SANKOFA

SCHOOL OF SUCCESS

2024-2025

Parent & Student Handbook

5801 E. 30th Street

Indianapolis, IN 46218

Phone: (317) 226-4299 Fax: (317) 226-3711

Founder & Executive Director: Dr. Tihesha Henderson

Head of School: Laurie Hargrove

Assistant Head of School: Eldridge Chism

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Dear Parents, Guardians, and Students,

Welcome to **Sankofa School of Success** where we pride ourselves on being a community of learners and strive to offer an education that prepares our students both academically and socially!

As part of a positive school culture that exists within the walls of Sankofa, our students are expected to live by our core values: *Character, Community, Quality*. Nothing less than a student's best is accepted whether he or she is doing class work, completing a project, taking a test, or attending a special program. Our students, families, and staff all work hard to make a positive learning experience for our children that they will carry with them throughout their lives.

We invite you to visit our school to see the wonderful things that are happening here at Sankofa School of Success!

Dr. Tihesha Henderson,

Executive Director

Section 1: 2024-2025 Overview

Vision

The students of Sankofa School of Success are well rounded, have strong character and a global perspective.

Mission

Sankofa School of Success' mission is to unlock every student's potential through social emotional learning and high-quality education.

Core Values

At Sankofa, we believe we can create a collaborative school culture using core beliefs as our guide.

Character

- We believe students can recognize their own feelings, interests, and strengths, and maintain an accurate level of self-efficacy.
- We believe students can recognize and appreciate the similarities and differences of others.
- We believe students can develop and maintain healthy relationships with others, and resist negative social pressures, resolve interpersonal conflict, and seek help when needed.

Community

- We believe that positive school culture ensures that academic achievement has a place to grow.
- We believe that trust is the key lever in building and sustaining positive relationships.
- We believe that positive relationships with parents breeds academic, social, emotional success for students.

Quality

- We believe that all students can build intellective capacity to become independent learners, critical thinkers, and problem solvers. -
- We believe that a data-driven environment lends itself to increased outcomes for students.
- We believe that quality instruction is a product of content knowledge and instructional best practices.

Student Pledge

I am a Sankofa Scholar,

I am smart, talented, and peaceful.

I take pride in my home, school, and my community.

Learning is my top priority;

therefore, I will achieve.

Sankofa School of Success | 2024-2025 CALENDAR

Staff Report | Student's Report | Early Release | No School | End of Quarter | Async. Learning

JULY 2024

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

15 Building Open
22-23 New Staff Orientation
24 1st Day for Returning Staff
24-26 Staff Work in Rooms
29-31 Summer Institute

AUGUST 2024

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

1 First Day for Students

SEPTEMBER 2024

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

2 Labor Day (No School)
3 Asynchronous Day
30 End of 1st Quarter

OCTOBER 2024

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

14-18 Fall Break (No School)
11 Report Cards go home
21 Parents-in-Touch Conferences (Asynchronous Day)

NOVEMBER 2024

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

27-29 Thanksgiving Break

DECEMBER 2024

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

6 End of 2nd Quarter
20 Report Cards go home
20 Student's Last Day
21-31 Winter Break

JANUARY 2025

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

1-3 Winter Break
6 First Day for students
20 MLK Day (No School)

FEBRUARY 2025

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

17 President's Day (No School)
18-21 Mental Health Break
28 End of 3rd Quarter

MARCH 2025

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

14 Report Cards go home
21 Parents-in-Touch Conferences (Asynchronous Day)
24-28 Spring Break
31 First Day for students

APRIL 2025

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MAY 2025

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

16 End of 4th Quarter
22 Student's Last Day
22 Report Cards go home
23 Staff Last Meeting Day

JUNE 2025

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

19 Juneteenth

Sankofa Staffing List 24-25	
Staff Name	**Position Title**
Dr. Tihesha Henderson	Executive Director
Laurie Hargrove	Head of School
Peter Meyer	Director of Operations
Eldridge Chism	Assistant Head of School
Annette Wooldridge	Instructional Coach
Amy Clifton	Literacy Coach
Molly Atha	Nurse
Aubrey Schrader	Preschool Teacher
Samaree Barnes	Preschool Assistant
Candace Carr	Kindergarten Teacher
Mardina Blake	Kindergarten Teacher
Treasure Jones	1st Grade Teacher
Kailee Jackson	1st Grade Teacher
Danita Logwood	2nd Grade Teacher
Lachanee Singleton	2nd Grade Teacher
Nathan Johnson	3rd Grade Teacher
Kristen Fifer	3rd Grade Teacher
Deborah Houston	4th Grade Teacher
Stephanie West	4th Grade Teacher
Katelyn Ewing	5th Grade Teacher
Ashley Helman	5th Grade Teacher
Linda Lovelace-Fields	6th Grade Teacher
Bruce Wooldridge	6th Grade Teacher

Candace Risper	ESL Teacher
Olivia Gillum	Special Education & Inclusion Teacher
Wendy Harvey	SPED Assistant
Robert Balzii	Physical Education Teacher
Tim Blaisdell	Media Specialist
Omega Robinson	City Connects Coordinator/ Social Worker
Fatiah Moraveji	ARC Dean
Henry Wright	ARC Dean
Penny Wilson Dimetria Orr	Custodial Team
Joyce Freeman	Food Service Supervisor

Section II: Daily Procedures & Policies

School Hours

Arrival/Breakfast	8:55 AM
Class begins	9:20 AM
Tardy bell	9:20 AM
Dismissal	3:55 PM

Arrival & Dismissal

Students will be allowed to enter the building at 8:55 AM. Please do not drop off any student before this time due to the lack of supervision.

Students will be allowed to exit the building at 3:55 PM. Under no circumstances will a child be released to someone other than the legal guardian or his/her designee without a note from the guardian. The designee should also present picture identification, such as a driver's license. It would also help the school if the designee's name was on the student's registration file as an emergency contact.

Please do not park on the north side of the building. This is the bus zone. Entrance and dismissal procedures are very important to ensure everyone's safety.

