[Annual welcome letter]
Lower School Student Success and Support 16
  Grading, Schoolwork, and Homework Policies 16
    Progress Reports and Midterms 16
    PowerSchool Gradebook and Make-up Work Policies 16
    Homework Expectations 17
  Student Code of Conduct 18
Middle School Student Success and Support 19
  Grading, Schoolwork, and Homework Policies 19
    Progress Reports and Midterms 19
    PowerSchool Gradebook and Make-up Work Policies 19
    Grading Policy for High School Credit Courses 19
    Homework Expectations 20
  Behavior expectations and consequences 21
GPA General Policies

Daily Operations

Arrival and Dismissal Policies

Global Preparatory Academy @ Riverside 44 (GPA) admits students at 7:45 a.m. Students are considered late at 8:05 a.m.

Monday through Friday, dismissal begins at 2:45 p.m. for walkers and bus riders. Car rider dismissal begins at 2:50 p.m. If children are participating in aftercare, parents/guardians must comply with the rules established by the program for drop-off and pick-up.

Please ensure students are picked up by 3:10 p.m. We understand emergencies happen, so please communicate with the front office ahead of time. After 3:10 p.m., we issue a late pick-up notice to the parents/guardians. After the 3rd late pick up, fees are assigned on the 3rd late pick up at $1.00 a minute.

Students are only to be released to those parents/guardians listed on their emergency contact forms at dismissal. If there is a change in how your child or children leave school, please notify the school by sending a note to your child’s homeroom teacher or the office.

Arrival and Dismissal Schedule

<table>
<thead>
<tr>
<th></th>
<th>Arrival</th>
<th>Dismissal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday- Friday</td>
<td>7:45 a.m.</td>
<td>2:45 p.m.</td>
</tr>
<tr>
<td>Delayed opening</td>
<td>9:45 a.m.</td>
<td>2:45 p.m.</td>
</tr>
<tr>
<td>for inclement weather</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Inclement Weather and Emergency Closings

Inclement Weather

GPA follows weather decisions announced by Indianapolis Public Schools (IPS). If IPS opens two hours late, GPA begins at 9:45 a.m.

Weather announcements are available on major news channels, Facebook, and our website.

Emergency Closings

GPA notifies parents/guardians of emergency closings by phone. Alerts may also be through email. Therefore, the school must have the parents/guardians’ current phone number and email address.

Daily Schedule

Bell Schedule

<table>
<thead>
<tr>
<th></th>
<th>Start</th>
<th>End</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homeroom</td>
<td>7:45 a.m.</td>
<td>8:10 a.m.</td>
</tr>
<tr>
<td>Block 1</td>
<td>8:15 a.m.</td>
<td>9:15 a.m.</td>
</tr>
<tr>
<td>Block</td>
<td>Start Time</td>
<td>End Time</td>
</tr>
<tr>
<td>---------</td>
<td>------------</td>
<td>----------</td>
</tr>
<tr>
<td>Block 2</td>
<td>9:20 a.m.</td>
<td>10:20 a.m.</td>
</tr>
<tr>
<td>Block 3</td>
<td>10:25 a.m.</td>
<td>11:25 a.m.</td>
</tr>
<tr>
<td>Block 4</td>
<td>11:30 a.m.</td>
<td>12:30 p.m.</td>
</tr>
<tr>
<td>Block 5</td>
<td>12:35 p.m.</td>
<td>1:35 p.m.</td>
</tr>
<tr>
<td>Block 6</td>
<td>1:40 p.m.</td>
<td>2:45 p.m.</td>
</tr>
</tbody>
</table>

Asynchronous Schedule

The administration has created the asynchronous schedule to support students to receive grade-level instruction at their own pace. GPA teachers upload assignments and pre-recorded videos to their Google Classroom for asynchronous learning days.

Accessing Google Classroom

GPA students can access Google Classroom using the mobile apps (Android and iOS) or a web browser by visiting [http://classroom.google.com](http://classroom.google.com). Students log in using their assigned GPA email address.

Attendance requirements

GPA requires that leaders enrolled in our school attend school regularly in accordance with state laws. This requirement is also critical to the success of the leader. We closely monitor and track absenteeism and tardiness.

Pursuant to IC 20-33-2-3.2, "'attend' means to be physically present: (1) in a school; or (2) at another location where the school's educational program in which a person is enrolled is being conducted; during regular school hours on a day in which the educational program in which the person is enrolled is being offered."

General Absence and Tardy Information

We closely monitor student absences to reach our 95% attendance rate. All absences and tardiness become part of a student's permanent record.

Reporting an Absence Procedure

The parents/guardians of the school should call the front office at 317-226-4244 between 7:45 a.m. and 9:00 a.m. When calling, provide:

Student's name

Grade level

Reason for absence

Excused Absence

An absence for clearly established mental, physical, or other urgent reasons may be considered excused. Urgent reasons may include bereavement, religious holidays, or court appearances. Ultimately, the leadership team shall determine what constitutes an "urgent reason" under this policy.
A doctor’s note may be required for absences of more than three (3) days or after a contagious disease, such as measles, chickenpox, or influenza. The parents/guardians must submit this documentation within three (3) days of the absence. This certification must indicate that the:

- Name of student seen by the physician,
- Date of the visit,
- Date of when the student was cleared to return to school.

Please remember, even an excused absence disrupts the learning process and diminishes a leader’s ability to succeed. Parents/guardians should keep these to a minimum.

**Planned Extended Absence**

A planned extended absence tremendously affects the leader’s ability to learn. However, we understand that planned absences do occasionally take place. In the event of a planned extended absence, the parents/guardians must request in writing in advance to the school office.

**Unexcused Absence**

Absences that do not meet the criteria for excused absences are considered unexcused. Absences shall be treated as unexcused until the school receives written documentation explaining the absence.

Following the third unexcused absence

- Student added to the absence watch list
- Parents/guardians receive initial notification and receive ongoing notifications of progress

Following the fifth unexcused absence, the school social worker plans a home visit to discuss what is impacting the student from attending school consistently.

**Tardiness**

The school’s instructional day begins at 7:45 a.m. Therefore, any student arriving after 8:00 a.m. is considered tardy and must report to the office for a late slip. Students can only enter their homerooms with this late slip.

