at 10 unexcused absences.

## **Early Dismissal**

An adult must pick up students who need to leave early from school for unavoidable reasons. Family members must walk into the building with a valid ID to sign students out in the office. You must call by 3:15pm to make any transportation changes, including early pickup. **Early dismissals end at 3:30pm; parents will need to wait until regular dismissal at 4:15pm.**

# Dress Code Policy

Matchbook Learning believes that a person's manner of dress communicates attitudes and values. Every profession or workplace sets particular expectations for appropriate dress. Attending school and being an active learner is the student's profession. For this reason, the school will be implementing consistent and strict dress code expectations. Every family will receive a one- page overview of the dress code. A complete Matchbook Learning Dress Code Guide can be requested from the front office or viewed at [www.matchbooklearningindy.org](http://www.matchbooklearningindy.org) .

It is our intent to have students dress in a manner that shows good judgment and does not distract or interfere with the educational climate here at MBL. MBL Administration and or Staff will make the decision as to whether or not clothing worn by a student at school is appropriate for the school environment. If a student is not dressed properly:

- Student will be placed in the Restorative Room
- Student will call home
- A change of clothes will need to be brought to school
- If an adult is not available to bring a change of clothing, the student will be assigned to the Restorative Room for the remainder of the day and will do their school work from the Restorative Room.

## **Such items include, but are not limited to the following:**

Clothing and accessories shall not be worn if they display or suggest inappropriate pictures/sayings:

- Profanity or Vulgarity
- Obscene or foul language
- Symbols of violence
- Discriminatory messages
- Gang or gang-like symbols
- Sexually suggestive symbols, pictures, or words
- Alcohol, tobacco or drug related symbols, pictures or words

At no time should clothing be worn that is too tight; revealing undergarments or private areas; or too loose so that undergarments and or too much skin is revealed. This includes loose tops that fall from the shoulders as well as pants that sag. If leggings or similar type tight pants are worn, a top must be worn that is at least fingertip length all the way around the body.

## **Accessories**

- **Headphones, earbuds, AirPods** are not permitted to be worn or used in the hallways during school hours. Only with specific permission may they be used in a classroom
- **Pocket/wallet chains** are not permitted
- **Sunglasses** shall not be worn inside unless prescribed by a physician and administration is made aware.
- **Detachable gold teeth, grills, or fangs are not permitted.** These may be confiscated and will need to be picked up by a parent/guardian only

## **Footwear**

- Students are not allowed to walk barefoot at any time during the school day.
- Shoes with laces are to be laced and tied.
- Shoes manufactured with wheels are not permitted.
- Flimsy shoes are not permitted (thin-strap sandals, slides, etc.).
- Slippers are not permitted (such as bedroom slippers and house shoes).
- Shoes must be closed-toe and have a strap around the heel.

## Headwear

Non-religious head coverings are not allowed, unless provided special permission by school administration:

- Caps, hats, hoods, do-rags, wave caps
- Bandanas, headscarves, bonnets
- Costume wigs, hair curlers, picks, combs

## Pants and Slacks

- Belts must be appropriately buckled. Pants will be worn fitted to the waist with or without a belt, and they will not expose undergarments. If a student is “sagging”, the student will be asked to fasten the pants at his/her waist.
- Flannel pants and pajama-looking pants are not permitted.
- Pants, skirts, shorts, dresses with rips, tears, and or holes are not permitted.
- Pants/leggings should not be so tight that undergarments and private parts can be easily distinguished clearly through them. A long top that falls below fingertip level all the way around the body may be worn over these types of pants/leggings.

## Shirts and Tops

Clothing is not allowed if it exposes the back, shoulders, torso (including stomach/belly button area), and or cleavage:

- Tube tops/Halters
- Tank tops/Spaghetti straps
- Bare back or midriff clothing
- Crop Tops without a shirt underneath - covering the skin
- Bathing suits
- Basketball-style jerseys without a shirt underneath
- Shirts with slits above the waist
- Sheer material whereby undergarments can be seen
- Undergarment straps should not show

## Leggings, Shorts, Dresses, and Skirts

These items should meet the fingertip test, meaning, when arms are held relaxed at the student’s sides, shorts, skirts, dresses should reach **below** the fingertips. Skin should not be visible above the fingertips.

