

2025 – 2026

Student/Parent Handbook

Fort Wayne Campus





WELCOME TO IATS Fort Wayne Campus

Mission Statement

The mission of the IATS Fort Wayne (IATSFW) campus for Grades 7–9 is to provide an experiential learning environment that prepares students for enrollment, employment, enlistment, and/or entrepreneurship. This will be accomplished by providing our students with the highest levels of instruction and achievement combined with exemplary character development that prepares them for a career pathway.

Anti-Discrimination Policy

No student will be excluded from participation on the basis of race, color, religion, gender, gender identity, nation of origin, or disability. Students applying will be admitted based on academic record, potential for success in an onsite and/or online learning environment,

Section 504 of the Rehabilitation Act of 1973

IATSFW, under Section 504 of the Rehabilitation Act of 1973, does not discriminate based on disability in admission to its programs, services, or activities, in access to them, in treatment of individuals with disabilities, or in any aspect of their operations. IATS Fort Wayne has the obligation to identify, evaluate, and if the student is determined to be eligible under Section 504, to afford access to appropriate educational services. If the parent or guardian disagrees with the determination made by the professional staff of the school, he/she has the right to a hearing. If there are questions, please feel free to contact the Executive Director of the school corporation.

School Calendar and Schedule

IATSFW will operate a traditional school calendar with 180 official school days, with its offices open Monday through Friday, 8:00 AM to 3:00 PM, except on national holidays or in the event of weather or other natural disaster, or as indicated on the school calendar posted on the school's website. The administrator, faculty, and staff may schedule appointments to work with or assist students before or after the regular hours, or on Saturdays, as needed. Every student will be provided with contact information for his or her teachers and the school's administrative personnel. This information will include phone numbers as well as email addresses. All personnel are required to return phone calls and emails in 48 hours or less, Monday through Friday. Students may access their courses at any time, 48 hours/day, 7 days/week during the academic school year. All semester courses are designed to be completed within the academic calendar, with the student spending approximately 1 hour per subject per day.



Attendance and Tardy Information

Indiana law requires regular attendance in school.

A student's attendance is essential to learning that includes not only factual subject matter but also attendance habits, work habits, attitudes, and ideals. Reading the material and performing satisfactorily on tests does not compensate for the loss of insight gained during class discussion, explanation, or supervised work. Furthermore, every student contributes to one another; therefore, a student who is absent short-changes those who are not.

Every absence, whether excused or not, interrupts the student's understanding of the material being presented and weakens their interest in the continuing program. Research shows that educational achievement is directly related to attendance.

Students absent from school must submit a written parental/guardian/physician excuse upon their return to school.

Our priority is to help students socially, emotionally, and academically learn and grow. A student's regular attendance in all classes is vital to that growth. We value working together with all stakeholders to help all students maintain regular attendance to achieve their academic and life goals.

1. Parents or legal guardians are required to contact the school by calling the school at 260-319-8082 ext. 114 for the day of absence. If the school does not receive message or call by 10:00 a.m. the day after the absence, the absence will be considered unexcused. You may call the attendance office as far in advance as possible.
2. A telephone call will be required each day the student is absent unless prior arrangements have been made.
3. When reporting an absence with the attendance office or by voicemail, parents/guardians should provide all required information.
 - their name and relationship to student
 - student's name (please spell) and grade in school
 - reason for absence
 - the date of absence
4. Upon returning to school the day following an absence, the student should go directly to class. If there is a question about the absence, the administration will contact the students.
5. If a student leaves the school building during the school day, the student must sign out with the attendance office. Students must sign in at attendance upon returning to school that day or arriving at school after the school day begins, even if returning or leaving during a passing period.



Failure to properly sign in or out could result in the student’s absence being marked as unexcused, and consequences may be issued.

The student, parent or legal guardian, and the school must cooperate to achieve the school's stated philosophy of education where school attendance is concerned. However, students must be encouraged to exercise self-discipline within the framework of the stated attendance policy.

The IATSFW administration reserves the right to verify such statements and to investigate the cause of each single absence or prolonged absence. Failure to follow attendance guidelines may result in school discipline. It is the responsibility of the school to report all attendance concerns to the juvenile court. A court officer will follow procedures to ensure the regular attendance of all students. If a student is absent from school, the parents must call and notify the office of their child’s absence by 10:00 AM. If the school has not been notified, the school will contact the parents by phone or letter to inform them of their students’ absence from school. All absences/tardies are considered unexcused unless a phone call or a written notification from the parent/guardian is received in the office.

Excused Absences

Excused absences are defined as absences that the school corporation regards as legitimate reasons for being out of school, as included in the local attendance policy. These reasons could include:

- Illness verified by note from parent/guardian
- Illness verified by note from a healthcare provider
- Family funeral
- Absences related to deployment and return for military-connected families

Unexcused Absences

- An unexcused absence is any absence not covered under the definition of excused or exempt absences outlined above.

Attendance Progression and Intervention Chart

Absence Level	Intervention Action
5 unexcused absences (Habitually Truant trigger)	Parent Notification Letter and Initial Attendance Check-In with Teacher or Advisor
7 unexcused absences (Chronically Truant trigger)	Parent/Guardian Conference with Attendance Clerk or School Administrator; Begin Attendance Contract
10 unexcused absences	Referral to MTSS team; Implement Tier 2 Supports (daily check-ins, mentorship, flexible scheduling, etc.) Phone call to DCS
12 unexcused absences	Revise or Intensify Intervention Plan; Consider Wraparound Services or Agency Referrals



15+ unexcused absences	Referral to Juvenile Court or Attendance Officer; Possible Educational Neglect Report (if applicable); Case Review by School Administration
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If a student arrives at school and to their period one class after 8:00 AM for any reason, they are tardy to school and a pass must be obtained from the office to enter class. Students tardy to school must submit a written parental excuse upon their arrival at school. Students are considered tardy to school if they arrive after the start of the school day and before 10:00 AM. *After 10:00 AM the student will be marked as a half-day absence.*

If a student arrives late to school, he/she is tardy to class. In most cases, only written excuses from the principal will be accepted for an excused tardy. Excessive tardiness to class will result in disciplinary action by the school. This will be tracked on a quarterly basis.

TARDY PROGRESSION

1 st Offense	Warning
2 nd Offense	Warning
3 rd Offense	Lunch Detention and Call Home
4 th Offense	Parent/Guardian Conference
5 th Offense	Parent/Guardian Conference with Attendance Contract
6 th Offense	Referral to Multi-Tiered Systems of Support (MTSS) team for formal attendance intervention plan, which may include daily check-ins, mentoring, or a behavior intervention plan (BIP)



IATS Fort Wayne Campus Bell Schedule 2025-2026

TIME	Daily Schedule while On-Campus
7:45 AM – 8:00 AM	Arrival
8:00 AM – 8:45 AM	Academic Block 1
8:45 AM – 8:48 AM	Block Passing
8:48 AM – 9:33 AM	Academic Block 2
9:33 AM – 9:36 AM	Block Passing
9:36 AM – 10:21 AM	Academic Block 3
11:00 AM – 11:30 AM	Enrichment / Wellbeing
11:30 AM – 12:00 PM	Lunch
12:00 PM – 12:45 PM	Academic Block 4
12:45 PM – 12:48 PM	Block Passing
12:48 PM – 1:33 PM	STEM Block
1:33 PM – 1:36 PM	Block Passing
1:36 PM – 2:21 PM	Agriculture Block
2:21 PM – 2:24 PM	Block Passing
2:24 PM – 3:00 PM	Elective Block



Family Educational Rights and Privacy Act

Under the provisions of the Family Educational Rights and Privacy Act of 1974, parents of currently enrolled students under the age of 18 have the right to:

1. Inspect and review their student's educational records,
2. Request the amendment of their student's educational records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights,
3. Consent to the disclosure of personally identifiable information contained in their student's educational records, except to the extent that this act and its regulations authorize disclosure without consent,
4. File with the U.S. Department of Education a complaint under the provisions of the Act concerning alleged failures by the district to comply with the requirements of the Act; in accordance with state and federal privacy laws, students who attain the age of 18 may transfer certain rights related to their academic records.