Bus Riders

The entrance for our buses is through the north entrance bus lane. Buses will pull into the north drive from 30th Street. No cars are permitted on this drive until after school hours. Once all buses have arrived, staff members will begin to unload each bus. Students will enter through the entrance and be led to either the cafeteria for breakfast or to their classrooms. At dismissal, staff members will escort all bus students to their bus. After all buses have been loaded, a staff member will give the main bus a signal to leave. **All cars must yield to buses as they exit the parking lot**.

Car Riders

Car riders will use the Graham Street entrance of the parking lot for arrival and dismissal. Upon entering the parking lot, parents will line up and pull forward to Entrance #2. At that time, a staff member will unload one car at a time. After students have walked to the sidewalk, a staff member will motion for the car to exit the parking lot. **All cars must yield to buses**. If car riders

are early, we are asking parents to keep them in the car until the doors open. Please do not allow your children to arrive before the 8:55 AM bell.

Walkers

During arrival, walkers will use entrance 2. At dismissal, walkers will use Entrance #2 on the southeast side of the building. If children are early, they must wait outside. We need them to be present only when supervision is available. At dismissal, we will dismiss students by classes. This process will begin at 3:55 PM and end at 4:00 PM. If you are coming into the building, you are invited to park in the parking lot.

Attendance

Regular and punctual attendance is important to your child's success. If your child needs to miss a day due to illness, please call the office (317-226-4299) to let us know why your child is out. Any time out of school without appropriate notification and documentation will be considered unexcused. An automated call will be sent out when students are not in attendance. Please note, that students who arrive after 11:00 AM will be counted absent.

If your child needs to go to the doctor or dentist, please try to schedule these appointments outside of core instruction or after 3:55 pm daily. It is important that your child is here for daily instruction, because chronic absenteeism has a negative impact on your child's education and development.

Absences will be defined as not being present at school and/or in classes at the designated/required time. There are two basic reasons for absences: excused and unexcused.

Excused Absences:

- Absent to work at the polls during an election day
- Duty as a page or assistant in the Indiana Legislature
- Documented personal illness (medical concerns/emergencies)
- Death or loss in the immediate family
- Subpoenaed as a witness at court (documented)
- Personal tragedy (administratively approved)
- Health facilities verification note
- Juvenile or Criminal Justice System detention

Unexcused Absences:

- Truancy (absent without parent or school officials' knowledge or permission)
- Absent without permission for appointments
- Vacation or trips during school days
- Unapproved appointments

Absence Notification System

Sankofa will adopt a tiered series of notifications for students who are missing an increasing number of school days. The school will use a variety of communication measures (e.g., meetings between the principal and student; phone calls; letters; etc.) to connect with parents. The communications will occur as students miss two, four, six, or eight days of school.

# of Days Absent	Notification
3	Teacher Phone Call - Parent will receive a phone call from the school indicating that the student has missed three sequential days of school. The student will be required to meet with the Social Worker to discuss his or attendance.
5	Phone Call and Letter - Parent will receive a phone call and a letter from the school explaining that the student has missed five days of school and reminding the parent of the importance of regular school attendance. The parent will be encouraged to meet with the Assistant Principal to discuss attendance issues.
7	Phone Call, Certified Letter, and Meeting - Parent will receive a phone call from the school informing them that their son or daughter has missed seven days of school. A certified letter will be sent home from the school requiring that the parent meet with the Principal to discuss supports that can be provided to facilitate improved attendance as part of an “attendance contract.”
9	Home Visit – The Principal and Social Worker will conduct a home visit to meet with the student’s parents, assess barriers to school attendance, and develop a plan to improve the student’s attendance.

Missed Assignments

Students who are absent will be expected to complete any assignments missed while absent. The teacher will provide the student with the work upon returning from an absence. The child will have as many days as he/she was absent to make up the work. Parents may also call and request make-up work from the teacher during the time the child is absent.

Tardiness Policy

Tardiness will be defined as arriving to school after 9:20 AM and departing before 3:55 PM.

- If your child has an appointment, they will need to be picked up prior to 3:30 PM. If parents come to pick up students after 3:45 PM, students will not be released until after dismissal. All students who arrive late or leave early for an appointment must have a doctor's statement the following day. This statement will need to be given to your child's teacher or Ms. Renita Henderson.
- If your child is sick in the nurse's clinic, you may pick them up at any time throughout the school day.

# of Tardies	Notification
3	A student is allowed to be tardy *three times* per semester without penalty. However, on the first tardy the office and the classroom teacher has to enter the tardy into the weekly Progress Report. Tardy buses do not count against the two tardy allowances per student. However, students who are tardy because others drive them to school will have the tardiness count against them. Students will be allowed *two* excused reasons to leave school before the end of the school day per semester.
5	**Phone Call and Letter** - On the fifth tardy to school, the student is given a verbal reprimand and the student's parent is called by the teacher. The teacher will check into the cause of the tardiness. On the fifth early leave from school before the end of the school day, the student should be given a verbal reprimand and the student's parent is called by the teacher. The Social Worker will send home a letter school explaining that the student has been tardy five times and remind the parent of the importance of regular school attendance
7	**Phone Call, Certified Letter, and Meeting** - Parent will receive a phone call from the school informing them that their son or daughter has been tardy seven times. A certified letter will be sent home from the school requiring that the parent meet with the Head of School to discuss supports that can be provided to facilitate improved attendance as part of an "attendance contract."
9	**Home Visit** – The Principal and Social Worker will conduct a home visit to meet with the student's parents, assess barriers to school attendance, and develop a plan to improve the student's attendance.

Dress Code Policy

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

Core Values

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

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

Students must wear:

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

Students can wear:

- Head coverings for religious purposes
    - The exceptions are bonnets, durags, hats inside the building, wave caps, and similar items.

Restrictions

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

Students may not wear clothing, jewelry, or personal items that:

- Are pornographic, contain threats, or that promote illegal or violent conduct such as the use of weapons, drugs, alcohol, tobacco, or drug paraphernalia;
- Demonstrate hate group association/affiliation and/or use hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or other protected groups;
- Intentionally show private parts (nipples, genitals, buttocks). Clothing must cover private parts in opaque (not able to be seen-through) material; ensure that all undergarments are hidden from view.
- Cover the student's face to the extent that the student is not identifiable (except clothing/headgear worn for a religious or medical purpose); or
- Demonstrate gang association/affiliation.