Following the third tardy:

- Student added to the tardy watch list
- Parents/guardians receive initial notification and receive ongoing notifications of progress

Following the fifth tardy, the school social worker plans a home visit to discuss what is impacting the student arriving at school on time.
Early Dismissal

Requests for early dismissal must be provided in writing and in advance by the parents/guardians. The front office or the homeroom teacher receives the note at the beginning of the school day.

At the designated time, the parents/guardians must meet the child at the school office at the designated pick-up time, show valid identification, and sign out the student(s). GPA does not release students to persons not listed on their emergency contact forms without prior notification from their legal parents/guardians.

Transportation Changes

Changes to transportation should be made in writing or via phone call to the front office at 317-226-4244.

<table>
<thead>
<tr>
<th>Monday - Friday</th>
<th>Change must be made by</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1:00 p.m.</td>
</tr>
</tbody>
</table>

Transportation changes made after the deadline are not honored.

Student Health Information and Policies

Health Records and Emergency Forms

Emergency Contact Form

All students have an Emergency Contact Form completed at the beginning of the school year. The parents/guardians must list any persons on this form who pick up the student(s) from the GPA. The school does not release students to anyone not listed on the form without the parents/guardians' written notice.

Please notify the office immediately concerning the form's change of name/family status, address, or phone number. In case of a change of custody, a copy of the portion of the court order that names the custodial parents/guardians must be on file with the school.

Health Records

Health records are due in the office during the first week of school. In case of illness or emergency, GPA makes every attempt to contact the parents/guardians immediately. The school may consult the family doctor if parents/guardians are unavailable.

Immunizations/Physical Examinations

Indiana state law requires children in all grades to provide proof of immunization against Diphtheria, Pertussis (Whooping Cough), Tetanus, Polio, Measles, Mumps, and Rubella (German Measles).

In addition, the following grade-specific immunizations are required:

- Pre-Kindergarten must have had one (1) Chickenpox (Varicella) vaccination
- Kindergarten has had two (2) Chickenpox (Varicella) vaccinations
Students Presenting Symptoms of Illness

Parents should be aware that the following symptoms might indicate the presence of a contagious illness:

- Earaches
- Enlarged glands
- Fever, skin rash
- Sore throat
- Red discharging eyes
- Persistent cough
- Bad cold
- Nausea, vomiting, or diarrhea

Parents/guardians should not send sick students to school if they have these symptoms. Students should return to school only after symptoms have subsided for 24 hours and/or a release form is obtained from a doctor. The school must be notified immediately of infectious or communicable diseases or any significant health changes.

Communicable Diseases

Parents/guardians must call the school if their student is diagnosed with a communicable disease. The school must notify the Health Department. All reports are confidential.

Exemptions from physical education class

GPA requires a doctor's written and signed request is needed for a student to excuse from physical education classes.

Illness/Injury Procedures

When a student becomes ill or is injured, they go to the clinic with a health referral from the teacher. The clinic attempts to contact the parents/guardians.

Depending on the student's condition, the student can be sent back to class, or parents are required to arrange to have the student picked up immediately. In extreme illness/injury, GPA may summon a medic unit, taking appropriate action.

A parent report is sent home with the student. The parents/guardians must sign it and return it to the school when the student returns.

Medication Procedures

All medication kept in the school is kept under lock and key, accessible only to authorized administering personnel. Students may not possess, dispense or distribute medication on their own. Students requiring insulin injections must leave insulin and syringes in the clinic.
Short-term Medications

If there are occasions when the child must receive medication during the school day, the following guidelines apply:

No medication, prescription or over-the-counter, is administered in school without parent/legal guardian authorization and a written order from the physician, specifying the start and stop dates.

The first dose must be started outside the school for any new medication.

Under no circumstances will medication brought to school by the student be administered.

The school must have a statement from the physician on file in the student's health folder. These forms are available in the school office. The parents/guardians are responsible for obtaining the physician's statement.

The statement must include:

Name of the pupil

Name of the medicine

Dosage and hours to be given during the school day

Expected duration of administration

List of all possible side effects, if any

Long-term Medications

The injectable medication, inhaler, or other long-term medications must be in its original medication container or box, properly labeled by a pharmacist in the case of prescription drugs. It must be hand-delivered to the school by the parent. These containers or boxes should include the following:

Name of medication

Directions for use

Time for dispensing

Name of doctor ordering medication

Date of prescription

Expiration date as stated by the pharmacist

Strength of medication/dosage
Student's name and grade

The parents/guardians are responsible for submitting any change of dosage or time of giving medication in writing from the physician to the school.

Allergy Medications

Parents/guardians must notify the school of their child's allergies, including food allergies. School medication orders must be renewed each year by the physician and signed on or after July 1 for the upcoming school year. If the student carries an EpiPen with them, the physician's order must state this requirement since students cannot carry medications.

General Information, Policies, and Procedures

School Communications

GPA communicates information through multiple methods. These methods include:

- Whole School Family Update, via email and school website
- Grade-level Weekly Newsletter
- Class Dojo
- Website (https://globalprepindy.com)
- Facebook (https://www.facebook.com/globalprepindy)

Student Records

Custodial Parent/Legal Guardian

A permanent record is kept on file for every student and is viewable on school days in the school office.

If your child is transferring, please notify the school office of the last day you expect your child to be in attendance. The parent or legal guardian must sign a Release of Records form. For your convenience, official school records are sent directly to the new school as soon as a request is received.

Non-Custodial Parent

If a non-custodial parent seeks access to their child's records, the school must allow access unless parents/guardians present a copy of a valid court order or legal agreement prohibiting such access to the school. The school reserves the right to notify the custodial parents/guardians of any request to review records.

School Volunteers

GPA welcomes and encourages parents/guardians to volunteer. Parents/guardians need to complete the IPS Volunteer Form to be approved. This process includes a criminal history background check and may take up to 10 business days.
Field Experiences
Field experiences are considered an integral part of the school's educational program and a valuable learning experience. GPA schedules field experiences at various times during the school year.

Chaperones
Depending on the field experience, parents/guardians are welcome to attend. The parents/guardians must complete the IPS Volunteer Form to chaperone field experiences. The process may take up to 10 business days.

Visitors
GPA welcomes visitors to the building. Upon entering the building, all visitors must sign in at the main office and receive a visitor's pass. Any visitor on school grounds without a visitor's pass must return to the office to get a visitor's pass.