No member of IATS is authorized to release student information without the written permission of the student's parent or legal guardian.

Names and images of students will not be published in print, video/film, or on our public website without written student and guardian consent.

Special Education

IATS is committed to educating students with disabilities consistent with applicable federal and state law. A student can access special education and related services through proper evaluation procedures. Parent involvement in this procedure is important and required by the Federal (IDEIA, A.D.A. Section 504) and State law. Contact the IATS to inquire about evaluation procedures, programs, and services.

Children who meet the Federal definition of "homeless" will be provided free appropriate public education in the same manner as all other students in the school. To that end, homeless students will not be stigmatized or segregated on the basis of their status as homeless and will be assigned to the school serving those homeless students residing in the area in which the homeless child is actually living. The school shall establish safeguards that protect homeless students from discrimination on the basis of their homelessness.

Least Restrictive Environment

The school recognizes the importance of educating students with disabilities in the least restrictive environment. The school shall ensure to the maximum extent appropriate that students with disabilities are educated with nondisabled students and that students are removed from the



general education environment only when the nature and severity of the disability is such that education in general education classes using supplementary aids and services cannot be satisfactorily achieved. The students' case conference committee shall determine the placement in which a student will receive services. These shall be delivered in the least restrictive environment regardless of the identified disability (as documented in the appropriate written notice).

Procedural Safeguards

The school will establish and maintain procedures to provide reasonable safeguards with respect to the provision of special education services. Procedural Safeguards must be given to parents once each year and upon initial referral or request for evaluation, the filing of the first complaint or due process hearing during the school year, on the date of any disciplinary action constituting a change of placement, and at a parent's request.

Transition Services

It is required that transition planning begin at the earliest age appropriately. For each student with a disability, beginning at age 14 (or younger, if determined appropriate by the IEP team), the IEP must include a statement of the student's transition service needs that focuses on the student's course of study (such as advanced academic courses, technical training, or intensive employment preparation). Thus, beginning at age 14, the IEP team, in identifying annual goals and services for a student, must determine what instruction and educational experiences will help the student prepare for the transition from school to adult life.

Article 7

Discipline for special education students is subject to the requirements of 20 U.S.C. 1415 et seq.

The school will establish and maintain procedures and guidelines to implement this policy in accordance with IDEA and Article 7.

Protocol/Steps for Special Education Testing

Referrals for special education services can be obtained by licensed personnel or the parents/guardians. If you think your child may have a disability that is affecting his or her education, you can ask the school to evaluate your child to determine whether he or she would be eligible for special education (considered a child with a disability under IDEA).



All academic and behavioral data will be collected, along with interviews from staff and parents, to seek information that will assist the team in deciding whether to proceed with an evaluation or not.

If the referral is appropriate to proceed for an evaluation for special education services a consent from the parent or guardian will be obtained. After the school district has gotten your permission (consent) in writing, the initial (first) evaluation must be completed within 60 calendar days.

A Case Conference will be scheduled with you to present a written evaluation report describing your child's strengths and needs and what instructional or related services are recommended for your child. You will be given a copy of the report along with your parental rights.

Please contact our Special Education Department for more information at **Jo Bischoff, Director of Special Education, at (317) 680-0733.**

Case Conference

The Case Conference committee process is used to develop, review, and revise the educational program and services for students with disabilities who are eligible for special education. Every student who receives special education services must have at least one case conference meeting during 12 months. The committee must include but not be limited to a Public Agency Rep, the current Teacher of Record, one of the General Education Teachers (parents may grant permission to excuse the teacher) and any extended specialists such as speech, OT, PT etc. A reevaluation must occur at least once every three years, unless the parent and the public agency agree that a reevaluation is unnecessary.

School Culture

The success of the educational model will ensure that this school's students will have access to the highest quality online and in person curriculum. Subject is the curriculum platform that provides instructional practices that focus on the individualized learning needs of all students. Continuous communication between the school's faculty, Classroom Teachers, administration, parents, and students will create an environment where all students have the support needed to achieve academic success.

Academic Course Work

- Student Activity and Pacing will be reviewed daily by the Classroom Teacher or designee.
- Students are to follow the academic calendar for the school year when doing academic coursework.



- **Students are expected to demonstrate the following progress indicators daily:**
 - On Pace or Greater with Daily Target Completion
 - 5% or Less Behind Pacing Target Completion
- The school will follow the Academic Review Status (ARS) for students that are delinquent in their academic course work. See section on Academic Review Status Process in the Parent/Student Handbook.

Student Engagement Policy

A student who fails to participate in courses may be withdrawn from enrollment with the school provided that the following has been followed:

1. Adequate notice of the withdrawal is provided to the parent and the student; and
2. An opportunity is provided, before the withdrawal of the student by the school, for the student or the parent to demonstrate that failure to participate in the course is due to an event that would be considered and excused absence.

Our Academic Review Status policy provides the adequate process required for Student Engagement Policy.

Progress in Course Work

Students' progress will be carefully monitored by the Classroom Teacher assigned to that student, and this will be done daily. Each week the Classroom Teacher will contact the student and parent/guardian to discuss the student's attendance and progress in all courses. Adjustments and suggestions for improvement will be discussed at this time. Students who are struggling academically or who have other problems may be contacted more frequently to best meet their needs.

Plagiarism and Academic Honesty

IATFW maintains a positive learning environment for all students, faculty, and staff. Students are expected to respect one another, have academic integrity, and submit work that is their own. Students are always required to conduct themselves honestly. Students are responsible for understanding what behavior constitutes plagiarism and cheating, and properly crediting sources when submitting work.



ACCORDING TO THE MERRIAM-WEBSTER DICTIONARY, TO "PLAGIARIZE" MEANS

- To steal and pass off (the ideas or words of another) as one's own,
- To use (another's production) without crediting the source,
- To commit literary theft, or
- To present as new and original an idea or product derived from an existing source.

AI USE POLICY

Students are expected to use artificial intelligence (AI) tools ethically and with transparency. Use of AI for brainstorming, outlining, or study support is permitted, but all final work must reflect the student's own understanding and voice. Submitting AI-generated content as original work without teacher permission constitutes academic dishonesty.

Acceptable Uses:

- Brainstorming ideas
- Proofreading or grammar assistance
- Organizing outlines with acknowledgment

Unacceptable Uses:

- Copying/pasting AI-generated work as a final submission
- Using AI to complete assignments, projects, or assessments without permission

Violations of this policy will be handled under the plagiarism and academic honesty section of this handbook.

Consequences for Plagiarism

If plagiarism occurs, students must re-submit the assignment containing original work with proper citation.

Minor Infraction:

1. If the student does not re-submit the assignment in a timely fashion determined by the teacher, the student will receive a "0" on that assignment.



2. If this is the first time the student has plagiarized, and the infraction is minor, i.e., failure to include quotes or a specific citation to a reference, or inadvertent collaboration between students in the same locale, the student may receive up to 90% credit on the assignment based on the quality of the work. This assumes the student resubmits the work in a timely fashion.
3. A second minor infraction will result in the student being able to receive up to 50% credit on the assignment based on the quality of the work. This assumes the student resubmits the work in a timely fashion.

Major Infraction:

1. For a first-time serious infraction, i.e., copying entire bodies of work from another student and presenting it as their own, hiring a student to complete work, using, or sharing answer keys, etc. the student may be able to receive up to 50% credit on the assignment based on the quality of their work, assuming the student resubmits the work in a timely fashion, as indicated by their teacher.
2. Additional serious infractions or subsequent minor infractions will result in the student earning a grade of zero (0) for the assignment. In addition, in cases involving repeat, serious infractions, the student may be removed from the course with a failing grade. Extreme cases may result in dismissal from IATS.