Leggings, jeggings, and any kind of tight pants may be worn **only** if the top is at fingertip level **all the way around** the body. Tied sweatshirts, sweaters, and jackets around the waist is not a solution to be used as properly covering up tight pants.

## Outerwear

Winter coats and heavy jackets are not permitted to be worn during the school day. Light weight items such as sweatshirts & sweaters are okay.

Blankets/Throws and the like are not allowed to be “worn” during the school day unless provided by a teacher or staff member. At no time should blankets/throws be worn in the hallways.

## Application of Disciplinary Action

Continued violations of the Dress Code Policy will become a Disciplinary Issue.

Matchbook Learning students that come to school with inappropriate clothing will have their parent/guardian contacted and or face disciplinary consequences, and or be sent home. Parents/guardians will be contacted to pick up the student or to deliver the proper articles of clothing needed in order for students to partake in the academic day. Students can be reinstated the same day assuming they are properly wearing appropriate clothing.

## Technology

At Matchbook Learning, we use technology to learn and grow. Because computers and technology are an integral part of learning at our schools, we insist upon the thoughtful use and care of computers and other technology.

1. We take care of our technology. We:

- Retrieve and carry our learning devices safely, walking slowly and holding them with two hands.
- Keep our devices from getting dirty. We keep our hands clean and keep all food or drink away from them.
- Always put our devices down on a safe surface where they cannot fall.
- Treat our devices gently. We know that our devices should never be slammed shut or have heavy things placed on them.
- Put devices back in their proper place after using them.

2. We use our technology respectfully. We:

- Only use our devices at the “right time and right place”, as instructed by teachers.
- Know that our technology is a learning tool. We are always “on task”.
- Act as professionally online as we do offline; we never engage in behaviors (such a bullying or posting or downloading inappropriate materials) that would threaten our reputation as individuals or a community.
- Lower our computer screens or remove our headsets when someone is talking to us so we can hear them.
- Always ask before touching a device that is not our own.
- Never “take our feelings out” on the device when we feel frustrated, sad, or angry.

3. We are becoming technology experts. We:

- Memorize our usernames and passwords and never share them with anyone other than our teachers.
- Follow instructions for saving and sharing our work.
- Know how to keep safe by never sharing our personal information online.
- Ask for help when we need it.
- Offer our help to others if they need it.

## Internet Safety Policy

It is the policy of Matchbook Learning to: (a) prevent school network access to or transmission of inappropriate material via the Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of student personal information; (d) provide Internet safety education to students and (e) comply with the Federal Communications Commission's Children's Internet Protection Act (CIPA).

Matchbook Learning takes reasonable measures to ensure that students do not access material and content that is potentially harmful to minors. As required by CIPA, Matchbook Learning utilizes a technology protection measure ("filter") that blocks access to material that is potentially harmful to minors. The filtering technology blocks Internet content and visual depictions including, but not limited to: pornography, child pornography, sexual acts or conduct, and other obscene material that may be deemed harmful to minors.

District administrators, supervisors, or other authorized staff may disable technology protection measures for legitimate educational purposes, bona fide research or other lawful purposes. Matchbook Learning may override the technology protection measure for a student to access a site with legitimate educational value that is wrongly blocked by the technology protection measure.

Matchbook Learning staff monitor student use of the Internet, through either direct supervision, or by monitoring Internet use history, to ensure that network services are used within the context of the school's instructional program, educational goals, and to enforce the Internet Safety Policy and Acceptable Use Policy. Additionally, the school takes reasonable precautions to prevent unauthorized access ("hacking") to electronic student records and information. These precautions may include, but are not limited to: network firewalls, confidential passwords, data encryption, electronic monitoring and physical data security.

Matchbook Learning provides instruction to minors on the topics of Internet Safety and appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response. Internet Safety education topics may include, but are not limited to: online behavior and ethics, social networking safety, chat room safety, cyber bullying awareness and response and other online privacy and security issues.