Breakfast and Lunch Policy
IPS participates in several USDA Child Nutrition Programs; the program serves breakfast and lunch at no charge to all IPS students under the USDA's Community Eligibility Provision (CEP). Therefore, GPA offers all students free school lunches. Students are welcome to bring their lunch.

Birthday Celebrations
All birthdays in a grade for a given month are celebrated once with the child's homeroom class. Families cannot bring outside food in to celebrate birthdays.

School Photographs
Professional school photos are taken of students annually. These photos are available for purchase through the photography company. GPA takes class pictures in the spring. The school publishes the dates and times for photos through the school newsletter, calendar, and website.

Student photos may be used on the website and in public relations brochures. To deny the school permission to use a student(s)'s photo in the school's marketing materials, parents/guardians must opt out in writing.

Telephone/Cellphones
Students are allowed to use the telephone only in case of an emergency. Parents/guardians should make after-school plans before school in the morning.

Parent Complaint Process
The Board of Directors monitors the complaints procedure to ensure the appropriate handling of all complaints. The Head of School logs all received complaints and records how the school resolved the complaints. The Board examines this log on an annual basis.

Initial Concern(s)
If parents/guardians are concerned about anything, they should discuss the matter with their child's class teacher. Most matters of concern can be dealt with this way. The teachers work very hard to ensure that each child is happy and makes good progress at school. They always want to know if there is a problem before the problem seriously affects the
child’s progress. Therefore, parents/guardians’ should address all initial concerns to the child’s teacher(s).

**Unresolved Concern(s)**

Where parents/guardians feel that resolution of the situation has not occurred through contact with the class teacher or that their concern is sufficiently severe, they should make an appointment to discuss it with the Lower or Upper School Principal. If the principal cannot resolve the matter, the CEO & Head of School gets involved. We take any parent complaints very seriously and investigate each case thoroughly.

**Unresolved Concern at the Building Level**

Should parents/guardians have a complaint about the principal or a school issue that working with the principal(s) did not resolve, they should provide a written complaint to the Board of Directors. All written complaints should be mailed or hand-delivered to the school and addressed to the Board of Directors, attention Board President. The Board thoroughly investigates all issues reported. The Board considers all written complaints and arranges a meeting to discuss them so the parents/guardians can explain them in more detail.

**Uniform requirements and expectations**

GPA has approved uniforms that all leaders must wear. Uniforms should be kept clean and neat. School administrators contact the parents/guardians if the uniform is in distress or kept unclean. Uniform assistance is available; please reach out to the school's Social Worker/Counselor. Hooded sweatshirts are not permitted.

<table>
<thead>
<tr>
<th></th>
<th>Tops</th>
<th>Bottoms</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-K through 3rd grades</td>
<td>Gold or navy polo shirts</td>
<td>Khaki or navy pants, jumpers, skirts, or shorts</td>
</tr>
<tr>
<td></td>
<td>Gold or navy sweaters or jackets</td>
<td></td>
</tr>
<tr>
<td>4th through 8th grades</td>
<td>Hunter or light blue polo shirts</td>
<td>Khaki or navy pants, jumpers, skirts, or shorts</td>
</tr>
<tr>
<td></td>
<td>Hunter or light blue sweaters or jackets</td>
<td></td>
</tr>
</tbody>
</table>

**Mandatory Uniform Guidelines**

**Planta Baja**

- PreK-3rd Grade
  - Colors:
    - Navy blue
    - Olivo
    - Gold
    - Claro
  - Amarillo Fuerte

**Planta Alta**

- 4th-8th Grade
  - Colors:
    - Hunter Green
    - Verde
    - LightBlue
    - Azul

Last revised July, 2022
KHAKI OR NAVY BLUE ONLY
NO JEANS!

Khaki o azul marino solamen
No se permiten los pantalones de mezclilla!

Plaid is OPTIONAL. White shirt can ONLY be worn with plaid jumper, skirt, girl and boy ties.

La ropa a cuadros es opcional. La camisa o blusa blanca solo se puede usar con el jumper a cuadros, la falda y las corbatas de niños o niñas.

Students must wear closed toed shoes and any leggings or tights must be white or navy.

Los estudiantes deben usar zapatos cerrados. También las medias largas y las medias deben ser blancas o azules oscuras.

Hooded sweatshirts are not permitted. Sweaters and jackets that are worn indoors must be uniform colors.

Los abrigos con capuchas no están permitidos. Las chaquetas o las chaquetas que los alumnos usen dentro del edificio deben tener los colores del uniforme.

If you need uniform assistance, please contact our front office (317) 226-4244.

Si usted necesita ayuda con la informacion que se le ha proporcionado acerca del uniforme, por favor, no dude en contactar nuestra oficina (317) 226-4244.
### School-wide Assessments

<table>
<thead>
<tr>
<th>Assessment</th>
<th>Grade Level</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>Running Records</td>
<td>K – 8&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Oral fluency and reading comprehension</td>
</tr>
<tr>
<td>El Microphases</td>
<td>K – 2&lt;sup&gt;nd&lt;/sup&gt;</td>
<td>Letter/Sound Recognition, Spelling, Syllables, Decoding, High-Frequency Words</td>
</tr>
<tr>
<td>NWEA Math and Reading</td>
<td>K – 2&lt;sup&gt;nd&lt;/sup&gt;</td>
<td>Proficiency-based test on skills and standards by grade level norms in math, reading</td>
</tr>
<tr>
<td>NWEA Spanish</td>
<td>K – 8&lt;sup&gt;th&lt;/sup&gt; Dual Language</td>
<td>Proficiency-based test on skills and standards by grade level norms in Spanish reading</td>
</tr>
<tr>
<td>Clearsight</td>
<td>3&lt;sup&gt;rd&lt;/sup&gt; – 8&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Proficiency-based test that assesses standard-based skills in math, reading, and writing. Clearsight is a predictor for ILEARN and grade level proficiency.</td>
</tr>
<tr>
<td>Dyslexia Screener</td>
<td>K – 2&lt;sup&gt;nd&lt;/sup&gt;</td>
<td>Screener to identify students who are at some or high risk for dyslexia</td>
</tr>
<tr>
<td>WIDA</td>
<td>K – 8&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Development and proficiency levels for ELL students. New students take a screener at the beginning of the year, and all ELL students take WIDA in February.</td>
</tr>
<tr>
<td>IREAD</td>
<td>3&lt;sup&gt;rd&lt;/sup&gt;</td>
<td>Proficiency in basic reading skills and comprehension</td>
</tr>
<tr>
<td>ILEARN/IAM</td>
<td>3&lt;sup&gt;rd&lt;/sup&gt; – 8&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Proficiency in reading, writing, math, science, and social studies standards</td>
</tr>
<tr>
<td>STAMP</td>
<td>1&lt;sup&gt;st&lt;/sup&gt;, 3&lt;sup&gt;rd&lt;/sup&gt;, 6&lt;sup&gt;th&lt;/sup&gt; (Fall) K, 2&lt;sup&gt;nd&lt;/sup&gt;, 5&lt;sup&gt;th&lt;/sup&gt; (Spring)</td>
<td>Students ability to use and apply Spanish in reading, listening, speaking, and writing</td>
</tr>
<tr>
<td>COGAT</td>
<td>High ability students</td>
<td>Placement in the high-ability program</td>
</tr>
</tbody>
</table>
Special Education Services