Academic Review Status Process

The process for a student being placed on Academic Review Status is as follows:

1. Students' academic course work will be reviewed at the end of the first semester of the school year. A student will be placed on Academic Review Status at this time if recommended.
2. Students will be monitored by their Classroom Teacher during the 3rd Quarter of the school year.
3. At the end of the 3rd Quarter, students on Academic Review Status will be reviewed for the purpose of:
 - a. Removing the student from Academic Review Status;
 - b. Staying on Academic Review Status; or
 - c. Receiving a 2nd or 3rd Academic Review Status letter (See ARS Definition of 2nd and 3rd Letter)



4. At the end of the 4th Quarter, a review of current Academic Review Status students, along with reviewing all student's academic course work for the semester, will determine the academic status.

ACADEMIC REVIEW STATUS LETTER DEFINITION

FIRST ARS LETTER

1. Students placed on ARS are notified through the first ARS which will be sent to the student and their parents. This letter is generated and certified mailed by the Registrar/Enrollment Manger from IATS Administrative Offices.
2. IATSFW will indicate on the ARS Student Roster when the ARS letter has been mailed to the student.
3. Parents are to notify their Classroom Teacher by a certain date that is written in the ARS letter that they have received the letter and have acknowledged that this is their first warning. Classroom Teacher, student, and parent will schedule a conference to develop an academic plan to ensure that the student is following through and is accountable for their academic work.
4. If the student and parents do not contact their Classroom Teacher by the posted date, a certified letter will be mailed from IATS Administrative Offices to let the student know that they have been recommended for withdrawal from IATS for lack of academic performance. The final decision will be made by the Executive Director.

SECOND ARS LETTER

1. If a current student who is on Academic Review Status has not improved their academic course work, then on the recommendation of their Classroom Teacher, the student is referred to receive a Second Academic Review Status Letter. This letter is generated and certified mailed by the Registrar/Enrollment Manager from IATS Administrative Offices.
2. IATSFW will indicate on the ARS Student Roster when the ARS letter has been mailed to the student.
3. Parents are to notify their Classroom Teacher by a certain date that is written in the ARS letter that they have received the letter and have acknowledged that this is their first warning. Classroom Teacher, student, and parent will schedule a conference to develop an academic plan to ensure that the student is following through and is accountable for their academic work.



4. If the student and parents do not contact their Classroom Teacher by the posted date, a certified letter will be mailed from IATS Administrative Offices to let the student know that they have been recommended for withdrawal from IATS for lack of academic performance. Final decisions will be made by the Executive Director.

THIRD ARS LETTER

1. Student and Parents are notified by a certified letter that the Third ARS letter is due to continual lack of academic work by the student. This letter notifies that the student has continued not to do their academic work and is extremely behind academically.
2. This is the third and final step of the process for the student and is recommended to be an official recommendation for withdrawal from IATSFW.
3. This letter is generated and certified mailed by the Registrar/Enrollment Manger from IATS Administrative Offices.
4. The Registrar/Enrollment Manager will do an Exit Interview with the student and parent.
5. IATSFW will indicate in the student management system when the student has been officially withdrawn from IATS.

Grading Policy

The following grading scale will be used for all students for nine weeks, semester exams, and semester grades.

<u>LETTER GRADE</u>	<u>QUALITY POINTS</u>	<u>GRADING SCALE</u>
90 – 100	4.0	A
80 – 89	3.0	B
70 – 79	2.0	C
<69		No Credit (Incomplete)

FINAL EXAM POLICY

- All Exams will be opened on the first day of Final Exam Week for each semester.
- You will have access to all your academic final exams once exams are opened.
- You will have the full Final Exam Week to complete your exam.
- **You will have only one attempt at the final exam.**



- All final exams have a weight of 15% towards your final grade for the first semester.
- **YOU MAY TAKE THE FINAL EXAM PRIOR TO THE WINDOW OPENING IF YOU HAVE COMPLETED YOUR COURSE. YOU MUST CONTACT YOUR TEACHER TO HAVE YOUR FINAL OPENED. ***
- **ALL STUDENTS ARE REQUIRED TO TAKE THEIR FINAL EXAMS UNLESS THEY RECEIVE EXEMPT STATUS (See Final Exam Exemptions)**

FINAL EXAM EXEMPTIONS – IMPORTANT

To qualify for an Exam Exemption, you must complete ALL the course assignments (100%) and have an **ACTUAL GRADE 90% or higher by the end of each ACADEMIC SEMESTER.**

If you meet these requirements, you will be exempt from that final and receive a grade of A in the course.

This will be verified by our Registrar/Enrollment Manager.

You will be notified of such exemptions via the Course Completion Notice you receive from your teacher and/or your Academic Leader.

Graduation Requirements

Requirements for graduation are established by the State Legislature, the Indiana Department of Education and the IATSFW. Students not meeting the requirements will not receive a diploma.

Transcript Requests

On the IATS website, you will find both the **Transcript Request Form and the Secondary School Report** form that are needed to request transcripts be sent to colleges for the application and admission process. Please complete the online form and submit it. These forms are required for each college/university you are applying for admission to.

Withdrawing from School

To officially withdraw from IATS, you must do the following:

1. Parents must notify our Fort Wayne Campus and our IATS Registrar/Enrollment Manager at **(317) 953-1302 or email at awyman@indiana.ag** that you are withdrawing your student(s).



2. The Registrar will send you the school's Withdrawal Paperwork to be filled out and returned to the school Registrar.
3. Chromebook(s) must be returned, and all outstanding financial balances must be paid before student transcripts are released to the sending school.
4. Our Registrar/Enrollment Manager will do a follow up Exit Interview with all students and Parents.

Student Discipline

IATSFW is committed to providing a safe and orderly environment and protecting the health, safety, and welfare of all students. To that end, we expect our students, administration, faculty, and staff to support our vision of providing student-centered services in a professional and compassionate manner utilizing highly trained and committed staff to individualize educational strategies that will empower each student to succeed.

Because of the availability and frequency of interactions between students, their families, and school personnel, all students will be expected to conduct themselves appropriately while on school property, attending a school function or interacting with school personnel. Appropriate behavior includes, but is not limited to, language use, dress, and non-verbal communication, in compliance with all school policies. IATSFW provides student centered services in a professional and compassionate manner utilizing highly trained and committed staff to individualize educational strategies that will empower each student to succeed. Thus, one of the most important under-girding principles is the creation of a learning environment based on respect for all. The following codes of conduct serve to promote and enforce this environment. The school will have a strict discipline policy for students who engage in fighting or other aggressive behavior as defined by the Indiana Department of Education. In addition, students who are disruptive or a danger to themselves or others will be dealt with immediately through suspension or dismissal. Administrators, faculty, and staff will receive training designed to prevent and minimize disruptive and aggressive student behavior. Students who are ESE will be disciplined according to the state and federal ESE guidelines and the behavior intervention plan prescribed in their Individual Education Plans.

CODE OF CONDUCT

To ensure an environment that is conducive to the education process, students are expected to behave appropriately. Violations of the code of conduct can be minor, major, severe, or severe major offenses. Consequences may include lunch detention, after school detention, loss of privileges, loss of bus privileges, community service, In-School Restriction (ISR), Restorative Conference (OSS), referral for expulsion, referral to court, compensatory payment of damages, loss of credit, or other consequences that are appropriate to the situation and agreed upon by the parent, teacher and/or administrator. Bus violations and consequences are also included in the information below. In addition, the school will work collaboratively with the local authorities and law enforcement, as necessary.