Enforcement

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

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

Typical consequences for a violation of this policy include:

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

Personal Items and Electronics

In accordance with Indiana State law and IPS district policy, students are allowed to have personal devices at school, but the devices must be stored in their lockers/backpacks and turned off during school hours. Sankofa School of Success at Arlington Woods Elementary will not assume responsibility for any lost or stolen items.

Breakfast/Lunch Procedures

Sankofa provides free breakfast, lunch, and healthy snacks to all students regardless of family income. If your student is not interested in eating the school lunch, he or she may bring a lunch from home. Lunches from home must be complete with a protein such as a sandwich. Snacks such as chips and candy do not constitute lunch. Snacks, soft drinks, and glass containers are not permitted.

Lost and Found Items

Throughout the school year, students tend to misplace personal belongings. Lost clothing, bookbags, etc. will be placed in the rear of the cafeteria. Items such as glasses and house keys will be turned into the main office. During breakfast and/or lunch students may ask for permission to search for misplaced items in the lost and found. At designated times, remaining items will be donated to a local charity.

School Communications

When detailed and sensitive issues arise, it is important to have direct, face-to-face communication, telephone conversations, or hard copy, written communications. When the communication requires ongoing dialogue, such as bringing forward a question or concern or when a discussion is required on a topic, the preferred channels of communication are ones that allow for an immediate and ongoing interaction between the people immediately involved in the situation. This type of communication allows us to establish a personal connection, building desirable relationships.

Please follow the recommended protocols listed below and allow for first contact to resolve the issue when possible. Tone is difficult to read in an email, text, and sometimes even on the phone. When engaging in two-way home to school communications, carefully separate fact from opinion and confirm information received through others before considering it factual. Recognize that flexibility and collaboration are essential to effective problem resolution.

Family Communications to the School

When family members have concerns about school issues, they should be addressed in a timely manner, working directly with the staff person(s) involved, using the following steps:

1. Begin with the classroom teacher. If the issue is not resolved,
2. Continue the communication with the school assistant principal, and then school principal.

Most concerns can be addressed at the school level when school staff and administrators engage in open and collaborative discussion with family members. If the issue is still not resolved at the school level,

3. Discuss the situation with Sankofa's Board Chair, Commissioner Cristena Wilkerson.

Any level of the above discussions may be initiated by telephone,unified home, or text messages but may evolve into a face-to-face meeting, which allows for the best and most collaborative discussion to take place.

It is important to be respectful in all forms of communication, regardless of the selected channel used or the people involved. Everyone has the right to be treated with respect, whether it's in a face-to-face meeting, in a telephone conversation, or through email.

Whether the response is needed from the home to the school, school to the home, or among schools and/or departments, a timely response is merited.

Guide for Whom to Contact

The Sankofa administration, faculty, and staff are eager to accommodate your needs, questions, and concerns in the most efficient manner. Please use the following guide to help you determine appropriate contacts:

Classroom Teacher

- Student needs
- Scheduling a conference
- Questions about student grades or behavior
- Questions about specific activities related to the classroom
- Curriculum specific to the classroom

School Front Office Personnel (Renita Henderson)

- School-wide events
- Attendance
- Calendar

City Connects Coordinator (Omega Robinson)

- Family & Parent resources
- Mental Health Support
- Grief Support

School Assistant Principal (Eldridge Chism)

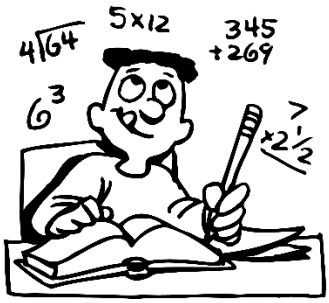
- School programs, policies, and procedures
- Unresolved issues after teacher contact
- Security or safety related to school or student
- Feedback and/or suggestions about school-wide issues

School Principal (Laurie Hargrove)

- Unresolved issues after assistant principal contact

Section III: Academics

Curriculum



Rigorous instruction in grades PK-6 will be based on the Indiana Academic Standards. Students will be taught literacy using a balanced framework which includes whole group instruction, reading foundations, small group instruction/collaboration, and independent practice. Teachers will implement this framework using the Wit & Wisdom curriculum. In Math, students will be learning real world applications with the Eureka Math 2 curriculum.

Assessments

Students in grades PK-6 will participate in various forms of assessments such as benchmarks, assignments, quizzes, tests, writing prompts, and projects. These assessments will be used to evaluate, measure, and document the academic readiness, learning progress, skill acquisition, and/or educational needs of each student. Teachers will be able to differentiate instruction for students based on the data from the assessments.

Students in 3rd grade must take IREAD-3 (Indiana Reading Evaluation and Determination) assessment. IREAD-3 evaluates the reading skills of students to ensure that all students can read proficiently before promotion to 4th grade. This test will be administered in mid March.

Students in grades 3-6 must take ILEARN. This mandatory assessment is used to measure student achievement in English/Language Arts, Mathematics, Social Studies (5), and Science (4&6). The ILEARN test will be administered throughout the year. We will have checkpoints in October, January, and March. Students will take the culminating exam across a 3 week period in April.

Both the IREAD-3 and ILEARN will take place in the spring of 2025.

Grades & Grading Scales

Students in grades PK-6 will receive letter grades based on their academic performance.

GRADING SCALE	
A	90—100
B	80—89
C	70—79
D	60—69
F	50—59
Lowest F	50

Bi-weekly Progress Reports & Report Cards

Students will receive biweekly progress reports detailing student's academic progress. Parents will be required to sign and return progress reports to classroom teacher.

Every nine weeks, students will receive a report card with final grades for the quarter. This will be emailed quarterly to parents.

Based on a student's academic progress, teachers and/or parents may request a conference. During the conference, an academic plan may be developed which may include remediation, after school tutoring, and/or additional supports at home.