Matchbook Learning's network and computing systems are for educational use only. The school makes no assurances of any kind, whether expressed or implied, regarding any Internet, network, or electronic communication services. Even with the above provisions, Matchbook Learning cannot guarantee that a student or staff member will not gain access to objectionable or inappropriate Internet material.

### Acceptable Use Policy

Matchbook Learning provides technology resources to its students for educational purposes. The goal in providing these resources is to further Matchbook Learning's mission of providing every student with a personalized education program that prepares them to succeed in college and the world of work. These resources include, but are not limited to, hardware, application software and Internet resources.

With access to computers and the Internet comes the potential availability of controversial material that may not be considered to be of educational value in the context of the school setting. Matchbook Learning firmly believes that the value of educational materials and communication tools available online outweigh the possibility that users may obtain material that is not consistent with the educational goals of the school. Proper behavior, as it relates to the use of computers, is no different than proper behavior in all other aspects of the school.

All users are expected to use the computers, network(s) and technology resources in a responsible, ethical and polite manner. This policy is intended to clarify all expectations as they apply to computer and network usage. Through this, and other policies, it is the intent of Matchbook Learning to comply with the provisions of the Children's Internet Protection Act.

### **Student Acceptable Use Policy**

The use of these technology resources is a privilege, not a right. The user is personally responsible for his/her actions in accessing and utilizing the school's computer resources. The students are advised never to access, keep, or send anything that they would not want their parents/guardians or teachers to see. Network administrators may review communications to maintain system integrity and to ensure that students are using the system responsibly.

The following list, though not covering every situation, specifies some of the conduct that violates the acceptable use of technology policy:

- Intentional damage to hardware or software, or the creation or distribution of viruses, worms or other forms of electronic damage
- Creating, displaying or transmitting threatening, racist, sexist, obscene, or abusive or harassing language or materials
- Unauthorized use of a computer account or distribution of a password
- Copying other people's work or intruding into other people's files
- Using electronic mail (email) to harass or threaten others, including sending repeated, unwanted email to another user
- Giving your name, address, or phone number to anyone over the Internet
- Unauthorized Internet access - only students, faculty and staff and approved guests are permitted Internet access
- Unauthorized downloading and/or installation of any software including, but not limited to, executable files, games, MP3 files or players, video files, or zip files
- Circumvention of the filtering policy
- Connecting personal electronics to the network. This includes, but is not limited to, laptops, cell phones, PDA's, or other devices not provided for use by Matchbook Learning Newark

The resources provided by the school are intended for school-related, educational purposes only. Failure to comply with the guidelines for acceptable use will result in disciplinary action, which may include suspension of computer privileges.



# Cell Phones and Electronics Policy

Matchbook Learning Electronic Devices Policy is for cell phones, headphones, AirPods, earbuds, games, toys, etc.

The following items are not permitted for student use during the school day:

- Video games, electronic games, toys
- Cell phones, tablets
- AirPods
- Other items that school officials deem distract from the learning environment.

## Storing

- Students must turn off and hand in their phones upon arrival
- Homeroom teachers will lock cell phones in designated phone lockers or locked in a classroom cabinet.

## Inappropriate Use

- Students cannot use cell phones or devices to photograph, videotape, or audio record other students or staff on school property, including buses.

## Consequences for Violating the Cell Phone and Electronics Policy

When students use electronic devices during restricted times, the following will be followed:

- Cell phones will be confiscated and parents/guardians will be called for a meeting
- Teacher makes a phone call to parents/guardians
- Other disciplinary actions of electronic devices are at the discretion of school administration

Matchbook Learning is not responsible for the theft, damage, or loss of a cell phone or other electronic devices.

# Matchbook Learning Student Compact

Matchbook Learning believes that parents/guardians, students, and the school must work together to ensure each student's success. Matchbook Learning pledges to do whatever is necessary to support student achievement. In turn, we expect students and their families to commit to whatever effort and time is necessary for their child to succeed. This agreement describes the responsibilities and expectations that families accept when they enroll at Matchbook Learning.