Indiana Agriculture and Technology FW Campus School Equitable Code of Conduct and Discipline Plan

Infraction Level	Sample Behaviors	Progressive and Restorative Responses
Minor	<ul style="list-style-type: none"> • Failure to follow classroom rules and procedures established by the teacher • Inappropriate/Disruptive behavior • Tardiness • Loitering • Public Display of Affection • Profanity • Dress Code • Cafeteria misbehavior • Inappropriate Language • Use/Misuse of equipment including electronics. • Bus misconduct as determined minor by the principal • Any other rules that may be established from time to time by the Board of Education (IATS Board of Directors), Executive Director or principal 	<ul style="list-style-type: none"> • Verbal redirection • Reteach expectations • Parent contact • Student/Administrator Conference • Reflection sheet • Seat Change or proximity adjustments • Restorative Circle
Major	<ul style="list-style-type: none"> • False identification, cheating, forgery, plagiarism • Failure to serve detention • Profanity directed at an adult • Insubordination • Unauthorized use of equipment including electronics • Trespassing • Damage of school or private property • Leaving school without permission • Harassment/Bullying • Bus misconduct as determined by the principal or designee. • Multiple violations of minor violations • Any other rules that may be established from time to time by the IATS Board of Directors, Executive Director, or principal/designee 	<ul style="list-style-type: none"> • Administrator referral • Restorative conference • Behavior contract • Counseling referral • Detention or In-School Restriction



<p>Severe</p>	<ul style="list-style-type: none"> • Vandalism/Destruction of school or private property • Theft/Extortion • Harassment/Bullying • Any action which could or does cause physical harm to property or person • Possession of tobacco, e-Cigarette, vaping, or look-alikes • Physical fighting • Inciting or participating in an activity that causes disruption to the school day. • Unauthorized use, misuse, or abuse of computers/technology which may result in disruption of school, theft, harassment, damage to property, obscenity or other negative impact on school and persons. • Hazing or degrading behaviors • Removal from ISR • Threats • Profanity, obscene language, or gestures directed toward an adult. • Possession or use of a device or item which could or has caused a disruption. • Direct defiance of any reasonable direction given by any school staff • Multiple violations of major violations • Any other rules that may be established from time to time by the IATS Board of Directors, Executive Director, or principal/designee 	<ul style="list-style-type: none"> • Behavior Intervention Plan • In-school Restrictions • Out-of-school suspension with reentry meeting • Law enforcement, if required • Restorative circle
<p>Severe Major</p>	<ul style="list-style-type: none"> • Any conduct which violates federal, state, and/or local law • Any action which incites panic, creates a major disruption, and/or impacts the normal operation of the school day • Assault and Battery which causes injury requiring medical treatment • Possession of any weapon, firearm, potential weapon, dangerous object, knife chemical sprays, explosives, and such • Possession of narcotics, alcoholic beverages, drugs, or look-alikes • Breaking and entering • Harassment/Bullying 	<ul style="list-style-type: none"> • Immediate administrative referral • Long-term suspension or expulsion consideration • Threat assessment if necessary • Parent and reentry planning meeting • Law enforcement collaboration



	<ul style="list-style-type: none"> • Gambling • Multiple violations of severe violations • Any other rules that may be established from time to time by the IATS Board of Directors, Executive Director, or principal/designee 	
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Scope:

This policy shall apply to the following situations:

1. On school property during and immediately before or after hours, in a school bus or other school district vehicle or at a school sponsored activity or function,
2. On school property at any time when the property is being used by a school sponsored group,
3. Off school property at any school sponsored activity or function, and on school buses and other vehicles provided by the Board for transportation of students or in private vehicles used for the same purpose. Complicity in any violation of this policy or of any law specific to this policy, regardless of whether the act of complicity was committed on school property or at a school sponsored function or activity.

DESCRIPTION OF VIOLATIONS DEFINITIONS

1. **Disruption in School/Activities:** A student will not through physical or verbal acts, insubordination, or repeated or other acts of misbehavior, disrupt or obstruct the educational process, either while in school or at extra-curricular activities or other school-sponsored functions. All students are expected to contribute to an environment conducive to learning. Disruptive activities are those which interfere with teaching, learning, and/or another person's personal rights. Consequences are assigned progressively depending upon how often behaviors are repeated, or how severe the disruption.
2. **Harassment:** A student will not, by use of violence, fear, hazing, force, coercion, threat, or other related behavior intimidate or harass any other person or persons regardless of race, national origin, ancestry, religion, citizenship status, sex, economic status, age, handicap, disability, or other human differences. This section applies to acts of sexual harassment either of another student or a school district employee. Please refer to the separate harassment policy.
3. **Destruction/Damage/Misuse of School or Private Property:** All students are expected to respect school property and the property of other students, staff, and visitors. Students are expected to respect the property of organizations and people when participating in IATS activities at other schools and organizations. A student



- will not cause or attempt to cause willful destruction or defacement of school or private property. A student will not use any computer or electronic device in an unauthorized manner. Software installations and modifications are not to be done by students. Please refer to the separate acceptable use policy.
4. **Fighting, Assault and/or Threat:** A student will not verbally abuse, threaten, or physically attack any person.
 5. **Firearm or Knife:** A student will not possess, handle, conceal, transmit, sell, distribute, or use a firearm or a knife on any school district property, in a school vehicle or at any school-sponsored activity or function, without the express prior authorization by the administration (e.g. a drama prop or antique as a part of a class presentation). Possession of a counterfeit firearm or knife is a violation of this section.
 6. **Dangerous Weapons, Instruments, and Objects or look-alikes:** A student will not possess, handle, conceal, transmit, sell, distribute, or use any object or substance which is considered a dangerous weapon, instrument capable of harming another person, or material in support of such a weapon or instrument. Possession of cigarette lighters or counterfeit weapons is a violation.
 7. **Narcotics, Alcoholic Beverages & Drugs, or look-alikes:** A student will not possess, handle, conceal, transmit, sell, distribute use or be under the influence of any alcoholic beverage, controlled substance, counterfeit drug, or any other substance that causes physical or mental change. Possession of drug paraphernalia is a violation of this section. This section shall not apply to a student who takes a prescription drug under the written authorization of a licensed physician and reports this prescription to the administration.
 8. **Possession and/or Use of Tobacco, e-Cigarette, Vaping Materials, or look-alikes:** A student will not possess, handle, conceal, transmit, sell, distribute, or use tobacco or vaping products in any form including look-alikes.
 9. **Inappropriate language, Profanity, and/or Obscenity:** All students are expected to use language which is appropriate to school. A student will not annoy, embarrass, or humiliate others, or disrupt the education process or other school sponsored activities, through the use of written, verbal, gestural, or other means of profanity or obscenity. This includes behaviors such as creating or distributing profane or obscene literature or drawings. Such behaviors can be considered harassment and will be dealt with as such.
 10. **Truancy and Tardiness:** All students are expected to attend school daily and on time unless legally excused. Students will comply with and be subject to the state's compulsory school attendance laws. Please refer to separate attendance guidelines. A student's absence from school without a legal excuse constitutes truancy or tardiness.



This includes unexcused absences from any part of a period or the school day, class or any other properly assigned activity. Repeated tardiness is considered a form of insubordination.