Parent-Teacher Conferences

Parent Teacher conferences will take place formally twice this year. The fall conference will take place on October 21, 2024 and the spring conference will take place on March 21, 2025. This is a 15-minute conference regarding your student's academic and behavioral progress for the first and third nine weeks with the classroom teacher and any other necessary staff member.

Throughout the school year, parents may request a conference with the classroom teacher by calling or emailing the teacher, leaving a message with the office, or sending in a written request. Teachers may be unavailable at specific times during the day. Therefore, it is important to schedule an appointment. in advance.

Student Recognition

Every nine weeks, students in grades K-6 who excelled in academics, attendance, and citizenship will be recognized. Parents will be notified throughout the year of these celebrations.

Various Honors

High Honor Roll: All As
Honor Roll: All As and Bs
Perfect Attendance: No Absences
Good Citizenship: Core Values
Student of the Month

Positive Behavior Supports

The following positive interventions and supports have been put in place in order to achieve optimal success for your child. Other supports will be added during the school year.

- Small group instruction
- Social and Emotional Skills Lessons for Kindergarten - Grade 6
- Peer Mediation/Conflict Resolutions (As needed)
- Super students of the week (Attendance Initiative)
- Monthly Attendance Trophy
- Spin the Wheel Incentive
- Student of the Month
- Social Groups
- Gallahue
- Positive Phone Calls, Emails, and Notes Sent Home
- Sensory Room
- Meta Moments
- Response to Intervention (RTI)
- Monthly Positive Behavior Celebrations

School Supplies

Parents, please note that additional supplies may be required for projects, specific assignments, and at teacher's discretion. Please plan on replenishing supplies throughout the year, especially pencils.

GRADE LEVEL SUPPLY LISTS

All students will need a book bag and water bottle. Additional items for each grade level are listed below.

KINDERGARTEN

- Jumbo Pencils
- Glue Sticks (4)
- Markers
- Crayons
- Folders (4)
- Dry Erase Markers
- Headphones
- Pink Wedge Erasers
- 3 pack of Disinfectant Wipes
- Tissues
- Hand Sanitizer

1ST GRADE

- Jumbo Pencils
- Glue Sticks (4)
- Markers
- Crayons
- Folders (4)
- Dry Erase Markers
- Headphones
- Pink Wedge Erasers
- 3 pack of Disinfectant Wipes
- Tissues
- Hand Sanitizer

2ND GRADE

- Pencils
- **Art Box/Supply Box**
- **Dry Erase Markers + Board**
- Crayons + Markers
- Scissors
- Glue Sticks (2)
- Headphones
- Pocket Folders (4)
- Notebook (2)
- Ziplock Bags
- Hand Sanitizer
- 3 pack of Disinfectant Wipes

3RD GRADE

- Pencils (2 packs)
- Art Box/Supply Box
- Dry Erase Markers + Board
- **24 pack of** Crayons
- Skinny Markers
- Scissors
- Index Cards (2 packs)
- Post-it Notes (2 packs)
- Glue Sticks (2)
- Headphones
- Pocket Folders (4)
- Notebook (2)
- Hand Sanitizer
- 3 pack of Disinfectant Wipes

4TH GRADE

- Pencils (2 packs)
- Art Box/Supply Box
- Dry Erase Markers + Board
- 24 pack of Crayons
- Skinny Markers
- Scissors
- Index Cards (2 packs)
- Post-it Notes (2 packs)
- Glue Sticks (2)
- Headphones
- Pocket Folders (4)
- Notebook (2)
- Hand Sanitizer
- 3 pack of Disinfectant Wipes

5TH /6TH GRADE

- Pencils (2 packs)
- Art Box/Supply Box
- **Erasers**
- 24 pack of Crayons
- **Color Pencils**
- Scissors
- Index Cards (2 packs)
- **1" Binders + Sheet Protectors**
- **Binder Tabs**
- Glue Sticks (2)
- Headphones /Earbuds
- Pocket Folders (5)
- Notebook (2) + Loose Leaf Paper (2)
- Hand Sanitizer
- 3 pack of Disinfectant Wipes

Section IV: School-Wide Discipline

PBIS

PBIS, Positive Behavior Interventions and Supports, is a school-wide system of support that includes proactive strategies for defining, teaching, and supporting appropriate student behaviors in the classroom and non-classroom settings to create a positive school environment. By implementing PBIS in our school, we are committed to moving from negative, punitive, reactive approaches to positive, proactive, and preventive approaches to discipline.

At Sankofa, students are taught the three core values: Character, Community, & Quality. Throughout the school year, these expectations will continually be modeled and reinforced during community circles, student convocations, lunch, recess, and when deemed necessary.

Building Dreams

For the 2024-2025 school year, all teachers will be using the *Fight for Life Building Dreams program* to teach, track, monitor, and reward student behavior. Building Dreams was developed by former Colts player, Marlin Jackson and is aligned to the Indiana State standards and five social emotional learning competencies. This digital classroom management tool has a gaming format that is designed to help teachers improve student behavior and communicate more effectively with parents. Throughout the day, students will be able to earn yards, touch downs, and badges by demonstrating the core values. Students will be able to use earned badges to redeem incentives. Parents can access student's progress online. Additional information will be provided by classroom teachers.

Building Dreams is a two-pronged Social Emotional Learning program that first provides a teacher implemented curriculum that is designed to teach social and emotional concepts through the analysis of virtues, values, emotional and character traits. Secondly, the behavior management portion measures and rewards student's positive behavior and class participation (**First Down**). They lose yards for negative behavior and class participation (**Sack**). The goal is to earn 50 yds. as fast as you can to earn an incentive or badge.

Incentives/Behavior Management Criteria:

Character (+2)	Community (+2)	Quality (+3)
Students speak respectfully, cooperate, and share Students follow directions Students do the right thing even when no one is looking	Students have positive relationships Students respect and care for all physical settings Students respect one another's space	Students put "pencil to paper" Students focus and do their best work Students participate enthusiastically in learning

Students can also receive extra points (1+) by presenting a book to the entire class, or by displaying one of the program character traits in the school environment. When students earn 50 or 100 yards, they get an incentive. When they earn 50 yards or more, they get a badge, which is worth dollar amounts.