**Special Education Department Mission Statement**
The Global Prep Academy Student Services Department *inspires* youth by providing *sustained, consistent, data-driven* instructional practices. Our team *collaborates* with families to *support* students’ needs through unified programs that help our students *achieve their infinite potential, and transition to become* leaders in the community.

**Special Education Departmental Goals:**

**Data-driven Instructional Practices**
- Show measured student success

**Team communication/collaboration**
- Develop a unified culture within the entire GPA school system
- Work as a team to provide brainstorming solutions

**Innovative Program Development:**
- Evolve during change (responsibilities)
- Identify professional development needs & provide consistent training for staff
- Continual development of Essential Skills and ED Programs

**Develop an accountability system**
- Documentation of services and student success
- Provide feedback and coaching for staff
- Accountability - compliance, deadlines (100%)
  - 100% case conferences held on time
  - 100% evaluations completed on time

**Programs/Services**
- **Academic Resource**
- **Deaf / Hard of Hearing**
- **Blind / Low Vision**
- **Behavioral Services (Inclusion)**
- **Behavioral Self-Contained**
- **Essential Skills**

**Related Services**
- **Special Transportation**
- **Extended School Year**
- **Occupational Therapy/Physical Therapy**
- **Assistive Technology**

**Additional Services**
- **School Psychology**
- **Communication/Language Services**
- **Homebound**
Technology Policies

**Student Technology Agreement**

**Student Responsibility**

Students may not:

- Disrupt the educational process of the school through non-educational use of the device
- Endanger the health or safety of themselves or anyone else through the use of the device
- Invade the rights and privacy of others at school through the use of the device
- Engage in illegal or prohibited conduct of any kind through the use of the device
- Violate the conditions and rules of acceptable use of electronic network/technology

**Device Bundle (6th - 8th grade)**

The student receives a device bundle that includes a Chromebook, Charger, and a Case(sleeve) or bookbag. If the student is no longer attending GPA, the device bundle must be turned in, including all three components.

**Maintenance of Device**

Students must keep the device in good and working condition:

- Insert and remove cords and cables carefully to prevent damage to connectors
- Not write or draw on any of the devices or apply any stickers or labels that are not the property of the school
- Handle the device carefully and ensure others do the same

**Damage/Theft of device.**

Parent(s)/guardian(s) are responsible for their child’s use of the device, including any damage to or loss of the device.

**Accidental Damage**

In the event of accidental damage to the device which is greater than $50, the parent is responsible for the first $50 of the cost of repair after the second incident and any further incidents thereafter.

It is the student’s responsibility to report any damage/malfunction of the device to the teacher so the teacher can report such incidents. If the incident is the second incident (that does
not involve manufacturing defects of the device), the parents of the student will be invoiced and notified by the Finance and Grants Manager.

The device will not be replaced until the invoice has been paid. In the meantime, the student will perform school work the traditional way (pen and paper).
Vandalism, Loss, or Theft

Vandalism, the intentional damaging of school property, is very serious. In the act of vandalism, the parent(s)/guardian(s) are responsible for their child's actions. Restitution for damages will be charged to the parent. Devices that cannot be repaired will result in the full replacement cost of the device being assessed.

In the event of loss or theft, the parent is responsible for the replacement cost.

The decision to assess a charge, as well as the amount of any charge, is at the sole discretion of Global Preparatory Academy @ Riverside 44 but will not be greater than the full replacement value of the device. In addition, the school may notify local law enforcement in the event school property is vandalized.

Internet Access

Electronic information research skills are fundamental to the preparation of our students, our future citizens, and employees. The acquisition of these technological tools puts an enormous power at the fingertips of all members of our community. As such, it also places a great deal of responsibility on all users. It is our aim to provide guidance and instruction to our students in the appropriate use of such resources.

As in other areas, our students are expected to make good choices with regard to their behavior on the Internet. Access will be provided for our students to conduct research and communicate with others under the supervision of their teacher. Access to the Internet will enable students to explore thousands of libraries and databases throughout the world. We believe that the benefits to students from access to these forms of information resources and opportunities for collaboration exceed the disadvantages. But ultimately, you, as the parents and guardians of minors, are responsible for setting and conveying the standards that your children should follow when using media and information sources.

With these opportunities come some responsibilities and restrictions. GPA reserves the right to limit personal information about students, to edit Internet accounts for child-only configurations. For their protection, students may not access Internet accounts provided by their families during school time because the school has no control over the configuration of those accounts. Internet services are to be used in a responsible, efficient, ethical, and legal manner. Use of the Internet is a privilege, not a right. Failure to adhere to the following guidelines may result in a revocation of a student's Internet access and disciplinary action. All users of the network within the boundaries of GPA are responsible for adhering to the following guidelines.
Unacceptable uses of the network include, but are not limited to:

- Violating the rights of privacy of others
- Using profanity, obscenity, or other offensive language
- Unauthorized copying of materials or installation of software
- Revealing home phone numbers, addresses, or other personal information while using Internet resources
- Downloading or copying information onto disks or hard drives without prior teacher approval
- Accessing, downloading, storing, or printing files or messages that may be offensive to others
- The intentional writing, producing, generating, copying or introducing of dangerous codes or programs designed to cause harm, including, but not limited to, viruses, bugs, "worms," etc
- Intentional damaging of or tampering with any hardware, software, printers, keyboards, computer mouse, speakers, etc
- Intentional erasing, renaming, or disabling of anyone else’s files or programs
K-5 Student Success and Support

Grading, Schoolwork, and Homework Policies

Progress Reports and Midterms
GPA is on a quarterly report card system. Students receive four report cards during the school year.