## **I fully commit to Matchbook Learning in the following ways:**

- I will do whatever it takes to be successful at Matchbook Learning.
- I will work hard, follow the rules and remain focused on my academic achievement every day.
- I will arrive at school prepared to learn everyday by 9:00 am (Mon. – Fri.).
- I will remain at school every day until 4:15 pm.
- I agree not to use violence for any reason whatsoever at Matchbook Learning, while representing Matchbook Learning, or with any members of the Matchbook Learning community. I understand this non-violence pledge applies to all parties involved in any fight, no matter whether I am “right” or “wrong,” or whether I am acting in “self defense.”
- I will dedicate time beyond the school day to support my learning.
- I will always work, think, and behave in the best way I know how, because I know that hard work and personal discipline leads to success at Matchbook Learning.
- I will ask my teachers for help if I am unsure of the proper way to handle a situation.
- I will always listen to others and give them my respect as I expect them to respect me.
- I will follow Matchbook Learning's dress code as listed in the handbook provided to me.
- I understand that failure to do so, no matter how minor, may result in disciplinary action including possible exclusion from classes and activities.
- I will not use or display any personal electronic devices including cell phones, iPods, tablets, AirPods, etc. (listed in the Student Handbook) in the school or on field trips. Usage may result in confiscation. Confiscated items will only be returned to a parent or guardian listed on school records.
- I agree to learn and follow the Code of Conduct and community rules outlined in the Student Handbook.
- I agree to follow the Matchbook Learning Code of Conduct in class and all other settings, including but not limited to: SIT Time, Specials, Lunch, Recess, the Bus, the Bathroom and Field Trips.
- I understand that failure to follow the Code of Conduct and community rules may result in building consequences as well as in-school and/or out of school suspensions or expulsion.
- I agree to comply with any consequences determined by Matchbook Learning.
- I am responsible for my own behavior at Matchbook Learning. If I make a mistake, this means I will tell the truth to my teacher(s) and accept responsibility for my actions.

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Print Student Name

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Student Signature

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Date

## Matchbook Learning Parent/Guardian Compact

Matchbook Learning believes that parents/guardians, students, and the school must work together to ensure each student's success. Matchbook Learning pledges to do whatever is necessary to support your child's student achievement. In turn, we expect students and their families to commit to whatever effort and time is necessary for their child to succeed. This agreement describes the responsibilities and expectations that families accept when they enroll at Matchbook Learning.

We fully commit to Matchbook Learning in the following ways:

- We will make sure our child arrives at school prepared to learn each day by 9:00am
- We will make arrangements for my child to remain at school every day until 4:15pm and if necessary, make arrangements for my child to dedicate time beyond the school day to learning, including coming to school on appropriate Saturdays, after school and summer school.
- We will always be committed to our child's education and help him/her in any way possible. We will make sure our child completes all assigned homework.
- We will meet and talk with our child's teachers on a regular basis and make ourselves available to our child and the school. This includes that if our child is going to miss school, we will notify the school as soon as possible, and we will carefully read all the papers that the school sends home to us.
- We will communicate our concerns and thoughts with our child's teachers and school leaders.
- We will allow our child to go on school field trips.
- We will make sure our child follows Matchbook Learning's dress code as listed in the Student Handbook.
- We are responsible for making sure that our child follows school rules.
- We will notify the school if our address and/or telephone number changes.
- We agree to review Matchbook Learning's Code of Conduct and community rules with our child.
- We understand that the Matchbook Learning Code of Conduct applies to the traditional classroom and all other settings, including but not limited to: SIT Time, Specials, Lunch, Recess, Bus, Bathroom, and Field Trips.
- We understand that if our child fails to follow the Matchbook Learning Code of Conduct and community rules, consequences such as in-school and/or out-of-school detention and an expulsion, may result.
- We will come to Matchbook Learning for a reinstatement meeting if my child is suspended, and we understand that my child will not be allowed to return to class until this reinstatement meeting occurs.
- We will ensure that our child abides by all parts of Matchbook Learning's dress code daily. We understand that our child's failure to do so, no matter how minor, may result in disciplinary action including possible exclusion from class.
- We understand that displayed personal electronic devices including cell phones, iPods, tablets, AirPods, etc. may be confiscated. Confiscated items will only be returned to a parent or guardian as listed on school records.

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Print Parent/Guardian Name

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Parent/Guardian Signature

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Date