Recognition of Appropriate Student Behaviors

It is important that students are recognized frequently for following school-wide expectations. This recognition will help promote and reinforce the expectations of Sankofa School of Success. Throughout the school year, students will have the opportunity to earn incentives based on their demonstration of core values. These incentives include but are not limited to: Shopping in the PBIS Store, Monthly Field Trips (Holiday World, Roller Cave, etc.), Dances, Ice Cream Parties, Classroom Incentives, and various celebrations.

Inappropriate Behaviors

It is our goal to create a proactive and positive learning environment at Sankofa School of Success @ Arlington Woods Elementary. However, we cannot dismiss or tolerate behaviors that disrupt and prevent teaching and learning. A list of Inappropriate behaviors and their associated consequences are listed on the next page. Please note, the school has the right to assign consequences based on severity and number of occurrences.

Minor Behaviors

- Out of seat

-Not following directions

-Whining

-Refusal to participate

-Sleeping

-Copying behaviors

-Not listening

-Refusal to work

-Not taking responsibility for actions

-Talking out

-Inappropriate noises

-Touching & Poking

--Standing on furniture

-Constant talking

-Out of seat and interfering with others learning

-Inappropriate chair manners

-Consistently not following directions

Severe Behaviors

-Talking back to adult

-Throwing things

-Teasing

-Lying, Cheating, & Forgery

-Profanity & Profane Gestures

-Inappropriate language

-Pushing

-Disrespect to peers/adults

-Leaving room without permission

-Unauthorized electronic device usage

-Vandalizing school property

-Actions that cause harm

-Stealing

-Fighting & Punching

-Drugs, Alcohol, & Weapons

-Biting & Spitting on others

-Throwing furniture

-Threatening to do injury to person or property

-Sexual harassment

-Sexual behaviors

-Bullying & Gang Activity

Consequences for Inappropriate Behaviors

Depending on the severity of the inappropriate behavior, consequences may include but are not limited to:

- a verbal warning
- redirection
- restitution
- parent contact,
- revoked privileges
- conference with the student and teacher

- isolation in the classroom
- time-out in a buddy room
- short-term removal from the classroom (Reset Room)
- conference with student, parent, and teacher

- after-school detention
- in-school suspension (Reset Room)
- behavior contract
- conference with student, parent, teacher, and behavior specialists

- conference with student, parent, teacher, behavior specialists and administration
- out of school suspension
- arrest
- expulsion

Amygdala Reset Center

At Sankofa, the Amygdala Reset Room is a place where students can go to reset — a calming space to release emotions (anger, fear, stress) or simply to stop and think. When students are referred to the ARC Room for demonstrating inappropriate behaviors, students are enabled to reflect on their choices and create a proactive plan to prevent future inappropriate behaviors. While in the ARC Room, classroom teachers will provide students with class assignments that need to be completed. Additionally, students may be required to participate in a social group with the ARC Behavior Deans. Parents will be notified when their student is referred to the ARC Room via phone call, Unified Home or Building Dreams message. The goal of the ARC Room is to equip students with the tools to self-manage their behaviors.

Parent Reinstatement Conference

When a student is suspended from school, it will be necessary for a parent or guardian to meet with the dean for reinstatement. During the reinstatement conference, the student, parent, dean, and any other necessary staff member will need to develop a plan to help increase appropriate behaviors from the student. Reinstatement conferences can be scheduled on the day of the suspension or up to two days after the student returns to school. Please contact Ms. Omega Robinson at 317.226.4299 to schedule a conference.

Transportation

Bus Expectations

The Bus Conduct and Safety Rules are designed to promote safety on the school bus at all times. The safety of all students is our top priority. Therefore, each student is expected to cooperate fully by always obeying the rules. The bus driver and monitor are in charge of the bus. They must be recognized and supported by all. For everyone's safety, the bus driver must be heard, be able to hear traffic sounds such as sirens, and be obeyed by students quickly and efficiently.

School transportation is a privilege, not a right. Students who cannot comply with the school bus regulations may be denied the privilege of riding school buses. When this happens, school attendance is still required, and parents must make other arrangements for their children to get to school. Students may be suspended and/or recommended for expulsion due to violations of bus policies.

To maintain bus transportation privileges, parents and students must adhere to the following bus guidelines**:**

Waiting for the Bus

- Develop a schedule. Leave home on time each day.
- Walk facing traffic, if there are no sidewalks.
- Arrive at the pick-up spot at least 10 minutes before the target pick-up time.
- Be prepared to wait 10 minutes after the designated target pick-up time.
- Wait a safe distance off the roadway. Do not wait in the street.
- Stay off lawns and other private property.

Boarding

- Before approaching the bus, wait for it to come to a full stop.
- Be polite and take your turn getting on the bus.
- Use the handrail.
- Drivers have a schedule to keep. Parents should not engage the driver in long conversations.

If you have additional questions please contact First Student @ 317-226-4000. Hit the prompt for transportation. Additionally, you can download the First View App to track the bus.

Conduct

The driver is in full charge of the bus and its passengers. Please follow the directions of the driver. If your bus has a monitor, directions from the monitor should be followed also. Drivers may assign students to particular seats. All buses are subject to video/audio surveillance.

- Walk to the assigned seat and remain there. Do not stand or move around while the bus is moving.
- Do not talk to the driver unless it is an emergency. Drivers need to keep their minds on driving and their eyes on the road.
- Talk quietly so that the driver can hear traffic sounds.
- Do not open or close window or roof vents.
- Never extend your hands, arms, heads or personal belongings through the windows.
- Loud, profane language or yelling is not permitted.
- Do not smoke, eat or drink beverages on the bus.
- Do not deface or litter the bus. Students will be held accountable for any damage they do to the bus.
- Do not tamper with any safety device or any other equipment on the bus.
- Do not play electronic devices without headphones or without permission from the driver.

Exit

1) Do not move from your seat until the bus comes to a full stop.
2) Take your turn. Do not crowd in front of others.
3) Use the handrails.
4) Watch your step.
5) Look both ways, and check for turning cars before you cross the street.
6) Do not linger around the school bus after getting off.