Students receive Midterms at Week 5 of each quarter, and the quarterly report card is sent home with students the week after the quarter ends. These reports aim to allow the student to keep up to date with their work and alert the parents/guardians of academic progress.

PowerSchool Gradebook and Make-up Work Policies

PowerSchool Gradebook
For students in 2nd - 5th grades, teachers record grades in PowerSchool. Teachers input students’ grades weekly by Friday at 6:00 p.m. The parents/guardians have access to view grades through PowerSchool.

Make-up Work
Absent students have 1-day per day they are absent to turn in their assignments. Teachers prepare missed work for the student by:

  - Writing the students' names
  - Providing a new turn in date(s) on assignments missed

Late Work and "0" Policy
Students are permitted to submit late and/or for a rescore. Students can receive up to 70% of the maximum grade.

"0" Policy: Teachers expect students to try their personal best on assignments. With aggressive monitoring, GPA expects teachers to provide real-time feedback to address student misconceptions. Students can complete assignments at home to increase their scores.

New students are exempt from all assignments before enrollment.

Homework Expectations
Homework is vital for reinforcing skills and developing good study habits and a sense of responsibility.

<table>
<thead>
<tr>
<th>Grade Level</th>
<th>Reading</th>
<th>Math</th>
<th>Skills</th>
<th>Comprehension</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-K</td>
<td>Read 20 mins per night 2 days English 2 days Spanish</td>
<td>Skills practice Counting Shapes</td>
<td>Skills practice Alphabet Writing name</td>
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<tr>
<td>Grade</td>
<td>Read Time Per Night</td>
<td>Assignments Per Week</td>
<td>Language</td>
<td>Practice Pages</td>
</tr>
<tr>
<td>-----------</td>
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</tr>
<tr>
<td>Kindergarten</td>
<td>20 mins</td>
<td>2</td>
<td>English</td>
<td>1 skills</td>
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<td>practice page</td>
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<td></td>
<td>Spanish</td>
<td>1 skills</td>
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<td></td>
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<td></td>
<td></td>
<td>practice page</td>
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<tr>
<td>1st</td>
<td>20 mins</td>
<td>2</td>
<td>English</td>
<td>1 skills</td>
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<td>practice page</td>
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<td>Spanish</td>
<td>1 skills</td>
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<td>practice page</td>
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<tr>
<td>2nd</td>
<td>20 mins</td>
<td>2</td>
<td>English</td>
<td>1 skills</td>
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<td>practice page</td>
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<td></td>
<td>Spanish</td>
<td>1 skills</td>
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<td>practice page</td>
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<tr>
<td>3rd</td>
<td>30 mins</td>
<td>2</td>
<td>English</td>
<td>1 skills</td>
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<td>practice page</td>
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<td></td>
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<td></td>
<td>Spanish</td>
<td>1 skills</td>
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<td></td>
<td></td>
<td>practice page</td>
</tr>
<tr>
<td>4th - 8th</td>
<td>30 mins</td>
<td>2</td>
<td>English</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Spanish</td>
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</tbody>
</table>
GPA Student Code of Conduct

Global Preparatory Academy develops compassionate global leaders through a rigorous education program that focuses on hands-on, cultural and Spanish immersion learning opportunities.

- **Authority Of Adult School Employees**

  All of the adult employees at Global Preparatory Academy have certain responsibilities to the school, and in order to carry out these responsibilities, they have certain authority to correct students when the need arises. If any adult employee, whether the employee is faculty, office staff, cafeteria staff, custodial or bus driver corrects any student, the student is expected to accept such correction.

  1. Each teacher and any of the other school personnel shall, when pupils are under his/her charge, have the right to take any action, which is then reasonably necessary to carry out, or to prevent an interference with, the educational function of which he/she is then in charge.

  2. Each principal may take any action concerning their school or any school activity within their jurisdiction, which is reasonably necessary to carry out or prevent interference with an educational function or school purposes. Such action may include establishing written rules and standards to govern student conduct. Similarly, the Head of School, with approval, may take any action with respect to the school within the Head of School’s jurisdiction, which is reasonably necessary to carry out or prevent interference with an educational function or school purposes.

- **Building / Classroom Rules And Regulations**

  The classroom teachers are expected to handle most typical classroom discipline issues. Parents will be contacted to solicit their help and support when classroom behaviors become disruptive to the learning process. A meeting with the student, parents and teachers may be scheduled to communicate problems and determine possible solutions. Minor disruptive behaviors will result in appropriate consequences and interventions determined by the teachers. A classroom teacher may assign consequences, up to and including a call to the Cultural interventionist or Deanl, in an attempt to change disruptive or unsafe behaviors.

- **Interventions For Misbehavior:** Examples of some of the consequences for misbehavior:

  - Warning
  - Lunch Detention
  - Time Out
  - Bus Suspension
  - Change of Seating
  - After School Detention
  - Work Assignment
  - Community Service
  - In-School Suspension
  - Denial of Privileges
  - Out-of-School Suspension
  - Parent/Team Conference
  - Discipline Plan
  - Classroom Suspension
Restorative Justice
Expulsion
Written notification to parents
Counseling by school counselor

● Lunch Detention
Teachers and/or administrators may assign a student to lunch detention as a consequence. The detention will be served in a designated area away from other students. The student may be required to complete an assignment during the lunch period.

● Reporting:
All student behaviors that are taken to a cultural interventionist, Dean and/or Administrator are recorded in Powerschool under Log Entries.

● Out-of-School Suspension (OSS)
Major disruptions to the learning environment and/or unsafe behaviors may result in suspension or expulsion. Out-of-school suspension occurs when a student is denied the privilege of attending school. Parents and students may request classroom work during the suspension by contacting the teachers. Credit will be given for academic work during OSS. However, all work must be completed and turned in the day the student returns to school. Offering a later or extended due date is at the discretion of the individual teacher. OSS could range from one day to ten days depending on circumstances. Any student who is serving OSS will be prohibited from participating in or attending any extracurricular events on the day or days of the suspension.