11. **Failure to serve detention:** All students are expected to serve assigned detentions, to arrive at the scheduled time, to remain throughout the detention and to follow any guidelines outlined by the staff member in charge.
12. **Insubordination:** A student will comply with directions of authorized school personnel during any period of time the student is properly under the authority of the school. Forms of insubordination include repeatedly violating any rule, directive, or discipline procedure, and lying to school personnel.
13. **Inappropriate Behavior:** All students are expected to follow school rules, respect the rights of students and staff, and to resolve conflicts in a positive way and in a timely manner. Inappropriate behaviors occur when students violate a school rule, or when a student's actions interfere with teaching, learning, and/or another's personal rights as directed by any staff members or guest staff members; including failure to follow classroom rules and procedures established by the teacher. This includes behavior outside the classroom such as the hallway, cafeteria, or extra-curricular activities, and behaviors that are affectionate in nature (public display of affection, PDA).
14. **Inappropriate Dress:** Each student has the right to dress in ways that represent his/her individuality. However, some attire is not appropriate at school. A student will not dress or appear in a fashion that (1) interferes with the health, safety, or welfare of that student or of others, (2) causes undue attention, or (3) disrupts or otherwise interferes with the educational process or other school functions. Please refer to the separate Dress Code.
15. **Theft:** A student will not take or attempt to take possession of either the public property or equipment of the school district or the personal property of another person. Under no circumstances are students to claim the property of others as their own or to accept/receive stolen school or private property.
16. **Extortion:** A student will not obtain or attempt to obtain another person's property or coerce or attempt to coerce another person to engage in an act, either by implied or expressed threat.
17. **False Identification/Forgery:** A student will not use or attempt to use false identification to mislead school personnel or to falsify the name of another person or the times, dates, grades, addresses or any other data maintained by, or correspondence directed to any school in the school district. Lying to school personnel is a violation of this section. Forgery is defined as submission of an unauthorized request or



- signature or occurs when a pass/note/excuse/etc. is altered without proper authorization.
18. **Cheating/Plagiarism:** A student is expected to produce his/her own work in and out of the classroom. Exceptions occur when a teacher assigns cooperative exercises, projects, and/or assignments. Cheating is defined as the intention to deceive staff and students by 1) acquiring another individual's written or cognitive property for personal gain, and/or 2) assisting another student by providing written or cognitive property. Each student is expected to acknowledge the supporting work of other authors in his/her own written work. Plagiarism is defined as presenting or submitting published material without clear documentation and offering information as a product of your own work.
 19. **Trespassing/Loitering:** A student will not be present in any school building or on school grounds at unauthorized times, without supervision or when that student's presence may cause disruption of the educational process or a school activity, service, and/or function. Students should not be in areas that are inherently dangerous, unsupervised, or not assigned to them for a specific classroom or activity as directed by the adult in charge. It is important to note that students may not arrive for after school activities more than 15 minutes prior to the start of the activity unless supervised by an adult.
 20. **Breaking and Entering:** A student will not break and enter, or attempt to break and enter, school or private property, either on school grounds or at any school activity, function, or event off school grounds. A student will not enter, or attempt to enter, any computer file assigned to the respective student.
 20. **Gambling:** A student will not engage in any act of gambling or game of chance for money or valuables.
 21. **Electronic Devices:** A student will not possess, transmit, conceal, or use a radio, player or electronic game device, electronic communications device or pocket pager, or cellular phone without the consent of school personnel or for academic use. (A) Electronic communication devices or pocket pagers may be used by students during instances of medical or family emergencies and only upon the express prior approval of the principal. Any such exception shall be communicated by the principal to the affected staff. The school district's acceptable use policy will determine electronic usage guidelines.
 22. **Bus Violations:** A student not complying with bus regulations. Please refer to separate bus rules and regulations.
 23. **Caused, attempted, or threatened to cause physical injury:** All students are expected to refrain from harming other individuals. All students are expected to respect the rights of others and use those means available within the school to achieve



positive resolutions to conflicts. Injury to another, even when caused accidentally, is a serious situation. When injury to another student is intended, the situation is much graver. Fighting is defined as a physical altercation between two or more students with intent to injure. Assault is defined as initiating aggressive physical contact to another student who does not respond in defense. Verbal and/or written threats of physical injury will be treated as a form of assault. Consequences increase depending upon the actual or potential for harm to others, and/or how frequently the behaviors are repeated.

DISCIPLINE GUIDELINES

The offenses listed in this handbook are not intended to include all possible scenarios. Other violations and outcomes consistent with the intent of all related regulations shall be determined by the building principal or Executive Director. There are certain things that come up in the course of the year that will require almost automatic disciplinary action.

REASONABLE FORCE

A student may be subject to an amount of force and restraint by a school district employee as is reasonable and necessary under the circumstances for any of the following reasons: (1) To quell a disturbance threatening physical injury to others, (2) To obtain possession of weapons or other dangerous objects upon the person or within control of that student, (3) To act in self-defense, or (4) To protect other persons or their property.

HARASSMENT, INTIMIDATION AND BULLYING

Harassment, intimidation, or bullying behavior by any student at IATSFW is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Harassment, intimidation, or bullying", means any intentional written, verbal, graphic or physical act including electronically transmitted acts i.e., Internet, cell phone, personal digital assistant (PDA), or wireless hand-held device, either overt or covert, by a student or group of students toward other students, including violence within a dating relationship, with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school provided transportation, or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of:

- A. Causing mental or physical harm to the other students including placing an individual in reasonable fear of physical harm and/or damaging of students' personal property; and,
- B. It is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for other students.



DRESS CODE

Students are expected to always dress appropriately. Any fashion, dress, accessory, or hairstyle that disrupts the educational process or presents a safety risk will not be permitted. Common rules of modesty and decency should prevail. Any type of dress or grooming that detracts from the educational process or causes concern for the health, safety, and general well-being of students will be considered improper. The dress code interpretation and determination will be made by the administrator. Sleepwear or beachwear (including flannel shorts & pants) can only be worn for **special events** such as **Spirit Week**. Students are encouraged to have extra clothing available to change when needed due to dress code violations. Students have ample time during the day to access their locker. The following are examples of dress being unfit for school wear:

All students should feel safe and respected. The following clothing options apply to all students.

Students must wear:

- Tops that cover the front, back, sides, and underarms.
- Bottoms, such as pants, jeans, skirts, or shorts, that fully cover undergarments and remain appropriately fitted during regular movement (e.g., sitting, walking, reaching).
- Footwear suitable for safe participation in school activities.

Students may wear:

- Religious headwear
- Hooded sweatshirts (hood should not be worn during school hours)
- Accessories that do not present a safety risk or disrupt the educational environment
- Clothing that expresses their identity, culture, interests, or beliefs (as long as it does not violate the restrictions below)

Prohibited Student Dress

Students may not wear:

- Clothing or accessories that contain hate speech, profanity, sexually explicit content, or imagery that promotes alcohol, drugs, violence, or weapons
- Hats, hoods, durags, headwraps, bonnets
- Items that threaten the safety of the school community (e.g., chains, spiked collars, or symbols associated with gang activity)
- Costumes or disguises (e.g., masks, face paint) unless part of a school-sanctioned event

Enforcement



- Dress code violations will be addressed in a respectful manner.
- If a change of clothes is needed, the school will provide options or allow a parent/guardian to bring a change.
- Disciplinary action will only occur after supportive interventions, and students will not be removed from class unless there is a significant safety concern.

Family Engagement

- We encourage families to support their students in making respectful clothing choices. Any questions or concerns about this dress code should be directed to the school administration for clarification or accommodation.

BUS RULES, REGULATIONS AND PASSES

- Bus Conduct addresses the privilege of school transportation. All school rules apply to bus routes.
- Below is a list of bus specific violations identified as Level 1: Minor Infractions or Level 2: Major Infractions and their respective consequences. Students are encouraged to follow the guidelines of the handbook, follow directions of the bus driver, and report any infractions or issues to the driver or school personnel.

Bus Behavior Infractions

*Aerosol cans are not permitted. Using sprays, perfumes, and/or any other scented liquids or mists are not permitted.