In Case of Emergency

- Stay seated.
- Depend on the driver to take care of emergency situations.

Consequences of Inappropriate Bus Behavior

First offense	Bus driver talks to child about the child's misbehavior on the bus.
2nd offense	Bus driver notifies the school that this is the 2nd offense and the school will send a note to the parent with the bus rules and notifying the parent if the problems persist that bus suspensions will be in order.
3rd offense	Bus driver notifies the school that this is the 3rd offense and the school will notify the parent that there will be a one day bus suspension. The parent must still provide transportation to school for the child.
4th offense	Bus driver notifies the school that this is the 4th offense and the school will notify the parent that there will be a two-day bus suspension. The parent must still provide transportation to school for the child.
5th offense	Bus driver notifies the school that this is the 5th offense and the school will notify the parent that there will be 3-5 days of bus suspension. The parent must still provide transportation to school for the child. At this point if the same situations are continuing then it might be necessary to have a meeting with the child's parents, the bus driver and bus supervisor, and an administrator about a bus behavior plan.
6th offense	Bus driver notifies the school that this is the 6th offense and the school will notify the parent that there will be 5-10 days of bus suspension. The parent must still provide transportation to school for the child. At this point a meeting with the child's parents, the bus driver and bus supervisor, and an administrator about a bus behavior plan will be arranged. The child will not be allowed back on the bus until this behavior plan is in place. Failure to comply with this plan could involve removal of bus services for the child for the school year.

Please note that the consequence may vary depending on the severity of the problem

Bullying

Bullying is defined as deliberate, repeated acts or gestures by a student or group of students with the intent to harass, humiliate, intimidate, or harm another student or group of students. Bullying can be categorized as physical bullying (harm to someone's body or property), emotional bullying (harm to someone's feeling of safety of self-esteem), and social bullying (harm to someone's group acceptance). In many cases, students are experiencing peer conflict. Please review the chart for characteristics of bullying.(Next Page)

In an effort to prevent bullying at Sankofa, a counselor or social worker will work with staff members and students on how to identify, prevent, and eliminate bullying. Students will participate in classroom lessons to identify and prevent conflict and bullying, and to learn to report when they see bullying happening.

If a student or parent suspects bullying is occurring, it is imperative that a meeting is scheduled with the social worker. During the meeting, a bullying form must be completed. The social worker and discipline team will begin an investigation and follow through.

Students reported for bullying behavior will be subject to the Sankofa Behavior Policy, including investigation by IPS School Police if necessary. Students who are found to be participating in bullying behaviors will face consequences from the Behavior Policy. These students will also meet with the Social Worker for social skills groups to prevent further bullying behavior

CONFLICT	RUDE	MEAN	BULLYING
Occasional	Occasional	Once or Twice	Is REPEATED
Not planned; in the heat of the moment	Spontaneous; unintentional	Intentional	Is planned and done on purpose
All parties are upset	Can cause hurt feelings; upset	Can hurt others deeply	The target of the bullying is upset
All parties want to work things out	Based in thoughtlessness, poor manners, or narcissism	Based in anger; impulsive cruelty	The bully is trying to gain control over the target
All parties will accept responsibility	Rude person accepts responsibility	Behavior often regretted	The bully blames the target
All effort is made by all parties to solve the problem			The target wants to stop the bully's behavior; the bully does not
Can be resolved through mediation	Social skill building could be of benefit	Needs to be addressed/should not be ignored	CANNOT be resolved through mediation

Sankofa School of Success Bullying Policy

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

Bullying is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment.

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

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

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

Sankofa School of Success Reporting Procedures:

Building Administrators/Designees have the responsibility of conducting investigations concerning the claim of bullying. The investigators shall be a neutral party having had no involvement in the complaint presented.

Any student, employee, or third party who has knowledge of conduct in violation of Policy #5517.01 or feels s/he has been a victim of bullying in violation of Policy #5517.01 is encouraged to immediately report his/her concerns.

All complaints will be promptly investigated in accordance with the following procedures:

Step 1:
Any complaints, allegations, or rumors of bullying shall be presented to the Building Administrator/designee. Students may also report their concerns to their teacher or counselor who will be responsible for notifying the appropriate Administrator. Complaints against the Administrator shall be filed with the Assistant Superintendent with either Elementary Education or Secondary Education. Information may be initially presented anonymously. All such information will be reduced to writing and will include the specific nature of the offense and corresponding dates. If the person filing the complaint is an adult, s/he must sign the charge affirming its veracity. If the person filing the complaint is a minor, s/he may either sign the charge form or affirm its veracity before two (2) administrators.

Step 2:
The Administrator receiving the complaint shall promptly investigate. Parents will be notified of the nature of any complaint involving their student. The Administrator will arrange such meetings as may be necessary with all concerned parties within five (5) work days after receipt of the information of a complaint. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the complaint will be reduced to writing. The Administrator conducting the investigation shall notify the complainant and parents as appropriate, in writing, when the investigation is concluded and a decision regarding the disciplinary action, as warranted, is determined. A copy of the notification letter, together with any other documentation related to the incident, including disciplinary action taken or recommended shall be forwarded to the appropriate Executive Director.

Step 3:
If the complaint is not satisfied with the decision at Step 2, s/he may submit a written appeal to the appropriate Assistant Superintendent or designee. Such appeal must be filed within five (5) school days after receipt of the Step 2 decision. The Executive Director will arrange such meetings with the complainant and other affected parties as deemed necessary to review and

discuss the appeal. The Executive Director will arrange such meetings with the complainant and other affected parties as deemed necessary to review and discuss the appeal. The Executive Directorshall provide a written decision to the complainant's appeal within five (5) school days of the appeal being filed.

Step 4:
If the complainant is not satisfied with the decision at Step 3, s/he may submit a written appeal to the Superintendent. Such appeal must be filed within five (5) school days after receipt of the Step 3 decision. The Superintendent will arrange such meetings with the complainant and other affected parties as deemed necessary to review and discuss the appeal. The Superintendent shall provide a written decision to the complainant's appeal within five (5) school days of the appeal being filed.