● Seclusion And Restraint
A student will not be subject to seclusion or restraint unless the student's behavior poses an imminent risk of injury to the student or others. However, significant violations of the law, including assaults on students and staff, will be reported to the police. As soon as possible after any use of seclusion or restraint, the student's parent or guardian will be informed and provided with a detailed account of the incident, including the circumstances that led to the use of seclusion or restraint. GROUNDS FOR SUSPENSION OR EXPULSION The grounds for suspension or expulsion apply when a student is: 1. On school grounds immediately before, during, and immediately after school hours and at any other time when the school is being used by a school group; 2. Off school grounds at a school activity, function, or event; traveling to or from school or a school activity, function, or event. 3. During summer school. Students are “in possession” of an item for purposes of these rules when the item is on their person, in their immediate possession such as in their hand, a pocket, a purse, or a backpack, or is in a place under their exclusive control such as a locker. Students or parents concerned about whether a particular act would be a ground for suspension or expulsion are encouraged to consult administration before the student engages in the act.

● Student Misconduct and/or Substantial Disobedience
Examples of student misconduct and/or substantial disobedience for which a student may be suspended or expelled include, but are not limited to:

1. Alcohol Violations: a. Consuming, possessing, offering, providing, or being under the influence of alcohol or an alcoholic beverage. b. Possessing or consumption paraphernalia such as bottles, containers, flasks, shot glasses or displaying materials that promote or encourage alcohol use. c. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event.

2. Drug Violations: a. Consuming, possessing, offering, providing, or being under the influence of an illegal drug, a prescription drug [except as authorized in a prescription by a licensed healthcare provider], an over-the-counter medication containing a stimulant such as preparations containing caffeine, ephedrine,
pseudoephedrine, or phenylpropanolamine as an ingredient [except as authorized in a prescription by a licensed healthcare provider], or any substance represented to be or thought by the intended recipient to be an illegal or prescription drug. b. Consuming, possessing, offering, providing, or being under the influence of an inhalant, a solvent, or other volatile substance or combination of volatile substances, contrary to safety instructions provided on the product’s labeling, or the direction of school personnel. c. Possessing drug preparation or consumption paraphernalia such as rolling papers, clips, or displaying materials that promote or encourage drug use. d. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event.

3. Deadly Weapons (Other than Firearms) This includes but is not limited to the act of possessing, handling, transmitting, selling, or threatening to use a deadly weapon, a look-alike weapon, or any object that can reasonably be considered a weapon or threatening to bring a weapon to school. Social media posts or messaging involving discussion/pictures of shooting, killing, weapons, etc. will result in potential school consequences and a report to law enforcement. Possessing a knife, firearm, bullets, a destructive device, gasses, fireworks, or other item that is or appears to be a destructive device. “Destructive device” means an item that is readily capable of causing injury to a person and is not essential in performing a task that must be performed by a student at the direction of a teacher during school or a school activity. The superintendent shall immediately notify the appropriate law enforcement agency when a student is expelled under this rule.


5. Rifles or Shotguns: Does not include BB, Gas, Spring-loaded guns.

6. Other Firearms: All other firearms not specifically listed by type, make or model.

7. Tobacco, Nicotine and Vapor Inhaling Products: Possession of any item related to tobacco products, nicotine or vapor products including paraphernalia. This includes any device that is capable of creating a spark or flame. Any device that is related to “vaping” or “vape” products (including e-cigarettes, other electronic vaporizing devices, flavoring or nicotine, Juul, Juul chargers or like products, Juul pods or like products, refill liquids used for vaping and CBD products) HB 1225

8. False Alarms or 911 Calls: IC 43-44-2-2 Indiana Code states that false alarms or the pulling of an alarm, as a prank is a criminal act. Charges against the student can be made to local authorities. Students will be suspended or expelled from school based on the individual circumstances. Students may be held responsible for payment if any fire apparatus is sent to the school.

9. Legal Settlement - IC 20-33-8-17 A student may be expelled if it is determined that the student's legal settlement is not in the attendance area of the school where the student is Enrolled.

10. Police Actions/Other: a. Reporting Gang Related Activity Forming organizations, using signals related to membership, writing or having symbols or signs related to the organization is prohibited. b. Arrests c. Police Report(s) d. Events not resulting in Suspension or Expulsion

11. Fighting Incident does not rise to the level of Battery

12. Battery: Student knowingly or intentionally touches another person in a rude, insolent, or angry manner causing or intent to cause bodily injury (IC 35-42-2-1) a. Fights, Battery, Combative Acts: Causing or attempting to cause physical injury or behaving in such a way as could reasonably cause physical injury to any person. At no time is a student permitted to place his/her hands, feet or other objects onto another student. The GPA Staff and Administration has no tolerance for fighting. Administration reserves the right to assign any necessary consequences for fighting at school. This includes but is not limited to: 1st Offense - 3 days OSS 2nd Offense - 5 days OSS 3rd Offense - recommendation for expulsion In addition local law enforcement will be contacted at the discretion of the administration. Mutual combat (All individuals participating) falls under Fighting/Battery/Combative Acts. b. Abuse of a Staff Member: Engaging in conduct that constitutes a substantial step toward touching a staff member or another adult in a rude, insolent or angry manner. Treating an adult in a disrespectful manner. Emailing, texting or using social media to make inappropriate comments or contact staff for anything other than academic reasons.
Using threatening, offensive, rude, obscene language or gestures or falsely accusing a staff member could result in immediate out-of-school suspension. GPA must report battery on staff members to local police in addition to assigning appropriate school discipline. Indiana Code 35-2-1 defines “Battery” as follows: “a person who knowingly or intentionally touches another person in a rude, insolent, or angry manner commits battery, a Class B misdemeanor. However, the offense is a Class A misdemeanor if it results in bodily injury to another person. For purposes of the statute, the infliction of pain constitutes “bodily injury.”

13. Intimidation: Communicating a threat with the intent that the other person engage in conduct against their will or be placed in fear of retaliation (IC 35-45-2-1) Threats outside of school via social media or electronic devices that involve school locations or students at GPA.

14. Profanity or Verbal Aggression: Any gestures or actions, physical, written, or spoken that can be considered offensive, obscene, or derogatory. Students may not use profanity at any time. Words that sound similar to profanity will not be tolerated and could result in the same consequences.

15. Defiance: a. Academic Refusal: Failure to participate in class, on a field trip, or to complete assigned work. b. Dress Code: Wearing clothing that is considered unacceptable in an educational setting or doesn’t adhere to the school dress guidelines. This includes but is not limited to clothing that promotes drugs, sex, alcohol, profanity, violence, or obscenity. Refer to the section titled Student Dress and Appearance. c. Insubordination: Failing in a number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function. d. Disobedience of administrative authority.