Level 1 Bus Behavior – Progressive Discipline Plan

Minor infractions include but are not limited to:

- Loud talking or talking at railroad crossings
- Moving around the bus/out of seat
- Pushing/touching or disrupting others
- Repeated tardiness to the bus
- Disrespect to other students/the driver
- Harassment/Bullying of other students
- Not following directions of the driver Profanity
- Possession of match/lighter
- Eating or drinking (food or gum) on the bus
- Tampering with equipment
- Littering/Throwing objects on the bus



Offense	Disciplinary Action
1st Offense	Verbal redirection and documented warning; student reminded of expectations
2nd Offense	Parent/guardian contact and assigned seat for monitoring
3rd Offense	Reflective writing or problem-solving sheet with bus driver or administrator; optional lunch detention
4th Offense	Bus behavior contract developed with student, driver, and administrator; family conference required
5th Offense	Temporary 1-day bus suspension; alternative transportation required
6th Offense	Suspension increases by one day per infraction: review by administrator to determine need for behavior intervention plan (BIP) or alternative transportation plan

Level 2 Bus Behavior – Major Infractions & Progressive Discipline Plan

Major infractions include but are not limited to:	
<ul style="list-style-type: none"> • 5 or more repeated Level 1 infractions • Profanity directed at driver or staff • Igniting a match or lighter • Fighting or physical assault • Possession of tobacco, drugs, vapes or look-alikes • Theft • Possession or use of fireworks, explosives, or other pyrotechnics • Vandalism or arson • Threats of violence toward driver or staff • Possession of a weapon or dangerous object • Throwing objects from the bus • False identification, forgery, or tampering with bus safety equipment 	
Offense	Disciplinary Action
1st Offense	1–3-day bus suspension, based on severity; parent notification and documentation; administrative review
2nd Offense	3–5-day bus suspension; required parent/guardian conference with behavior intervention discussion
3rd Offense	Up to 10-day bus suspension; student may be placed on a transportation behavior contract; referral to counselor or behavior team
4th Offense	Loss of transportation for the remainder of the school year; final decision by school



	administration with written notice and right to appeal
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Optional Restorative Opportunity: At any stage, administrators may offer students the opportunity to earn reinstatement of bus privileges through a restorative conference, written reflection, counseling session, or community service.

A written request from a parent or guardian is required in order for a student to get off at a different stop. The request must be turned in to the School Office in the morning. School staff will issue passes that can be picked up by the students during lunchtime. If a student does not have a bus pass, they cannot ride home on a different bus or get off at a different stop. Students must ride their assigned bus and get off at their assigned stop. Students will not be dropped off at any other location than board-approved bus stops.

SCHOOL’S RIGHT TO SEARCH

Lockers, desks, storage places, and computers provided for student use are, and always remain, property of the Indiana Agriculture & Technology School. These areas and the contents, therefore, are subject to a random search at any time, pursuant to board policy. This rule also applies to students' phones connected to school Wi-Fi. Administrators are authorized to conduct reasonable inspection of school property or of students and items brought upon school grounds, including vehicles, when there is reasonable suspicion to believe that a student may be in possession of evidence that a law or a school rule has been violated.

HALL PASSES

No student may be out of his/her assigned classroom without a pass. Administrators will issue hall passes sparingly. Time out of class with a pass will be monitored.

SUBSTANCE ABUSE POLICY

CONDITIONS: The Student Shall Not:

1. Possess chemicals
 - a. in personal apparel
 - b. in school lockers, desks, etc.
 - c. in automobiles
 - d. in any way while on school property or at a school function
2. Buy / Attempt to buy chemicals
3. Sell / Attempt to sell chemicals
4. Use chemicals



5. Make chemical-like substances
6. Possess drug paraphernalia and devices
7. Apply or be under the influence of any
 - a. narcotic drug
 - b. Hallucinogenic drug
 - c. central nervous system stimulant
 - d. Prescription drug
 - e. mood altering chemical of any kind
 - f. any substance reported to be a mood-altering chemical

These rules are in effect:

- during any school sponsored activity/event/program on or off school grounds.
- on school grounds
- on school transportation or at a bus stop
- in transit to and from school
- at any other time when the school is being used by any school group

A discipline file will follow the student from school to school within the district.

Students found in violation of the substance abuse policy may also be referred to school-based counseling or external support services in addition to disciplinary consequences.

Discipline will be imposed, and help may be offered independently of court action when indicated by the discipline policy. A student possessing or using chemicals or selling chemicals will be subject to a hearing followed by immediate suspension or expulsion.

If an individual is identified as possessing, selling, or being under the influence of any chemical substance, that individual shall be removed from the school environment until a satisfactory course of action has been determined by the building administrator. Due process procedures will be utilized in the above action. The welfare and rehabilitation of the student should be the primary concern when legal action is recommended.

Consequences of Substance Abuse

The following procedures will be followed in dealing with the chemical use/abuse situation. Unlike other discipline policies, offenses accumulate throughout the school career regardless of year, grade, or building. The final disposition of any problem will be determined by the building principal in consultation with the Executive Director, with due consideration for the welfare of the students and any other relevant factors involved.

Possession, use, transmission, sharing, under the influence of supplying/sale of controlled substances.



1. The Administration will suspend the student for up to ten (10) days in compliance with student due process procedures.
2. The Administration will recommend to the Executive Director of schools that the student be expelled.
3. The Administration will attempt to notify the parents/guardians by telephone and mail to explain the incident and arrange for a conference.
4. The Administration will notify local authorities as applicable.

Monthly Board of Directors Meetings

The Governance for Indiana Agriculture & Technology School has been structured to optimize open and direct communication between the Board and parents. Board Meetings will be open to the public and held to allow participation by as wide a spectrum of parents as possible. IATS Board of Directors Meetings are held every **second Wednesday of each month**. **Board meetings start at 5:00 PM EST and are open to the public. All meetings are posted on IATS website at indiana.ag.**

Parent Involvement

Parent involvement is an important component for student success. Parents will be encouraged to attend “Parent Night” meetings which provide parents and guardians the opportunity to learn about the school, meet with administrators to discuss student progress and learn tips on how to support student learning and attendance. These will be held at specific locations throughout the state. Other parent involvement activities include volunteering during student field trips and activities, career fairs, and student graduation activities. As applicable, parents may share their career experience and expertise during a student's career seminar. Effective communication and a positive relationship with parents will promote and encourage parent support and involvement in the school.

Process for Dissemination of Information

Parents and community members will be informed about the development of the school via the school’s web site, Facebook, School Messenger, and various social media platforms. Informational sessions will be scheduled via video conferencing. Parents and students will be informed of these sessions through our website and School Messenger program.

Program to Encourage Parental Involvement



The school will seek to actively involve parents as much as possible. Parents are encouraged and reminded of the role they play when their children are enrolled in an online learning environment:

The Role of the Parent/Guardian

1. Available as needed to supervise the student while the student is completing his/her schoolwork.
2. Contact should be maintained with your Classroom Teacher or anytime you have a question.
3. Adhere to IATSFW attendance policies. Immediately inform the Classroom Teacher of any illness or extended time away from your child's studies.
4. Provide proper documentation to the school of any email address, phone number or residency changes.
5. Participate in universal screening and interventions, including but not limited to all state-mandated testing.
6. Provide health records annually.
7. Notify the school technology staff if you have a technical issue that prohibits your child from completing schoolwork based on their academic plan.
8. Liability for the school's equipment and materials is the responsibility of the parent.
9. Parents/guardians will be encouraged to participate in field trips, informational sessions, and all student activities.
10. Parents/guardians will also be invited to become a part of the School Advisory Council.

Note: See Student/Parent/School Agreement at the end of the Student/Parent Handbook

Safety and Security

IATSFW is committed to providing a safe and orderly environment and protecting the health, safety, and welfare of all students. To that end, the school expects students, administration, faculty, and staff to support the vision of providing student-centered services in a professional and compassionate manner utilizing highly trained and committed staff to individualize educational strategies that will empower each student to succeed.

Student Acceptable Use of Technology Policy

All students and parents will be required to sign the Acceptable Use of Technology Policy as part of the enrollment process. As students and their families choose to use their own computers, they must still sign and abide by this policy.



Technology Specifications and Requirements

All students will be provided with a Chromebook by the school which can access and utilize the curriculum. The following minimal requirements are required. (See Subject Minimum System Requirements)

CHROMEBOOKS

Chromebook Check-Out

- Chromebooks will be checked out each year for incoming students.
- Parents and students must sign and return the Chromebook Damage Agreement, Student Pledge and Student/Parent Acknowledgement documents before the Chromebook can be issued to a student.