Step 5:
If the complainant is not satisfied with the decision at Step 4, s/he may submit a written appeal to the Board of School Commissioners. Such appeal must be filed within five (5) school days after receipt of the Step 4 decision. The Board of School Commissioners will arrange such meetings with the complainant and other affected parties as deemed necessary to review and discuss the appeal. The Board of School Commissioners shall provide a written decision to the complainants appeal within five (5) school days of the appeal being filed.

Documentation related to the incident, other than any discipline imposed or remedial action taken, will be maintained in a file separate from the student's education records.

Retaliation/False Charges
Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry related to a complaint of bullying is prohibited. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions. Suspected retaliation should be reported in the same manner as bullying.

Sankofa School of Success Anti-Discrimination Statement

Indianapolis Public Schools does not discriminate on the basis of race, color, religion, national origin, sex, disability, age, or sexual orientation in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. For inquiries regarding the non-discrimination policies, please contact the following persons:

- Title IX Coordinator / Director of Human Resources, 120 E. Walnut St., Room 103, Indianapolis, Indiana 46204, 317.226.4150;
- Section 504/ADA Coordinator / Health Services Coordinator, 120 E. Walnut St., Sixth Floor, Indianapolis, Indiana 46204, 317.226.4406;

For any other inquiry relating to IPS's non-discrimination policies, please contact the Director of Human Resources, 120 E. Walnut St., Room 103, Indianapolis, Indiana 46204, 317.226.4150.

For further information on non-discrimination, visit https://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm for the address and phone number of the office that serves your area, or call 1.800.421.3481.

Gang Activity

Gang activity is prohibited at school or on school property. Students should refrain from discussing gangs, participating in gangs, wearing gang colors or gang designs on clothing, and marking gang symbols on papers, books, or body.

Gang activity should be reported to the administrator immediately. The school administrator will notify appropriate authorities.

The most significant impact on the child's behavior in school comes from parent support. Please encourage your child to follow the school rules, and please take decisive action when contacted by a teacher about behavior problems.

Some students may get involved in a situation that will need police investigation or school investigation. We will do our best to keep you informed. However, if an officer determines an arrest is in order, they have the right to proceed with the arrest or the removal of a minor from the school without parent permission.

Section V: Health and Wellness Procedures

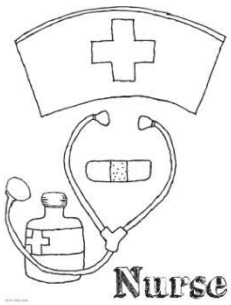
Access to Medical Treatment

All students must have a valid consent form on file inorder to be seen or treated in our clinic.

Medical/Emergency Forms

A current medical/emergency card must be on file in the office. If your home, work, or emergency telephone numbers change, please let us know. If an emergency or illness arises, we must be able to reach you. If you move during the school year, you will need to change your address with the main office.

Student Medication



All student medications must be kept in the Nurse's office. Student medications are to be in the original container and accompanied by a Medical Form, which can be obtained from the school nurse. If this form is not on file for your child, we are not permitted to administer medication to your child**.** All medications will be given in the Nurse's office. The student will report to the nurse for his/her medication.

Illness/Injury

In case of an illness or injury, students are to immediately report concerns to supervising adult. With permission, students will be able to visit the nurse. After assessing the situation, the nurse will determine the best medical needs of the student. Depending on the severity, parents may be contacted and required to pick up student.

Vaccinations/Immunizations

The state of Indiana requires vaccinations and immunizations for all children. This process must be completed upon enrollment. If the requirements are not met, the law states that your child may be excluded from school.

Head Lice

Children may be examined for head lice during the school year. If your child is found to have head lice or nits, he or she will need to be treated at home.

Section VI: Emergency & Safety Procedures

Drills: Fire, Tornado, & Lockdown

The purpose of drills is to prepare students how to effectively and efficiently evacuate or move during a real event. It is important that students understand and follow the procedures outlined by the supervising adult.

Throughout the school year, we will have a fire drill each month. Tornado drills will occur twice a semester. Lockdown drills, which prepare students for intruders/trespassers, will occur three times a year. Other emergency drills may be practiced if deemed necessary.

Extreme Weather & Other Emergencies

Occasionally, school may close due to weather or other emergencies. Sankofa will notify parents through Unified Home. Please be sure your contact information is updated. Local radio and tv stations will report school closings or delays as well. In the event that school would close early due to inclement weather or another type of emergency, your student will need to know where to go should you not be home.

Trespassers

Trespassers are not permitted on school grounds. Any unauthorized visitor is considered a trespasser and will be subject to questioning by school administration and/or police. Trespassers may be removed from grounds.

Students suspended from school are not permitted on school grounds.

Student Record Guidelines

Custodial Rights

Court orders will be observed to the greatest extent possible. It is the parent/guardian responsibility to bring copies of custody and visitation agreements to the school. We cannot institute what we do not know.

In Indiana, both custodial and non-custodial parents have access rights to a child's records. The only exception to this is if parental rights have been terminated. Parents must provide this information to the school. Only the persons listed on the emergency card will be authorized to remove a child from school. If the name does not appear on the emergency card, you must make arrangements with the school to have your child picked up by someone different. This must be done in writing. No one under 18 is permitted to pick a child up at school for any reason.

Student Records

All legal guardians must complete all student information sheets at the start of each school year or when changes are made to contact information (address, phone number, etc.) throughout the year. This information sheet provides us detailed information about your student, including medical concerns and approved adults that can visit or pick up your student. We ask that you update the school any time information on the sheet changes (address, phone number, approved adults, etc.) so we have the most accurate information in case of emergency. NO student will be released to anyone if there is not proper documentation or notification from the legal guardian.

Legal guardians have the right to access your student's records at any time unless there is a legal document denying access. Any requests must be made in writing to the principal and the school given a 24 hour notice. This allows us to verify all the information contained in the record and make the copy.