16. Attendance: a. Willful absence, excessive absence or tardiness of students b. Skipping Class c. Leaving the building without permission - elopement d. Leaving School Property e. Out of assigned area, incorrect FIT, skipping class or fleeing

17. Destruction of Property: a. Setting fire to or damaging any school building or property. b. Causing or attempting to cause damage to school owned or personal property and/or electronic devices. If damage results from the misuse of school property, the student will be charged for the damage or destruction. School property includes books, supplies, equipment or the school building. Causing or attempting to cause damage to private property

18. Theft (Unlawful taking of property): a. Stealing or attempting to steal school property. b. Stealing or attempting to steal private property. c. Possession of stolen property

19. Sexual Misconduct: a. Behavior used to obtain sexual gratification at the expense of another. b. Consensual behavior(s) used to obtain sexual gratification.

20. Technology Misuse a. To use technology or the internet in a fashion that does not benefit educational goals; may include cell phone usage b. Possessing or using on school grounds during school hours an electronic device, a cellular telephone, or any other telecommunication device, including a look-a-like device, in a situation not related to a school purpose or educational function or using such device to engage in an activity that violates school rules. This rule is not violated when the student has been given clear permission from a school administrator or a designated staff member to possess or use one of the devices listed in this rule. This includes “texting” and possession, use, and/or distribution of pictures or video with an electronic device. Taking, recording, displaying and/or distributing pictures (digital or otherwise), video or audio recordings without the consent of the student or staff member in a situation not related to a school purpose or educational function. “Sexting” or using a cell phone or other personal communication device to possess or send text or email messages containing images reasonably interpreted as indecent or sexual in nature. Possessing sexually-related materials which include images displaying uncovered breasts, genitals or buttocks. In addition to taking any disciplinary action, phones could be confiscated and students should be aware that any images suspected to violate criminal laws will be referred to law enforcement authorities. c. The use of other’s usernames and passwords with or
without their knowledge. Giving other students usernames or passwords. Being offline or attempting to circumvent firewalls, safety or schoolwide monitoring programs.

21. Non-Deadly Weapons: a. Ammunition/Bullets, Paintball/Airsoft & Non-Projectile Stun Gun b. The term includes all weapons, fireworks, a smoke or noise bomb, chemical mace, pepper gas, a laser pointer or other laser light device (possession or use), and all personal protection devices including those that emit only sound. c. Pencils, scissors or any other ordinary object used with the intent to harm oneself or another individual.

22. Interfering with School Purposes: Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this rule: a. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room. OR Occupying any school building, school grounds, or part thereof with intent to deprive others of its use. b. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property. c. Intentionally making noise or acting in any manner so as to interfere with the ability of any teacher or any other person to conduct or participate in an education function. d. Engaging in any kind of aggressive behavior that does physical or psychological harm to another person or urging other students to engage in such conduct. Prohibited conduct includes coercion, harassment, bullying, hazing, or other comparable conduct. Running, loud boisterous activity, playing around, or being in the halls without permission. e. Engaging in speech or conduct, including clothing, jewelry or hair style, which is profane, indecent, lewd, vulgar, or offensive to school purposes. f. Aiding, assisting, or conspiring with another person to violate these student conduct rules or state or federal law. g. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function h. Students involved in provocation (action or speech that makes someone annoyed or angry) or promoting a fight could receive similar consequences.

23. Withholding Information/ Dishonesty: a. Failing to report the actions or plans of another person to a teacher or Administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans. In addition false reporting of alleged bullying incidents could result in serious consequences at school and with law enforcement. Consequences and appropriate remedial action for a student could range from positive behavior interventions up to and including suspension or expulsion from school (P.L. 285-2013) 18 b. Providing false information to a school staff member. c. Forging another person's signature or name. d. False reporting of bullying incidents. e. Failing to tell the truth about any matter under investigation by school personnel.

24. Repeat Offender: Any student that continues to violate school rules or school attendance policies. This would include any student that has accumulated a substantial number of misconducts in their school year.


26. Substitute Teacher: Misconduct or misbehavior for a substitute teacher will result in the same consequences normally reserved for the regular classroom teacher.

27. Throwing Objects: Throwing any object at any time during, before, or immediately after school. This could include but is not limited to: rocks, dirt, snowballs, crayons, pencils, pens, books, folders, chromebooks, food, change, desks, chairs, etc. Spitting saliva or objects will also not be tolerated.

28. Harassment / Violation of Respect: Any physical, spoken, or written act of abuse, bullying, violence, harassment, threats, intimidation, extortion, destruction of property, vandalism, use of vulgarity, cursing, confrontation or making remarks of personally destructive nature toward another person, or any restriction or prevention of free movement of an individual constitutes a violation of human respect. This includes the use of social media (Facebook, Twitter, Instagram, TikTok, Snapchat, etc.) and texting. A
violation of respect occurs whether the act is deliberate, intentional, unintentional, or is directed toward an individual or group regarding race, color, creed, national origin, sex, sexual orientation, physical or mental disability, political or religious ideology.

29. Sexual Harassment: Sexual harassment is conduct of a repeated sexual nature that may include verbal or physical advances and/or comments about physical or personality characteristics of a sexual nature. Once a sexually harassed person has told someone these are unwelcome behaviors, and the behaviors continue, sexual harassment charges may be filed. If a student believes he/she is a victim of sexual harassment, the student should come forward by submitting a "Grievance Report" form to the counselors or administration.

30. Physical Bullying: Hurting a person's body or possessions; includes: spitting/ hitting/ kicking/ punching/ tripping/ or 19 pushing, taking or breaking someone's things and making mean or rude hand gestures.

31. Verbal Bullying: Saying mean things, can include teasing, name calling, taunting, inappropriate sexual comments or threatening to cause harm.

32. Social/Relational Bullying: Hurting a person's reputation or relationship, telling other students not to be friends with another student, leaving a student out on purpose.

33. Written Communication/ Electronic Bullying: Use of a device, social media or other forms of written communications to threaten, lease or harm another student.

34. Combination Bullying More than one type of bullying (#30-33).

● Right To Appeal

The student or parent has the right to appeal an expulsion decision to the school board within 10 days of the receipt of notice of the action taken. The student or parent's appeal to the school board must be in writing. If an appeal is properly made, the board will consider the appeal unless it votes not to hear the appeal. If the board hears the appeal, it will consider the written summary of the expulsion meeting and the arguments of both the school administration and the student and/or the student's parents. The board will then take any action deemed appropriate.