Chromebook Check-in

- All Chromebooks, chargers, and school-provided accessories must be returned at the end of each school year to be updated, serviced, and stored safely for the summer.
- Students who graduate early, withdraw, are suspended, or expelled, or terminate enrollment for any other reason, must return their individual school Chromebook on the date of withdrawal.
- If a student fails to return the Chromebook at the end of the school year or upon withdrawal of enrollment, that student will be subject to criminal prosecution or civil liability.
- The student will pay the replacement cost of the Chromebook, or, if applicable, any insurance deductible.
- Failure to return the Chromebook will result in a theft report being filed with the Police Department.
- Just like a textbook, the Chromebooks are the property of the School District, and students are responsible for returning them in reasonable condition.
- Any loss of or damage to a Chromebook is the responsibility of the student and will be handled in a consistent manner.
- Students will be charged the actual cost of any needed repairs, not to exceed the replacement cost of the Chromebook.

CARE OF CHROMEBOOKS

- Students are responsible for the general care of the Chromebook issued by the school. Chromebooks that are broken or fail to work properly should be taken to the building technology coordinator.



General Precautions

- The Chromebook is school property, and all users will follow this policy and the acceptable use policy for technology.
- Only use a clean, soft cloth to clean the screen, no cleansers, or liquids of any type.
- Cords and cables must be inserted carefully into the Chromebook to prevent damage.
- Chromebooks should always be locked in a secure place or supervised directly by the students to whom they are assigned. For instance, Chromebooks should never be left in an unlocked locker, unlocked car, or any unsupervised area.
- Students are responsible for keeping their Chromebook's battery charged for school each day.

Carrying Chromebooks

- Chromebooks should always be carried and stored with caution.
- No other items should be stored or carried within the Chromebook to avoid pressure and weight on the screen.

Screen Care

The Chromebook screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen or closing the Chromebook abruptly.

- Do not lean on the top of the Chromebook when it is closed.
- Do not place anything near the Chromebook that could put pressure on the screen.
- When carrying a Chromebook in a book bag or other case do not place anything in the bag that will place excessive pressure against the cover.
- Clean the screen with a soft, dry cloth or anti-static cloth. (NO cleaners of ANY type)
- Do not bump the Chromebook against lockers, walls, car doors, floors, etc., as it may break the screen.

USING CHROMEBOOKS AT SCHOOL

Chromebooks are intended for use at school daily. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, and schedules may be accessed using the Chromebook. Students are responsible for bringing their Chromebook to all classes, unless specifically instructed not to do so by their teacher.

Chromebooks Left at Home

- If students leave their Chromebook at home, they are responsible for getting the course work completed as if they had their Chromebook present. Students who repeatedly leave



their Chromebooks at home will be required to leave their Chromebooks at school and check it out/in from the school staff at the beginning and end of each day.

Chromebook Undergoing Repair

- Loaner Chromebooks may be issued to students when they leave their Chromebooks for repair. There may be a delay in getting a Chromebook should the school not have enough to loan.

Charging Your Chromebook's Battery

- Chromebooks must be brought to school each day in a fully charged condition. Students need to charge their Chromebooks each evening. Students who repeatedly (as determined by any staff member) fail to bring their Chromebooks to school fully charged will be required to leave their Chromebooks at school and check it out/in from the building technology coordinator at the beginning and end of each day.

Screensavers/Background photos

- Inappropriate media may not be used as a screensaver or background photo.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, and gang related symbols or pictures (or anything else determined inappropriate by a staff member) will result in disciplinary actions.

Sound, Music, Games, or Programs

- Sound must be muted, or headphones used at all times unless permission is obtained from the teacher for instructional purposes.
- Music is allowed on the Chromebook and can be used at the discretion of the teacher.
- All software/apps/games must align with the Student Acceptable Use Policy.

Printing

- Printing will be available with the Chromebook on a limited basis. Students should talk to their teachers about when and how to print.

Home Internet Access

- Chromebooks will only connect to the Internet through a wireless connection.
- The cable provided with the Chromebook is to be used for charging only; the Chromebooks should never be connected to a personal computer.
- Students are allowed to set up wireless networks on their Chromebook, this will assist them with Chromebook use while at home. Students are not required to have wireless access at home.



Photos/Video Taken with Chromebook

- Students may not take photos or videos of other students, staff, or anyone else without their permission.
- The possession, forwarding, or uploading of unauthorized photos or videos to any website, network storage area, or person is strictly forbidden.
- In addition, photos and videos taken with the Chromebook may not be used to slander, bully, or denigrate any student or staff member.

Google Hangouts/FaceTime/Zoom/Teams/Virtual Meeting Rooms

- Will be used strictly for educational purposes, under the direct supervision of staff.
- Require a sizable amount of bandwidth, and therefore, can slow the school network.
- Inappropriate use of Virtual Meeting Rooms will result in disciplinary actions.

MANAGING FILES & SAVING WORK

Saving to the Chromebook

- Students may save work on their Chromebooks. All information saved on the Chromebook is immediately synchronized to the student's Google Cloud Account. Chromebook malfunctions are not an acceptable excuse for not submitting work.

Network Connectivity

- The school makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, the school will not be responsible for lost or missing data.

Memory

- For the purposes of updating apps and operating software, students need to keep 1GB of memory free on the Chromebook.

SOFTWARE ON CHROMEBOOKS

Originally Installed Software

- The software/Apps originally installed must remain on the Chromebook in usable condition and be easily accessible at all times. From time to time the school may add software applications for use in a particular course.
- The licenses for this software require that the software be deleted from Chromebooks at the completion of the course. Periodic checks of Chromebooks will be made to ensure that students have not removed the required apps.



Inspection

- Students may be selected at random to provide their Chromebook for inspection. Chromebooks are the property of the school, and any staff member may confiscate any Chromebook at any time for any purpose.

Re-loading Software

- The Chromebook will be restored from backup when technical difficulties occur, or illegal software is found. The school does not accept responsibility for the loss of any software or documents deleted due to reformat and reimage.

Software upgrades

- Upgraded versions of licensed software/apps are available from time to time.
- Students may be required to check in Chromebooks for periodic updates and syncing, otherwise they are advised to keep auto-updates in place.

ACCEPTABLE USE

- The use of the school's technology resources is a privilege, not a right.
- The privilege of using the technology resources provided by the school is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in IATS.
- This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources.
- If a person violates any of the User Terms and Conditions named in this policy and the Student Acceptable Use Policy, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied.
- The school's handbook rules and consequences shall be applied to student infractions. Consequences are assigned progressively depending upon how often behaviors are repeated, or how severe the violation is.
- In addition, the school works collaboratively with the local authorities and law enforcement as deemed necessary.

Parent/Guardian Responsibilities

- Talk to your child(ren) about the values and the standards that should be followed regarding the use of the Internet similar to the use of all media information sources such as television, telephones, movies, and radio.
- A signed form will be required for parents that opt out of the take home 1:1.



School Responsibilities

- Provide Internet access and provide an individual school monitored Google account to students.
- Provide Internet blocking of inappropriate materials on the school's networks.
- Provide network data storage areas. These will be treated similarly to school lockers. The school reserves the right to review, monitor, and restrict information stored on or transmitted via the school's owned equipment and to investigate inappropriate use of resources.
- Provide guidance to aid students in the use of the device and help assure student compliance of the acceptable use policy.

Student Responsibilities and Digital Conduct Expectations

1. Use computers and devices in a responsible, ethical, and respectful manner
2. Follow all school rules related to technology use and digital communication
3. Use all technology resources appropriately to prevent damage or disruption. This includes avoiding negligence that could result in data loss, service interruptions, or hardware issues. The school is not responsible for the accuracy or quality of information obtained from the Internet. Immediately report any security concerns or suspicious activity to the building technology coordinator.
4. Monitor all activity on their accounts and devices to ensure they are used appropriately
5. Secure their Chromebook when not in use to protect both the device and personal data.
6. Inform an adult immediately upon receiving any inappropriate digital content.
7. Return their assigned Chromebook and accessories at the end of the school year or upon withdrawal, graduation, expulsion, or suspension.