Student Transfer

It will become necessary for some of you to leave our school during the year. Please, if possible, try to notify the classroom teacher and the principal in advance so that we may help make your transfer speedy and efficient. Library books and texts need to be returned to School #79 prior to transfers. Textbooks will be issued at the receiving school. When you register at the new school, please take the following items with you:

- child's birth certificate
- immunization record
- valid picture ID
- proof of address (such as a utility bill)

Help! Frequently Asked Questions

- ***Why is Sankofa School of Success considered an innovation network school?***
  - As an innovation network school, Sankofa School of Success has full operational autonomy to operate Arlington Woods Elementary, #99. Current staff, parents, & community partners will have decision-making authority regarding all functions of the school. Based on the needs of the students and staff, Sankofa has implemented a Social and Emotional Learning (SEL) class to help equip students with self-awareness, self-management, social awareness, relationship skills, and responsible decision making.

- ***How do I enroll my student at Sankofa School of Success @ Arlington Woods #99?***
  - If Arlington Woods Elementary is your boundary school, you may enroll grades K-6 students online at https://enrollindy.org/ips-neighborhood/.
  - If you have special circumstances such as pre-school, daycare transfers, transportation, residence verification, etc., you will need to enroll at the Office of Enrollment and Options located at 120 E. Walnut St, Indianapolis, IN 46204.
  - During enrollment, parents will need to provide:
    - Child's birth certificate
    - Child's immunization records
    - Parent/Guardian photo ID
    - Proof of address (ex. utility bill, lease agreement)
  - Individuals with questions about the enrollment process can call 317.226.4299. Business hours are Monday-Friday, 8 am – 4:30 pm.

- ***What immunizations will my student need for school?***
  - Student's immunizations will vary depending on grade level. Refer to the chart below.

Preschool Requirements:	**K - Grade 3 Requirements:**
• 3 Hepatitis B • 4 Diphtheria, Tetanus & Pertussis (DTaP) • 3 Polio • 1 Measles/Mumps/Rubella • 1 Varicella	• 3 Hepatitis B • 5 Diphtheria, Tetanus & Pertussis (DTaP) • 4 Polio • 2 Measles/Mumps/Rubella • 2 Varicella • 2 Hepatitis A
Grades 4-5 Requirements:	**Grade 6 Requirements:**
• 3 Hepatitis B • 5 Diphtheria, Tetanus & Pertussis (DTaP) • 4 Polio • 2 Measles/Mumps/Rubella	• 3 Hepatitis B • 5 Diphtheria, Tetanus & Pertussis (DTaP) • 4 Polio • 2 Measles/Mumps/Rubella

• 2 Varicella	• 2 Varicella • 1 Tetanus and Pertussis (Tdap) • 1 MCV4 (Meningococcal conjugate)

- ***I have a question about bus transportation.***
  - Transportation is a privilege available to all students who live more than a mile from the school.
  - All questions regarding bus transportation can be answered by calling transportation at 317.226.4000.
  - To look up bus stop locations and times, please visit http://busstop.myips.org/public1web/webquery-school/

- ***I would like to visit my student's classroom.***
  - Parents and guardians are welcome to visit the classroom at any time. Visitors must first check in to the office with a picture ID and receive a visitor pass. When entering a classroom, it is important that instruction is not interrupted. If you wish to discuss your student with the teacher, you will need to make arrangements for a conference outside of instruction time.

- ***I would like to discuss my student's academic and/or behavioral progress.***
  - Parent involvement is very important at Sankofa School of Success. Please schedule an appointment directly with your student's classroom teacher to develop and implement a plan of action for at school and home.
  - Continue to meet with the classroom teacher to monitor student's progress.
  - If necessary, you may request to meet with the SST (school supports) team, behavioral specialist, and/or administration for additional support.

- ***When will I know if my child is being retained for the next school year?***
  - The decision to retain students who are not meeting grade level standards is a difficult task. By the end of the first semester, teachers will begin notifying parents of concerns and possible retention. The student will be recommended for MTSS and an intervention plan will be developed and implemented. Based on the student's achievement in both Math and English/Language Arts, a decision will be recommended at the end of 3rd nine weeks. The Head of School will make the final decision during the 4th nine weeks.

- ***I would like to volunteer at Sankofa School of Success.***

- Volunteers are greatly appreciated. As part of our safety plan, it is important that all potential volunteers receive a criminal history check prior to volunteering in the school. Volunteer applications are available upon request & background checks can be conducted at https://secure.safehiringsolutions.com/app.cfm?id=70644FDF-39F5-4D7E-9BB2-AAB1D01BEA2E.
- . If you have additional questions or concerns, please call 317.226.4299 to speak with an administrative associate.

❖ ***Can I celebrate my child's birthday at school?***

- Birthdays are a wonderful time to celebrate the life of our students. Given the demands of our curriculum, we do not permit birthday parties or distribution of party invitations at school. However, store-bought treats can be shared during non-instructional times such as lunch or recess. Please let the classroom teacher know in advance if you plan on bringing in treats.

❖ ***Can I eat lunch with my student in the cafeteria?***

- Parents/guardians are always welcomed to eat lunch with their students in the cafeteria. As part of our safety plan, we do require parents to eat in a designated area with their student only. Additionally, we ask that you adhere to the cafeteria expectations as well.

❖ ***Do you provide before and after school care?***

- Beyond the March provides before and after school care Monday-Friday from 7am-6 pm. Additional information will be available in the main office.

❖ ***What types of after-school activities do you offer?***

- In September, we will begin offering various activities for students in grades 2-6. These activities include but are not limited to tutoring, mentoring, boys and girls scouts, and athletics.
- Once students commit to an after-school activity they will be unable to commit to another one during the same period.

❖ ***My information has changed since the beginning of the school year.***

- It is important to keep all information up to date. Please provide updated information to main office.
- Also, please ensure that your student's classroom teacher has the most current phone number.

- **Is my student allowed to bring electronics to school?**
  - Due to the challenging demands of teaching and learning in a limited amount of time, we do not allow students to bring in electronic devices such as cell phones, tablets, and hand-held video game systems.
  - Additionally, we do not permit toys, fidget spinners, stuffed animals, and anything else deemed disruptive to the learning environment.
  - These items may be confiscated by a staff member and will only be returned to a parent or guardian.
  - Please note that lost or stolen items will not be investigated.