● Parent Participation

In Discipline A parent, guardian, or custodian of a student less than 18 years old shall be required to participate in any disciplinary action authorized under the Student Due Process Code I.C. 20-8.1-5.1, as well as the student discipline handbook of this school corporation, at the request of a school official. Parent participation includes, but is not limited to, meetings, conferences, hearings, supervising home-study-time, and assuring regular school attendance. Upon receipt of proper notice, any parent, guardian or custodian who refuses to comply with a request from a school official to participate in the resolution of behavioral problems of a student whose conduct is repeatedly disruptive to the student's own educational progress or to the progress of others may be referred to the Child Protective Services Division of Public Welfare.
Middle School Student Success and Support

Grading, Schoolwork, and Homework Policies

Progress Reports and Midterms

GPA is on a quarterly report card system. Students receive four report cards during the school year.

Students receive Midterms at Week 5 of each quarter, and the quarterly report card is sent home with students the week after the quarter ends. These reports aim to allow the student to keep up to date with their work and alert the parents/guardians of academic progress.

PowerSchool Gradebook and Make-up Work Policies

PowerSchool Gradebook

Teachers record grades in PowerSchool. Teachers input students' grades weekly by Friday at 6:00 p.m. The parents/guardians have access to view grades through PowerSchool.

Make-up Work

Absent students have 1-day per day they are absent to turn in their assignments. Teachers prepare missed work for the student by:

- Writing the students' names
- Providing a new turn in date(s) on assignments missed

Late Work and "0" Policy

Students are permitted to submit late and/or for a rescore. Students can receive up to 70% of the maximum grade.

"0" Policy: Teachers expect students to try their personal best on assignments. With aggressive monitoring, GPA expects teachers to provide real-time feedback to address student misconceptions. Students can complete assignments at home to increase their scores.

New students are exempt from all assignments before enrollment.

Homework Expectations

Homework is vital for reinforcing skills and developing good study habits and a sense of responsibility. Middle school students can expect 60 - 75 minutes of homework nightly.
# Course Schedules

<table>
<thead>
<tr>
<th></th>
<th>ELA</th>
<th>SLA OR CLOSE READING (Lavinia)</th>
<th>Science</th>
<th>Math</th>
<th>Social Studies (integrated through ELA/SLA)</th>
</tr>
</thead>
<tbody>
<tr>
<td>6th</td>
<td>EL - Modules 1 - Greek Mythology Module 3 - Indian American Boarding Schools</td>
<td>Benchmark Adelante - Core K-6 Curriculum</td>
<td>Amplify - Core Science Curriculum</td>
<td>Basic Math - Eureka</td>
<td>Grade 6 / History, Places, and Cultures in Europe and Americas</td>
</tr>
<tr>
<td>7th</td>
<td>EL Modules 1 - The Lost Children of Sudan Module 3 - The Harlem Renaissance</td>
<td>Novels studies reflective diverse cultures. (Directly connection to social studies standards)</td>
<td>Amplify - Core science Curriculum</td>
<td>Pre-Algebra</td>
<td>Grade 7 / History, Places, and Cultures of Africa, Asia, and Southwest Pacific</td>
</tr>
<tr>
<td>8th</td>
<td>EL Modules 1 - Folklore of Latin America Module 3 - Voices of the Holocaust</td>
<td>Novel studies reflective of United States History and Cultures.</td>
<td>Biology</td>
<td>Algebra</td>
<td>Grade 8 / United States History - Growth and Development through 1877</td>
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## Experience Based Learning

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<th>6th</th>
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<tr>
<td>Experience</td>
<td>Jameson Camping (overnight)</td>
<td>Civil Right Tour or Washington DC</td>
<td>Tlaxcala - Living with family*Service project</td>
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<tr>
<td>Service</td>
<td>Serve Riverside</td>
<td>Serve Indianapolis</td>
<td>Serve Mexico</td>
</tr>
<tr>
<td>College Tour (at least 1 visit per semester, parent encouraged to participate)</td>
<td>Indianapolis focused • Martin University • IUPUI • Butler • Marian</td>
<td>Indiana focused • IU • Purdue • Anderson • Ball State • Indiana State</td>
<td>Surrounding states • Central State • Kentucky State</td>
</tr>
</tbody>
</table>
## Middle School Electives

**Electives:** Elective classes meet two times per week and change each semester.

<table>
<thead>
<tr>
<th>Elective</th>
<th>Description</th>
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<tbody>
<tr>
<td><strong>Spanish</strong></td>
<td>For students not in the dual program. This focus of this class will be conversational Spanish in real life situations.</td>
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<tr>
<td><strong>Music (Choir)</strong></td>
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<tr>
<td><strong>Art</strong></td>
<td>Students will work on design through basic art skills; drawing, painting and sculpting, design artwork. Art projects may be auctioned and sold to support middle school initiatives throughout the year.</td>
</tr>
<tr>
<td><strong>PE (for students not on sports team the semester)</strong></td>
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<tr>
<td><strong>Technology</strong></td>
<td>Students learn keyboarding and basic computer applications as well as how to explore the internet. Students learn to use Google Docs, Slides and Satellite, Microsoft Office Word and Excel, Online Libraries, and virtual tours. Students also learn to safely access the internet for research, exploration and creation.</td>
</tr>
<tr>
<td><strong>Service Learning/Volunteerism</strong></td>
<td>Students will have group service projects established at the start of the semester. This could include serving students in our school or being a part of a larger community initiative.</td>
</tr>
<tr>
<td><strong>Financial Literacy</strong></td>
<td>Students will learn financial responsibility, money management, and smart decision making to ensure overall financial well-being. Students may also open a small business as a part of the class.</td>
</tr>
<tr>
<td><strong>School Newspaper/Yearbook &amp; Morning Announcements</strong></td>
<td>Students will work collaboratively to produce the monthly school newspaper and the annual yearbook.</td>
</tr>
<tr>
<td><strong>Career Exploration</strong></td>
<td>A career exploration program enables students to gain insight into potential careers. Students learn what skills are necessary for a particular career and what those who are in the profession do as part of their job. With this information, students can imagine themselves in careers that suit them.</td>
</tr>
</tbody>
</table>