Prohibited Student Activities

1. Installing or transmitting copyrighted materials without permission.
2. Engaging in any behavior that violates school board policy or public law.
3. Sending, accessing, or sharing content that is offensive, profane, threatening, pornographic, obscene, or sexually explicit.
4. Using external storage devices or attachments without administrative approval. Modifying Chromebook settings beyond personal preferences (e.g., font size, screen brightness).
5. Sending spam or mass, inappropriate emails.
6. Accessing another student's account, files, or data. Using the school internet/email accounts for financial gain, illegal activities, or commercial purposes.
7. Using anonymous or false communication methods.
8. Sharing personal information online, except when directed by a teacher.
9. Participating in credit card fraud, electronic forgery, or other illegal digital activity.
10. Engaging in vandalism, including introducing viruses, malware, or intentionally damaging devices or systems.



11. Accessing, transmitting, or creating content that is harassing, threatening, obscene, or meant to bully others.
12. Attempting to bypass web filters using proxies, VPNs, or other tools.

Usernames and Passwords

1. Students must use only their assigned school email and password for all school-related technology access.
2. Sharing login credentials is strictly prohibited. Students may not log in using another person's account.
3. Students are responsible for keeping their passwords private and secure at all times.
4. Personal or contact information should not be shared publicly or online without explicit written permission.
5. Unauthorized attempts to access the school's website, servers, or systems are strictly forbidden and may result in disciplinary consequences.

Chromebook Care

- Just like any school property issued to a student for individual use, students will be held responsible for maintaining their individual Chromebooks and keeping them in good working condition. **STUDENTS ARE RESPONSIBLE FOR ANY AND ALL DAMAGE**
- All Chromebook repairs must be handled through the School District.
- Chromebooks that malfunction and/or are damaged must be reported immediately.
- Students are responsible for the actual cost of damages, not to exceed the cost of replacement.
- Chromebook batteries must be charged and ready for school each day.
- Chromebooks that are stolen must be reported immediately to a building administrator.

Legal Propriety

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a staff member or parent.
- Plagiarism is a violation of the Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the school.



PROTECTING & STORING CHROMEBOOKS

Chromebook Identification

Student Chromebooks will be labeled in the manner specified by the school. Chromebooks can be identified in the following ways:

- Record of serial number
- District Label
- Inventory Database

Storing Your Chromebook

- When students are not using their Chromebooks, they should be stored safely at home and school.
- Students are encouraged to take their Chromebooks home every day after school, regardless of whether or not they are needed.
- Chromebooks should not be stored in a vehicle at school or at home.

Chromebooks Left in Unsupervised Areas

- Under no circumstances should Chromebooks be left in unsupervised areas.
- Unsupervised areas include the school grounds and campus, the lunchroom, computer lab, locker rooms, library, unlocked classrooms, and hallways.
- Any Chromebook left in these areas is in danger of being stolen.
- If a Chromebook is found in an unsupervised area, it will be taken to the office and dealt with as a disciplinary matter.

COST OF REPAIRS

- Students will be held responsible for damage* to their Chromebooks including, but not limited to broken screens, cracked plastic pieces, inoperability, etc.
- Should the cost to repair exceed the cost of purchasing a new device, the student will pay for full replacement value. Lost items such as cases and cables will be charged the actual replacement cost.

*Each case will be reviewed at the discretion of the building administrator



IATSFW STUDENTS/PARENTS CHROMEBOOK DAMAGE AGREEMENT

The school recognizes that with the implementation of the Chromebook initiative, there is a need to protect the investment of the district and the interest of the students and parents. By signing the attached forms, you acknowledge the selection of the following security and use agreement as detailed in the Student/Parent Chromebook Acceptance Agreement.

FEES ASSESSED: Pricing below is for replacement cost or damages that may be assessed for each incident.

Payment is due in full within a month of the incident.

Chromebook Accessories Replacement Cost Chromebook Repair Cost

Charging Kit = \$39.88 + shipping

1st Breakage = \$50 deductible or cost of repair, whichever is less.

2nd Breakage = \$75 deductible or cost of repair, whichever is less.

3rd Breakage = The actual cost of repair/replacement.

Student/Parent/School Agreement

IATS is open to all students and is bound by applicable Indiana law governing charter schools. The school strives to exceed the academic, ethical, legal, and moral expectations required by Indiana law and the school's families.

The administration and staff of IATSFW have the desire and obligation to provide the best education to the student body. Part 1 of the following agreement sets forth these obligations to students and parents. Part 2 of the agreement enumerates the obligations of the student and Part 3 is the obligations of the Parent(s)/Guardian(s). Please read the following carefully.

Part 1: Expectations of the School and Staff

The administration and staff of IATSFW agree to the following. We will:

1. Treat students and their families with respect and courtesy.
2. Provide the best instructional strategies for the success of each student.
3. Respond to parents/guardians and the students' concerns in a timely manner.
4. Closely supervise and provide guidance to students while on campus to provide a safe learning environment.
5. Conduct ourselves in a professional manner.
6. Work closely with parents/guardians to implement the best and most appropriate learning situations within our abilities and resources.



7. Identify students who are not making appropriate academic progress and ensure they and their parents/guardians are aware of opportunities to address this concern.
8. Communicate with and make consistent efforts to inform parents/guardians of both the students' strengths and challenges.
9. Respond in a timely manner and engage in communication with students, parents, Subject teachers/staff, and IATSFW staff.

Part 2: Students Responsibilities and Expectations

IATSFW seeks to be an educational option that provides a challenging, rigorous education that exceeds Indiana state standards. Students engaging in education comes with additional responsibilities that go beyond what is expected of students in a traditional school setting. Therefore, students agree to:

1. Treat school staff and students with respect and courtesy.
2. Respond in a timely manner and engage in communication with your course instructors, Classroom Teacher (SLA), and school staff.
3. Read all notifications, messages, and email from IATSFW staff, administration, and teachers.
4. Protect your student account by not sharing login information and logging out when you are not active.
5. Become a self-advocate by reaching out to IATSFW staff and teachers when needing assistance and have strong time management skills.
6. Stay active in and maintain daily progress on coursework.
7. Adhere to the academic integrity and act in an ethical and honest manner in all your academic courses.
8. Take care of school equipment and materials.
9. Check grades and progress regularly for all your academic course work.
10. Follow all policies and practices set by IATSDFW as outlined in the Student/Parent School Handbook.

Part 3: Parent(s)/Guardian(s) Responsibilities and Expectations

IATSFW seeks to be an educational option that provides a challenging, rigorous education that exceeds Indiana state standards. Online coursework comes with additional responsibilities that go beyond what is expected of students in a traditional school setting. Therefore, students and parents/guardians agree to:

1. Treat school staff and students with respect and courtesy.
2. Provide (and update as necessary) current phone numbers, mailing address, email addresses, or other means of communication.
3. Return all requested documentation and forms that are requested by IATSFW.
4. Commit to timely and full participation in scheduled School academic events and classes.
5. Communicate daily with the student concerning schoolwork, review assignments, and provide appropriate assistance.



6. Contact your student(s) Classroom Teacher immediately if your student(s) academic work is not on pace or below a passing grade of C in any class.
7. Provide a study atmosphere and support a regular study schedule at home.
8. Assure the student is ready to learn in a timely manner.
9. Make additional trips to the school designated site if the student requires additional assistance, counseling, or tutoring.
10. Follow procedures and schedules for all required state testing and local assessments. The school does not provide transportation to the required state assessments.
11. To follow the policies set forth in the School Parent/Student Handbook.